

**University of Missouri-Columbia
School of Health Professions**

***DEPARTMENT OF
PHYSICAL THERAPY***

***STUDENT HANDBOOK
General Information***



Discovery in Action...Excellence in Caring

June, 2005

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<http://www.umshp.org/pt/>

HANDBOOK VERIFICATION

Please sign the following and return this page to the Physical Therapy Office at 106 Lewis Hall. (You may fold, staple or tape, and write Physical Therapy, 106 Lewis Hall on an outer portion, and send your verification through the Campus Mail System.)

I, _____, have in my possession, and understand that I can locate general information, as well as program policies and procedures, in the Physical Therapy Student Handbook . I understand that further information regarding Clinical Education will be forthcoming during the Fall Semester. I am aware that departmental or program policies and procedures are subject to change.

Date _____

Please note errors of spelling, grammar, or logic below so we may correct future editions! If you have comments regarding this information, particularly if there are other items that should be included, include those ideas as well.

Thank you.

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1.0 INTRODUCTION

The materials in this Handbook were prepared to help students locate and understand current policies and procedures of the Department of Physical Therapy at the University of Missouri-Columbia. The Handbook also serves as a resource and guide to faculty and staff in their dealings with students by clarifying expectations, and helping maintain consistency from person to person. The faculty and staff expect that students--you--will have a better understanding of both opportunities and obligations of each participant in this endeavor, whether student, faculty or staff member, because this information has been set down in writing.

Students should also refer to the M BOOK, the primary campus resource regarding most matters of University policy; it is updated yearly <http://www.missouri.edu/~mbook/>. The Undergraduate Catalog http://registrar.missouri.edu/Catalog/2004-2006_Undergrad_Catalog.pdf contains the academic calendar, campus rules and regulations regarding courses and grading, information about the various schools and colleges and specific course descriptions. The Graduate Catalog <http://gradschool.missouri.edu/catalog/index.html> describes the function of the Graduate School with its attendant policies and procedures. The Department of Physical Therapy is described in both catalogs because the Physical Therapy courses are at both the undergraduate and graduate levels, and both undergraduate (pre-professional.) and graduate (master's) degrees are offered. Please use the MU websites for current information regarding your academic questions.

The Schedule of Courses http://registrar.missouri.edu/Schedule_of_Courses/index.htm each semester contains information for course registration, reference numbers, and a tentative schedule. Please note that meeting times for Physical Therapy courses and lab sections may be different from the ones printed in the schedule. Work schedules and other non-academic arrangements should be made after the semester schedule is distributed by the Physical Therapy Department.

2.00 STUDENT INFORMATION

2.01 Academic Honesty

As future health care professionals, it is imperative that students of physical therapy are scrupulously honest in their academic and personal pursuits. Section 6.01 of the "Collected Rules and Regulations" of the University as published in the M Book describes actions considered academically dishonest. Specific attention is called to the following:

"Academic dishonesty includes, but is not necessarily limited to the following:

- A. Cheating, or knowingly assisting another student in committing an act of cheating or other academic dishonesty.
- B. Plagiarism, which includes, but is not necessarily limited to, submitting examinations, theses, reports, drawings, laboratory notes or other materials as one's own work when such work has been prepared by another person or copied from another person.
- C. Unauthorized possession of examinations or reserve library materials, destruction or hiding of source materials, library materials, or laboratory materials or experiments or any other similar actions."

D. Violation of trust may result in lowered test grade, class grade, suspension or dismissal from the University. Procedural due process will be observed. For a full statement of University, faculty, and student obligations and expectations, refer to the M Book.

The Collected Rules and Regulations include other Standards of Conduct including Grievance Procedures and Rules of Procedure in Student Disciplinary Matters.

Policy: Policies regulating student conduct and performance are designed to maintain the safety, dignity, rights, and privacy of all persons associated with the Department of Physical Therapy and to encourage performance consistent with the educational purposes of the program.

Procedure: The enforcement of these policies will be accomplished in a fair, just, and consistent manner, keeping the welfare of the student and the welfare of the department in balance. Enforcement procedures are specified for each policy in effect.

2.02 Professionalism

2.02.01 Professional Behavior

The mission of the University of Missouri-Columbia Department of Physical Therapy is to prepare students to be exemplar therapists. Knowledge, clinical skills and professional behaviors are crucial components for the best practice of physical therapy. It is our obligation as a faculty to insure the development of all three components in all of our students. To this end, the department expects professional behavior, as well as academic and clinical excellence from all students and faculty. To clarify these expectations, provide a definition of professional behavior for students, the following minimum standards of professional behavior are required:

Come to class

Classroom and laboratory activities are carefully planned and are designed to convey critical content. It is the expectation of all faculty that you attend all classes. The faculty does recognize that there may be rare instances when attendance is impossible. It is your sole responsibility to notify all appropriate faculty prior to the absence and make independent arrangements to master the material covered in that class period, to obtain class materials and to arrange to meet with faculty to clarify any questions.

Be prepared for class

Being prepared enables you to be an active participant and contribute to the overall learning experience for yourself and the class as a whole. Prior preparation by all students allows for a more efficient use of classroom time and deeper discussion of content instead of reviewing basic material that can be found independently.

Be on time for class

Tardiness is disruptive and discourteous to the faculty and the rest of the class. This behavior is particularly unacceptable and reflects poorly on the department and students when the program is hosting guest speakers or patient volunteers.

Be courteous

Everyone deserves to be treated with respect: classmates, faculty and staff. Examples of discourteous classroom behavior include sleeping in class, talking to your classmates during lectures, rude non-verbal behaviors, and preparing to leave prior to the end of class. Cell phones and pagers must be turned off while in class.

Give and accept constructive feedback

Being able to give and accept constructive feedback is critical to the learning of any new skill. Faculty members are committed to providing you with feedback designed to enhance your learning. This feedback is offered in the spirit of assisting you to be the best physical therapist you can be.

Giving constructive feedback is also an important skill. You develop this skill throughout your professional education with multiple opportunities to give feedback to your peers and your faculty. The ability to exchange ideas is crucial to professional practice.

Communicate effectively

Good communication skills, both verbal and non-verbal are critical to the successful practice of physical therapy. The development of excellent communication skills is a goal of this program and therefore you are given multiple opportunities to practice these skills. At a minimum we expect you to demonstrate respectful communication with all staff, faculty and peers.

