

**University of South Alabama
College of Allied Health Professions**

***DEPARTMENT
OF
PHYSICAL THERAPY***

***Clinical Education
Policy and Procedure Manual***

FALL 2010

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1.0 Clinical Education

Full-time Internships

Physical Therapy students are required, as part of the DPT graduate curriculum, to complete a total of 34 weeks of supervised clinical practice as a component of the professional curriculum. The first clinical internship will be a total of 8 weeks during the first summer semester of the program (PT 682-PT Internship I). The second clinical internship will be during the 3rd fall semester of the program from October through December for a total of 10 weeks (PT 683- PT Internship II). The third and fourth clinical internships will be 8 weeks each during the final spring semester of the curriculum for a total of 16 weeks from January to mid-April (PT 684- PT Internship III and PT 686-PT Internship IV) before returning for the final academic session.

Part-time clinical experiences

Opportunities for a half-day clinical experience (20 hours total) may be incorporated in the curriculum in the spring of the first year of the program to allow students to observe and practice techniques presented in the didactic portion of the program. Exposure and practice of specific clinical skills that have already been addressed in the classroom and lab will be required. This clinical experience will be arranged within a one-hour driving radius from the USA PT Department. Alternately, students have the option of completing the half-day clinical experiences during spring break in any of the current USA DPT clinical sites that agrees to accept students for this experience. Successful completion of this part-time clinical experience is required as a component of PT 681 Clinical Practice Issues.

1.1 ACADEMIC FACULTY

Role of Academic Faculty as a whole

The primary role of the academic faculty is to provide didactic instruction regarding clinically relevant aspects of physical therapy practice including examination, evaluation, diagnosis, prognosis, and intervention, in preparing students for their clinical experiences. To enhance didactic learning, the academic faculty also provides clinical instruction to students through specific course-required patient care activities that may occur within the USA DPT facility or off-site. In addition, the academic faculty will supervise students during direct patient care in the Student-run Physical Therapy Department Pro-bono Clinic.

The academic faculty, in consultation with the Director of Clinical Education (DCE), is also responsible for determining readiness of each student before allowing the student to participate in clinical education experiences. Readiness is determined as satisfactorily passing written and practical components for all courses and displaying appropriate professional behaviors.

1.2 DCE: DIRECTOR OF CLINICAL EDUCATION

Clinical Placement of Students

Policy: The DCE will assist the students in selecting their clinical sites based on a lottery system.

Procedures:

1. The DCE will schedule a time for students to select a lottery number for selection of clinical internships. The students will select their clinical sites for PT Internship I no later than March of the 1st spring semester of the program. The students will select their clinical sites for PT Internship II in the 1st summer or 2nd fall semester of the curriculum and the clinical sites for PT Internship III and IV in summer of the 2nd year of the curriculum.

2. Students will complete a Student Clinical Education Personal History Data Form so the DCE becomes familiar with the students' prior work experiences in physical therapy. It is the responsibility of the DCE to ensure a wide variety of learning experiences for all students. Thus, students will be discouraged from selecting a former place of employment for a clinical internship, but placement at such a clinical site will be allowed on an individual basis if extenuating circumstances require such a request or if there has been significant changes in the staff since the student was employed at that facility.
3. During the 1st fall semester of the curriculum, the DCE will provide a list of clinical sites offering clinical internships for PT Internship I. During the 1st summer semester, students will be provided with clinical site offerings for Clinical Internship II. During the second summer semester, students will be provided with clinical site offerings for Clinical Internship III and IV. Information on the committed clinical sites will be provided to students a minimum of one month prior to the site selection session.
4. Prior to the site selection session, students are encouraged to learn as much as possible about the clinical sites that have committed to taking students for a given clinical internship. Students should review the Clinical Site Information Form (CSIF), past students' site evaluation forms, and any other information contained within the clinical site binders in the USA DPT Clinical Education Office. **Gaining information about the clinical sites is the responsibility of each student!** However, the DCE and Assistant DCE will assist students in learning about the clinical sites by 1) conducting information sessions prior to site selection, and 2) answering individual student questions about a clinical site **ONLY AFTER** students have reviewed information about the site in materials provided in the Clinical Education Office.
5. Students are encouraged to come prepared to the site selection session with several options in case the preferred clinical site has been selected by a student with a better lottery number. During the selection process, students will be given one minute each to choose their clinical site. If the student is not prepared to make a selection, the DCE will move on to the student with the next number. The unprepared student will then need to select a clinical site at the end of the site selection session, thereby giving up the position in the lottery selection process. The site selections will be posted for one week after the selection process has been completed. Students have one week, on a first-come, first-served basis, to change their selection to another site that was not selected during the session. After one week, the DCE will notify the clinical sites of student placements.
6. Letters will be mailed to the clinical sites no later than March of the 1st spring semester for PT Internship I, in the 1st summer or 2nd fall semester for PT Internship II and in the 2nd summer semester for PT Internship III and PT Internship IV to notify the CCCE (Center Coordinator of Clinical Education) of student placements.
7. The academic faculty reserves the right to refuse a student placement at any site based on 1) student academic and professional performance, and 2) past or potential issues with a clinical site's ability to offer an effective clinical learning experience.

Required Clinical Internships:

Policy: In order to prepare students for general entry-level clinical practice, each student is required to complete one full-time internship in an acute care setting and one full-time internship in a neurologic rehabilitation setting.

