



**LONG ISLAND UNIVERSITY  
DOCTOR OF PHYSICAL THERAPY PROGRAM**

**CLINICAL EDUCATION STUDENT MANUAL**

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## **INTRODUCTION**

This manual contains an important collection of clinical education information, policies, guidelines, and documentation for the Doctor of Physical Therapy students at Long Island University. The manual serves as a resource as the student progresses through the clinical education portion of the curriculum and should be read by each student and kept as a reference for future questions on these matters.

As University and professional guidelines change from time to time, the faculty and administration reserve the right to modify the information included herein without notice. Students will be advised of any changes as they are approved.

Consult the *Long Island University, Brooklyn Campus Graduate Bulletin* and the *Division of Physical Therapy Student Handbook* for further information. The student maintains the responsibility to know and abide by the guidelines and expectations of the Brooklyn Campus and the Division of Physical Therapy of Long Island University.

## **PHILOSOPHY OF CLINICAL EDUCATION**

The clinical education program is an integral part of the curriculum and provides an opportunity for students to acclimatize to various modes of physical therapy practice. Students receive the opportunity to practice hands-on skills and explore the multi-faceted role of the physical therapist in today's health care environment. Through clinical education, the students are able to apply their classroom knowledge to real patient examination, evaluation and intervention. Students will gain self-confidence and make improvements in the generic abilities and core values necessary to practice as a physical therapist. Students successfully complete the professional course of study after demonstrating competence in skills required for a physical therapist to practice at the entry level. The experience gained will also help students prepare for licensure examinations in physical therapy.

Students are expected to have a mature and professional approach to clinical education. The student should take the role of an adult learner and make the most out of his or her clinical experience. Active participation in setting behavioral goals and self-assessment are essential to the role of a reflective practitioner. Students should be familiar with the APTA's '*Professionalism in Physical Therapy: Core Values*'. (Appendix B)

Student responsibilities in the educational process include maintenance of academic standards, demonstration of professional and ethical behavior, the provision of updated medical information, and timely completion and submittal of all required documentation.

## **IMPORTANT ABBREVIATIONS**

**ACCE** – Academic Coordinator of Clinical Education  
**CCCE** – Clinic (Center) Coordinator of Clinical Education  
**CI** – Clinical Instructor  
**CPI** – Clinical Performance Instrument

## CLINICAL PRACTICE COURSE OF STUDY

There are a total of thirty-seven (37) weeks of **full-time** clinical education experience in the curriculum. At the culmination of the program, the student will be expected to provide independent professional entry-level physical therapy services. Please refer to the *Minimum Required Skills for a Physical Therapist Graduates at Entry –Level* and see Appendix D for Course Descriptions.

PT 850: CLINICAL PRACTICE I: Six (6) weeks, 4 credits. Fall session of the second year of study

PT 950: CLINICAL PRACTICE II: Nine (9) weeks, 5 credits. Summer II session of the third year of study

PT 955: CLINICAL PRACTICE III: Eleven (11) weeks, 8 credits. Spring session of the third year of study

PT 956: CLINICAL PRACTICE IV: Eleven (11) weeks, 8 credits. Spring session of the third year of study

Focus/content area of Clinical Practice Courses I-III will provide the student experience in the acute care, rehabilitation, and out-patient settings. Clinical Practice IV provides the student the opportunity to select an elective area of interest. This area should correspond to one elective seminar taken during the fall semester of the third year during PT 995. The ACCE and faculty reserve the right to decide the elective clinical practice course for students with deficiencies in any particular area of clinical practice.

## CLINICAL EDUCATION POLICIES

All Clinical Education Policies have been designed to adhere to those of the Division of Physical Therapy and of Long Island University in general. However, due to the specific nature of any professional program, certain more “restrictive” or “prescriptive” clinical education policies exist. Students must recognize that the clinical education manual and course syllabi serve as a **contract** between students and faculty.

