

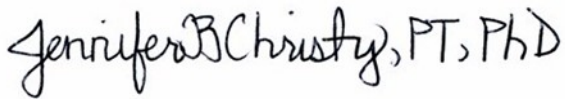
Department of Physical Therapy
Doctor of Physical Therapy

2021
STUDENT HANDBOOK



UAB // SHP

UAB SCHOOL OF HEALTH PROFESSIONS
PHYSICAL THERAPY
2021 ACADEMIC HANDBOOK



01.17.2021

Jennifer B. Christy, PT, PhD
Program Director



01.18.2021

David Morris, PT, PhD, FAPTA
Department Chair



01.19.2021

Andrew Butler, PhD
Dean, School of Health Professions

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INTRODUCTION

DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions, a national leader in the health care industry.

We are home to one of the largest health professions schools in the nation with more than 25 programs at the baccalaureate, master's, and doctoral levels, with over 2,000 undergraduate and graduate students enrolled.

This will not be the start you imagined, but this is a new start for everyone in health care and you are in the best place to begin your journey. Please know we are all committed to providing you a world-class education to support your relentless pursuit of knowledge and your strong desire to serve others.

The pandemic has challenged you in so many ways and you have demonstrated one of the most precious qualities one can have: resilience. You have seen and adjusted to so much. You have responded with determination. And you have taken the reality COVID-19 has thrown your way and moved forward with your education. That resilience has brought you here today and will continue to serve you well during your journey at UAB.

We understand that healthcare needs - even outside of a pandemic - are constantly changing. That is why we continue to add innovative programs such as Biotechnology. We also offer graduate programs you will only find in Alabama at UAB like Genetic Counseling, Nuclear Medicine Technology, Low Vision Rehabilitation, Healthcare Quality and Safety, Ph.D. in Rehabilitation Science, and Biomedical and Health Sciences, which can be completed within eleven months.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registration and enjoy being in high demand within the job market. Our first-time student exam pass rate on many credentialing exams is an astounding 98 percent or higher.

Graduating from the School of Health Professions means you will acquire an esteemed degree, have a host of job opportunities in healthcare – an industry that continues to grow rapidly – and be well prepared to make a difference in your community.

Our alumni give advice to current students that is worth repeating: “learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/ life balance”.

I look forward to seeing you grow in your respective field and watching you become the leader we know you can be.

A handwritten signature in dark ink, appearing to read "Andrew J. Butler". The signature is fluid and cursive, with the first name "Andrew" and last name "Butler" clearly distinguishable.

Andrew J. Butler, PhD, FAPTA

OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is one of the largest academic institution of its type in the United States and currently boasts several nationally ranked programs. What began in the 1950's as a collection of courses in various para-professional disciplines has grown into an internationally recognized center of academic excellence.

The SHP initially took shape in 1969 as UAB gained autonomy within the University of Alabama System. Originally christened the School of Community and Allied Health Resources (SCAHR), the school incorporated the School of Health Services Administration and the Division of Allied Health Sciences from the College of General Studies with parts of the Department of Public Health and Epidemiology from the medical school. An innovative facility designed to meet the growing needs of the health care industry, the SCAHR was divided into four academic divisions that functioned like regular academic departments: Health Services Administration, Public Health and Environment, Allied Health Sciences, and the Regional Technical Institute for Health Occupations.

Throughout the 1970's and 80's the school's offerings were amended to reflect the changing health care industry. As a result of the changes, SCAHR became the School of Public and Allied Health (SPAHL). Next it became the School of Community and Allied Health (SCAH) and later the School of Health Related Professions (SHRP). During this time, the school added several new areas of study including the consistently nationally ranked program in Nutrition Sciences. Through their visionary leadership and guidance, the school is experiencing unparalleled success.

Today, the School of Health Professions is comprised of more than 25 programs – at the baccalaureate, master's and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the School of Health Professions Building (SHPB).

With more than 2,200 faculty, staff, and students, SHP is one of six schools comprising the world-renowned UAB Academic Health Center. Students have access to vast academic resources, state-of-the-art facilities, and progressive research.

SHP is proud of many accomplishments including:

- U.S. News & World Report ranks SHP programs in the nation's top 25
- Research funding is over \$14 million and growing
- The school is at the top of the list in research funding from the National Institutes of Health for schools of its type and has been either first or second in funding received since 1969

OFFICE FOR STUDENT RECRUITMENT, ENGAGEMENT AND SUCCESS (OSRES)

The SHP Office for Student Recruitment, Engagement and Success (OSRES) supports UAB's mission and values with a focus on achievement, collaboration and diversity. It furthers the School of Health Professions' mission to be a leader shaping the future of healthcare by recruiting the best and brightest to SHP; developing students to impact the campus and communities; and graduating tomorrow's healthcare leaders. Guided by these commitments, the OSRES provides support to all students through a number of programs including the following:

- Academic Coaching
- Tutoring and Supplemental Instruction
- Campus Resource Referral
- Management of school-wide Scholarships in SHP

The OSRES also coordinates the School of Health Professions Student Affairs Committee (SAC.) SAC is responsible for student activities, services, programs, organizations, policies and procedures consistent with the university's non-academic conduct policies. Subcommittees of SAC include the following:

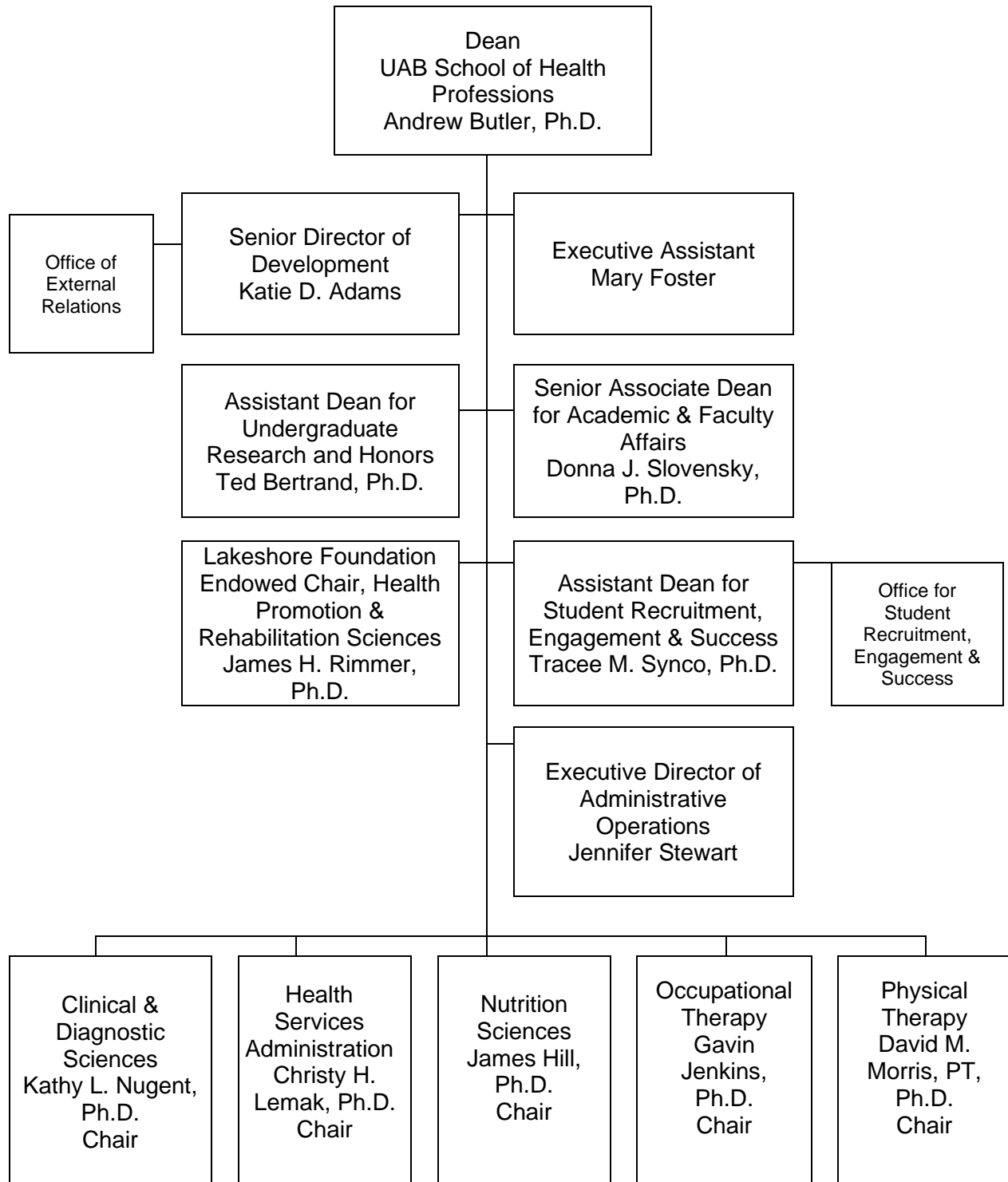
- Homecoming
- Orientation
- Student Activities
- Non Academic Misconduct/ Breaches in Professional Behaviors

Additionally, the OSRES team recognizes that with classes and labs, internships, and studying, students have particularly demanding schedules. In response, we bring resources to you and serve as liaison between SHP and university departments across student services.

The team at OSRES is here to support students. We have an open-door policy and encourage students to connect. Students should feel free to drop-by, no appointment needed; call, email or schedule a meeting. We are here to help students in the School of Health Professions make the most of their UAB experience.

OSRES - Location: SHPB 230 Telephone: 205-934-4195 or 205-934-4194 Email: shp@uab.edu

SCHOOL OF HEALTH PROFESSIONS ORGANIZATIONAL CHART - 2021



SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

ACADEMIC CALENDAR

All dates related to registration, payments of tuition and fees drop/add dates, other administrative requirements, and official school holidays are recorded on the UAB Academic Calendar available at www.uab.edu/academiccalendar.

ACADEMIC HONOR CODE (UAB)

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

ABETTING is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.

CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.

PLAGIARISM means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person's ideas.

FABRICATION means presenting falsified data, citations, or quotations as genuine.

MISREPRESENTATION is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment, to an F in the course, to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student's performance prior to withdrawal if the violation is substantiated.

For more information go to: www.uab.edu/students/one-stop/policies/academic-honor-code

AskIT

AskIT is the technology help desk for faculty, staff, and students. They provide free support via telephone, email, or in-person. You will be asked to supply your BlazerID when you request assistance.

Phone: (205) 996-5555
[now.com/service_portal](https://uabprod.service-now.com/service_portal)

Email: askit@uab.edu Website: [https://uabprod.service-](https://uabprod.service-now.com/service_portal)

ATTENDANCE

Class attendance is expected in all SHP programs. Specific class, laboratory or clinical site attendance requirements may be more stringent than university guidelines. Refer to the program requirements in this handbook and in course syllabi for policies. The UAB policy for undergraduates follows.

The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and in those instances requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

Absences due to jury or military duty provided that official documentation have been provided to the instructor in a timely manner in advance.

Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences" provided students give their instructors notice of a disability-related absence in advance or as soon as possible.

Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:

Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.

If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.

Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/quizzes, make-up exams,

rescheduling of student classroom presentations or early or later submission of written assignments.

AWARDS AND HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for the following awards or society memberships.

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of his or her academic and non-academic achievements.
- Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A) and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.
- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.
- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student's academic activities. Nominations are made by program directors.
- Dean's Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.
- Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

Please refer to the program section of this handbook for awards and honors available to students in individual programs.

BACKGROUND CHECK

SHP students in clinical programs are required by policy, to undergo a background check using the school's approved vendor, CastleBranch <https://discover.castlebranch.com/>, at the time of program admission, and again, prior to placement in a clinical rotation. Instructions for requesting the background check and appropriate consent forms are provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

BLAZERID / BLAZERNET / EMAIL

BLAZERID: All students receive a unique identifier, the BlazerID, established at: www.uab.edu/blazerid. Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select "Activate Accounts."

BlazerNET is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page www.uab.edu then choose UAB Quicklinks.

Email: uab.edu Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information, and announcements. UAB student email is provided through Microsoft Office 365, a cloud-based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

BLAZER EXPRESS

The UAB Blazer Express Transit System provides transportation throughout the UAB campus. With a valid UAB ID badge, students can enjoy fare-free bus transportation. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to www.uab.edu/blazerexpress/.

BOOKSTORE

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore stock UAB memorabilia and college wear in addition to all required textbooks and course material.

UAB Barnes and Noble Bookstore

Location: 1400 University Blvd, 35233

Hours: M – F 8:00 a.m. – 5:00 pm.; Sat Closed; Sun Closed

Telephone: (205) 996-2665 Website: <https://uab.bncollege.com/shop/uab/home>

CAMPUS ONECARD

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library checkout, and other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available at www.uab.edu/onecard.

CAMPUS MAP

UAB's campus map can be found at the following: www.uab.edu/map/

CANVAS LEARNING MANAGEMENT SYSTEM

The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites are accessed through BlazerNET or at www.uab.edu/elearning/canvas. Students should monitor their course sites routinely for communication from faculty and manage course assignments.

COUNSELING SERVICES

The Counseling and Wellness Center offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. The Center is located in Student Health Services at 1714 9th Ave. South. For more information, call 205-934-5816 or <https://www.uab.edu/students/counseling/>

STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)

Student Advocacy, Rights and Conduct (SARC) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students' behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. The UAB student conduct code may be accessed online: <https://www.uab.edu/students/conduct/student-conduct-code>.

DIVERSITY, EQUITY AND INCLUSION (DEI)

The mission of DEI is to "... champion equity and inclusion and, in particular, to advocate for inclusive excellence and equity so that UAB students, faculty, staff, community partners and friends can flourish and excel." Inspired by "... what we value, what we learn from research and what we teach and share with the world." DEI's goal is "... to inspire our people to take a courageous step to inspire equity and inclusive excellence throughout our state, nation and world, every day." Dr. Paulette Patterson Dilworth is the Vice President responsible for the activities of this office. Information: <http://www.uab.edu/dei/>

DISABILITY SUPPORT SERVICES (DSS)

"DSS provides an accessible university experience through collaboration with UAB partners. These partnerships create a campus where individuals with disabilities have equal access to programs, activities, and opportunities by identifying and removing barriers, providing individualized services, and facilitating accommodations."

"DSS serves as the university-appointed office charged with providing institution-wide advisement, consultation, and training on disability-related topics which include legal and regulatory compliance, universal design, and disability scholarship."

To apply for accommodations contact DSS. **Note:** *You must have your Blazer ID and password.*

Telephone: (205) 934-4205 or (205) 934-4248 (TDD) Fax: (205) 934-8170

Email: dss@uab.edu Website: www.uab.edu/students/disability/

DRUG SCREENING

By policy, SHP students in clinical programs are required to undergo a routine drug screen using the school's approved vendor, CastleBranch <https://discover.castlebranch.com/>, at the time of program admission and again prior to placement in a clinical rotation. Instructions for

requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements. The Office for Student Recruitment, Engagement and Success (OSRES) manages the procedures and compliance for the school. If you have questions, contact them at (205) 934-4194 or shp@uab.edu or visit room 230 in the School of Health Professions Building.

For more information visit: <http://www.uab.edu/shp/home/about-shp/student-services>

EMERGENCIES

Report suspicious or threatening activity to the UAB Police Department immediately. Law officers are available 24 hours, seven days a week. Also, more than 300 emergency blue light telephones connected directly to the police dispatch are located throughout campus.

UAB Police: Dial 911 *from a campus phone* or call: 934-3535; 934-HELP (4357); or 934-4434

Emergencies affecting campus are communicated via the following:

Weather & Emergency Hotline: (205) 934-2165 • University home web page: www.uab.edu

- Webpage: www.uab.edu/emergency
- Announcements on BlazerNET
- Twitter@UABALERT: www.twitter.com/uabalert
- [facebook.com/UABALERT](https://www.facebook.com/UABALERT)
- Cell phone messages and SMS text – register for B-ALERT notices via <https://idm.uab.edu/ens/b-alert>

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites:

<https://sa.uab.edu/enrollmentservices/ferpa/>; If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu, or contact the SHP Office for Student Recruitment, Engagement and Success.

FINANCIAL AID

Located at 1700 University Blvd., Lister Hill Library, Room G20. Hours of Operation are from 8:00 am to 5:00 pm Monday thru Friday. Phone: (205) 934-8223; Fax: (205) 975-6168.

Additional information can be located on the website www.uab.edu/students/paying-for-UAB.

FOOD SERVICES

Dining facilities available on campus, closest to the SHP buildings include:

- Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center
- Einstein's Bagels – located at the plaza entrance to the Learning Resource Center. Hours vary per semester.

Vending machines are located in the basement of the Learning Resource Center and on the 6th floor of the Webb Building. Additional information about meal plans and campus dining facilities is available at www.uab.edu/dining.

GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master's specialist programs, and master's level programs. Graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at www.uab.edu/graduate/.

GRADUATION

All students must complete an application for degree six months prior to graduating and not later than the deadline in the academic calendar. <https://www.uab.edu/commencement/faqs>. The University holds commencement every semester. Check the commencement website for the most current information: <https://www.uab.edu/commencement/>

STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through Student Health Services located at 1714 9th Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday; 9:00 a.m. – 5:00 p.m. Friday but is closed between noon and 1:00 p.m. daily. Detailed information about services and operating practices is located on the SHS website at www.uab.edu/studenthealth. Appointments may be scheduled by calling 205-934-3580.

MEDICAL CLEARANCE

SHP students in programs that are on campus (not all online), are required to receive medical clearance at the time of program admission. UAB Student Health Services utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health Services website: www.uab.edu/students/health/medical-clearance/immunizations.

IMMUNIZATION POLICY

To provide a safe and healthy environment for all students, faculty and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical programs, provide proof of immunization against certain diseases: <https://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx>

INSURANCE WAIVERS

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all eligible students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student Health Insurance Plan (SHIP). The SHIP is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the SHIP, you are required to submit a waiver

to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at this website:

<https://www.uab.edu/students/health/insurance-waivers/waivers>

HIPAA TRAINING

The Health Insurance Portability and Accountability Act includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at www.uab.edu/learningsystem. Compliance with the training requirement is monitored monthly. Students who have not completed the training are reported to the Office for Student Recruitment, Engagement, and Success for follow-up with the appropriate program director.

INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the IRB website www.uab.edu/irb

INTELLECTUAL PROPERTY

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. Training materials defining inventor status, patent criteria, and other intellectual property issues is available at www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx.

LACTATION CENTERS

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at <https://www.uabmedicine.org/-/lactation-consultants-help-moms-navigate-breastfeeding-journey>. The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Boulevard, room 219A. Female students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Andrew Eaton at (205) 934-4133 or the SHP Office for Student Recruitment, Engagement and Success at 934-4194 or email: shp@uab.edu.

