COLLEGE OF HEALTH & WELLNESS
DOCTOR OF PHYSICAL THERAPY PROGRAM

Johnson & Wales University

Doctor of Physical Therapy

Program Handbook

Class of 2027

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Introduction

The Johnson & Wales University (JWU) Doctor of Physical Therapy (DPT) Program Handbook is designed to inform students, faculty, and staff of applicable policies and procedures and their responsibilities related to the DPT Program. The handbook supplements existing university policies and procedures, including those set forth in the JWU catalog and JWU Student Handbook, available online at www.jwu.edu and at Student Academic & Financial Services, along with all other JWU codes, guidelines, policies, procedures, regulations, rules, and any other communications or documents regarding student responsibilities (collectively, "Rules"), which apply to all JWU students, including DPT students, and DPT students are responsible for familiarizing themselves for this handbook and all such Rules. Such Rules may not be included in this handbook. Likewise, certain faculty are subject to binding contracts and the faculty manual, and faculty and staff are subject to various Rules applicable to employees not set forth in this handbook. JWU reserves the right to determine which Rules apply in the case of an inconsistency except that (1) any more specific requirements in this handbook as applies to students shall control and (2) any applicable faculty contracts and the faculty manual will control, as applicable, in the case of any inconsistency. Nothing in this handbook creates any form of direct or indirect contract with any student, faculty, or staff. Additionally, the university reserves the right to modify any Rule at any time without prior notice, with the changes being published on the appropriate website. Students should direct any questions regarding this handbook to the Director of the DPT Program. We hope you find this handbook helpful and wish you success in your studies.
-- The Doctor of Physical Therapy Program Faculty

For clarity and brevity, the program uses certain abbreviations and acronyms throughout the handbook. The terms "JWU" and "university" refer to Johnson & Wales University. The term "COHW" refers to the College of Health and Wellness. The DPT program resides within COHW and COHW resides within Johnson & Wales University. The terms "DPT Program," "JWUDPT Program," and "Doctor of Physical Therapy Program," refer to the Doctor of Physical Therapy Program at Johnston & Wales University.

The handbook and the Rules provide students with information that will assist them in their academic and other endeavors. By enrolling at JWU, students agree to comply with the handbook and all Rules, as they may be modified. After students review the student section of the DPT Program handbook, they must sign the DPT Program Student Handbook attestation statement, as a condition for participation in the Program.

Please read these documents carefully and thoroughly. Ignorance of the Rules does not excuse infractions.

Mission Statement

The Physical Therapy Program at Johnson & Wales University will prepare its graduates for professional practice as a Doctor of Physical Therapy. Graduates will communicate and engage effectively with a diverse group of patients, caregivers, and other providers during the provision of physical therapy services in a contemporary clinical environment as general practitioners of physical therapy. To do this, students and graduates must

demonstrate a commitment to self-directed lifelong learning, professionalism, empathy, and service to others.

Doctor of Physical Therapy Program Goals

1. The program will provide students with the knowledge and professional behaviors required to be skilled, evidence-based Doctors of Physical Therapy.
2. The program will prepare students to equitably meet the diverse and unique health and movement needs of local, regional, and global communities, including those historically underrepresented.
3. The program will prepare graduates to be reflective practitioners committed to lifelong learning who will demonstrate leadership skills as they serve within their professional communities.

Doctor of Physical Therapy Graduate Goals

1. Apply clinical decision-making skills to effectively develop and implement a physical therapy examination, diagnosis, prognosis, and plan of care.
2. Evaluate evidence to facilitate best patient outcomes by effective use of the professional literature and current information technologies.
3. Adapt delivery of physical therapy services with consideration for patients' differences, values, preferences, and needs.
4. Communicate effectively and professionally with a diverse group of patients, healthcare professionals, paraprofessionals, and community members to provide patient-centered and socially responsible care.
5. Demonstrate a commitment to professional Physical Therapist practice, consistent with the core values of the American Physical Therapy Association (APTA).
6. Develop scholarly work that informs evidence-based practice for clinical decision making or investigates innovative physical therapy interventions utilizing solid theoretical constructs.

Student Goals

1. Students will demonstrate professional behaviors, as defined by the APTA Professional Behaviors for the 21st Century (https://www.scribd.com/document/517401168/apta-professional-behaviors-plan) throughout their participation in the DPT Program.
2. Students will demonstrate excellence in both academic and clinical preparedness consistent with the scope of practice of an entry-level, generalist Doctor of Physical Therapy.

Doctor of Physical Therapy Faculty Goals

1. Faculty will engage in leadership and service to the institution, program, profession, and the larger community to advocate for excellence in health-related education, access to physical therapy services, and to promote health and wellness.
2. Faculty will conduct research in collaboration with the university, local, regional, national and/or international partners to ensure excellence in contemporary physical therapy practice and education.

3. Faculty will develop and maintain content expertise in teaching and related teaching areas.
4. Faculty will achieve recognition within or outside the institution or profession.

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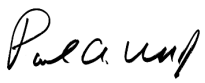
Letter from the Program Director

Welcome to the JWU Doctor of Physical Therapy Program. I hope the journey on which you are about to embark over the next 30 months will be rewarding. Your journey through the program is important to us, and I want you to know that we are here to support you. Our mission is to develop you into contemporary, evidence-based general practitioners of physical therapy. We aim to challenge and enhance your communications skills to enable you to become empathetic, self-directed lifelong learners who exudes professionalism in the service to others. The journey will not always be an easy one. I encourage you to lean on each other and our faculty and staff for support and to take advantage of available university resources. As you progress through the program, you will engage in clinical educational experiences to enhance your skills and experience. I encourage you to ask questions and allow us to help you become the clinician you wish to become. We look forward to your hooding ceremony and all that you will become over the next 30 months with us!

Sincerely,



Paul A. Ullucci, Jr.
Program Director

Student Tuition and Fees

Johnson & Wales University Doctor of Physical Therapy Program base tuition is $148,000. The program tuition includes the following costs: student physical therapy equipment package, two pairs of scrubs, program name tag, the American Heart Association's Basic Life Support training (CPR) for healthcare professionals, a Rhode Island background check, graduation regalia, and student fees. Licensing fees and usage fees for the Exaat platform and ExamSoft, and annual APTA (American Physical Therapy Association) & RIAPTA (Rhode Island American Physical Therapy Association) membership fees are also included in tuition. Additionally, the program will provide students with free registration for the Federation of State Boards of Physical Therapy (FSBPT) Practice Exam & Assessment Tool (PEAT) and an associated National Physical Therapy Exam (NPTE) prep review course. Other fees may apply, as outlined in other university documents. Tuition and fees are subject to change.

Program Curriculum

The program faculty reserves the right to modify the curriculum at any time and to require on-ground learning, remote learning, or a combination of the two, consistent with applicable law and accreditation requirements. No refund of tuition or fees will be made in the case of any such modifications.

Definitions

Academic Faculty: Full-time and part-time educators employed by JWU to provide student instruction in the classroom or laboratory during the didactic phase of DPT Program student education.

Clinical Faculty: Individuals employed by institutions that serve as clinical sites for the DPT Program. These individuals are engaged in providing clinical education for students. Examples of clinical faculty members are clinical instructors and site coordinators of clinical education (SCCEs).

Clinical Instructor (CI): A member of the Clinical Faculty who is a licensed physical therapist and who provides instruction, supervision, and assessment of a DPT Program student during a clinical experience.

Commission on Accreditation of Physical Therapy Education (CAPTE): The accrediting body for physical therapy programs.

Core Faculty: Academic Faculty employed by the program, including the Program Director, the Director of Clinical Education, and other faculty who report to the Program Director. The Core Faculty governs the administrative and academic activities of the DPT Program.

Director of Clinical Education (DCE): A member of the core faculty who directs and evaluates the clinical education program, and who interfaces with the clinical faculty to plan clinical education experiences for the DPT Program students.

Full-Time Clinical Education Experience: A full-time (at least 35-hours per week) experience where a student is assigned to a given clinical site and supervised by 1-2 clinical instructors while the student is given the opportunity to participate in patient care. Note that students are not employees of the university or any clinical site.

Integrated Clinical Education Experience (ICE): A part-time experience that runs concurrent to the didactic portion of the DPT Program curriculum, where students are assigned to clinical sites for the purpose of observation and limited participation in patient care under the direct supervision of a licensed physical therapist.

Program Administrators: The DPT Program Director, Associate Program Director, and Director of Clinical Education.

Site Coordinator of Clinical Education (SCCE): A member of the Clinical Faculty who is the point of contact for the Director of Clinical Education, and who coordinates clinical assignments on behalf of a clinical site.

Clinical Performance Instrument (CPI): A gold standard tool for measuring student performance during clinical experiences.

Course Sequence

Semester 1 (Summer 2025)

Course Name:	Credits	Lecture Contact Hours	Lab Contact Hours
Patient Safety and Mobility	3	30	30
Exercise Physiology and Wellness	3	45	
Foundations for Physical Therapy Practice	2	15	30
Foundations of Evidenced Based Medicine	2	30	
Anatomy	4	30	60

Semester 2 (Fall 2025)

Course Name:	Credits	Lecture Contact Hours	Lab Contact Hours
Integrated Clinical Experience and Professional Development 1	2	15	45
Biomechanics/Students (Attend RIAPTA's annual meeting)	4	45	30
Spine Exam and Treatment	5	45	60
Extremity Exam and Treatment	5	45	60
Research Seminar 1	2	30	

Semester 3 (Spring 2026)

Course Name:	Credits	Lecture Hours	Lab Contact Hours
Orthopedic Culmination and Comprehensive Practicum	2	15	30
Pain Neuroscience and Psychosocial Wellness for Physical Therapy Practice	4	60	
Pathophysiology	3	45	
Health Promotion and Wellness	2	30	
Cardiovascular, Pulmonary, Integumentary Examination and Treatment	4	30	60
Medically Complex Culmination and Comprehensive Practicum	2	15	30

Semester 4 (Summer 2026)

Course Name:	Credits	Lecture Contact Hours	Lab Contact Hours
Professional Issues in Physical Therapy	1	15	
DPT Elective	2	15	30
Neuroanatomy for the Physical Therapist	3	45	
Motor Control	2	15	30
Neurological Examination and Treatment	5	45	60
Essentials of Rehabilitation Technology	2	15	30
Research Seminar 2	2	30	

Semester 5 (Fall 2026)

Course Name:	Credits	Lecture Contact Hours	Lab Contact Hours
Integrated Clinical Experience and Professional Development 2	2	15	45
Healthcare Management	2	30	
Neuro Culmination and Comprehensive Practicum	2	15	30
Pharmacology for Physical Therapists	2	30	
Pediatric Physical Therapy	3	30	30
Diagnostic Imaging	2	30	
Physical Therapy for Genitourinary Health	2	15	30
Comprehensive Skills Review & Qualifying Examination	2	15	30

Semester 6 (Spring 2027)

Course Name:	Credits	Contact Hours
Clinical Education Experience 1 (14 weeks)	12	560

Semester 7 (Summer 2027)

Course Name:	Credits	Contact Hours	Lecture Contact Hours
Clinical Education Experience 2 (13 weeks)	11	520	
DPT Capstone	2		30

Semester 8 (Fall 2027)

Course Name:	Credits	Contact Hours	Lecture Contact Hours	Lab Contact Hours
Clinical Education Experience 3 (13 weeks)	11	520		
DPT Elective	2		15	30
Licensure Review and PEAT	1		15	

Volunteer Opportunities

On occasion, the program faculty or staff inform students about volunteer opportunities within the university or community. Students are not obligated to volunteer and shall not be financially compensated for these activities.

General University Rules and Requirements

Students should consult and be familiar with the university's student handbook, available at: https://catalog.jwu.edu/handbook/providence/.

Program Academic Policies

POLICY: Essential Functions

Individuals earning the Doctor of Physical Therapy degree must demonstrate the ability, through didactic and clinical assessment, to competently practice the profession of physical therapy in all entry level settings. The education of a healthcare professional necessitates the integration of specific knowledge, skills, and attitudes in preparation for independent and collaborative practice.

The DPT curriculum requires students to demonstrate essential functions expected of all physical therapists working in clinical settings ("Essential Functions"). Students must meet, and attest that they meet, these Essential Functions at the start of the program. The attestation regarding their ability to meet all essential functions will be completed during orientation using the *Essential Functions Attestation Form.* Student must also meet these Essential Functions throughout the program. Notwithstanding any attestation, if a student is found unable to satisfy the Essential Function, such student will not be able to continue in the program. Students must inform the DPT Program if a change in status results in their inability to meet the Essential Functions. Demonstration of these essential functions is necessary to ensure the health and safety of students, patients, peers, faculty, and other healthcare providers. This policy identifies the required Essential Functions for the DPT Program, which are drawn from the technical standards for physical therapists.

Deficiencies in knowledge, judgment, integrity, character, or professional demeanor that may jeopardize patient care may be grounds for course failure and/or dismissal from the DPT Program.

Observation:
A student must be able to observe and monitor fellow students, patients, simulated patients, caregivers/family members, volunteers, and faculty. Students must be able to utilize their senses of vision, hearing, and touch to perform the following tasks, which are not exhaustive.

- Observe movement patterns, activities, and behaviors.
- Observe signs related to physical status (e.g., vital signs, symmetry and condition of the skin, soft tissue, and wounds) and behavioral status (e.g., facial expressions, tone, and volume of voice).
- Read information, in classrooms and clinical environments such as course materials, patient medical record, diagnostic tests, dials, displays and equipment related to patient care.

Communication:
A student must communicate in a professional manner that meets the needs of the target audience (students, faculty, staff, patients, caregivers, healthcare team members, policy makers, and third-party payors) in written, oral, and nonverbal forms. The essential communication standards include but are not limited the following:

- Receive and respond to oral and written communications in an appropriate and professional manner.
- Obtain and report information orally and in writing using the English language.
- Participate in student, curricular and community group activities.
- Apply teaching principles for patients, caregiver, or peers to manage patients and simulated patients in academic and clinical activities.

Physical Performance:
A student must have sufficient mobility, coordination, gross and fine motor skills to manage heavy or immobile patients or simulated patients and equipment necessary for academic and clinical activities typically performed by a physical therapist. These essential physical performance functions include but are not limited the following:

- Safely lift, push, pull and carry heavy or immobile patients.
    - Specific requirements include:
        - Safely lift up to fifty (50) lbs. independently
        - Safely lift up to two hundred (200) lbs. with assistance
        - Safely push and pull up to two hundred (200) lbs. with assistance.
- Maintain and assume a variety of positions including sitting and standing for up to three (3) hours continuously.
- Generate and apply force (strength and power) with all body parts.
- Have adequate joint and soft tissue range of motion and flexibility for frequent walking, bending, squatting, kneeling, stair climbing, reaching

forward, reaching overhead, turning and movement of the trunk and neck in all directions.
- Apply timely physical reactions to maintain safety to self and others.
- Apply body mechanic principles to maintain safety to self and others.
- Apply gross and fine motor skills and possess the hand dexterity to safely perform examination and therapeutic interventions.
- Apply manual chest compressions and ventilations necessary for the performance of CPR.
- Visually observe patients, dials and displays on equipment, and read from an electronic medical record.
- Assess heart and lung sounds.
- Palpate for temperature changes in the integumentary and musculoskeletal tissue.
- Perform documentation of patient examination and treatment in the method specified by the DPT Program and clinical sites.
- Attend all classes in accordance with the DPT Program course schedule and attendance policy, including maintenance of a forty (40)-hour work week during all full-time clinical experiences.

Cognition:

A student must have the requisite cognitive abilities necessary for timely problem solving, safety, judgment, and reasoning in academic and clinical settings. The essential cognitive functions include but are not limited the following:

- Measure, calculate, analyze, comprehend, integrate, and synthesize a large body of knowledge.
- Assimilate, understand, and integrate information from multiple sources such as patient medical history, examination findings, textbooks, published literature, internet, and presentations.
- Select and utilize appropriate verbal, non-verbal, and electronic communications.
- Utilize critical thinking skills and create effective solutions in all levels of the program.
- Assess self-performance to continually improve professional skills and implement plans for professional growth and development.
- Prioritize and manage multiple tasks simultaneously.
- Comprehend and effectively communicate in the English language using proper spelling, grammar, and vocabulary.

Behavioral and Social:

A student must possess maturity, emotional health, and physical abilities required to fulfill all responsibilities in academic and clinical settings. Essential behavioral and social functions include but are not limited to the following:

- Act in an ethical, legal, and responsible manner consistent with the Core Values, Code of Ethics for Physical Therapists, and Standards of Practice for Physical Therapy outlined by the American Physical Therapy Association, and the policies and procedures of the DPT Program.

- Engage in patient care delivery in all settings and deliver care to all patient populations including, but not limited to, children, adolescents, adults, vulnerable adults, or persons with developmental disability.
- Demonstrate behaviors that protect the safety and well-being of fellow students, faculty, staff, patients, simulated patients, and caregivers.
- Recognize and demonstrate respect for cultural, ethnic, ethical, and value differences among students, faculty, staff, patients, caregivers, and other healthcare professionals.
- Participation in collegial productive group and team activities with diverse populations.
- Manage personal and work-related stresses that may be physically, emotionally, psychologically, or intellectually challenging in a timely, professional manner.
- Demonstrate flexibility and adaptability to changing situations and uncertainty.
- Maintain appropriate personal hygiene, consistent with the close personal contact associated during patient care.
- Adhere to timeliness and attendance requirements.
- Transport self to on-campus and off-campus locations related to all required elements in the JWU curriculum.

Please note the DPT Program reserves the right to review and update these Essential Functions.

Clinical sites may have additional requirements for safety and performance beyond these Essential Functions or require reaffirmation of a student's ability to meet essential functions. Clinical sites may not offer the same accommodations the university offers. This may impact the student's ability to successfully complete the assigned clinical rotation and/or may impact the student's ability to graduate. Students must meet all Essential Functions during clinical experiences, with or without reasonable accommodations, within time frames consistent with contemporary clinical practice.

POLICY: Medical Terminology Assessment

Medical Terminology:

Students admitted to the DPT Program must take a medical terminology exam on the first day of orientation. Should a student fail to score at least 80% on the exam, they will be required to take an asynchronous Ulearn medical terminology course and complete the course before with a passing grade before the end of the first semester. Failure to do so will result in dismissal from the program.

POLICY: Mandatory Training

There are several issues frequently encountered in the healthcare field that will apply throughout your career as a healthcare provider. To prepare for classroom and lab interactions, as well as patient interactions all students, faculty and staff must complete online training in the following topics prior to attending the first lab session in each summer semester:

Infection Control and Privacy Training

1. Bloodborne Pathogens
2. Health Insurance Portability and Accountability Act (HIPAA)
3. Personal Protective Equipment (PPE)
4. Respiratory Protection

The university will provide training.

CPR Training
All students, faculty, and staff who have patient interactions, must possess current CPR certification as evidenced by completing the Basic Life Support for HealthCare Providers course through the American Heart Association. This is the only form of CPR certification recognized by the DPT Program. All students must have current CPR training on file to participate in onsite clinical demonstrations and in any integrated clinical or full-time clinical experience.

