Florida Gulf Coast University
Department of Rehabilitation Sciences
Physical Therapy Clinical Education Policies

Introduction

Clinical education is an important part of the physical therapy curriculum. It is the time for students to apply and expand the knowledge and skills they have learned in class. In order to assure the optimum experience for students and therapeutic and safe examinations and interventions for patients, students must demonstrate competency in all appropriate practical skill checks and practical exams prior to beginning each clinical experience. Students are in clinic at the invitation of the clinic and are expected to follow policies of the facility during any clinical experience.

During clinical experiences, all FGCU, College of Health Professions and Social Work, and Department of Rehabilitation Sciences Policies are applicable. Refer to the FGCU and the Department of Rehabilitation Doctor of Physical Therapy Program Student Guidebooks.

This document contains policies, procedures, and information relevant to the FGCU Doctor of Physical Therapy clinical education program. It is utilized by students, core academic faculty, and clinical faculty, and serves as a reference and guide in matters related to clinic. It is updated yearly and as needed.

Prior to the first clinical experience students must sign acknowledging receipt of the following and their responsibility to review the document and follow all clinic policy guidelines.

Securing New Clinic Sites

Any party (faculty, clinician, or student) may identify potential clinic sites. The Director of Clinical Education (DCE) has the following responsibilities:

- Contact the Director of Physical Therapy or Center Coordinator of Clinical Education (CCCE) of the site,
- Visit the site if local, or phone interview clinic owner/CCCE of out of area sites (further than 2-3 hours drive from FGCU).
- Determine suitability of the site based on the criteria and needs of the program.
- Initiate the procurement of the Clinical Affiliation Agreements, the Clinical Center Information Form (CSIF), and other pertinent material.

In normal circumstances, a site visit is made prior to establishing a clinical agreement and assigning students. When a student is assigned to a clinic prior to a site visit, the DCE or designee will visit during the first student’s clinic assignment.
Minimum criteria for clinical site selection*

Clinical affiliates meet the following minimum criteria prior to being utilized as a clinical site:

- The affiliate practices ethically and legally.
- The affiliate supports physical therapy clinical education.
- The affiliate employs an adequate number of clinical instructors (licensed physical therapists) to provide appropriate supervision, including on-site supervision at all times when student is providing patient/client care. In single physical therapist practices, plans for on-site supervision by licensed physical therapists are in place for those instances where the clinical instructor is absent.
- The affiliate has a variety of learning experiences available to the student.
- The affiliate is willing to follow FGCU policies which will be made available in the Clinical Education Handbook, posted on the FGCU Department of Physical Therapy Website.
- A clinical affiliation agreement has been fully executed between the affiliate and FGCU. The agreement will be annually reviewed.
- A Center Coordinator of Clinical Education (CCCE) has been appointed and is responsible for coordinating the assignments and activities of students at the clinical site.
- The affiliate expresses a commitment to clinical faculty development.
- The facility has adequate support personnel to meet the needs of the affiliate.

*These criteria are the minimum. Affiliates are encouraged to further develop their clinical education programs.

Minimum criteria for clinical faculty selection**

Clinical faculty (Center Coordinator of Clinical Education and/or Clinical Instructor) meet the following minimum criteria:

- Clinical faculty practice legally and ethically
- Clinical faculty are motivated and willing to serve.
- Clinical instructors have one year clinical experience as a licensed physical therapist. CCCE’s have two years clinical experience (as a physical therapist or other appropriate experience).
- Clinical faculty have an understanding of the clinical education/clinical supervision process.
- Clinical faculty are willing to make a commitment to continuing development of clinical teaching skills.
- Clinical faculty have a commitment to timely and effective communication with students and Department of Physical Therapy and Human Performance Faculty.
- Clinical faculty are willing to follow FGCU policies as set forth in the clinical affiliation agreement and Physical Therapy Clinic Policy.
These areas include but are not limited to, nondiscrimination, safety, confidentiality, student orientation to affiliate, and communication.

** These criteria are the minimum. Clinical Instructors are encouraged to further develop their knowledge and skills in the area of clinical education. Clinical instructors who are APTA Certified are preferred.

Clinical Affiliation Agreements

The clinical affiliation agreement process is coordinated through the office of the Dean in the College of Health Professions. A signed clinical affiliation agreement must be on file prior to the beginning of any student clinical experience. Students are responsible for understanding and following the terms of the agreement.