It is your responsibility to keep the faculty informed of any situation that might adversely affect your educational experience here at MU. The faculty strives to articulate clear expectations of student performance, however ambiguities may sometimes occur. It is your responsibility to seek clarification from the faculty as needed.

Be a good ambassador for the program

Our reputation as a program depends greatly on how you present yourself. First impressions are very important. Often, the behaviors you display are the only contact some individuals will ever have with this program. It is especially important to be courteous, appreciative and attentive while interacting with all individuals outside our department. In addition it is important to wear modest, professional dress for all guest lectures, patient presentations and outside laboratory experiences. Name tags should be worn for all patient labs and for any school related activity off of campus.

Summary:

We owe it to you, and the profession as a whole to take the steps necessary to insure the excellence of our graduates. The faculty takes this responsibility seriously and it is a major focus of our curriculum. Professional behavior is an integral part of each class in the curriculum and is a requirement for successful completion of each course and the program as a whole. The faculty

is committed to providing you with feedback regarding your professional behavior and is dedicated to being positive, professional role models.

Students must possess and exhibit personal qualities and characteristics that are associated with patient welfare and professional trust. These elements, which are part of the regular, overall student evaluation process, include the ability to:

1. Communicate effectively with varied audiences and for different purposes (speaking, body language, listening, reading, writing);
2. Self-assess, -correct, and –direct; identify learning needs and resources; continually seek knowledge and understanding.
3. Fulfill commitments and be accountable for actions
4. Obtain the maximum benefit from a minimum investment of time and resources;
5. Identify sources of feedback and use it effectively to improve performance; provide appropriate feedback to others;
6. Recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes;
7. Identify, generate and evaluate elements of logical argument; recognize and differentiate facts, illusions, assumptions; distinguish the relevant from the irrelevant.
8. Assume responsibility for all actions, words, and non-verbal communication that is exhibited.

2.02.02 Professional Clinical Attire

It is the policy of this program that students dress in professional clinical attire during lectures and labs attended by guest speakers, patients or community members, and on all off campus educational experiences when the student represents the Physical Therapy Department.

Professional attire is defined as:

- Long pants (no jeans) or skirts that are knee length or longer
- For men, a collared shirt is required
- For women, a shirt with a modest neckline and length to be tucked in or cover the waistline during any activity
- Closed toe shoes
- Physical Therapy name tag

2.03 Attendance

2.03.01 MU Rules and Regulations: Attendance

- A. Students are expected to attend all scheduled class sessions. A student who does not complete assigned academic work because of absence from class is responsible for making up that work in accordance with instructions provided by the faculty member consistent with any policy established by the faculty of the respective department or division.

- B. Divisional or department faculty, a course director or an individual instructor may establish attendance standards and will determine whether a student will be permitted to make up work missed as a result of absence(s). There will be no "Deans' Excuse" or "Official Absence".

2.03.02 School of Health Professions: Statement on Attendance

- A. Students enrolled in the School of Health Professions are expected to attend classes regularly and may be dismissed for inattention to their academic responsibilities.
- B. Permission to make up class work missed as a result of absence is granted at the discretion of the individual instructor. Normally, students who have been absent from classes due to illness or hospitalization will be allowed an opportunity to make up work missed. If more than 3 weeks of class in a regular semester have been missed, students will normally withdraw from the University.

2.03.03 Physical Therapy Program Attendance Expectations

- A. Students are expected to attend 100% of classes.
- B. If an acute illness requires absence from class, the student is expected to call the program office (573) 882-7103, e-mail, or otherwise leave word for the instructor prior to the absence. Course coordinators will determine what impact absences will have on the final grade.
- C. Students are responsible for obtaining distributed materials or class notes, and for arranging to take tests missed during absences.

2.04 Americans With Disabilities Act (ADA) Compliance

If a student has special needs as addressed by the Americans with Disabilities Act and needs any test or course material provided in an alternative format, the student must register with Disability Services, AO38 Brady Commons, 882-4696. It is the campus office responsible for reviewing documentation provided by students requesting academic accommodations, and for accommodations planning in cooperation with students and instructors, as needed and consistent with course requirements. Another resource, MU's Adaptive Computing Technology Center, 884-2828, is available to provide computing assistance to students with disabilities. Instructors can not provide accommodations to any student without proper documentation from the Disability Services Office.

2.05 Student Performance Policy:

The faculty of the University of Missouri Physical Therapy Department is committed to high academic and professional standards. These high standards are central to our mission of preparing exceptional clinicians who will serve as stewards of our profession. Therefore, it is our obligation to insure that graduates demonstrate mastery of **all** course content. It is to this end we establish the following grading policies and procedures.

Grading Scale:

Grades will be assigned based on the following departmental standard:

Graduate:

92% + :	A
83% - 91.9%:	B
74% - 82.9%:	C
Below 74%:	Fail

Undergraduate

98-100	A+
95-97	A
92-94	A-
89-91	B+
86-88	B
83-85	B-
80-82	C+
77-79	C
74-76	C-
71-73	D+
68-70	D
65-67	D-
< 65	Fail

Minimum Competency:

Students must obtain a minimum competency of 74% on all major course activities such as written examinations, checkouts and projects.

Remediation Policy:

Students scoring below a 74% will be required to perform remediation of the activity to demonstrate mastery. The nature of the remediation and the level of acceptable performance will be at the discretion of the individual faculty member. *The original score will be used in the tabulation of the final course grade.*

Deficiencies:

If a student does not achieve the required level of performance on the initial remediation, a deficiency for that activity will be assigned. Eventual remediation for all activities is required. Deficiencies occurring in 2 activities will result in failure of the class *regardless of the current cumulative point total.*

Final Examinations:

Final examinations will be held to the same standard previously described for other activities. Every possible effort will be made to allow students to remediate prior to the University imposed deadline for submission of grades. If the activity cannot be remediated prior to this deadline, University policy dictates that a letter grade of "F" be assigned. A change of grade form will be submitted when successful remediation occurs.