Training Certificate Recording and Filing
Completion certificates for all training noted herein should be uploaded by students into Exxat.

POLICY: Attendance Policy
All scheduled academic and non-academic program activities require attendance. Attendance, punctuality and active and engaged participation are program expectations and will be reflected in the professional components of classroom and clinical assessments.

When a student expects to be late for a class or any clinical experience, they must contact the appropriate course faculty member or the clinical site representative, as early as possible to advise of their estimated time of arrival. If tardiness is disruptive to the classroom and clinic experiences, affects student performance, or is excessive (more than three times per semester), the student may be referred to the DPT Program Professional Performance Committee (PPC). Students must also notify faculty via email or phone in advance, to obtain approval from the course faculty member or the Program Director, if they will be absent from a class. Prior approval is required for the absence to be excused, unless such advance approval is not reasonably possible (e.g., in the case of a medical emergency). Students may need to provide official documentation prior to an absence being approved.

The PPC will determine the extent of the offense and whether further disciplinary action is necessary up to and including withdrawal from a didactic course or termination of the clinical experience, which may require deceleration or dismissal from the DPT Program.

Didactic Phase:

DPT classes are scheduled Monday through Friday between 8 am and 5 pm. However, integrated clinical experiences may result in classes or experiences starting as early as 7 am and extending as late as 8 pm, based upon availability and facility expectations. Students may be required to be available for all DPT Program activities during these hours. There will be occasions when mandatory DPT Program activities will be scheduled during the evening, weekend, and holiday hours. For example, students may be required to attend extended class meetings on days when they participate in integrated clinical experiences. Students will be notified regarding such occasions with as much advanced notice as possible.

Students may accrue no more than two periods of excused absences within the same semester or more than six total class days, during the didactic phase of the DPT Program. Absences in excess of the above, may result in referral to the PPC for review. Examples of excused absences include medical emergencies or death/medical emergencies in an immediate family member. Students are highly encouraged to schedule routine appointments outside of designated class times to ensure that there is no conflict between class and personal affairs. Examples of absences that will not be considered excused are weddings, graduations, vacations, or family reunions. The DPT Program does not recognize “personal days.”

Clinical Phase:
Students must commit to a full-time schedule during all clinical experiences. Full-time is defined as the number of hours the clinical site requires its full-time employees to work each week, so long as the hours are not less than 35 per week. Should a student discover that they are scheduled for less than 35 hours per week, it is the student’s responsibility to immediately notify the Director of Clinical Education (DCE) so that an alternate schedule can be arranged. Students must complete the required number of hours assigned to the full-time clinical experience.

Full-time clinical experiences will vary in start times, end times, duration, and days of the week. Students are expected to be present during all days and times of an assigned full-time clinical experience. This may include evenings and weekends, and hours outside of the normal schedule.

Students are prohibited from initiating time-off requests with clinical instructors during a clinical experience. If an extenuating circumstance arises for which a student wants to request a planned absence, they should contact the DPT DCE. The DCE, in consultation with the Program Director, will determine if the absence will be excused.

Accruing excused absences will not change the maximum number of excused absences allowed even if the student should become sick or injured later during the clinical experience. Students may accrue no more than two excused absences during each of their full-time clinical experiences. Absences over the above may result in referral to the PPC for review. Examples of excused absences include medical emergencies or death/critical health concerns in an immediate family member.

In the event a student has an unplanned absence from a clinical experience, students *must* immediately notify: 1) their Clinical Instructor (CI), and 2) the DCE. Notification of the CI must involve speaking with a representative of the clinical site via telephone. Acceptable means for contacting the DCE include phone/voicemail and email.

Students attending integrated and/or full-time clinical experiences will comply with the calendar used by the clinic site, not the university, to determine if time off is allowed for holidays or school breaks. In the event of university closure (due to weather or other unforeseen emergencies), the student is encouraged to utilize their good judgment in determining if they can safely travel to the clinical site.

Students must obtain prior approval from the clinic site and the DCE for any unexcused absence from clinical experiences. This ensures that any adjustments to schedules can be made in advance to minimize negative impacts on patient care. Examples of unexcused absences include weddings, graduations, vacations, and family reunions. Any unexcused absences will be reviewed by the Director of Clinical Education and may result in a referral to the PPC for review.

Examinations and Assessments:
Students are expected to be present for every exam and assessment. If a student is absent on the day of an exam or assessment, the student must contact the appropriate faculty member, as noted above, prior to the start of the scheduled exam or assessment. Students granted an excused absence will be allowed to make up a missed exam or assessment as soon as possible upon their return. The make-up exam will cover the same content as the original exam; however, it may be comprised of different questions and/or question formats.

Students who have an unexcused absence (or fail to notify the program prior to the start of the exam), are required to complete the missed exam as soon as possible. Unexcused absences will result in professionalism point reductions in the course(s) impacted.

Participation:
Active participation in all classes, clinical experiences, and required events is expected. Students should be fully engaged in all program-related activities. Students may be subjected to a reduction in professionalism and participation grades for lack of active participation, or further disciplinary action including up to a five-point reduction in course average for professionalism violations. Repeated violations of this policy will result in a referral to the PPC for review.

POLICY: Requirements for Academic Progression and Graduation
Academic Progression:
Students in the DPT Program must demonstrate the following criteria to advance through to each subsequent semester in the DPT Program curriculum:

1. Satisfactory completion of all required DPT Program courses with a grade of "C" or better.

Table 1: Letter Grade Assignment and GPA Scale

Points	Letter Grade	GPA
97-100	**A+**	**4.0**
93-96	**A**	**4.0**
90-92	**A-**	**3.7**
87-89	**B+**	**3.3**
83-86	**B**	**3.0**
80-82	**B-**	**2.7**
Grades which will not allow progression		
77-79	**C+**	**2.3**
73-76	**C**	**2.0**
70-72	**C-**	**1.7**
0-69	**F**	**0**

2. Students must pass all written examinations with a score of 73% or greater, see Academic Remediation and Deceleration Policy.
3. Students must pass all course practical examinations including the comprehensive practicum examinations with a score of 80% or greater, see Academic Remediation and Deceleration Policy.
4. An earned semester GPA of at least 2.70 by the end of the second semester (Fall 1), an earned cumulative GPA of at least 2.90 by the end of the third semester (Spring 1), and an earned cumulative GPA of 3.0 in all subsequent semesters. **All students must have a cumulative GPA of 3.0 by the end of the fourth semester (Summer 2).** The DPT Program GPA is calculated based on grades from all required physical therapy courses and electives. A student who falls below the required minimum semester GPA but is within the probation threshold GPA described in the table below, will be placed on academic probation for the following semester. Failure to meet the conditions of probation in the subsequent semester will result in recommendation to the Dean of COHW for dismissal from the DPT Program, see *PPC Reviews and Actions Policy*. Students must maintain a cumulative GPA at or above the minimum set in Table 2 or they will be dismissed from the program, see *PPC Reviews and Actions Policy.*

Table 2: GPA Requirements

Semester	Semester Minimum GPA Criteria	Semester Probation Threshold*	Cumulative Minimum GPA Criteria
Summer 1	2.9	2.70 - 2.89	N/A

Fall 1	2.9	2.70 - 2.89	N/A
Spring 1	3.0	2.75 - 2.99	2.9
Summer 2	3.0	2.85 - 2.99	3.0
Fall 2	3.0	2.85 - 2.99	3.0
Spring 2	3.0	2.85 - 2.99	3.0
Summer 3	3.0	2.85 - 2.99	3.0
Fall 3	3.0	not applicable	3.0

* Students below the Semester Probation Threshold will be dismissed from the Program, see *PPC Reviews and Actions Policy.*

5. Successfully complete each of the three full-time clinical experiences in the DPT Program curriculum (see the Progression in the Clinical Phase section below).
6. Maintain a PPC rating of "Acceptable Performance" (*See PPC Reviews and Actions policy*).
7. Complete the Practice Examination and Assessment Tool PEAT.

Performance on the Practice Examination and Assessment Tool (PEAT)

The PEAT has been found to be highly predictive of a student's preparedness for the National Physical Therapy Examination (NPTE). All DPT Program students will take the PEAT during the final semester of the DPT Program, after completing their third full-time clinical experience.

Any students who score < 80% on the PEAT will be allowed to graduate; **however**, the DPT Program highly recommends that the student remediate prior to sitting for the NPTE.

a. Students who score <80% on the PEAT will be provided a customized remediation plan for content areas found to be deficient in their PEAT.
b. Students should use the remediation plan to study for and receive tutoring in deficiency areas and retake the PEAT free of charge through the DPT Program up to three (3) times over twelve months.

Academic Dismissal

Students who fail to meet the minimum requirements for academic progression will be subject to Program Dismissal, see *Withdrawal, Leave of Absence, and Dismissal Policy* for more information.

Progression in the Clinical Phase

To progress through the first two full-time clinical experiences students must receive a rating of "***Intermediate Performance"*** or better on their final evaluation (CPI score). Students must achieve an overall rating of "**Entry Level"** on the final CPI for their third full-time clinical experience to progress within the program. If a student does not achieve the required performance ratings as noted above, they will receive a failing grade for the clinical experience. For progression to occur, the student will be required to: 1) successfully complete remediation activities as outlined in the Academic Remediation and Deceleration Policy, and then 2) repeat and successfully complete the entire clinical experience.

Students may not repeat more than one full-time clinical experience. If a student fails a second full-time clinical experience, the DCE will refer the student to the PPC with a recommendation for dismissal from the DPT Program.

Determination of Student Status in the DPT Program
The PPC will determine each student's status in the DPT Program. When concerns are present, PPC may recommend probationary status, remediation of a course failure, or dismissal from the DPT Program. Please see the policy on *Professional Performance Committee Reviews and Actions* for more information.

Requirements for Completion of the Program
If the student fails to meet criteria for progression and must decelerate, all coursework and required program components must be completed within five (5) years of initial matriculation.

Only courses taken and credits received in the DPT Program are included in the computation of the DPT Program GPA. All final grades will be calculated into the overall student cumulative GPA.

For the DPT Program to certify students for graduation, candidates must have an overall 3.0 GPA, have successfully completed all required 122 credit hours of coursework in a five (5) year timeframe, completed all comprehensive practicums successfully, received an "Acceptable Performance" rating with the PPC, and complied with any documentation requirements of the program (i.e., student evaluations, portfolios, or exit surveys.)

Academic Honors
APTA Student Awards
Faculty and members of the DPT Program Scholarship and Awards Committee will identify and nominate students for national awards sponsored by the APTA as appropriate. Students may view a list of these awards and their respective criteria at this link https://www.apta.org/for-students/scholarships-awards.

National Physical Therapy Student Honor Society
The National Physical Therapy Student Honor Society is an organization established by the American Council of Academic Physical Therapy (ACAPT) to recognize current Doctor of Physical Therapy students who demonstrate excellence, integrity, and

professionalism in areas of academic achievement, leadership, and service or research. As a member of the Society, individuals are expected to uphold and implement the Core Values of the physical therapy profession. Doctor of Physical Therapy students who demonstrate excellence in all membership criteria and are individually selected by representatives from their respective ACAPT member institution will be inducted into the Society. The Student Honor Society represents individuals who exemplify outstanding traits in leadership, and service or research to society characterized by consistent demonstration of strong moral character and ethics. Criteria for the Society can be found here. According to ACAPT, DPT students will not be eligible for induction until such time as the Program becomes accredited by CAPTE.

POLICY: Professional Performance Committee Reviews and Actions

At end of each semester, or more frequently as requested by a faculty or staff member, the PPC will perform an academic review and/or a professional behavior review of all DPT Program students who meet the following conditions:

Academic Reviews

- Physical therapy semester or cumulative GPA at or below minimum acceptable GPA (see *Requirements for Academic Progression and Graduation Policy*)
- Failure of a didactic course
- Failure of a clinical education course
- Failure of a culmination and comprehensive practicum
- Failure of the Qualifying Examination

Professional Behavior Reviews

Student behavior that has been identified as incongruent with any of the policies outlined in this Handbook as determined by the DPT Program.

PPC Ratings and Required Actions

1. Acceptable Performance:

When the PPC believes the student has consistently met the conduct standards without problematic omissions, actions, or incidents over the period of review.

Required Actions:

None

2. Professional Performance Citation:

When a student is reported to have failed to meet one or more of the professional performance conduct standards or when there have been one or more incidents of concern relative to one or more of the conduct standards, the PPC may consider issuing a formal written citation ("Formal Written Citation"). Consideration of a citation requires written documentation of performance problems, including notation of the incident(s) or event(s) upon which the concerns are based. A Formal Written Citation informing the student of the

Program's concerns and the resulting requirements for remediation will be placed in the student's file and the student will be given a hard copy in person or via certified mail.

Required Actions:
The student must meet with at least one designated member of the faculty and the PPC Chair within one week of notification of a performance citation during the semester or no later than the end of the first week of the next semester if the citation was issued during the end of semester review.

- The faculty will review with the student the written documentation and discuss strategies for change over the review period.
- A copy of the letter informing the student of the citation and the accompanying documentation will be placed in the student's file.

There will be a subsequent review by the PPC.

- If it is determined at the subsequent review that appropriate change or remediation has occurred for all cited criteria, the student will be informed in writing of their return to Acceptable Performance (with a copy placed in the student's file).
- If it is determined at the subsequent review that the student is making appropriate progress, but not yet to Acceptable Performance standards, the Formal Written Citation will stand until the next t review.
- If it is determined at the subsequent review that positive change has not occurred in each of the cited criteria, the Committee will consider placing the student on Professional Performance Probation (defined below). A copy of the Committee's recommendation will be placed in the student file.

3. <u>Professional Performance Probation</u>:
If a student with a Formal Written Citation does not show positive change on the cited conduct standards by the date stipulated in the citation or if the student fails to achieve an Acceptable Performance rating on all cited conduct standards at the end-of-semester review, the student will be considered for performance probation ("Professional Performance Probation") by the PPC. Professional Performance Probation requires written documentation of continued performance problems in cited areas, including notation of the incident(s) or event(s) subsequent to the student's Formal Written Citation. After examining supporting professional documentation, a Professional Performance Probation may also be considered by the PPC without a prior Formal Written Citation in instances of egregious breaches of professional behavior. In the case of Professional Performance Probation, a formal letter informing the student of the probationary

status and resulting requirements will be sent to the student, with a copy of both the letter and the documentation placed in the student's file.

Required Actions:
The student must meet with two designated members of the faculty, faculty advisor and PPC Chair by a deadline stipulated in the letter to the student. The faculty will review with the student all written documentation.

The student will develop, with faculty guidance, a performance acknowledgement ("Performance Acknowledgement") focusing on cited areas needing remediation. In order for the student to proceed in the program, the contract must be signed by the student, the Program Director, and the Chair of the PPC. The contract must be signed by the deadline stipulated in the letter to the student. A copy of the signed Performance Acknowledgement will be placed in the student's file.
The following stipulations must also be applied:

- The Performance Acknowledgement will include the dates for the next two performance reviews at approximately half semester intervals.
- At the first performance review, there must be evidence of progress in meeting the conditions of the Performance Acknowledgement.
- At the second performance review, there must be evidence of successful completion of the contract.
- The Performance Acknowledgement will stipulate that failure to comply with the conditions of the probation and the Performance Acknowledgement may result in a recommendation for termination from the program.
- The Performance Acknowledgement will stipulate that documented recurrence of cited behavior problems after completion of the Performance Acknowledgement may result in a recommendation from the PPC for dismissal from the Program without further attempts at remedial action.
- Documentation of Professional Performance Probation will not be removed from the student's record.

Academic Probation
If a student is placed on academic probation, criteria to clear the probation status will be defined in the letter and include, but are not limited to, achieving the minimum semester GPA or higher in the subsequent semester. Probationary status is removed by meeting the conditions of academic probation as set by the PPC. Failure to meet the conditions of probation will result in a recommendation to the Dean for dismissal from the DPT Program.

Dismissal from the DPT Program

The PPC may recommend dismissal from the physical therapy program in the event of any of the following criteria, see *Withdrawal and Dismissal Policy*: :

- Failure of a didactic course (grade less than C).
- GPA less than the minimum probationary threshold for the semester.
- Cumulative GPA less than minimum.

Students may petition for reinstatement in the year following dismissal as long as the student has not been reinstated more than once. However, the PPC may recommend dismissal from the DPT Program in the event of any of the following criteria, see *Withdrawal, Leave of Absence and Dismissal Policy*:

- Failure of a remedial (repeated) didactic or clinical education course (if offered).
- A pattern of didactic course failures, i.e., more than two failures over the course of the curriculum, despite any successful remediations.
- Failure of more than one Full-time clinical education experience, despite any successful remediations.
- Failure to successfully clear probationary status in the time allowed.
- Failure to meet the criteria of an academic or clinical education Performance Acknowledgement
- Failure of more than two culmination and comprehensive practicums throughout the curriculum.
- Failure to successfully remediate the Qualifying Examination.
- Failure of remediation of professional performance conduct standards.
- Suspension or dismissal from JWU.
- Violation of policies of academic honesty and academic ethics.
- Any behavior which threatens the safety or rights of university or clinical facility personnel or patients. Students will receive an official letter of dismissal from the Dean of the College of Health & Wellness.

Appeals Process

A student whose matriculation within the curriculum has been terminated has the right to petition the Dean of the College of Health & Wellness in writing for consideration, see *Student Complaints and Appeals Policy.*

POLICY: Academic Remediation and Deceleration

Students who failed a written assessment (<73%), course practical examination (<80%), comprehensive practicum (< 80%), or qualifying examination (< 80%) must contact the faculty member in charge of the course in which the assessment or practicum was given along with their own faculty advisor within two (2) business days of grades posting, to develop a study/remediation plan. If a student is assigned a remediation learning assignment, it must be completed in the period specified by the assigning faculty member, for the student to be eligible for the retest. Remediation for failure is required and will consist of remedial training followed by a retest of information similar in both content and construction to the original summative examination. This testing process will be

scheduled based upon faculty availability and may require the student to return to campus during a scheduled break, holiday, or event. The student is responsible for being available when the retest is scheduled. Students who score <73% on a remediated written assessment or <80% on a remediated course practical, practicum or qualifying practical, regardless of overall class average, will be referred to the PPC with a recommendation for deceleration or dismissal from the program, see *PPC Reviews and Actions Policy*.

Written Examination Retesting
Students who score less than 73% on a written examination will be given the opportunity to retest on up to two examinations per class during their first semester in the program, and one examination per class for all subsequent semesters. Students who retest must score 73% or greater on the retest to continue in the course and remain in good standing with the program.

Practical Examination Retesting
Students may only retake one practical examination per course. Should a student fail two practical examinations in the same course, they will be referred to the PPC with a recommendation for deceleration or dismissal from the program, see *PPC Reviews and Actions Policy*.

Comprehensive Practicum/Qualifying Examination Retesting
Students who fail the Qualifying Examination retest or fail more than two Comprehensive Practicums throughout their time in the program will be referred to the PPC with a recommendation for deceleration or dismissal from the program, see *PPC Reviews and Actions Policy*.