Clinic Schedule

The Doctor of Physical Therapy curriculum includes five Full Time clinical education courses, and one Part Time Introduction to Clinical Education course. The following full time FGCU DPT Clinical Education courses are planned for 2017-2018:

Clin Ed I- Fall 2017- Oct 30- Dec 15, 2017 (7 weeks)
Clin ED II- 2nd Year Summer 2018- May 7- June 15, 2018 (6 weeks)
Clin Ed III- 2nd Year Summer 2018 – June 18-July 27, 2018 (6 weeks)
  (Or Clin Ed II/III combined- May 7- July 27 (12 weeks)
Clin Ed IV- 3rd Year Spring 2018- Jan 8- Feb 23 (7 weeks)
Clin Ed V- 3rd Year Spring 2018- Feb 26- April 20 (8 weeks)
  (Or Clin Ed IV/V combined- Jan 8- April 20 (15 weeks)
Clin Ed I- 2nd Year Fall 2017- Oct 30- Dec 15, 2017 (7 weeks)

Part time clinic planned for 2017-2018: Course expands over two semesters

Spring: (Thursdays 8 AM-12 PM): Jan 29-April 13, 2018
Summer: (Fridays 8-12 PM): May 14-July 20, 2018

The clinic dates are sometimes scheduled outside the normal semester calendar. Students are required to attend the clinics as scheduled.
Procedure for Securing and Assigning Clinic Sites

In January each year, the DCE asks all students to provide students’ clinic interest (type of clinic, setting, and location), and uses this information to ask for specific clinic sites and out of area location sites. March 1st of each year, the DCE sends a letter of inquiry to each active facility, including the specifically requested sites by students, requesting a commitment of positions for Florida Gulf Coast University physical therapy students during the following year. The clinic database and management system Acadaware is updated with all offers received. These offered positions are reviewed for variety of experience. If there is not sufficient variety, additional offers are solicited well in advance of the clinical experiences. Once sufficient offers are available, the DCE will ask all students to provide their 10 choices (1 being their best choice) into the system via the acadaware.com website. Once the site is confirmed, it will be final and students cannot change their mind!

Clinic Site Assignment

Students are assigned to a wide variety of clinical sites in order to assure experiences with patients having a variety of diagnoses/disabilities, ages, and practice parameters. Each student must experience patients with orthopedic, neurological, and medical diagnoses and experience the implementation of management concepts. Additionally, each student needs to have a clinical experience in acute care, inpatient rehabilitation, and outpatient clinic setting. A student may exchange the inpatient rehabilitation setting requirement with a clinic at a skilled nursing facility or home health setting.

DPT Clinical Education curriculum

Clinical Education I: Second year Fall (7 weeks)
Clinical Education II: Second year Summer 1 (6 weeks)
Clinical Education III: Second year Summer 2 (6 weeks)
*(II and III may be combined into one 12-week clinical experience)
Clinical Education IV: Third year Spring 1 (7 weeks)
Clinical Education V: Third year Spring 2 (8 weeks)
*(IV and V may be combined into one 15-week clinical experience)

*Depending on the type of clinic, patient variety, patient complexity, and specific clinic requirements, Clinical Education II and III, or IV and V, may be combined into one clinic. In case a student has had a combined Clinical Education II and III clinical experience, he or she may not have an additional combined clinical experience in Clinical Education IV and V to ensure enough variety.
Students have the opportunity to examine information about specific clinics prior to submitting a list of top choices. Students will not be assigned more than once to a facility unless the learning experiences are significantly different. Students may request to be placed at their part time clinic site for one of their full time clinics. Students will not be placed at a clinic site where the student has been employed at or have any type of personal friendship or family relationship with.

Student assignments are made six to twelve months prior to the beginning of the assignment. After assignments are made, the DCE notifies the clinics, including those not receiving assignments. The assignments not used are released in order to allow the clinic to offer the positions to other Physical Therapy Programs. Student placement decisions, including decisions of combining clinics and when in the program this is best for the student’s learning, are at the discretion of the DCE. The DCE has the final responsibility for making clinic assignments. **Being placed in an out of area or out of State site of the student’s choice is a privilege, and students have to be in good academic and professional behavior standing to qualify. Students are not guaranteed placement in their top choices and may be assigned to clinics outside the geographical areas in which they live. Students can expect to be placed in at least one clinic that is up to one hour of driving distance from their home.**

**Expenses**

All expenses including, but not limited to, travel, housing, and meals are the responsibility of the student.

