

SAMPLE SYLLABUS

University of Oklahoma Health Sciences Center
College of Allied Health
Department of Rehabilitation Science

PHTH 8362 Clinical Education I Summer 2016

COURSE DATES

Tuesday, July 5 - Friday, August 12, 2016

COURSE DESCRIPTION

PHTH 8362 Clinical Education I is the first full-time clinic internship for students in the professional doctoral *Program in Physical Therapy*. Students will participate in a six-week supervised clinical experience in which they observe patient care, assume defined responsibilities for assessment, evaluation and intervention applying the knowledge and skills they have acquired in previous course work.

COURSE CREDITS: 2 credits

PRE-REQUISITES

Courses are listed sequentially in the curriculum and every previously completed clinical and didactic course is considered to be a prerequisite for the upcoming didactic and clinical courses. Students must satisfactorily complete all required didactic course work that occurs prior to PHTH 8362 before participating in *Clinical Education I*.

COURSE COORDINATOR AND STAFF SUPPORT

Lynn Jeffries, PT, DPT, PhD, PCS, DCE
OU Health Sciences Center – College of Allied Health
1200 N Stonewall, Room 3136
Oklahoma City, OK 743104

Email: lynn-jeffries@ouhsc.edu
Office phone: 405-271-2131 x 47131
FAX: 405-271-2432

Patty Hines, Senior Academic Program Specialist
University of Oklahoma – Schusterman Center
4502 E. 41 St., Rm 2J24
Tulsa, OK 74135

Email: patty-hines@oushc.edu
Office phone: 918-660-3274
FAX: 918-660-3296

Students can communicate with Dr. Jeffries using telephone, voice mail, e-mail, or teleconferencing resources or through in-person meetings. Formal office hours are scheduled by appointment.

For questions or concerns about student health records or clinical records and assignments, students should contact Patty Hines, Academic Program Specialist for the Clinical Education program for both campuses.

While students are off campus on clinical affiliations, it is imperative that they have reliable access to email as that is the primary mode of communication with the DCE and the Clinical Education staff. In order to facilitate communication during clinical rotations, students should develop the habit of checking email frequently. Students should also make sure that the contact information for the clinical site and personal contact information is correct in the Typhon Database.

COURSE WEB PAGE

A web-based system using the Desire to Learn (D2L) platform augments this course. For course materials, announcements, and assignments, please first visit the course D2L pages by opening your Internet browser and entering the URL <https://learn.ouhsc.edu>. Then, follow the directions for login.

TEACHING METHODS / LEARNING EXPERIENCES

The student will participate in six consecutive weeks of clinical internship. The clinical faculty member is a designated Clinical Instructor (CI). The CI will provide the direct supervision for the student. The CI's supervision and oversight of the student will be direct for all examinations, interventions and other professional activities and responsibilities until the CI determines the student can safely function without such close/direct continuous supervision. Once the student is permitted to work more independently, the student is to use a pre-determined communication mechanism that is agreed upon between the student and the CI. The CI, or a licensed physical therapist designee, is to **be on-site at all times** when the student is assuming patient responsibilities. The CI will model clinical reasoning and decision-making. The CI will challenge students to apply critical thinking skills necessary to be effective in the clinical setting. The CI will provide adequate time, critical feedback, and access to patients to allow the student to complete all assignments.

Any student working with patients who receive Medicare – Part B insurance coverage must have **line-of-site supervision** by the CI as per Centers for Medicare and Medicaid regulations CMS Program Memorandum AB-01-56 (April 11, 2001). Medicare guidelines regarding students working with Medicare –A in skilled nursing facilities changed in September 2010. For specific information go to www.apta.org - Medicare page to find a student supervision chart and detailed explanations.

Students will exhibit characteristics of an adult learner by identifying learning goals, planning and implementing learning activities independently and being proactive whenever possible.

To successfully complete this course the student must:

- Clinical Experiences:
 - Obtain a **mid-point rating between Advanced Beginner and Intermediate Performance or beyond** on the **Clinical Performance Instrument** for performance criteria #1 Safety, #2 Professional Behavior, #3 Accountability, #4 Communication and #7 Clinical Reasoning at the *conclusion of the six week internship*. These criteria are considered “Red Flag” items.