Successful Completion of Course:

Students must fulfill each of the following requirements to successfully complete a course:

1. Score of 74% on all examinations, checkouts, projects, etc. **OR** successful remediation of those activities
2. Deficiency in not more than one activity
3. Cumulative point total of 74% or above
4. Exhibit professional behavior as described in the Student Handbook, Department of Physical Therapy, School of Health Professions, University of Missouri-Columbia

Policy:

All students in the professional phase of the program are expected to maintain at least a 3.0 semester (term) and professional cumulative grade point average, with no grade below "C" (2.0) in courses required for the degree. A student who fails to achieve at least a 3.0 semester GPA beginning in the fall semester of the first year will be placed on academic probation. Pre-professional graded courses as needed will be averaged with courses taken during the professional program to determine cumulative GPA for admission to Graduate School. A 3.0 GPA is required to enter Graduate School.

Procedure:

- a. Failure to achieve a grade of "C" (2.0) or higher in a required course will require the student to meet with a faculty committee to determine alternatives. No final action will be taken until this meeting has taken place and a recommendation has been made to the core faculty who will then make the decision. The student may be placed on probation with conditions, or dismissed from the department.
- b. Failure to achieve a semester (term) or professional cumulative grade point average of 3.0 at the completion of the fall of the first year semester will result in the student's performance being reviewed by the faculty. Possible outcomes of this review include 1) placing the student or continuing the student on academic probation with conditions, 2) remediation of weak areas of content or performance, or 3) dismissal from the department, or 4) alternative action as deemed appropriate by faculty.
- c. In any case of probation or dismissal, the student will receive written notification of his/her status from the Director of Academic and Student Affairs of the Department. The student has the right of appeal/due process beyond the Department. The appeal is initiated with the Dean of the School of Health Professions.

2.06

Patients/Clients in Class

The Department of Physical Therapy applies the guidelines contained in the Health Insurance Portability and Accountability Act of 1996, or HIPAA, (Public Law 104-19) concerning patient confidentiality in classroom and research activities. Students will follow procedures established by clinical sites in maintaining provisions of HIPAA when on clinical rotations.

To insure that the dignity and privacy of individuals who have consented to participate in class demonstrations are maintained, the faculty, students, and staff are expected to be sensitive in their questioning of individuals and their families, maintain appropriate draping of the individual throughout presentations, and avoid comments which would be a source of embarrassment to the patient, friends, and family members who may be present, or students.

In preparation for the activity, the individual should be advised of the purposes of the presentation and what will be done and provide consent. If the individual is a minor, the responsible party must provide written consent. If the proposed demonstration or case presentation includes activities or subjects that are potentially embarrassing or harmful, these topics must be discussed before the class activity. The individual's wishes in this regard must be honored. The individual patient's right to terminate the session shall be recognized and those wishes carried out immediately.

The "Consent to Case Presentation/Patient Demonstration" form should be completed prior to the scheduled activity by the instructor presenting the case and placed on file in the PT Department office. If a University or VA Hospital inpatient is presented, the form should also be placed in the patient's chart.

2.07 Visitors in Class

Policy: Visitors usually may attend class or laboratory with the prior consent of the instructor. NOTE: It is the policy of the Pathology and Anatomy Department not to allow visitors in the anatomy laboratory.

Procedure: Obtain permission from the instructor. Arrange to introduce your guest.

2.08 Student Address and Telephone Number: Access or Changes

A. Policy: Students' telephone numbers and address information is only given to persons who have a legitimate need to know how to contact the student, e.g. clinical supervisors. Other persons, such as recruiters and other employers, are not provided this information without students' approval. If a person identifying her or himself as a parent or other family member calls, a message is taken, and the student is able to determine whether to make the return call or not.

B. Procedure: Please keep the department secretary informed of address and phone number changes. It is important that we know where to contact you outside regular hours. E-mail is usually used, but occasionally other forms of contact are necessary. Each semester, a list with temporary and permanent addresses and telephone numbers will be circulated, during a class, for changes. If a change in address and/or telephone number occurs at other times, please go by the PT office, e-mail, or call staff with the information. All electronic departmental/academic contact with students will be made using the student's MU email account.

2.09 Immunization and Health Screening Requirements

University of Missouri-Columbia
School of Health Professions
Department of Physical Therapy

Immunization	Description
Polio	Completion of primary series with booster between ages 4 to 6.
Tetanus/diphtheria (Td)	Completion of primary series with booster given within the past 10 years.
Measles/Mumps/ Rubella	Two doses measles vaccine, with at least one dose MMR (See Mandatory MU Immunization Policy.)
Hepatitis B	Completion of 3 dose series.
Hepatitis B Surface Antibody Blood Test*	Recommended approximately one month after completion of immunity to verify immunity.
Varicella (Chicken pox)	Positive immune titer <u>or</u> two dose vaccine series.
Tuberculosis (TB Screening)	Documentation of two Mantoux TB skin tests (measured in millimeters of induration) performed in the U.S. within prior two years. Annual testing will be performed during the 3 years of physical therapy school. Students with past history of positive TB skin tests must provide documentation of the positive skin test, documentation of any medication taken and a chest x-ray report. Those students will undergo annual symptoms review instead of skin testing.
Influenza*	An influenza vaccination dose is encouraged annually.

*Not required

Each student is responsible for obtaining any additional immunizations or tests required by specific clinical education sites.

Students will pay for all immunizations, tests, and x-rays required by the Physical Therapy Program, as well as any required by the facility to which they are assigned.

Students may utilize private physicians for the required immunizations, tests, and x-rays, provided documentation and pertinent results are provided to the Student Health Service.

All tests must be completed or confirmed by April 15th of EACH year.

3.00 REGISTRATION and TRANSFER to GRADUATE SCHOOL

A. Information about preregistration will be emailed to you or placed in your mailbox. Course information including name, number and reference number will be listed. Pick up your audit from the School of Health Professions Office and preregister by telephone, STARMU, or at Brady Commons. It may be necessary to call the SHP Student Affairs office (882-8011) to have a computer release completed so that telephone registration can commence. A student may prefer to wait until the regular registration period.

B. Transfer to Graduate School

Policy: Students not already classified as graduate students must dually enroll for the Winter Semester of the second professional year. All students must be enrolled in The Graduate School by the start of the Fall Semester at the beginning of the third professional year. Students will transfer out of the School of Health Professions at the same time they transfer into The Graduate School.

Procedure: Paperwork for transfer from school to school will be distributed and explained during a class meeting or open class time, and necessary signatures obtained.

