

Welcome to The University of Kansas Medical Center!

The Department of Physical Therapy and Rehabilitation Science

(<http://www.pt.rs.kumc.edu>)

The physical therapy program at the University of Kansas is one of the foremost professionally accredited physical therapy curricula in the nation. Established in 1943, the program has grown from a nine-month certificate program to a three-year Doctor of Physical Therapy program. As a leader in physical therapy education, the department has produced esteemed educators, well-established practitioners, and state and national leaders in the profession of physical therapy. According to the 2007 edition of US News and World Report Guide to America's Best Graduate Schools, the KUMC Physical Therapy and Rehabilitation Science program is tied for 24th place among all universities and is tied for **10th place among public universities**. This ranking is based on national reputation as assessed by "a survey of knowledgeable individuals in academia and each particular profession." We believe that our program continues to climb toward the top of all programs in the country.

The School of Allied Health

The School of Allied Health (<http://www.kumc.edu/allied>) is one of the country's largest schools of allied health in an academic medical center, in terms of number of programs, number of students enrolled in its graduate programs, and total enrollment. Allied health professionals provide 60% of health care service and continue to be in increasing demand. The other departments in the School of Allied Health are: Clinical Laboratory Sciences, Dietetics and Nutrition, Health Information Management, Hearing and Speech, Nurse Anesthesia Education, Occupational Therapy Education, and Respiratory Care.

The Medical Center

The University of Kansas Medical Center (<http://www.kumc.edu>) offers educational programs in the Schools of Medicine, Nursing, Allied Health, and Graduate Studies. Clinical services include a full-service, tertiary-care hospital that serves a wide region including Kansas, Missouri, Oklahoma, Arkansas and Nebraska. Recognized as a leader in research in the health sciences, the Medical Center was founded in 1905. Today, the Medical Center covers 50 acres and includes more than 5,500 employees, 2,500 students, and thousands of patients and visitors.

The University

The University of Kansas (<http://www.ku.edu>) is a major education and research institution with more than 27,000 students and 1,900 faculty members, and a member of the prestigious American Association of Universities. The university includes the main campus in Lawrence; the Medical Center in Kansas City, the Edwards Campus in Overland Park, a clinical campus of the School of Medicine in Wichita; and educational and research facilities throughout the state.

Kansas City

Kansas City (<http://www.visitkc.com>) combines the best of urban living with Midwest hospitality. An estimated 1.5 million people live in the metropolitan area, enjoying the region's temperate climate. Metropolitan Kansas City boasts several tourist attractions, including the downtown business district, Nelson-Atkins Museum of Art, Kemper Museum of Contemporary Art and Design, City Market, the Country Club Plaza, Crown Center, the historic Westport area, Truman Center and Library, the Kansas City Zoo, and Worlds of Fun/Oceans of Fun. Professional sports teams, an

integral part of the community, include the Chiefs (football), Royals (baseball), Wizards (outdoor soccer), Comets (indoor soccer), Brigade (arena football), and Explorers (team tennis). Dining ranges from international cuisine to Kansas City's famous barbecue. The Kansas City community is busy throughout the year with a wide range of activities, and of course, fountains are everywhere.

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KU Traditions

Like any university with a long history, the University of Kansas has a number of fascinating stories and traditions. At this web site you can learn more about KU's history, such as the history of the Kansas Jayhawk, the seal and the colors.

<http://www.ku.edu/about/traditions/index.shtml>

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Department Address and Telephone Number

Physical Therapy and Rehabilitation Science

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Department Mission and Philosophy

Mission Statement

The mission of the Doctor of Physical Therapy program of the Department of Physical Therapy and Rehabilitation Science at the University of Kansas Medical Center is to prepare highly competent, critically thinking physical therapists committed to lifelong professional development. Through an evidenced-based clinical and didactic curriculum, our mission is to foster autonomous, professional practitioners, who provide high-quality, efficient, ethical and compassionate service to diverse and underserved populations.