Any *inadequacies (critical incident or red flag marked by CI)* identified in any one of these criteria will result in the student being dismissed from the clinic and will result in the student receiving a grade of “Unsatisfactory” for the course.

- Obtain a rating **Advanced Beginner or beyond** on the **Clinical Performance Instrument** for all other performance criteria at the *conclusion of the six week internship*. “Significant concerns” identified for any of these skills at the conclusion of the Studentship will result in a grade of “Unsatisfactory” for the course.
- Complete a self-assessment of your skills using the **Clinical Performance Instrument** at mid-term and the completion of the internship. Review yourself assessment with your CI.
- Attend every day of the scheduled internship. The student’s schedule will be the same as the CIs. The only excused absences are for illness or personal emergency (in which case the student must notify the CI as soon as possible) or to allow the student to participate in a professional association meeting. In the case of the latter, students must obtain permission in advance from the CI and DCE. In the case of illness or personal emergency the student is to work with the CI to make up the missed days. If the amount of time exceeds two days the DCE must also be notified. At no time should any student schedule time away from the clinic for personal trips, including job interviews, or vacations.
- Adhere to the “student responsibilities” as outlined in the Clinical Education Guidelines Manual.
- Communicate with the Clinical Instructor on a consistent basis throughout the clinical education course.
- Demonstrate performance that receives a “Satisfactory” ranking following weeks 1, 2, 4, and 5 of the internship as documented in the **Weekly Planning form**.
- Communicate with the DCE at any other time when the student feels a communication contact is necessary.
- Assignments:
 - Completion of the **Weekly Planning forms**. Each week’s form must be reviewed with the CI and signed off by the CI. The signed copy must be scanned and uploaded in the appropriate D2L dropbox or faxed to 405-271-2432 attention Lynn Jeffries weekly (Monday July 11, July 18, August 1, and August 8th). There will be 4 weekly reviews. There is NOT a mid-term form (week 3) or a final form (week 6) as that is the CPI.
 - Satisfactory completion of **Student Reflection Assignment**.
 - Complete the Typhon **Data Tracking and Time Logs** daily. There will be a seven day window to enter all documentation. All data in Typhon is HIPAA compliant. Specifics are on D2L. Upload your case load summary graphical and time log export documents into D2L in the appropriate dropbox at the conclusion of the internship.
 - Appraisal of the internship experience is expected. You will complete two evaluations: **Student Evaluation of the Clinical Education Site** which provides feedback on the clinical environment; and **Student Evaluation of the Clinical Instructor** which provides feedback related to the Clinical Instructors teaching. This information will be summarized and shared with the site and CI following the clinical experience. These evaluations are located in the Typhon database.

- Facilitate the completion/update (if older than 6 months) of the Online **Clinical Site Information Form** (CSIF). Instructions are on D2L. Download an updated CSIF pdf and submit to the appropriate dropbox on D2L.

EVALUATION METHODS AND GRADING

Student performance in this course is graded as *Satisfactory* ("S") or *Unsatisfactory* ("U"). To receive a grade of "Satisfactory" in this course and advance to the next semester, students must meet each of the course objectives and assignments listed in this syllabus.

The DCE determines the final grade for the course, based on feedback from the CI during phone &/or site visits and especially in writing primarily via the Clinical Performance Instrument as well as satisfactory completion assignments.

Any inadequacies (critical incident or red flag marked by the CI) identified in any one of the behavior/performance for CPI criteria #1 Safety, #2 Professional Behavior, #3 Accountability, #4 Communication and #7 Clinical Reasoning will result in the student being terminated from the clinical experience and result in the student receiving a grade of "Unsatisfactory" for the course.

Any question about grading should be directed to the DCE in writing within 10 days after the student receives the grade.