4.00 FINANCIAL MATTERS

4.01 Insurance

4.01.01 Medical Liability

Students are covered by the University of Missouri when they are engaged in clinical activities that are approved by the departmental faculty as well as part of the established curriculum. Medical liability insurance will be addressed in more detail as part of the Introduction to Clinical Education I and II courses, and in the Professional Issues course.

4.01.02 Health Insurance

The School of Health Professions and the Department strongly recommend that students determine the status of their health and hospitalization insurance, including the availability of coverage if the student is ill or injured away from the plan's geographic/designated provider area. If not covered by parents or his or her own plan, students are encouraged to purchase the comparatively inexpensive University insurance offered at the time of registration. The American Physical Therapy Association offers health and liability insurance to student members at reasonable rates.

4.02 Loans

4.02.01 Missouri Physical Therapy Fund

The Missouri Physical Therapy Association maintains a loan fund for PT and PTA students. Loans range from \$500-2,000, averaging \$1,000, and the rate is about 6%. Apply before September 15 or April 1; any time in an emergency. See Department Secretary for application.

4.03 Employment

Many students must work in order to attend the university. It is important for students to recognize that some academic requirements fall outside of regularly scheduled class hours. Students must be able to arrange work schedules to accommodate these requirements. If employment becomes an academic obstacle and burden, students should talk with a faculty advisor to determine alternatives.

Occasionally the department will have short-term employment opportunities for students. Tutoring is another source of funds. The Learning Center occasionally recruits physical therapy students to tutor students in anatomy, kinesiology, and some other classes. If interested, contact the Learning Center. Private tutoring is, of course, the student's prerogative.

4.04 Traineeships/Stipends

The Roger S. Williams bequest funds modest stipends (approx. \$250/semester) for students who are interested in working with the geriatric population in the Eldercare Adult Day Care facility. If interested, call 882-7070, and identify yourself as a PT student. Eldercare also takes volunteers.

4.05 Graduate Assistantships

When the department has funding for graduate assistant(s), students will be notified. The most likely source of funds will be external grant awards.

5.00 FACILITIES, EQUIPMENT, MATERIALS

5.01 Books and Reprints

5.01.01 Required Books

Required books will be available in campus bookstores. Syllabi will be available at a local copy service for most courses. Professional textbooks should be retained for the duration of the program and for your personal library, rather than sold back to the bookstore.

5.01.02 Reserve Books and Materials

- A. Books, tapes, videotapes, and computer discs belonging to the library will be placed on reserve for courses will be at the J. Otto Lottes Health Sciences or Ellis (Main) Library.
- B. Reprints will be in the Health Sciences Library and/or in a filing cabinet at the Department of Physical Therapy (site will be announced). Reprints should be read in the libraries or Lewis/Clark Halls or copied and returned to their files promptly. They may not be taken out overnight. Use of internet capabilities and on-line references is used increasingly.
- C. Certain materials will be placed in the files and bookshelves in the Physical Therapy Student Reference Room on the first floor of Lewis Hall. Please return these materials promptly.

5.02 Bulletin Boards

Bulletin boards are located in the hallway on first floor Lewis and downstairs outside of the classroom (Lewis Hall Room 3) next to the PT student mailboxes. Check bulletin boards regularly for class, clinical and scholarship information.

5.03 Class Memorabilia

5.03.01 Photographs

Photographs for composite pictures will be taken early in the first professional year, and should be available during the fall semester.

5.03.02 Scrap Book

The class may choose to have a historian maintain a scrapbook of class and program activities.

5.04 Clothing

- A. Anatomy - Lab coats and closed-toe shoes are required. Shorts and sandals are not permitted.
- B. Laboratory - It is often necessary to expose legs, arms, neck and back for lab activities. Swimsuits, shorts, halter tops, and T-shirts are necessary attire. Students are expected to dress appropriately for the type of laboratory activities. Laboratory clothing should be available on site at all times; lockers can be used to keep such clothing accessible. Because the laboratory may be too cool at times, it is a good idea to have old "sweats" available for comfort plus ease of changing.
- C. Classroom attire – Students may be asked to wear 'professional attire' when guest speakers and/or patients are present. Professional attire is defined as:
 - Long pants (no jeans) or skirts that are knee length or longer
 - For men, a collared shirt is required
 - For women, a shirt with a modest neckline and length to be tucked in or cover the waistline during any activity
 - Closed toe shoes
 - Physical Therapy nametag
- D. Clinical Education – see Clinical Education Handbook.

5.05 Copy Machine

A copy machine for student use is located in the Lewis and Clark lobby. Other machines are available in the Health Sciences Library, Brady Commons and off campus. Quick Copy will do some student organization work. See SPTA Faculty Advisor or Department secretary for details.

5.06 Identification Badges

Policy: Students are **required** to obtain I.D. badges for use in the University Hospital complex. You should display it at all times when you are in the complex. It may be required for access to the Health Sciences Library during finals and for check cashing. It is essentially useless elsewhere on campus.

5.07 Student Mailboxes

Located in the hallway outside of Lewis Hall, Room 3. Check regularly.

5.08 Office Hours

Faculty will endeavor to post/announce/place in course syllabus their office hours for course consultation or other matters. It is helpful to set up an appointment by telephone or immediately after a class.

5.09 Educational Space: Maintenance and Use

Students are expected to help keep classroom and laboratory safe, clean, and neat. Equipment is to be put away at end of class or practice session. Remember that the space is sometimes used for patient care.

5.09.01 Classrooms

Classrooms and other community space may be reserved during unscheduled time for student meetings. See Department secretary to reserve.

5.09.02 Conference Room/Clinical Reference Center/Check-Out Space

The Conference/PBL Rooms are available to give students access to references and study space during unscheduled weekday hours. Rooms will not be available when scheduled for Problem Based Learning activities or if an other meeting is scheduled. Check-out Room 100A may be used for practice when not in use for performance evaluation.

5.09.03 Laundry and Laboratory Clean Up

First and second year students will be assigned to do laundry and straighten the laboratories one week per semester. A week-by-week sign up sheet will be available at the beginning of the Fall and Winter semesters. Duties include washing, drying, folding, and storing laundry, dusting and polishing PT equipment in use, cleaning mats, putting equipment away, wiping out the sinks, and being orderly and clean. The laboratory should look like a clinical department as much as possible.