Philosophy

The Department of Physical Therapy and Rehabilitation Science recognizes that all members of society deserve to benefit from a health care system that promotes wellness and health. Physical therapy, a dynamic and evolving profession, is an essential component of the health care system. The practice of physical therapy includes services to all individuals through prevention, habilitation, rehabilitation and education. The profession of physical therapy is committed to providing optimum levels of care for all individuals and striving for excellence in practice.

The goal of the Department of Physical Therapy and Rehabilitation Science is to prepare highly qualified, professionally adaptable physical therapists that function as clinicians, teachers, advocates and researchers. The functions of physical therapists shift as they strive to meet the needs of a diverse population of consumers and new health care delivery systems. Thus, physical therapists must be flexible and constant learners with a strong background in basic and behavioral sciences and humanities. Successful physical therapists must be self-directed and responsible individuals.

The faculty and administrators must create an educational environment that promotes active participation of the learner in the acquisition of knowledge, skills and attitudes necessary for the practice of physical therapy. Faculty must ensure the rights of students in academic and clinical settings. The curriculum must consist of planned opportunities for education that encourage students to accept responsibility for their own learning and to develop skills as problem-solvers and life-long learners.

Faculty members serve as role models within the university, the profession, and the community. They participate in teaching, community service, research, clinical practice, consultation and governance of the department, the school, the university and the profession. The faculty as a whole is responsible for the development and continual evaluation of the curriculum. We recognize that the profession of physical therapy is diverse, and the backgrounds and activities of the faculty should reflect that diversity.

Academic Faculty

To view the most recent information on faculty in the Department of Physical Therapy and Rehabilitation Science, please visit the Faculty Page of the department's web site at: <http://www.pters.kumc.edu/faculty.html>

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University of Kansas Medical Center
Physical Therapy and Rehabilitation Science
Overall Curriculum Flow, DPT Class of 2012

SEMESTER 1 (Summer) June 2009	SEMESTER 2 (Fall) August 2009	SEMESTER 3 (Spring) January 2010	(Summer) June 2010	SEMESTER 4 (Fall) August 2010	SEMESTER 5 (Spring) January 2011	SEMESTER 6 (Summer) June 2011	SEMESTER 7 (Fall) August 2011	SEMESTER 8 (Spring) January 2012
PTRS 701 Professional Interactions (1)	PTRS 702 PT Documentation (1)	PTRS 705* PT Interventions II (4)	NO CLASSES	PTRS 825 * Exercise Physiology (3)	PTRS 826 * Cardiopulm PT (4)	PTRS 832 Health Promo. thru the Lifespan (3)	PTRS 833 * Pediatric PT (3)	
PTRS 703 * PT Tests and Measures (2)	PTRS 704 * PT Interventions I (3)	PTRS 745 * Musc-skeletal PT I (4)		PTRS 845 * Musc-skeletal PT II (3)	PTRS 846 * Musculoskeletal PT III (3)	PTRS 852 * Neurologic PT I (4)	PTRS 853 * Neurologic PT II (4)	
PTRS 710 * Adv. Topics in Human Anatomy (5)	PTRS 711 * Applied Kinesiology & Biomechanics (4)	PTRS 746 * Orthopedic Medicine (3)		PTRS 850 Neuroscience (4)	PTRS 851 Control of Human Movement (2)	PTRS 860 Evidence-based Research Practicum (1)	PTRS 861 Evidence-based Research Practicum (1)	
	PTRS 712 Pathophys & the PT Diagnosis (4)	PTRS 750 Research in Evidence-Based PT Practice (3)		PTRS 855 Pharmacology (1)			PTRS 876 Administration in PT (2)	
	PTRS 880 Differential Dx of Gen. Medical Conditions (3)							
	PTRS 834 Management in Patient Care (1)							
	PTRS 720 Clinical Ed. I (1.5) (3 weeks at end of semester)	PTRS 730 Clinical Ed. II (1.5) (3 weeks at end of semester)		PTRS 820 Clinical Ed. III (2) (4 wks – middle)	PTRS 830 Clinical Ed. IV (2) (4 wks – middle)		PTRS 840 Clinical Ed. V (2) (4 weeks – begin)	PTRS 920, 921, 922 or PTRS 923, 924 Clinical Ed. VI (9) (18 weeks)
8 hours	17.5 hours	15.5 hours		13 hours	11 hours	8 hours	12 hours	9 hours
							Total:	94

*indicates courses with major lab component

Student Resources

Faculty Advisor

All students will be assigned a faculty advisor at the beginning of their academic program. The faculty advisor will serve as a resource for helping students identify other support services available around the university, such as academic, psychological, or personal support. The advisor will meet with his/her advisees periodically to discuss professional growth. The faculty advisor will serve as the liaison between the student and the SAH Academic Review Committee if academic problems arise. The faculty advisor will direct any serious concerns about a student to the DPT program director (Dr. Patricia Pohl).

