

Policies and Procedures Manual
Department of Physical Therapy, College of Nursing and Health Sciences
Florida International University

This manual was approved as a replacement to all previously approved and implemented policies and procedures by unanimous vote of the faculty on March 12, 2008.

Disclaimer: Florida International University and the Department of Physical Therapy policies, procedures, requirements and regulations are continually subject to review in order to serve the needs of the University/School's publics and to respond to the mandates of the Florida Board of Education, Board of Governors, and the Legislature. Changes in programs, policies, requirements, and regulations may be made without advance notice.

Preamble:

The mission of the Physical Therapy Department is to meet the physical therapy needs of the local, state, national, and international community by:

- providing entry-level and post-professional physical therapy education,
- advancing the knowledge base of physical therapy, and
- providing the community with a group of ethnically diverse physical therapy practitioners poised to help eliminate health disparities by providing culturally competent health care.

Commitment to Diversity

The faculty in the Department of Physical Therapy is committed to diversity and cultural competency. As such, it is committed to encouraging the entry of disadvantaged individuals and individuals with disabilities into the profession of physical therapy, and to the incorporation of multicultural issues into the curriculum.

Revision of these policies and procedures:

It is the intent of the Faculty that these policies and procedures be revised as needed to facilitate the Mission of the Department, the College, and the University. Faculty, staff, students, administrators, or any interested person may suggest revisions to the Chair for consideration as described within this document

1.0

Purpose of the policies and procedures

The purposes of these policies and procedures are:

1.1

To protect the rights, privacy, dignity and safety of all individuals associated with the program, with specific reference to Administrators who supervise the Chair, the Chair, the Academic Faculty and Staff, and the Students.

1.2

To guide the faculty, staff and students in their behaviors

1.3

To articulate and assure equal opportunity with respect to race, creed, color, gender, age, national or ethnic origin, sexual orientation, and disability or health status.

1.4

To further the mission of the department

2.0

All individuals associated with the program

All individuals associated with the program are expected to:

2.1

Follow safety regulations and emergency procedures as promulgated by the University, College, Department, and by individual faculty and/or staff within their areas of responsibility

2.2

Take appropriate precautions relative to body substances and hazardous material

2.3

Respect the confidentiality and security of faculty, staff, and student records

3.0

The Administration

The Administration of the University is expected to:

3.1

Review, approve, and/or recommend changes to these Policies and Procedures to insure they remain in compliance with all policies, procedures, and regulations of the College of Nursing and Health Sciences(CNHS), and the University.

3.2

The Administration of the University includes all administrative staff who oversee the duties of the Chair, with the Dean of the CHNS Chair's direct supervisor.

3.3

Annual assignments and evaluations:

The Dean of the CNHS, in consultation with the Chair, is responsible for completing timely, accurate and thorough annual assignments and performance evaluations for all faculty and staff. The evaluations should form the basis for a yearly faculty development plan.

4.0

The Chair

4.1

The duties of the Chair include the following:

4.1.1

Policies and Procedures:

The departmental chair is responsible for reviewing policies and procedures, supervising ongoing revision by a majority vote of the faculty, implementing policies and procedures, and confirming faculty, staff and student awareness of changes to or new policies/procedures. The chair maintains a hard copy of all policies and procedures, and publishes an electronic version of the policies and procedures that is available to all faculty, staff and enrolled students.

4.1.2

Program Mission and Philosophy:

The departmental chair is responsible for reviewing the program mission and philosophy, supervising ongoing revision by a majority vote of the faculty, implementing the mission and philosophy, and confirming faculty, staff and student awareness of changes to or the mission and philosophy. The chair maintains a hard copy of the mission and philosophy, and publishes an electronic version of the mission and philosophy that is available to all faculty, staff and enrolled students.

4.1.3

Inventory: The departmental chair is responsible for maintaining an accurate inventory of departmental property, and completing required inventory reports in a timely manner.

4.1.4

Handling of complaints:

The departmental chair is responsible for following University policies and procedures when informed of a complaint by prospective applicants, current student, faculty, staff or other members of the University community. Complaints of sexual harassment shall be immediately reported to the University's EOP office as per University policy. Complaints outside of due process brought to the department will be referred to Chair who in turn will respond to complaint within 2 wks and refer or consult with university offices as appropriate. Records of complaints are kept in Chairs office in locked file.

