

Policies and Procedures

1. ADA Requirements

The Department makes every effort to comply with the letter and spirit of the Americans with Disabilities Act.

Students with disabilities are encouraged to work with FIU's Disability Resource Center (<http://drc.fiu.edu/>) to develop a request for reasonable accommodations that would allow for successful completion of the Clinical Education component of their program. A separate request must be made for each experience.

The Disability Resource Center collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive and sustainable. The DRC provides FIU students with disabilities the necessary support to successfully complete their education and participate in activities available to all students. If you have a diagnosed disability and plan to utilize academic accommodations, please contact the Center at 305-348-3532 or visit them at the Graham Center GC 190.

We encourage students to give consent to share their request with potential clinical instructors several months before beginning an experience, and we will encourage clinical instructors to provide the requested accommodations. However, clinical instructors are affiliated with, but not employed by, FIU, and we cannot require that they comply with the request.

Therefore, we cannot guarantee that students with disabilities will be able to complete the clinical experience program in a timely manner.

2. Scheduling and Attendance

Beginning and ending dates for experiences are set by the FIU Director of Clinical Education (DCE) in consultation with clinical experience sites' Site Coordinator of Clinical Education (SCCE).

The daily and hourly schedule is completely at the discretion of the SCCE or clinical instructor, and may not coincide with the University schedule.

Attendance

100% attendance is mandatory during the clinical experience,

and students will abide by the facility's schedule.

Illness: rescheduling of missed days due to illness is **REQUIRED for greater than 2 days of illness**, and **recommended for two or less**. The **final** decision is at the discretion of the CI. **If the student requires 2 or more days off during the experience for an emergency, arrangements must be cleared through the DCE first.** Additional documentation may be requested to return to the experience.

Excused absences of up to 2 days will be made up at the discretion of the CI. Any decisions to allow a student a day off for a special event in exchange for an additional or weekend day are at the discretion of the CI.

Excused absences of greater than 2 days may result in an Incomplete "I" grade. A remedial assignment including additional experience service, or some other type of make-up assignment, based on the discretion of the SCCE, CI, Faculty Supervisor and the DCE. In case of conflict between the SCCE, CI, Faculty Supervisor and the DCE, the opinion of the DCE will prevail.

Unavoidable absences will be handled on an individual basis with the SCCE, CI, Faculty Supervisor and the DCE, and the student. A remedial assignment including additional experience service, or some other type of make-up assignment, based on the discretion of the SCCE, CI, Faculty Supervisor and the DCE. In case of conflict between the SCCE, CI, Faculty Supervisor and the DCE, the opinion of the DCE will prevail.

Any unexcused absence and/or tardiness are sufficient cause for a **Failing grade.** Unresolved absences will result in a **Failing grade** for the course

Please be advised that FIU students are working within the time frame of the clinic (including holidays) students are to abide by the clinics work schedule. FIU does not expect the clinic to change schedules to accommodate a student's schedule.

3. Supervision

Students must be supervised by a licensed physical therapist at all times when in contact with patients/clients.

4. Non-academic requirements prior to beginning a clinical experience

Students must meet the non-academic requirements of the CNHS

prior to beginning an experience. Requirement details and the deadline to submit proof of the requirements will be announced by the DCE prior to the experience or on as needed basis. Deadlines for submission will be set by the DCE.

The requirements include, but are not limited to:

- An annual physical examination by a qualified healthcare practitioner (RN/ARNO/Physician/PA)
- Laboratory tests for communicable diseases
- Immunization for selected diseases or declination form authorized by a *qualified health care practitioner*
- Health insurance
- Current CPR certification
- Completion of the minimum education re: HIV/AIDS as mandated by the State of Florida Physical Therapy Practice Act
- Completion of the minimum education re: Bloodborne pathogens as mandated by the State of Florida Physical Therapy Practice Act
- Completion of the minimum education re: medical errors as mandated by the State of Florida Physical Therapy Practice Act
- Completion of domestic violence certification
- Completion of HIPAA certification
- A background check that documents a history of moral, ethical, and legal behavior.
- Laboratory screening for evidence of illicit drug use.
- An employment history verification
- Other tests or evaluations as required by an experience site.

FIU uses American DataBank/COMPLIO to complete and track all the requirements - accessible at the following website: <https://fiu.complio.com/>. Students will be advised by the DCE when they need to enroll in the COMPLIO system. All costs associated with compliance requirements are the students' responsibility.