### CLINICAL PRACTICE DATES

- The dates for clinical practice courses are pre-arranged and constitute part of the contractual agreement between the University and each clinical site. As a result, adherence to the planned schedule is mandatory. **Do not ask the ACCE to modify these plans to accommodate your personal situation.**
- Students who are unable to fulfill clinic practice requirements during the pre-arranged curricular sequence will be expected to take the course during the next scheduled clinical rotation (each clinical course is given once a year). Decisions regarding make-up clinical practice courses will be at the discretion of either the Academic Progress Committee or Professional Development Committee.
- Each clinical site has its own specific clinical practice schedule. This schedule may not be the typical Monday through Friday work week. It is the student’s responsibility to adhere to the clinical site’s schedule.

### CLINIC PRACTICE ATTENDANCE

- Students are expected to attend clinic daily. Except for illness, emergencies, and religious holidays, there are no acceptable reasons for clinic absences. **ALL absences MUST be made up.** Absences due to illness longer than two days require a doctor's note.
- Extended absences due to illness (3 days or more) require written approval of a physician for return to the clinic. A medical release form is located in Appendix E.
- **All clinic absences must be reported to your assigned CI and the LIU ACCE.** Calls must be made to the division office (718-488-1063) by 9:00 AM **and** one hour prior to clinic reporting time.

- In the event that an absence occurs, the make-up day(s) will be scheduled at the clinical site's convenience. This may result in the report of your grade for a clinical practice as an "Incomplete" until your time is made up. If the clinical site cannot accommodate make-up arrangements, an incomplete grade will be given for that clinical practice course until other arrangements can be made.
- **Punctuality is of critical importance in clinical practice.** Repeated tardiness constitutes a serious problem. If you must be late, telephone your supervisor by the time you were to begin your workday to notify him or her as to the time of your arrival. Missed time will need to be made up and may hamper successful completion of the clinical requirements.
- Should you receive a summons for **jury duty**, you may request a letter from the Division Director indicating your status as a student enrolled in a full-time academic program. Please see the Division secretary to get a letter verifying your student status.

### STUDENT ASSIGNMENT TO CLINICAL EDUCATION SITES

- Each student will be assigned a placement in a clinical site by the ACCE.
- Considerations for the student placement in clinical education sites include:
  - a. Clinical Practice Objectives
  - b. Clinical site's availability to accommodate students
  - c. Geographic location
  - d. Student's preference
- If the clinical practice site must cancel the affiliation after the student has been assigned placement, the ACCE will place the student at another site based on current clinic availability and student's needs.
- Students are responsible for all travel/commuting costs related to their clinical experience.
- If a student wishes to attend a clinical site out-of town, where LIU does not have an existing contract, a minimum of 12 months will be necessary to establish a contract and will be at the discretion of the ACCE. All requests for clinical placements should be submitted to the ACCE in writing.

### SELECTION OF CLINICAL EDUCATION SITES

- The ACCE is responsible for determining if a clinical site meets the APTA standards for selection of clinical education centers. (Appendix H)
- The APTA Clinical Site Information Form (CSIF) is requested annually from each clinical education site. This form provides information on the education and training of the physical therapists, information on the services provided, and information on learning opportunities at each site. The CSIFs are kept in the ACCE's office and are available for student review.

### CLINICAL AFFILIATION AGREEMENTS

LIU requires a signed legal contract with the clinical site in order to allow clinical education programs. The CCCE and the ACCE work with their respective legal representatives to facilitate the contract process. The processing of these contracts can take several months, up to 1 year. If a student is interested in initiating a contract with a new clinical site, he or she should submit a request in writing to the ACCE as early as possible.