Procedure:

1. The student will be responsible for selecting sites during the lottery process that meet the requirements of this policy. The acute care and neurologic rehabilitation requirements may be met in PT Internship II, III or IV. The student may select a setting of his/her choice to meet individualized learning needs/professional goals for the remaining clinical internship.

2. The DCE will maintain a list of the clinical settings selected by each student for his/her clinical internships in order to ensure that all required clinical internships are completed.

Clinical Site Information

Policy: The DCE will maintain records of all clinical sites and make this information available to students.

Procedure:

Records are kept by the DCE. They are found in the office of the DCE and/or in the Clinical Education Office.

1. A file for each clinical site contains the signed contract, the Clinical Site Information Form (CSIF), the Biographical Data Forms or resume of the CCCE and all Clinical Instructors (CIs) (if they chose to apply for adjunct clinical faculty status), and any other information pertinent to the site. These files are kept in the locked file cabinet in the Clinical Education Office.
2. A database of USA DPT clinical sites will be maintained and available for review by the student. The database contains active clinical sites ("Yes" sites), inactive clinical sites ("No" sites), and those sites that prefer to be contacted only when a student expresses specific interest in the site ("Maybe" sites). Inactive sites are those that have either requested to not accept students for internships or have been determined by the DCE/Assistant DCE as unable to provide effective clinical experiences for a period of time, typically due to staffing issues. The clinical site database is maintained on a website, to which students are provided a URL link for access. For each clinical site, the database includes the facility name, address, telephone and FAX numbers, email address, if available, and the CCCE name. This database is kept current by the DCE.
3. A binder for each clinical site is maintained in the Clinical Education Office. Each binder may contain clinical site information, Student Evaluation of Clinical Education Experience forms completed by previous students, maps, specific student information, area housing availability, pictures and brochures, stipends/housing allowance provided, meals provided and specific requirements for this facility. The binder also contains the most recent Clinical Site Information Form (CSIF) submitted by the clinical site.

Clinical Site Development:

Policy: The DCE will establish and maintain an adequate number of clinical education sites relative to quality, quantity and diversity of learning experiences to meet the educational needs of students, comply with APTA Guidelines for Clinical Education, and fulfill the evaluative criteria set forth by CAPTE.

Procedure:

Contact between a clinical site and the program may be initiated by the clinic staff, a USA DPT student, the DCE or Assistant DCE, or any interested party under the following circumstances:

1. Permission is absolutely required by the DCE or Assistant DCE in order for a student to contact any USA DPT clinical site regarding clinical education.
2. Students may request the DCE to re-activate an inactive clinical site. The student may contact an inactive clinical site only with the permission of the DCE or Assistant DCE.
3. The request to establish a new clinical site must be submitted to the DCE on the proper form and by the established deadline. The ability to start a new clinical site and/or attend a clinical internship a significant distance from USA is an earned privilege and not a right. The academic faculty reserves the right to determine if a student's academic and professional performance is consistent with earning the privilege to establish and attend a new and/or geographically distant clinical site and represent USA and the Department of Physical Therapy in a positive manner.

4. Establishment of a new clinical site or reactivation of a dormant clinical site usually takes of minimum of 4-6 months. Because of this time constraint, students must provide the contact information on a prospective clinical site to the DCE on the “New/Inactive/Dormant Clinical Site Inquiry Form.” Establishment of a new clinical site for Internship I is not allowed. Reactivation of a dormant clinical site for Internship I will be at the discretion of the DCE. A request for a new clinical site or reactivation of a dormant clinical site for PT Internship II must be submitted by the end of January in the 1st spring semester and by the end of September of the 2nd fall semester for PT Internship III and PT Internship IV. Establishment of all new and reactivated clinical sites for a given internship must be completed before the site selection session for a given internship for the student to reserve that clinical site and not participate in the lottery site selection process.
5. The DCE will provide the potential site with a letter of introduction to our program, instructions for becoming a clinical site, two copies of our clinical contract (see Appendix A), a copy of the current curriculum, and a schedule of clinical internships.
6. When these forms are completed and returned to the DCE, the contract is reviewed for any changes made by the facility. If none are made, the DCE forwards the contract, with a Contract Checklist, to the USA Attorney’s office for perusal. If the contract is all in order, the contract is sent to appropriate administrators for signatures. The contract is returned to the DCE who returns one copy of the clinical contract to the facility while keeping the other in the Department’s clinical site files.
7. If changes have been made in the contract or if the clinical site has submitted its own contract, the DCE reviews the contract and denotes areas that differ from our contract and will require the attorney’s opinion. The contract, with a Contract Checklist, is forwarded to the attorney for review. Negotiations between the University and the clinical site may be necessary prior to approval of the contract. Once both parties have agreed to the altered contract, the DCE will collect signatures from appropriate administrators. One copy of the contract is returned to the clinical site and the other is kept in the department’s clinical site files.
8. When the contract has been signed officially by all parties and all additional paperwork is completed and returned to the DCE by the CCCE, the clinical site is added to the current database of clinical sites and is ready to accept students.
9. Insurance information and the contract are included in the clinical site folder in the Clinical Education Office.

Clinical Site Visits

Policy: It is the responsibility of the DCE to perform clinical site visits to currently utilized clinical sites or to designate other faculty members to perform site visits. Priority for site visits will be made for sites most commonly used by the students and preferably where students are currently performing their internships. Attempts will also be made to visit any newer clinical sites just added to the clinical education site list that will be used on a regular basis.