LIBRARIES AND LEARNING RESOURCE CENTER

UAB's libraries house excellent collections of books, periodicals, microforms, and other media. have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation. <https://library.uab.edu/locations>

Learning Resource Center (LRC)

The School of Health Professions Learning Resource Center (LRC) provides a unique set of enterprise solutions that promote an exciting, intriguing, and innovative learning environment. It provides a state-of-the-art media studio; audio/visual support; and

information technology management of public, classroom and testing labs. Web:
<http://www.uab.edu/lrc/>

Located: 1714 9th Avenue S. Phone: (205) 934-5146; Email: ; shplrc@uab.edu

Hours: Monday – Thursday 7:00 am – 8:00 pm; Friday 7 am – 5:30 pm;

Saturday - closed; Sunday - closed

Lister Hill Library of the Health Sciences

This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold “office hours” in the Learning Resource Center weekly.

Location: 1700 University Boulevard Website:

<https://library.uab.edu/locations/lister-hill>

Phone: (205) 934-2230

Mervyn H. Sterne Library

A collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences.

Location: 913 13th Street South

Website: <https://library.uab.edu/locations/sterne>

Phone: (205) 934-6364 (Reference) (205) 934-4338 (User Services)

ONESTOP STUDENT SERVICES

If you have questions or need assistance with an academic or administrative process, the UAB OneStop is where to go! Advisers will help you solve your problem or do the legwork for you if another UAB resource is needed. OneStop is located in the Hill Student Center 1400 University Blvd. You may contact the OneStop office by phone or email at (205) 934-4300; 855-UAB-1STP; (855) 822-1787; onestop@uab.edu. Additional information is available at www.uab.edu/onestop.

TRANSPORTATION

Student vehicles must be registered with UAB Transportation Facilities Division, located at 608 8th Street South. The office is open Monday – Friday from 7:30 a.m. – 5:00 p.m. Parking is allocated on a first-come, first-served basis. Parking fees are established by location, payable by semester or year, and are billed to the student's account. Additional information is available at <https://www.uab.edu/transportation/>.

PATIENT CARE PARTNERSHIP

Students in health professions programs learn general information about the health care industry as well as knowledge and skills specific to their chosen profession. The American Hospital Association (AHA) (www.aha.org) is an excellent resource for industry information. One role fulfilled by the AHA is that of patient advocate. The Patient Care Partnership brochure (link below) outlines rights and responsibilities of patients during hospital stays.

www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html.

PLAGIARISM AND TURNITIN

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see Grievance Procedures for Violations of Academic Standards). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software. Please note that all documents submitted to *Turnitin.com* are added to their database of papers that is used to screen future assignments for plagiarism.

RECREATION CENTER

The campus Recreation Center, located at 1501 University Blvd, Birmingham, AL 35294, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track. Check the website for information about hours and services at www.uab.edu/campusrecreation.

SCHOLARSHIPS: BLAZER SCHOLARSHIP MANAGEMENT AND RESOURCE TOOL (B-SMART)

The OSRES manages the School of Health Professions' scholarship offerings and will send reminders to students when applications are open. Visit B Smart and start an application to automatically be considered for scholarship opportunities in SHP. The SHP Scholarship Committee, comprised of faculty and administrators, review, and select awardees.

SHP scholarships are the following:

Carol E. Medders Endowed Scholarship – Funding for students enrolled in a graduate program in the School of Health Professions. Awards are based on academic achievement and unmet financial need.

Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship – Funding for students enrolled in SHP programs with GPA 3.0 or above and unmet financial need. Student must be a resident of the state of Alabama at the time of enrollment.

Lettie Pate Whitehead Foundation Scholarship – Funding for female students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need.

National Alumni Society Dean's Scholarship – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student.

Sandra Dunning Huechtler Endowed Memorial Award – Funding for students enrolled in SHP program with GPA 3.0 or above and unmet financial need.

SHP Dean's Scholarship – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need.

You must visit the Blazer Scholarship Management and Resource Tool (B-SMART) to apply <https://uab.academicworks.com/> .

Many programs in SHP also have scholarships available to currently enrolled students. Please see the program section of this handbook for that information.

SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. The School's official sites are the following:

- Twitter: https://twitter.com/uab_shp
- Vimeo: <http://vimeo.com/uabshp>
- Facebook: www.facebook.com/UABSHP
- LinkedIn: www.linkedin.com/groups?gid=3596638
- YouTube: www.youtube.com/uabshp
- Website: www.uab.edu/shp

The School's Academic Affairs Committee published the following guidelines:

The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like provide opportunities to share and explore interests that enrich the higher education learning experience. However, use them with discretion. UAB social media users are expected to act with honesty, integrity, and respect for others.

Professional Use - Only UAB employees authorized by their departments may use social networking Web sites to conduct University business. The authorized employee/position will serve as the point of contact for the web site. In keeping with University policy¹, the authorized employee may post on a social network profile: the University's name, school, department, and/or unit information, a University email address or University telephone number for contact purposes, or post official department information, resources, calendars, and events. The employee should use care that any personal opinions or opposition to the University either by direct statement or perception not be published.

General Use - The following guidelines are strongly suggested:

1. Use networking sites legally and appropriately. Consider your personal obligation as a citizen of the university. Use proper conduct in your posts regarding the university and your colleagues/fellow students.
2. Consider the use of a student, staff or faculty member to monitor any departmental social pages. All parties need to understand the guidelines presented.
3. Remember, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world – even if you limit access to your site.
4. Information that you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and the university.
5. Do not post any confidential or sensitive information online.
6. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, law enforcement, and others.
7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and as accurate/factual as you can be in any comments or content you posted online.
8. Potential employers, admissions officers, and scholarship committees often search social networking sites to screen candidates. Your profile will be a part of how others know you.

TUITION AND FEES

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. They may be paid through BlazerNET. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition. Non-resident tuition is charged for on-site courses such as: clinical practicums, independent study courses, and project courses. SHP programs have specific fees attached to programs, courses, or laboratories. See the school fees at <https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees>

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at www.uab.edu/whentopay/. Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

WEATHER

Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. Severe weather precautions are published at www.uab.edu/emergency/preparedness. Other information sources include:

<ul style="list-style-type: none">• Webpage: www.uab.edu/emergency	<ul style="list-style-type: none">• B-ALERT system: www.uab.edu/balert
<ul style="list-style-type: none">• Hotline: (205)- 934-2165	<ul style="list-style-type: none">• WBHM Radio (90.3 FM)

WITHDRAWAL FROM COURSE / PROGRAM

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. Please refer to the following link for additional information on withdrawal guidelines: <https://www.uab.edu/students/one-stop/classes/add-drop-and-withdrawal-policy>

SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

SHPB EMERGENCY PLAN

https://www.uab.edu/shp/home/images/PDF/SHPB_BUILDING_EMERGENCY_PLAN_2019.pdf

FINAL COURSE GRADE APPEAL PROCESS

www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf

PLAGIARISM

www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf

Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. All documents submitted to Turnitin.com are added to their database of papers used to screen future assignments for plagiarism.

BACKGROUND CHECK AND DRUG SCREEN

POLICY

With the exceptions noted below, students admitted to clinical programs in the School of Health Professions (SHP) will complete a routine drug screening and criminal background check using the vendor(s) with which the School has a current agreement for those services. These screenings should be completed prior to the end of the first term of enrollment. A second routine drug screening and criminal background check using the approved school vendor, or a vendor required by the assigned clinical facility, will be completed prior to placement in a clinical rotation. Any required additional screenings, and/or those specified by waived programs, will be at the discretion of the program.

Students enrolled in SHP programs requiring an internship or other site placement as a component of degree requirements will complete a learning module in the campus learning management system by the end of the first semester of enrollment. They will submit the results of a drug screening and criminal background check from an approved vendor, prior to the end of the semester, immediately preceding the semester for which the internship or site placement occurs.

- School-negotiated fees for these screenings will be the responsibility of the student.
- Students who have completed the screenings as a condition of enrollment in a previous SHP program, are waived from the requisite unless the current program of enrollment also includes an internship or clinical placement component for degree completion.
- Drug screening and background check results performed by an approved vendor, within the most recent twelve months, may fulfill the SHP requirement.

- The rules and regulations governing individual placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should you fail the drug screening, or your background check contains issues that may prevent you from receiving or sitting for licensure, a representative from the SHP Office for Student Recruitment, Engagement and Success (OSRES) will contact you. Depending upon the outcome, you may be dismissed from the program. See your program's guidelines regarding specific consequences.

Programs requiring a background check and drug screening by the end of the first semester of enrollment and again, prior to clinical placement are the following:

Doctor of Physical Therapy
 Master of Science in Clinical Laboratory Science
 Master of Science in Genetic Counseling
 Master of Science in Health Physics
 Master of Science in Nuclear Medicine Technology
 Master of Science in Nutrition Sciences – Dietetic Internship Clinical Track
 Master of Science in Nutrition Sciences – Dietitian Education Program
 Master of Science in Occupational Therapy – (entry level)
 Master of Science in Physician Assistant Studies

Programs requiring the background check and drug screening learning module during the first semester of enrollment, a criminal background check and drug screening by the end of the semester immediately preceding clinical placement or internship are the following:

Bachelor of Science in Health Care Management

Programs required to complete the learning module before the end of the first semester of enrollment are the following:

Bachelor of Science in Biomedical Sciences

*Programs waived from the Background Check and Drug Screening requirement are the following:

Doctor of Philosophy in Administration Health Services – all concentrations
 Doctor of Philosophy in Rehabilitation Sciences
 Doctor of Science in Healthcare Leadership
 Graduate Certificate in Biotechnology Regulatory Affairs
 Graduate Certificate in Clinical Informatics
 Graduate Certificate in Dietitian Education
 Graduate Certificate in Health Care Quality and Safety
 Graduate Certificate in Low Vision Rehabilitation
 Master of Science in Biotechnology
 Master of Science in Health Administration (International, Residential and Executive tracks)
 Master of Science in Health Care Quality and Safety
 Master of Science in Health Informatics (all concentrations)

Master of Science in Healthcare Simulation

Master of Science in Nutrition Sciences - Dietetic Research Track

Master of Science in Nutrition Sciences – Lifestyle Management and Disease Prevention Track

Master of Science in Nutrition Sciences – Prior Learning Clinical Track

Attachments:

- ☐ Procedure for Criminal Background Check and Drug Screening
- ☐ Student Instructions
- ☐ Consent to Drug Testing and Release of Drug Test Results
- ☐ Consent to Criminal Background Check and Release of Results

Note: Replaces Criminal Background Check and Drug Screening Policy 2012

* Students enrolled in exempt programs who participate in a course(s) incorporating community, corporate or other high impact, out-of-classroom activities such as service learning, capstone projects or other hands-on learning experiences, may be required by placement sites to submit background check and drug screening results. Students are responsible for the fees associated with such screening.

Attachment 1: Procedure for Criminal Background Check and Drug Screening

1. Program directors (or designees) provide all accepted students with instructions for completing a background check and drug screening.
2. Students request the specified package on the approved SHP vendor website and pay the required fees.
3. Assigned designee(s) in the SHP Office for Student Recruitment, Engagement and Success (OSRES) review and provide compliance reports for programs.
4. In the event a report reveals information which may prevent a student from being placed in a clinical rotation or internship site or potentially makes them ineligible for professional certification or licensure, the OSRES contacts the individual student to discuss the implications of said information in the report. If such information exists, the student must acknowledge in writing their decision to continue in the program's didactic phase with the understanding that a degree cannot be awarded without completion of required clinical practice or internship placement.
5. Prior to clinical placement, program directors (or designees) will provide students with instructions to complete a repeat background check and drug screening. If a vendor is specified by the placement site or preceptor, the preceptor (or designee) will provide students with instructions.
6. Students will follow the instructions provided by sites or placements if they go beyond those of the School.
7. Students are responsible for fees required for screenings.
8. OSRES designee discusses with individual students implications for information which may inhibit placement at a clinical or internship site.
9. Students provide preceptors or internship supervisors with the required information from the results of their background check and drug screening reports.

Attachment 2:



STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM SCHOOL OF HEALTH PROFESSIONS

About CastleBranch.com

CastleBranch is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features of CastleBranch, including document storage, portfolio builders and reference tools. CastleBranch also allows you to upload any additional documents required by your school.

Order Summary

Required Personal Information

- o In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and e-mail address.

Drug Test (LabCorp or Quest Diagnostics)

- o Within 24-48 hours after you place your order, the electronic chain of custody form e-chain will be placed directly into your CastleBranch account. This e-chain will explain where you need to go to complete your drug test.

Payment Information

- o At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted, but will result in a \$10 fee and additional turn-around-time.

Place Your Order

Go to: www.castlebranch.com and enter package code:

AH01 - Background Check and Drug Test

You will be required to enter your program under "Student Information" classification

You will then be directed to set up your CastleBranch profile account.

View Your Results

Your results will be posted directly to your CastleBranch profile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password. If you have any additional questions, please contact the Service Desk at 888.723.4263 x 7196 or visit the website to submit your question at: <https://www.castlebranch.com/contact-us>.

Attachment 3

UAB School of Health Professions

Consent to Drug Testing and Release of Drug Test Results

For and in consideration of my participation in clinical education experiences, understand that I will be required to submit to drug testing as a prerequisite to my assignment to a clinical site. I hereby consent to be tested for drugs and consent to the release of any such drug test results to the Office for Student Recruitment, Engagement and Success (OSRES), my Program Director, and the subsequent release of such drug test results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional drug testing as a condition of my placement. I hereby consent to any facility-required drug testing and consent to the release of such drug test results to my Program Director.

Student's Signature

Date

Signature of Parent/legal guardian
(required only if student is under 19)

Date

Attachment 4

UAB School of Health Professions

Consent to Criminal Background Check and Release of Results

For and in consideration of my participation in clinical education experiences, understand that I will be required to submit to a criminal background check as a prerequisite to my assignment to a clinical site. I hereby consent to have a criminal background check and consent to the release the results to the Office for Student Recruitment, Engagement and Success (OSRES), my Program Director, and the subsequent release of the results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional background check as a condition of my placement. I hereby consent to any facility-required background check and consent to the release of the results of the check to my Program Director.

Student's Signature

Date

Signature of Parent/legal guardian
(required only if student is under 19)

Date

COVID-19 CAMPUS ENTRY

UAB is committed to making our campus among the safest in America as students return at the right time and under the right conditions.

- Students admitted to the School of Health Professions will follow university guidelines for COVID-19 entry found at: <https://www.uab.edu/uabunited/students>
- Guidelines include wearing a mask while on campus; maintaining proper social distancing; washing hands often; cleaning and disinfecting frequently touched objects and surfaces; and completing required training and reporting tasks.
- All UAB students coming to campus for the fall semester 2020 will receive a free COVID-19 test as part of the GuideSafe™ entry to campus program.
- Prior to placement in clinical settings, SHP students will follow the UAB School of Health Professions Plan/Checklist for Students entering Clinical Experiences.

UAB School of Health Professions

Work Plan/Checklist for Students entering Clinical Experiences

Based on University-Wide Task Force Recommendations on Students Entering Clinical Settings

Timeline	Task Force Recommendation	Implementation Checklist	TBD/Tools
Prior to the start of clinical learning experiences	Students resumed face-to-face clinical learning experiences in June 2020.	<input type="checkbox"/> Confirm clinical site.	Appropriate faculty in each program to confirm
		<input type="checkbox"/> Confirm clinical site implementing appropriate COVID-19 safety measures prior to placement of students.	Appropriate faculty in each program to confirm
		<input type="checkbox"/> Confirm PPE needed by student and required by clinical site.	Appropriate faculty in each program to confirm
		<input type="checkbox"/> Provide student needed PPE for clinical placement. (see policies about PPE below)	Appropriate faculty in each program to conduct task

Timeline	Task Force Recommendation	Implementation Checklist	TBD/Tools
	Student participation in clinical learning experiences during the COVID-19 Pandemic is voluntary.	<input type="checkbox"/> Prior to participation in clinical learning experiences, all students must complete the web-based training course "COVID-19: Basic Safety and Awareness Course" (see below for more training.)	UAB required training course located in the UAB Campus Learning System accessible through BlazerNET.
		<input type="checkbox"/> Prior to participation in planned clinical learning experiences, students will read and sign the Student Acknowledgement, Consent to Participate, and Assumption of Risk to Participate in Onsite Placement document.	Student Acknowledgement, Consent to Participate, and Assumption of Risk to Participate in Onsite Placement document
		<input type="checkbox"/> Students who defer participation in clinical learning experiences will work collaboratively with faculty in development of a re-entry plan and a revised program of study that will meet the program's progression and graduation policies.	Appropriate faculty in each program to work with identified student
	All students complete COVID-19 training prior to clinical placement.	<input type="checkbox"/> Prior to the first day of clinical learning experiences all students must complete the web-based training course "COVID-19: Basic Safety and Awareness Course".	UAB required training course located in the UAB Campus Learning System accessible through BlazerNET.

Timeline	Task Force Recommendation	Implementation Checklist	TBD/Tools
		<input type="checkbox"/> Additional training that is discipline-specific will be created/selected by individual Schools/Program; such training will be tailored to address differences in the level of the student (undergraduate versus graduate), the practice roles for the which the students are being trained, the clinical activities in which the students will be engaged, the probability that students will be working with COVID-19 patients, and the setting in which clinical learning experiences occur, including but not limited to acute care, primary care, specialty clinics, nursing homes, rehabilitation facilities, schools, and patient homes	<p>HealthStream Training Resources REQUIRED for all SHP clinical students:</p> <ul style="list-style-type: none"> ○ Coronavirus (COVID-19): What every healthcare worker should know ○ Personal Protective Equipment for Nurses and Healthcare Personnel ○ Hand Hygiene for Providers: Protect Yourself and Patients
		<input type="checkbox"/> Other Recommended Resources: <ul style="list-style-type: none"> ○ How to wash your hands: https://www.youtube.com/watch?v=cViNneQbPyA&feature=youtu.be <p>Review the following, including the embedded links:</p> <ul style="list-style-type: none"> ○ What healthcare personnel should know about caring for patients with confirmed or possible coronavirus disease 2019 (COVID-19) <p>https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf</p>	

Timeline	Task Force Recommendation	Implementation Checklist	TBD/Tools
	All students will comply with policies and recommendations regarding the proper use of personal protective equipment (PPE).	<input type="checkbox"/> All students returning to the clinical setting will use the appropriate PPE based on the policies and guidelines of the clinical setting, the type of clinical setting and patients with which the students will be working, and/or any other relevant guidelines or policies (e.g., as required by accrediting bodies or internal policies).	Appropriate faculty in each program to coordinate and conduct task
		<input type="checkbox"/> Schools will purchase and provide students with PPE not provided by clinical setting.	Appropriate faculty in each program to coordinate with fiscal officer.
		<input type="checkbox"/> Undergraduate/prelicensure students will not be assigned to work with patients with active COVID-19 or in units where such patients are being cared for.	Appropriate faculty in each program will relay this information to site.
During clinical learning experiences	All students must comply with UAB's COVID-19 Testing Program	<input type="checkbox"/> All students must participate in periodic random COVID-19 testing if selected.	Student Health
	All students will complete health screening surveys as directed to assess existence of COVID-19 related symptoms, exposure history and testing history.	<input type="checkbox"/> Prior to participation in clinical learning experiences, students will complete the Healthcheck health screening survey to assess the existence of COVID-19 related symptoms, exposure history, and testing history. The Healthcheck Screening Survey is accessed using the following link: https://www.uab.edu/coronavirus/reentry/healthcheck	Access the Healthcheck Screening Survey at the following link: https://www.uab.edu/coronavirus/reentry/healthcheck
		<input type="checkbox"/> Following each screening, students who have a negative screening (e.g., no symptoms) may participate in clinical learning experiences. Students who have a positive screening (e.g., experiencing symptoms or exposure to infected individual) will not be permitted to	Student Health and appropriate faculty in each program

Timeline	Task Force Recommendation	Implementation Checklist	TBD/Tools
		participate in clinical learning experiences until medically cleared by Student Health.	
		<input type="checkbox"/> Students must also report the onset of any symptoms, exposures or positive test results at the time they occur at the following link: https://www.uab.edu/coronavirus/reentry/healthcheck	Continuation of reporting using the following link: https://www.uab.edu/coronavirus/reentry/healthcheck
		<input type="checkbox"/> In the event the student has a positive COVID-19 test result, they must immediately report the test result as well as individuals with whom they have been in close proximity and may have exposed to the virus through a proximity/contact tracing application that is being developed by UAB in conjunction with the Alabama Department of Public Health.	Student Health
		<input type="checkbox"/> Student must be medically cleared to return to clinic. Once cleared, student must request documentation of clearance from Student Health to upload to patient portal and provide to placement site and clinical coordinator(s).	Student Health and appropriate faculty in each program

Additional Information

- Healthcheck may also be accessed through the UAB app. Download from: <https://www.uab.edu/app/>
- Although voluntary, students are encouraged to participate in sentinel testing for COVID-19. Sentinel testing is a system that collects information useful for monitoring trends in diseases and pathogens. For the COVID-19 pandemic, plans are to test between 2.5% to 5% of the on-campus population weekly to identify how much of the COVID-19 virus is circulating among our population. Students selected will be notified via email by Student Health. Once notified, you will receive a specific time to report to Student Health. Results will be provided within 36 hours.