### SPECIAL ACCOMMODATIONS

LIU and the APTA are committed to the Americans with Disabilities Act (ADA) and believe in equal opportunities for all students in the program. If a student believes that he or she may require special accommodations for any type of disability that may affect clinical practice performance, it is the student's responsibility to inform the clinical site prior to beginning the clinical experience. The ACCE will be available to work with the student and the clinical center to assure *reasonable accommodation* upon the student's request. The student must be able to perform the **Essential Functions** and to demonstrate the skills required for safe and effective practice of physical therapy. (Appendix C)

### ATTIRE

- Women are required to wear a modest blouse, tailored slacks, and soft-soled shoes. Men are required to wear a shirt with a tie, tailored slacks, and soft-soled shoes. Sneakers/athletic shoes are not acceptable. A white laboratory coat is worn over the uniform unless clinical site policies mandate otherwise.
- Students **must** wear a Long Island University personal name pin at all times in the clinic.
- The student may be required to wear a specific uniform for the clinical site with which he or she is affiliating. The student should inquire about this prior to attending the clinical site. *Be aware that most facilities have an established dress code.*
- Heavy perfumes must be avoided, because they may constitute an irritant to patients or co-workers.
- Nails must be kept short and clean. Polish should be conservative.
- Jewelry must be kept to a minimum. No dangling earrings or necklaces are allowed.
- Neatness and modesty are important in a health care setting, so be meticulous in your grooming while attending clinical practice courses. When in doubt regarding the appropriateness of your uniform, choose conservatively.

### PROFESSIONAL BEHAVIOR AND ATTITUDE

- All Physical Therapy students must abide by the American Physical Therapy Association's **Code of Ethics**. (Appendix A)
- All students should continue to work on their plan for professional development, as discussed with their Generic Abilities advisor throughout the course of the clinical practice courses and be knowledgeable in the expectations of **Generic Abilities** upon completion of the program.
- All students should be striving to achieve their highest level of professionalism as defined by the APTA's **Professionalism in Physical Therapy: Core Values**. (Appendix B)
- Students are expected to behave professionally 100% of the time. **Students demonstrating unprofessional behavior shall expect to fail their clinical practice course regardless of their performance in other skill areas** and will come under review of either the Professional Development Committee or Academic Progress Committee.
- Clinical Instructors and all staff at the clinical site should be regarded in the same capacity as academic faculty regarding personal/social relationships.

- Expected professional behavior includes demonstrating respect and using discretion and diplomacy when working with clients, as well as with co-workers and the supervisory mechanism under which you work.
- Confidentiality, referral legality, and the use of sound judgment are also aspects of professional behavior.
- Included in the category of professional behavior are proper attire, timeliness, and attendance.
- Students are responsible to follow all policies and procedures of the clinical site in addition to those outlined in this manual and the *Division of Physical Therapy Student Handbook*.

## DOCUMENTATION

All documentation written by a student should be signed with ‘Student Physical Therapist’ or ‘Student PT’ after the student’s name and must be co-signed by the supervising licensed physical therapist. New York State does **not** accept the initials ‘SPT’ for student physical therapists.

## IMPORTANT RESOURCES

There are many people available to the student for guidance during the clinical education experience. If any situation should arise where the student needs clarification or to discuss a concern, the student should speak directly to the CI. If the student is not comfortable speaking to the CI on any specific issue, *the student is responsible to voice his or her concern* to the CCCE at the clinic. The student also has the option of contacting the ACCE, Generic Abilities advisor, or any other appropriate faculty member at the Division of Physical Therapy at LIU for any questions or concerns that are not resolved at the clinic. ***Issues can only be effectively addressed in a timely manner if they are brought to the attention of the appropriate individual.***

## ACADEMIC STANDARDS

- The clinical practice courses are designed to complement and/or augment the classroom study. Therefore, the sequence of clinical practice is essential to a complete professional education.
- Students must complete each clinical practice course with a "C-" grade or better **and** maintain a cumulative grade point average of at least 2.75. Failure to do so may result in dismissal from the Physical Therapy Program as determined by either the Academic Progress Committee or the Professional Development Committee. (Student Handbook, Division of Physical Therapy, pp.12-15)
- Students on academic probation must come before the Academic Progress Committee prior to attending clinical practice courses.