Procedure:

1. A concerted effort will be made to visit each student (either on-site or by telephone) at least once during one of the four clinical internships (6-, 10- or (2) 8- week internships).
2. The DCE, or another faculty member, will contact the CCCE at a given site to set-up a clinical visit.
3. During the site visit, the site visitor will meet with the CCCE, the student’s CI(s) (when applicable) and the student (when applicable), as well as tour the facility.
4. The site visitor will complete the clinical site visit form which will be reviewed by the DCE if someone other than the DCE is performing the site visit. Any issues or concerns identified during the site visit will be addressed by the DCE, in conjunction with the CCCE and/or CI.

Evaluation of Student Performance

Policy: It is the responsibility of the DCE to evaluate students' performances and their abilities to integrate didactic and clinical learning experiences.

Procedure:

The APTA PT CPI WEB is the student clinical evaluation tool that is used for the 6-, 10-, and (2) 8-week clinical internships. This instrument is a web-based instrument that requires completion of an online training module prior to use to improve validity of the tool. A different student clinical evaluation tool, developed by the DCE and Asst/ DCE, is used for the 2-week clinical rotation.

1. The DCE will discuss the student evaluation tools with students prior to starting a clinical internship, and the students are expected to be familiar with the tools prior to their use.
2. Students will receive a course syllabus for PT Internship I, II, III and IV. The DCE will discuss the mastery of skills, grading and expectations for clinical performance prior to each of the four internships. Applicable clinical faculty will receive correspondence prior to the start of each internship with information on the student clinical evaluation tool and program expectations for student performance and clinical faculty supervision.
3. Clinical faculty will submit feedback on the student's performance via the student clinical evaluation tool after reviewing the student's performance with the student. Feedback on performance can also be made in the PT CPI WEB during any time between the formal evaluation dates. The DCE will review the documents, make a report to the Chairman, and assign grades based on criteria listed in each PT Internship syllabus.

1.3 CLINICAL FACULTY

Qualifications /Appointments

The qualifications of the CCCE and CI are clearly outlined in the APTA Guidelines for Center Coordinators of Clinical Education and Guidelines for Clinical Instructors. The Department adheres to these standards in selecting, developing, and appointing clinical faculty. Eligible clinicians who submit an appointment letter along with a Biographical Data Form or Curriculum Vitae/Resume are appointed as Adjunct Clinical Faculty in the USA DPT and are re-appointed annually by the Dean of the College of Allied Health Professions.

Academic Support and Development

The USA DPT is committed to academic support of clinical faculty, and the academic faculty is available to participate in staff development activities for participating clinical sites. Academic faculty members are available for phone consultation with clinical faculty regarding clinical questions and will help guide the clinician to updated sources of information. The academic faculty members are available to give in-service training at sites in the local area if an amicable schedule can be agreed upon. For distant clinical sites, academic faculty may be available to travel and perform continuing education courses. The USA DPT sponsors the APTA Clinical Instructor Education and Credentialing Program (CIECP) on an annual basis.

Curriculum Review Procedures

Both students and clinical faculty will participate in the curricular review process as part of the Clinical Education Evaluation Procedure. Through both formal means, such as the Student Site Evaluation Form, site visits, and completion of the PT CPI Web, and informal means, such as student group meetings and CI conversations with the DCE/Assistant DCE, students and clinical faculty describe areas of strengths and weaknesses in the didactic and clinical education components of the USA DPT program.

Clinician Benefits and Rights

Certain benefits are currently extended to clinicians who serve as clinical faculty for this program:

- Official appointment as Adjunct Clinical Faculty
- Discount on continuing education courses offered by USA DPT
- Library privileges in USA Libraries
- Clinical consultation with program faculty
- Sense of satisfaction from contributing to professional education process

The rights of the clinical site and clinical faculty are clearly described in the Clinical Contract.

1.4 STUDENTS

Required Prerequisite Courses / Skills

Refer to the Core Performance Standards for professional behaviors required of all students in the USA DPT program. Students are required to successfully complete all courses in the curriculum prior to each clinical education course to proceed to the next clinical internship in the series.

Behavior / Dress Codes

Students are responsible for contacting the CCCE/CI regarding the dress code for their clinical sites and adhering to this dress code. The minimum requirements for dress code are as follows:

1. Shoes must be closed-toe, low-heeled with rubber soles. Sandals are unacceptable. Tennis shoes are acceptable only if allowed by the clinical site dress code.
2. Jeans, shorts and t-shirts are unacceptable unless allowed by the site on a casual day.
3. Jewelry should be limited to wedding rings, watch and “stud”-type earrings. Only one earring per ear is allowed. No dangling jewelry is permitted to ensure safety of both the student and patient. Males are requested to refrain from wearing earrings.
4. Perfume/cologne/aftershave should NOT be worn. People who are ill may become nauseated from strong odors.
5. Fingernails should be short (not visible from the palmar surface) and acceptable for clinical practice. Colored nail polish is unacceptable.
6. All tattoos should be covered and not visible to patients.
7. Shirts/tops/pants must be of sufficient length and height such that when the student reaches up or bends over, the trunk is not exposed.
8. Clothing must not be overly tight.
9. No body piercings may be visible with the exception of a single stud earring per ear.
10. Hair must be well-groomed and pulled away from the face if longer than shoulder length. No unnatural hair color is allowed.
11. University-issued name badges should be worn and visible at all times.

Student Responsibilities for Each Internship

1. Students will be required to submit a letter of introduction and resume to the DCE on a date designated by the DCE for PT Internship I, II, III and IV. The DCE will, in turn, send these documents on to the CCCE.
2. Students will be provided with a Clinical Internship Checklist (See Appendix B). The tasks and responsibilities on this checklist should be completed at least 3 weeks prior to the beginning of a clinical internship.