4.1.5

Accreditation activities:

The departmental chair is responsible for completing all accreditation reports (including but not limited to SACS reports; CAPTE biennial reports, self-study reports, and progress reports; Board of PT reports of graduation rates, state licensure exam pass rates, and employment rates; and, Academic Affairs program reviews) in a timely and complete manner. The departmental chair is responsible for ensuring that all CAPTE accreditation fees are submitted by the established deadline. The departmental chair is responsible for implementing a procedure for coming into compliance with all accreditation criteria within two years of being determined to be out of compliance.

4.1.6

Communication:

The departmental chair is responsible for ensuring timely and collegial communications between and among faculty, students, staff, clinical facilities and other members of the University community.

4.1.7

Faculty meetings: The departmental chair is responsible for convening faculty, student and staff meetings on a regular basis. The departmental chair is responsible for maintaining accurate and complete minutes of all meetings.

4.1.8

Annual assignments and evaluations:

The Dean of the CNHS is responsible for completing timely, accurate and thorough annual assignments and performance evaluations for all faculty and staff. The evaluations should form the basis for a yearly faculty development plan.

4.1.9

Faculty Development

At the beginning of each academic year, the Chair will develop, in consultation with each faculty member, and based on the annual performance evaluation, a professional development plan. The Chair will assign resources equitably to facilitate implementation of the plan

4.1.10

Hiring and firing:

The departmental chair is responsible for adhering to University policies for the hiring and firing of faculty and staff, including the completion of all appropriate forms (e.g. Position Vacancy Announcements) and following search and screen procedures set forth by the EOP office.

4.1.11

Program evaluation plan

The Chair is responsible for developing and implementing a formal program evaluation plan. The evaluation should include the following areas:

- Institutional policies and procedures
- Program policies and procedures
- Program mission, philosophy, goals and objectives
- Students (enrollment & admissions)
- Program resources
 - Budget
 - Faculty
 - Student services
 - Facilities
 - Technical support
 - Equipment
 - Learning resources
- Curriculum
- Clinical education
- Academic faculty
- Clinical faculty

The plan should specify

- Sources of input
- Timeline
- Individuals assigned to specific responsibilities
- Indicators for change in program area

It is the commitment of the faculty that this be a comprehensive and dynamic process, with multiple sources of input that lead to a continual enhancement of the implementation and assessment of the program quality.

4.1.12

Clinical education program:

The departmental chair is responsible for supervising the duties of the Director of Clinical Education (DCE), and for ensuring that the ACCE has the released time, support staff and resources needed to perform the responsibilities to maintain a high quality clinical education program.

4.1.13

Fiscal planning and budget: The departmental chair, working within the authority granted by the Administration, is responsible for developing and implementing a fiscal plan and annual budget with input from the faculty and staff.

4.1.14

Space and equipment:

The departmental chair is responsible for ensuring the adequacy and safety of teaching, research and office space and equipment. The departmental chair is responsible for developing a plan to ensure student access to lab space and equipment, while safeguarding the space and equipment from theft or vandalism.

4.1.15

Public relations and marketing:

The departmental chair is responsible for developing and implementing an effective public relations and marketing plan.

4.1.16

Graduate, teaching and student assistants:

The departmental chair is responsible for developing and implementing an effective plan to hire and train graduate, teaching and student assistants. The departmental chair will consult with faculty and staff regarding their needs for assistants.

4.1.17

Instructional Records

Grade books each term shall be collated by Chair electronically and/or with hard copy and should be maintained for at least 3 years.

4.2

Chair elections:

The departmental chair is elected for a 3-year term of service. In September at the beginning of the third year of a term, the faculty will elect a chair for a term of three years beginning the following August. The newly elected chair will have the title of "Chair-elect", and will be expected to assist the Chair as needed for the purposes of becoming familiar with the requirements of the position. If the current chair is re-elected, then no "Chair-elect" will be designated. Elections may be held sooner if the current chair resigns, or if a Chair Confidence Vote is placed on the agenda of a regularly scheduled faculty-student meeting, and the majority of the faculty vote "No Confidence". Elections will be by secret ballot of faculty, following a general discussion which all faculty and potential candidates are welcome to attend. Adjunct and visiting faculty will be allowed to participate in discussion, but voting rights will be limited to full-time, permanently appointed faculty. Any full-time faculty member with a doctoral degree who has completed 1 year of service may run for chair.