## CLINICAL PRACTICE GRADING GUIDELINES

- **PT 850: Clinical Practice I is graded Pass/Fail.** Students must achieve a passing grade in each of three categories and submit all completed paperwork to receive a passing grade for the course.
  - Clinical Performance based upon the CPI, mid-term evaluation, and other faculty interactions with the clinical instructor
  - In-Service presentation
  - Written assignment
- Failure to meet the grading criteria for clinical performance or the CPI (Appendix F) may result in dismissal from the Physical Therapy Program, as determined by either the Academic Progress Committee or the Professional Development Committee.
- If a student does not achieve a passing grade in the in-service or written assignment, he or she will receive an “Incomplete” in the course until the assignment is successfully made up.
  
- **PT 950, 955, and 956: Clinical Practices II, III, and IV are graded on the A-F scale** (please remember that LIU does not acknowledge ‘D’ grades for graduate level courses). Students must achieve a grade of ‘B’ or better on Clinical Performance and submit all completed paperwork to receive an acceptable grade for the course. Weighting of the clinical practice grade is based on the following criteria:
  - Clinical Performance based upon the CPI, mid-term evaluation, and other faculty interactions with the clinical instructor. Also included are Professional Behaviors, Timeliness and Paperwork requirements (70%)
  - In-Service Presentation (10%)
  - Written Assignment (20%)
- Failure to meet the established standard associated with grading criteria for clinical performance or the CPI (Appendix F) may result in dismissal from the Physical Therapy Program, as determined by either the Academic Progress Committee or the Professional Development Committee.
- If a student does not achieve a passing grade in the in-service or written assignment, he or she will receive an “Incomplete” in the course until the assignment is successfully made up. Any passing repeat/make-up in-service or written assignment will be given the grade C- (70%).
  
- If it is determined that the student has failed a clinical practice course, the student will come before either the Academic Progress or Professional Development Committee. The student may be required to complete another clinical practice course of at least the same duration. If the severity of the issues warrants remediation, the student must complete and pass the assigned remediation process prior to completing another clinical practice course. **The Academic Progress Committee or Professional Development Committee may decide to dismiss a student from the program based on failure of a clinical practice course.**
  
- In the case that unusual circumstances may precipitate a decrease in clinical practice performance by the student, the student may be granted permission to repeat the clinical practice course by either the Academic Progress Committee or Professional Development Committee. (Student Handbook, p.15).
  
- Under no circumstance shall a student be allowed to take any individual clinical practice course more than twice.
  
- A student shall not be allowed to repeat more than one clinical practice course.

## ASSESSMENT OF CLINICAL PRACTICE PERFORMANCE

- The CPI is used to evaluate the clinical performance of the student, in combination with the mid-term evaluation and any other feedback provided by the CI to the ACCE or other faculty member throughout the clinical practice course. (Appendix F)
- The evaluation process occurs at the clinical site based on objective measurements used by the CI. The CI observes, documents, and validates the student's performance.
- Assessment of student clinical performance is measured against the standard of competence and is evaluated by the demonstration of **independent, safe, and effective** performance of specific skills and sub-skills that correspond to the behavioral objectives of the clinical practice course.
- Performance on each of the skills and sub-skills pertinent for a specific clinical practice course are assessed using the standard of the performance for an entry-level graduate physical therapist. Please refer to the *Minimum Required Skills of Physical Therapist Graduates at Entry-Level*.
- The student is expected to achieve competence in all areas for which the student has been academically prepared prior to the clinical practice course and has received adequate exposure to during the clinical practice course. This does not mean the student is expected to achieve competence by the end of the first day in clinic, nor even at mid-term, but rather should be striving to meet his or her clinical objectives by the end of the clinical practice course. As he or she progresses through the curriculum, the student is expected to build upon learned competencies.
- The student should become familiar with the course objectives and the criteria for successful completion of Clinical Practice (Appendix G) before beginning each clinical practice course.
- The evaluation is performed and the results documented at both mid-term and final time periods.
- A copy of the completed evaluation, signed by the student and the CI, is kept in the student's record in the Division of Physical Therapy. The student may request a copy of the CPI for his or her own records.
- Grades are assigned by the ACCE based on review of the CPI and consultation with the CI, CCCE, and student as needed. **THE CI DOES NOT DETERMINE THE STUDENT'S FINAL GRADE, BUT DOES HAVE THE POWER TO RECOMMEND TERMINATION OF A CLINICAL PRACTICE COURSE IF NECESSARY.**
- The ACCE or another faculty member will make at least one on-site visit to meet with the CI and the student around the mid-point of the clinical practice course. If the student is attending a clinical site outside of a reasonable distance from LIU, the faculty member may conduct this 'visit' by phone. Additional visitation may occur as requested by the student, CI, CCCE, or ACCE.
- A learning contract (Appendix E) will be written for any student having difficulty meeting the objectives of the clinical practice course. The learning contract is developed by the CI, student and ACCE with specific objectives that address any deficits detected in student performance. Student performance will be reevaluated after a predetermined period of time. If the objectives of the learning contract are not met, the clinical practice course may be terminated. If a clinical practice course is terminated, the student will come before either the Academic Progress Committee or the Professional Development Committee as appropriate.