- Students are also encouraged to participate in contact tracing through use of the GuideSafe Exposure app at: <https://www.uab.edu/uabunited/app>
- Persistent failure or willful disregard for health and safety protocols by any student will result in consequences consistent with UAB's discipline policies for students outlined in the Student Conduct Code:
<https://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000781.html>

UAB POLICIES

CLASSROOM BEHAVIORS

ATTENDANCE / ABSENCE (UNDERGRADUATE)

<http://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext>

HEALTH

AIDS AND HIV INFECTION

www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx

BODY FLUID EXPOSURE

www.uab.edu/humanresources/home/employeehealth/reportingexposures

IMMUNIZATIONS

www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx

SUBSTANCE USE/ABUSE

ALCOHOLIC BEVERAGES, USE AND CONSUMPTION

www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx

DRUG FREE CAMPUS (GENERAL POLICY)

<https://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000249.html>

Drug-free Campus Policy for Students (Attachments)

Attachment A - www.uab.edu/policies/content/Pages/UAB--GDL-0000632.aspx

Attachment B - www.uab.edu/policies/content/Pages/UAB--GDL-0000626.aspx

Attachment B.1 - www.uab.edu/policies/content/Pages/UAB-AD-GDL-0000627.aspx

Attachment C - www.uab.edu/policies/content/Pages/UAB--GDL-0000628.aspx

NONSMOKING

www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx

TECHNOLOGY GUIDELINES

COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)

www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx

COMPUTER SOFTWARE COPYING AND USE

www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx

INCLUSIVENESS

EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT

www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx

RESEARCH AND SCHOLARLY ACTIVITIES

ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES

www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx

PATENT (INTELLECTUAL PROPERTY)

www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx

FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS

www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx

Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at www.uab.edu/policies/Pages/default.aspx.

SECTION 3 – DEPARTMENT OF PHYSICAL THERAPY POLICIES AND INFORMATION:

DEPARTMENT VISION

To create and translate knowledge that will enhance movement, health, wellness, and quality of life for individuals in a diverse society.

DEPARTMENT MISSION

To be a leader in the preparation of physical therapists and other professionals through innovative educational programs, creation and translation of knowledge, and the provision of service to address the needs of individuals, communities, and society.

STATEMENT OF PHILOSOPHY

We believe in the inherent worth of the human being and that sensitivity and responsiveness to human needs serves as the foundation for our endeavors. One of the determinants of society's progress and growth is the collective health of its individuals. Members of the health professions share with the individual citizens, responsibility for maintenance and promotion of health. We believe in the right of everyone to quality health care; furthermore, we are committed to the promotion of effective cost and quality control measures in the health care system.

Physical Therapy is an integral and unique component of health care. We believe that the services of physical therapy must be directed to all phases of health care--promotion of health, prevention of illness, and rehabilitation of the total person--and that the physical therapist is a legitimate point-of-entry into the health care system. This belief requires personnel who are prepared to function in different and changing roles. While there are common basic elements for all roles in physical therapy, society benefits most through expansion in the depth and breadth of preparation of individuals in the diverse roles in physical therapy enabling them to function in an ever-changing environment.

We believe that a diversity of people, thoughts and ideas, educational and experiential backgrounds augment the scope and quality of physical therapy services. Maximum benefits are derived from physical therapy services when physical therapy practitioners are committed to work collaboratively with the health care team.

The choice of a career is a personal decision, but, having chosen a given profession, an individual must assume the inherent responsibilities. Each member must adhere to established professional ethics to maintain membership in that profession.

As educators in Physical Therapy, we assume the responsibility for selection of students and provision of educational excellence to prepare physical therapists that provide high quality physical therapy service for society and leadership to the profession.

Education is a means of facilitating self-realization leading to the enrichment of human life. Learning is a dynamic process. We view the teacher as a facilitator of learning. Opportunity to learn through problem-solving and decision-making experiences enhances the process. We believe that the curriculum must reflect these values and views and should be developed in such a way that the content is presented in an integrated and holistic manner.

We hold faculty communion and unity of purpose as essential and vital elements for effectiveness in an educational endeavor. Members of the faculty must be competent and accountable. Competency and accountability extend beyond the immediate educational environment to the areas of service and research. The faculty is committed to excellence in all that it undertakes. We accept the concept, and all that is inherent with the concept, that educators serve as change agents, and we share with colleague's responsibility for growth and development of the profession toward continuously meeting needs of society.

UAB: Dept. PT

Adopted: August, 1987

Last revision: September 2014

STATEMENT OF ETHICAL PRACTICE

The faculty of the Department of Physical Therapy is committed to the practice of ethical standards in our educational endeavors and fully supports the activities of the School of Health Professions that foster and ensure compliance with established standards regarding admission and academic policies, establishment and publication of just and equitable fees, publication of full and accurate information concerning educational programs, provision of adequate health and other student services, and policies/procedures for ensuring students' rights to due process. The Department of Physical Therapy adheres to the following practices:

1. All brochures and other published material accurately reflect the education programs offered by the Department of Physical Therapy and are written as clearly as possible to avoid misinterpretation by the reader.
2. All applicants for admission will be considered without regard to an applicant's race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.
3. An effort is made to ensure that each student upon entry into one of the educational programs is of sound physical and mental health and that any physical dysfunction or disorders are within safe limits for the student and the patients with whom the student will come in contact.
4. Academic and clinical education policies/procedures are distributed and reviewed with all students at the beginning of each school year.

5. Written agreements are made with each clinical facility and include a statement to the effect that students are there for the purpose of educational experiences and are not to be used in lieu of staff or professional personnel.
6. The faculty makes every effort to adhere to student-faculty ratios in both academic and clinical education that will facilitate optimal educational experiences.
7. Academic credit is awarded in compliance with the policies established by the SHP Academic Affairs Committee and the Graduate School of the University of Alabama at Birmingham.
8. All efforts are made to ensure that the student has developed at least minimal competencies for that particular stage in classroom and laboratory experiences prior to clinical education assignment in a patient care situation.
9. The faculty, in its concern for the health and safety of the general public, is committed to ensuring that each student possesses at least the minimal competency levels essential to his/her role in the practice of physical therapy before allowing that student to graduate.
10. The faculty is committed to the educational preparation, personal development, and general welfare of each individual student within the curricula and demonstrates a respect for the human dignity and individual rights of each student in all aspects of the curricula.

DOCTOR OF PHYSICAL THERAPY PROGRAM OVERVIEW

The Doctor of Physical Therapy (DPT) program is a course of study for the student who holds a baccalaureate degree in a field of study other than Physical Therapy; satisfactory completion of this program leads to a Doctor of Physical Therapy degree and serves as initial preparation for practice as a physical therapist. The student will gain knowledge, skills, and behaviors needed for the initial practice of Physical Therapy in a variety of settings. In addition to practice, the graduate will be prepared to assume responsibilities in areas of administration, consultation, education, and discovery and application of new information as these relate to physical therapy.

Graduate Outcomes:

At the completion of the UAB DPT program students should be able to:

1. Deliver value-based and consumer-centered patient/client management to diverse populations to optimize movement, function and health.
2. Abide by national and state regulatory and legal standards and adhere to the core values and ethical principles adopted by the American Physical Therapy Association (APTA).

3. Engage in interprofessional collaborative practice by effectively educating, communicating and partnering with consumers, peers, other healthcare and non-healthcare providers, regulatory agencies, third-party payers, and other stakeholders.
4. Critically appraise the literature and other resources to guide evidence-based physical therapy practice.
5. Influence the ever-changing health care landscape through personal leadership, advocacy, life-long learning in the clinic, community, professional organizations and society.

UAB:Dept.PT

Adopted by faculty: October 2002

Revision: September 2006

Revision: March 2016

CURRICULAR THREADS (ADOPTED 2016):

In 2015, the curricular development committee completed a comprehensive review of the DPT program. As a result of this, the committee developed four curricular threads, adopted by the faculty in 2016. The four threads are: 1) Personal Leadership; 2) Evidence Based Practice Management; 3) Human Movement System and 4) Interprofessional Practice. Each thread will be woven throughout the DPT program.

CURRICULAR THREAD #1: PERSONAL LEADERSHIP:

Personal leadership is the **leadership** of you by you. When you practice **personal leadership**, you “lead from the inside out.”¹ By intentionally and purposefully setting the direction for your professional and personal life, you make decisions and behave in a manner consistent with your personal philosophy and values. You recognize that you always have a choice as to how you behave, and you take responsibility for your emotions, reactions, and behavior and appreciate your impact on others.

The process involves asking yourself, “How do I want or need to think and act in order to be the best version of myself?”

What kind of physical therapist do I want to be? What does that look like? How do I want people to perceive me? What do I want people to think when my name is mentioned? What type of reputation do I want to have? Using a marketing term, what do I want my professional “brand” to be, e.g. Doctor of Physical Therapy who is known by others to exemplify [some quality].

As a physical therapist student, what do I want my classmates and faculty to think of me? How do I become the physical therapist that I want to be and have to be to transform society, transform the profession of physical therapy, and meet my patient/client needs?

Critical to being able to lead yourself is emotional intelligence, resilience, grit, positivity and understanding ‘the why’²

Emotional intelligence (EI) or Emotional Quotient (EQ) is the ability to understand and manage your own emotions, and those of the people around you. People with a high degree of emotional intelligence know what they're feeling, what their emotions mean, and how these emotions can affect other people.^{3,4}

What is my emotional intelligence? Am I truly aware of myself in the moment – what are my emotions, triggers, and goals? Do I know when I am anxious or nervous and how I respond when I am stressed? Can I manage myself so that I act in a manner that is professional, thoughtful, and supportive? (EQ competencies of self-awareness and self-management).

What is my emotional intelligence? Can I understand the culture/mood/emotions of those around me? Do I truly understand what they are saying and what they need? Can I manage relationships in a manner that is professional, thoughtful, and supportive? Can I guide/influence the team to get to where we need to be? Can I advocate for myself/others? (EQ competencies social awareness and relationship management)

Resilience and Grit: Resilience is the process of adapting well in the face of adversity, trauma, tragedy, threats or significant sources of stress (i.e. family and relationship problems, health problems or financial stressors). It means "bouncing back" from difficult experiences.⁵ Grit is described as a combination of perseverance and passion for long term goals, for something that you love and need and "sticking with things over the very long term until you master them."⁶

Do I have resilience and grit? Do I see change and conflict as opportunities? Or do I see them as preventing me to be successful? Do I feel empowered and engaged? Am I seeing things through a “positive” lens?

Positivity and understanding ‘the WHY’²

Positivity is staying positive even when you find a really good reason to be negative.⁷

“The WHY” is understanding why you are asked to do something/ be something. Why – “what’s your purpose, call, belief, why do you get out of bed in the morning and why should anyone care?”²

Do I understand the context of the situation and the demands being placed on me? Am I curious and explore why things are different in a professional program and in clinical settings? Or do I immediately assume that the program/the clinic is disorganized, asking me to do busy work, while THEY are not efficient? Am I proactive, rather than reactive, in seeking clarification as to “the WHY”?

Behavioral Objectives for Personal Leadership	
I will be Accountable	I will be on time for class, labs, clinicals, and meetings with my classmates. I will complete assignments to the best of my ability and contribute a “fair share” to team projects. I will discuss my concerns with others (classmates, faculty, clinicians, others) in a timely and professional manner. I will direct my own learning, seeking clarity and help when recognized as a need.
I will be Trustworthy	I will be honest and ethical so that others can rely on me. I will own my own mistakes
I will be Evidence-based and Informed	I will seek information and knowledge to inform my decisions. I will apply this information and knowledge to the situation. I will identify my implicit bias(es) (i.e. those attitudes or stereotypes that affect our understanding, actions, and decisions in an unconscious manner.) ⁸ I will identify and explore assumptions about situations and the behaviors of self and others so as to manage my implicit bias(es).
I will take Initiative	I will motivate myself and be proactive to act rather than to wait for something to happen that I wish or expect to happen. I will show initiative when I recognize that my action could result in a positive outcome for my patient, my profession or society.
I will demonstrate Integrity	I will be honest with strong moral principles. I will be able to effectively deal with situations in which there is academic/nonacademic misconduct or clinical fraud and abuse by reporting the situation to the appropriate authorities. I will be perceived as credible to my peers, faculty, team members and patients/clients. ⁹ (Credibility means to “do what I say I will do”; keep promises that I make).
I will Self-Manage	I will recognize and regulate my own emotions and behavior, recognizing the impact they may have on others and relationships both in the program and in the clinical setting. I will reflect on my own emotions and behavior to better manage the next situation I encounter in the program or the clinic or within my teams. I will recognize others’ emotions and behaviors and recognize the impact they have on myself, others and patients/clients. I will be able to influence others with respect to what is ideally needed as a patient/client, team or advocacy for the profession.
I will Communicate Effectively	I will actively listen to others and clarify the message when needed. I will communicate my thoughts and ideas professionally and nonjudgmentally to my peers and faculty. I will seek clarity in conflict and work to achieve resolution in a positive manner. I will advocate my thoughts and ideas professionally and nonjudgmentally when conflict is present. I will influence others by being an active listener, recognizing perspectives and

	values of others and communicating in a manner that acknowledges and includes these perspectives and values and is positive, trustworthy, innovative and transparent.
I will be a Team Player	I will use a spirit of cooperation and collaboration for action, decisions, and behaviors within groups to achieve results/outcomes. I will strive for achievement and completion of task by being positive, accountable/responsible, trustworthy, and contributing my fair share to the task. I can adopt different roles in a group including being a team leader and team member.
I will have a Growth-Mindset ¹⁰	I will work to develop my own attitudes, beliefs and expectations related to growth and learning that are consistent with the belief that these qualities can change and grow through desire and experience. I will display a passion for learning in the program and in the clinical setting. I will be confident and regard failure/mistakes as a learning opportunity in the program and in the clinical setting. I will take responsibility when I make a mistake. I will be willing to step outside my comfort zone and take risk, e.g. risk making mistakes and receiving critical feedback so that I can explore new opportunities. I will confront challenges with openness and a willingness to improve.
I will be Positive, Resilient and Possess Grit	I will energize and inspire others in any situation. I will be excited about challenges and growth ahead. I will feel empowered and engaged in my learning. I will look for multiple angles/perspectives in considering perspectives and alternatives. I will be flexible and adaptable in approaching and responding to situations in the program and in the clinic. I will recognize that I always have a choice in how I respond to challenges. I will keep going despite setbacks.

References (Personal Leadership Curricular Thread):

1. Covey, S. *The 7 Habits of Highly Effective People*. New York: Simon and Schuster; 1989.
2. Sinek, S. (2009). *How great leaders inspire action*. [online] Ted.com. Available at: [Accessed 16 Jan. 2019].
3. Goleman, D. *Emotional intelligence: why it can matter more than IQ*. New Delhi: Bloomsbury, 1995).
4. Emotional Intelligence in Leadership: Learning How to Be More Aware. [online] MindTools.com. Available at https://www.mindtools.com/pages/article/newLDR_45.htm [Accessed 16 Jan. 2019]

5. Comas-Diaz L, Luthar SS, Maddi SR, O'Neill HK, Saakvitne KW, Tedeschi RG. The Road to Resilience. [online] American Psychological Association. Available at: <https://www.apa.org/helpcenter/road-resilience.aspx> [Accessed 16 Jan. 2019]
6. Duckworth A. *Grit: The Power of Passion and Perseverance*. New York: Scribner; 2016.
7. Urban Dictionary: positivity. [online] Available at: <https://www.urbandictionary.com/define.php?term=positivity> [Accessed on 16 Jan. 2019]
8. Payne K, Niemi L, Doris JM (2018). How to Think about “Implicit Bias”. [online] scientificamerican.com. Available at: <https://www.scientificamerican.com/article/how-to-think-about-implicit-bias/> [Accessed 16 Jan. 2019].
9. Kouzes JM, Posner BZ. *The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations*. New Jersey: Wiley Publishing; 6th ed, 2017.
10. Dweck C. *Mindset: The New Psychology of Success*. New York: Random House (Ballantine); 2007.

CURRICULAR THREAD #2: EVIDENCE BASED PRACTICE MANAGEMENT:

From the [APTA Website](#): “The physical therapy profession recognizes the use of evidence-based practice (EBP) as central to providing high-quality care and decreasing unwarranted variation in practice. *EBP includes the integration of best available research, clinical expertise, and patient values and circumstances related to patient and client management, practice management, and health policy decision-making.*”

Evidence Based Practice Management informs patient/client management and business practice. This includes but is not limited to payment and billing, quality improvement and big data collection and analysis.

CURRICULAR THREAD #3: HUMAN MOVEMENT SYSTEM

According the APTA’s White Paper titled [Physical Therapist Practice and the Movement System](#) (2015), the movement system is defined as “the term used to represent the collection of systems (cardiovascular, pulmonary, endocrine, integumentary, nervous, and musculoskeletal) that interact to move the body or its component parts.” Specifically, the human movement system is a “complex behavior within a specific context” and includes the following tenets related to physical therapist practice:

- “Physical therapists provide a unique perspective on purposeful, precise, and efficient movement across the lifespan based upon the synthesis of their distinctive knowledge of the movement system and expertise in mobility and locomotion.”
- “Physical therapists examine and evaluate the movement system (including diagnosis and prognosis) to provide a customized and integrated plan of care to achieve the individual’s goal-directed outcomes.”

- “Physical therapists maximize an individual’s ability to engage with and respond to his or her environment using movement-related interventions to optimize functional capacity and performance.”