5.0

Clinical Education

5.1

The Clinical Education Program is the responsibility of the DCE

5.2

Policies and Procedures governing the Clinical Education Program shall be developed by the ACCE, and submitted for approval by the Faculty. Once approved, they will be considered Section 5.3 of the Departmental Policies and Procedures.

6.0

Academic Faculty

6.1

Definition

“Academic Faculty” in this document is a term used to describe faculty members whose part- or full-time employment contracts are directly from the University is through the University, even though some of these Academic Faculty actually have titles of “Clinical Instructor, Clinical Assistant/Associate/Full Professor.

“Clinical Faculty” in this document refers to Clinical Coordinators of Clinical Education and the instructors they supervise; and whose employment contracts are with health care organizations, not through the University.

6.2

Qualifications -

All faculty must possess at least a Master’s Degree in Physical Therapy or a related field and a Doctorate (EdD, PhD, DPT) is preferred.

Specialist certifications from APTA such as Geriatric Clinical Specialist, or Orthopedic Clinical Specialist credentials are encouraged.

All faculty should be eligible for Florida Licensure as a Physical Therapist. Exceptions may be made for faculty with outstanding credentials in a related field.

6.3

Curriculum

Faculty have responsibility in curriculum planning, and in the ongoing evaluation modification process

6.4

Program evaluation

Each faculty has a responsibility to be active participant as directed by the chair in program evaluation

6.5

Keeping current with curriculum changes

Faculty has the responsibility to keep current with all curriculum changes and to reflect those changes in the objectives and content of each course taught.

6.6

Instructional Records

Faculty are responsible to maintain course syllabi, tests, grading, and student generated work not returned for a minimum of 1 calendar year.

At the end of each academic year, faculty will submit to the chair either electronically or in hard copy, all course materials, including syllabi, handouts, workbooks, and testing materials.

6.7

Rights and privileges

Rights and privileges of the PT faculty shall be uniform with that of faculty throughout the University, based relevant contractual agreements between the United Faculty of Florida and the FIU Board of Trustees.

6.8

Body substances and/or hazardous materials

Faculty are responsible for insuring that students or any other persons dealing with body substances and/or hazardous materials in the classes they teach must be OSHA certified prior to exposure to and/or handling of, such materials.

6.9

Informed consent from students

Faculty must obtain informed consent from students before they participate in any class-related activity associated with a reasonable risk of psychological and/or physical injury.

6.10

Informed consent in research

Faculty who perform and/or supervise research involving the use of human subjects must adhere to the letter and the spirit of University-wide regulations, including the requirement for obtaining informed consent from subjects.

6.11

Annual assignment

Each faculty will perform their duties based on an annual assignment uniform with CNHS policy and relevant contractual agreements between the United Faculty of Florida and the FIU Board of Trustees. Assignments shall include teaching/advising, scholarly activity/research, and service.

6.12

Annual performance evaluation

Evaluation of the performance of faculty and the chair follows the University and CNHS mandated policies and procedures, and is based on the annual assignment.

6.13

Ratio of faculty to students in laboratories

The faculty-student ratio in all lab sections of physical therapy courses is not to exceed 1:16 to assure adequate supervision and safety of students.

6.14

Salary and raises

Starting salaries of faculty will be determined by the office of the Provost in consultation with the Dean and Chair.

Annual raises will be based on the UFF/BOT guidelines, and the CHUA Faculty Performance Appraisal Guidelines.

6.15

Sabbaticals

Faculty in the Physical Therapy department will be eligible for sabbatical leave under the same regulations as the entire University faculty.

6.16

Promotion and tenure

Promotion and tenure in the physical therapy department follow the CNHS guidelines.

6.17

Faculty (Professional) Development

The physical therapy faculty regards their continued growth and development as central to fulfilling the mission of the program. To this end, this policy represents the faculty plan for maintaining and enhancing the faculty's skills and knowledge.

Faculty will develop a professional development plan at the beginning of the academic year in consultation with the Chair, who will be responsible for securing and allocating resources equitably to facilitate implementation of the plan. Annual assignments should also be altered, if feasible, to facilitate the implementation of the development plan.