Lab Rooms

Students may use any of the PT and Rehab Science lab rooms on the ground floor of Sudler (G027, G031) for review sessions or special projects, provided that no one has previously reserved the room. There is an online reservation calendar - please see Robert Bagley (rbagley@kumc.edu) if you wish to reserve a lab room.

The lab rooms are locked when not in use. Students wishing to use the rooms will need to enter the correct code on the "keypad" door lock. To open the door, press the "4" button on the keypad, then press the "2" button, then press the "5" button and turn the door handle.

Students using the lab rooms should leave them clean and orderly. Failure to pick up trash and straighten the room will result in the lab rooms being made unavailable for the remainder of the semester. If chairs are borrowed from the OT lab room (G030 Sudler), please be sure to return them. Do not disturb classes in session.

Research Laboratories

Research facilities within the department include the Brain Behavior Laboratory, Diabetes Research Laboratory, Functional Performance Laboratory, and the Georgia Holland Cardiopulmonary and Neuromuscular Research Laboratory. These rooms are used primarily for faculty research and for faculty-directed student research projects. Please make arrangements with your faculty research advisor if you are interested in touring one of these labs.

Student Area

Student mail boxes and a student information bulletin board are found just inside the back door to the department. Additional student bulletin boards are found at the end of the 3rd floor Robinson hallway, beyond and "to the left of" the PT and OT office suites.

KU Med Books (bookstore)

The KUMC bookstore is located on the ground floor of Orr-Major. More information can be found on the KU Med Books web page at: <http://www.kumedbooks.com>

Copy Machines

Copy machines are available for student use in Dykes Library. An individual GoPrint account can be established to make copying convenient. More information on making copies and printing at the library can be found on the Dykes library web page (scroll halfway down the page) at: <http://library.kumc.edu/about/faqs.html>. Students are not allowed to use the department's copy machine.

Computers

Computers are available for student use at many locations throughout the Medical Center campus. All students will receive a KUMC e-mail account; it is an important tool for communicating with faculty and other students locally and at distant sites.