**Communication**

The DCE is the liaison between Florida Gulf Coast University, the clinical sites, and the students. Communication is maintained by mail, e-mail, telephone, group meetings and individual meetings. Students and clinical faculty are encouraged to initiate early communication with the DCE during clinical experiences when any student is having significant difficulty with performance or behavior. Students should communicate with the DCE if there are issues that have not been resolved after the student has spoken with the Clinical Instructor (CI) and CCCE (if available). Academic faculty have access and are encouraged to participate in the on-line Canvas discussions, in which clinic related topics are discussed led by the DCE.

The DCE, with assistance of core faculty, is responsible for communicating levels of performance and curriculum material covered with the CCCE of the facility and the CI. This is done through verbal and written means, prior to the beginning of each clinical experience. It includes sending the Student
Data Forms, Memo to CCCE/Ci, course syllabus, clinic policy, CPI grading criteria and student performance expectations. In addition, the communication includes the student’s sharing of the Psychomotor Skills Log with the CI.

**Students must communicate with the clinic four weeks prior to the beginning of the clinical experience.** Each student must submit a completed Student Data Form to the DCE at least 6 weeks prior to the beginning of the affiliation, which the DCE will review, and share with the facility CI/CCCE once approved.

**Progression to Clinic**

Students must be in good standing in the Doctor of Physical Therapy Program including following the Professional Behaviors Plan, and have completed the appropriate prerequisite courses prior to participating in clinic assignments.

**Schedule/Attendance**

**Student who is planning to ask for any time off from clinic, will have to email a time off request to the DCE,** which has to include the amount of time (hours/days), specific date(s), and the reason why the time off is requested. This has to be done at least 1 week prior to the requested time off. DCE will review the request and decide if it is appropriate. Depending on the outcome of the review, the DCE will either approve it, at which time the DCE will be the one who will ask the CI for the student, or if the reason for the request is not appropriate or if the timing of it may hinder your successful completion of the experience, the DCE will deny the time off request.

Students are expected to adapt to the CI/clinic schedule, even if this exceeds a 40-hour workweek. The CI determines specific work schedules, **with the student expected to follow a schedule that is similar to physical therapists in the clinic.** Clinical courses are designed to include at least a 35-hour workweek, using a schedule equivalent to staff therapists. Some clinics /CIs may have varied hours. This might include some evenings, weekends, or holidays. Students whose CIs start their work week on a Saturday or Sunday, will have to follow their CIs work schedule, which also means that you will start your clinic the Saturday or Sunday before your clinic start date. This typically happens in inpatient settings, although many outpatient setting CIs have unusual schedules as well. Please make sure you know your CIs schedule and make the necessary arrangements to be able to start one the first day of your workweek, even if it is the Saturday or Sunday before. If your CIs schedule starts on a Tuesday or Wednesday, then your clinic will start on resp. Tuesday or Wednesday.

For last moment/ unplanned tardiness/absences due to unforeseen circumstances, illness etc, **students are required to notify the CI and DCE at the earliest practical time on the day of the tardiness/absence (at the latest
before 12pm), and on each consecutive day that they miss. Typically missing one day due to illness is easily made up by working another day or additional hours (as decided by the CI), however if an illness keeps the student out of clinic for more than two days, student, CI, CCCE and DCE will meet to come up with a remediation/make up plan to make sure the student has met the minimum time requirement for his/her clinical experience. Students who are habitually absent or late will be asked to sign and follow a learning contract that addresses the problem. Failure to meet the terms of the contract will result in an Unsatisfactory (U) grade in the course.

Orientation

Each affiliate must provide an orientation to the facility at the beginning of the clinical experience. The orientation must include safety/emergency procedures.

Patient Care Responsibilities

The ultimate responsibility for patient care remains with the assigned physical therapist. Students are expected to discuss with their clinical instructor the mechanism by which patients agree to treatment by the student. Students must always inform the patient of their student status and never lead anyone to believe otherwise. If students are asked to perform examinations or interventions for which the students have inadequate knowledge, students must inform their clinical instructors and request a change of assignment or appropriate instruction and supervision during the activity. Students must not be used in lieu of professional or non-professional staff.

Ethical/Legal Responsibility

Students are required to follow the APTA Code of Ethics for Physical Therapists, the FGCU Physical Therapy Professional Behaviors Plan, and the FGCU Clinical Affiliation Agreement.