Grade Substitution for Remediated Assessments
The failing grade will be replaced by a maximum grade of 73% on the assessment after the retake.

Remediation for a Failed Didactic Course
Failure of a course, <73% average in the DPT Program will result in failure to progress to the next semester and referral to the PPC with a recommendation for deceleration or dismissal.

If a student fails a course and is not eligible for a tuition refund, (see university Withdrawal Policy, https://catalog.jwu.edu/financingyourdegree/refundpolicies/withdrawalcreditpolicy/), the student will be enrolled in a special topics course and assigned a faculty member who will provide tutoring in the content the student failed. This process will allow the student to continue in the semester. After the semester, the student must repeat the course the following year as described in the Academic Remediation and Deceleration policy. The student may be required to take additional coursework as required by the DPT Program and outlined in the *Academic Remediation and Deceleration* *and* *PPC Reviews and Actions Policies*. The remediated course grade

will be recorded in the student's record and used to calculate the new cumulative GPA.

Deceleration: Didactic

Students may be decelerated for falling below semester or cumulative GPA thresholds, see *Requirements for Academic Progression and Graduation Policy.* At a minimum, students whose GPA is below either the semester or cumulative GPA threshold(s) must repeat all courses in which they have scored less than a C (73%) average for the semester in which they drop below the threshold. Students may elect to retake more courses as desired. The Program reserves the right to recommend that the student takes additional remedial action, including retaking additional coursework should the Program deem it in the student's best interest academically.

Students in the didactic portion of the curriculum will be decelerated for failing to successfully fulfill, complete, or pass a course remediation plan or failing to successfully remediate a failed comprehensive practicum or qualifying examination as described in *Requirements for Academic Progression and Graduation Policy.*

In all cases of didactic deceleration, the student must petition the PPC for reinstatement into the DPT Program to join the following year's cohort. Students who return for the next cohort will be enrolled in all classes not completed in the original term of enrollment. In cases in which the student is reinstated, it is important that the student understands that DPT Program courses are offered sequentially, and deceleration will delay a student's graduation by at least one year.

Students who return to the DPT Program with the next cohort will remain on academic probation until their cumulative GPA is at or above a 3.0 and the terms of the *Performance Acknowledgement, see PPC Reviews and Actions Policy,* are met. All students must have a cumulative GPA at or above a 3.0 to proceed to the Full-Time Clinical Experience phase.

Students reinstated after deceleration are subject to the same policies as the current cohort of matriculated students they are joining.

Remediation/Deceleration for a Failed Full-Time Clinical Education Experience

If a student does not meet the criteria, as outlined in the clinical education course syllabi, for passing any given Full-Time Clinical Experience, they will meet with the DCE to develop a remediation plan that addresses the identified performance deficits. This plan will be presented by the DCE to the PPC for review and approval. Once all remediation assignments have been successfully completed, the DCE will work to reschedule the student at a new clinical site for a repeat clinical experience.

Students may not repeat more than one full-time clinical experience. In the event a student fails a second full-time clinical Experience, the DCE will refer the student to the PPC with a recommendation for dismissal from the DPT Program. See the *Requirements for Academic Progression and Graduation Policy* for more information.

Deceleration Implications Regarding Student Finances

Any student that requires deceleration should present to university Student Financial Services to discuss financial obligations related to course completion and graduation.

POLICY: Student Withdrawal, Personal Leave, and Dismissal

Withdrawal

If a student withdraws from the DPT Program, prior to withdrawing, student should meet with the Program Director and Student Academic & Financial Services (SAFS) to address the impact of withdrawal on their status. Students may be denied a withdrawal from a course or a clinical placement. The student must notify Student Academic & Financial Services of their schedule and intent to leave the university. Discontinuing attendance or notifying an instructor does not constitute an official university withdrawal. For more information on withdrawals, see: https://catalog.jwu.edu/providence/

When a student decides to formally withdraw from the DPT Program:

- The student must notify the Program Director in writing of the intent to withdraw.
- The student must submit a University Withdrawal Form to the Registrar's Office.

Personal Leave

Students wishing to take a personal leave from JWU may do so, with the approval of the DPT Program Director and communication with Student Academic Services. If a student takes a personal leave, they withdraw from the university **with a stated desire to return to the program**. A personal leave of absence functions as a university withdrawal, during which time the student is not enrolled at JWU. Students contemplating personal leaves are strongly encouraged to consider their individual situations, including their progress toward degree completion and the financial impact of the decision.

If a student intends to take a personal leave from JWU, they should review associated information in the student handbook, meet with the Program Director, and complete the university's Withdrawal Form.' Students are also encouraged to meet with SFAS to determine how a withdrawal/personal leave impacts the status of their loans and possible repayment.

The DPT Program's curricular design is cohort in nature and comprised of 30-months of didactic and clinical study. Admitted students are expected to proceed through the DPT Program with their cohort. Although withdrawal from the DPT Program is discouraged, students may elect to take a personal leave due to significant life-altering events. If a student returns to the DPT Program after a personal leave, that student may need to decelerate from their respective program cohort. Students must complete the DPT Program within five years of their original admission.

Readmittance After Withdrawal

A student who has withdrawn from the DPT Program and wants to return the following year, must contact the DPT Program Director. The DPT Program Director will forward the request to the PPC who grants final approval for re-admission to the program along with

the student's responsibilities and criteria for return. The student will be notified in writing regarding the PPC's decision.

Students who wish to reenter the program must demonstrate to the satisfaction of the DPT Program's PPC that the circumstances related to a student's withdrawal/personal leave have resolved or mitigated to the point where the PPC feels that the student is able to succeed upon reentering the program in a subsequent year. In cases of a medical withdrawal students should provide written documentation by the medical provider responsible for their care indicating that they meet the essential functions as specifically related to their medical condition set forth in the Essential Functions Policy and *Essential Functions Attestation form.* While most withdrawals/personal leaves are for one year, a student may petition the Dean of the COHW for one additional year due to extenuating circumstances.

Students approved for readmission will pay the current tuition rate and are responsible for any changes to their program of study that may have occurred during their period of absence. If the break in enrollment exceeds one year or more, the student's program of study will follow the requirements listed in the current year catalog. Students are responsible for reviewing the additional readmittance criteria. http://catalog.jwu.edu/handbook/academicpolicies/readmittancepolicy

A student readmitted to the DPT Program, will return to classes at the beginning (first day) of the same academic term in which they began their withdrawal. As the student is starting the term anew, they will be required to complete all coursework assigned by the PPC.

Notification dates for requested return to the DPT Program:

Reentry Term	Notify Program Director/PPC	Notify Registrar
Summer	February 1	April 1
Fall	June 1	August 1
Spring	October 1	December 1

Dismissal

Academic Dismissal

Student academic progress is monitored continuously by the DPT Program and reviewed at the end of each semester by the PPC. Upon recognition of a student's failure to meet minimum standards for progression, the PPC will notify the Dean of COHW of the recommendation to dismiss the student. Please refer to the *Professional Performance Committee Reviews and Actions Policy* and the *Requirements for Academic Progression and Graduation Policy* for more information.

Non-Academic Dismissal

If a student placed on non-academic probation, as described in the *PPC Reviews and Actions Policy*, fails to remediate, or commits further offenses, the case shall be

forwarded to the Dean of COHW by the PPC with a recommendation for dismissal. The Dean will make the final decision based on the information provided by the DPT Program and PPC and forward the signed letter back to the DPT Program.

Appeal of Dismissal
Dismissed students may no longer matriculate in the DPT Program at the university. An academic dismissal may be appealed first to the Program Director and then to the Dean of COHW. A final appeal may be made to the Deans' Academic Appeal Committee.

Letter of Dismissal
Should the Dean determine that the student should be dismissed from the DPT Program, an official Letter of Dismissal shall be delivered to the student by the DPT Program Director to the student's university email. The Letter of Dismissal will outline the process and timeline for an appeal to the Dean.

POLICY: Class Cancellation Policy for Students
The university will announce the cancellation/delay of classes, due to weather or other conditions, via electronic communications. In the unlikely event that an individual class is cancelled, students will be notified via their JWU e-mail accounts. In case of cancellation/delay, faculty will conduct class electronically via a DPT Program approved web-based application(s). Students are expected to log in electronically and participate in the class as if it was being held on campus. Students are responsible for their actions, participation, and the content presented during these web-based classes in the same way they are for in-person classes.

Health and Wellness

POLICY: Immunizations and Tuberculosis Screening
All DPT students must provide proof of immunization as required by the State of Rhode Island Department of Health and must meet the requirements based on the current CDC recommendations for health professionals. The *Johnson & Wales University Health Service Physical Examination and Immunization Record Form* must be completed by an authorized healthcare provider for all DPT students. Students must submit the completed form to JWU Health Services at least one month prior to orientation, unless specific permission has been granted otherwise by the DPT Program Director. JWU Health Services will use information from this form to complete the DPT Program *Certificate of Health Compliance Form*. Failure to submit proper documentation in a timely fashion may result in a student losing their seat in the Program.

The following immunizations are required prior to the first semester of the student's first year:

- Tetanus-Diphtheria and Acellular Pertussis (TDaP): Proof of a completed primary series in childhood. Students must have a booster within seven (7) years of the program start date.
- Measles, Mumps, Rubella (MMR): at least two (2) doses of live attenuated vaccine after one year of age or serological proof of immunity. Individual

vaccinations may be substituted for an MMR if they meet the following guidelines:
    - Rubeola (measles): at least two (2) doses of live attenuated vaccine after one year of age **or** serological proof of immunity.
    - Mumps: at least two (2) doses of live attenuated vaccine after one year of age **or** serological proof of immunity.
    - Rubella (German measles): at least one (1) doses of live attenuated vaccine after one year of age or serological proof of immunity.
- Hepatitis B: Three (3) doses with quantitative proof of immunity (>10 mIU/ml). A student who cannot provide proof of immunity or non-responders after initial vaccination series must complete an additional three (3) Hepatitis B vaccinations and repeat titer. Failure to respond after six vaccinations will be documented on the Johnson & Wales University Doctor of Physical Therapy (DPT) Program Certificate of Health Compliance. The student will also be counseled and must sign the Hepatitis B Non-Responder Form.
- Varicella (chicken pox): Two (2) doses or serological proof of immunity. History of prior infection is not sufficient for meeting this requirement.
- Influenza (current **annual** vaccine).
- Two-step Tuberculosis (TB) Screening (**two** negative PPD skin tests, completed at least 2-weeks apart) within twelve (12) months). The most recent PPD in the 2-step series must be administered and read within the three months before the program start date. A negative QuantiFERON-TB Gold may be substituted for the two-step PPD if PPD testing is not clinically indicated or contraindicated. Students with a history of latent or active TB must show documentation of prior treatment and must provide evidence that they are free of TB symptoms via an annual symptom screening completed by a licensed and qualified healthcare worker. A negative chest radiograph must be documented after completion of therapy.

The following vaccinations are recommended for all students:

- Meningococcal (meningitis): Two (2) doses
- Hepatitis A: Two (2) doses
- Gardasil (HPV): Three (3) doses

Students, faculty and staff participating in international, Department of Defense, or Department of Public Health sponsored clinical experiences may need additional medical screening or immunizations prior to commencing that experience. Students should note that they are responsible for arranging for obtaining any immunizations recommended by the CDC for international travel or by the sponsoring agency as well as any costs associated with the immunizations. Proof of obtaining these required immunizations should be sent to JWU Health Services for inclusion in the student's health record.

Students are required to receive an annual influenza vaccination and TB screening while enrolled in the DPT Program. It is the student's responsibility to obtain these updates within three hundred sixty-five (365) days of the last on record.

Students are required to upload all pertinent immunizations and TB screenings to the password protected Exxat platform to participate in clinical experiences.

The DPT Program will validate student immunizations before granting permission to begin clinical experiences. Students not in compliance will not be allowed to participate in clinical experiences. All students will complete *FORM#2 RELEASE OF MEDICAL AND CRIMINAL BACKGROUND INFORMATION* that will allow the DPT Program and Health Services to release immunization information regarding compliance to our clinical sites. Students who fail to complete immunization updates may be removed from class or clinical experiences until such requirements are completed. This may result in delay in graduation or dismissal from the DPT Program.

Students with extenuating circumstances preventing them from receiving the required vaccines should promptly notify the DCE to allow early resolution and prevent a delay in starting a clinical experience.

Please note that full-time and integrated clinical education sites may not accept students who have declined vaccinations at their site. Declining site-required vaccinations may result in delayed graduation or inability to complete program requirements. The DPT Program will do its best to find sites that will accommodate students but cannot guarantee that sites will accommodate non-vaccinated students or that a student's progression through the curriculum will not be delayed or prevented.

POLICY: Students with Disabilities

JWU provides reasonable accommodations to students with disabilities. Students with disabilities should contact the Accessibility Services to discuss the availability of reasonable accommodations. For further information regarding available reasonable accommodation and the accommodations procedure, please see: https://sites.jwu.edu/accessibility-services.

Students needing testing accommodations for the National Physical Therapy Examination (NPTE) must notify the Federation of State Boards of Physical Therapy (FSBT). Additional information is described on the FSBPT website at https://www.fsbpt.org/Secondary-Pages/Exam-Candidates/Testing-Accommodations.

POLICY: Student Health and Healthcare Services

Student Health Services and Student Mental Health Services

The university maintains two Health Services offices where health care is provided to students — one at Wales Hall for the Downcity campus and one at the Harborside Recreation Center for the Harborside campus. Students may visit either office. For more information please visit: Providence Health Services | JWU Health | Johnson & Wales University.

In addition, the university offers two student mental health centers. Counseling Services is at Downcity and Harborside campuses for counseling and referral to students. Its confidential services including, but are not limited to, individual and group counseling, emergency psychological services, and sexual assault support services. Further information can be found at https://health.jwu.edu/providence-counseling-services. After business hours or for emergencies, students should contact Safety and Security at 401-598-1103 and/or call 911. Please do not hesitate to reach out to your faculty advisor or the DPT Program Director with any issues that are interfering with your success in the program. The university also supports students through the JWU Care Team via JWU Link.

Exposure to Blood-Borne Pathogens and Personal Protective Equipment (PPE)
Participating in laboratory exercises, as well as integrated and full-time clinical experiences, is a necessary component of the DPT Program. There is a risk of exposure to infectious and environmental hazards such as blood or body fluids during the program. Students may be asked to sign a waiver to participate in activities that may expose them to potential infectious or environmental hazards. In the event the student's health insurance does not cover expenses related to the exposure, the student will be financially responsible for all related costs.

Prevention is the most important step in protecting oneself from exposure to infectious and environmental hazards. Students are expected to follow OSHA and CDC guidelines while engaging in the care of patients or in laboratory skills practice. This includes proper PPE and safe handling of contaminated objects such as sharps. Information regarding these guidelines will be reviewed during the appropriate courses during the didactic year, prior to the first integrated clinical experience, and prior to the start of the first full-time clinical experience. Students may also find resources by following the links below:

https://www.osha.gov/SLTC/bloodbornepathogens/worker_protections.html
https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html

Information regarding exposure policies will be provided to students during orientation, prior to any course where exposure may occur, prior to the start of the first integrated clinical experience, and prior to the start of the first full-time clinical experience, see *Monitoring Program Outcomes Procedure.* Students who experience exposure on campus during normal business hours should notify a member of the faculty and/or the Program Director within 24 hours of exposure and take appropriate action to clean the affected area. Students located on campus should proceed directly to Health Services during normal business hours. In the event of exposure on campus after hours, students should contact 401-598-1103 for assistance from Campus Safety & Security and 911.

Students participating in off-campus activities as part of their didactic studies should follow site-specific procedures. In the event of exposure off campus or during a clinical experience, the student should notify the supervising physical therapist immediately, and the clinical site's exposure policy should be followed. Students may seek care at their

current facility, if available, or at a local emergency room. The student should notify the DPT Director of Clinical Education of the exposure as soon as practicable.

Formal Program Notification of Exposure
When evaluated for an exposure, students should request their medical provider include written clearance explaining whether and/or when they are allowed to return to class and/or clinical experiences and that the exposed student does not pose an immediate health or safety risk to others. In the event the student's health insurance does not cover expenses related to evaluation or follow-up care for the exposure, the student will be financially responsible for all related costs.

Rules and Regulations: Program Requirements

Malpractice Insurance
The university shall enroll students in malpractice insurance while they are matriculated in the DPT Program. For information on this policy and to understand its coverage and limits, please contact the Program Director.

POLICY: Criminal Background Investigation and Drug Screening
All students applying for admittance into the Johnson & Wales University Doctor of Physical Therapy (DPT) Program will do so using the Physical Therapy Centralized Application Services (PTCAS available at www.PTCAS.org). PTCAS requires all applicants to indicate if they have been convicted of a felony. Applicants who indicate that they have been convicted of a felony will not be considered as viable candidates for acceptance into the DPT Program because a felony conviction creates substantial barriers to clinical experience placement at the DPT Program's affiliated clinical sites. Similarly, in some states, felony convictions may prevent an individual from obtaining licensure as a physical therapist.

PTCAS is not permitted to ask if applicants have non-felony convictions. Applicants should be aware that some non-felony convictions may also prevent them from participating in clinical experiences, which would preclude their graduation from the DPT Program. Additionally, in some states, certain non-felony convictions may prevent an individual from obtaining licensure as a physical therapist. It is the sole responsibility of students who have non-felony convictions at the time of application, or who become convicted of or are charged with a crime while enrolled within the DPT Program, to notify the Associate Program Director within two weeks of acceptance to the program, or within 72 hours after being charged. It is also the sole responsibility of students with non-felony charges or convictions to contact the state(s) they intend to work in for guidance on their ability to successfully obtain licensure in that state.

Each clinical site uses its own protocols to decide which students may be accepted for a clinical experience. The DPT Program does not guarantee clinical experience placements for students with criminal records. After three clinical sites have refused to grant a clinical placement to a student based on their criminal record, the DPT Program will deem that student ineligible for clinical experience placement. This will prevent a student from

progressing or graduating from the DPT Program, see *Academic Progression and Graduation Policy*. Students in this situation will therefore be referred to the PPC with a recommendation for dismissal.

Background Investigation
DPT students must undergo one or more criminal background investigations based on the varying requirements of the integrated and full-time clinical experiences to which they may be assigned. At the time of acceptance to the DPT Program, students will receive instructions regarding the process to complete a background investigation through the DPT Program's contracted provider. The initial criminal background investigation must be performed within two weeks of acceptance to the DPT Program. All acceptances to the DPT Program are considered "conditional" until such time that the background check has been completed and verified.

Contesting Criminal Background Investigation Findings
Students who believe the criminal background investigation is in error may contact the contracted organization performing the investigation. Students contacting the contracted organization should complete all pertinent forms within seven (7) calendar days of being told by the DPT Program of a positive criminal background investigation finding. Students are responsible for any fee(s) associated with this review.