5.10 Security

Be very responsible for your personal belongings. Hospitals, classrooms, and offices are not secure locations. Be sure purses, backpacks, jeans and billfolds are stored out of sight and in a safe place.

Report any suspicious activity to the department staff, or call University Security at 882 - 7407. The Health Sciences Center Security Staff is available after dark if students feel the need for an escort. Students should only return to Lewis and Clark in small groups after 5:00 pm because a security officer is not on duty in the building after hours; doors are locked at approximately 8:30 p.m. unless an event is scheduled in the building.

5.11 Telephone and FAX

Policy: The office telephone and facsimile/copy machine are to be used for business related to clinicals or the student organization only. No personal calls or FAX are allowed unless for an emergency.

Procedure: A telephone for student use (local calls or credit card calls) is located in the SHP Student Computer Laboratory and also in the PT laboratory when class is not in session. There is a telephone for campus calls in the hall between Lewis and Clark first floors.

5.12 SHP Student Computer Laboratory

The School of Health Professions Student Computer Lab, Lewis Hall Room 4, has been set up for SHP student use. Access the computer using student e-mail ID and password. As these are your campus ID and password, if problems develop, call the campus help desk at 882-5000. There is a page allotment for each student per semester. Pages over the allotment will be charged \$0.05 per page. Computers have Microsoft Office and Internet software installed. If you need other software, please contact Mr. Wei Du, 506 Lewis Hall, through his e-mail or at 884-8110.

The equipment is expensive and not easily replaced. Please be considerate, leave the computer workstation in an orderly manner for those who come after you.

5.13 Physical Therapy Student Computer

The department maintains a computer with internet access, scanner and printer for student use in Room 128. Students must supply their own paper.

6.00 EXTRACURRICULAR ACTIVITIES

6.01 Class

The Student Physical Therapy Association is an approved organization recognized by the MU student organization council, SOAC. According to SOAC rules for SPTA, a faculty member serves as an advisor. SPTA includes all professional PT students. According to bylaws of the organization, pre-PT students may attend but do not have voting privileges.

Each class of students elects officers. Officers can remain the same for three years, or shorter terms can be selected (may need by-law change). Officers typically identify committees to carry out various group activities. See faculty advisor and previous class officers for by-laws and campus rules regarding student organizations. The latter is outlined in the M-Book regarding the Committee on Student Organizations, Governments, and Activities and information is also contained in the SPTA Notebook.

MSA and SOGA have approved procedures for Auditing Student Organization Financial Records which must be followed. Some funds may be available for eligible student activities.

A partial listing of organizations/activities in which physical therapy students have participated in the past is as follows:

Adapted Gymnastics and Special Olympics

Multiple Sclerosis and Muscular Dystrophy Association

Intramurals.

Block seating for football.

Athletic Screening Program - public school.

Head Injury Association

Massage "Day" (Stephens, for State-Wide Bike races, in Lewis and Clark Halls, etc.)

Sponsored 5K Run/Walk for Stacy Bragg Memorial Scholarship and other benevolences.

Community Education

Health Screenings

6.01.01 Hosting During Applicant Interviews and Open House

A nice custom has continued to make new applicant interviews run more smoothly. A coordinator from the first year class is appointed and develops a mechanism for scheduling helpers and obtaining refreshments, working with the department secretary who develops the interview schedule and location of activities.

The PT Open House takes place in December. First year students provide tours of the PT classroom, labs, and other facilities. The first year students are available to answer questions from prospective students.

6.02 School Organizations and Activities

The SHP Student Association is available to pre-professional as well as professional students. The organization sponsors and coordinates SHP student activities such as blood drives, social events, charitable causes and graduation activities.

Student Ambassadors are selected to assist the school in advisement and outreach activities. Peer advisors are sometimes hired by the School to assist with preregistration.

6.03 Campus Organizations

Students are free to select organizations that interest them. PT students are sometimes tapped for honorary organizations before they enter graduate school (Mortar Board, Mystical Seven, etc.)

6.04 Professional Organizations/Activities (APTA/MPTA)

A. The American Physical Therapy Association
1111 North Fairfax Street
Alexandria, VA 22314
(703) 999 APTA

APTA is the national association for physical therapists and physical therapist assistants. It is the governing body for our profession. It is responsible for CAPTE, the Commission on Accreditation of Physical Therapy Education.

The APTA is the professional organization that represents physical therapists before all branches of the federal government (particularly the United States Congress). It is important that at a minimum, physical therapists support the profession through membership even if more active participation is not possible. The profession would not be what it is today and cannot continue to grow without the APTA and its members.

Students are encouraged to become members while engaged in academic preparation. Active involvement early in your career, beginning while you are a student, is important for fully understanding your chosen profession. The \$75 national student membership fee (and a \$10 Missouri student fee) provides access to reduced registration costs for educational programs at the state level, publications, activities, and job opportunities. Importantly, it is a source of information about legislative measures affecting income, practice opportunities, and health care issues. Student membership also means discounted active membership after graduation (1/3 regular dues 1st year, 2/3 regular dues 2nd year).

1. APTA National Meetings
 - a. National Conference - usually in June (student runners are recruited for the House of Delegates)
 - b. National Student Conclave - usually in the Fall
 - c. Combined Sections Meeting - usually February
 - d. Special educational meetings for officers or interested members of MPTA
2. Sections of the APTA: Seventeen Sections representing special interest areas are open to student membership, and some are free. See the Student Membership Application for the list.
3. APTA offers several financial packages to all members with information through its WebSite or by calling 800-999-2782 (APTA) . Information available includes:
Professional Liability Insurance
Student Health Insurance
Auto and Homeowners/Renters Insurance
Student Loans

Short Term Medical Coverage
APTA Student Credit Card
Group Term Life Insurance
Home Mortgages

B. Missouri Physical Therapy Association (MPTA) a Chapter of the APTA
205 E. Capital, Suite 100
Jefferson City, MO 65101
(573) 556-6730 (573) 556-6731 (FAX)

7.00

GRADUATION

7.01

Awards

A. For Honors and Awards of the Department of Physical Therapy, See Section **11.0**.

B. Miscellaneous Awards/Recognition:

1. Mary McMillan Award (APTA); nomination due by November 1 of last year of professional education, requires student, class, faculty and clinical educator support statements)
2. Outstanding Missouri PT Student Award (MPTA); nomination due by February of last year of professional education, requires student, faculty and clinical educator support statements)
3. Alpha Eta – School of Health Professions; automatic award to the academic top 10% of class (on last 50 hours).
4. Academic Honors (see below)

7.02

Caps and Gowns

7.02.01 Disposable black caps and gowns plus green and gold tassels are available from the University Bookstore. Can be purchased the week of graduation.