For Students Placed in Texas only: The web address for the Texas Higher Education Coordinating Board’s Student Complaints page with forms and a description of the complaint procedure is http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D

Supervision

Each clinical facility has a Center Coordinator of Clinical Education (CCCE) who is responsible for organizing the clinical experience and assigning clinical instructors. The clinical instructor (CI), who may also be the CCCE, has the primary supervision/education responsibility for the student. The clinical
instructor must be a physical therapist. The clinical instructor or another designated physical therapist must be on site at all times when a student is treating patients. The clinical experience may include student observation of other professionals, however, the direct care responsibility for treatment remains with the other professional. The clinical instructor’s supervision of the student is close during the initial clinical experience. Supervision decreases as the student becomes more adept in management of patient care. Supervision decisions are always made on an individual basis considering the patient situation, the student’s level of knowledge and performance ability, environmental factors, and legal and reimbursement considerations. The clinical instructor maintains the final responsibility for patient care. The DCE or other FGCU Doctor of Physical Therapy Program faculty members are available for telephone and/or on-site consultation regarding levels of supervision and other situations that might arise.

Confidentiality

All patient information, patient records, and affiliate information are confidential. Students must make every effort to respect the confidential nature of this information. Students in doubt whether or not an item of information is confidential should consult with their clinical instructors. Students must comply with all HIPAA policies and procedures, as implemented by the affiliate.

Evaluation

Students will be evaluated using the APTA Physical Therapy Clinical Performance Instrument (PT CPI Web), to be found on the following website: https://cpi2.amsapps.com. Clinical education course grades are on a Satisfactory/Unsatisfactory (S/U) basis. A Satisfactory grade is required for successful completion of the experience. The clinical instructor has the primary responsibility for conducting the student performance assessment, based on the course objectives and the PT CPI Web. The DCE has the final responsibility for assigning the course grade, utilizing information provided by the CPI, in accordance with each course syllabus. On a case by case basis, when deemed appropriate by the DCE, a student may be given the option of extending the time of a clinical experience in order to reach the appropriate level of clinical performance.

Accommodation for Disability

All reasonable efforts will be made to accommodate students with special needs, following FGCU policy. Students must notify the DCE of the need at the time site choices are made (6-12 months before the clinical experience). Any student who requests accommodations due to a documented disability will have to provide the DCE with an official letter to request accommodation provided by Adaptive Services. The DCE will work with the CCCE to ensure that the
requested accommodation is determined reasonable by the clinic site, and can be followed. In case the requested accommodation is unreasonable for the specific site, the DCE will communicate with the student in order to propose alternative placement options. Student requests for accommodation provided during a clinical experience will not be accepted.

**Personal Health**

Students retain responsibility for their personal health and well-being. Students must follow universal precaution guidelines and policies of their clinical facilities. Should students be exposed to any health risk or injury at their clinical facilities, they must complete an incident report following affiliate guidelines and report the incident to the DCE within one day.

**Health Insurance**

All students entering the Doctor of Physical Therapy Program are responsible to maintain personal health insurance while enrolled at Florida Gulf Coast University. Many clinical facilities may require proof of health care insurance. The clinical affiliate has the right to require injured or ill students to leave the clinic if they place themselves or others at risk.

Some affiliates may have additional health requirements. These requirements can be found in the CSIF and Student Requirements modules in Canvas PT Master Clinic site and/or Acadaware.com clinic data base for students to review prior to the site selection process. A student choosing a facility is also agreeing to the health stipulations.

The student is responsible for the cost of emergency and other health care during clinical experiences, and should use their personal health insurance to cover these costs. Affiliates are responsible for assisting students to procure treatment as needed.

**Immunization Requirements**

Immunizations, Screening tests and Vaccines listed below are required prior to October 1, in the first semester of the Doctor of Physical Therapy Program. The program requires additional immunizations beyond University Requirements. Official documentation (medical records) must be provided for all immunizations (see note regarding HepB series requirements) listed below and must be provided by October 1 in the first semester of the program.