3. Students must complete all required paperwork during and at the end of the clinical internship and submit it within the appropriate time frame as designated in the syllabus for the course.
4. Students will be required to take all appropriate documents as listed on the Clinical Internship Checklist with them to each clinical site (ie. Proof of insurance, CPR card, immunization records etc). Failure to present these documents to the CCCE and the need to request an additional copy of such documents from the department will result in a student fee to the department of \$15.00/page for each document requested. Credit cards will not be accepted; only cash or check. If the student cannot provide these documents upon request to the CCCE, the student will not be able to continue the clinical internship until all required documents have been submitted to the CCCE.
5. Each PT Internship will be set up as an web-enhanced course. Students will be required to participate in the web-enhanced components of the PT Internship as part of the course requirements.
6. Students will be required to contact the DCE at designated times during each clinical internship, primarily a week before midterm and a week before completion of each clinical internship.
7. Students will be required to complete all course requirements as listed in the syllabus in order to pass the course.

Patients' Rights

In the clinical setting, all students will identify themselves as University of South Alabama physical therapist students and inform patients of their right to decline participation in clinical education without risk of negative consequence.

Confidentiality

Students will comply with HIPAA guidelines, including protected health information in any format. Students may not use proprietary information from clinical sites without the written permission of the director/manager of the rehabilitation department.

Professional Liability Insurance

All students enrolled in the Department are insured through a Professional Liability Trust Fund. The limits of coverage are \$1 million per occurrence and \$3 million annual aggregate. All Clinical sites are informed of this coverage in writing. The students will also be provided with a letter of proof of this coverage from the Director of the University's Office of Risk Management and Insurance. The student should take this letter to each clinical internship in case the site requests a copy of the letter. Prior to the clinical internship, the Risk Management Director and the program DCE will inform students of insurance and risk management issues. This letter will be updated annually and provided to the students prior to each clinical experience.

Health Status/TB tests/Varicella Vaccine/Titers

Upon admission to the program all students are required to undergo a physician's examination, including documentation of immunization status, and annual TB testing. Some clinical sites may require students to undergo an additional physical examination just prior to a given clinical experience. Yearly maintenance of TB testing is required and is the responsibility of the students to keep this up-to-date. Some sites will require the students to undergo a 2-step TB test. Students are responsible for contacting the site to determine if a 2-step TB test is required. If a student has been recommended to refrain from taking a TB test, then proof of a clear chest x-ray within the past 2 years is required. Once proof of a chest x-ray is provided, some sites require an additional chest x-ray on an annual basis; others will allow

student to submit a questionnaire regarding the signs and symptoms of TB. This questionnaire is usually done on an annual basis.

Students are also required to complete the Hepatitis B vaccination series prior to clinical assignments. The Physician's Exam Form is used to assure that all students complete requirements regarding health status. Students may also wish to undergo a titer to determine their immunity to hepatitis B as these vaccines do not make one immune indefinitely.

Many sites are beginning to require students to take a titer to determine antibody status for Hepatitis B and/or Chicken Pox, even if students have had these immunizations or have documentation of having contracted the chicken pox. The cost of the titers will be the responsibility of the student. It is strongly recommended that each student investigate acquiring a chicken pox titer.

All students completing clinical experiences in the University of South Alabama medical facilities are required to be vaccinated against influenza. The influenza vaccination is highly recommended for students completing clinical experiences elsewhere, although it is not mandatory unless required by the clinical site.

Health Insurance

All students are required to show proof of health insurance coverage prior to admission to the PT Program and in the fall of each year in the program. Students need to maintain health insurance coverage throughout the program. The clinical sites may require students to provide proof of health insurance at the beginning of an internship. Students should be prepared to provide this proof. Students are required to update any changes in health insurance coverage with the PT Office. The University of South Alabama does offer a student health insurance policy. Interested students should refer to the university's website for more information.

CPR Training

American Heart Association Health Care Provider CPR training is required of all students. The certification is good for 2 years. The class President, or another designated student, will be provided with information on course instructors for this particular CPR course. It will be the responsibility of the student to register, attend and complete this CPR course prior to any clinical education experience.

First Aid Training

Due to an increasing number of clinical sites requiring first aid training of all healthcare providers, all students will be required to complete a first aid training course. The course must be provided by a reputable provider and approved by the DCE.

Criminal Background Check

The College of Allied Health Professions requires students to undergo a criminal background check prior to starting any program in the College. In addition, students are required to comply with any requirements set forth by an individual clinical site. Some clinical sites do require students to undergo a criminal background check just prior to their internship at that site. Some sites pay for the background check while others expect the student to schedule and pay for all costs associated with the background check. Results of any criminal background checks scheduled by and paid for by the student will need to be sent to the DCE. The DCE will, in turn, send the results of the check to the appropriate clinical site upon request. Some sites require the background check to be sent directly to the appropriate authority at that facility. The DCE will assist the student in making sure the results of the background check are sent directly to the clinical site. If the site provides the criminal background check, the results will be sent directly to the site and not to the DCE. However, the site will need to communicate with the DCE

regarding the results of the background check. The DCE will provide the student with information as to resources for completion of a criminal background check.