## ACADEMIC REQUIREMENTS FOR CLINICAL PRACTICE

## TIMELY SUBMISSION OF PAPERWORK

**All paperwork is due to the ACCE on the first day of class after completion of the clinical practice course.** Timely completion of all paperwork is a requirement of all clinical practice courses. If any or all paperwork is not complete, the student will receive an “Incomplete” for that clinical practice course. Timely submission of paperwork accounts for 5% of the clinical practice grade for PT 950, 955, and 956. Paperwork will be considered incomplete if identifying data is missing. Paperwork missing data will be returned to the student for completion and will be considered late.

## STUDENT SELF-EVALUATION (Appendix E)

- The student practices self-assessment at each phase of clinical practice. Using a copy of the CPI, the student rates his or her performance in the clinic during the mid-term and final weeks of the clinical practice course. Exemplar situations should be identified to support opinions as often as possible.
- The purpose of the student self-evaluation is to help the student assess his or her own strengths and weaknesses and to see how the self-evaluation compares with that of the supervisor. The process also serves as a useful tool for setting goals for clinical practice.
- **Failure to complete the self-evaluation may result in a failing grade for that clinical practice course.**

## WEEKLY PLANNING FORM (Appendix E)

The Weekly Planning Form is to be completed at the beginning or end of each week with the CI. The purpose of this form is to assist the student in assessing his or her progress in the previous week and direct in setting goals for the upcoming week. The form also enables the student to give the CI feedback on the experience (supervision, feedback communication).

## EVALUATION OF CLINICAL EXPERIENCE BY STUDENT (Appendix E)

LIU utilizes the APTA’s **Physical Therapist Student Evaluation: Clinical Experience and Clinical Instruction** form. The purpose of this evaluation is to help the Division of Physical Therapy determine the value of the clinical experience from the student’s point of view and to provide important information about the clinical experience. These evaluations of the clinic also assist the Division in gathering feedback on the clinical education program. Please be as objective and concise as possible in your comments.

## WRITTEN ASSIGNMENT

There will be one written assignment due upon completion of each clinical practice course. Detailed assignments will be provided to the student in advance of beginning the clinical practice course. Assignments are designed to analyze clinical decisions using evidence based practice. The written assignment will count for 20% of the clinical practice grade for PT 950, 955, and 956. Students must achieve a passing grade on the written assignment. HIPAA violations and plagiarism will result in an automatic failure of the assignment.

## IN-SERVICE PRESENTATION

The student is required to present one (1) in-service to the staff during each of his or her clinical practice courses. The in-service will be graded using the In-service Presentation Assessment Tool (Appendix E), and will count for 10% of the grade for PT 950, 955, and 956. Students must achieve a passing grade on the in-

service presentation to pass the clinical practice course.

## NON-ACADEMIC REQUIREMENTS FOR CLINICAL PRACTICE

### LIABILITY INSURANCE

All clinical sites require liability insurance coverage. The fee for the liability insurance has been included as part of the student activities fee. The ACCE will complete the processing of the policy. Under no circumstances may a student participate in any clinical practice activity without current liability insurance.