5. Student Malpractice Insurance

FIU carries professional liability protection for specified medical professions. This policy insures all physical therapy students of the State of Florida, State University System. The limits of coverage are \$1,000,000 - 3,000,000 (each person limit and total limit).

FIU also carries International liability insurance for students interning abroad.

6. Assignment of Clinical Experiences

Each student, over the three, 8-week and one 10-week full time experiences, must have an experience in the each of the following settings:

- Outpatient Orthopedic physical therapy setting
 - **Experience #1 - Students can intern in any Outpatient Orthopedic or Sports setting within the South Florida, Tri-County area.**
 - **Experience 2- 4 – Students can intern in preferred region**
- Acute care inpatient hospital setting –
 - **Students can complete the acute care requirement preferably within the state of Florida**
- Neuro-Rehabilitation hospital/facility with neuro emphasis
 - **Experience #2- 4 – Students can intern in preferred geographic region**
- Elective setting
 - **Student can elect to repeat a previous setting or a specialty setting**

Experience 1 will be placed in the fall of the second year, after students complete the necessary coursework in musculoskeletal disorders.

Experience 2 will be placed in the fall of the third year after students complete all the courses prior to elective and advanced courses.
Students can intern in any setting with the exception of pediatrics.

Experiences 3 and 4 will be placed in the spring and summer semesters of their final year. The students will be prepared to **perform as competent interns in any clinical setting.**

Students should be given the opportunity to work with a diverse group of patients with respect to age, gender, ethnicity, race, national origin, socio-economic status, primary diagnosis, and severity of disability.

Students are not allowed to select experience sites in which they have been employed or are well known by the staff, or where family members are employed.

Students are assigned to experience by the DCE.

Assignments will be based on

- *student preferences,*
- *the objectives of the experiences, and*

- *the resources available to the department.*

A lottery will be used to assign the experience placement.

Changes in assignments may be required due to circumstances beyond the control of the DCE, who will make reassignments based on the objectives of the experience, and in consultation with the student.

Assignment to, and timely completion of, clinical experience courses is partially dependent upon circumstances beyond the control of the department. Every effort will be made to avoid disruption of the student's plan of studies and minimize additional costs, but this cannot be guaranteed.

At this time, there are no requirements to travel out of the local area, but this is subject to change. Best attempts to have all assignments made throughout Miami-Dade, Broward, and West Palm Beach counties, regardless of the student's current address will be made. The program will make every effort to assign experiences within Miami-Dade, Broward, and West Palm Beach counties, but cannot guarantee that this will be possible. Students who are unable to travel outside of these counties may not complete their experience coursework in a timely manner.

Out of Tri-County area affiliation approval for experiences 2 – 4 will be at the discretion of the DCE and faculty approval based on the student's professional behaviors, academic standing and previous clinical performance at the time of the request. The student will be notified by the DCE if their request for an out of Tri-County area affiliation has been granted.

7. Transportation, Housing and Financial Responsibility

FIU has no resources to assist students with housing or travel costs associated with experiences. Obtaining these resources is the responsibility of the student.

8. Dress Code

Specific guidelines for dress and personal appearance are at the discretion of the assigned facility. At minimum, students are expected to wear a nametag identifying them as an FIU PT student, slacks, closed shoes, and shirt with collar.

9. Communication

Communication between the student, the SCCE, CI, Faculty Supervisor and DCE are the responsibility of the student.

Students should communicate information about their experience during the first week, the approximate mid-point, and the final week of each experience.

Specific forms and/or instructions for this purpose may be distributed by the DCE, and completed by deadlines as distributed.

Student must inform the program director or designee in writing within **48 hours** of any charge or conviction of a criminal offense, has become the subject of any criminal proceedings if he/she is no longer considered a student in good standing at Florida International University.

Failure to follow instructions relative to communication is reasonable cause for a failing grade and/or dismissal from the program.

10. Academic Requirements to Begin an Experience

Students must ensure that their registration for an experience is complete before entering the clinic.

FIU's Graduate School's Policies and Procedures will be followed in determining if a student meets the academic requirements to enroll in a professional course.

Complete all prerequisites with a grade of "C" or better for the level of experience they will be starting (or a grade of "P" in any prerequisite clinical experience).