Miscellaneous

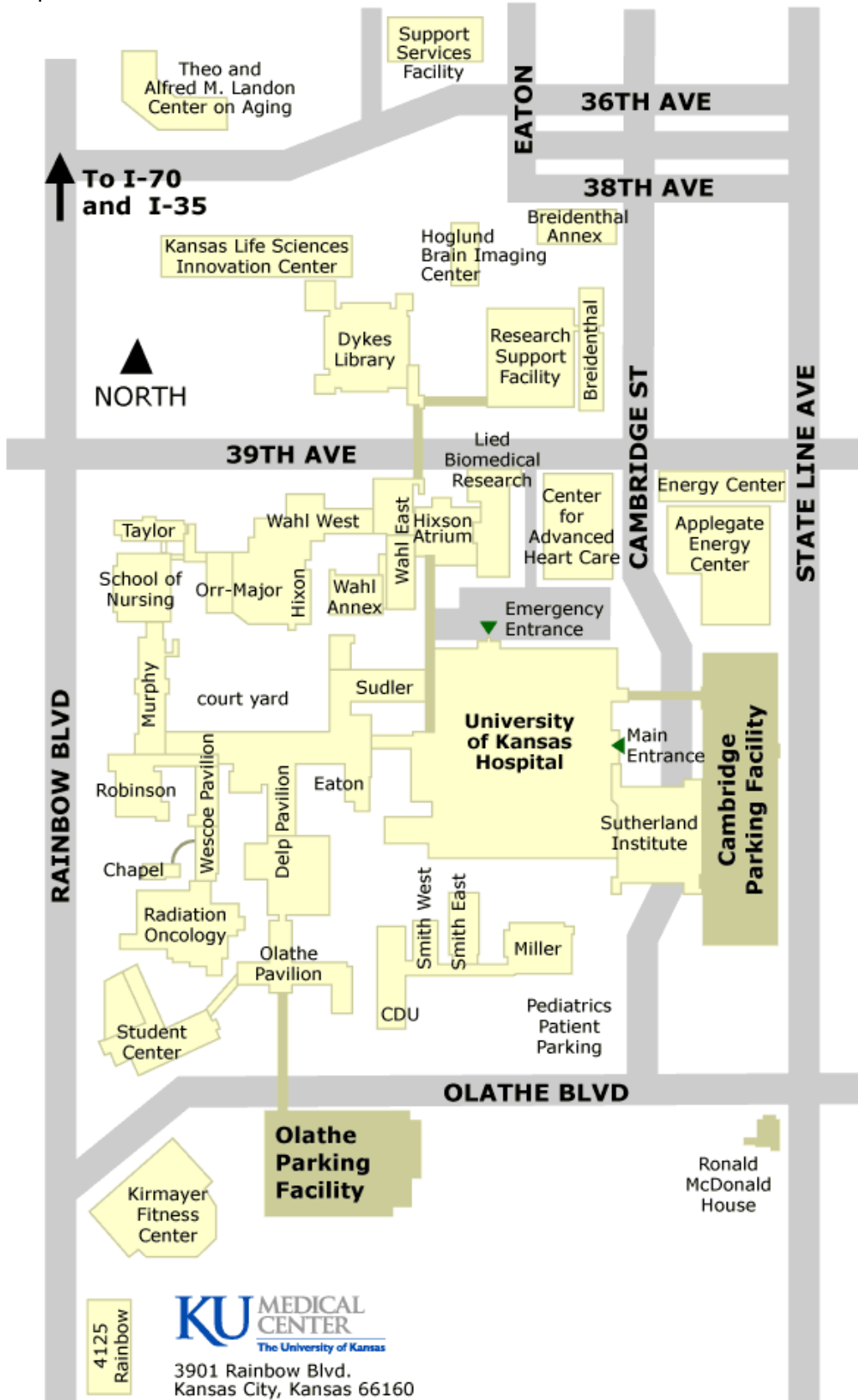
KUMC Classified Housing Ads: <http://www2.kumc.edu/classifieds/housingads/>

KUMC SAH Student Handbook: <http://www.kumc.edu/studenthandbook/sah.html>

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Campus Map

A full range of medical center and city maps can be found on the web at:
<http://www.kumc.edu/Pulse/howtocontact.html>



Departmental Activities

The faculty, staff and students of the department participate in many activities throughout the year. Your attendance and assistance in preparation for many of these events is expected. Attendance is waived at these activities for students who are on clinical internships. Additional information regarding these activities is provided throughout the school year. These activities include:

ALL STUDENTS:

- Department sponsored noon hour seminars (*three to four per year*)
- Career Fair (November)
- Kansas Physical Therapy Association Legislative Day (*January; note that a course assignment may be linked to participation in this event*)

SELECTED CLASSES:

- New Student Orientation (*June; first and second year students*)
- Pinning Ceremony (*September; first and second year students*)
- PT and Rehab Science Student Research Day (*November, third year students*)
- Open House (*April; first year students*)
- Departmental Hooding Ceremony (*May; third year students*)
- School of Allied Health Recognition Ceremony (*May; third year students*)

Professional Activities

Professional Activities that students are encouraged to consider if attendance does not interfere with their academic or clinical commitments and if students have the necessary funds include:

- American Physical Therapy Association National Student Conclave (*October*)
- Kansas Physical Therapy Association Fall Meeting (*October*)
- Kansas Physical Therapy Association Spring Meeting (*March/April*)

In addition, various social events are held throughout the school year. More information about these events will be passed to you from the faculty and from other DPT classes as they are planned. Of course, you are encouraged to develop your own 'social traditions', as personal balance is an important coping strategy for successfully completing the professional program.