A. University required immunizations (upon submission of FGCU application):
- Positive Rubella (German Measles) Titer Test
- Positive Rubeola (Measles) Titer Test
  - Any student who has documented proof of MMR x 2 may substitute these for the Rubella and Rubeola titers

B. Physical Therapy Program required immunizations and screening tests:
- Positive Varicella (Chicken Pox, Herpes Zoster) Titer Test OR Immunization
  - Previous occurrence of Chicken Pox is not sufficient, a titer is required to prove immunity
- Current Tetanus booster (must be “Td” within 10 years)
  - Must remain current while enrolled in Physical Therapy Program
- Mantoux TB screening test within 1 year of application and yearly thereafter
  - Must remain current while enrolled in Physical Therapy Program
  - A positive Mantoux TB test result must be followed up with a chest x-ray and/or verification of inactive status
- Hepatitis B (HB) Vaccine (series of 3 immunizations at 0, 1, and 6 months) AND positive titer results
  - The series of 3 immunizations must be completed at 0, 1 and 6 months
  - A positive titer following the immunizations is required in addition to the series of 3 vaccines
  - A student signed waiver for the Hepatitis B Vaccine series is also accepted by the Department of Rehabilitation Sciences but may exclude you from working at certain Clinical Sites due to requirements of individual sites.
- Influenza Vaccine
  - All students are required to obtain an influenza vaccine in the Fall of each Year. Flu Vaccines can be obtain from Student Health Services in the Fall Semester of each year.

C. Certifications and other requirements:
- CPR/AED & First Aid
  - CPR/AED and First Aid courses will be scheduled for students within 2-3 weeks of entering the Physical Therapy Program. There is a cost of $35.00 for the CPR/AED course and $15.00 for the First Aid course (cost of courses noted is current and subject to change without notice). If you do not complete these courses, or already
have certifications, you will be required to seek and obtain certification on your own. No additional courses will be offered at FGCU. Courses must be completed by October 1st in the first semester and certification must remain current throughout the Physical Therapy Program.

- Liability Insurance
  - All students must maintain constant and continuous coverage for professional liability while enrolled in the program. Additional information will be provided at orientation.

- Background Check
  - Additional Information on completing the background check will be provided at orientation.

- Health Insurance
  - All students should maintain continuous Health Insurance Coverage. Proof of coverage must be provided to the department.

It is important that you retain a copy of all information submitted to the Department of Rehabilitation Sciences for your personal records and for future use in the Physical Therapy Program.

Provider AED, CPR and First Aid

Students are required to complete AED, CPR and First Aid courses for adult and child (American Heart Association BSL Healthcare Provider Course, or equivalent such as provided by the American Red Cross) prior to participation in any practice courses, clinical practice or experiential learning experiences. Copies of signed proof of instruction in AED, CPR and First Aid must be provided to the department prior to October 1st each year. Certifications must stay current in all areas while students are enrolled in the Physical Therapy Program. Failure to comply with these guidelines may result in dismissal from the Physical Therapy program.

Criminal background check processes and procedures

All Students admitted to the Doctor of Physical Therapy Program are required to undergo a Level 2 criminal background check consisting of a Castlebranch criminal background check and an FDLE Level 2 (National- FBI) criminal background check through Live Scan Digital Fingerprint. Background checks are completed at the students’ expense. Students are required to undergo the background review prior to October 1 of the first fall semester.

Rationale: Health professions students and health professionals often treat patients who are considered to be vulnerable. In order to protect these
vulnerable patients, criminal background checks are being required by the University as well as many health care institutions. It is important for students to realize that a criminal record may prohibit them from sitting for the licensure exam if they have certain misdemeanors and felonies on their records. In addition, if it is likely that a student may pose a threat to the welfare of program faculty, staff, students, or patients, the student may be denied continuance in the program. Students who refuse to submit to a background check or do not pass the background check review may be dismissed from the program. Additionally, certain clinical sites may require additional specific background reviews and/or drug screens prior to the student commencing a clinical education experience.

FGCU has an agreement with CastleBranch (www.castlebranch.com) to perform all students’ criminal background checks. This company’s background check will consist of the following components:

- Social Security Verification
- Residency History
- Nationwide Sexual Offender & Predator Registry
- Unlimited Out of State County Criminal Records (Includes Maiden and Alias names)
- Nationwide Healthcare fraud and Abuse Scan
  - Medicare & Medicaid Sanctioned, Excluded individuals
  - Office of Research Integrity (ORI)
  - Office of Regulatory Affairs (ORA)
  - State Exclusion List
  - FDA debarment Check
  - Office of Inspector General (OIG)-List of Excluded Individuals/Entities
  - General services Administration (GSA) – Excluded Parties List
- U.S. Patriot Act
  - Terrorism Sanction Regulations
  - Office of Foreign asset Control (OFAC)
  - List of Specially Designated Nationals (SDN)
  - U.S. Treasury
  - Department of State Trade Control (DTC) Debarred Parties

Rights: Students have the right to review the information reported by CastleBranch for accuracy and completeness and to request that the agency verify that the background information provided is accurate. Prior to making a final determination that will adversely affect the student, CastleBranch will provide the student with access to the background check report and inform the students of his/her rights via email. Students are responsible for providing accurate contact information to CastleBranch.