PLEASE NOTE: In order to log on to the CPI website, the school *must* have an *accurate email address* for the specific clinical instructor (NOT CCCE). First time CI's *must* complete a training module located on the APTA website. Specific instructions are on D2L.

COURSE POLICIES

Students must adhere to policies and procedures specified in the Department of Rehabilitation Sciences, College of Allied Health handbooks and Department of Rehabilitation Sciences Clinical Education Guidelines. All assignments must be submitted on time and checked off by Department of Rehabilitation staff in order to complete the course. Students may consult with others about assignments but all written work and presentation materials must be done independently with appropriate referencing/citations given including faculty material used within the didactic curriculum.

REGISTRATION AND WITHDRAWAL

You are responsible for being sure that all University paperwork required for this course is done correctly and turned in before the deadline. In particular, if a student chooses to withdraw from this course, the student must complete the appropriate University form, obtain the required signatures, and turn the form in before the deadline. If a student stops attending the course and doing the course work without doing the required paperwork, the student's grade will be calculated with missed homework and examination grades entered as zero. This could result in receiving a grade of "U" in the course. Deadlines are shown in the Academic Calendar, which is available from the Office of Admissions and Records or online at <http://www.ouhsc.edu/admissions/>.

HIPAA

Recently enacted HIPAA regulations place stringent requirements on practitioners to protect the privacy of patients. When completing assignments that include patient-related information, students must comply with the following guidelines:

1. Maintain confidentiality concerning all patient information.
2. Change the names of patients, referring providers, and facilities to preserve anonymity.
3. Restrict the use and/or disclosure of information, even though permitted, to the minimum necessary to accomplish the intended educational purpose.

PATIENT RIGHTS

In the clinical setting, all students will identify themselves as University of Oklahoma Health Sciences Center students and inform patients of their right to decline participation in clinical education without risk of negative consequence.

COPYRIGHT

This syllabus and all related course material are protected under US Copyright Law and may not be further disseminated in any form or format without the prior explicit written consent of the faculty member. Failure to comply with this provision may subject the student to disciplinary action and/or state or federal action.

STUDENT PROFESSIONAL BEHAVIOR IN AN ACADEMIC PROGRAM

Ethical and professional behaviors are considered a core competency in an academic program and, thus are key factors in good academic standing. Upon acceptance of an offer of admission, the student commits to comply with all professional conduct regulations established by the University, respective college, and program. The complete University policy is at

www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf

ACADEMIC MISCONDUCT CODE

The code describes academic misconduct as acts intended to improperly affect the evaluation of a student's academic performance or achievement and includes but is not limited to acts such as cheating, plagiarism, fabrication, fraud, destruction, bribery or intimidation, assisting others in any act proscribed by this Code, or attempting to engage in such acts. The policy and procedures related to academic misconduct are detailed in the Academic Misconduct Code found in Appendix C of the Faculty Handbook at www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf.

ACADEMIC APPEALS

This policy outlines the procedure to request a hearing for appeals related to evaluation in a course, thesis or dissertation defense, general or comprehensive exam. It also outlines the appeal process for a suspension or dismissal or under the Student Professional Behavior in an Academic Program Policy, and the appeal of decisions resulting in dismissal, expulsion, or suspension from a program. The sole basis for an academic appeal is an alleged prejudiced or capricious evaluation or decision. Policy and procedure details are in Appendix C of the Faculty Handbook at www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf.

ACCOMMODATION ON THE BASIS OF DISABILITY

The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Accommodations on the basis of disability are available by contacting the Disability Resource Center (DRC) by email at drc@ou.edu. or by calling (405) 325-3852 or Voice or (405) 325-4173/TDD. Information on policies and registration with the Disability Resource Center may be found on the DRC website at: www.ou.edu/drc. Students requesting accommodations related to work in a course must contact the DRC as soon as possible; accommodations are not made retroactively.

ADJUSTMENT FOR PREGNANCY/CHILDBIRTH RELATED ISSUES

Students needing modifications or adjustments to course requirements because of documented pregnancy-related or childbirth-related issues should contact the college's Assistant/Associate Dean for Student Affairs (or academic advisor) as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. See www.ou.edu/eoo/faqs/pregnancy-faqs.html for commonly asked questions.