6.18

Summer employment

Summer employment is not guaranteed, but is usually available, and the goal of the department is to offer full summer employment to each faculty member who desires it, and to offer courses necessary for students to progress through the academic program as it has been designed and described in the University Catalog. Faculty assignments will be in accordance with the UFF/BOT agreement.

If funding is insufficient to fully employ the faculty, faculty shall be offered assignments based on the following prioritized criteria.

- The faculty member with overall responsibility for departmental operations; the Chairperson or his/her designate.
- The faculty member with overall responsibility for clinical coordination; The Director of of Clinical Education (DCE) or his/her designate.
- Faculty their first year of a tenure track appointment
- Faculty members who had external funding for part or all of their summer assignment the previous year, in order of the percentage of their salaries that were funded.
- Faculty members who will fund part or all of their summer assignment for the current year, in order of the amount of funding they provide
- Any other faculty members based on seniority; that is, number of years of service at FIU.

7.0 Students

7.1 Equal opportunity.

Students taking classes in the PT department should be afforded equal opportunity with respect to race, creed, color, gender, age, national or ethnic origin, sexual orientation, and disability or health status.

7.2 Student records shall be maintained in a confidential manner uniform with University, state, and federal regulations. Release of any information from these records to persons other than faculty and staff of the department shall occur only with the written permission of the student.

7.3 Orientation.

Orientation days shall be designed and implemented at least once per year. The program shall include introduction of students and faculty; plan of study; signed receipt of departmental policies and procedures; an outline of online resources; retention issues and the clinical program as well as any other relevant information deemed appropriate by all concerned parties. The date and schedule of events is planned by the chair in collaboration with the PT Student Association.

7.4 Application and Admissions Procedures-Advising

Information about the Department and its academic programs will be made available to prospective students via the University Catalog, the departmental website, and by phone and/or traditional mail when requested.

Information will be made available in a form suitable for persons with various disabilities at their request.

Prospective students desiring one-on-one advising can make appointments with faculty members assigned by the Chair to such duties. Appointments may be made via links to the departmental web page, by phone, or through the Departmental Office.

Advising for students interested in related academic programs (eg. BS-HS program in Pre-Physical Therapy, will be made available through the Office of the CNHS Dean and/or his or her designated representative.

7.5 Application and Admissions Procedures-Application

Applicants to the graduate programs offered by the Department must complete an application to the University, as well as supplemental applications and associated material as described in the Departmental webpage (<http://physicaltherapy.fiu.edu>)

7.6

Application and Admissions Procedures-Selection-General

The department has one professional preparation program.

7.7

Minimum requirements for admission into the DPT Program

- Admission into FIU as a graduate student.
 - A Bachelor's Degree.
 - A GPA of 3.0 in the last 60 hours of undergraduate coursework.
 - Completion of the following pre-requisite courses with a grade of "C" or better before starting the program.
 - A minimum of 40 hours of observation, employment, or volunteering in physical therapy
 - Completion of the following prerequisite courses/credits
 - Chemistry + Labs/ 8-10
 - Developmental Psychology/ 3
 - General Biology + Labs/ 4
 - Human Anatomy**/ 3
 - Human Physiology or Exercise Physiology.3
 - Physics + Labs/8-10
 - Psychology. 3
 - Statistics/3
 - Medical Terminology 3
- **Three credits are required, but 8 credits (6 Lecture, 2 Laboratory) of Human Anatomy with cadaver dissection highly recommended (eg. ZOO3733, 3733L, 3734 and 3734L at FIU).
- Submission of a curriculum vita/resume
 - Submission of an essay which explain why you want to become a physical therapist and why you are interested in attending FIU.
 - Copies of transcripts from all universities/colleges attended (Originals transcripts are sent to FIU University Graduate School)
 - Three Letters of recommendation. These are optional, and are not required.
 - .
 - Application for the Professional Program with signed certification statement.

7.8 and 7.9 referred to the MS-PT program and have been deleted

7.10

ADVISING

All enrolled students and potential applicants will be provided the opportunity to receive appropriate advising.