In addition to the background checks done through CastleBranch mentioned above, all students also have to undergo:
Florida FDLE Fingerprinting background check through Live Scan Digital Fingerprint. This National FBI Level 2 fingerprinting background check is done through CastleBranch as well.

Steps once you enter the package code FL22 Background Check- Fingerprinting for fingerprinting:

The website will move you through multiple steps for the background check, and then the following steps for the Florida FDLE fingerprinting:

1. VECHS Waiver Form
2. Fingerprinting Instruction Form
3. Access Dan’s Website
4. Confirm the Date your Fingerprints were Scanned
5. Eligible for Placement

Results are returned to the School Administrator (Dr. J. van Duijn) to determine Placement Eligibility.

Certain findings in a background check could preclude participation in clinical education at certain affiliated clinical sites, and may also preclude the acceptance of the individual as a candidate for licensure as a physical therapist in any state. If it is likely that a student may pose a threat to the welfare of program faculty, staff, students, or patients, the student may be denied continuance in the program.

The student will be meet with the Director of Clinical Education (DCE) and Program Director and/or Department Chair to discuss the findings and consequences.

In reviewing background check reports, the following factors may be considered:

- the nature and seriousness of the offense or event,
- the circumstances surrounding the offense or event,
- the relationship between the offense or event and the duties to be performed as part of the educational process,
- the age of the person when the offense or event occurred,
- whether the offense or event was an isolated or repeated occurrence,
- the length of time since the offense or event,
- past employment and history of academic or disciplinary misconduct,
- evidence of successful rehabilitation, and
- the accuracy of the information provided by the student.

The safety of program faculty, staff, students, and patients and the educational interests of the student are considered. In reviewing background check reports

Endorsed by PT Clinical Affairs  3/11/99
Endorsed by PT Faculty Council 4/2/99
Reviewed by CHP Clinical Affairs Committee 4/12/99
Updated 8/17/07, 10-8-08, 12-2-09, 4-3-11, 8-11-11, 9-21-12, 8/23/13, 9/11/14, 8-12-16, 12-9-16, 2-10-17 JvD
and supplementary materials, advice may be obtained from university council, university police, and other appropriate advisors.

If the report contains negative findings and the authorized program individual(s) determine that the student is denied continuance in the program, the student will be notified in writing by the Program Director and/or the Department Chair. Any financial losses incurred due to negative criminal background findings resulting in dismissal from the program and university are the responsibility of the student.

If dismissal from the program is warranted, a student may appeal that decision in accordance with the university’s grievance procedure for academic matters found within the Student Guidebook at studentservices.fgcu.edu/judicialaffairs/new.html. If the student appeal is granted, the student must be aware that successful completion of the program cannot be guaranteed due to the potential lack of available clinical sites, based on the negative criminal background findings. Furthermore, the negative findings may limit the acceptance of the individual as a candidate for licensure as a physical therapist in any state. It is the responsibility of the student to contact the appropriate state licensing board.

Once the initial background check is completed, additional background checks will only be performed when the student self-reports a violation or when the clinical affiliated site requires a more recent or more extensive background check. Further background checks are also at the expense of the student. Each student must report within seven calendar days to the program director, DCE, and the Department Chair, any arrests and/or criminal charges or convictions filed subsequent to the completion to the most recent criminal background review.

Failure to report arrests and/or criminal charges or convictions in the required timeframe or falsification of information in self-reporting, including omission of relevant information may result in immediate dismissal from the program.

If dismissal from the program is warranted, the student may appeal that decision.

**Professional Behaviors**

All students will exhibit professional behaviors during all aspects of their clinical experiences. Please refer to the Professional Behaviors Plan outlined in the Department of Physical therapy Student Guidebook. A student who behaves unprofessionally and therefore negatively effecting the professional reputation of the affiliated clinical setting may be immediately withdrawn from the clinic by the clinical instructor/CCCE, and the DCE will be notified.