SEXUAL MISCONDUCT

For concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including Advocates-On-Call 24/7, counseling services, mutual "No Contact orders," scheduling adjustments, and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office at (405) 325-2215 (8AM-5PM) or the Sexual Assault Response Team at (405) 605-0013 (24/7).

RELIGIOUS HOLIDAYS

It is the policy of the University to excuse student absences that result from religious observances unless such an accommodation would cause undue hardship to the educational and/or university process. In accordance with the procedures stipulated by each college to accommodate varying clinical and educational differences, students must make requests for accommodation of religious holidays in writing within the first week of the term in which the course/clinical experience is offered. Approved accommodations will be provided without penalty for rescheduling of examinations and/ or required clinical, lab, or class work that may fall on religious holidays. (Senior Vice President and Provost Approval, 11-9-2011)

ELECTRONIC MEDIA

Students shall not post or forward photos, comments, or other forms of course related material of OU faculty, students, clinical personnel, or patients to web-based social media sites such as, but not limited to, Facebook, My Space, Twitter, or blog sites, without the person's written permission or the patient's written authorization. Students should be especially careful to avoid discussing any information protected by the Health Insurance Portability and Accountability Act (HIPAA). Any student found to have posted, supplied, or forwarded copyright or protected materials for postings on web-based communication sites without written permission or authorization shall be subject to disciplinary action and/or state or federal action.

FIRE AND BUILDING EVACUATION.

OKC: In the event of a fire, activate the nearest fire alarm pull station. Call OUHSCPD at 405-271-4911. Notify occupants and help those needing assistance in the immediate areas. When the fire alarm is activated, evacuation of the AHB is mandatory. Take all personal belongings (keys, purses, wallets).

Close doors as you exit. Evacuate the building at the nearest exit. Do not use elevators. Proceed to the south east corner of Parking Lot 'L', immediately behind (to the East) the Allied Health Building. Do not re-enter the building until authorized to do so by emergency personnel.

OU-TULSA: In the event of a fire, follow the instructions provided for fire notification and evacuation specific to the building in which you occupy. Activate the nearest fire alarm pull station. Call OU-Tulsa Campus Security at 918-660-3333. Notify occupants and help those needing assistance in the immediate areas. Make your way from the nearest exit, closing doors as you go and proceed to the designated meeting area for the respective building for further instructions.

ACTIVE SHOOTER ON CAMPUS

If possible, exit the building immediately and call: **OUHSCPD at 405-271-4911 or OU-Tulsa Campus Security at 918-660-3333.**

If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call: **OUHSCPD at 405-271-4911** or if on the **OU-Tulsa campus call Campus Security at 918-660-3333.**

Evacuate the room only when authorities have arrived and instructed you to do so. Do not leave the room or unlock the door to see "what is happening." Do not attempt to confront or apprehend the shooter, unless as a last resort. Do not assume someone else has called police or emergency personnel.

DISTANCE LEARNING NOTIFICATION:

In a Distance Learning Classroom (DLC), a student's voice, physical presence, materials, and participation in classroom activities may be transmitted to distance learning sites and videotaped or digitally captured. DLC video/digital archives are used internally by the University for educational and informational purposes.

REQUIRED TEXT *Guide to Physical Therapist Practice*, 3.0 (2014). Alexandria, VA: American Physical Therapy Association. Accessed at <http://guidetoptpractice.apta.org/>

COURSE OBJECTIVES

Students will

1. Obtain a **mid-point rating between Advanced Beginner and Intermediate Performance or beyond** on the Clinical Performance Instrument for performance criteria #1 Safety, #2 Professional Behavior, #3 Accountability, #4 Communication and #7 Clinical Reasoning and **Advanced Beginner or beyond** for all other performance criteria #5, #6, and #8-#18.