7.02.02 SHP orders enough master's degree hoods of the appropriate color. They are purchased from the bookstore the week of graduation.

7.02.03 SHP obtains enough Honor Cords for students who are eligible for the Undergraduate Honors Convocation

NOTE: Honor Cords are only worn for the Honors Convocation; Masters Hoods are worn for The Graduate School and the School of Health Professions graduation ceremonies.

7.03

Graduation Invitations

7.03.01 Purchased through the Bookstore. **Note:** Class Luncheon or Banquet invitations are handled within the Department of Physical Therapy

7.04

Graduation Policy

Policy:

Undergraduate: Students must complete at least 120 hours including all SHP and department required courses. Courses completed at schools or colleges not recognized as accredited by the University of Missouri will not figure into the required 120 hours.

Graduate: Students must complete at least 30 graded hours at the graduate course level (300 and above) with a minimum 3.0 GPA. Successful completion of a capstone experience is required in lieu of a thesis or research project for the MPT degree.

Procedure:

Failure to complete 120 hours of undergraduate, and 30 hours of graduate course work that are the course of study for the pre-professional or professional physical therapy degree may result in delayed graduation.

7.05

Honors Designation

A. Policy (School of Health Professions)

1. The School shall use the three recognized undergraduate honors designations (summa cum laude, magna cum laude, and cum laude) to formally acknowledge outstanding academic performance on the part of students at the baccalaureate level. The basis for honors designation shall be cumulative grade point average as opposed to a certain percentage of the graduating class.
2. Qualifications for a laude degree will require a minimum of 50 graded semester hours completed on the Columbia campus while enrolled as a full-time student in the School of Health Professions.
3. Qualifications for a laude degree shall be based upon comparable portions of the department, i.e., the final 50 graded semester hours. In cases where the overall cumulative grade point average for work completed on the Columbia campus is higher than that calculated for the last 50 graded semester hours, the higher grade point average may be used.
4. In no case will a laude degree be conferred on an individual whose overall grade point average for work completed on the Columbia campus is less than 3.00.
5. Transfer students who bring required courses with them, reducing their MU semester course load, will not be eligible for honors unless they take additional hours bringing them up to 50 MU hours.
6. Criteria for graduation with honors will be reviewed every two years.

B. Procedure

1. Preliminary List - Approximately one month into each semester, a list of those students planning to graduate at the end of the semester is forwarded from each division to the Office of the Registrar. This preliminary list includes the name of each prospective graduate as it is to appear on the diploma and includes any honors designation for which it appears the student may qualify. The list is used to prepare the Commencement Bulletin and for news releases.
2. To determine the honors designation for this preliminary list the student's record will be examined to ascertain if, by inclusion of graded semester hours of current enrollment plus any delayed grades, the student will have completed a total of 50 graded semester hours at MU by the date of graduation. If so, the honors designation for this preliminary list will be based upon that portion of the final 50 graded semester hours that have been completed at MU to date.
3. Revised List - After final grades have been recorded and received in the divisional office a revised list of graduates is forwarded from each division to the Office of Registrar. This revised list contains the name of each graduate as it is to appear on the diploma and includes

any honors designation for which the student has qualified. The list is used in preparation of diplomas and for a final Commencement Bulletin.

4. Honors designations for the final list shall be based upon the requisite cumulative grade point average and a minimum of 50 graded semester hours completed on the Columbia campus. If you have transfer hours that include professional courses (Kinesiology, Pathology, etc.) speak to a department advisor if you wish to be considered for high honors.

C. Criteria for Honors Designation

<u>Honors Designation</u>	<u>Cumulative Grade Point Average</u>
Summa Cum Laude	3.900-4.000
Magna Cum Laude	3.700-3.899
Cum Laude	3.500-3.699

7.06

Graduation Activities

7.06.01 Graduation Luncheon or Banquet

Arrangements for a graduating class event should be made by the graduation class and be nearly complete by the end of the fall semester, if not sooner (rooms are hard to reserve) and will include, depending on the choice of the class/committee: invitations, printed program, tentative menu with cost, audiovisual equipment rental; invocation; speaker; awards, decorations, etc. The PT student organization, advisor, office support staff, and other faculty can assist with details, but the event belongs to the graduating class. **Sample banquet/luncheon invitations and programs from past years are available for review through the Department of Physical Therapy office staff.**

8.00

PHYSICAL THERAPIST LICENSURE

8.01

Preparation

The program endeavors to provide students with a comprehensive education that prepares them for practice. In so doing, preparation for the National Physical Therapy Examination (NPTE) is accomplished. However, review prior to the examination is clearly a good idea! Before graduation, students benefit from instruction regarding the examination itself; this has taken place in February, over a weekend. There are numerous courses, books, and CDs available for purchase. In recent years, third year students have planned and sponsored a week-end review course in the Winter semester of the third year.

8.02

State Licensure

A. For information about Missouri Licensure, request a packet from (these change yearly):
Missouri State Board for the Healing Arts

P.O. Box 4
Jefferson City, MO 65109
(573) 751-4117
(573) 751-3166 (FAX)

B. Other states: addresses can be obtained through APTA

8.03

National Physical Therapist Examination

Federation of State Boards of Physical Therapy
509 Wythe Street
Alexandria, VA 22314
www.fsbpt.org Tel: 703-299-3100

9.00 PROFESSIONAL GOALS AND STANDARDS (Ethical Requirements)
(All of the documents in Section 9 can be found in Appendix 2 of the “Guide to Physical Therapist Practice”)

9.01 APTA Standards of Practice
9.02 APTA Code of Ethics and Guide for Professional Conduct
9.03 APTA Standards of Ethical Conduct for the Physical Therapist Assistant and Guide for conduct of the Affiliate Member

10.0 THE DEPARTMENT OF PHYSICAL THERAPY

The department is a growing entity, expanding its horizons from the limited scope of the Program in Physical Therapy, which was part of the former School of Health Related Professions, and a unit of the School of Medicine. The recently obtained Departmental status indicates the broader activities undertaken by its faculty as well as Physical Therapy’s place in a newly established School of Health Professions, or SHP. Now separated from the School of Medicine, though still part of the umbrella entity called University Health Care, the School and Department function more independently, becoming more visible academic units on campus.