**Personal appearance/dress code policy**
1. Throughout the physical therapy program, the development of professional behaviors is emphasized. This includes professional appearance.

2. Throughout the program, students are expected to present themselves in a professional manner. Students are expected to begin accruing their professional wardrobe early in the program.

All students are expected to present themselves in well-groomed, professional attire and manner. This not only includes wearing the attire listed in the following policy, but keeping clothes in good condition (unwrinkled, not overly worn/faded). Presenting a clean, crisp appearance at all times promotes an appearance of credibility, responsibility, and authority, consistent with a doctoring profession.

Faculty will counsel students regarding their professional attire and manner when necessary. Failure to comply with expected practice attire will result in probationary status and may lead to dismissal from the Physical Therapy program due to violation of professional behavior criteria. A student who does not adhere to the dress code may be asked to leave the learning event (classroom, lab, or clinic) by the clinical or academic faculty member. It is up to the course faculty team (DCE or course faculty) to decide if a student is to be dismissed from a course for repeated non-adherence to this program policy. Students should refer to individual clinical sites for their specific dress code policies to abide by.

3. Even though professional attire can vary significantly, the department views the following as a minimum standard for professional attire while during clinical experiences:

Attire is determined by the community facility policy and clinical instructor/community supervisor. Student attire must be consistent with the physical therapists at the clinical facility. Students are responsible for requesting the dress code policy from a clinical site prior to the first day of clinic. A well-groomed personal appearance should be maintained at all times. At minimum, clinical education experiences require the following professional attire:

1. Adornments — these should not interfere with patient care. Please be sure to wear modest jewelry. Long and/or dangling earrings, rings with large stones, and belts with large or loose buckles should be avoided. No body piercings except for the ear (limited to two per ear).
2. Fingernails — fingernails should be trimmed so that the leading edge of the nail does not extend beyond the finger pad when looking from the palmar surface. Nails should be trimmed and filed so that they are not sharp. Artificial fingernails are not acceptable.
3. Hairstyle — it is important that hairstyles, including facial hair, not interfere with efficiency and a neat appearance. Hair should be pulled back if it will potentially dangle when leaning over. Use good judgment.
and remember that you are a representative of yourself, a respected profession, and the College.

4. Nametag – FGCU nametag must be worn at all times (unless the clinical facility supplies the students with their required picture ID, which students must wear at all times while in that clinic.

5. Students should wear a watch with second hand.

6. Professional image – Clothing should be clinical/professional in appearance. Clothing should be ironed and shirts properly tucked to present a professional image. Specific dress requirements for clinical experiences (on- and off-campus) include at minimum:
   - No blue jeans or other colored jeans.
   - No torn or tattered clothes.
   - No open toe shoes. Shoes must be flat and closed-toed. Tennis shoes are appropriate as long as they are in good condition.
   - Socks must be worn at all times; no bare feet are allowed even if wearing clogs or sandals.
   - No sweatshirts, sweat pants, or wind suits.
   - No tee shirts.
   - Dress should be casual professional attire that signals a respected profession. Chinos and Dockers are examples of appropriate slacks. Polo shirts or button down shirts are examples of appropriate shirts.
   - Lab coats may be required at area clinic or facilities; please check with the course faculty or appropriate form to determine the need for a lab coat.
   - No "statement" clothing.
   - Tattoos must be covered by clothing in all cases during clinical experiences. Students must abide by clinic or facility policy regarding exposure of body art.
   - All shirts must be of appropriate size (loose fit) and length: students must be able to sit/stand, reach overhead, squat, and reach to the floor or toward the feet without exposing skin at the belly, back, buttocks, or bust (the 4 B’s).

Failure to comply with expected practice attire will result in probationary status and may lead to dismissal from the Physical Therapy program due to violation of professional behavior criteria.

**Suggested suppliers (previously used by faculty and students):**

The Name Game, 9280 College Parkway, Fort Myers, (239) 489-2880 – Embroidery Only (bring your own shirt). Logo on File

**Name Badges**

Students are required to purchase name badges through the FGCU Bookstore. The name badges are worn at all times when the student is in the clinical setting. The name badges clearly indicate student status. Some facilities require an additional identification badge supplied by the facility.

**Universal Precautions/OSHA Requirements**

Students must meet facility requirements regarding Universal Precautions and OSHA regulations. Students must complete a 4-hour HIV course prior to the first clinical experience.