Resources related to the Human Movement System can be found on the [APTA Website](#). Students should also refer to Hedman LD, Quinn L, et al. White Paper: Movement System Diagnoses in Neurologic Physical Therapy. *J Neurol Phys Ther*. 2018; 42(2):110-117.

CURRICULAR THREAD #4: INTERPROFESSIONAL COLLABORATIVE PRACTICE

According to the Interprofessional Education Collaborative [Core Competencies for Interprofessional Collaborative Practice \(2016\)](#), interprofessional collaborative practice is “when multiple health care workers from different professional backgrounds work together with patients, families, [careers], and communities to deliver the highest quality of care. (WHO 2010)” Specifically, the UAB DPT program will focus on four core competencies. source: [Core Competencies for Interprofessional Collaborative Practice \(2016\)](#):

- 1) **Values/Ethics for interprofessional practice:** work with individuals of other professions to maintain a climate of mutual respect and shared values.
- 2) **Roles/Responsibilities:** use the knowledge of one’s own role and those of other professions to appropriately assess and address the health care needs of patients and to promote and advance the health of populations.
- 3) **Interprofessional Communication:** communicate with patients, families, communities, and professionals in health and other fields in a responsive and responsible manner that supports a team approach to the promotion and maintenance of health and the prevention and treatment of disease.
- 4) **Teams and Teamwork:** Apply relationship-building values and the principles of team dynamics to perform effectively in different team roles to plan, deliver, and evaluate patient/population-centered care and population health programs and policies that are safe, timely, efficient, effective, and equitable.

DEPARTMENT OF PHYSICAL THERAPY POLICIES AND PROCEDURES

Except for special circumstances described in the policies stated below, the Department of Physical Therapy abides by those policies established by the School of Health Professions and the Graduate School.

ACADEMIC ADVISING

Each student will meet with his/her assigned faculty academic advisor during the first semester of the program. Students are required to meet with the advisor during each semester of the first year, summer semester year 2, and spring semester year 3. Students may request to meet more frequently with the academic advisor.

CORE ABILITIES/ CORE VALUES:

Core Abilities and Core Values are attributes, characteristics, or behaviors required for success

as a student and as a physical therapist. The **Core Abilities** include commitment to learning, interpersonal skills, cultural competence, communication skills, effective use of time and resources, use of constructive feedback, problem solving, professionalism, responsibility, critical thinking, and stress management. The **Core Values** include accountability, altruism, compassion/caring, excellence, integrity, professional duty, and social responsibility. Throughout the curriculum, students will periodically use self-assessment tools to facilitate professional growth required for graduation from the Doctor of Physical Therapy program. Academic and clinical faculty will evaluate the development of student's core abilities and values throughout the program using similar assessment tools.

The **Core Abilities Assessment** will be introduced and provided to the students in the first semester during PT 760 (PT Professional Practice I). During each semester of the first year of the program, students will complete the assessment, email it to his/her academic advisor, then meet with his/her advisor to discuss progress. The second year of the program, students will submit the core abilities self-assessment prior to the start of the summer term and at the end of the fall term. Due dates for core abilities assessments and meetings will be provided on the class schedule. The UAB Core Abilities Document is available from the program website home page by clicking "[student resources](#)."

The **Core Values Assessment** document will be introduced and provided to the students during the spring semester of the third year, in PT 764 (Professional Practice V: Capstone Experience). Students will complete the assessment as an assignment in PT 764 prior to leaving campus for the full-time clinical education courses. The APTA Core Values Document is available from the program website home page by clicking [student resources](#).

The professional nature of the Doctor of Physical Therapy program dictates that DPT students appropriately progress in their core abilities during the program. Students who demonstrate significant core ability/ core value violations will be reviewed following the Departmental Review Procedure and are subject to expulsion (Figure 2).

ATTENDANCE

Student Request for Absence

The UAB Department of Physical Therapy requires that students attend all scheduled classes including labs, clinical assignments, and other off-site scheduled events. Failure to do so may result in "unexcused absences" and violation of core abilities.

Students in the Doctor of Physical Therapy Program are adult learners and personally responsible for communication and management of requests for absences. Special circumstances may arise in an individual's life that requires absences from class such as illness or death of an immediate family member (e.g. parents, grandparents, aunts/uncles and first cousins). Absences due to student illness, family emergency and death of a family member as noted above will be considered excused absences per UAB policy. All absences of this nature must be communicated via ONE email to all Course Directors whose classes will be missed and

copy the Program Director PRIOR to the start of any class session. In addition, the student should complete the “Request for Absence” online form. The form for each cohort can be found is form can be found on the program website home page by clicking [student resources](#). Failure to do so will be considered a violation of core abilities.

We acknowledge that other life situations may happen during the program (e.g. weddings of family members and close friends or trips that are of a “once in a lifetime” nature). Therefore, each student may be granted one approval for this type of absence. Course Directors and the Program Director will address these requests on an individual basis. Students are required to complete and submit the “Request for Absence” form at least 14 business days in advance. The student must also send ONE email to the Course Directors whose classes will be missed and copy the Program Director with the request. The Course Directors and Program Director will review the request. The final decision will be communicated to the student by the Program Director. Failure to follow these steps will result in the denial of the request. The Program Director will track all requests to ensure that the policy is enforced with fairness. During the clinical education portion of the program, specific attendance policies will apply. These policies can be found in the course syllabi and clinical education policies and procedures in this handbook.

Designated university holidays and breaks are available on the [UAB Academic Calendar](#). The semester class schedule will be emailed to all students prior to the beginning of each term. Revised schedules will be emailed to all students.

Tardiness

Students are expected to be prepared to begin all classes and return from class breaks on time. Habitual tardiness may result in disciplinary actions for violation of core abilities. When attending class sessions (lectures or labs) in person during the COVID-19 protocol, students must arrive to the first class of the day at least 15 minutes early so that the faculty member can check each student in before the beginning of class. When attending ZOOM sessions during the COVID-19 protocol, students are expected to log into the ZOOM classroom at least 5 minutes before the start of the class session.

Inclement Weather Days

The Department of Physical Therapy will follow the recommendations of [UAB Emergency Management](#) for cancellation of classes. The Program Director will email all students via email if classes are cancelled due to weather. Students are advised to register with [B-Alert](#) to receive weather/emergency updates.

BACKGROUND CHECK

SHP students are required to undergo a background check using the school’s approved vendor, [CastleBranch](#) at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the background check and appropriate consent forms are provided to students by their programs. **In the Doctor of Physical Therapy Program, clinical**

sites may require students to complete a criminal background check from the site-specific vendor prior to the start of a clinical education experience.

DRUG SCREENING

By policy, SHP students are required to undergo a routine drug screen using the school's approved vendor, [CastleBranch](#) at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements. The Office for Student Recruitment, Engagement and Success (OSRES) manages the procedures and compliance for SHP. If you have questions, contact them at (205) 934-4194 or shp@uab.edu or visit room 230 in the School of Health Professions Building. **In the Doctor of Physical Therapy Program, clinical sites may require students to complete a drug screening from the site-specific vendor prior to the start of a part-time or full-time clinical education experience.**

COURSES AND GRADES

Grading System

90-100%	A
80-89.99%	B
70-79.99%	C
< 70%	F

Performance requirements will be identified in the course syllabus. Grades will not be rounded up.

NOTE: *Only Course Directors or the UAB Office of the Registrar will report Grades to students. Students should not call the Department's main office or ask staff members for grades, as they are not at liberty to give this information.*

Practical Exam Policy

Practical examinations in the examination, intervention, and patient-client management courses will have at least **one section on the exam in which a skill/knowledge from previous semesters is tested** and **students are responsible for all material from previous semesters**. A passing grade on a practical exam is a "B" or $\geq 80\%$ score.

Students must pass the practical exam to pass the course. Specific sections on practical exams may be designated as "must pass" sections (i.e., if students do not pass this component of the practical exam, they will not pass the exam). For example, students who demonstrate unsafe practices during the practical exam will fail the exam. Students will be given one opportunity to retake the practical exam, which will be observed and graded by two examiners. Prior to retaking the exam, students will be required to complete remedial work if designated by the instructor(s). **If students pass the retake, they receive a score of 80% for that practical**

exam/content material, representative of minimal competence. Failure of the retake exam results in an F for the course.

Written Examination Policy

During in person written examinations, students must follow these procedures:

1. “Smart” devices (e.g., cell phones and watches) must be powered down and placed on the testing area table with the screen down. An exception may be made for students who are expecting an emergency call, but this must be worked out in advance with the instructor and exam proctor.
2. Noise cancelling headsets are allowed but only if not connected to another smart device.
3. All backpacks, purses, totes, gym bags or other carrying satchels must be placed in a designated place in the testing room but may NOT be at the student’s testing area or accessible to the student.
4. Presence of any test aids of any kind will be considered cheating and the student will be subject to disciplinary actions as outlined in the Departmental Review Procedure for Academic Performance.
5. No food may be brought to the testing area, unless necessary for health reasons. Prior permission must be granted. (at home too)
6. Drinks may be brought to the testing area if they are in an approved bottle/container (e.g. a reusable water bottle); no drinks with labels are allowed.
7. The exam proctor will provide plain paper if needed which should be turned in to the exam proctor at the end of the exam; students may not bring their own paper to the exam.
9. The dress code for lecture must be followed.
10. Any communication between students during an exam will be considered as intention to cheat, and the students will be removed from the testing session immediately. The students involved will be subject to disciplinary action following the Departmental Review Procedure.
11. Any other behavior by the student that is considered as a violation of the honor code or academic misconduct will be brought to the Student Performance Review Committee for disciplinary action that may include dismissal from the program.
12. Any student with Disability Support Services accommodations for written exams must schedule with [Disability Support Services](#).

Specific Policy Regarding Respondus Lock Down Browser with Monitor Remote Exam Guidelines (COVID-19 procedures):

During COVID-19 protocol, students must take computer exams remotely using Respondus Lock Down Browser Monitor. The course director will thoroughly check videos after the exam. The academic honor code will be strictly enforced and cheating of any kind will not be tolerated. Videos include sound. Failure to follow these guidelines may result in disciplinary action:

1. If you do not have a strong internet connection and would like to take your exam on campus, please contact Dr. Christy at least 48 hours before each exam.
2. You must provide a thorough pre-exam video to include the following:

- a. Please video slowly to ensure that the entire area can be seen.
- b. Video your entire desk to include under the desk and the surrounding area. These areas **MUST** be clear of all materials (e.g., books, notes, backpacks and devices).
- c. The pre-exam video must show you putting any smart devices (e.g., phone, watch, tablet) **AWAY** from your area. You may **NOT** wear your smart watch during the exam. Your phone must be far away from your area.
- d. If the instructor allows scratch paper, video the blank paper on both sides.
- e. Do not wear a hat, the video always needs to show your eyes.
3. You may not have food or drinking bottles with labels at the exam testing site. Clear water bottles are allowed, but you must show the bottle to the video.
4. You may **NOT** leave the computer during the exam. Please prepare ahead so that you do not need to get up during the exam.
5. Do your best to prepare ahead of time to avoid internet issues. If you have a cable to plug internet in your computer, it will be more reliable than wireless. However, if you have technical issues during the exam, please follow the following instructions:
 - a. Exit the exam. If you do not have a good internet connection, your answers will not be saved.
 - b. Immediately contact the course director to explain what happened.
 - c. The course director will problem solve how to help you complete the exam.
6. Before submitting your exam, video yourself tearing up the scratch paper.

STUDENT COMPLAINTS

Students should always feel free to voice concerns or complaints about the program to the appropriate faculty member including course directors, academic advisors, the DPT Program Director and Department Chair. If the student has a complaint or concern about a particular course, the student should first approach the course director. If the complaint is not resolved, the student should then approach the DPT Program Director. If the complaint is still not resolved, the student may approach the Department Chair. If the complaint is still not resolved, the student may approach the Assistant Dean for Student Recruitment, Engagement and Success. If the complaint is still not resolved, the student should refer to the [UAB Student Complaint Policy](#).

Individuals may also contact the Commission on Accreditation of Physical Therapy Education CAPTE to file a complaint about the program. Please consult the [website for policies and procedures](#) for filing a complaint with CAPTE.

ACADEMIC PERFORMANCE

Academic Performance includes *academic standing, academic conduct, and core abilities/core values*. The Departmental Review Procedure will be utilized to address student issues related to academic performance.

ACADEMIC STANDING

Students in the Department of Physical Therapy must maintain good academic standing in the Graduate School and in the Doctor of Physical Therapy (DPT) Program to satisfactorily

progress toward completion of the program and the degree. “Good academic standing” is defined by the following three components (Figure 1):

- A. Cumulative grade point average (GPA) of ≥ 3.00 in the DPT program,
- B. Earning ≤ 2 Cs, and
- C. Successful completion of all DPT course work (grade of $\geq C$, or pass (P) in pass/fail courses).

A student who fails to maintain a GPA ≥ 3.00 in DPT coursework will be placed on probation. Such a student must re-establish good academic standing by the end of the next semester. Students who do not establish “good academic standing” in this timeframe will be reviewed following the Department Review Procedure and are subject to expulsion (Figure 2). Students earning > 2 Cs, or a failing (F) grade in the program will be reviewed following the Departmental Review Procedure and are subject to expulsion (Figure 2).

ACADEMIC CONDUCT:

Academic conduct is defined by the [UAB Academic Honor Code](#). Examples of academic dishonesty include, but are not limited to, abetting, cheating, plagiarism, fabrication, and misrepresentation. At orientation, each DPT student will be required to sign a statement that he/she has read and understands the UAB Academic Honor Code. By signing this statement, each student accepts responsibility not only for his/her personal academic conduct, but for the conduct of all physical therapy students. In accepting this responsibility, the students in the Department of Physical therapy will not lie, cheat, or steal. A student found to have engaged in academic misconduct such as knowingly giving and/or receiving unauthorized aid in tests and examinations, plagiarizing, falsifying data, or any other acts of dishonesty in academic work will be reviewed following the Departmental Review Procedure and are subject to expulsion (Figure 2). In addition, students who knowingly are involved in or fail to report a violation of the UAB Academic Honor Code by another student will be subject to disciplinary action following the same Departmental Review Procedure (Figure 2). Students accept this responsibility because of a commitment to personal and professional honor.

CORE ABILITIES/ CORE VALUES (repeated from previous section for clarity):

Core Abilities and Core Values are attributes, characteristics, or behaviors required for success as a student and as a physical therapist. The **Core Abilities** include commitment to learning, interpersonal skills, cultural competence, communication skills, effective use of time and resources, use of constructive feedback, problem solving, professionalism, responsibility, critical thinking, and stress management. The **Core Values** include accountability, altruism, compassion/caring, excellence, integrity, professional duty, and social responsibility. Throughout the curriculum, students will periodically use self-assessment tools to facilitate professional growth required for graduation from the Doctor of Physical Therapy program.

Academic and clinical faculty will evaluate the development of student's core abilities and values throughout the program using similar assessment tools.

The **Core Abilities Assessment** will be introduced and provided to the students in the first semester during PT 760 (PT Professional Practice I). During each semester of the first year of the program, students will complete the assessment, email it to his/her academic advisor, then meet with his/her advisor to discuss progress. The second year of the program, students will submit the core abilities self-assessment prior to the start of the summer term and at the end of the fall term. Due dates for core abilities assessments and meetings will be provided on the class schedule. The UAB Core Abilities Document is available from the program website home page by clicking "[student resources](#)."

The **Core Values Assessment** document will be introduced and provided to the students during the spring semester of the third year, in PT 764 (Professional Practice V: Capstone Experience). Students will complete the assessment as an assignment in PT 764 prior to leaving campus for the full-time clinical education courses. The APTA Core Values Document is available from the program website home page by clicking "[student resources](#)."

The professional nature of the Doctor of Physical Therapy program dictates that DPT students appropriately progress in their core abilities during the program. Students who demonstrate significant core ability/ core value violations will be reviewed following the Departmental Review Procedure and are subject to expulsion (Figure 2).

DEPARTMENTAL REVIEW PROCEDURE (FIGURE 2, BOXES 1-3):

The Student Performance Review Committee (SPRC) consists of four physical therapy faculty members. The SPRC serves as the initial step in the review process of student problems that result from: 1) poor academic standing, 2) academic misconduct, or 3) significant core abilities/core values deficits. After reviewing each case, the SPRC will make a recommendation to the entire faculty. Issues of poor academic standing occurring at the end of a semester are generally reviewed by the faculty and not the SPRC. Disciplinary actions may include any one of the following and are consistent with the [School of Health Professions Policy for Adherence to Standards of Academic and Professional Conduct and Procedures for Managing Disciplinary Actions Following Violations](#):

1. **Warning:** An oral or written warning to the student with a description that he/she is in violation of academic performance standards. Warnings will be documented in the student's record in the Department of Physical Therapy.
2. **Reprimand:** An official written warning stating that continuation or repetition of wrongful conduct may cause more severe disciplinary action. The reprimand will be documented in the student's record in the Department of Physical Therapy.
3. **Probation:** A written warning explaining the serious nature of the offense and outlining the terms of the probationary status, including length of probation and performance requirements to remain enrolled in the academic program. A copy of the probation documents will be included in the student's record in the Department of Physical

Therapy and copied to the Department Chair and Associate Dean for Academic Affairs. The length of the probationary period will be recommended by the faculty and is subject to approval by the Department Chair and the Associate Dean for Academic Affairs. The Dean of the Graduate School will be notified of probation conditions.

4. Suspension: Exclusion from classes and other privileges in the School of Health Professions for a defined period. The written statement will include specification of the terms under which the student may return as a matriculating student in the DPT program. The statement may include a plan for re-matriculation into the program or a plan for leave of absence without specific re-matriculation plan, depending on the circumstance. A copy of the suspension documents will be included in the student's record maintained by the academic program, and copied to the Department Chair, Associate Dean for Academic Affairs and the Dean of the Graduate School.
5. Expulsion: Permanent termination of student status in the DPT Program and School of Health Professions. A copy of the expulsion documents will be included in the student's record in the Department of Physical Therapy, and copied to the Department Chair, Associate Dean for Academic Affairs, the Vice President for the UAB Division of Student Affairs, the UAB Office of the Registrar, and the Dean of the UAB Graduate School.

The final decision for action rests with the Department of Physical Therapy Faculty. A student has the right to appeal the faculty's decision with the Department Chair. Figure 2 shows a general scheme for the process, but as noted above, all decisions in the Department Review Procedure may not necessarily go through the SPRC. Specifically, the Department of Physical Therapy will follow the [School of Health Professions Policy for Adherence to Standards of Academic and Professional Conduct and Procedures for Managing Disciplinary Actions Following Violations](#). A [link](#) to this policy will be included in every course syllabus.

NON-ACADEMIC PERFORMANCE

Students in the DPT program are expected to exhibit behaviors consistent with the UAB Student Conduct Code found at this website: [Link to UAB Student Conduct Code](#)

To summarize, UAB DPT students are expected to:

1. exemplify honesty, honor, and a respect for the truth in all of their dealings (Integrity),
2. build and enhance their community (Community),
3. be just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors (Social Justice),
4. show positive regard for each other, for property and for the community. Students will conduct themselves and treat others in a polite, reasonable, and respectful manner (Respect and Civility), and
5. accept a high level of responsibility to self, to others and to the community (Responsibility).