The department exists with four other departments (Cardiopulmonary and Diagnostic Sciences, Communications Science and Disorders, Occupational Therapy, and Health Psychology) in the School of Health Professions. The PT Department Office is located at 106 Lewis Hall. The department consists of 11 fulltime faculty members, three staff members, and several part time adjunct faculty and research staff. The faculty is balanced, with nearly all facets of physical therapy practice and research represented.

In addition to physical therapy education, the faculty makes research contributions, function as consultants, offer physical therapy services to clients, provide continuing professional education, and are active in school, campus, and professional organizations. Faculty/staff offices are on the first floor of Lewis, where three problem-based learning/conference rooms, a research laboratory, resource files and computer/work rooms are also located. The main classroom and laboratory are located in the basement of Lewis Hall.

Other campus facilities are used for classes, and faculty research centers are located at The Health Connection in Parkade Center and in the School of Veterinary Medicine. Clinical education is provided through an array of clinical sites both inside and outside of Missouri.

10.01 History of the University of Missouri Program in Physical Therapy

The program began in 1963, graduating its first class of 10 in 1966; there are now close to 2000 alumni. Approximately 60% remain in Missouri where a significant proportion provide physical therapy services in rural areas. In 1997, the Coordinating Board for Higher Education in Missouri approved the change in degree from the Bachelor of Health Science-Physical Therapy to the Master of Physical Therapy. Since 1976, the program has been a part of the School of Health-Related Professions. In December, 2000, the School of Health Professions, containing Departments of Physical Therapy, Occupational Therapy, Communication Sciences and Disorders, and Cardiopulmonary and Diagnostic Services, was created. The entry-level physical therapy curriculum is nationally accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE).

10.02 The Mission Statement

To Our State:

The mission of the MU PT program is to provide highly qualified students with professional educational experiences that will enable them to contribute to meeting the physical therapy needs of Missourians.

To Our Students:

The MU PT program endeavors to provide a rich educational foundation that will equip the graduate with the knowledge, principles, skills and attitudes needed to:

- Provide evidence-based care
- Exemplify the highest levels of ethical and compassionate care
- Use and contribute to the growing body of knowledge that defines the profession
- Achieve intellectual and professional goals
- Advocate for those who need preventive and rehabilitative physical therapy services.

10.02.01 Core Values

Collegiality; intellectual rigor; professional behaviors including honesty respect for the individual, and confidentiality; commitment to ethical and legal principles; physical activity, holistic health and humor.

10.03 Goals of the Department of Physical Therapy

The goals shall be to graduate physical therapists who are well prepared to function in the following areas: (Note: numbers correspond to the Accreditation Standards of the Commission on Accreditation in Physical Therapist Education.)

Communication

3.8.3.7. Expressively and receptively communicate with all individuals when engaged in physical therapy practice, research, and education, including patients, clients, families, care givers, practitioners, consumers, payers, and policy makers.

Individual and Cultural Differences

3.8.3.2. Incorporate an understanding of the implications of individual and cultural differences when engaged in physical therapy practice, research, and education.

Professional Behavior

3.8.3.3. Demonstrate professional behaviors in all interactions with patients, clients, families, care givers, other health care providers, students, other consumers, and payers.

3.8.3.4. Adhere to legal practice standards, including all federal, state, jurisdiction, and institutional regulations related to patient or client care, and to fiscal management.

3.8.3.6. Practice ethical decision making that is consistent with applicable professional codes of ethics, including the American Physical Therapy Association Code of Ethics.

3.8.3.6. Participate in peer assessment activities.

3.8.3.7. Participate in clinical education activities.

Critical Inquiry and Clinical Decision-making

3.8.3.8. Participate in the design and implementation of decision-making guidelines.

3.8.3.9. Demonstrate clinical decision-making skills, including clinical reasoning, clinical judgment, and reflective practice.

3.8.3.10. Evaluate published studies related to physical therapy practice, research, and education.

3.8.3.17. Secure and critically evaluate information related to new and established techniques and technology, legislation, policy, and environments related to patient or client care.

3.8.3.12. Participate in scholarly activities to contribute to the body of physical therapy knowledge, including case reports, collaborative research and the like.

Education

3.8.3.13. Educate others using a variety of teaching methods that are commensurate with the needs and unique characteristics of the learner.

Professional Development

3.8.3.14. Formulate and implement a plan for personal and professional career development based on self-assessment and feedback from others.

Screening

3.8.3.16. Determine the need for further examination or consultation by a physical therapist or for referral to another health care professional.

Examination

3.8.3.16. Independently examine and re-examine a patient or client by obtaining a pertinent history from the patient or client and from other relevant sources, by performing relevant systems review, and by selecting appropriate age-related tests and measures. Tests and measures (listed alphabetically) include, but are not limited to, the following:

- a) aerobic capacity and endurance
- b) anthropometric characteristics
- c) arousal, mentation, and cognition
- d) assistive and adaptive devices
- e) community and work (job, school or play) reintegration
- f) cranial nerve integrity
- g) environmental, home, and work barriers
- h) ergonomics and body mechanics
- i) gait, assisted locomotion, and balance
- j) integumentary integrity
- k) joint integrity and mobility
- l) motor function
- m) muscle performance, including strength, power, and endurance
- n) neuromotor development and sensory integration
- o) orthotic, protective, and supportive devices
- p) pain
- q) posture
- r) prosthetic requirements
- s) range of motion, including muscle length
- t) reflex integrity
- u) self care and home management, including activities of daily living and instrumental activities of daily living)
- v) sensory integrity, including proprioception and kinesthesia
- w) ventilation, respiration, and circulation

Evaluation

3.8.3.17. Synthesize examination data to complete the physical therapy evaluation.

Diagnosis

3.8.3.18. Engage in the diagnostic process in an efficient manner consistent with the policies and procedures of the practice setting.

3.8.3.19. Engage in the diagnostic process to establish differential diagnoses for patients across the life span based on evaluation of results of examinations and medical and psychosocial information.

3.8.3.20. Take responsibility for communication or discussion of diagnoses or clinical impressions with other practitioners.