Drug Screening
Students may be required to submit to a mandatory drug screening, performed by the DPT Program's contracted provider, before starting an integrated or full-time clinical experience. Students may be required to submit to additional drug screening(s) during the program. The DPT Program will provide the student with access to the necessary information to complete the drug screening(s) through the DPT Program's contracted provider.

POLICY: Student Code of Conduct
The purpose of the JWU Student Code of Conduct and the conduct review process is to help the university maintain a safe, healthy, and positive campus community and online environment for living, learning, and working, where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility, and respect for themselves and others and for the university community and its surrounding communities. The Code of Conduct applies to student behavior that takes place on and off campus. Violations of this Code are resolved through the conduct review process. For more information please see:
https://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/

Professionalism is one of the core competencies for physical therapists as defined by the APTA and is one of the expected tenets of the DPT Program. All students must demonstrate professional behavior throughout the entire program. Lack of professional behavior may lead to referral to the PPC and may result in disciplinary action up to and including dismissal from the program, see *PPC Reviews and Actions Policy.* Every

student is responsible for maintaining an atmosphere of professionalism, while enrolled in the DPT Program.

A student must not engage in academic or professional misconduct at any time. The following are examples of misconduct that will not be tolerated by the program and must be reported. It is not an all-inclusive list.

- Violating the APTA's Code of Ethics for the Physical Therapist
- Violating the APTA's Core Values
- Inappropriate language or attitude
- Lying (including misleading or fraudulent behavior) of any kind
- Cheating
- Stealing (including plagiarism)
- Inappropriate alcohol use
- Illicit drug use
- Engaging in conduct that will or may diminish the reputation of the university or the DPT Program
- Failure to report unethical behavior in a fellow student

POLICY: Eligibility for Obtaining State Licensure

Mandatory CAPTE Statement for Programs Seeking Accreditation
Graduation from a physical therapist education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) (1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org) is necessary for eligibility to sit for the licensure examination, which is required in all states.

Johnson & Wales University is seeking accreditation for a new physical therapist education program from CAPTE. The program is planning to submit an Application for Candidacy (AFC), which is the formal application required in the pre-accreditation stage, no later than June 1, 2024. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to the program's professional phase; therefore, no students may be enrolled in professional courses until Candidate for Accreditation status is achieved. Although achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Preamble
Johnson & Wales University, its administrators, and its Doctor of Physical Therapy (DPT) Program are committed to meeting or exceeding the standards for accreditation as set forth by CAPTE. The University and the DPT Program will not accept students into the DPT Program until the program has achieved AFC status as determined by CAPTE.

DPT Program Graduates' Ability to Obtain State Licensure

The Federation of State Boards of Physical Therapy (FSBPT) is responsible for administering the National Physical Therapy Examination (NPTE). Graduation from a physical therapist education program accredited by CAPTE is necessary for eligibility to sit for the NPTE, which is required in all states. DPT Program graduates will have graduated from a CAPTE approved program and are eligible to sit for the NPTE.

State Specific Licensure Requirements
Some states have additional requirements. DPT Program graduates are encouraged to visit the FSBPT website for an updated list of all states that have additional requirements for licensure (above and beyond passing the NPTE) and specifically for those that require the Jurisprudence Examination. These additional requirements may include, among other things, submitting an official transcript, obtaining malpractice insurance, or undergoing a criminal background check. Currently, 29 states require students to study for and pass a Jurisprudence Examination. The material contained on the Jurisprudence Examination is unique to each individual state. Therefore, it is infeasible for the DPT Program to address the content contained on each state's Jurisprudence Examination. Students wishing to be licensed in states requiring them to pass a Jurisprudence Examination should seek out the appropriate state-specific content resources needed to pass the individual state's examination. In some cases, states contract directly with the FSBPT to administer their Jurisprudence Examination. The list of states currently contracted with the FSBPT is available at the FSBPT Website. Students are reminded that it is their responsibility to meet any additional state requirements and pass the Jurisprudence Examination if required by their state's licensure regulations.

Clinical Education Policies:

POLICY: Student Identification and Patient Right to Refuse Treatment

Student Identification
Patients have the right to know the identity of all individuals involved in their care, including names, roles, and qualifications of their care providers. During integrated and full-time clinical experiences, as well as any other patient observations or interactions connected with the DPT Program, students should orally identify themselves as a "Doctor of Physical Therapy Student" at the start of all patient encounters. In addition, students should wear the name badge issued to them by the DPT Program, which clearly identifies the student's name and their role as a Doctor of Physical Therapy Student. A facility-generated name badge may be worn in addition should it be required by the clinical site.

Patients Right to Refuse Treatment by a Student
Patients have the right to refuse to have a student involved in their treatment.
If during subsequent patient encounters, the DPT student receives a refusal from any patient while the Clinical Instructor is not present, the student must cease delivery of services as soon as it is feasible to safely do so and then must immediately notify their Clinical Instructor or their designee.

POLICY: Clinical Education Schedule and Student Assignment

Students in the DPT Program will attend integrated (part-time) clinical experiences and full-time clinical experiences. A valid clinical education agreement must be in place throughout a student placement for an integrated clinical experience (ICE) or a full-time clinical experience.

Preventing Conflicts of Interest

In no instance will a student be allowed to perform any clinical experiences at a clinical site where they have an employment history or other personal connections. Students must disclose all such conflicts of interest to the DPT Program DCE during the first semester of the DPT Program. In the event a student is inadvertently assigned to a clinical site where they have a conflict of interest, it is the responsibility of the student to report this to the DCE within 24 hours of receiving the assignment.

Neither the DPT Program, nor its Core Faculty, will receive any type of remuneration from a clinical site or clinical faculty member for the assignment of any student or students to a clinical education site(s).

Eligibility for Participation in Clinical Education

To be eligible to participate in a clinical experience, students must:

1. Be in acceptable academic and professional standing with the DPT Program including the successful completion of all prerequisite academic and clinical coursework.
2. Provide a Certificate of Health Compliance as required by the applicable clinical facility that remains current throughout the assigned clinical experience.
3. Complete mandatory trainings
4. Meet all site-specific requirements set forth by the clinical site.
5. Be officially registered for the clinical education course through JWU.
6. For full-time clinical experiences only, students must review and sign the *JWUDPT Clinical Education Student Agreement*.

Requirements Specific to Clinical Sites

In instances where required by the clinical site, the student may have to attend facility-specific orientation sessions, submit to drug testing, complete additional background checks or other administrative/investigatory procedures. Students may also be required to comply with additional health requirements beyond those required by the DPT Program (e.g., titers, immunizations). Students may be required to pay fees associated with these procedures.

Integrated Clinical Experiences (ICE)

ICE will include observation of clinical care, participation with known evaluative techniques and treatment interventions, as well as opportunities to practice and develop interpersonal skills and professional behavior, under the supervision of a licensed physical therapist. The goal of ICE is to prepare students to engage in the full-time clinical

experience phase of the program, by developing confidence and skill in clinical practice and strengthening professional identity.

DPT Program students will attend two ICE experiences (DPT7300, DPT8400), in Semesters 2 and 5 respectively. DPT 7300 will consist of 45 hours spent in an outpatient clinic, with a focus on orthopedic physical therapy. DPT 8400 will require the students to spend 45 hours observing the delivery of physical therapy services on medically complex patient populations.

The DPT Program class schedule is arranged to allow daytime attendance at ICE experiences during semesters 2 and 5, but evening and weekend hours may be required for ICE placements depending on each clinical site's schedule. The DCE will discuss each student's ICE schedule with the clinical site, and students will attend the ICE experience at the designated times.

Full-Time Clinical Experiences

During each full-time clinical experience students will be supervised by one or two licensed physical therapists while practicing and receiving feedback on their performance of all elements of patient management. Emphasis will be placed on a consistent display of professional behavior, including demonstration of adult learning characteristics, and the ability to problem solve and utilize evidence-based resources to guide clinical practice. The goal is to achieve entry-level competence in all aspects of physical therapy service delivery while modeling professional and ethical practice.

DPT Program students will attend a total of three full-time clinical experiences (DPT8700, DPT8800, DPT9200), during semesters 6-8, respectively. DPT8700 will run for a total of 14 weeks, while DPT8800 and DPT9200 will run for 13 weeks each.

Across the three full-time clinical experiences, students must complete at least one placement in a general practice ambulatory care setting (i.e., outpatient) and at least one placement in a medically complex care setting (i.e., acute care hospital, inpatient rehab, skilled nursing, or homecare). If the student has satisfied the requirement for both settings during the first two experiences, depending on clinical site availability and as deemed appropriate by the DCE, the third placement may be in the student's preferred practice area, which may consist of another general practice ambulatory or medically complex setting, or a specialty practice setting. Alternatively, with permission from the DCE, and agreement from an appropriate clinical site, DPT8800 and DPT9200 may be combined into a 26-week clinical experience where the student may focus their clinical practice in a single clinical placement/setting. This does not change the requirement for a student to complete at least one placement in each of the ambulatory and medically complex settings.

Students must commit to a full-time schedule during all clinical experiences. Full-time is defined by the DPT Program as 40 hours per week. In situations where a clinical site assigns their full-time employees less than 40 hours per week, the DPT Program will accept this number of hours as fulfillment of a full-time schedule, so long as the hours are

not less than 35 per week. If a student's weekly schedule is less than 35 hours, the DCE arranges with the clinical site for the student to complete the equivalent number of hours for a full-time placement. This may require the experience to start earlier or end later than the normally scheduled dates.

1. Students are expected to commit to the same full-time schedule as their Clinical Instructor(s), and their experience will start and end on the dates agreed upon by the DCE and the clinical site. Students are expected to work the same full-time schedule as their Clinical Instructor(s), and their experience will start and end on the dates agreed upon by the DCE and the clinical site. Students should be aware that evening and weekend hours may be required during full-time clinical experiences as designated by the clinical site. If there are any alterations that need to be made to the schedule or the dates of the experience, the DCE will discuss these changes with the clinical site. Students are not permitted to alter schedules or experience dates and should contact the DCE if they need to do so.

Student Assignment for ICE and Clinical Placements

ICE assignments will be made by the DCE on a combination of faculty recommendations based on course content, the clinical site's geographical location, and availability of clinical sites. Every effort will be made to keep travel time to clinical sites no more than 60 miles from either the student's primary residence or from the JWU campus in Providence.

Before a student begins a clinical experience, a formal Clinical Affiliation Agreement must be in place between the DPT Program and the clinical site. These Clinical Affiliation Agreements are stored in the Exaat platform and available to students. The DCE maintains a directory of clinical sites with established Agreements and will solicit students' preferred placement sites and/or settings prior to making student clinical placement assignments.

Students are not permitted to secure their own clinical placements and should not contact clinical sites to request placements. If a student wishes to request a clinical education placement at a prospective clinical site where no agreement currently exists, the student should provide the DPT Program with as much information as is known about the clinical facility. At the discretion of the DCE, the clinical facility may be assessed for suitability and interest in becoming a clinical site for the DPT Program.

Due to limits in availability of clinical placements, students may be required to travel out of the area for at least one of their full-time clinical experiences. Out of the area is defined as more than 60 miles from 138 Matthewson St, Providence, RI 02903. Depending on the availability of clinical sites and/or the student's preferred placement setting(s), students may need to complete more than one clinical experience out of the area. Students wishing to attend a full-time clinical experience outside of the United States must make their desire known to the DCE with as much advanced notice as possible.

If a clinical placement cannot be secured for a student in their desired setting or geographical location, the DCE will offer the student an alternate placement that may involve attending an alternate practice setting and/or traveling outside their desired geographical region. In this event, the student may elect to defer attending the clinical experience but should be advised that this will result in delayed graduation and delayed eligibility to sit for the board exam.

Interruptions in the Clinical Placement Schedule
A clinical site may cancel a previously confirmed clinical placement due to unanticipated circumstances that arise prior to the student's start date. When a cancellation occurs, the DCE will make every attempt to reschedule the student's clinical placement in a geographic location that reflects the original placement as closely as possible, however delays as well as changes in clinical setting and/or geographical location may be necessary.

Interruptions in the clinical placement schedule may also occur when a student who is actively attending a clinical experience is terminated or withdrawn from the clinical experience prior to its ending date. Termination may result when a clinical site and/or the DCE recognize unsatisfactory student performance or behavior. In the event of termination due to unsatisfactory performance or behavior, the student must follow the steps outlined in the Academic Remediation and Deceleration policy. Any interruptions in the clinical placement schedule may impact the date a student is eligible for graduation.

Repeat Clinical Experiences
In cases where a student is eligible to return to the DPT Program after termination or withdrawal from a clinical experience, or after failing a clinical experience, all clinical experience requirements must be repeated. The timeline for the repeat experience will depend on clinical site availability. Students should be aware that the start date may be up to twelve (12) months after any remediation assignments are complete and/or the student is deemed eligible for return to the DPT Program.

POLICY: Clinical Experience Grading
Integrated Clinical Experiences
Integrated clinical experiences occur with the two integrated clinical experience courses. Assignments created within these courses will be graded in accordance with the DPT Program's grading policy.

Full-Time Clinical Education Experiences
Clinical experiences will be graded on a pass/fail basis. The DCE is responsible for assigning a grade for every full-time clinical experience course based on the student clinical performance evaluation scores and qualitative feedback from the clinical faculty. Termination of a clinical experience due to unsatisfactory performance or behavior will result in a failing grade for the clinical experience.

Academic Performance Policy and Procedures

Student Professional Behaviors Evaluation Form

Instructions: *Reflect on each behavior and assess yourself by checking off the corresponding box that best describes your*	**E = Exceeds Expectations** Performs action all of the time without lapses.	**M = Meets Expectations** Performs action most of the time with few lapses.	**A = Approaching Expectations** Performs action some of the time with several lapses.	**B = Below Expectation** Does not consistently perform action.

Student Name:

Date:
Provide examples to support your self-rating.

Professional Behaviors	**Student Rating**	**Comments**	**Faculty Rating**	**Comments**
Timeliness • Punctual, on time to class and labs. • Displays time management and meets deadlines.				
Respect and Attitude • Follows policies & procedures. • Does not interrupt, talk over, or lash out. • Demonstrates empathy in all actions.				
Problem Solving and Critical Thinking • Demonstrates situational awareness. • Competently applies knowledge. • Develops a rationale plan. • Assesses outcomes and adjusts as needed.				
Commitment to Learning • Prepared for class each day. • Takes initiative to fill gaps in knowledge.				

Interpersonal Skills • Exhibits the ability to work as part of a team. • Displays patience, flexibility, and dependability.				
Accountability • Accepts responsibility for actions. • Makes corrections as appropriate. • Actively seeks feedback.				
Professionalism • Displays competence. • Acts conscientiously. • Exhibits integrity and respect. • Adheres to program dress code expectations.				
Constructive Feedback • Accept feedback without defensiveness or excuses.				
Time and Resources • Plans and prioritizes effectively.				
Stress Management • Displays self-awareness of own stressors. • Displays positive coping mechanisms.				
Cultural Sensitivity and Humility • Displays respect for viewpoints. • Engages in supportive interactions and self-refection.				
Communication Skills • Communicates professionally and appropriately. • Communicates clearly and effectively. • Actively listens.				

Describe the discussion with the student regarding any issues.

Establish outcomes to address identified issues(s) with timeframe resolution.

I hereby attest that the above information is accurate to the best of my knowledge.

Name	Signature	Date

Department Chair:		
Faculty:		
Student:		

POLICY: Testing Environment and Review of Student Assessments

Testing Environment

Students must comply with the following conditions in test situations:

- Backpacks must be placed out of the immediate testing vicinity and must be inaccessible to students during testing.
- Cell phones must be turned off and placed out of students' immediate testing vicinity during testing. A student with a cell phone within their reach during a testing situation will be considered cheating.
- All watches including smart watches must be removed prior to testing and stored out of the immediate testing vicinity. Wearing a smart watch or storing it within the student's reach during testing will be considered cheating.
- Students wishing to use scrap paper during a testing situation must use paper provided by the instructor/proctor only and must hand back any paper to them at the end of the exam.
- Coats and hats must be removed and inaccessible to students during all testing situations.
- Using the restroom during examinations is discouraged; therefore, students should plan to use the restrooms prior to or following any exam.
- Absent an emergency, only one student may leave the room at a time to use the restroom after one hour has passed from the start of the exam.
- In the event a student has an urgent matter that requires them to leave the room prior to completion of their examination, or they need to use the restroom, they must first seek permission from the instructor/proctor. The student's laptop screen should be hidden using the "Hide Exam" feature within Examplify (note: the exam timer will still be counting down).
- Students taking retake or makeup exams will be subject to the same conditions.

Electronic Examinations

Students are required to obtain and maintain a laptop that meets all program specifications including Examplify and ExamSoft requirements, All program laptop requirements can be found at https://examsoft.com/resources/examplify-minimum-system-requirements/, please see the *ExamSoft Testing Policy*. Students are required to unmask the webcam on their laptop if the ExamSoft monitoring software is in use.

Review of Student Assessments

Faculty may allow students to view their quizzes, tests, exams, practicums, or other assessments after they are graded. Students must have their cell phones turned off while reviewing these documents/files. See *PPC Reviews and Actions Policy*. Taking verbatim notes from the course assessments is not permitted. Students who are repeating courses, may not review previous assessments for courses they are currently repeating.

Review of Electronic Examinations
Exam reviews, by an instructor or via an ExamSoft secure review, are designed to give students an opportunity to review items that were missed on an assessment. The goal is to provide an opportunity for students to self-assess learning gaps in course material and to develop a study plan for and/or strengthen their testing strategy for subsequent assessments. Exam reviews are provided at the faculty's discretion.

ExamSoft secure reviews may occur directly following upload of the examination to ExamSoft or at a designated date and time specified by the faculty member. During an ExamSoft secure review, students will have the opportunity to view only items answered incorrectly, the answer they chose, and/or the correct answer for each of these items. Students will only have no more than 20 minutes to review these items noting any comments within ExamSoft they need to discuss with their instructor. Students are highly encouraged to review their exams during the assigned review time to assess learning gaps. Students who choose not to review their exam at the designated time, will be required to schedule a time for exam review with their faculty member during office hours.

Students are not allowed to bring anything, other than their laptops, into the secure review.

POLICY: ExamSoft Testing Policy
Exam Security:
The DPT Program takes exam security seriously and utilizes ExamSoft and Examplify to provide a secure and fair testing environment for all students. The Examplify testing environment locks students' laptops and other devices preventing them from navigating away from the testing environment or digitally copying test questions. When necessary, the exam monitoring software, which utilizes artificial intelligence, will confirm the identity of test takers, and continuously monitor audio and video from the students' devices for suspicious activity which is then red flagged for review.

Expectations of Students in all Testing Environments
Students are responsible for the maintenance of their laptop devices and Examplify software. Students are required to bring their laptop devices for all quizzes, exams, and indicated assignments. Lack of preparation may result in an inability to take the exam, adjustments to course grades (at the discretion of the Primary Instructor), and/or referral to the PPC. Students are expected to arrive to all exams, quizzes, or assignments requiring the use of Examplify with their:

1. Laptop device and Examplify software.
2. Laptop fully charged.
    a. A charger for their laptop device and/or an additional external battery.
    b. Note that not all classrooms provide desktop outlets to plug in a device while testing.
    c. Examplify will not allow an exam to start if the charge is <25%. Students should plan accordingly.