**Computer Usage in the physical therapy Clinic**

The computers located in the physical therapy clinic are to be used for professional matters only. Under no circumstances are students permitted to check E-mail, “surf” the Internet for social purposes, or play games at any time. Students may utilize the Internet for educational/physical therapy research purposes only under authorization from a clinical instructor. It is strictly prohibited for students to use the computer for any personal purpose during the clinical experience.

**Social Networking and Communication Resources**

Posting of personal information or material of a sensitive or potentially damaging nature on any social networking site (i.e. Facebook, MySpace, Twitter, YouTube, etc.) is strongly discouraged. In addition, any misrepresentation of the Physical Therapy Program, the Department of Physical Therapy and Human Performance or Florida Gulf Coast University in text, photo or video format is strictly prohibited. Failure to meet the terms of these guidelines will result in a Failing Grade (U) in the course.

**Social media**

The Doctor of Physical Therapy Program has adopted the guidelines for students utilizing social media as set forth by the APTA in the link noted below. These guidelines refer not only to your social media activities related to formal
academic functions, but also as an individual when interacting with other students, faculty, staff, and others connected to the program and university. Any social media postings that can be considered discriminatory, harassment, or sexual misconduct will be reported to the OIEC office per university policy 1.006, and may be grounds for professional behaviors probation or dismissal from the program. This may include:

- Use or display of offensive language.
- Photographs, videos, or language that can be interpreted as disrespectful to individuals or groups based upon their age, gender, race, ethnicity, or sexual orientation.
- Photographs, videos, or language that can be reasonably interpreted as participating in or condoning the irresponsible use of alcohol, substance abuse, violence, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on a group or another individual's social media page (i.e., Twitter post, “wall” of another’s Facebook page)

Any student who is aware of inappropriate social media conduct by other students is required to immediately report this to the Program Director.

**Personal Cell Phones**

Students should not make or receive personal calls or texts while on work time in clinic. The cell phone should only be used in case of emergency or to communicate with other physical therapy staff members when permitted by clinic.

**Sexual Misconduct**

Students must follow FGCU and clinical facility guidelines regarding sexual misconduct.

**Liability Insurance**

All students must purchase professional liability insurance, in the minimum amount of $1,000,000 per occurrence and $3,000,000 per aggregate, prior to October 1 of the year students enter the program. Proof of policy renewal is required annually and professional liability insurance must be maintained until graduation. Students must provide proof of liability insurance to the Department Secretary. Failure to comply with the liability insurance requirement may lead to dismissal from the Physical Therapy program.

**Problem Resolution**
If a student has a problem in clinic, he/she should first seek resolution with the clinical instructor. If the issue remains unresolved, the student should discuss the situation with the CCCE. If still unresolved, the Director of Clinical Education (DCE) is available to assist with finding a solution. In rare instances, students may contact the DCE first. The DCE may be instrumental in helping the student find ways of appropriately communicating with the clinical instructor. The clinical instructor or CCCE should notify the DCE by phone if a student is having persistent difficulty and/or is at risk to fail the clinical experience early in the clinical experience. The DCE will assist with seeking a solution including counseling with the student and/or clinical instructor and will visit the clinic if indicated. A student who places patients, staff, or self in an unsafe situation can be immediately withdrawn from the clinic by the clinical instructor/CCCE, and the DCE will be notified. See Affiliation Agreement. The DCE will initiate further discussion/action regarding the situation, in compliance with Department, College, and University policy.

Substance abuse policy

The student is responsible for reviewing and complying with the individual drug/alcohol and/or substance abuse policies of the affiliated clinical site to which he/she is assigned. The Affiliate has the right to immediately remove a student from the clinic if the student is suspected of being under the influence of alcohol or illegal drugs. The clinical faculty notifies the DCE, who seeks resolution on an individual basis, utilizing Physical Therapy program, College of Health Professions and Florida Gulf Coast University Student Code of Conduct found in the FGCU Student Guidebook for University Policies as a guide. A student who attends clinic under the influence of alcohol or illegal drugs can be expelled from the program and the University. See FGCU Department of Physical Therapy Student Guidebook for further details.

Florida Gulf Coast University
Department of Rehabilitation Sciences
Doctor of Physical Therapy Program

I acknowledge receipt of the following and understand that it is my responsibility to review the document and follow the guidelines of the

Physical Therapy Clinic Policies

I understand that if I have any questions related to information contained in this document, it is my responsibility to seek clarification from the DCE.