Prognosis

3.8.3.27. Determine patient or client prognoses based on evaluation of results of examinations and medical and psychosocial information.

Plan of Care

- 3.8.3.22 Collaborate with patients, clients, family members, payers, other professionals, and individuals to determine a realistic and acceptable plan of care.
- 3.8.3.23 Establish goals and functional outcomes that specify expected time duration.
- 3.8.3.24 Define achievable patient or client outcomes within available resources.
- 3.8.3.26 Deliver and manage a plan of care that complies with administrative policies and procedures of the practice environment.
- 3.8.3.26 Monitor and adjust the plan of care in response to patient or client status.

Intervention

- 3.8.3.27 Practice in a safe setting and manner to minimize risk to the patient, client, physical therapist, and others.
- 3.8.3.28 Provide direct physical therapy intervention, including delegation to support personnel when appropriate, to achieve patient or client outcomes based on the examination and on the impairment, functional limitations, and disability. Interventions (listed alphabetically) include, but are not limited to:
 - a) airway clearance techniques
 - b) debridement and wound care
 - c) electrotherapeutic modalities
 - d) functional training in community and work (job, school or play) reintegration (including instrumental activities of daily living, work hardening, and work conditioning)
 - e) functional training in self care and home management (including activities of daily living and instrumental activities of daily living)
 - f) manual therapy techniques
 - g) patient-related instruction
 - h) physical agents and mechanical modalities
 - i) prescription, application, and as appropriate fabrication of adaptive, assistive, orthotic, protective and supportive devices and equipment
 - j) therapeutic exercise (including aerobic conditioning)
- 3.8.3.29 Provide patient-related instruction to achieve patient outcomes based on impairment, functional limitations, disability and patient satisfaction.
- 3.8.3.30 Complete thorough, accurate, analytically sound, concise, timely, and legible documentation that follows guidelines and specific documentation formats required by the practice setting.
- 3.8.3.37 Take appropriate action in an emergency in any practice setting.

Outcomes Measurement and Evaluation

- 3.8.3.32 Implement an evaluation of individual or collective outcomes of patients or clients.

Prevention and Wellness

- 3.8.3.33 Identify and assess the health needs of individuals, groups, and communities, including screening, prevention, and wellness programs that are appropriate to physical therapy.
- 3.8.3.34 Promote optimal health by providing information on wellness, disease, impairment, functional limitations, disability, and health risks related to age, gender, culture, and lifestyle.

Management in Various Care Delivery Systems

- 3.8.3.36 Provide primary care to patients with neuromusculoskeletal disorders within the scope of physical therapy practice through collaboration with other members of primary care teams based on patient or client goals and expected functional outcomes and on knowledge of one's own and other's capabilities.
- 3.8.3.36 Provide care to patients referred by other practitioners, independently or in collaboration with other team members, based on patient or client goals and expected functional outcomes and on knowledge of one's own and other's capabilities.
- 3.8.3.37 Provide care to patients, in collaboration with other practitioners, in settings supportive of comprehensive and complex services based on patient or client goals and expected functional outcomes and on knowledge of one's own and other's capabilities.
- 3.8.3.38 Assume responsibility for the management of care based on the patient's or client's goals and expected functional outcomes and on knowledge of one's own and other's capabilities.
- 3.8.3.39 Manage human and material resources and services to provide high-quality, efficient physical therapy services based on the plan of care.

3.8.3.40. Interact with patients, clients, family members, other health care providers, and community-based organizations for the purpose of coordinating activities to facilitate efficient and effective patient or client care.

Administration

3.8.3.47. Delegate physical-therapy-related services to appropriate human resources.

3.8.3.42. Supervise and manage support personnel to whom tasks have been delegated.

3.8.3.43. Participate in management planning as required by the practice setting.

3.8.3.44. Participate in budgeting, billing, and reimbursement activities as required by the practice setting.

3.8.3.46. Participate in the implementation of an established marketing plan and related public relations activities as required by the practice setting.

Consultation

3.8.3.46. Provide consultation to individuals, businesses, schools, government agencies, or other organizations.

Social Responsibility

3.8.3.47. Become involved in professional organizations and activities through membership and service.

3.8.3.48. Display professional behaviors as evidenced by the use of time and effort to meet patient or client needs or by providing *pro bono* services.

3.8.3.49. Demonstrate social responsibility, citizenship, and advocacy, including participation in community and human service organizations and activities.

11.0 DEPARTMENT OF PHYSICAL THERAPY HONORS, and AWARDS

11.01 **Judy Klieboecker Frieders Award:** Established by the family of a member of the Class of 1968. The award honors a graduate who died shortly after her graduation. A student who shows outstanding promise is selected by classmates; certificate and monetary award; plaque displayed in the department office.

11.02 **Christopher Griffith Memorial Scholarship** Established by the family of a member of the Class of 1976. Students enrolled in the fall semester of the third professional (graduate) year. Recipients must demonstrate personal/professional qualities including being constructive and supportive in interactions with classmates; high ideals manifested in action; generosity with the student's own time and talent, upholding the human dignity of individuals in all types of relationships; a determined, enduring, serious learner; gentleness and charity." Nomination and selections are by department faculty.

11.03 **Stacey Bragg Memorial Scholarship Award.** Scholarship established by the family of a member of the Class of 1997. Awarded to a graduating student who demonstrates the ability and desire to work with people of all ages; an energy and excitement for life; a commitment to professional growth and life long learning; and the passion to pick more daisies. Awarded during last semester of professional education; selection by department faculty.

11.04 **Roger S. Williams Award:** Established by a patient who received physical therapy following a stroke. It honors clinical promise in a new graduate. Selection is by clinical supervisors; certificate and monetary award; plaque displayed in department office.

11.05 Gerald W. Browning Award: Established by alumni and faculty; awarded to a graduating student who demonstrates commitment to scholarship and education, love of people, skill with language, positive attitude, enthusiasm, cheerfulness, and dedication to the physical therapy profession. Monetary award and plaque displayed in department office.

11.06 Marilyn K. Sanford Award: Established by alumni and faculty. Dr. Sanford, a member of the first MU PT Class in 1965, directed the physical therapy program from 1993 to 2002. A monetary award is presented to one graduating PT student who exemplifies Dr. Sanford's dedication to scholarly activity, clinical excellence and a strong willingness to serve the profession and the community.