Specific definitions and examples, as well as information regarding student rights and the procedures for reporting non-academic misconduct can be found at this website: [Link to UAB Student Conduct Code Policy](#). UAB DPT students who violate the UAB Student Conduct code will be referred to the [Office of Student Conduct](#) who will handle the investigation and potential disciplinary action (Figure 2, Box 4).

FIGURE 1: ACADEMIC STANDING:

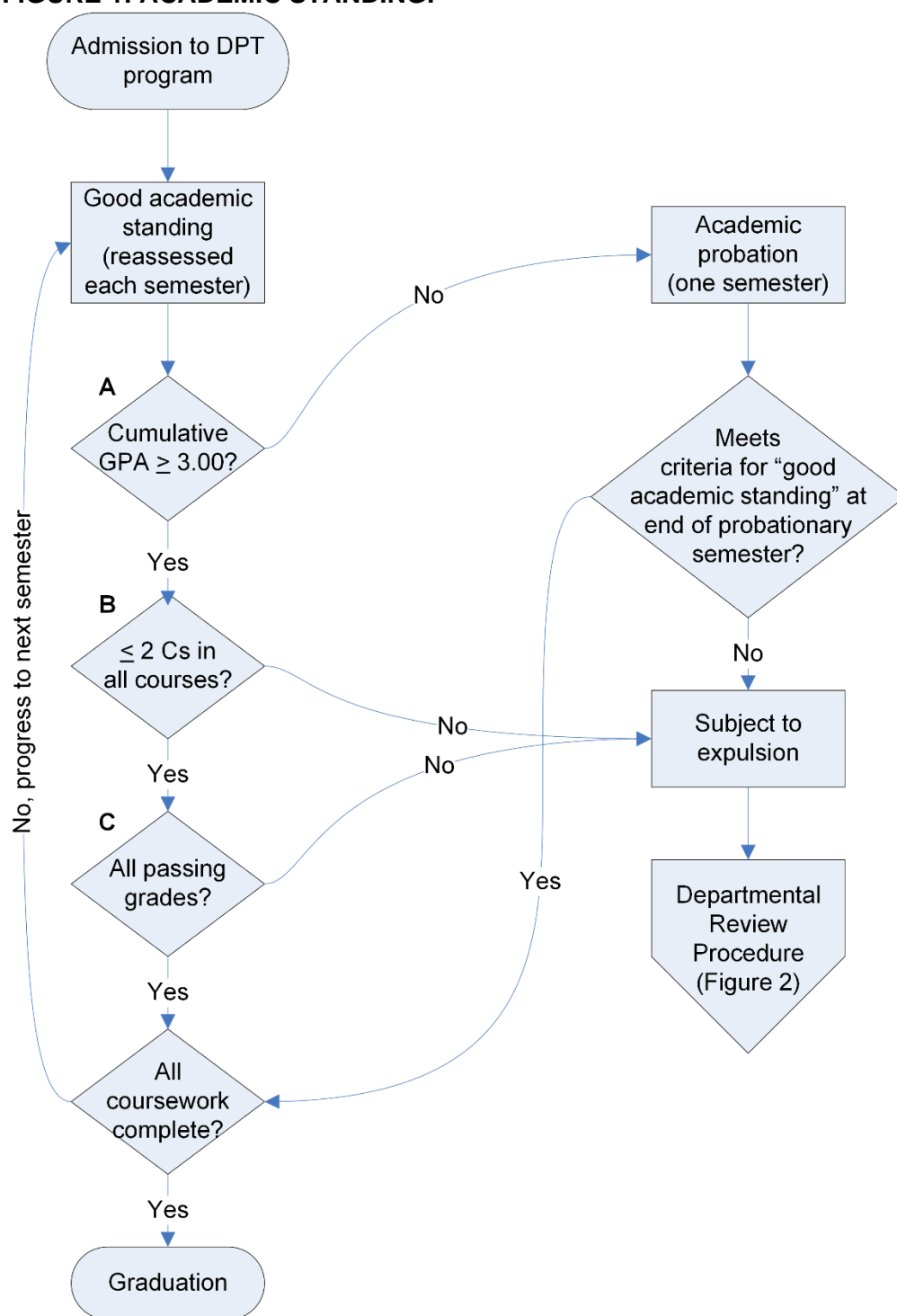
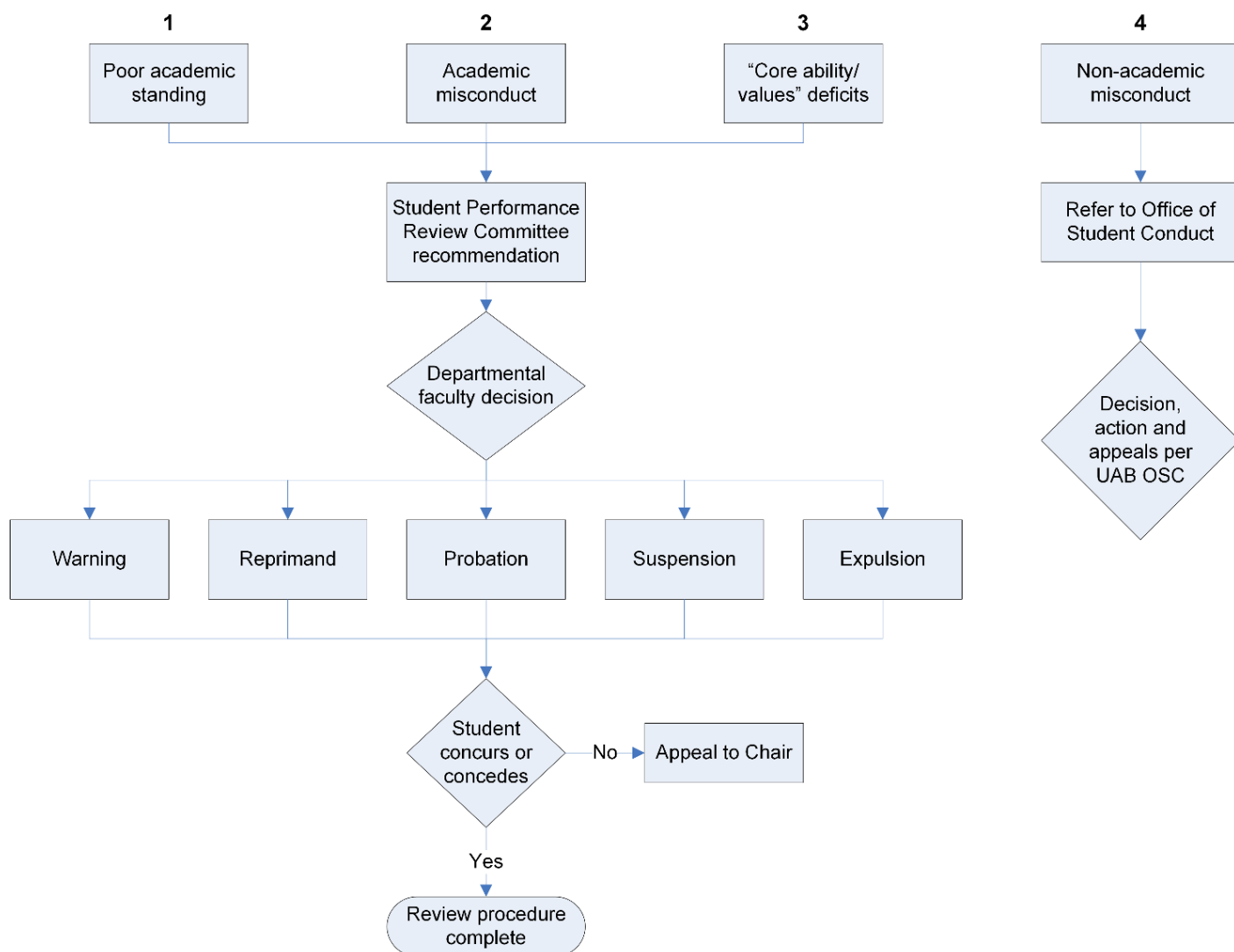


FIGURE 2:

BOXES 1-3: DEPARTMENT REVIEW PROCEDURE &

BOX 4: PROCEDURE FOR NON-ACADEMIC MISCONDUCT



DISABILITY SUPPORT SERVICES (DSS)

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services (DSS) for information on accommodations, registration and required procedures. Requests for reasonable accommodations involve an interactive process and consists of a collaborative effort among the student, DSS, faculty and staff.

To Register for Disability Support Services - Contact DSS at (205) 934-4205 (voice) or (205) 934-4248 (TDD). You must present documentation verifying your disability status and the need for accommodations. After DSS receives your completed documentation, you will meet individually with a member of the DSS staff to discuss your accommodations. It is best to register with DSS when you apply to UAB, as it may take 2-3 weeks to review your request and complete the process. For more information about Disability Support Services or to make an appointment, please feel free to contact the office directly at the Hill Student Center, 1400 University Boulevard, Suite 409, Birmingham, AL 35294; via email: dss@uab.edu; or visit their [website](#) for more information.

If you are a student registered with Disability Support Services, **it is your responsibility to contact the course instructor** to discuss the accommodations that may be necessary in this course. Students with disabilities must be registered with DSS and provide an accommodation request letter **before** receiving academic adjustments. Reasonable and timely notification of accommodations for the course is encouraged and provided to the course instructor so that the accommodations can be arranged.

COVID-19 DSS Adjustments for Students: All absences for COVID-19-related illnesses will be excused. Students concerned about their attendance because of COVID-19 should register with Disability Support Services.

UAB Disability Support Services (DSS) has established a process for UAB students to request temporary adjustments based on the impact of COVID-19. The process is like the traditional DSS registration procedures for accommodations based on disability. However, these requests will be referred to as "COVID-19 Related Temporary Adjustments". On the DSS website, there is a section (next to the traditional DSS application process) titled "Request COVID-19 Temporary Adjustments" where students can read the process and click to complete an application.

On the application, the student must complete an attestation and identify which of the following category(s) applies to their situation. Students will be allowed to submit documentation to support their requests.

- I am 65 or older.
- My medical provider has determined that I am an individual who is considered high risk according to Centers for Disease Control and Prevention.

- I care for or reside with an individual who has been determined to be high risk according to Centers for Disease Control and Prevention.
- I have tested positive for COVID-19.
- I am requesting adjustments for another reason.

Any questions regarding this process should be referred directly to dss@uab.edu . For qualifying students, DSS staff will create a Notification of Temporary Adjustment Letter (PDF format) which will be provided to students. Students will share this letter, as needed, with instructors to request adjustments.

LEAVE OF ABSENCE

A UAB DPT student may request a leave of academic absence. The request for a leave of academic absence may not exceed one (1) academic year. The Request for Leave of Academic Absence form can be found at the [Graduate School Website](#). A student must first consult with his/her Advisor as well as the Program Director if considering a leave of academic absence from the Doctor of Physical Therapy Program. The DPT Program Director and the Graduate School Dean must approve the request. Before a student can return from an approved leave of academic absence, the DPT Program Director must submit to the Graduate School a request to allow the student to re-enroll in courses.

As courses are only offered once per year and serve as prerequisites for later courses, students electing a leave of absence from the program may return to the program under an adjusted curriculum plan approved by the faculty. The adjusted curriculum plan may extend students' time in the program beyond the normal program completion time.

STUDENT RESEARCH

All research performed by faculty, students, and staff of the University of Alabama at Birmingham, which utilizes University time, space or resources is the property of the University of Alabama at Birmingham regardless of the funding source. The Department of Physical Therapy follows the UAB Publication Policy regarding publications, which can be found at this website: [UAB Publication Policy](#). Final determination of publication order of authorship will be at the discretion of the principal investigator/mentor and will follow the [UAB Authorship Policy](#). For group projects in which students participated equally, authors will be listed alphabetically.

WRITTEN ASSIGNMENTS

Students should follow instructions for written assignments as provided by the course instructors. In general, the Department of Physical Therapy recommends [American Medical Association \(AMA\) style of referencing](#) for assignments. In addition, the following cover page is recommended for written assignments in the DPT program.

TITLE OF ASSIGNMENT

BY
DPT Student Name, SPT

Submitted in partial fulfillment of the requirements for PT XXX
Professor Name

The University of Alabama at Birmingham
UAB School of Health Professions
Department of Physical Therapy

Date

PROFESSIONAL IMAGE

Professional competency is initially judged by the behaviors and outward appearance of health care professionals. Dress regulations, in many instances, serve to protect the patient, to identify the professional to the consumer and to other health professionals, and to allow us to do our jobs safely and effectively. When one accepts the individual responsibilities inherent in becoming a physical therapist, one assumes the collective responsibilities of professional image that reflect upon the profession. Bearing these thoughts in mind, the faculty has established the following standards of dress.

UAB photo identification must be always worn on campus, during off-campus activities affiliated with UAB and during clinical affiliations.

Unprofessional attire may not be worn at any time when a student is representing UAB as an institution – on or away from campus.

In all settings

Personal Hygiene: Students need to manage their own personal hygiene to avoid offensiveness in close physical interactions with patients, visitors, students, and instructors. Body odor/smoke or other odors are not acceptable. Use of deodorants and/ or antiperspirants is encouraged. Perfumes or offensive fragrances are never acceptable.

Nails: Fingernails are to be kept short and clean to avoid skin trauma or contamination. Nail polish should be conservative and well maintained in classes and labs. Please note that nail polish is not appropriate in the clinic and should not be worn in clinical situations to minimize infectious disease concerns.

Hair: All hair should be always clean and well-groomed. Hair should be styled so that it is not distracting or in danger of interfering with the leaning during lab sessions, management, of patients or use of equipment.

Jewelry: Jewelry should be professional in nature and not pose a risk to other students, instructors, or patients. Sharp edges should never be worn.

Exemptions will be made on a case-by-case basis by the Program Director. Please e-mail the Program Director to discuss.

CLASSROOM, LRC/SHP ATTIRE

The professional standards, goals, and objectives of the UAB Doctor of Physical Therapy Program always require appropriate behavior and attire in the classroom/educational environment in any UAB building. Professional behavior and attire include, but are not limited to, the following standards:

Appropriate = ALWAYS	Inappropriate = NEVER
Personal hygiene reflects cleanliness.	Body/smoke, or another odor, disheveled, visible uncleanliness.
All hair, including facial, and nails are neatly trimmed and short. Nail polish should be conservative and well-tended.	Untended, untrimmed hair of any kind; nails that are discolored, long or with inappropriate nail polish.
<p>Tops:</p> <p>Women: cover shoulders, upper chest area, and torso. Sleeveless tops must be at least 3 finger widths wide at the shoulders. The back must always cover.</p> <p>Men – Shirts must have collars.</p>	<p>Athletic t-shirts, tank tops, low cut V-necks, low-cut, short tops that do not fall below the level of the pant or skirt waistband. Tops with cutouts of any kind are not to be worn. Tops/shirts should not gap when bending forward nor ride up over the low back region when moving or raising your arms overhead. Cleavage should never be evident.</p>
<p>Bottoms:</p> <p>Must be modest by covering low back, hip and buttock region during ALL movement. Capris are permissible in class.</p> <p>Denim on casual Fridays is acceptable with exceptions noted in the next column.</p> <p>Skirt and dress hems should reach the top of the knee.</p>	<p>Shorts of any kind except for lab. Pants that do not cover the torso region appropriately with movement, e.g., bending over.</p> <p>Denim pants of any color except for Fridays when guest speakers are not scheduled. If guest speakers are scheduled on Fridays, then denim pants may NOT be worn.</p> <p>Leggings of any type are never appropriate unless the buttock region is completely covered by a tunic or dress.</p>
<p>Headwear:</p> <p>Only if previously approved by Program Director.</p>	
<p>Footwear:</p> <p>Closed toe shoes, sandals that cover most of the foot and made of leather. Running shoes.</p>	<p>Chaco's, flip-flops, thong sandals, Texas or other athletic sandals that expose the feet.</p>
<p>Clothes and footwear must be in good repair, clean and neat. If in doubt regarding appropriateness of clothing, please consult with the program director. Students who ignore these guidelines may be reported for core ability violations and subject to disciplinary action.</p>	

Presentation Dress Code (classroom or external)

For female students, appropriate attire includes suits (with either pants or skirts), dress pants with blazers, or business-type dresses with dress shoes. For male students, dress pants and shirt with sports coat or suits and dress shoes are appropriate.

LABORATORY DRESS CODE

Wearing appropriate attire has a direct effect on learning experiences. Specific guidelines are required to ensure that you will be able to examine the body, move appropriately and maintain modesty. Students should read the syllabus to determine the part of the body of focus for each lab and should plan to dress appropriately. Students should show respect for classmates by wearing a clean, appropriate lab “uniform.” All students will be provided with a personal locker on the first day of class to use during the program.

Appropriate lab attire includes:

Appropriate = ALWAYS	Inappropriate = NEVER
PT logo clothing available through the Student Physical Therapy Association: sweatshirts, sweatpants, shorts, and short-sleeved t-shirts.	Non-UAB school clothing or clothing with other advertisement or logos.
Plain colored (no logos) sweatshirts, sweatpants, shorts, and short sleeved t-shirts	Sweaty or unclean lab clothing (e.g., just from the gym)
Athletic shoes in good condition	
Conservative one-piece swimsuit, cover-up/dress to wear over it, shower shoes for aquatic lab	Two-piece swimsuit, Speedos for aquatic lab
Females: bra-like halter top or sports bra that is opaque and allows for observation of anatomical landmarks	Regular bras
Athletic leggings in lab sessions where lower extremity exposure is not required.	Athletic leggings in lab sessions where lower extremity exposure is required.
Watch capable of measuring seconds.	

COVID-19 Protocol: If students have both lecture and lab on the same day, students may wear lab attire for the entire day. If students have only lecture (no lab sessions), students must wear lecture attire. The locker rooms will not be available for changing during the COVID-19 protocol.

Otherwise, lab attire may be worn for the following situations:

- All sessions indicated as “lab” on the schedule.
- Course Directors may designate that wearing lab clothes to lecture is acceptable when the lecture is followed by a lab session, but this is up to the course instructor.

- When lab sessions are scheduled from 10-12 and 1-3, lab attire may be worn during lunch.
- If arriving to the SHP building just before lab, or leaving the SHP building just after lab, students may wear lab attire.
- A t-shirt must cover sport bras when outside the OT/PT lab or PT lab areas.

CLINICAL EDUCATION DRESS CODE

(i.e. any time you are in a clinical or simulation setting for any reason)

Clothing worn for patient or clinical care/simulation areas must be neat and clean to avoid contamination in the clinical setting. Clothing should be removed for cleaning as soon as possible after leaving the clinical setting to reduce contamination of your personal surroundings. Students should pay attention to their own personal hygiene to avoid offensiveness in close physical interactions with patients. Body odor/smoke or other odors are not appropriate. Use of deodorants and/or antiperspirants is encouraged. Perfumes or offensive fragrances are never acceptable. In clinical, community, or research settings where the school uniform and/or lab coat is not required, your attire is expected to be conservative, appropriate and professional.