3. Students may choose to bring additional hardware, including a keyboard or mouse if desired.
4. Students may be required by the instructor to bring earbuds (for audio portion of exam), or other devices deemed necessary by the faculty and listed in the syllabus.
5. Download the exam the night before the exam, as an abundance of attempted downloads will reduce the wi-fi capacity at the school.

Expectations of Students Proctored Examinations

1. Report technical issues with their device or with Examplify immediately to the instructor/ proctor, to affect a swift resolution.
2. Upload the exam after completion, show their green screen to a proctor, and turn in scratch paper with name assigned (even if blank) before exiting the room.
3. Follow Exam Day Policies as noted below.

Non-Proctored Examinations

Students are reminded that during non-proctored examinations the Examplify software will be monitoring them using audio and visual recording and verify their identity. For this reason, students must keep their cameras on and remain unmasked during the exam. Failure to do so will automatically be considered cheating and result in referral to the PPC. Students should:

1. Position themselves in a quiet room without disturbances to avoid being unnecessarily red flagged by the software.
2. Report technical issues with their device or with Examplify immediately to the instructor.
3. Upload the exam after completion.

Exam Day Policies

Students are referred to the DPT Program's *Testing Environment and Review of Student Assessments Policy* for what to expect the day of a quiz, exam or assignment which requires the use of Examplify.

In the event of an unforeseen disruption or incident during the exam (e.g.loss of wifi), students will be instructed by the instructor/proctor to power off their devices until further directions are given to restart the device. When a technical issue or damage to your personal device occurs prior to an exam, contact IT immediately for troubleshooting. If the issue cannot be resolved before the exam, you may contact faculty for help. During an exam, if there is an issue with your personal (technical issue or damage), alert a proctor immediately and obtain permission to report to IT Services for support.

POLICY: Classroom Recording Policy

The DPT Program supports audiovisual recordings of lectures and presentations, and when applicable, laboratory experiences. To this end, students are encouraged to utilize these recordings to supplement their overall classroom experience. Students should be aware that most faculty will be recording their class. Students must get permission from

the course instructor to use any recording devices to record lectures, discussions, or other DPT Program activities. Students may not livestream DPT Program activities. Dissemination of audiovisual or multimedia recordings outside the course, including on social media or to third parties, is not permitted.

POLICY: DPT Program E-Mail

Important programmatic information and correspondence with faculty, staff, and students will frequently be sent through e-mail. The DPT Program will only send e-mail notifications to each faculty, staff, or student's official JWU assigned email address. Students must check their university email account at least once daily to ensure timely receipt of important DPT Program updates.

DPT Program faculty and staff typically respond to emails between 8:30 am and 4:30pm. Faculty will make every attempt to respond to student emails within 24 hours during weekdays. In an emergency, students are to contact faculty or staff in person during regular hours or via the phone numbers listed in the DPT Program's learning management site (LMS) outside of regular business hours.

POLICY: Social Media and Online Presence Policy

Participating in social networking and other similar internet opportunities can support DPT students' personal expression, enable students to have a professional presence online, foster collegiality and camaraderie within the profession, and provide opportunity to widely disseminate public health messages and other health communication. Social networks, blogs, and other forms of communication online also create new challenges to the patient-provider relationship.

Considerations Regarding Student Online Presence

1. Students should be cognizant of standards of patient privacy and confidentiality that must be maintained in all environments, including online, and are strictly prohibited from posting identifiable patient information online.
2. When using the internet for social networking, students should use privacy settings to safeguard personal information and content. Students should routinely monitor their own internet presence to ensure that the personal and professional information is accurate and appropriate.
3. Students must maintain appropriate boundaries of the patient-provider relationship in accordance with professional ethical guidelines, as described by the APTA.
4. To maintain appropriate professional boundaries, students should consider separating personal and professional content online.
5. If a student sees content posted by colleagues that appears unprofessional, they should report the matter to the Program Director.
6. DPT students should understand that their actions online and content posted may negatively affect their reputations among patients and colleagues, may have consequences for their medical careers, and can undermine public trust in the physical therapy profession.

Program Expectations

1. If content posted violates guidelines set by HIPAA or other applicable laws, students may face dismissal from the program as well as HIPPA mandated or other fines and criminal consequences from outside agencies. Consistent with HIPAA regulations, patient privacy must be protected.
2. Students should refrain from sending friend requests while they are enrolled in the DPT Program.
4. DPT students should not send or accept "friend requests" to or from patients who are or have received physical therapy services at any clinic where a student is attending or attended an integrated or full-time clinical experience, or to/from any patient who is still undergoing treatment at a clinic where the student previously attended their clinical experience.
5. Connecting with fellow students and faculty on LinkedIn is encouraged during program enrollment and after graduation to help foster the student's professional presence and allow networking opportunities.

Classroom and Clinical Site Policies

POLICY: Classroom/Laboratory/Clinical Experience Etiquette

Students are expected to adhere to APTA standards to include but not be limited to:

- APTA Guide for Professional Conduct
- APTA Core Values for the Physical Therapist and Physical Therapist Assistant
- APTA Code of Ethics for the Physical Therapist

The purpose of classroom lectures, laboratory experiences, and clinical experiences, are to supplement the required learning of material by the student and provide a real-life perspective on the practice of physical therapy. Throughout the practice of physical therapy, there are many perspectives on the appropriate way to gather a history, conduct a physical examination, develop a diagnosis, and provide treatment interventions that cannot be learned from a textbook. As such, students are expected to give their full attention to these valuable learning experiences.

POLICY: Student Dress Code and Personal Hygiene

Students are expected to dress in a professional manner in the classroom, laboratory, special events and while attending integrated/full-time clinical experiences, which will enhance integration into the clinical setting and promote a successful learning experience. Regardless of setting or specific attire, student clothing should be clean and pressed.

Program-Related Event Dress Code

Students shall wear business-casual dress attire while participating in non-patient care activities or DPT Program-related activities, and at any other time while representing the DPT Program.

Examples of appropriate attire (integrated clinical experiences, program functions, events, and courses in which a guest lecturer is present) include:

- Blouses/collared shirts tucked into full length business-casual slacks-blazers and ties are optional, with a belt, sweaters, casual slacks, suits, knee-length or longer skirts or dresses.

Examples of clothing not permitted include:

- Sneakers, open-toed shoes, or flip-flops.
- Sweat suits, pajamas, beach wear and shorts.
- Outfits resulting in bare midriffs.
- Tee Shirts or Tank tops.
- Hats - unless when worn as part of medical treatment, religious or cultural observation.
- Jeans or leggings

Didactic and Laboratory Dress Code

Given the curriculum's structure in which students may be in lab and lecture on the same day, clean casual attire is required. To ensure full preparation for all laboratory experiences, students should always have access to lab clothes that allow for maximum skin exposure of any given body region as reasonably needed for professional reasons. Students must report to the lab appropriately dressed, as described below.

Examples of permissible lab clothing may include shorts, t-shirts, tank tops, halter tops, bathing suit tops with back exposure. Students should also wear athletic footwear.

DPT Program Name Badges

DPT Program students will be identifiable at special events and while attending an integrated or full-time clinical experience by wearing the supplied DPT Program name badge in addition to any required hospital or clinic provided badges, lanyards, and name tags.

Clinical Education Experience Dress Code

Unless advised otherwise by the clinical site, students should dress in business-casual attire for their clinical experience. Examples are noted above. Students should wear business-casual or dress shoes with a heel height not greater than one inch or clean sneakers when approved by the clinical site.

If the clinical site has a dress code policy, students must adhere to that dress code . If a clinical site deems a student has not met acceptable professional dress and personal presentation standards, the student may be asked to leave their clinical placement. In this case, the student may need to wait up to a full semester to be rescheduled for a clinical

placement and cannot be guaranteed a placement in the same geographical region or the same type of practice setting.

Hygiene Requirement for Classroom, Laboratory, and Clinical Experiences
It is critical that students practice good hygiene, especially when working with fellow classmates in the laboratory, and with patients in the clinic. Students should shower/bathe regularly, have clean hair which is secured away from their face. Hands should be clean and washed according to OSHA guidelines in between each treatment; fingernails should be clean, short (below the fingertips), and free of acrylic and gel fingernail polish. Makeup should be minimal. Beards and mustaches should be neatly trimmed. Students should be aware that facial hair may need to be removed to ensure a secure and properly fitting respirator per CDC guidelines, see https://www.cdc.gov/niosh/npptl/pdfs/FacialHairWmask11282017-508.pdf. Perfume, cologne, or fragrances are prohibited while in the classroom, laboratory, and at clinical sites.

POLICY: Student-Related Clinical Travel and Expenses
Students are responsible for their own travel and room and board associated with any assigned clinical sites. In the event a student is withdrawn from a clinical experience due to unsatisfactory performance, or requests to be withdrawn for any other reason, the student is responsible for any fees and expenses associated with the clinical placement from which they were withdrawn and any subsequent clinical experience.

Healthcare Expenses
Any expenses incurred for healthcare services rendered to a DPT Program student during the didactic or Full-Time Clinical Education phase of the DPT Program is the student's responsibility.

Program-Related Travel
Attendance at professional conferences and APTA's Student Conclave is encouraged, but not mandatory. Students may apply for funding for reimbursement of expenses; however, funding is not guaranteed.

POLICY: Student Employment Outside of the Program
While attending the DPT Program, students are expected to dedicate their time and efforts to learning and improving their patient care knowledge and skills. Students should make best efforts to minimize the extent that external factors affect their educational pursuits. Employment outside of the DPT Program will not provide justification for any student tardiness or absence.

POLICY: Student Complaints and Appeals
University Complaints and Grievances Procedure
The university maintains a complaint and grievance procedure for the resolution of conflict between members of the university community. This procedure is not intended to be a forum to redress inappropriate or prohibited conduct or challenge University policy. Rather, it is a means by which an individual can seek a timely and fair review of his or her

concerns. For information on this procedure, including the types of grievances it covers and the steps to follow, please see: http://catalog.jwu.edu/handbook/generalinformationandpolicies/complaintsandgrievances .

Appeals Related to Examination Grades

Appeals related to examination grades should be first directed to the faculty member who assigned the grade.

- Appeals to the appropriate faculty member must be made via email within three (3) days of the posting of the grade to Ulearn.
- If a satisfactory conclusion is not reached, the student may submit a written appeal to the PPC for further evaluation.
    - To be eligible for consideration, the appeal must be sent to the Chairperson of the PPC (DPT Program Associate Program Director) within three (3) days of the decision of the faculty member. The written appeal must contain the student's full name, J number, e-mail address, telephone number, and a description of why the student is appealing the examination grade.
    - The Chairperson will schedule a PPC meeting to review the grading process with the pertinent faculty member and student.
    - The faculty member involved will not be present or eligible to vote on the final decision of the PPC.
- A copy of the appeal and the PPC's decision will be placed in the student's academic file.
- The Program Director will communicate the results of the PPC's decision to the student.

Appeals Related to Course Failure, Deceleration, or Dismissal

In matters regarding grades that result in the failure of a didactic or clinical course or a recommendation for deceleration or dismissal, the student may appeal the grade to the PPC.

- The appeal must be sent to the Chairperson of the PPC (the DPT Associate Program Director)
- To be eligible for consideration, the appeal of final grades to the PPC must be made within three (3) days of student notification of the final grade.
- Students appeal to the PPC, in writing, must include the following:
    - Student's full name, J number, e-mail address, and telephone number.
    - A description of why the PPC should consider the student's request to be allowed to remain in the DPT Program.
    - The student's strategies for future success if allowed to continue in the DPT Program.
- The PPC's decisions will be provided to the student within five (5) business days of the written appeal submission.

Appeals – Non-Academic
Appeals related to non-academic issues should be initially directed to the involved parties and/or mediated by the DPT Program faculty. The parties should first attempt to resolve the issue.

- If a satisfactory conclusion is not reached, the student may submit a written appeal to the PPC for further evaluation. The PPC will forward recommendations to the DPT Program Director.

Appeals of a PPC Decision
Should the student wish to appeal the decision of the PPC, a written appeal may be made directly to the Dean of the College of Health & Wellness within three (3) days of receiving the decision of the PPC. All appeal letters to the Dean will include:

- A copy of the original appeal to the PPC.
- The appeal must specifically address the recommendation of deceleration or dismissal and why the student is appealing the PPC's decision.

Accrediting Body Appeals
Students may further send an appeal in writing to the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria VA. 22314 as outlined on the *Form #6 Filing a Concern or Complaint*.

Form: Student Receipt of Program Handbook and Understanding of Policies and Procedures

Please review the student section of the Johnson & Wales Doctor of Physical Therapy (DPT) Program Handbook and retain it for future reference. An additional copy of this page will be collected during the orientation sessions and filed with your student records.

Please complete this form: Student receipt of Program Handbook and understanding of policies and procedures.

Note that policies are subject to change at any time. The most up to date policies are located in the Policies Folder on Ulearn and on the DPT Program website for each class.

By my signature I am stating that I understand all of the information provided in the DPT Program Student Handbook:

1. I have read the DPT Program Handbook for students.
2. I confirm that I understand the standards for academic performance as outlined in the Academic Progression Policy.
3. I confirm that I am able to perform all the Essential Functions as outlined in the Essential Functions Policy or have provided a request for accommodations as outlined in the Essential Functions Policy in the Program Handbook.
4. I agree to adhere to the Code of Ethics for the Physical Therapists as outlined by the American Physical Therapy Association.
5. I agree to adhere to the Core Values as stated by the American Physical Therapy Association.
6. I confirm that I have been informed of and agree to abide by the DPT Program Policies and Practices.
7. I will review as reasonably needed the most up to date copies of these policies in Ulearn.
8. I am aware of the repercussions of not following these policies.
9. I have been afforded the opportunity to ask questions regarding any policies of which I am unclear.
10. I understand that ignorance of a policy does not excuse any violation of such policies.

_____
Student Printed Name

_____
Student Signature

_____
Date

Policies Pertaining Specifically to Faculty and Staff

POLICY: Program Recruitment, Admission and Enrollment Policies

The DPT Program aligns with JWU's strategic plan "Powered by Purpose." Student recruitment strategies include online virtual, print, and in-person recruitment efforts intended to reach national and international audiences.

Students who have or will graduate with a JWU bachelor's degree or higher and who meet all admission requirements will have their application automatically reviewed. The DPT Program will maintain a cohort class size of 44 students. We project a 40% accepted-to-enrollment rate. We will make offers of acceptance based on this projection in the following way:

- Prior to 50% of the cohort size accepting offers, we will offer acceptance to 140% of the remaining number to meet the projected cohort size until we meet 50% of the cohort size.
- Once we meet 50% of the cohort size accepting offers, we will offer acceptance to 120% of the remaining number to meet the projected cohort size until we meet 75% of the projected cohort size.
- Once we meet 75% of the cohort size accepting offers, we will offer acceptance to 100% of the remaining number to meet the projected cohort size until we meet the projected cohort size.

If at any time, the number of applicants who are recommended for acceptance exceeds the number available for acceptance, applicants will be added to a waitlist. Because a rubric is used to rank applicants, offers will be made based on applicant rank waitlist.

PROCEDURE: Applicant Ranking and Matriculation

Preamble

The DPT Program believes that it takes more than good grades and high GRE scores to become a competent Doctor of Physical Therapy. The Program and its faculty recognize that some students face a variety of circumstances, challenges, and hardships that may have impacted their academic performance while earning their undergraduate degree. The Program and its faculty also recognize the need for developing Doctors of Physical Therapy who are familiar with the challenges faced by individuals from different socioeconomic backgrounds. The Program has created a ranking system that values curricular and extracurricular activities to assess character, leadership, and future potential in its prospective students.

PTCAS

The DPT Program will utilize Physical Therapy Centralized Application System (PTCAS) as a portal for all program applicants.

Applicant Communication

Applicants with questions regarding their application or the application process should contact the DPT Program's Applications Coordinator and or the JWU Graduate Admissions office using the contact information provided on the DPT Program website and/or PTCAS. The Applications Coordinator will make every effort to answer questions

or will forward the applicant to the appropriate member of the DPT Program Applications Committee and/or Program Director.

Prerequisites

- Two courses in biological sciences w/ lab (not botany): 8 credits
- Anatomy with lab: 4 credits - 3 credit lecture, 1 credit lab (if combined with physiology then 8 credits)
- Physiology with lab: 4 credits - 3 credit lecture, 1 credit lab (if combined with anatomy then 8 credits)
- Two courses in chemistry w/ lab: 8 credits
- Two courses in physics w/ lab: 8 credits
- Psychology: 3 credits
- Statistics: 3 credits

Supplemental Documentation

The Program will require all applicants to complete the *Supplemental Documentation Form* and upload the form into PTCAS. The *Supplemental Documentation Form* is used to collect specific information vital in the program's efforts to rank its applicants. An application which does not include this form will be deemed incomplete.

Initial Screening

All applications will be screened for completeness by the assigned university admissions personnel. Applications found to be incomplete at the deadline will be discarded. Initial Screening will include:

- Bachelor's degree (or foreign equivalent) from an accredited college or university
- Overall and prerequisite GPA ≥ 3.0
- Student has not repeated more than 2 prerequisite courses
- Student has completed all prerequisite classes or plans to complete before matriculation
- Three letters of recommendation with at least one from a Physical Therapist
- Completed PT Experience Form required at time of application.
    - A minimum of 40 verified hours
    - All clinical experience hours MUST be verified by application deadline
    - Verified hours must be in at least two different types of physical therapy settings (inpatient, outpatient, acute, sub-acute, etc.)
- Official copy of all post-secondary transcripts
- Completed PTCAS Application
- PTCAS Essay
- Official TOEFL or IELTS score reports (International students only)

Applicant Ranking

All completed applications will be ranked using the program's *Applicant Ranking Spreadsheet.* The applicants with the highest score will be offered a position in the program.

Notification of Acceptance into the Program
Once applicant interviews are completed, the program will send formal emails and letters of acceptance into the program based on applicant rank to obtain our maximum cohort of 44 students. The initial set of acceptance letters will be sent before January 15th.

Deposits
Students in the program's initial acceptance cohort, who received notification of acceptance prior to January 15th, must submit a nonrefundable $500 deposit on or before February 1st. Students who received notification of acceptance after January 15th have two weeks from the date of their acceptance to make their $500 deposit. Failure to deposit in a timely manner will result in the applicant losing the program seat.

POLICY: Class Cancellation Policy
Faculty will refrain from canceling or otherwise reducing scheduled class times without explicit written permission from the Program Director and/or Associate Program Director. The Program Director will maintain written authorization of the change (cancellation or class times). Faculty may not offer in-person classes on a remote basis unless there is a weather-related university cancellation or with prior written authorization from the Provost. Absent the narrow circumstance when a remote class is permitted during the cancelled class period, the faculty member will reschedule the class to take place in-person in concert with the DPT Program, and the class may occur outside of normal scheduled class hours including on evenings, weekends, and/or holidays.