Drug Screening

All students are required to undergo drug screening prior to the start of Clinical Internship I & II. (See Appendix C) In addition, some sites require students to complete a drug screening just prior to starting a clinical internship at their site. Some sites will perform the drug screening during the orientation process, and sites may require a 10-panel screen as compared to the 5-panel screen required by the university. Students are financially responsible for any costs related to the drug screening required by the university or the assigned clinical sites. The DCE will provide students with information on local labs that conduct drug screenings. The cost of a drug screening is approximately \$25.00 - \$35.00 but may be more for a 10-panel screen required by some clinical sites.

School personnel to contact in the event of an emergency involving Clinical Education:

Ms. Laura White, Director of Clinical Education (DCE)

ptclined@jaguar1.usouthal.edu

lwhite@jaguar1.usouthal.edu

(251) 445-9330 (PT Dept. office)

(251) 445- 9248 (Ms. White's Office)

(251) 610-0019 (cell)

(251) 445-9238 (fax)

Dr. Jean Irion, Asst. DCE

ptclined@jaguar1.usouthal.edu

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(251) 445-9330 (PT Dept. office)

(251) 445-9244 (Dr. Irion's office)

(251) 626-9971 (home)

(251) 463-8962 (cell)

(251) 445-9238 (work fax)

Dr. John Jeffers, interim chair

Call only if you cannot contact Ms. White or Dr. Irion

jjeffers@jaguar1.usouthal.edu

(251) 445-9330 (PT Dept. office)

APPENDIX A

AGREEMENT FOR CLINICAL EDUCATION OF PHYSICAL THERAPY STUDENTS

This Agreement, made and entered this ____ day of _____, 2010, by and between

_____ hereinafter known as the "Clinical Unit" and the University of South Alabama, College of Allied Health Professions, Department of Physical Therapy, hereinafter known as the "Department".

It is agreed by the aforesaid parties to be of mutual interest and advantage for selected students of the aforesaid indicated Department, hereinafter known as "Students" of the Department, to be provided quality clinical education experiences at the Clinical Unit.

The term of this Agreement shall begin on the date first above specified and shall continue until such time as either party hereto has terminated such Agreement by advising the other party of its intent to terminate in writing at least four months prior to the termination date, provided, however, that no termination without cause may be made by the Clinical Unit until all students currently participating in clinical experiences pursuant to this agreement are finished with the current clinical experiences. This Agreement may be modified by mutual consent at any time.

It is further agreed by the aforesaid parties that:

I. MUTUAL RESPONSIBILITIES

- A. The Clinical Unit will accept students selected by the Department and agreed upon by the Clinical Unit for a period of clinical education and/or portions of professional training requiring clinical exposure and practice. The nature of the experience shall be individually arranged by the Academic Coordinator of Clinical Education from the Department with the Center Coordinator of Clinical Education from the Clinical Unit within the stated philosophy and objectives of the Department and the Clinical Unit.
- B. The time periods and number of students assigned during any one clinical training period will be mutually agreed upon by the Department and Clinical Unit.
- C. The Clinical Unit will be responsible for conducting orientations to students of the policies, rules and regulations of each Clinical Unit and to advise the students of their responsibility to abide by such policies, rules and regulations while assigned to the Clinical Unit.
- D. The Academic Coordinator of Clinical Education maintains the privilege to visit the Clinical Unit before, after and/or during the clinical education periods.
- E. The Department will consider suggestions from the Center Coordinator of Clinical Education regarding curriculum improvement.
- F. The Clinical Unit will have authority to request the Department to immediately withdraw from the Clinical Unit any student whose performance is unsatisfactory or whose characteristics and activities are detrimental to the Clinical Unit carrying out its health care responsibilities.
- G. The Director of the Clinical Unit shall appoint one of its employees as Center Coordinator of Clinical Education.
- H. Department and Clinical Unit agree that there shall be ongoing communication between the parties to evaluate students and the clinical program.
- I. The Department and Clinical Unit shall not discriminate against any student on the basis of race, color, creed, national origin, religion or sex.

II. DEPARTMENT RESPONSIBILITIES

- A. The Department shall give adequate notice to the Clinical Unit of the student assignment for clinical education.
- B. The Department shall reserve the right to revise any assignment prior to the entry of a student into the Education Program of the Clinical Unit.
- C. The Department shall appoint an Academic Coordinator of Clinical Education who will be the liaison representative from the Department to the Clinical Unit.
- D. The Department shall provide the student evaluation forms and other forms necessary for the clinical education program.
- E. The Department reserves the right to withdraw a student from his/her assigned clinical education experience at the Clinical Unit when in the Department's judgment the clinical experience does not meet the needs of the student.

- F. The Department will furnish to the Clinical Unit evidence that each student has undergone a health examination, including tuberculin and rubella tests and HBV vaccination, prior to the initial affiliation assignment.

III. CLINICAL UNIT RESPONSIBILITY

- A. The Clinical Unit shall provide clinical education experiences as stated in the Objectives and Philosophy of the Department.
- B. The Clinical Unit shall appoint a Center Coordinator of Clinical Education who will be the liaison representative from the Clinical Unit to the Department.
- C. The Clinical Unit and Center Coordinator of Clinical Education have sole and primary responsibility for patient care and treatment.
- D. The Clinical Unit shall provide the student with opportunities to participate in conferences and programs conducted at the Clinical Unit which are related to Physical Therapy.
- E. The Clinical Unit shall provide the physical facilities and equipment necessary for the clinical education experience.
- F. The Clinical Unit shall provide first aid and/or emergency care which relate to on-the-job incurred injuries to the student at the student's expense, unless such injury is the result of the Unit or its employees' negligence; then the Clinical Unit shall provide care and pay the cost of all related care.
- G. The Clinical Unit shall complete forms requested by the Department which relate to the Clinical Education Program within requested time limits.
- H. The Clinical Unit agrees that at all times, under this Agreement, it has full and appropriate licensure to do business as a health care facility, that it complies with all appropriate State and local laws, regulations, and other similar requirements, and that the individuals who will be supervising students of the Department have met appropriate licensure requirements and are appropriately certificated for the areas for which they are responsible.