Faculty will post their advising hours per semester and include the same information in their syllabi. It is the student/potential applicant's responsibility to ensure that they are in good academic and financial standing with the university, and to seek advising in a timely and considerate manner, In full recognition of this responsibility and awareness

of the excessive demand on faculty time during registration periods, each student is urged to make full use of faculty advisement throughout the semester.

7.11

FINANCIAL AID, SCHOLARSHIP AWARDS

The Department participates in all the Financial Aid programs offered by the University. The majority of these programs are administered by the FIU Financial Aid Office. There may also be several financial aid opportunities that are administered by the Director of the School of Health, or directly by the Department.

Information and application procedures shall be promulgated via the department website, and the

In addition, the Department has a small number of graduate assistantships which offer a stipend and tuition waiver. The number of assistantships allocated is based on the budget.

Assistantships are distributed on the basis of merit, with the matching of the assistant's skills and the specific teaching and research needs of the department.

Applications for graduate assistant positions will be distributed to students who are fully admitted by May 1st. Notification of awards will be made by June 1st, or as soon as possible after that date.

7.12

DUPLICATING and Mailing Services for students

Students may not use the Department's duplicating equipment envelopes, or postage vouchers. Classroom assignments and/or PT Student Association requiring these services may be given to the appropriate faculty member, the PTSA advisor, or the Chair, who will provide services at their discretion.

7.13

Non-major students AUDITING OR ENROLLING FOR CREDIT IN PHYSICAL THERAPY COURSES

The graduate physical therapy program is a limited access program due to limited availability of faculty, teaching lab space, clinical practice sites and fiscal resources. Classes are capped and, in most instances, full to capacity with degree-seeking, fully-admitted physical therapy majors.

If there is space available, classes may be audited by non-majors at the discretion of the instructor.

The primary consideration for determining the availability of space in a course will be that the presence of one or more additional students not interfere with the education of the physical therapy majors, and that an appropriate faculty/student ratio be maintained.

7.14

Minimum Performance Criteria and Student Progression through the Curriculum
Progression through the DPT follows the University wide Graduate progression policy as described in the Graduate School Catalog

[http://www.fiu.edu/~register/catalog/graduate/07-08- Grad/UGS_Rules%20And%20Regulations.pdf](http://www.fiu.edu/~register/catalog/graduate/07-08-Grad/UGS_Rules%20And%20Regulations.pdf), accessed on 3-10-08, and copied below:

ACADEMIC WARNING, PROBATION, AND DISMISSAL

Warning

A graduate student whose cumulative graduate GPA falls below a 3.0 will be placed on warning, indicating academic difficulty.

Probation

A graduate student on warning whose cumulative graduate GPA remains below 3.0 in the following semester will be placed on probation, indicating serious academic difficulty. The College or School of the student on probation may indicate the conditions which must be met in order to continue enrollment.

Dismissal

A graduate student on probation whose cumulative and semester GPA's fall below a 3.0 will be automatically dismissed from his or her program and the University. A graduate student will not be dismissed prior to attempting a minimum of 12 hours of coursework as a graduate student. The student has ten working days to appeal the dismissal decision. This appeal must be made in writing to the Dean of the University Graduate School. The dismissal from the University is for a minimum of one year. After one year, the student may apply for readmission to the University in the same or a different program, or register as a non-degree-seeking student. Dismissed students who are readmitted or who register as non-degree-seeking students are placed on academic probation.

Students cannot graduate with a GPA less than 3.0

In addition, students must earn at least a C (or a Pass in a Pass/Fail course) in every required course in their program of studies. Students who fail to meet this requirement will be given one opportunity to retake the course in and earn a passing grade. Students who earn less than a C on two occasions, in the same course twice, or on the first attempt in two separate courses will be dismissed from the program. A student who receives a grade of F (Fail) in two Clinical Internship courses on the first attempt will be dismissed from the program.

In addition, students must demonstrate professional behavior that conforms to:

- The APTA Code of Ethics
- Standards of behavior listed in the FIU University Student Handbook and
- The State of Florida Physical Therapy Practice Act

Exceptions to these rules shall only be made under extreme circumstances with the consensus of the faculty, or their designate.

(Revised 9-27-04)

7.15

PROFESSIONAL BEHAVIOR

Cheating and stealing are inexcusable actions that are detrimental to the learning process as well as inconsistent with the development of professional attitudes. Students are expected to establish their own policy for dealing with these actions (should they arise) that reflects professional responsibility and serves as a base for ethical behavior. Those policies are to affect the academic misconduct section of the University's Rights and Responsibilities of Students.