Procedure: Student Advising
Assigning Students to Core Faculty Advisors
Incoming students will be assigned to Core Faculty members for advising on the following basis.

1. The inaugural cohort of students will be divided equally among Core Faculty members alphabetically.
2. Later cohorts will also be divided amongst Core Faculty alphabetically, so each core faculty member has an equal distribution of student advisees across all currently enrolled cohorts.
3. Once assigned to a Core Faculty member, students will remain assigned to that Core Faculty member throughout their time in the Program, unless the advisor leaves the university or is on a leave of absence. In that case, a new advisor will be assigned. Students will be prohibited from switching advisors unless there are extreme mitigating circumstances submitted in writing to the Program Director. See *Student Complaints and Appeals Policy.* The Program Director will determine if it is in the best interest of the student, the Core Faculty member and the Program to switch the student's advisor.

Advisor Responsibilities
Core Faculty act as academic advisors for students throughout their time in the DPT Program. Faculty are required to meet twice with students during their first semester.

Faculty will meet at least once per didactic semester with their assigned students or more frequently based on student and/or DPT Program needs. Faculty are required to document all formal advising activities for their student advisees and any other student that they advise or meet with as part of their duties within the DPT Program. The DPT Program faculty are not permitted to extend or accept "friend requests" to/from students prior to successful graduation from the DPT Program.

POLICY: Student Records

Program Records and Record Retention

The DPT program records include electronic or paper records which pertain to the student during their time within the DPT Program. In accordance with federal law and university policy, students may review their DPT Program records. DPT Program student records are released to third parties in accordance with federal law and university policy. Records will be retained in accordance with accreditor standards and applicable law and university policy.

Criminal Background, Drug Screening, Medical Records, and Immunization History Release

Students are required to read and sign *FORM #2: Release of Medical, Drug Screening, Criminal Background, and Other Personal Information* which allows the Director of Clinical Education to share confidential and/or personal health information (PHI) to the student's assigned clinical experience sites. All clinical experience sites will have access to their assigned student's profile on the Exaat platform, which contains the date of the student's last physical examination and immunization records.

Results of drug screenings and/or criminal background investigation(s) will be stored electronically within Exxat, will only be accessible to the DPT Program Associate Program Director and the Director of Clinical Education. If deemed necessary, individual results may be shared with pertinent JWU administrators and/or staff. In some cases, sites may require that a student's drug screening results and/or criminal background information prior to accepting the student for placement, see *Criminal Background Investigation and Drug Screening Policy.* It is at the discretion of the clinical site to determine if the student can be accepted for a placement with a criminal record or use of a medically prescribed controlled substance. Sites that require drug screening results and/or criminal background investigation results will be identified on the list of clinical experience sites via the Exxat platform.

Upon graduation or dismissal from the program, student medical records, immunization history, criminal background information and drug screening results will be electronically deleted from the Exxat platform.

POLICY: Clinical Site Contracts

The DCE is responsible for ensuring students are placed at facilities that have current executed affiliation agreements. The DCE will review the expiration dates of all agreements in January of each year. Agreements scheduled to expire within a year will

be noted. The DCE will contact the SCCE at sites where agreements are expiring at least ninety days prior to their expiration. If both parties wish to renew the agreement, the renewal process will be initiated. All parties will work to renew the agreement in time for any scheduled placements. In addition to the annual review of contract expiration dates, the DCE will use the "placement clearance" feature in Exxat to monitor contracts prior to the start of a clinical experience. If, at thirty days prior to the start of a clinical experience, a student is scheduled to attend a new or existing site where an executed contract is pending, the student will be notified and the DCE will work with the student and clinical sites to find another facility to accommodate the student in situations if the contract cannot be executed in time.

POLICY: Clinical Site Selection

No Core Faculty member shall hold ownership or financial interest in any of the clinical education facilities associated with the DPT Program. The DPT Program will not affiliate itself financially with any of its current or future clinical education sites, nor will it endorse publicly or privately one clinical education site over another.

POLICY: Incident Reporting

The health and safety of all who work, visit, or attend the DPT Program is of paramount importance. Faculty, staff, and students will make every effort to identify any potential risks of injury and take active steps to mitigate them before an injury can take place. As in any medical profession, injuries can happen. If an incident results in bodily harm that requires medical treatment, including basic first aid, Campus Safety & Security should be notified by dialing (401) 598-1103. Any incident that results in alleged physical harm will be reported by faculty or staff through appropriate channels using the JWUDPT *Incident Form: Guests/Students/Faculty/Staff*.

If at any time a faculty or staff member feels treatment of a student beyond simple first aid is necessary, they must contact Campus Safety & Security or 911 in case of an emergency. Regardless of the severity of the incident or if the faculty or staff member provided care, the attending faculty member must complete the *Incident Form: Guests/Students/Faculty/Staff.*

POLICY: Clinical Instructors Teaching New Skills to Students

Due to circumstances pertaining to the unique needs of patients in the clinical setting, and/or certain specialty skills possessed by Clinical Instructors, there may be times when it is appropriate for a Clinical Instructor to teach a DPT Program student a more advanced skill or technique that may be beyond the scope of the DPT Program entry-level curriculum.

Prior to teaching the student a new skill or technique, the Clinical Instructor must:

1. Identify that the skill or technique is within the professional scope of practice of physical therapy, and within the jurisdictional scope of practice in the state

where it is being performed and where the Clinical Instructor is licensed to practice physical therapy.

2. Ensure that the student has previously demonstrated competence with any prerequisite skills and knowledge necessary for developing competence with all aspects of the related assessment and application of the new skill or technique. Clinical Instructors are encouraged to reach out to the Director of Clinical Education regarding the appropriateness of teaching the skill or technique to the student and to discuss the student's ability to perform the skill or technique effectively and safely.

When teaching a new skill or technique, the Clinical Instructor must ensure that the student:

1. Understands the mechanism of action and rationale, including the indications for use, behind the application of the new skill or technique.
2. Possesses knowledge of and the ability to appropriately identify precautions and contraindications for the skill or technique.
3. Can explain the expected outcome resulting from application of the skill or technique and discuss appropriate evidence for its utilization.
4. Has been given the opportunity to practice the skill or technique with feedback from their Clinical Instructor and/or other licensed physical therapists designated by their Clinical Instructor, prior to application on a patient.
5. Can safely and appropriately perform the skill or technique from a psychomotor perspective.

POLICY: Faculty and Staff Compliants

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DPT Program Clinical Instructors will:

1. be licensed as a physical therapist in the state(s) where instructor is practicing.
2. possess at least one year of full-time (or equivalent) clinical experience as a licensed physical therapist.
3. demonstrate effective teaching skills.
4. serve as an effective role model.in physical therapy practice.
5. successfully complete training in the use of the CPI 3.0.

Completion of the Credentialed Instructor course is preferred but not required (e.g., APTA Credentialed Clinical Instructor Program Level 1).

POLICY: Faculty and Staff Concerns

Faculty/Staff Concerns

Faculty/staff concerns and/or suggestions are recognized as an opportunity for program improvement. Faculty/staff are encouraged to first bring concerns to the party(s) involved (e.g., faculty/staff member, supervisor, lab instructor, clinical instructor, etc.). Alternatively, faculty/staff may seek guidance from the DPT Program Director. Faculty

and staff may also submit their concerns to the Dean of COWH, the Provost, or Human Resources, among other appropriate persons or departments.

Complaints
Outside of the university, a complaint can also be filed with the physical therapy accrediting body: Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria VA, 22314.

POLICY: Student Complaints and Appeals
University Complaints and Grievances Procedure
The university maintains a complaint and grievance procedure for the resolution of conflict between members of the university community. This procedure is not intended to be a forum to redress inappropriate or prohibited conduct or challenge University policy. Rather, it is a means by which an individual can seek a timely and fair review of his or her concerns. For information on this procedure, including the types of grievances it covers and the steps to follow, please see:
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Appeals related to examination grades should be first directed to the faculty member who assigned the grade.

- Appeals to the appropriate faculty member must be made via email within three (3) days of the posting of the grade to Ulearn.
- If a satisfactory conclusion is not reached, the student may submit a written appeal to the PPC for further evaluation.
    - To be eligible for consideration, the appeal must be sent to the Chairperson of the PPC (DPT Program Associate Program Director) within three (3) days of the decision of the faculty member. The written appeal must contain the student's full name, J number, e-mail address, telephone number, and a description of why the student is appealing the examination grade.
    - The Chairperson will schedule a PPC meeting to review the grading process with the pertinent faculty member and student.
    - The faculty member involved will not be present or eligible to vote on the final decision of the PPC.
- A copy of the appeal and the PPC's decision will be placed in the student's academic file.
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Appeals Related to Course Failure, Deceleration, or Dismissal
In matters regarding grades that result in the failure of a didactic or clinical course or a recommendation for deceleration or dismissal, the student may appeal the grade to the PPC.

- The appeal must be sent to the Chairperson of the PPC (the DPT Associate Program Director)
- To be eligible for consideration, the appeal of final grades to the PPC must be made within three (3) days of student notification of the final grade.
- Students appeal to the PPC, in writing, must include the following:
    - Student's full name, J number, e-mail address, and telephone number.
    - A description of why the PPC should consider the student's request to be allowed to remain in the DPT Program.
    - The student's strategies for future success if allowed to continue in the DPT Program.
- The PPC's decisions will be provided to the student within five (5) business days of the written appeal submission.

Appeals – Non-Academic

Appeals related to non-academic issues should be initially directed to the involved parties and/or mediated by the DPT Program faculty. The parties should first attempt to resolve the issue. at the lowest level possible.

- If a satisfactory conclusion is not reached, the student may submit a written appeal to the PPC for further evaluation. The PPC will forward recommendations to the DPT Program Director.

Appeals of a PPC Decision

Should the student wish to appeal the decision of the PPC, a written appeal may be made directly to the Dean of the College of Health & Wellness within three (3) days of receiving the decision of the PPC. All appeal letters to the Dean will include:

- A copy of the original appeal to the PPC.
- The appeal must specifically address the recommendation of deceleration or dismissal and why the student is appealing the PPC's decision.

Accrediting Body Grievances Appeals

Students may further send an appeal in writing to the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria VA. 22314 as outlined on the *Form #6 Filing a Concern or Complaint*.

POLICY: Complaint *That Falls Outside the Realm of Due Process*

If a complaint arises from an individual, group, or organization external to the university (e.g., clinical sites, employers of graduates, the public, etc.), a complainant may file a complaint about the DPT Program with the DPT Program Director. CAPTE refers to such complaints as falling outside the realm of due process. The DPT Program takes all program-related complaints seriously and will act upon any complaint in an expedient manner, as outlined below. Once a written complaint has been made, the DPT Program Director will gather information and address the complaint. Any complaint and documentation associated with the resolution of "complaints which fall outside the realm of due process" will be kept on file in the DPT Program Director's files consistent with accreditor requirements, applicable law, and university policy.

"Complaints That Fall Outside the Realm of Due Process" must be submitted in writing using the *JWUDPT Complaint Form* found online on the DPT Program's website and/or on the DPT Program's Ulearn site.

Complaints should be addressed to:
Paul A. Ullucci, Jr.
Program Director
Doctor of Physical Therapy Program
Johnson & Wales University
8 Abbott Park Place
Providence, RI 02903

Procedures for Handling a "Complaint That Falls Outside the Realm of Due Process"
When appropriate, the DPT Program Director will discuss the complaint directly with the party or parties involved within 14 business days of receipt or as otherwise reasonable under the circumstances. The DPT Program Director will take other steps to gather information as the DPT Program Director deems appropriate. Thereafter, the DPT Program Director will inform the complaining party or parties with a resolution or other discussion addressing the matter. If dissatisfied with the response of the DPT Program Director, or if the complaint is against the DPT Program Director, the complaining party or parties may submit a written complaint to the Dean of COHW.

Maura Iversen
Dean, College of Health & Wellness
Johnson & Wales University
8 Abbott Park Place
Providence, RI 02903

The Dean of COHW will address the matter as the Dean of COHW deems appropriate. If the complainant believes that additional internal review is necessary, they may contact the Johnson & Wales University Provost as the final step in the complaint process.

Outside of the university, a complaint can also be filed with the physical therapy accrediting body: Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria VA. 22314.

POLICY: Program Accreditation Compliance
Faculty, staff, and students are all integral in the process of ensuring that the DPT Program follows all CAPTE requirements and university Rules, including as set out in this handbook.

The DPT Program's compliance program per CAPTE rules and regulations is led by the DPT Program Director who is ultimately responsible for ensuring that the program is in compliance with all Rules pertinent to the operation of the program.

Documentation of Noncompliance
The DPT Program Director is responsible for recording all incidents of noncompliance in accordance with CAPTE rules and regulations. The Program Director is also charged with investigating and documenting the cause of noncompliance and whenever possible developing and implementing mechanisms to avoid future incidents of noncompliance.

Accreditation Information
The Program Director is responsible for ensuring that the required CAPTE logo and language regarding program current accreditation status is available on the program's website and social media platforms. Accreditation information published on the program's website and social media platforms will be updated within one week of notification from CAPTE of a change in status.

Accessibility and Accuracy of Program Information
The Program Director in conjunction with the CAPTE will ensure that all program information is appropriately accessible to the public, prospective students, and other interested parties. Additionally, the Program Director and web design team will ensure that the program's accreditation information will be no more than one click away from the program's home page. The Program Director is also responsible for ensuring that all documents developed and maintained by the Program, on the program website, social media or otherwise, are materially accurate and factual at all times.

Annual Accreditation Report
The Program Director is responsible for the timely filing of the DPT Program's Annual Accreditation Report as mandated by CAPTE Rules and Regulations.

CAPTE Related Fees and Documentation
The Program Director must ensure that all fees and documentation required by CAPTE are filed in a timely fashion to ensure that they arrive no later than the due date published by CAPTE.

Student Achievement Measures
The program will publish annually and by graduation year, (see *Procedure: For the Ongoing Monitoring Program Outcomes),* the following student achievement measures, as defined by CAPTE rules and regulations: graduation rate, first time pass rate on the NPTE, overall pass rate on the NPTE, and employment rate. This information will remain within one click of the program's home page as required by CAPTE rules and regulations.

Timely Notification of Changes
The Program Director is required to notify CAPTE, in writing, during the Candidate for Accreditation Phase of any changes in the number of core or associated faculty members within thirty (30) days.

The Program Director is required to monitor the program for changes in any item listed in Section 9.2a of the CAPTE Rules and Regulations and notify CAPTE in writing.

The Program Director is required, on behalf of the DPT Program, to seek permission from CAPTE to make any substantive changes listed in Section 9.2b prior to implementation.

The Program Director is required to notify CAPTE as soon as possible of any changes due to man-made or natural disasters as described in Section 9.2c.

The Program Director is required to notify CAPTE, in writing as defined in Section 9.4, of any changes in university Accreditation or changes in Rhode Island State law that govern its ability to grant postsecondary degrees within one week of the university being notified that a change has occurred.

Change in Program Director
If the Program Director leaves the Program or is terminated, the university has one week to notify CAPTE of the change in Program Director as well as provide the name, credentials and contact information for the person who will be replacing the Program Director.

Out of Compliance Reporting
The Program Director must submit evidence that the DPT Program has come into compliance with CAPTE Standards and Required Elements within two years of being notified that the Program is out of compliance.

POLICY: Equipment Maintenance

The DPT Program is committed to the health and safety of its students, faculty, staff, and guests. Equipment commonly used in the provision of physical therapy services can pose a risk to the patient/client as well as the provider.

Training
Faculty, or vendors, who are trained to use equipment will provide instruction to students and staff as appropriate. Students, faculty, and staff should not engage in the use of equipment that they have not previously been trained in its proper use. Once trained the person operating the equipment must do so as indicated in the training.

Safety Checks for Electrical Devices
All electrical devices including high and low tables should be inspected before each use to ensure they work as expected. The wire/plug must be free of cracks, exposed or loose wires. Most equipment and tools will be powered via a three-prong plug (i.e., they are grounded). Grounding is a safety protocol which protects the user in the event of a short circuit. All equipment must be plugged into an appropriate three-prong electrical outlet. Adapters which allow three-prong wired devices to be powered by two-prong receptacles should never be used. Wiring should be secured and positioned in a manner that reduces the risk of tripping. Any electrical device that does not have a grounding wire, shows sign of damage or is not working as expected should be taken out of service. A sign placed on it indicating it is out of service and a faculty member notified immediately.

Safety Checks for Battery Operated Devices
Battery operated devices, including handheld units, must be checked before each use to ensure that the battery is seated properly and shows no visible signs of damage. When charging, the charging pack should be inspected for electrical safety, as described above. Batteries which are found to be damaged (cracked housing, loose, or broken conductors), rusty, or leaking must not be used and will be removed from the device and placed on a nonflammable surface. The university recycles all batteries. A collection bin for spent alkaline batteries is centrally located in most campus buildings. In the case of lithium batteries, faculty and/or the Program Director must notify the Director of Environmental Health & Safety for proper disposal.

Intensity
Intensity settings must be set at zero at the start of device use and intensity should be increased slowly to allow the individual ample time to provide feedback to the user to allow the user to reduce intensity or terminate the activity.

Tables
Treatment tables and portable mat tables must have their brakes set and locked before use. Wall mounted mat tables must either be locked up with legs retracted or be in the down position with their legs locked out. No table should be moved with someone or something on it. Before lowering the table, students and faculty should check to ensure clearance below the table.

Traction Table
The traction table cannot be used to perform traction without an appropriately trained faculty member present. When not actively being used to apply traction, all table movable parts must be locked to avoid sudden movement. Wheel locks must be always engaged when not moving the table. Patients must always have the stop/panic button in their hand and the wire should be appropriately connected to the unit while attached to the traction device. Traction settings must be always set at zero, confirmed to be set at zero, and then progressively increased in a manner consistent with best evidence for the body part being treated. Students and faculty are reminded that serious permanent injury, including death can occur with improper use of this device.

Equipment Cleaning, Calibration and Maintenance
All equipment in labs must be cleaned after each use as prescribed by policy and/or manufacturer's recommendations. All equipment will be inspected and calibrated based upon manufacturer specifications. A log will be kept of these inspections/calibrations and maintained by the Program Director.

Committee and Policy Review Policies

POLICY: Standing Committees

Faculty are encouraged to volunteer for committees based on their interest(s) unless they are specifically assigned to a committee as stipulated below. Like other university faculty,

DPT Program Core Faculty are encouraged to serve on university committees outside of the DPT Program.

The DPT Program Core Faculty are required to record and report service to the DPT Program, College of Health & Wellness, the university, and the Profession* (defined below) to the Executive Committee annually for CAPTE reporting purposes.

The DPT Program will maintain the following standing committees to ensure compliance with CAPTE accrediting standards and to ensure the program's success and growth.