Appropriate = ALWAYS	Inappropriate = NEVER
UAB photo ID that states that you are a "Student Physical Therapist" should be always worn. Students may also be required to wear a photo ID made at the assigned clinic	Lost IDs must be replaced immediately, or you may be in violation of Alabama state law. THIS IS SERIOUS! Notify the Director of Clinical Education (DCE) immediately if you lose your Student Physical Therapist ID badge.
Shoes and socks: Supportive, non-slip, closed toe and heeled shoe must always be worn with shoes or stockings. Shoes should allow easy pivoting	Sandals of any kind are NEVER appropriate.
Shirts with logos or other writing on them are only appropriate if the logo represents the facility and is worn by the staff therapists. Shirts must cover the upper chest area, torso and axillary/shoulder region. Pants must be conservative in nature and always cover the low back region.	UAB DPT students are NEVER permitted to wear t-shirts, jeans, or shorts regardless of the dress code of the clinical setting WITHOUT approval from the DCE. Sleeveless tops in clinic or in any clinical or simulation setting. When bending over, tops must not gap at the top nor ride up over pant area in low back region. When reaching overhead, shirts must cover the midriff area. Tight clothing should never be worn in the clinic, (e.g. leggings or form fitting shirts/tops).

Hair: Hair must be always secured away from the face. Hair should be styled so that it is not distracting or in danger of interfering with the patient care or the use of equipment.	Hair that is unsecured and in danger of falling into the face of students, patients/individuals or equipment. Styling that is not conservative as deemed by the DCE and clinical site.
Fingernails are to be kept short and clean to avoid skin trauma or contamination.	Nail polish is not appropriate and should not be worn in clinical situations for infectious disease purposes.
Jewelry must be kept to a minimum (plain ring bands, watches capable of measuring seconds, and stud-type earrings.)	Visible jewelry piercings in areas other than the ears (2 sites/ear maximum) is unacceptable for the clinic unless for religious reasons previously discussed with the Program Director and DCE. NOSE piercings are not acceptable in clinic. Jewelry with sharp edges MUST NOT be worn in clinical settings.
	Tattoos of any kind may not be visible to the public except by previous approval by the DCE and Program Director.
If scrubs are permitted as attire in the clinic setting, students must ensure that they are conservatively clothed and that the scrubs are neat and clean. Students are required to wear a t-shirt under scrub tops.	

CELL PHONES AND COMPUTERS

Classroom and Lab Settings:

Cell phones, computers, smart watches, and other electronic devices are important tools used in the daily life of most individuals and can be excellent tools to enhance learning. However, when these devices are used for reasons unrelated to the course content or session, they can be extremely disrupting, unprofessional, and can negatively affect the learning process of everyone. Therefore, students must exercise personal responsibility for use of these devices and refrain from using them for any reason other than enhancing the learning process during each session in the DPT Program. Students who excessively use technology and devices during class or laboratory sessions for inappropriate reasons may be reported for core ability violations and subject to disciplinary action.

Clinical Settings:

In the clinical setting, use of cell phones and/or other electronic devices are permitted only during non-patient care times (i.e., lunch hour, breaks, etc.). Cell phone and/or electronic devices should be set to vibrate or powered down during patient care clinic hours to prevent distractions to you, patients/clients, staff members, and/or clinical instructors. Cell phones may not be used during patient care hours for texting, checking email, or making personal phone calls. Cell phones or other electronic devices, with permission of your clinical instructor, can be

used for patient/client use (e.g., looking up information on the internet and designing home programs).

ZOOM ETIQUETTE

Due to the COVID-19 Pandemic, many lectures and discussions will be conducted via ZOOM. During all ZOOM sessions, students should be professional, attentive and on time like an in-person lecture session. The following procedures must be followed by all DPT students when using ZOOM:

1. Students should log in to ZOOM using their Blazer ID and Password from the [UAB ZOOM WEBSITE](#) before clicking the link for the session.
2. Students should log in to the ZOOM classroom no later than five minutes prior to the official start of the session. Any student logging in later than five minutes prior to the start of the session will be considered tardy.
3. Students should be presentable in appearance, sit upright, and act professional.
4. Students should use their own name in the ZOOM session.
5. Students should always have their video on unless the instructor states otherwise.
6. Students must show respect by always giving their full attention to the instructor and class session. Students must not be driving, riding in a car, or doing other activities during the ZOOM session.
7. Students who do not follow these policies will be subject to referral to the Student Performance Review Committee for violation of Core Abilities.

RECORDING LECTURES AND LAB SESSIONS:

Students who wish to record (video or audio) lectures or laboratory sessions must first ask the course director and all people to be recorded for permission. If all parties agree, the recording must only be used for personal education. Students must refrain from allowing the file to be posted on the public internet (e.g., You Tube, Facebook, Instagram, etc.) or using the recording for other purposes without additional permission from the course director. Patients or community volunteers must never be recorded without permission from the course director who will obtain UAB media consent.

ACCIDENTS / INJURIES

All accidents/injuries occurring in the Department of Physical Therapy are to be promptly reported to the faculty member in charge of class. Incident reports for accidents and injuries must be filed with the Department Administrative Office within 48 hours of the incident. Failure to report accidents immediately may result in lawsuits or other serious consequences.

Accident / Injury Reporting Procedure

When a student, visitor, faculty, or staff is involved in an accident or sustains an injury on the UAB premises, an accident / injury report is required. Please download and complete this [Incident Report Form](#); the form should accompany the injured individual when medical attention

is sought. The original or a copy should be given to the Program Director. Please be sure that all the sections are completed and signed by, the injured party, the reporting party, and attending physician. A copy should be submitted to the Department Chair. The incident report should be signed by a witness, the program director, and the Dean. The Department Chair should send the incident report form to Risk Management, The UAB Safety Office and SHP Administration. It is very important to thoroughly complete the form, recommend to the injured that he/she go to either Student Health or the Emergency Room (as appropriate), secure the appropriate signatures, and process promptly to the Department Chair's office. Injuries sustained during a laboratory session are included in this procedure and should be reported by the student as soon as the injury is noted.

POTENTIAL HEALTH RISKS

Potential health risks associated with engaging in the DPT Program:

Students should be aware that they may encounter health risks while participating in educational activities in the campus/clinical/community settings. Such potential risks include, but are not limited to:

1. Physical injury associated with performing PT interventions (e.g., lifting and moving people and/or objects, engaging in exercise)
2. Skin irritation/eye injuries from exposure to chemicals used in PT procedures (e.g., massage gel, baby powder, chlorine, electrode adhesives, cleaning supplies)
3. Exposure to infectious diseases (e.g., HIV, Hepatitis B, TB, Flu, COVID-19)

Students with conditions making them more prone to health risks (e.g., allergies, physical injuries, etc.) should report these conditions to the Program Director (while on campus) or DCE (when engaged in clinical education). Students experiencing health problems or who are exposed to health risks likely leading to health problems, should report them to the Program Director (while on campus) or DCE (when engaged in clinical education) and complete an incident report if appropriate.

ACCESS TO SECURE BUILDINGS

The School of Health Professions Building (SHPB) and Lab in Volker Hall (VH) require your ONE Card for access after regular hours. Your One Card can be obtained at the following issuing offices: Burleson Building, 909 18th Street South, Birmingham, AL 35294 or One Stop Student Services, Residence Life Center of Blazer Hall. SHPB lab and locker room access is via OneCard. Use of the OneCard is tracked centrally for purposes of monitoring security of these areas. All students, faculty and staff are responsible for making sure these areas remain secure by keeping doors always closed/locked.

CLASS BREAKS

The scheduling of breaks is the prerogative of the faculty and/or clinical instructors. Courtesy will be shown to the faculty and clinical instructors by not eating during classes without permission and by returning promptly upon completion of the break. Failure to do so is considered tardiness.

SUPPORT STAFF

The Department of Physical Therapy Support Staff are eager to assist you. Please remember that all staff have their own work areas, and those areas are not available for student use (i.e., telephones, computers, and printers). Please respect staff breaks as these may be federally mandated.

FACULTY AVAILABILITY

Students are of primary importance to the faculty members. Please be aware that while our primary goal as faculty members is to facilitate your learning, each of us has other responsibilities, which demand our time and attention. These roles range from involvement on school-wide committees to research and patient care. We each want to be responsive to your needs but ask that you respect our involvement in these other activities. Please ask us how and when we can be available to you. Each faculty member has preferences for how he/she prefers to be reached. You are encouraged to contact your advisor or, in advisor's absence, another faculty member whenever the need arises.

UAB TELEPHONE

For calls within UAB, dial the extension number. Local off-campus calls can be made by dialing "9" and telephone number. Long distance calls cannot be made on UAB phones. Telephones located in the class and laboratories are not for student use. Students may use the Department's main number (934-3566) for incoming calls; however, office staff members will trace the location of a student only in an emergency. In all other cases an e-mail message will be sent to the student. It is expected that discretion will be displayed in the use of the telephone and this privilege will not be abused.

CPR CERTIFICATION

CPR certification must always be current during the program. CPR certification will be scheduled in January for first year students and November for second year students. All students will take CPR training, even if currently certified.

ON CAMPUS RECRUITING ACTIVITY POLICY

Meetings with recruiters and recruiting events must be approved following the School of Health Professions policy for special events. The DPT Program Director must be informed of the request for a recruiting event. The event may not be scheduled during regularly scheduled class times.

Generally, the PT Department typically receives the initial request from a recruiter. The PT Department will contact the Class President or designee with the recruiter contact name, company name, and phone number. The Class President or designee should notify classmates and make all arrangements with the Program Director, class, and recruiter, except reserving meeting space.

The Class President or designee will contact the Department of Physical Therapy Staff at 934-3566 to request a room. The Support Staff will secure the room and notify the Class President or designee. The room will always be reserved under the Department Chair's name, Dr. David Morris. If any problems arise after 5:00 p.m. on the scheduled day of the event, the Class President or designee will directly contact the Learning Resource Center (LRC) at 934-5156.

Attendance is voluntary; however, a sign-up sheet will be required to obtain a head count. The recruiter should be notified in advance of the number of attendees.

REQUESTS FOR EMPLOYMENT

The DPT Program often receives requests from the community for DPT students to work as, for example, caregivers for individuals with disabilities. Due to potential liability, the department will not recruit in any way for these types of opportunities. Students should also not use the UAB email to recruit for these opportunities. Students participating in this type or any outside work do so at their own risk.

EMAIL

All students are required to have email through on-campus student accounts. Information pertaining to classes, schedules, and program are disseminated via email. Students are required to check email at least daily, if not more frequently. E-mail distribution lists should be used only for activities associated with the Department of Physical Therapy program/activities.

STUDENT LOCKERS

Locker facilities are provided for Department of Physical Therapy students in their respective locker rooms. Students will be assigned a locker and are responsible for providing their own locks. Students are responsible for maintaining a clean and safe locker room environment and for reporting any maintenance issues to a staff member or the Program Director immediately. Note: During the COVID-19 protocol, the locker areas will NOT be available for showing or changing clothing.

FINANCIAL AID

In addition to financial aid programs administered through the [UAB Office of Student Financial Aid](#) located at 1700 University Blvd. Lister Hill Library G20; Telephone 205/934-8223), there are scholarships available to students within the Department of Physical Therapy. At the appropriate time, students will receive the scholarship application with the due date via email.

UAB DEPARTMENT OF PHYSICAL THERAPY SCHOLARSHIPS

The Department of Physical Therapy offers scholarships for UAB DPT Students. The Program will send a call for applications during the spring and fall semesters to eligible students. Please visit the website for information regarding each scholarship: [DPT PROGRAM SCHOLARSHIPS](#)

ESSENTIAL FUNCTIONS OF A PHYSICAL THERAPIST

Essential Requirements of Physical Therapy Education

The physical therapy degree is recognized as a broad undifferentiated degree requiring the acquisition of general knowledge and basic skills in all applicable domains of medicine. The education of the physical therapist requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experience in preparation for independent and appropriated decisions required in practice. The current practice of physical therapy emphasizes collaboration among physical therapists, other health care professionals, the patient, and the patient's family.

POLICY

The University of Alabama at Birmingham Department of Physical Therapy endeavors to select applicants who can become highly competent physical therapists. As an accredited physical therapy program, the University of Alabama at Birmingham curriculum adheres to the standards and guidelines of the Commission on Accreditation for Physical Therapy Education of the American Physical Therapy Association. Within these guidelines, the University of Alabama at Birmingham Department of Physical Therapy has the freedom and ultimate responsibility for the selection and evaluation of its students, the design, implementation, and evaluation of its curriculum, and the determination of who should be awarded a degree. Admission and retention decisions are based not only on prior satisfactory academic achievement, but also on non-academic factors, which serve to insure that the candidate can complete the essential functions of the academic program required for graduation.

The Department of Physical Therapy is responsible to the public to assure that its graduates are fully competent and caring physical therapists, capable of doing benefit and not harm. Thus, it is important that persons admitted possess the intelligence, integrity, compassion, humanitarian concern, and physical and emotional capacity necessary to practice physical therapy. The Department of Physical Therapy, as part of the University of Alabama at Birmingham is committed to the principle of equal opportunity. The Department does not discriminate based on race, religion, national origin, sex, disability, and disabled veteran or Vietnam era veteran status. When requested, the University will provide reasonable accommodation to otherwise qualified students with disabilities.

PROGRAM

Technical standards, as distinguished from academic standards refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum, and the development of professional attributes required by the faculty of all students at graduation. The essential abilities required by the curriculum are in the following areas:

motor, sensory, communication, intellectual (conceptual, integrative, and quantitative abilities for problem solving and patient assessment), and the behavioral and social aspects of the performance of a physical therapist.

The University of Alabama at Birmingham Department of Physical Therapy curriculum requires that students possess the ability to master information presented in course work in the form of lectures, written material, projected images and laboratory demonstration.

The student must have the cognitive abilities necessary to master relevant content in basic science and clinical science courses at the level deemed appropriate by the faculty. These skills may be described as the ability to comprehend, memorize, analyze and synthesize material. He/she must be able to discern and comprehend dimensional and spatial relationships of structures and be able to develop reasoning and decision-making skills appropriate to the practice of physical therapy. The student must have the ability to take, and document in a patient's record, an appropriate history, and perform a physical examination. Such tasks require the ability to communicate with the patient and family. The student must also be capable of perceiving signs of disease, especially neuro-musculoskeletal dysfunction, as manifested through physical examination. Such information is derived from observation and palpation of the body surfaces, palpable changes in various organs and tissues, and auditory information (such as patient voice and heart tones).

The student must have the ability to discern skin, subcutaneous masses, muscles, bones, joints, lymph nodes and intra-abdominal organs (for example, liver and spleen). The student must be able to perceive the presence of abnormalities that are not within the musculoskeletal system, such as masses in the abdomen.

A major component of the practice of physical therapy is the assessment and management of movement disorders. Therefore, the student must have the ability, within reasonable limits of safety, to assist a patient in moving, for example from a chair to a bed, or from a wheelchair to a commode. The student must also have the ability to move him or herself and the patient in a three-dimensional space in order to perform motor function tests and treatments. Additionally, the student must be able to ensure the physical safety of a patient at all times.

The student must be able to communicate effectively with patients and family, physicians and other members of the health care team. The communication skills require the ability to assess all information, including the recognition of significant non-verbal communication and immediate assessment of information for appropriate and focused follow-up inquiry. The student must be capable of responsive, empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.

The student must be able to process and communicate information on the patient's status with accuracy, in a timely manner to physical therapist colleagues and other members of the health care team. This information then needs to be communicated in a succinct, yet comprehensive manner and in settings in which time available is limited. Written or dictated patient assessments must be complete and accurate. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervision and consultation in a timely manner.

The student must be able to understand the basis and content of ethical physical therapy practice. The student must possess attributes to include compassion, empathy, altruism, integrity, responsibility, and tolerance. The student must have the ability to function effectively under stress and to adapt to an environment, which may change rapidly without warning, and/or in unpredictable ways.

It is the responsibility of the student seeking accommodations of a disability to make his/her requests known and to present supporting documentation from his/her health care provider to Disability Support Services.

Based on the Essential Requirements of Physical Therapy Education at the University of Washington School of Medicine/Department of Physical Therapy. Modified and used with permission. Approved: Dept. PT Faculty. 7/9/99 Revised 01/2002; 12/2018; 06/2019.

CLINICAL EDUCATION POLICIES AND PROCEDURES

Introduction: Students will complete 4 full-time clinical education experiences. The first 5-week clinical education course occurs during semester 5 (year 2). Three terminal experiences occur during semesters 7 (spring, year 3), 8 (summer, year 3) and 9 (fall, year 3). Students will receive information about clinical education to include the policies and procedures at a meeting during the spring semester of year 1. Students are required to meet individually with clinical education academic faculty in the spring of the 1st and 2nd years in the program to discuss clinical education placements. Students can contact the Director of Clinical Education at any time via email.

Student physical therapist are to comply with all policies and procedures related to clinical education experiences as outlined in this section. Failure to comply with clinical education policies and procedures may result in referral to Student Performance Review Committee or remediation, and/or failure of a specific clinical education course.

Key Abbreviations:

- Director of Clinical Education = DCE
- Site Coordinator of Clinical Education = SCCE
- Clinical Instructor = CI
- Clinical Education Information System Database = CEIS Database

A. Dress Code

1. All information regarding dress code during clinical education experiences is available for review in the clinical education dress code section of the *Doctor of Physical Therapy: Student Handbook*.

B. Name Tags and Name Changes

1. Students are required to wear a UAB photo ID card, at all times, identifying the individual as a “Student Physical Therapist”. This clinical ID card differs from the UAB OneCard.
2. Students who misplace their clinical ID card need to contact the DCE to request a new clinical ID card. There is a \$5 charge, cash only, for a replacement card.
3. Students may also be required to wear an additional photo ID badges from the clinical site.
4. During clinical education courses, the name used to register at UAB for the course is the name students must use while in the clinic. Students who wish to change their name during a clinical education course must complete an official request for a name change through UAB OneStop.
5. Students should also notify the DCE of their intent to change their name via email. Once this process has been completed at the University level, the DCE will facilitate replacement of the clinical ID card with the updated name and notifying affected clinical site(s). Students are responsible for the cost associated with the updated clinical ID card. Questions on this process should be directed to the DCE. Information on the process of changing your name at the University level is available: <https://www.uab.edu/students/one-stop/change-name>
6. In some situations, the clinical education site may also require students to complete additional paperwork at the clinic to complete a name change during the midst of a clinical education experience.

C. Electronic Devices

1. Students are expected to contribute to the development of an optimal learning environment. Electronic devices (cell phone, smart watches, etc.) are permitted only during non-patient care times (i.e. lunch hour, breaks, etc.) Cell phone and/or electronic devices should be set to vibrate or shut off during normal clinic hours to prevent a distraction to you, patients/clients, staff members, and/or clinical instructors. Electronic devices (cell phones, tablets, smart watches) may not be used during patient care hours for personal reasons. Electronic devices, with permission of the clinic or clinical instructor, can be used for communication with clinic staff following clinic policies.

D. Attendance

Punctuality and reliability are essential elements of professional behavior. Problems with these issues are serious and may result in dismissal from the program.

1. Students are to report, ready to engage in the daily routine, to the assigned CI no later than the appointed time at the appropriate location.