IV. GENERAL AGREEMENT BETWEEN THE PARTIES

- A. It is understood that as the Agreement develops, it may require change. Therefore, it is understood that changes in this Agreement will be forthcoming in order to achieve the purpose of this Agreement. This Agreement shall be reviewed upon written consent of both parties hereto. Thereafter, such revisions will be made a part of this Agreement, if initially agreed to.
- B. In the performance of the duties and obligations under this Agreement, it is mutually understood and agreed that the Clinical Unit, the University, their employees, agents, servants and students are at all times performing as independent contractors. The sole interest and responsibility of the Clinical Unit is to insure that the services covered by this Agreement shall be performed and rendered in a competent, efficient and satisfactory manner. All applicable provisions of the law, rules and regulations, policies and procedures of the University and other rules and regulations of any and all Governmental entities must be fully complied with by all parties hereto. The University will comply with all policies, rules and regulations of the Clinical Unit as long as these policies, rules and regulations are not inconsistent with the University's policies, rules and regulations.
- C. The Department and Clinical Unit will secure professional liability insurance coverage in amounts not less than one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) annual aggregate, with costs of the coverage borne by the University of South Alabama for the students and by Clinical Unit for themselves. As evidence of such coverage, each will furnish to the other a certificate of insurance prior to commencement of this agreement and annually thereafter. Such certificate shall provide that the aforementioned coverage cannot be materially altered or canceled without at least thirty (30) days written notice received by the other party. Failure of either party to obtain and maintain such coverage shall be grounds for immediate termination of this agreement.
- D. Parties represent that neither parties nor their respective staff members and/or employees have been debarred from participating in a third party payor program, including but not limited to Medicare and/or Medicaid.
- E. While performing its duties and obligations hereunder, each party shall, and shall cause its personnel, physicians, agents, and subcontractors to, comply with all regulations that apply to the confidentiality and security of patient information, including the federal Health Insurance Portability and Accountability Act of 1996 as amended ("HIPAA"), which are now in force or which may hereafter be in force.

V. COOPERATION OF THE PARTIES

The University of South Alabama, College of Allied Health Professions, and its Department of Physical Therapy and the Clinical Unit agree to cooperate with regard to:

- A. Compliance by each party with non-discrimination laws which are applicable to said party.
- B. During the initial term and any renewal term of the Agreement, and after termination of this Agreement, the parties to this Agreement, their agents, servants, and employees shall cooperate with each other or their insurers in the

prosecution or defense of any claim arising from or in any way connected with performance of duties and obligations pursuant to this Agreement. Each party, its agents, students and employees shall attend hearings and trials and shall assist in effecting attendance of witnesses in the conduct of any lawsuits.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed.

CLINICAL UNIT

UNIVERSITY OF SOUTH ALABAMA

Administrator

Dennis Fell, Chair, Department of Physical Therapy

Date: _____

Date: _____

Director of Physical Therapy

Robert K Davis, Associate V.P. for Financial Affairs

Date: _____

Date: _____

APPENDIX B

COLLEGE OF ALLIED HEALTH PROFESSIONS UNIVERSITY OF SOUTH ALABAMA

DRUG TESTING POLICY AND PROCEDURES

Many of the health centers where Allied Health Professions' students perform their clinical rotations require screening tests for substance abuse before allowing a student to start his/her practical. In some cases these tests are required again when graduates join the workforce.

This document describes the policy and procedures concerning drug testing for all students who are enrolled in the College of Allied Health Professions pursuing professional degrees. Students will be informed of these requirements at the time of their application for enrollment in the College.

Each department will be responsible for identifying the appropriate agencies to run drug tests, unless the health centers where students will perform their clinical rotations require that the tests be run by a specific agency, in which case that designated agency will run the test. A list of possible centers is included at the end of this document.

Initial screening tests for substance abuse

At the time of application to a professional program in the College of Allied Health Professions, students will be informed that a mandatory drug test, administered by persons approved by the University of South Alabama for the purpose of such tests, is required before the start of their clinical rotations. Entry into clinical rotations will not be allowed until a negative drug test is received by the University of South Alabama in accordance with this policy. Prior to the testing, students will be asked to report if they are under the care of a physician and receiving prescribed medications that could cause a positive drug test before the test is run.

A student testing positive for drug(s) abuse will not be allowed to start a clinical rotation until he/she provides documentation proving 1) that the subject drug(s) were currently prescribed in the student's name prior to the administration of the drug test or 2) successful completion of an approved rehabilitation treatment program (see below). Other appropriate disciplinary action may be initiated as necessary.

A second confirmed positive test for drug abuse will result in the permanent dismissal from the program. Students may appeal dismissal to the Dean of the College of Allied Health Professions.

Procedure for Drug Testing

Students selected for admission to the professional component will be notified in writing of the scheduling and procedure for the drug test. Students will be required to follow the procedures established by their department and should not obtain a drug test prior to being notified. All costs associated with this testing are the responsibility of the student.