1. **Executive Committee** – The Executive Committee is comprised of the Program Director, Associate Program Director, Director of Clinical Education and the chairs of the Curriculum Committee and Program Outcomes Committee. The Executive Committee will receive, maintain, and disseminate reports and data from the university, the COHW academic and clinical faculty, staff, students, alumni, and the surrounding community to provide the required data to CAPTE to achieve and maintain accreditation. The Executive Committee will meet a minimum of one time every other month.

2. **Chairs Committee** – The Chairs Committee is comprised of all DPT Program Committee chairs. It is chaired by the Associate Program Director. The main function of the Chairs Committee is to ensure that all committees are functioning optimally to ensure the growth and development of the DPT Program. Committee chairs will be mentored by the Associate Program Director and their fellow committee chairs. Issues of importance can then be brought forward to the Program Director on an as needed basis. The Chairs Committee is required to meet twice a year but may meet more often if needed.

3. **Admissions Committee –** The Admissions Committee will be comprised of the Program Director, Associate Program Director, at least one Core Faculty member, and members of the university Graduate Admissions department. The Admissions Committee is charged with monitoring and reporting program outcomes pertaining to the admissions process. The Admissions Committee will meet in the summer to plan the admission process and then in the fall semester to respond to any needs during the admission process. During the spring semester, they will meet to review outcomes data to determine if changes should be made to the admission process for the following year.

4. **Curricular Development Committee** – The Curricular Development Committee will be comprised of the Program Director, Associate Program Director, Director of Clinical Education and two Core Faculty members of differing physical therapy specialties/interests. The Curricular Development Committee is charged with the ongoing evaluation of the curriculum to ensure that it adequately represents the DPT Program mission and vision while achieving program goals. The Curricular Development Committee will meet at least every other month to review the curricular development plans of the DPT

Program, until such time as the DPT Program has achieved full accreditation. Upon obtaining full accreditation the curricular development committee will meet at least once during the fall and spring semesters.

5. **Program Outcomes Committee** - The Program Outcomes Committee will be comprised of the Program Director, Associate Program Director, Director of Clinical Education and two Core Faculty members of differing physical therapy specialties/interests. The Program Outcomes Committee will meet at least every other month to develop plans for the continuous monitoring of DPT Program outcomes.

6. **Professional Performance Committee (PPC)** – The PPC will hear all issues as they pertain to student professional performance and professional conduct, or other matters as directed by the DPT Program policies. The PPC's responsibility is to recommend what course of action, based on DPT Program policies, is to be taken by the Program Director. The PPC is comprised of all DPT Program Core Faculty members.

   The PPC is chaired by the Associate Program Director who will be responsible for scheduling and conducting PPC business and ensuring that a quorum of two-thirds of the PPC is established prior to conducting normal PPC business. In extenuating circumstances, members of the PPC do not need to be physically present but may attend the meeting electronically.

   The PPC is required to meet at the end of each term to discuss student progress throughout the semester and curriculum as well as to rate student professional performance as mandated by policy, see the policy on *Professional Performance Committee Reviews and Actions.*

   In addition to the regularly scheduled meetings each semester, the PPC will meet as needed throughout the semester to conduct its business as requested by faculty and staff or as mandated by the DPT Program policies.

   The Program Director should be present in person or electronically at all PPC meetings and will ensure that the interests of the university, the DPT Program and the students are represented.

   All PPC members have an equal vote, but the Program Director may only vote in a tie.

7. **Research Committee** - The Research Committee is comprised of two Core Faculty members and one chair. The Research Committee is tasked with assisting academic and clinical faculty interested in research and fostering interdisciplinary research opportunities at the undergraduate and graduate level.

The Research Committee is responsible for:

- Fostering a collaborative interdisciplinary research environment with the DPT Program, COHW, and the university.
- Maintaining an accurate and current list of all active research projects being conducted by members of the DPT Program for dissemination throughout the university.
- Developing an interdisciplinary exchange program to attract researchers from inside and outside the university to address topics pertinent to the many disciplines within the physical therapy profession.
- Identifying areas of research need and prioritizing these needs for presentation to the Program Director. Priority should be given to areas of clinical research which will foster faculty scholarly growth as well as enhance clinical practice and the profession.
- Assist DPT Program Academic Faculty in updating, tracking, and refining their scholarly agenda.
- The Research Committee will meet at least once per semester but may meet more frequently based on programming needs.

8. **Scholarships and Awards Committee** – The Scholarships and Awards Committee will be comprised of three faculty members who will work with all Academic Faculty including clinical instructors and other partners of the DPT Program to identify students eligible for DPT Program university, or other scholarships and awards. The Committee will then facilitate the nomination process and guide the student and/or nominating person through the appropriate process for each scholarship and/or award.

9. **Justice, Equity, Diversity, and Inclusion Committee** – The justice, equity, diversity and inclusion (JEDI) committee will focus on promoting these four pillars of belonging for the DPT Program's students, faculty and staff. The JEDI committee will be comprised of at least two faculty members from the DPT Program. The JEDI committee will engage with members of the JWU Bridge for Diversity, Equity and Social Justice Center.

10. **Continuing Education Committee** – The Continuing Education Committee will be chaired by the Director of Clinical Education and comprised of up to two Core Faculty members and at least one physical therapist from outside the DPT Program.

    The Continuing Education Committee is charged with meeting the needs of the DPT Program's Clinical Instructors/faculty as determined by surveys, meetings, and discussions with the Program's DCE and its Clinical Instructors and faculty see *Monitoring Program Outcomes Procedure*. The Continuing Education Committee is:

    - charged with surveying continuing education needs of regional physical therapists, physical therapist assistants, and related healthcare professionals in order to develop content of interest and need.

- should prioritize program development based on need rather than on the number of attendees the program would draw.
- responsible for obtaining and developing content experts to meet areas of need and interest.
- responsible for all aspects of program development including finding content experts, vetting proposals, obtaining appropriate space, marketing, event management, post program survey development, attendee satisfaction questionnaires, and distribution of continuing education certificates.
- responsible, when appropriate, to obtain certification of credit by the Rhode Island Chapter of the APTA for continuing education hours.
- responsible for managing all financial aspects of the continuing education programming including collecting attendee fees, developing honoraria policy amounts, refund policy, and reporting a budget to the Program Director on a semi-annual basis.
- will meet once per semester in person or via electronic means.

11. **Sports Medicine Education Committee** – The Sports Medicine Education Committee is charged with maintaining and complying with the standards for accreditation of the DPT Program by the Board of Certification, Inc. The Sports Medicine Education Committee is chaired by the Program Director and includes one Core Faculty member and an athletic trainer from the community, preferably one who is dual credentialed (PT, ATC). The Sports Medicine Education Committee shall meet once per semester in person or via electronic means.

12. **Student Governance Committee –** The Student Governance Committee will be comprised of the student president, vice president and secretary/treasurer of each class enrolled within the DPT Program. Class officers will be elected no later than two weeks before the conclusion of the first semester for each matriculating class. The most senior president will be responsible for mentoring the junior president(s) when the Student Governance Committee convenes as a whole. The Student Governance Committee is expected to promote cross-cohort and interdisciplinary learning opportunities in collaboration with the Continuing Education Committee. Each cohort's officers are also responsible for meeting with the Program Director at least once a semester and with the faculty at least once each semester, during a designated faculty meeting. This is an opportunity for each class's officers to discuss areas for DPT Program improvement on behalf of their class. Class officers will also be responsible for fundraising throughout their time within the DPT Program.

    Officers will hold their position if they remain in good standing with the DPT Program and its PPC. In the event a student decelerates or leaves the program, a new officer will be elected to fill the open position.

The Student Governance Committee should meet as a whole at least once per semester, but individual cohorts may choose to meet more often based upon their needs are.

The DPT Program and its Program Director reserve the right to form ad hoc committees as deemed appropriate.

* The “Profession” is defined here as to include the profession of physical therapy; however, the DPT Program recognizes faculty who are active in a specialty/subspecialty of physical therapy or who may serve another professional organization outside of physical therapy equally. For example, service to the American Association of Anatomy or the National Athletic Trainers Association would still be considered national service to a professional organization for purposes of the DPT Program.

POLICY: Policy Review and Accessibility

New Hire Orientation

Human Resources Department will coordinate new hire orientation.

University and College Policy Review

Any changes in university policies or procedures which pertain to the faculty, staff, or students of the DPT Program will be reviewed by the Core Faculty within two weeks of the change being announced. The purpose of this review is to ensure all Core Faculty are aware of the policy change and to assess its impact on the DPT Program. Should the policy be deemed congruent with the normal operation of the DPT Program, the policy will be disseminated with other stakeholders including but not limited to students, staff, academic, and clinical faculty.

DPT Program Policy Review

All DPT Program forms, policies, and procedures will be reviewed by the Core Faculty as needed but no less than annually where at least a quorum, two-thirds majority of the Core Faculty are present. At this time the Core Faculty will be charged by the Program Director to determine whether the university and DPT Program’s forms, policies, and procedures meet the needs of the program, its students, and other stakeholders. If it is determined that edits or additions are required, the Program Director shall designate the faculty, or members thereof, to develop new or edited policies for the DPT Program. It will also be recorded on the *Policy Tracking Form* which will be kept on the DPT Program’s designated electronic drive. Each cohort’s DPT Program Student Handbook and Clinical Site Handbook will be electronically accessible.

Policy Accessibility

All forms, policies and procedures that pertain to students will be made available on the program’s website and/or to students electronically. Once matriculated into the program each cohort will be given an electronic copy of the DPT Program Student Handbook and pertinent forms, policies, and procedures during orientation. Additionally, applicable forms, policies, and procedures will be kept within the cohort’s individual LMS and on the faculty LMS.

Forms, policies, and procedures pertaining to clinical education will be contained in the Clinical Education Handbook and housed on the Exxat platform.

Monitoring and Reporting Breaches in Policy and Procedure
All members of the DPT Program including but not limited to administration, faculty, staff, and graduate assistants are required to report material and reasonably perceived or actual breaches in DPT Program policy or procedure to the attention of the Program Director. In the case of a clinical education policy breach, the breach should be reported first to the Director of Clinical Education and then to the Program Director. If the breach is related to the Director of Clinical Education, it should be reported directly to the Program Director. Material and reasonably perceived or actual breaches in university policies shall be reported to the applicable policy owner.

If the breach is related to the Program Director, the breach should be reported to the Dean of the COHW. All breaches will be recorded and when possible, assessed as to the cause for the breach and if any additional remediation is needed.

Reporting Breaches of Policy to CAPTE
A complaint regarding DPT Program policies can also be filed with the physical therapy accrediting body: Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria VA. 22314.

Form Pack

FORM: Participation of Students as Human Subjects Policy and Release of Liability

I, _____ ("Participant"), wish to participate in the DPT Program offered by Johnson & Wales University ("JWU") and agree that any such participation is voluntary. In consideration of being allowed to participate in the DPT Program, I agree to the Participation of Students as Human Subjects Policy and Release of Liability, including the following provisions:

Functional anatomy, kinesiology and physical therapy skills are best learned through the study of living subjects. Physical therapy education requires the application of procedures to perform evaluations and various interventions on patients. Students are expected to act as human subjects during DPT Program activities in which they will act as both a provider performing such procedures on classmates, and as a patient receiving those same procedures. There may be contraindications for some of the assessments and interventions that students may be exposed to in the curriculum. Students must inform faculty of any known or perceived contraindications or precautions for a treatment procedure or skill. Faculty will work with students to accommodate any participation limitations due to medical reasons.

Possible contraindications for certain PT interventions:

1. History of surgery
2. History of a cardiovascular disorders (heart attack, angina, pain in chest, fainting, etc.
3. History of an inflammatory disease (asthma, ulcerative colitis, Crohn's disease, etc.)
4. History of an autoimmune disorder (rheumatoid arthritis, polymyalgia rheumatica, etc.)
5. History of a metabolic disorder (diabetes, hyperthyroidism, etc.)
6. History of a vascular disease (pulmonary embolism, deep vein thrombophlebitis, etc.)
7. History of vertigo (dizziness, etc.)

The conditions listed below are absolute contraindications to a number of physical therapy interventions. It is your responsibility to notify faculty should you have/had any of the following;

1. Cancer
2. Spinal fracture, instability, or surgery
3. Vascular disease
4. Connective tissue disorders (Marfan Syndrome, Ehlers Danlos Syndrome, Down's Syndrome)
5. Current Pregnancy

It is your responsibility to notify a member of the faculty if you have any of the above conditions or if you are unsure if you have any of the above conditions or other condition not previously stated but that preclude you from performing the intervention or having it done to you.

I am giving this release in consideration for being allowed to participate in the DPT Program. To the maximum extent permitted by applicable law, I, on behalf of myself and my assigns, heirs, insurers, personal representatives, subrogees, successors, and any other natural or non-natural person acting on my behalf ("Participant Releasors"), freely and knowingly assume all aforementioned hazards and risks, both anticipated and unanticipated, expected and unexpected, foreseen and unforeseen, known and unknown, and assume complete and full responsibility for my participation as a human subject in the DPT Program. To the maximum extent permitted by applicable law, on behalf of myself and Participant Releasors, I hereby knowingly and voluntarily completely and forever discharge and release Johnson & Wales University (JWU) and any and all JWU Releasees (defined to include JWU's affiliates, agents, assigns, Board, employees, officers, partners, representatives, subsidiaries, successors or successors-in-interest, trustees, and all other natural or non-natural persons acting on JWU's behalf) from and against any and all past, present, and future actions, arbitrations, causes of actions, charges, claims, contributions, counterclaims, cross-claims, damages, defenses, demands, emotional injuries, fees, fines, indemnity, injunctions, lawsuits, liabilities, losses, mediations, obligations, penalties, personal and physical injuries (up to and including death), property damages, remedies, rights, or suits whether foreseen or unforeseen, and whether known or unknown, of any kind or nature, which arise out of, during, or in connection with or are directly or indirectly to my participation as a human subject in the DPT Program and first aid/medical treatment rendered) (collectively, "Released Claims").

By my signature I am stating that I understand all of the terms and conditions provided on this release. I sign this form voluntarily and agree to be legally bound by its terms and conditions.

_____
Student Name

_____
Signature

_____
Date

FORM: Release of Medical, Drug Screening, Criminal Background, and Other Personal Information

It is necessary for the Johnson & Wales University Doctor of Physical Therapy (DPT) Program to have access to a variety of student health and other personal information, and to share this information with Clinical Education (integrated and full-time) sites as needed/requested.

All students must complete a criminal background check at the time they are accepted to the DPT Program and may be required to undergo additional background checks, throughout the course of the didactic or clinical education phase of the DPT Program. In addition, some clinical sites may require that students undergo drug testing prior to confirming a conditional offer for a student placement. See the *Background Investigation and Drug Screening Policy* for more information. By signing this form, you are agreeing to the following terms and conditions:

I hereby give the DPT Program permission to provide the following information to clinical sites who are considering me for a clinical education placement, as well as those who have conditionally or officially offered me a clinical education placement:

- Personal information contained in my Exxat profile, including but not limited to my name, address, phone number, email address, and photograph.

I hereby give the DPT Program permission to receive the following health information from Johnson & Wales University Health Services, or other pertinent third parties (such as my primary care physician), and to provide this data to clinical education sites who have conditionally or officially offered me a clinical education placement:

- All immunization records
- Date and status of my latest physical examination
- Medical insurance coverage

I hereby give the DPT Program permission to have access to the results of my criminal background check, and to disseminate the results to requesting clinical site(s).

In the event that a clinical site requires me to undergo drug testing, I authorize the DPT Program to receive the results directly from the testing facility and disseminate them to the requesting site(s).

By my signature I am stating that I understand all of the terms and conditions provided on this release. I sign this form voluntarily and agree to be legally bound by its terms and conditions.

Student Name: _____ Date: _____

Student Signature: _____

FORM: Authorization for Program to Use My Likenesses, Photographs, Videos, Audio Recordings, or Personal Information

Johnson & Wales University (JWU), the College of Health & Wellness and the Johnson & Wales University Doctor of Physical Therapy (DPT*)* Program market its programs and maintain a website and social media. As part of this practice, we frequently collect material relevant to the program for publication. This may involve images or video of our students, faculty, and staff.

As part of the day-to-day operation of the DPT Program, students may be recorded on photograph, audio, or video, see *Classroom Recording Policy*. Students may also be recorded as part of their participation in various activities and events associated with the DPT Program and the university. These images may be shared as part of the general marketing of the program. As part of attendance in the program students grant Johnson & Wales University, irrevocable permission to record you in audio, film, photograph, video, or any other media (collectively "Recordings").

Students acknowledge that JWU will own such Recordings and further grant JWU permission to disclose, display, publish, post, distribute, use, modify, print such Recordings in any manner whatsoever consistent with JWU's mission including without limitation on publications, advertisements, brochures, websites, or other electronic displays. Students waive any right to inspect or approve the use of the Recording by the DPT Program prior to its use. To the maximum extent permitted by law, you agree to release JWU and its agents, directors, employees, officers, partners, trustees and board of trustees, and volunteers from any liability to you or anyone acting on your behalf, including your assigns, estate, executors, family, guardians, heirs, representatives, and successors, based upon or arising out of or related directly or indirectly to the Recordings or the use of your image, likeness, name, photograph, voice, or writings. You understand JWU will hold the copyright in any such Recordings. You agree to make no accounting, monetary, or other claims against JWU for the Recordings or Use of your image, likeness, name, photograph, voice, or writings.

Students may opt out of this agreement at any time by notifying the Program Director in writing.

By my signature I am stating that I understand all of the terms and conditions provided on this form. I sign this form voluntarily and agree to be legally bound by its terms and conditions.

Student Name: _____ Date: _____

Student Signature: _____

FORM: Use Oof EXAMPLIFY Software Release of Liability

I, _____ ("Participant"), wish to participate in the DPT Program offered by Johnson & Wales University ("JWU") and agree that any such participation is voluntary. In consideration of being allowed to participate in the DPT Program, I agree to the Use of Examplify Software Release of Liability, including the following provisions:

During non-proctored examinations, the Examplify software will lock a test taker's laptop preventing the test taker from navigating away from the testing environment or digitally copying test questions. The software utilizes artificial intelligence and will confirm the identity of test takers and continuously monitor and/or record audio and video from the test taker's device. Suspicious activity may be red flagged for review.

I am giving this release in consideration for being allowed to participate in the DPT Program. To the maximum extent permitted by applicable law, I, on behalf of myself and my assigns, heirs, insurers, personal representatives, subrogees, successors, and any other natural or non-natural person acting on my behalf ("Participant Releasors"), freely and knowingly assume all aforementioned hazards and risks, both anticipated and unanticipated, expected and unexpected, foreseen and unforeseen, known and unknown, and assume complete and full responsibility for my usage of the Examplify software in the DPT Program. To the maximum extent permitted by applicable law, on behalf of myself and Participant Releasors, I hereby knowingly and voluntarily completely and forever discharge and release Johnson & Wales University (JWU) and any and all JWU Releasees (defined to include JWU's affiliates, agents, assigns, Board, employees, officers, partners, representatives, subsidiaries, successors or successors-in-interest, trustees, and all other natural or non-natural persons acting on JWU's behalf) from and against any and all past, present, and future actions, arbitrations, causes of actions, charges, claims, contributions, counterclaims, cross-claims, damages, defenses, demands, emotional injuries, fees, fines, indemnity, injunctions, lawsuits, liabilities, losses, mediations, obligations, penalties, personal and physical injuries (up to and including death), property damages, remedies, rights, or suits whether foreseen or unforeseen, and whether known or unknown, of any kind or nature, which arise out of, during, or in connection with or are directly or indirectly to my usage of Examplify software in the DPT Program (collectively, "Released Claims").