Enroll in required co-requisite courses

Demonstrate professional behavior that conforms to

- The APTA Code of Ethics, www.apta.org/ethics,
- Standards of professionalism as defined by the APTA <http://www.apta.org/Professionalism/>,
- Use social media outlined by APTA https://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/Ethics/StandrdsConductSocialMedia.pdf and in the Florida International University Student Handbook,
- The physical therapy licensure requirements of the State of Florida <http://floridasphysicaltherapy.gov/>

11. Grading

All clinical experiences will be graded as Pass / Fail by the DCE/Supervising Faculty. **Specific criteria** to receive a grade of "P" will be outlined in the syllabus for each clinical affiliation. An Incomplete "I" grade will only be given in accordance with the FIU's Graduate School's Policies and Procedures.

The principal instrument for grading the **in-clinic portion** of the experience is the online *Physical Therapist Clinical Performance Instrument (CPI)*, 2006. https://cpi2.amsapps.com/user_session/new

12. Early Termination of an Experience by the DCE

The SCCE, CI, Supervising Faculty or DCE may terminate an experience at any time, and assign a Failing “F” or an Incomplete “I” grade if there is evidence of inadequate performance, including unprofessional work place behavior (as described by the *CPI*), poor skill performance, inadequate clinical judgment, and/or any behavior that puts a patient, colleague or the student him- or her-self at risk. The decision of the DCE is final.

Refer to the college clinical grievance procedures if there are any concerns.

There is no credit for partial time served in an experience that must be terminated due to inadequate performance.

13. Facility policies & procedures

It is the student’s responsibility to obtain and/or inquire about the facilities “Policies and Procedures”. The student is expected to adhere to all policies and procedures of the clinical facility. Failure to comply with facility policies and procedures may result in early termination of an experience and a Failing grade.

14. Establishment and maintenance of Affiliation Agreements

The DCE has the overall responsibility for establishing and maintaining affiliation (experience) agreements.

There must be an updated, signed affiliation agreement between a clinical education site and the University prior to a student beginning an experience at that site.

15. Termination of Affiliation Agreements

The DCE shall take action to terminate an affiliation agreement if there no longer exists a mutually beneficial relationship with a clinical facility, the DCE will terminate the affiliation agreement. The clinical facility will be informed of the intent to terminate the agreement and will be provided with the rationale for the decision in writing.

A clinical facility may request termination of the affiliation agreement. The guidelines for termination of an agreement by a facility are outlined in the individual affiliation agreement.

16. Confidentiality of Student Records

Confidentiality of information and records relating to student internship and performance in clinical experience courses shall be maintained in adherence to the same rules that govern any other student records.

17. International Experiences

If affiliation agreements are in place, students may complete one of the four Clinical Experience courses in another country. International affiliation approval will be at the discretion of the DCE and faculty based on student's performance at the time of the request. Policies and Procedures related to International Clinical Education Experiences from the Office of Education Abroad for FIU will be followed. (<http://educationabroad.fiu.edu/>).

18. In-service/Project Presentation

Each student is required to complete an in-service or project during two out of the four full-time clinical education courses. If a facility requires the completion of an in service even if the student has met the 2/4 requirement for FIU, they must follow the decision of the CI/facility. Details will be in the individual course syllabi.

19. Assignments and Paperwork Requirement

Failure to submit documentation by the stated due date cited in Clinical Education syllabi is cause for a **Failing grade**.

20. Physical Therapy Students with Communicable Diseases

Physical therapy students with communicable diseases or conditions have an ethical obligation to abstain from specific professional activities over which they cannot sustain an acceptable level of risk of transmission to the patient. Failure to exercise precautions recommended by Centers for Disease Control and Prevention, the Occupational Health and Safety Administration, or other authoritative body is cause for a failing grade and/or dismissal from the program.

21. Incident Report

If a student is involved in any incident in which there is potential for a professional liability action to be filed, the student must:

- Immediately notify the SCCE and/or CI of the incident.
- Immediately notify the DCE of the incident.
- Provide the DCE with a copy of any incident reports (if available) that are completed. In the event that a copy of incident report is not available for the student to provide to the DCE, the student must

document the incident and include the date, time, location and details to the best of their knowledge and submit this information to the DCE. If the student receives any document notifying the student of a compensable event, the student must furnish a copy of the document to the DCE.

22. Injuries to the student

Students are responsible for the management and costs incurred if they are injured during a Clinical Experience. They must follow the procedures requested by the facility and contact the DCE as soon as possible. Absences will be handled as stated in Section 2 and may require documented proof of ability to return to the clinical affiliation.

If a student is injured during the experience timeframe, but not at the facility, absences will be handled as stated in Section 2 and may require documented proof of ability to return to the clinical affiliation.

Neither the clinical site nor FIU has any responsibility for the injury.