2. Students need to notify the DCE via email if the workweek is different from the typical 8-hour, 5 days/week workweek or when the student is scheduled to work a weekend.
3. Each student shall attend clinic meetings, patient care, and in-services at the facility as designated by the CI responsible for the student's clinical education.
4. Clinical education experiences require full attention and attendance. Therefore, students should not plan activities/events during this time (i.e. vacations, weddings, or other events/functions, etc.) It would be helpful to discuss this with family prior to a clinical education experience, so they will avoid these dates as well.
5. Students in the class of 2021 have a total of two personal days for all full-time clinical education experiences they can take without having to make-up time. Students in the class of 2022 and 2023 have a total of three personal days throughout all four clinical education courses they can take without having to make-up time. Personal days must be approved by the student's CI and the DCE prior to taking time off, preferably two weeks before the scheduled time off.
 - a. Students cannot take personal days off during the final week of the clinical education experience.
 - b. Personal days are meant to be used to attend weddings, residency interviews, job interviews, NPTE (PT boards).
6. Attendances at national or state APTA events are considered excused absences. Students need to notify the DCE prior to starting the full-time clinical education course if their attendance will be affected by attending a professional conference. The DCE will consult with the SCCE/CI to gain approval of the absence. The clinic can disallow the student from participating in the event.
7. Students who require greater than five (5) consecutive days off during clinical education courses must first gain the approval of the DCE. The DCE will communicate with the SCCE/CI at the clinic regarding the attendance issue. Participation of scheduled clinical education experiences is a critical component of the clinical education aspect of the degree, Doctor of Physical Therapy. Prolonged absences may require an incomplete grade in the clinical education course.
8. Students may request up to two (2) days off from clinic without making up the time due to bereavement of a close family member. Students need to communicate this request with the DCE and SCCE/CI. Requests for additional bereavement time will be handled on an individual basis by the DCE in collaboration with the SCCE/CI.
9. If a clinic closes due to inclement weather, students need to communicate this information with the DCE. The DCE, in collaboration with the SCCE/CI, will determine if the student needs to make-up any missed time. Closure of UAB due

to inclement weather does not pertain to students during their full-time clinical education experiences.

10. In the case of illness or absence due to family emergencies, the student is to inform the CI and the DCE prior to the appointed starting time. Repeated days off due to illness will require a medical release to return to clinic.
11. Students who miss multiple days during any clinical education experience may need to make-up the missed time, as participation of scheduled clinical education experiences is a critical component of the clinical education aspect of the degree, Doctor of Physical Therapy. Repeated absences could result in remediation of a clinical education course.
12. Plans for make-up of missed time during clinical education courses are handled on an individual basis at the discretion of the respective CI, SCCE, and DCE. There are NO built in “off” days for clinic. Students must make-up missed days, if required, during the same clinical education course where the day(s) were missed.
13. Students are expected to work on holidays if the clinic is open.
14. Students may be required to work a weekend while in clinic. When this occurs, students may be given a scheduled day off for compensation of weekend work at the discretion of the clinic.
15. Information provided regarding attendance on the Clinical Performance Instrument (CPI) should match information the student has provided to the DCE. Failure to communicate regarding attendance may result in a referral to the Student Performance Review Committee for potential disciplinary action.

E. Liability Insurance

1. Each student is required to carry liability insurance each semester enrolled in the Doctor of Physical Therapy program. The insurance is made available through UAB at a minimal cost and is included in your tuition bill.
2. It is the responsibility of UAB to send a certificate of liability coverage to the clinics verifying the policy with applicable dates. Therefore, should a student be asked to provide this information, the student can forward this request via email to the DCE for fulfillment.

F. Health Insurance

1. All students are required to have health insurance each semester enrolled in the Doctor of Physical Therapy program. It is the student's responsibility to know their policy coverage when out-of-state or out-of-network for a clinical education experience.
2. All students must provide the DCE a copy of their health insurance card prior to their clinical education experience. If a student's insurance changes, he/she/they must provide the DCE a copy of the new insurance card.

G. Confidentiality

1. Students will comply with Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) guidelines including protecting health information in any format.
2. Students complete training on HIPAA and FERPA during their first semester in the academic program.
3. Student's academic standing cannot be shared with anyone without the written consent from the student.
4. Students may not use proprietary information from clinics without permission.

H. Prerequisites for Clinical Education Experiences

All prerequisite items must be completed, at minimum, 7 weeks prior to the start date.

1. Immunizations:
 - i. Each student should be prepared to present current proof of enrollment/coverage of personal health insurance upon arrival to the clinical education facility.
 - ii. Each student must have current immunizations and may be required to show proof of these items in the clinic or prior to their start date.
 - iii. Currently, some clinics are still requiring annual TB testing to confirm that employees, students, and volunteers are negative for TB. Therefore, the Department of Physical Therapy will continue to require annual TB testing to comply with these clinic requirements.
 - iv. All students are required to send the comprehensive list of their current immunizations to the DCE or other identified faculty member demonstrating compliance to the required health policies. Instructions to download this information is available on Canvas Course websites for clinical education. Please refer to the UAB Student Health or UAB School of Health Professions Student Health Policy for specific requirements.
2. CPR Training:
 - i. Students will be required to receive CPR training as a class in their first and sixth semesters. If students are absent from their CPR training, they will be responsible for completing CPR certification on their own. Acceptable levels of certification are *either BLS for the Healthcare Provider* (information available at <http://www.americanheart.org>), *CPR for the Professional Rescuer*, or *AED Essentials* (information available at <http://www.redcrossbirmingham.org>). Students are responsible for maintaining current CPR certification throughout all clinical education courses.

3. Confidentiality Training:

- i. Students are required to complete the online UAB HIPAA and FERPA training during the first semester in the program. Students submit certificates of completion of both online learning modules to the DCE by the designated date during the first semester in the program. Additionally, clinical sites may require students to complete additional HIPAA and/or FERPA training specific to their facility during a clinical education experience.

4. Clinic site training/orientation:

- i. Many clinics have their own requirements that students must complete prior to the start of a clinical education experience. The DCE will facilitate the completion of these clinic requirements, when known, directly with the student for each clinical education course. Students are responsible for consulting the Clinical Education Information System (CEIS Database) on campus to determine any prerequisite items including, but not limited to, additional paperwork, drug screens, criminal background checks, learning modules, or other security clearance information.

5. Drug Screen:

- i. By SHP Policy, students are required to complete a drug screen prior to placement in a clinical rotation. **Students are responsible for any associated expense.**
- ii. The DCE will provide students with information on the provider vendor to complete this requirement.
- iii. Students may be required by a clinical education site to complete a drug screen specific to the clinical facility during any clinical education course. **It is the student's responsibility to make these arrangements when required and pay associated expenses.**

6. Criminal Background Check:

- i. By SHP Policy, students are required to complete a criminal background check prior to placement in a clinical rotation. **Students are responsible for any associated expense.**
- ii. The DCE will provide students with information on the provider vendor to complete this requirement.
- iii. Students may be required to complete a criminal background check by the facility. **It is the student's responsibility to make these arrangements when required and pay associated expenses.**

I. Establishment of a New Clinical Site by Students

- 1. Students may not initiate direct contact with clinics of interest by any means at any time.

2. Students may send emails with information requesting a potential new clinical site to the DCE.
3. If a site initiates contact with a student, the student should redirect the clinic to communicate with the DCE.
4. The DCE will then follow the specific standard outlined in the UAB Department of Physical Therapy's Procedure for selection of a new site for clinical education. Students should be aware the process can take greater than one year and not all clinical sites are interested in partnering for clinical education purposes.

J. Procedures to Select Clinics for Full-Time Clinical Education Experiences

The UAB Department of Physical Therapy strives to assign students to clinics that provide structured and varied learning experiences. In aggregate, these clinical education experiences should address comprehensive patient/client management across the human lifespan and the spectrum of patient/client care. Students are assigned to clinical sites that meet eligibility criteria approved by the academic faculty. Students are able to go to all 50 states for their clinical education experiences assuming an established relationship exists with the clinic for the purpose of clinical education.

Prior to graduation students must complete one clinical in an acute care setting, one in an outpatient musculoskeletal environment, and one working with either adults or pediatrics with primary neuromuscular dysfunctions in any setting.

1. Selection process for full-time clinical:
 - a. Students chose clinical sites from a list of placements offered by the clinical facilities.
 - b. After reviewing information in the CEIS database, discussions with the DCE, and careful self-reflection, students submit a completed Preference Form to select their clinical(s) for the upcoming calendar year.
 - c. A computerized program randomly assigns students to clinic(s) based on information shared by the student on his/hers/their completed Preference Form.
 - d. Students review clinical assignment(s) and will be provided a brief opportunity to trade for open clinical placements.
 - e. Students review their final clinic assignments after trading and may appeal placements, as needed. Students will sign receipt of their assignments.
2. Academic faculty review all student placements prior to confirmation at the clinical site.
3. The DCE will engage the student should a clinic be unable to confirm a placement or cancels.

4. Students will not contact the clinical site until notified by the DCE to initiate contact.

K. Incident Reports

In the event of any accident or injury at the clinical site involving the student or patient/client who is receiving care from a student, the student should complete the UAB Incident Report Form posted on Canvas and fax/scan/email to the DCE. Department of Physical Therapy fax number is 205-975-7787. Students should maintain HIPAA compliance when completing an incident report on a patient/client. Students may also be asked by the clinical facility to complete a facility-based incident report. **Students must phone or email the DCE the day of the accident/injury to describe the incident and notify the DCE of what, if any, consequences occurred due to the incidence.**

L. Evaluation of Student's Performance

All clinical education courses are pass, fail, or incomplete. The DCE is responsible for assigning the final course grade for all clinical education courses. The DCE will determine acceptable levels of performance based on CI's ratings and comments, student rating and comments, discussions with the SCCE, as needed, and review of assignments associated with each clinical education course as outlined in the specific course syllabus.

1. Student performance problems:

- a. If a CI expresses "significant concerns" about a student's performance, the student may be subject to remediation, removal from the clinic, and/or dismissal from the program as evaluated on an individualized basis. The CI, in consultations with the DCE, may recommend specific objectives for remediation and the student may be placed on clinical probation.
- b. In some cases, students may be removed from the clinic for academic and/or non-academic remediation. In these situations, after success remediation, students will be required to demonstrate competency of knowledge, skills, and behaviors either in the same clinic facility or a different facility of the same type of assignment. Students would need to demonstrate definite improvement in stated objectives to successfully complete the clinical education course. The length of the assignment may be extended for remediation; thus, this may result in a delay in the graduation date. Such decisions are based on the objectives and student performance determined by the DCE in consultation with the clinical faculty involved.
- c. If the student fails to successfully complete the course objectives, they will fail the clinical education course receiving an "F" (Fail) with no opportunity for remediation and are subject to dismissal from the program.
- d. If a student's performance has compromised ethics or the safety of themselves, colleagues, and/or the patient/client, the clinical faculty and DCE

may determine that such a flagrant violation prohibits remediation. In this case, the student will receive a “F” (fail) with no opportunity for remediation and are subject to dismissal from the program.

- e. Failure of any clinical education course may be appealed in the same manner as any other academic course.

M. Attitude

Students are expected to demonstrate interest, ability, and aptitude for responsibilities in physical therapy. Unsatisfactory conduct may be considered grounds for probation or dismissal. Disregard for patients/client's welfare, disinterest in clinical education as shown by tardiness or unexcused absences, failure to cooperate in clinic assignments and discussions, and dishonesty in written assignments or examinations are examples of behaviors that can be interpreted as lack of interest and are considered unprofessional. **This is an especially important issue during all clinical education coursework.**

N. Sexual Harassment

The University of Alabama at Birmingham is firmly committed to providing an environment that is free of discrimination, including sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic evaluation, (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating or hostile working or education environment. Such behavior may violate federal law and/or give rise to personal liability for the results of such behavior. Consequently, UAB prohibits all forms of sexual harassment and will investigate complaints thoroughly and with the utmost seriousness.

A student who believes that he/she/they has been sexually harassed should report the incident promptly to the DCE and/or DPT Program Director.

Sexual harassment by a student is considered nonacademic misconduct, and the alleged student offender will be subject to the disciplinary process contained in the *Doctor of Physical Therapy: Student Handbook*.

O. Essential Requirements for Physical Therapy Students/Clinical Education

Fundamental tasks, behaviors, and abilities that are necessary to successfully complete the academic and clinical requirements of the program and to satisfy licensure/certification requirements have been outlined and are in the *Doctor of Physical Therapy: Student Handbook*. Students requesting disability accommodations must do so

in advance by using the policy outlined in the *Doctor of Physical Therapy: Student Handbook*. Requests for accommodations of known disabilities should be completed at the time that the clinical assignment requests are submitted.

P. Conflict Resolution

1. If feasible, students should attempt to resolve issues with the SCCE and/or CI, utilizing the DCE as a resource as needed.
2. The student has the right to appeal decisions made by either the clinical faculty or DCE using the following procedure:
 - a. The student will submit a dated, written statement outlining the concern(s) to the DCE.
 - b. The DCE will investigate as deemed appropriate and respond to the student within seven (7) working days.
 - c. If the student is dissatisfied with the decision of the DCE, they must notify the DCE of their intent to appeal to the Program Director.
3. Appeals regarding grades should be handled according to the SHP Academic Appeals process. Additional information on this process is available in the *Doctor of Physical Therapy: Student Handbook*.

Q. Technology

1. It is the student's responsibility to check their UAB email account daily. This is the primary mode of communication while students are away from campus. There may be times when communication is very time-sensitive.
2. Students are responsible for accessing Canvas, the online learning platform to access resources and assignments associated with clinical education courses.

R. Patient's Rights

Students must legally identify themselves as a student physical therapist and inform the patient/client that the patient/client has the right to decline physical therapy services from a student without risk of negative consequence.

S. Clinical Site Visits

The DCE or assigned faculty delegate may conduct a site visit either on-site or via the telephone. Site visits may be requested by the clinical site and/or the student. The DCE will rotate site visits based on frequency of use or requests with every attempt made to complete a site visit to each clinic within a seven-year rotating cycle.

T. Other

1. Students shall abide by the ethical guidelines set forth by the American Physical Therapy Association. Ethics violations are serious and may result in failure of the clinical education course and dismissal from the program.

2. Each student should have a copy of the *Doctor of Physical Therapy: Student Handbook* available at all times during clinical education experiences.
3. Students must successfully complete all required academic coursework prior to participating in scheduled clinical assignments.
4. **Due to the nature of clinical education, related policies are subject to change. The most current policies are available on Canvas within the course shell of the clinical education course in question. It is the responsibility of the student to review the most current policies prior to each clinical education course.**

DPT CURRICULUM

SEMESTER I:			
COURSE #	COURSE NAME	Course Director	CREDITS
PT700	Human Gross Anatomy I	Brooks	3
PT702	Functional Anatomy	Lein	4
PT730	Essentials of Human Physiology	Lowman	3
*PT713	PT Intervention I	Parish	3
*PT760	PT Professional Practice I	Morris	2
TOTAL			15
SEMESTER II:			
COURSE #	COURSE NAME	Course Director	CREDITS
PT701	Human Gross Anatomy II	Brooks	2
PT711	PT Examination I	Parish	2
*PT712	PT Examination II	Bullard	3
PT720	Pathology & Pharmacology for Movement Disorders I	Singh	3
PT731	Human Performance Physiology	Motl	3
PT790	Scientific Inquiry I	Hurt	2
SEMESTER III:			
COURSE #	COURSE NAME	Course Director	CREDITS
PT704	Analysis of Human Movement	Hurt	3
PT706	Neuroscience I	Christy	3
*PT714	PT Intervention II	Bullard	3
PT715	PT Intervention III	Lein	3
PT721	Pathology & Pharmacology for Movement Disorders II	Singh	3

TOTAL			15
SEMESTER IV:			
COURSE #	COURSE NAME	Course Director	CREDITS
*PT705	Human Movement dysfunction	Ithurburn	3
PT707	Neuroscience II	Morris	3
PT740	PT Management of Musculoskeletal Dysfunction I	Perez	5
PT761	Professional Practice II	York	3
PT798	Doctoral Level Non-Thesis Research (Scholarly Activity Project)	Christy	1
TOTAL			15
SEMESTER V:			
COURSE #	COURSE NAME	Course Director	CREDITS
*PT743	PT Management of Cardiovascular/Pulmonary Dysfunction	Lowman	4
*PT744	PT Management of Neuro-muscular Dysfunction I	York	3
PT791	Scientific Inquiry II	Ithurburn	2
PT798	Doctoral Level Non-Thesis Research (Scholarly Activity Project)	Christy	1
PT770	Clinical Education I	Pearce	4
TOTAL			14
SEMESTER VI:			
COURSE #	COURSE NAME	Course Director	CREDITS
PT741	PT Management of Musculoskeletal Dysfunction II	Perez	5

*PT746	PT Management of Neuro-muscular Dysfunction II	Wylie	5
*PT762	PT Professional Practice III	Morris	3
PT798	Doctoral Level Non-Thesis Research (Scholarly Activity Project)	Christy	1
TOTAL			14
SEMESTER VII: SPRING 2022			
COURSE #	COURSE NAME	Course Director	CREDITS
PT763	PT Professional Practice IV	York	2
PT764	PT Professional Practice V: Capstone Experience	Pearce	2
PT770	Clinical Education II	Pearce	9
TOTAL			13
SEMESTER VIII:			
COURSE #	COURSE NAME	Course Director	CREDITS
PT770	Clinical Education III	Pearce	9
TOTAL			9
SEMESTER IX:			
COURSE #	COURSE NAME		CREDITS
PT770	Clinical Education IV	Pearce	9
TOTAL			9
TOTAL CREDITS FOR DPT PROGRAM			119
Courses marked with * will incorporate <i>Integrated Clinical Experiences (ICE)</i>:			

INTEGRATED CLINICAL EDUCATION (ICE):

ICE OBJECTIVES

***Note: Due to the COVID-19 Pandemic, ICE activities were stopped in Spring of 2020 and will not resume until it is safe for students to return.**

During the first six semesters of the DPT program, you will be assigned to attend multiple clinical or community sites to gain exposure and experience working with individuals who may be healthy or unhealthy. You will be working with licensed physical therapists providing physical therapy services often in an interprofessional environment. In addition, these services may also be offered in pro bono settings. The purpose of the ICE is not to take the place of your clinical education experiences. However, we believe that these experiences will help prepare students for their clinical education experiences. The aims of these experiences are to allow first and second year students to:

- Develop interprofessional awareness
- Cultivate interprofessional skills
- Improve reflection
- Appreciate the roles of other health care providers
- Advance communication skills
- Appreciate community and pro bono services
- Apply newly learned psychomotor skills
- Interact with a diverse patient/client population
- Develop clinical teaching skills

Integrated Clinical Education (ICE) Student Objectives

Due to the variability of ICE clinics, not all of the objectives may be met, but most should be by the end of semester 6 of the DPT program. The purpose of these objectives is to provide a learning framework for you and clinical mentors to strive toward during ICE. Mentors will check off objectives met during each ICE visit. The same objective can be checked off more than once in a semester.