By my signature I am stating that I understand all of the terms and conditions provided on this release. I sign this form voluntarily and agree to be legally bound by its terms and conditions.

_____
Student Name

_____
Signature

_____
Date

FORM: Reporting Concerns or Complaints

Student Concerns

Student concerns and/or suggestions are recognized as an opportunity for program improvement and should be expressed with this end in mind. Students are encouraged first to bring concerns to the party involved. Alternatively, students may also seek guidance from their advisor prior to discussing their concerns with the parties involved. If concerns cannot be addressed in this manner, students are encouraged to speak with the Director of Clinical Education (for issues pertaining to clinical education) or the Associate Program Director. Should the concern involve one of these two individuals the student should bring their concern to the Program Director.

Student Complaints

If a student concern is unresolved the student should file a formal written complaint, without fear of reprisal or retaliation. All formal complaints must be received in writing and must be dated and signed by the complainant, using the Johnson & Wales University Doctor of Physical Program *(JWUDPT) Complaint Form*. Students should submit their *JWUDPT Complaint Form* to the DPT Program Director, or in the case where the Program Director is involved, the Dean of the College of Health & Wellness.

Students wishing to file/report a case of Student Harassment and or Grievance should consult the university's complaint policy for specific instructions and resources.

Outside of the institution, a complaint can also be filed with the physical therapy accrediting body: Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria VA. 22314.

Student Name: _____ Date: _____

Student Signature: _____

FORM: Academic Honesty Pledge

I understand that ethical conduct is one of the most important attributes of a competent healthcare professional. Cheating on any examination, assignment, or project may ultimately deprive my future patients of the quality healthcare they deserve.

Upon matriculation, I agreed to abide by the policies and procedures of Johnson & Wales University and the Johnson & Wales University Doctor of Physical Therapy Program (DPT Program).

During examinations, quizzes, or practical examinations, I affirm that I will not use any outside sources of information, including but not limited to books, websites, journals, computers, smart phones, tablets, or any other emerging technologies, unless explicitly allowed by a faculty member. In addition, I will not seek help from another person by phone, in person, or via electronic means.

The content of all examinations is proprietary and confidential and are not to be transcribed or reproduced in any manner at any time, or through any means. I understand that the use of technology designed to capture test content or override test security measures represents a violation of the DPT Program's policies. Possession, re-creation and/or distribution of any examinations or the content of any examinations is prohibited. Students are expected to respect test security at all times as outlined in the DPT Program Student Handbook. Anyone in possession of unauthorized examination content will be subject to academic disciplinary action, up to and including potential dismissal from the program.

Student Name (Printed): _____

Student Signature: _____

Student ID Number: _____

FORM: Essential Functions Attestation

I certify, by my signature below, that I have read and understand the *Essential Functions Policy* necessary for my enrollment and participation in the Johnson & Wales University Doctor of Physical Therapy (DPT Program) Program and I meet each of these standards, with or without reasonable accommodation.

Students must keep in mind that if they have any difficulty performing these Essential Functions and need reasonable accommodations to perform any of them, it is the student's responsibility to contact Accessibility Services (401-598-4689) to request the accommodations. Reasonable accommodations may not fundamentally alter the nature of the training program, compromise the essential elements of the program, cause an undue financial or administrative burden, or endanger the safety of patients, self or others. Please note the DPT Program reserves the right to review and update technical standards that all students must meet to successfully participate in and complete the DPT Program.

Student Name (Printed): _____

Student Signature: _____

Student ID Number: _____

FORM: Student Professionalism Violation (For Faculty or Staff)

Date of violation: Click or tap to enter a date.

Individual reporting violation of professional behavior: Click or tap here to enter text.

Individual observed in violation of professional behavior: Click or tap here to enter text.

Behavior Observed:
Click or tap here to enter text.

Form is to be submitted to the Associate Program Director (the Chair of the Professional Performance Committee).

Action by the Associate Program Director:
Click or tap here to enter text.

Action by the Professional Performance Committee
Click or tap here to enter text.

☐Program Director notified
☐Professionalism rubric completed
☐Entry made in student record

Forms Not in Form Pack:

FORM: Doctor of Physical Therapy Program Complaint Form

All formal complaints not governed by other university policies and specific to the DPT Program must be received in writing and must be dated and signed. Submission of other complaints will be governed by the policies applicable to such complaints. Complaints and/or suggestions are recognized as an opportunity for program improvement and should be expressed with this end in mind.
Describe the complaint including person or persons involved and why the complaint is being made.

_____

_____

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_____

_____

_____

_____

_____

Name of complainant: _____ Date: _____

Signature: _____

Address: _____

Email: _____, Phone: _____
(optional) (optional)

Complaints should be addressed to:
Paul A. Ullucci, Jr.
Program Director
Doctor of Physical Therapy Program

Johnson & Wales University
8 Abbott Park Place
Providence, RI 02903
pullucci@jwu.edu

Complaint resolution/disposition:

Submitted by: _____

Signature:_____

Date:_____

FORM: Incidental Medical Finding

To be completed by the Doctor of Physical Therapy, Associate Program Director

During the routine performance of a Peer-to-Peer physical examination the following suspicious or concerning abnormal finding was discovered:

☐ Student has been notified of the condition
☐ Confidentiality has been discussed with all faculty and students involved in the examination or who are aware of the findings
☐ Results were confirmed by a faculty member
☐ Student was given an opportunity to ask questions and discuss the impact of any impact these findings may have of participation in the program

Action by Associate Program Director or Faculty:

Student Name:

Student Signature: _____

Associate Program Director:

Signature: _____

FORM: Incident Form (For Faculty/Staff)

Date and Time: _____

Faculty*/Staff*/Student Involved (list all):
_____

Witness: _____

Lab Faculty or Clinical Instructor: _____Did Lab Faculty or Clinical Instructor DIRECTLY witness the incident Yes/No

Did the Faculty/Staff/Student require emergency treatment: Yes / No
If Yes, was Campus Safety & Security contacted: Yes** / No
If Yes, list medical facility and how transported:
_____

Summary of Event:
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Faculty Actions and/or Recommendations:
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Program Director's Actions and/or Recommendations
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_____

Signature of Supervising Faculty**:** _____ Date/Time:
_____

Signature of Program Director: _____ Date/Time:
_____

Was this form sent to the Director of Environmental Health & Safety: Yes / No

If No, why:

_____

_____

* Faculty and Staff incidents must also be reported to the Human Resources Department.

** Program Director will attach the official Campus Safety & Security Incident Report to this form once received.

FORM: Student Immunization

JWU COLLEGE OF HEALTH & WELLNESS DOCTOR OF PHYSICAL THERAPY PROGRAM	**Johnson & Wales University Certificate of Health Compliance** College of Health & Wellness DPT Program Permanent Immunization Record
Student Name:	Date of Birth:

Required Immunizations

Tuberculosis ☐ Two Step PPD
PPD#1| Planted: Read: |Result mm
PPD#2| Planted: |Read: |Result mm
QuantiFERON-TB Gold Assay|Date: |Result:
Students with a positive PPD/QuantiFERON Assay require documentation of a chest radiograph and evidence of completion of chemoprophylaxis:
☐Positive PPD |Result mm ☐Chest Radiograph | Result ☐Chemoprophylaxis Completed (documentation reviewed)

Varicella ☐ SQ
Varicella #1 |
Varicella #2 |
Titer | Result:

Tetanus, Diphtheria, acellular Pertussis (TDaP) ☐ IM
TDaP #1 TDaP #2

Measles, Mumps, Rubella ☐ SQ
MMR #1 |
MMR #2 | Click here to enter a date.
Titer | Click here to enter a date. Result: Choose an item.
Rubeola (measles) |#1Click here to enter a date. #2Click here to enter a date.
Mumps: |#1Click here to enter a date. #2Click here to enter a date.
Rubella: |#1Click here to enter a date. #2Click here to enter a date.

Influenza IM Annual
☐2017 Click here to enter a date.
☐2018 Click here to enter a date.
☐2019 Click here to enter a date.
☐2020 Click here to enter a date.
☐2021 Click here to enter a date.
☐2022 Click here to enter a date.

Hepatitis B ☐ IM if anti-HBs <10mIU/ml
Hepatitis B #1 Click here to enter a date.Hepatitis B #4 Click here to enter a date.
Hepatitis B #2 Click here to enter a date.Hepatitis B #5 Click here to enter a date.
Hepatitis B #3 Click here to enter a date.Hepatitis B #6 Click here to enter a date.

Inactivated Polio Vaccine ☐
Adult Polio Booster: Click here to enter a date.

Titer Click here to enter text. | Click here to enter a date. Result: Choose an item.	
	Provider Name: Click here to enter text. Signature: Date: Click here to enter a date.

FORM: Hepatitis B Non-Responder

From: Johnson & Wales University Doctor of Physical (DPT) Therapy Program

To:

The DPT Program has been notified by Health Services that you have completed two (2) complete Hepatitis B Vaccination Series and continue to have a negative (<10 mIU/ml) titer for HBsAb. According to the Centers for Disease Control and Prevention (CDC) you are considered a vaccine non-responder. A vaccine non-responder is an individual who does not mount an adequate immune response after adequate immunization. This is important for healthcare workers who are at increased risk of exposure to the Hepatitis B virus.

One reason for an individual not responding to the Hepatitis B vaccination series is chronic hepatitis infection. You must be tested for Hepatitis B before starting/continuing clinical experiences.

As a vaccine non-responder, you are considered susceptible to Hepatitis B Viral infection (non-immune). You should take extra precaution to prevent exposure to blood and body fluids while participating in clinical experiences. Should an exposure take place, you should immediately notify your Clinical Instructor and the DPT Program Director of Clinical Education. You should be evaluated in the nearest emergency room and receive Hepatitis B Immune Globulin (HBIG) if warranted. You should receive a second dose of HBIG one month later.

☐Completed Primary Hepatitis B Vaccine Series

☐Initial Titer for Hepatitis B was <10 mIU/ml

☐Completed Second Hepatitis B Vaccine Series

☐Subsequent Titer for Hepatitis B was <10 mIU/ml

☐Patient was tested for Hepatitis B Virus

- Hepatitis B surface antigen (HBsAg)
- Hepatitis B surface antibody (anti-HBs)
- Hepatitis B core antibody (anti-HBc)
- IgM antibody to Hepatitis B core antigen (IgM anti HBc)

☐Individual was counseled regarding non-immunity and given instructions on actions to take following a potential exposure.

I have counseled this individual on Hepatitis B, exposure risk, and actions to take in the event of an exposure.

Johnson & Wales University Health Services Representative

Name: _____

Signature: _____

Date: _____

I understand that I am a vaccine non-responder, have been appropriately counseled on my risk, and wish to continue in my clinical training. I fully understand the risks associated with this decision.

Student

Name: _____

Signature: _____

Date: _____

FORM: Clinical Site Information Form (CSIF)

DIRECTIONS FOR COMPLETION:

If your physical therapy service is associated with multiple satellite sites that offer clinical learning experiences, such as an acute care hospital that also provides clinical rotations at associated sports medicine and long-term care facilities, you will need to complete *pages 3 and 4*. On *page 3*, provide the primary clinical site for the clinical experience. On *page 4*, indicate other clinical sites or satellites associated with the primary clinical site.

If specific items on the form do not apply to your clinical education site at the time you are completing the form, please leave the item blank. Opportunities to provide comments have been made available throughout the form.

CLINICAL SITE INFORMATION FORM

Information About the Clinical Site

Date (/ /)

Your Name	
E-mail address	

Name of Clinical Center					
Street Address					
City		State		Zip	
Facility Phone		Ext.			
PT Depart. Phone		Ext.			
PT Depart. Fax					

PT Depart. E-mail	
Web Address	

Director of Physical Therapy/Rehabilitation	
Director of Physical Therapy/Rehabilitation E-mail	
Center Coordinator of Clinical Education (CCCE) / Contact Person	
CCCE / Contact Person Phone	
CCCE / Contact Person E-mail	

CLINICAL SITE INFORMATION FORM

Complete the following table(s) if there are multiple sites that are part of the same health care system or practice. Copy this table before entering information if you need more space.

I. Clinical Site

Name of Clinical Site					
Street Address					
City		State		Zip	
Facility Phone			Ext.		
PT Department Phone			Ext.		
Fax Number		Facility E-mail			
Director of Physical Therapy/ Rehabilitation			E-mail		
Center Coordinator of Clinical Education/contact (CCCE)			E-mail		

CLINICAL SITE INFORMATION FORM

Yes	No		Date of Last Accreditation/Certification
		1. Is your clinical site certified/ accredited? If no, go to #3.	
		2. If yes, by whom?	
		JCAHO	
		CARF	
		Government Agency (eg, CORF, PTIP, rehab agency, state, etc.)	
		Other	

Please indicate your clinical site's primary classification.

	Clinical Settings			
	Acute Care/Hospital Facility		Home Health Care	
	Acute Rehabilitation Hospital (LTAC)		Early Intervention	
	Long Term Care Hospital		Pelvic Health	
	Veteran's Administration		Sports PT	
	ECF/Nursing Home/SNF			
	Ambulatory Care/Outpatient			
	• Orthopedic primary			
	• Neurology primary			
	• Pediatric			

II. Available Learning Experiences

Please mark (X) the *diagnosis related* learning experiences available at your clinical site:

	Amputations		Critical care/Intensive care		Neurologic conditions
	Arthritis		Degenerative diseases		Spinal cord injury
	Athletic injuries		General medical conditions		Traumatic brain injury
	Burns		General surgery/Organ Transplant		Other neurologic conditions
	Cardiac conditions		Hand/Upper extremity		Oncologic conditions
	Cerebral vascular accident		Industrial injuries		Orthopedic/Musculoskeletal Surgery
	Chronic pain/Pain		ICU (Intensive Care Unit)		Pulmonary conditions
	Connective tissue diseases		Mental retardation		Wound Care
	Congenital/Developmental				Other (specify below)

Please mark (X) all *special programs/activities/learning opportunities* available to students during clinical experiences, or as part of an independent study.

	Musculoskeletal		Industrial/Ergonomic PT		Prevention/Wellness
	Aquatic therapy		Neurological		Pulmonary rehabilitation
	Back school		Neonatal care		Wound care
	Biomechanics lab		Nursing home/ECF/SNF		Radiology
	Cardiac rehabilitation		On the field athletic injury		Research experience
	Community/Re-entry activities		Orthotic/Prosthetic fabrication		Screening/Prevention

	Critical care/Intensive care		Pain management program		Sports physical therapy
	Departmental administration		Pediatric-General (emphasis on):		Surgery (observation)
	Early intervention		Classroom consultation		Team meetings/Rounds
	Employee intervention		Developmental program		Women's Health/OB-GYN
	Employee wellness program		Mental retardation		Work Hardening/Conditioning
	Group programs/Classes		Home health program		Other (specify below)

Please mark (X) all *Specialty Clinics* available as student learning experiences.

	Amputee clinic		Neurology clinic		Screening clinics
	Arthritis		Orthopedic clinic		Developmental
	Feeding clinic		Pain clinic		Scoliosis
	Hand clinic		Preparticipation in sports		Sports medicine clinic
	Hemophilia Clinic		Prosthetic/Orthotic clinic		Other (specify below)

Please mark (X) all *health professionals* at your clinical site with whom students might interact.

	Administrators		Health information technologists		Psychologists
	Alternative Therapies		Nurses		Respiratory therapists
	Athletic trainers		Occupational therapists		Therapeutic recreation therapists
	Audiologists		Physicians (list specialties)		Social workers

	Dietitians		Physician assistants		Special education teachers
	Enterostomal Therapist		Podiatrists		Vocational rehabilitation counselors
	Exercise physiologists		Prosthetists /Orthotists		Others (specify below)

How are clinical instructors trained? (mark (X) all that apply)

	1:1 individual training (CCCE:CI)		Continuing education by consortia
	Academic for-credit coursework		No training
	APTA Clinical Instructor Credentialing		Professional continuing education (eg, chapter, CEU course)
	Clinical center inservices		Other (please specify)
	Continuing education by academic program		

Yes	No	
		15. Does your clinical site provide written clinical education objectives to students?

On *the following page,* please provide information about individual(s) serving as the SCCE(s) and provide information about individual(s) serving as the CI(s) at your clinical site.

ABBREVIATED RESUME FOR SITE COORDINATORS OF CLINICAL EDUCATION (MAY ATTACH COPY OF RESUME)

NAME:		Length of time as the SCCE:
DATE: (mm/dd/yy)		Length of time as the CI:
PRESENT POSITION: (Title, Name of Facility)	Mark (X) all that apply: ____PT ____PTA ____Other, specify	Length of time in clinical practice:
LICENSURE: (State/Numbers)		Credentialed Clinical Instructor: Yes_____ No_____
		Certified Clinical Specialist:
		Area of Clinical Specialization:
		Other credentials:

FORM: Clinical Education Student Agreement

A clinical experience is a unique learning experience that integrates studies with practical work. This agreement is written by the Director of Clinical Education and completed by the student. It shall serve to clarify the educational purpose of the clinical experience and to ensure an understanding of the total learning experience among the principal parties involved.

Part I: Contact Information

Student

Name: _____ Student ID#_____ Graduation Year: _____

Residential address while on Clinical Experience:

_____

_____

Cell Phone: _____ Email: _____

Emergency Contact: _____

Cell Phone: _____ Relationship to student: _____

Clinical Instructor:

Name: _____ Title: _____

Clinic: _____

Clinic Address: _____

City, State, Zip:

_____

Clinic/business Phone: _____

Email: _____

Faculty Advisor

Name: _____ Phone: _____

Email: _____

Academic Credit Information

Clinical Experience: FTC 1, FTC 2, FTC3

Course#: _____

Beginning Date: _____Ending Date: _____

Hours per Week: _____

Signature of Director of Clinical Education: _____

Part II: Agreement

This contract may be amended by the student, Director of Clinical Education, or Clinical Instructor at any time upon written notice, which shall be sent to all three parties. While any party can agree to an amendment, no changes are final without the approval of the Director of Clinical Education. An amended copy shall then be drafted, forwarded, and signed by the parties involved.

Represented by my signature, I _____, (Student) acknowledge that I have received and will operate within the requirements of the Johnson & Wales University's Doctor of Physical Therapy Program's Clinical Education Handbook, as well as the Johnson & Wales University's Student Handbook. My signature also confirms that I have read, understand, and will comply with its contents.

Student _____ Date _____

Director of Clinical Education _____ Date _____

Clinical Instructor _____ Date _____