### MEDICAL EXAMINATION

- Each student is required to have a complete physical examination by a physician prior to participating in any clinical practice course. (Appendix E)
- A completed copy of the student health form must be submitted **annually**. The original copy of the health form must be submitted to the Department of Health Services (Room Z 114) and a copy must be kept on file in the Clinical Education Office.
- Unless there is a current physical examination form on file with the ACCE, the student cannot participate in the clinical practice course. Examinations are valid for a period of one year.
- The student maintains the responsibility to send a copy of the health form to the clinic four (4) weeks prior to the beginning of the clinical experience. **If the health form is not received on time at the clinical site, the student will not be able to start his or her clinical practice course.** In such a case, the student maintains the responsibility to make up any and all lost time at the clinical center's convenience.
- Each student is required to have titers drawn for measles, mumps, rubella, and varicella. Titers need only be drawn once, however, the results of the titers must be attached to all subsequent health forms. If the titers are negative for immunity, you must provide written documentation.
- A Mantoux test (TB test) is required annually. If there is a positive result on the tuberculin test, a chest roentgenogram is also required
- Students are strongly recommended, though not required, to receive the vaccinations for Hepatitis B and meningococcal meningitis. Should you decline the vaccination(s), you will be required to sign a statement of declination.
- Should a student's health status change after a health form is submitted to the ACCE and before participation in a clinical practice course, a medical release from a physician will be required before the student can participate in the clinical practice course.
- Should a student's health status change during a clinical practice course, resulting in excessive absences (>3 days), a medical release from a physician will be required for the student to continue the experience.
- Individual clinical sites may request additional medical information from the student. The student should find out this information **prior** to attending the clinic. The student has the responsibility to fulfill these requirements in order to participate in the clinical experience.

## HEALTH INSURANCE

As a Clinical Student of Long Island University you are required to maintain valid health insurance which includes routine, emergency, non-emergency and hospital care in the New York metropolitan area, Nassau and Suffolk counties.

According to the contract established with our clinical sites, the clinical sites have the responsibility to provide emergency medical care to students who become ill or injured while on the clinical center premises. The student has the responsibility to absorb all costs related to his or her care.

## OSHA BLOOD BORNE PATHOGENS TRAINING

According to the Occupational Safety and Health Administration (OSHA) guidelines: All employees, volunteers, and students who are at risk of exposure to blood and body fluids must be advised of OSHA's blood borne pathogens standards. LIU will provide training on blood borne pathogens.

## HIPAA TRAINING

Effective April 14, 2003, all students must be trained in following strict Health Insurance Portability and Accountability Act (HIPAA) guidelines. LIU will provide training on HIPAA guidelines.

## CPR CERTIFICATION

Some clinical sites require CPR certification prior to the initiation of the clinical experience. Should the student be placed at such a site, the student has the responsibility to acquire certification. In order to ensure the safest experience for the student and the patients, the Division of Physical Therapy highly recommends that all students obtain certification.

## CRIMINAL BACKGROUND CHECKS

Some facilities require criminal background checks and fingerprints. The student has the responsibility to fulfill the appropriate requirements of the clinical site and absorb all costs associated with these checks if they are not covered by the clinical site.

## STUDENT DATA FORM (Appendix E)

Prior to every clinical practice course, each student must complete and return to the ACCE a student data sheet. This form provides the clinic with the student's emergency contact information, as well as information on the student's prior clinical experience, objectives, and learning style.

## INTERVIEWS

The ACCE will inform students which clinical sites may require an interview. If an interview is required, the student should confirm PRIOR to attending the clinic.

## APPENDICES



**Doctor of Physical Therapy Program**

I, \_\_\_\_\_, have received and reviewed the Clinical Education Student Manual for the Doctor of Physical Therapy Program.

I recognize that some of the policies and procedures contained therein differ from those listed in the Long Island University Undergraduate and Graduate Bulletins and the Division of Physical Therapy Student Handbook. By my attendance in this Program and by this signed statement, I agree to conform to the requirements and procedures in this Manual.

Signature \_\_\_\_\_ Date \_\_\_\_\_