2. Practice in a safe manner that minimizes risk to patient, self and others. (CC-5.43)
3. Demonstrate professional behavior in all situations. (CC-5.11, 5.18)
4. Practice in a manner consistent with established legal and professional standards and ethical guidelines. (CC-5.1, 5.3)
5. Apply communication skills that are congruent with situational needs. (CC-5.17)
6. Employ clinical decisions that are effective, efficient, culturally competent, and evidenced based. (CC-5.19, 5.20)
7. Demonstrate the ability to appropriately screen, examine, and evaluate clients for physical therapy services. (CC-5.27, 5.28, 5.30, 5.31)
8. Demonstrate the ability to appropriately identify the physical therapy diagnosis, prognosis and plan of care for clients receiving physical therapy services. (CC-5.32, 5.33, 5.34, 5.35, 5.36, 5.37, 5.38)
9. Choose appropriate physical therapy interventions and perform them in a competent manner. (CC-5.39)
10. Evaluate feedback from other students, clinical staff and patients to accurately self-assess clinical performance. (CC-5.12, 2.14, 5.19)
11. Value cultural sensitivity and respect for cultural difference, by seeking the patient/clients opinions and incorporating the patient/client perspectives into the clinical decision making process. (CC-5.8, 5.9)
12. Create educational programs for others (patients, caregivers, staff, students, other health care providers) using relevant and effective teaching methods. (CC-5.26, 5.41)
13. Apply appropriate methodology to produce quality documentation, in a timely manner, to support the delivery of physical therapy services. (CC-5.42)
14. Employ appropriate interpersonal skills to work effectively as a member of the professional team. (CC-5.17)
15. Appraise clinical performance using the Clinical Performance Instrument. (CC-5.12)

CLINICAL EDUCATION I TIMELINES

Please use this checklist to insure timely completion of all Clinical Education I assignments. You must turn in all assignments at the appropriate time to successfully complete this course.

Prior to your internship:

- ___ Review Clinical Education Guidelines, the course description, and all materials necessary for successful completion of the course.
- ___ Attend the pre-internship Clinical Education meetings.
- ___ Make contact with Clinical Instructor by phone **at least two weeks prior** to beginning clinical experience. Send your ***Personal Data Sheet*** and any additional information that is required along with a letter introducing yourself to your Clinical Instructor.

By July 8, 2016 (5 pm cst)

- ___ Fax or email the CPI Set up/Typhon update Form (on D2L) to Patty Hines @ 918-660-3296

By 5:00 p.m. Monday July 11, 2016

- ___ Upload **Weekly Planning Form** on D2L or Fax to Lynn Jeffries at 405-271-2432

By 5:00 p.m. Monday July 18, 2016

- ___ Upload **Weekly Planning Form** on D2L or Fax to Lynn Jeffries at 405-271-2432

By 5:00 p.m. Wednesday 27, 2016

- ___ Review the CI completed **Clinical Performance Instrument** and sign off online.
- ___ Review the student completed **Clinical Performance Instrument** and sign off online.

By 5:00 p.m. Monday August 1, 2016

- ___ Upload **Weekly Planning Form** on D2L or Fax to Lynn Jeffries at 405-271-2432

By 5:00 p.m. Monday August 8, 2016

- ___ Upload **Weekly Planning Form** on D2L or Fax to Lynn Jeffries at 405-271-2432

By Friday August 12, 2016

- ___ Review the CI completed **Clinical Performance Instrument** and sign off online.
- ___ Review the student completed **Clinical Performance Instrument** and sign off online.

By Noon Monday August 15, 2016

Upload on D2L

- ___ Completed **Summary of Typhon case log and time log sheets**
- ___ **Student Reflection Assignment**
- ___ PDF of **Clinical Site Information Form (CSIF)** (if possible)

Complete in Typhon

___ Completed **Student Evaluation of the Clinical Education Site**

___ Completed **Student Evaluation of the Clinical Instructor**

Unless prior arrangements have been made with Dr. Jeffries, students whose complete set of materials are not received by the deadline will receive an “I” for this course.

After your internship:

___ Send a thank you letter to your CI.

___ Attend the Clinical Education I meeting as reflected on the Semester Four Schedule