Testing for substance abuse usually involves testing a single urine sample for several drugs. Tests will be conducted by a certified laboratory using established methods and procedures (see list at end) or by a specific laboratory if required by the health center where the student will perform his/her rotation. Confidentiality of the student as well as the integrity of the urine sample will be protected. The procedure for collection, as determined by the testing site, will involve stringent measures to guard against specimen exchange or alteration, tamper-proof urine specimen containers, and chain of custody

procedures that identify all individuals involved in specimen collection, transfer and testing. A drug test will be presumed positive if any of the commonly abused drugs are detected. Some commonly abused drugs are listed at the end of this document (see addenda)

For presumed positives, the student may request that the remaining urine sample be sent to another testing laboratory for confirmation at additional cost to the student. If the results from the urine test are positive, the available evidence, including health history, will be used to determine the presence or absence of drug use. The testing laboratory will report the results of the initial urine screen to the student's departmental chairperson. The department chairperson will ensure confidentiality of results by making the information available only to the student and appropriate College of Allied Health Professions Administrators. The records will be kept in a locked cabinet in the College of Allied Health Professions' Dean's office.

Drug/Alcohol Testing during the Professional Program

During their clinical rotations, students will be subjected to the same rules and regulations that apply to all employees at the clinical site. In addition to those that may be required at the clinical site, additional drug/alcohol testing for any student enrolled in the professional component can be requested at any time by a faculty member, a clinical supervisor or an administrator in the College of Allied Health Professions under the following circumstances: 1) If there is reasonable cause to suspect that the student is impaired, in violation of the University policy to maintain a drug-free environment, 2) if the student is involved in a class-related accident or incident which could have endangered the health or safety of another person or one's self, or 3) if the student is included in a random testing to ensure compliance by students with this policy. If the request is made by a supervisor in the clinical site, the supervisor should follow the same rules that apply to other employees in that facility. Faculty members should request a test after consultation with the chairperson or with a colleague who could confirm this behavior. The cost of this additional drug testing will be borne by the College of Allied Health Professions. The drug testing procedure as described in the above section (**Procedure for Drug Testing**) will be followed. A student who is tested because he/she appears to be impaired will not be allowed to continue in professional classes/clinical rotations and will be placed on suspension from same until the test results are received. A student with positive drug test results will be withdrawn from the professional program and encouraged to seek evaluation and treatment at a recognized substance abuse treatment center. Refusal by a student to submit to testing will result in that student's dismissal from the professional component of the College of Allied Health Professions.

Any student, who voluntarily admits to having a chemical dependency problem, will be referred to an appropriate substance abuse agency for counseling. Conditions, if any, for continued participation in the program will be at the discretion of the chairperson. A student readmitted to the program after rehabilitation will submit to drug tests as requested by the College of Allied Health Professions and will be dismissed if any test after readmission is positive.

Faculty procedures concerning reporting possible cases of substance abuse by students

The College of Allied Health Professions maintains a drug-free environment. Any student who demonstrates behavioral changes suspected to be related to the use of drugs or alcohol may be subjected to testing at the discretion of the College administration. The decision to refer a student for drug testing will be based on, but not limited to:

- Observable phenomena such as direct observation of drug/alcohol use, physical symptoms and/or manifestations of being under the influence of a drug/alcohol.
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, sleeping and/or deterioration of work performance.

- Information that a student has caused or contributed to an accident that resulted in injury to him/herself or others, requiring treatment by a licensed health care professional.
- Conviction by a court of a charge related to drug, alcohol or controlled substance offenses.

Testing will be conducted using the following policy/procedure:

- An academic or clinical faculty member will ask another faculty member or licensed health care professional to confirm the suspicious behavior as a “witness”. If a preceptor or other designated instructor reports behavioral changes, the faculty will ask the preceptor to have another licensed health care professional confirm the behavior.
- If the incident occurs on campus, Security may be called in to help in dealing with the student, if he/she appears agitated or violent. The Security officer may serve as a witness of impairment.
- Students will be subjected to the same procedures applicable to employees in the site where they are doing their clinical rotations. All expenses associated with this test will be covered by the College of Allied Health Professions.
- If the clinical site does not have drug testing policy, the student will be asked to leave the area and go with a faculty member or supervisor and a witness (as defined above) to discuss the situation in private. The discussion will be documented, and the decision to refer for drug testing will be made. In the case of a practicum situation, faculty may visit the site or confer by phone with the student. A witness should be included in the phone conference.
- If the decision is to refer the student for drug testing, the student should be instructed on where and when to report for testing:
 1. Provide the student with a list of collection sites (available in the Dean’s or Chairperson’s office).
 2. Instruct the student as to when to report for testing.
- As soon as possible the faculty member must notify the department chairperson of the referral. The chairperson will notify the Dean’s office.
- The faculty member completes the Faculty Report of Reasonable Suspicion of Drug/Alcohol Use form (see addenda) and submits the form to the chairperson, who forwards it to Dean’s office as soon as possible.

The student will be suspended from all professional class/clinical activity until the case has been reviewed by the Dean’s office. If the drug/alcohol screen is negative, the Dean will notify the faculty to readmit the student to the course without penalty. If the test is positive for the first time, the student will be suspended from the program until rehabilitation treatment is completed. If the student had tested positive in the past, a positive test will result in dismissal from the program.