Students and faculty are expected to mutually respect the privacy and opinions of each other. Consideration for schedules and appointments as well as behavior that does not disrupt the learning process is considered important in the development of physical therapy students.

Students are considered representatives of FIU when in classes conducted by guest lectures or on field trips and therefore are expected to dress and to behave with consideration for the image they project to the general community.

7.16

Disciplinary actions arising from a student's actions will be consistent with Departmental and University policies and procedures

7.17

PT students may represent themselves to the public as such only when they are participating in formally assigned activities relative to their classroom and/or clinical training.

7.18

ABSENTEEISM/TARDINESS

Consistent attendance at scheduled classes and laboratory sessions is considered a prime indicator of mature and professional behavior and is expected of all students. Failure to follow the attendance policy is grounds for dismissal. If circumstances require a student to be absent, it is the student's responsibility to notify the faculty member in advance and ask to be excused. The student is held responsible for the material covered during that absence.

Punctuality is a demonstration of professional responsibility and the ability to fulfill a commitment on the part of the student. Arriving late to class or laboratory is disruptive and inconsiderate. If a circumstance requires a late arrival, the student should notify the faculty member in advance.

A student who must leave class before the scheduled ending time should request permission from the faculty member before the beginning of class. The student is held responsible for the material covered during the time the student is not there.

Each faculty member has an individual policy regarding attendance, make-up tests, or examinations, which will be included in the course syllabus.

7.19

GRADING

The Department of Physical Therapy follows the University grading system.

<http://www.fiu.edu/provost/polman/aapol1610rev0619.htm>

The suggested letter-grade equivalent for course grades based on numeric calculations follows:

A	=	95 - 100
A-	=	90 - 94
B+	=	88 - 89
B	=	85 - 87
B-	=	80 - 84
C+	=	78 - 79
C	=	75 - 77
C-	=	70 - 74
D+	=	68 - 69
D	=	65 - 67
D-	=	60 - 64
F	=	< 59

7.20

Graduation;

Students may apply for graduation in accordance with University-wide procedures.

The Chair, or his or her designee, will support the application if the student shows evidence of the ability to complete their program of studies by the graduation date applied for.

7.21

Waiver of courses in a program of studies.

Students may request the opportunity to have a required course in their program of studies waived.

Waiver is based on the judgment of the course instructor. Students must demonstrate to the instructor that they have met course objectives through previous coursework and/or experience.

Credit is not given for waived courses, and the effects of waivers are the responsibility of the student.

7.22

PT STUDENT ASSOCIATION

The Department supports the PTSA, which is a bona fide member of the FIU Student Government Association, and provides the services of one or more faculty members as advisors and liaisons.

7.23

Use of teaching laboratories outside of scheduled laboratory classes.

The department recognizes the value of these additional opportunities to practice hands-on skills, but also recognizes potential danger to students and the physical contents of the laboratories from unrestricted student access.

Students who wish to use the teaching laboratories and/or equipment outside of regularly scheduled classes should express their desire to their instructor, who will be responsible for supervising, directly or via other staff, additional hours for laboratory practice, given the constraints of scheduled classes and the financial resources of the department.

7.24

Informed consent relative to participation in instructional activities.

Students are required to participate in lecture-demonstrations, laboratory classes, clinical observation, and participation in clinical treatments as part of their training to become physical therapists. Many of these activities may pose more than a trivial risk to student's physical and/or mental health and comfort.

Students should expect to come into close physical contact with fellow students as well as wear clothing that maximizes exposure while maintaining modesty.

Faculty will obtain informed consent from students before they participate in any class-related activity associated with a reasonable risk of psychological and/or physical injury.

Beyond this, it is expected that students will

- Make themselves aware of the indications and contraindications of each procedure being practiced
- Immediately stop any procedure that is causing a fellow student physical or psychological discomfort.
- Inform the supervising faculty member if they are unable to complete the laboratory procedure for any reason

7.25

Informed Consent relative to participation in research

Students who participate in research involving the use of human subjects must adhere to the letter and the spirit of University-wide regulations, including the requirement for obtaining informed consent from subjects.

End of Policy and Procedures