1. Complete a patient/client interview (Ex: chart review, review of symptoms)
2. Complete an interview with a patient/client to explore psychosocial determinants of health
3. Perform standardized tests and measures
4. Communicate appropriately with patient/client using best practice in health literacy (use of different types of questions, e.g. open-ended, options, yes/no)
5. Discuss with your ICE mentor how a patient/client would benefit from improving a lifestyle behavior
6. Discuss with ICE mentor how system interaction of disease and co-morbidities impact overall health

7. Assess your self-awareness, self-management, relationship awareness, relationship management in the ICE setting
8. Describe the roles of other health care professionals in the management of an individual's care
9. Communicate with other health professionals or health professional students concerning the care of patients/clients
10. Examine a patient/client using the movement system model
11. Modify exam and/or intervention based on medication, vital signs, blood glucose levels, exercise tolerance, or other signs and symptoms
12. Evaluate data from an examination to determine appropriate interventions
13. Provide intervention to patients/clients at an appropriate literacy level (includes education, HEP)
14. Discuss how the examination/evaluation process differs for a low-complexity versus high-complexity patient/client
15. Document an examination or screen appropriate to the ICE setting
16. Mentor first year students in the ICE setting including constructive feedback
17. Describe the community impact of providing pro bono care and the need for health care advocacy and policy change
18. Describe the role of PT in advocating for community and pro bono services
19. Describe how community and pro bono services are funded
20. Provide details on the assessment of the community impact of providing community and pro bono care and the need for health care advocacy and policy changes
21. Discuss the challenge in developing a pro bono or community service clinic

INTEGRATED CLINICAL EDUCATION (ICE) POLICIES AND PROCEDURES:

Doctor of Physical Therapy are to comply with all policies and procedures concerning Integrated Clinical Education (ICE) as outlined in this document. Failure to comply with ICE policies and procedures may result in remediation and loss of points in the course that this experience is embedded in every semester.

A. Dress Code

1. Students will wear clinical attire as outlined in the *Doctor of Physical Therapy: Student Handbook*

B. Name Tags and Name Changes

1. Students are required to wear a UAB photo identification (ID) card that states "Student Physical Therapist" at all times in the clinic; known as their yellow UAB clinical ID card. This card is yellow and green and differs from the UAB OneCard.

2. Students who misplace their yellow clinical ID card need to contact the Director of Clinical Education (DCE) to request a new yellow clinical ID card. There is a \$5 charge, cash only, for a replacement card.
3. During any ICE, the name used to register for the course is the name students must use while in these experiences as this name is linked to the liability insurance coverage. Students who wish to change their name during an ICE must complete an official request for a name change at the University.
4. Students should also notify the DCE of their intent to change their name. Once this process has been completed at the University level, the DCE will confirm with the student and facilitate replacement of the yellow clinical ID card with the updated name. Students are responsible for the cost associated with the updated yellow clinical ID card. Questions on this process should be directed to the DCE.
5. Information on the process of changing your name at the University level is available: <https://www.uab.edu/students/one-stop/change-name>

C. Cell Phones/Electronic Devices

1. Students are expected to contribute to the development of an optimal learning environment for themselves, their patients/clients, and ICE mentors. Cell phones and/or electronic devices are permitted only during non-patient care times (i.e. breaks, etc.). Cell phone and/or electronic devices should be set to vibrate or shut off during the ICE to prevent a distraction to you, patients/clients, clinical personnel, and/or ICE mentors. Cell phones may not be used during these experiences for texting, checking email, or making personal phone calls. Cell phones or other electronic devices, with permission of your ICE mentor, can be used for patient/client use, such as looking up information on the web and designing home programs.

D. Attendance

1. Students are to report to the assigned ICE mentor at the appointed time at the assigned location.
2. Each student shall attend meetings, clinics, and in-services at the facility as designated by the ICE mentor responsible for the student's ICE.
3. Students may request bereavement leave from the ICE site by communicating with the Director of Continuing Education and Community Outreach.
4. If UAB closes due to inclement weather, students will be excused from the ICE. If an ICE site closes due to inclement weather and UAB is not closed, the student will need to contact the Director of Continuing Education and Community Outreach.
5. In the case of illness or absence due to family emergencies, the student is to inform the Director of Continuing Education and Community Outreach no later than the appointed starting time. The student may communicate with the Director of Continuing Education and Community Outreach via email (dlein@uab.edu) or phone (205-934-0241).
6. Students who miss ICE will need to make-up the missed time by attending Equal Access Birmingham or another site as directed by the Director of Continuing Education and Community Outreach, as participation of scheduled ICE is a

critical component of the Doctor of Physical Therapy degree. Repeated absences may result in referral to the Student Performance Review Committee for Core Ability infractions

E. Liability Insurance

1. Each student is required to carry liability insurance each semester he/she is enrolled in the Doctor of Physical Therapy program. This is a Department of Physical Therapy requirement made by both the School and ICE partners. The insurance is made available through UAB at a minimal cost and is included in your tuition bill.
2. UAB is responsible for sending a certificate of liability coverage to ICE sites verifying the policy with applicable dates. Therefore, should a student be asked to provide this information, the student can forward this request via email to the Director of Continuing Education and Community Outreach for fulfillment.

F. Health Insurance

1. All students are required to have health insurance each semester enrolled in the Doctor of Physical Therapy program.
2. All students must provide the DCE a copy of their health insurance card prior to their first ICE. If a student's insurance changes, he/she must provide the DCE a copy of the new insurance card.

G. Procedures to Assign to ICE sites

1. The Director of Continuing Education and Community Outreach makes assignments for ICE.

H. Incident Reports

1. In the event of any accident or injury at the ICE site involving the student or patient/client while receiving care from a student, the student should complete the appropriate UAB Incident Report Form(s) listed below and email or fax (205-975-7787) the form(s) to the Director of Continuing Education and Community Outreach.
2. If the student is injured, the student should complete the UAB incident report for "employees, students, and visitors." [Incident Report Form](#)
3. If a patient/client is involved/injured, the student should complete the "Patient Incident Form." Please email Dr. Lein (dlein@uab.edu) to obtain this form.
4. The Director of Continuing Education and Community Outreach will forward the completed incident form(s) to UAB Risk Management on behalf of the student.
5. Students may also be asked by the ICE site to complete their own facility based incident report.
6. It is also essential that students phone or email the Director of Continuing Education and Community Outreach the day of the accident/injury to describe the incident and notify him/her of what, if any, consequences occurred due to the incidence.

I. Evaluation of Student Performances

1. Students' grades are dependent on participation, completing assigned surveys, and completing a reflection paper at the end of each semester of ICE

2. The total grade for ICE will be split evenly between the courses that house ICE
 3. The student will be provided a rubric concerning participation and the reflection paper. A student will complete the required ICE assignment 2 weeks after her/his last ICE within a semester. She/he will email her/his reflection to the Director of Continuing Education and Community Outreach.
 4. In addition, students will need to complete at the end of each semester the form showing the objectives that they met complete with ICE instructors' signatures. Students will give a copy or picture of the completed forms to the Director of Continuing Education and Community Outreach at the end of the semester.
- J. Attitude
1. Students are expected to demonstrate interest, ability, and aptitude for responsibilities in physical therapy. Students displaying unsatisfactory conduct will be referred to the Student Performance Review Committee for Core Ability infractions. Disregard for patients/client's welfare, disinterest in clinical activities as shown by tardiness or unexcused absences, failure to cooperate in ICE site activities, and dishonesty in or incomplete written assignments, are examples of behaviors that can be interpreted as lack of interest and unprofessional.
- K. Sexual Harassment
1. The University of Alabama at Birmingham is firmly committed to providing an environment that is free of discrimination, including sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic evaluation, (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or (4) of creating an intimidating or hostile working or education environment. Such behavior may violate federal law and/or give rise to personal liability for the results of such behavior. Consequently, UAB prohibits all forms of sexual harassment and will investigate complaints thoroughly and with the utmost seriousness.
 2. A student who believes that he/she has been sexually harassed should report the incident promptly to the Director of Continuing Education and Community Outreach and ICE mentor.
 3. Sexual harassment by a student is considered nonacademic misconduct, and the alleged student offender will be subject to the disciplinary process contained in the Doctor of Physical Therapy: Student Handbook.
- L. Essential Requirements for Physical Therapy Students participating in ICE
1. Fundamental tasks, behaviors, and abilities that are necessary to successfully complete the academic and clinical requirements of the program and to satisfy Licensure/certification requirements have been outlined and are in the *Doctor of Physical Therapy: Student Handbook*. Students requesting disability accommodations must do so in advance by using the policy outlined in the

Doctor of Physical Therapy: Student Handbook. For known disabilities, the process should be completed prior to the beginning of ICE.

M. Conflict Resolution

1. Conflict resolution will follow the guidelines outlined in the *Doctor of Physical Therapy: Student Handbook*
2. All complaints concerning ICE should first be brought to the attention of the Director of Continuing Education and Community Outreach

N. Technology

1. Students need to check their UAB email account daily. This is the primary mode of communication between faculty and students in the Doctor of Physical Therapy program. There may be times when communication is very time-sensitive.
2. All ICE documents will be housed on the Canvas sites of the courses that ICE is being housed.

O. Patient's/Client's Rights

Students must legally identify themselves as a UAB physical therapy student and inform the patient/client that the patient/client has the right to decline student services without risk of negative consequence.

P. Other

1. Students shall abide by the ethical guidelines set forth by the American Physical Therapy Association. Ethics violations are serious and may result in referral to the Student Performance Review Committee.
2. Each student should have access to a copy of the *Doctor of Physical Therapy: Student Handbook* to consult if needed.
3. **Due to the nature of change in clinical and community service, related policies are subject to change. The most current policies are available on Canvas within the course shells of the academic courses housing ICE. It is the responsibility of the student to review the most current policies prior to each semester that ICE is offered.**

MILESTONES FOR DOCTOR OF PHYSICAL THERAPY DEGREE PROCESS

1. Academic Advising:

A physical therapy faculty member will be assigned to serve as the student's academic advisor throughout the course of the program. The student and the advisor should meet throughout the program to confer about courses, core abilities, and other issues the student wishes to discuss.

2. Scholarly Activity Project:

Students will complete three semesters of PT 798 during the 2nd year of the program.

Students either will be assigned to work with a faculty research mentor or will participate in scheduled journal club meetings. The process for implementation of the Scholarly Activity Project is as follows:

- a) Semester 3: Faculty mentors will discuss specific projects and students will have the opportunity to request to be a part of a project or to participate in journal club. Students who are assigned to a faculty mentor will meet with the mentor to determine duties to begin in the spring (semester 4).
- b) Semester 4: Research students will spend a minimum of 30 hours over the semester working on the assigned project. Research projects will be faculty driven with students having a specific role in the project. Each student will keep a log of hours and specific activities (e.g. data collection; data entry; meetings). The faculty mentor will review the log. Students in journal club will attend scheduled journal club meetings and will prepare for each meeting by reading and analyzing each article.
- c) Semester 5: Activities will continue as in term 4.
- d) Semester 6: Each student group will submit an abstract outlining a case study (journal club) or research activities performed over the year. Students will present their work at the UAB DPT research symposium.

3. Successful Completion of All Coursework

Upon successful completion of all coursework, the candidate will be recommended for the Doctor of Physical Therapy degree by the Department of Physical Therapy.

4. Comprehensive Examination

Comprehensive examinations will be given to students in the Doctor of Physical Therapy program at the beginning of the 4th and 7th semesters and during the final semester of PT 770.

The purpose of the comprehensive examinations as endorsed by the faculty of the Department of Physical Therapy are as follows:

- 1. To identify areas of strength / weakness in the professional preparation of individual students.
- 2. To provide guidance for the continued preparation of each student to enter the practice of physical therapy.

Performance Standards:

- 1. **Comprehensive Examination #1** (spring of the 2nd year): This comprehensive examination will be made up of questions from the Dept. of PT course examinations.

Second year students who earn a score below 70% will remediate the examination content by the end of the 4th (spring) semester. The remediation plan will be determined by the Program Director.

2. **Comprehensive Examination #2:** The Federal State Board of Physical Therapy Examiners (FSBPT) Practice Examination & Assessment Tool (PEAT) will be purchased for all third-year students. Students will take the “Retired NPTE” practice test in a standardized setting. Students who score below 500 must meet with the program director to determine a plan of study.
3. **Comprehensive Examination #3:** The FSBPT PEAT will be purchased again for each student. Students will be required to complete the “Retired NPTE” practice test during the final PT 770 course. Students scoring below 625 may not apply to take the FSBPT before graduation. Students scoring 625 or better who wish to take the FSBPT Examination before graduation must present a plan for study to the program director by a date to be determined.

*Students/graduates are responsible for preparation for the [FSBPT National Physical Therapy Examination](#) once classroom and clinical faculty have judged performance in the professional degree program to be acceptable for successful completion of the program.

5. Completion of Application for Degree

Students must complete the *Application for Degree* during the Graduation prep session prior to leaving for the final clinical education course.

6. Final Program Review

Faculty and students will meet after the final clinical education experiences (PT 770, fall semester) prior to graduation, for a general discussion/feedback regarding experiences during the program. Students will complete paperwork regarding curriculum review and alumni data.

7. Hooding Ceremony

Students and faculty members are expected to participate in the hooding ceremony in December.

SECTION 4: DIRECTORY

SCHOOL/DEPARTMENT ADMINISTRATORS (JAN 2020)

NAME AND OFFICE	TITLE	PHONE
Andrew Butler, PhD SHPB 630D	Dean	205-934-5149
Donna Slovensky, PhD SHPB 660	Senior Associate Dean for Academic and Faculty Affairs	205-975-8034
Tracee Synco, PhD SHPB 230	Assistant Dean for Student Recruitment, Engagement and Success	205-996-7191
David Morris, PT, PhD, FAPTA SHPB 383	Chair, Department of Physical Therapy	205-934-0418
Jennifer Christy, PT, PhD SHPB 346	Director, Doctor of Physical Therapy Program	205-934-5903
William Reed, DC, PhD and Brooks Wingo, PhD Webb 318A (Reed) and SHPB 385 (Wingo)	Interim Co-Directors, PhD Program in Rehabilitation Science	205-934-3261 (Reed) 205-934-5982 (Wingo)

SHPB=School of Health Professions Building

FACULTY (JANUARY 2020)

<u>NAME</u>	<u>SPECIAL INTERESTS</u>	<u>OFFICE</u>
Cara Bullard, PT, DPT Instructor 205-996-1359 cms144@uab.edu	Therapeutic Interventions Musculoskeletal Disorders	SHPB 362
Carmen Capo-Lugo, PT, PhD Assistant Professor 205-934-3566 capolugo@uab.edu	Health Services Research Stroke	SHPB 371
Jennifer Christy, PT, PhD Associate Professor Director, DPT Program 205-934-5903 jbraswel@uab.edu	Pediatrics Neuroscience Vestibular Rehabilitation	SHPB 346
Christopher Hurt, PhD Assistant Professor 205-934-8517 cphurt@uab.edu	Functional Mobility and Balance in Aging or Neurological Populations	SHPB 334
Matthew Ithurburn, PT, PhD, DPT Assistant Professor 205-975-9994 mpi@uab.edu	Sports Medicine Biomechanics Muscle Performance	SHPB 386
Donald Lein, PT, PhD Associate Professor Director of Continuing Education & Community Outreach 205-934-0241 dlein@uab.edu	Therapeutic Interventions Musculoskeletal Disorders Functional Anatomy Health Promotion	SHPB 376
John Lowman, PT PhD Board Certified Cardiopulmonary Clinical Specialist Associate Professor Telephone: 205-934-5892 jlowmman@uab.edu	Cardiovascular & Pulmonary PT Exercise Physiology Cystic Fibrosis Critical Care	SHPB 344

David Morris, PT, PhD, FAPTA Professor Chair, Department of Physical Therapy Telephone: 205-934-0418 morrisd@uab.edu	Constraint-Induced Therapy Health Promotion Aquatic Therapy	SHPB 383
Rob Motl, PhD Professor Associate Director of Research for the UAB/Lakeshore Research Collaborative 205-934-5905 robmotl@uab.edu	Health Behavior Neuroscience Multiple Sclerosis	SHPB 336
Tara Pearce, PT, DHS Assistant Professor Director of Clinical Education 205-934-5964 tpearce@uab.edu	Neuromuscular Disorders Clinical Education Professional Practice	SHPB 332
Ashley Parish, PT, DPT Board-Certified Cardiopulmonary Clinical Specialist Assistant Professor 205-975-1976 ashbrown@uab.edu	Cardiovascular & Pulmonary PT Pediatrics Patient Simulation	SHPB 372
Patty Perez, PT, DScPT Board-Certified Orthopedic Clinical Specialist Assistant Professor 205-975-1977 perezp@uab.edu	Musculoskeletal Disorders	SHPB 387
William Reed, DC, PhD Associate Professor 205-934-3291 wreed@uab.edu	Neuroscience Manual Therapy Proprioception	Webb 318A
Harshvardhan Singh, PhD Assistant Professor 205-996-1413 hsingh@uab.edu	Bone-Muscle Interaction Musculoskeletal Rehabilitation	SHPB 384

Sheree York, PT, DPT Assistant Professor Board Certified Pediatric Clinical Specialist 205-934-0419 yorks@uab.edu	Pediatrics Professional Practice Administration	SHPB 374
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RETIRED FACULTY (JANUARY 2021):

Cara Adams, PT, MS, Associate Professor Emerita

Joan Bergman, PT, PhD, Professor Emerita

Diane Clark, PT, DScPT, MBA, Associate Professor Emerita

Jo Ann Clelland, PT, MS, Professor Emerita

Betty Denton, PT, MA, Associate Professor Emerita

Kennon T. Francis, PhD, Professor Emeritus

Terry R. Hoobler, PT, MA, Associate Professor Emeritus

Cheryl Knowles, PT, MS, Associate Professor Emerita

Dorothy Pinkston, PhD, FAPTA, Professor Emerita (deceased)

Robert Harden, Professor Emeritus (deceased)

STAFF (JANUARY 2021)

NAME	AREA OF RESPONSIBILITY
Connie Bonds Administrative Supervisor Telephone: 205-934-5909 SHPB 382 bondsc@uab.edu	Department Administrator & Staff Supervisor
Jonathan Dickson Program Manager I Telephone: 205-934-5901 SHPB 370 Dickson1@uab.edu	Research Administrator
Tawny Fowler Office Associate II Telephone: 205-934-3566 SHPB 360X tafowler@uab.edu	Office Support
Elisa Lewis Program Coordinator II Telephone: 205-934-4644 SHPB 381 Elewis06@uab.edu	PhD Program
Scarlett Naftel Program Coordinator II Telephone: 934-4363 SHPB 375 snafte1@uab.edu	DPT Program Admissions and Students

ALAPTA LEADERSHIP (JANUARY, 2021):

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Secretary Dominique Forte, PT, DPT	Treasurer Vanessa LeBlanc, PT, DPT
Chief Delegate Andrea Bowens, PT, DPT	PT Representative-at-Large Blair Saale, PT
PTA Representative-at-Large T-Michael Dougherty, PTA, MPA	Immediate Past-President Andrea Johnson, PT, DPT

APTA LEADERSHIP (JANUARY, 2021)

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