Readmission after a Positive Drug Test

A student whose admission is withdrawn or who is dismissed from the professional component of the College of Allied Health Professions due to a positive drug test will be considered for readmission if the following conditions are met:

- Submission to an evaluation for drug use by an evaluation and/or treatment agency approved by the College of Allied Health Professions, and documentation for completion of the prescribed rehabilitation treatment program is provided to USA in a manner acceptable to USA (USA students should call the USA Substance Education/Prevention Center for an evaluation (251-460-7980).
- Submission to a drug test prior to readmission. This drug test will be at the student’s expense and a positive finding will result in permanent dismissal from the program.

- Submission to random drug tests as requested by the College of Allied Health Professions after readmission to the professional component. Any positive drug test will result in permanent dismissal from the College of Allied Health Professions.

Since every program admits only a limited number of students, admission of a student will depend on the availability of an opening to continue their professional training and belief that this student is the best candidate for that opening.

Agencies authorized to run Drug Testing

IMC-Industrial Medical Clinic
305 North Water Street
Mobile, AL 36602
(251) 433-3781
Fax (251) 433-3772

Industrial Medical Daphne
7101 Highway 90
Suite 101
Daphne, AL 36526
(251) 625-8222
Fax (251) 625-8117

Industrial Medical West
5580 Inn Road
Suite B
Mobile, AL 36619
(251) 660-7676
Fax (251) 660-8348

List of some of the drugs identified in drug tests

The Medical Professional Panel Drug Screens includes common street drugs and those drugs that health care workers have access to and abuse. Drugs monitored include:

- Alfentanil
- Butorphanol (Stadol)
- Fentanyl
- Ketamine
- MDMA (Ecstasy)
- Nalbuphine (Nubain)
- Sufentanil
- Tramadol
- Alcohol
- Amphetamines
- Barbiturates
- Benzodiazepines
- Cannabinoids
- Cocaine
- Methadone
- Opiates
- Phencyclidine
- Propoxyphene

Appendix C
 USA Physical Therapy Program
 Clinical Internship Checklist
 Clinical Rotation Half-day, Ia, Ib II III IV (circle one)

Name of Site: _____
 Address of Site: _____
 Name of CCCE: _____
 Name of CI: _____
 Contact Information: of whom _____
 _____ (phone) _____ (fax)
 _____ (e-mail) _____ (cell phone#)

| Task or Paperwork | Check if completed or list appropriate information here | Date of Completion |
|--|---|--------------------|
| Resume and cover letter submitted | | |
| Contact CCCE/CI | | |
| Verify CCCE has received info. from DCE | | |
| Directions to facility | | |
| Background check completed | | |
| Drug screen completed | | |
| Verify starting time/dress code | | |
| Verify CCCE/CI contact information | | |
| Bring all of the following documents with you: | | |
| Information for electronic access to CPI | | |
| Proof of CPR training | | |
| Proof of First-aide training | | |
| Proof of health insurance | | |
| Shot Record including TB test, Hepatitis B results etc. | | |
| Proof of any other additional immunizations per the facility | | |
| Proof of USA Liability Insurance coverage | | |
| Proof of TB and Blood-borne pathogens training | | |
| Business card for USA Director of Risk Management | | |
| Letter regarding HIPAA Training | | |
| Copy of Background Check | | |
| Copy of Drug Screening Results | | |
| Pink Card (prophylactic exposure protocol) | | |
| Other: (additional facility-specific paperwork) | | |

Appendix D
REQUEST FOR NEW OR REVIVAL OF DORMANT CLINICAL SITE

Date of Request: _____
For Internship: _____ 2wk. _____ 6 wk _____ 10 wk _____ 1st 8 wk _____ 2nd 8 wk

Name of Student: _____

Name of Facility: _____

Address of Facility: _____

City: _____ State: _____ Zip: _____

Name of Contact Person at Facility: _____

Title of Contact Person: (ie.- CCCE, Director of Rehab, Hospital Administrator)

Contact Information for Contact Person:

Phone #: _____

Fax #: _____

Email address: _____

Type of clinical rotation requesting? (ie acute, pediatric outpatient, outpatient ortho)

Will you need housing while at this facility? _____ yes _____ no

Is this facility willing to take other USA students in addition to you or in the future after you?
_____ yes _____ no

Why do you want to go to this facility? _____

**University of South Alabama
College of Allied Health Professions**

Drug Testing Waiver Agreement

I understand that, as a requirement for enrollment in the University of South Alabama College of Allied Health Professions, I must submit to a drug test at a designated laboratory. I understand that if the test result is positive, I will be denied enrollment in the program's Professional Component pursuant to the terms of the College of Allied Health Professions Drug Testing Policy and Procedures.

I further understand that I will be subjected to drug tests while enrolled in the College of Allied Health Professions. A positive drug test or refusal to submit to testing will result in dismissal from the College pursuant to the terms of the College of Allied Health Professions Drug Testing Policy and Procedures.

BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE COLLEGE OF ALLIED HEALTH PROFESSIONS DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR ENROLLMENT AND FOR PROGRESSION IN THE COLLEGE OF ALLIED HEALTH PROFESSIONS.

THIS DOCUMENT CONSTITUTES MY CONSENT FOR DRUG TESTING BY A COLLEGE OF ALLIED HEALTH PROFESSIONS DESIGNATED LABORATORY. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULT OF MY DRUG TEST TO THE CHAIRPERSON OF THE DEPARTMENT IN WHICH I PLAN TO ENROLL AND TO THE DEAN OR ASSOCIATE DEAN OF THE COLLEGE OF ALLIED HEALTH PROFESSIONS.

Student's Signature