Class Officers and Committees

Class officers are elected during the second semester of the program. Students nominate classmates or themselves for offices and then vote for each position.

The officers, representatives and committee chairs for each class are:

- President
- Vice-President
- Treasurer
- Secretary
- Admissions Committee Representative
- Curriculum Committee Representative
- KUMC Student Governing Council Representative
- School of Allied Health Student Senate Representative
- PT Club Representative
- APTA Student Liaison
- Fundraising Committee Chair
- Social Committee Chair
- Sports Committee Chair
- Conference Planning Committee Chair
- Jay Doc Pro-Bono Clinic Committee Representative

Class Officer Descriptions

PRESIDENT

- Schedule and run officer and class meetings.
- Attend faculty meetings as student liaison.
- Serve as a liaison between the class and the faculty/department on any issue.
- Serve as a liaison between the class and the School of Allied Health and/or Medical Center when needed for fundraising purposes (write letters, etc.).
- Meet with director of DPT program at least once a month.
- Schedule a class meeting with departmental chair once a semester.
- Be a source of information for classmates who have questions/concerns.
- Provide impromptu class leadership as needed.
- Become involved in other university committees as appropriate.
- Provide vision and encouragement for the class. (Where does your class want to make their mark?)
- Delegate responsibilities when necessary and appropriate. (This office can be time consuming if you don't delegate when appropriate).

VICE PRESIDENT

- Assist President in any way needed.

- Attend faculty meetings as student liaison when the president is unable to do so.
- Give reports at officer meetings headed by President.
- Assist other class officers with duties as necessary.
- Assist and lead fundraising activities as decided by fundraising co-chairs.
- Work with PT Club Representative to organize philanthropic and community service activities for the class. For example: Christmas in October, KUMC Street Fair, adopting Children's Center Family Room and organizing donations (food, toiletries, children's books, games, videos) for the fall, etc.
- Help organize annual Career Fair with staff and faculty coordinator.
- Organize pinning ceremony for incoming 1st year students (during 2nd year only).

TREASURER

- Assist other officers with duties as necessary.
- Open checking account for the class.
- Obtain not-for-profit Tax ID certificate from department.
- Collect dues each semester.
- Collect money for trips and activities as necessary.
- Disburse funds from checking account as appropriate.
- Present financial report at officers' meetings, class meetings, etc.
- Work closely with the Fundraising Committee Chair.

SECRETARY

- Take minutes at officer meetings and e-mail them to the rest of the class.
- Keep track of individuals in the class who are participating in events.
- Work closely with Treasurer (serve as the secondary person who can sign for checks and other financial, etc.)

ADMISSIONS COMMITTEE REPRESENTATIVE

- Plan activities to support incoming class.
- Help the social representative to plan the summer welcoming party for the first year students. Coordinate with the host of the event. (Get students to sign up to bring food, organize beverage purchasing, coordinate times, get directions sent, etc.)
- Plan Spring Open House
- Assign Big Sibs/Little Sibs for incoming students.
- Assist in June orientation for incoming students.

CURRICULUM COMMITTEE REPRESENTATIVE

- Attend department Curriculum Committee meetings and provide input as needed regarding curriculum flow and course content.
- The individual in this position also represents students' views and interests to professors and faculty members.

KUMC STUDENT GOVERNING COUNCIL REPRESENTATIVE

- Attend monthly Student Governing Council meetings. This is a collection of representatives from all the schools at the Medical Center and is intended as an opportunity for students to communicate directly with those who are in charge of the Medical Center. Issues that affect all students at KUMC are discussed and voted on at these meetings. There are also opportunities to serve on subcommittees such as Kirmayer, parking, technology, etc.
- Inform classmates of important news/issues discussed and/or voted on at Student Governing Council meetings.

SAH STUDENT SENATE REPRESENTATIVE

- Attend monthly School of Allied Health Senate meetings and vote on issues that concern students in the School of Allied Health.
- Inform classmates of important news/issues discussed and/or voted on at School of Allied Health Student Senate meetings.

PT CLUB REPRESENTATIVE

- Work with Vice President to organize philanthropic and community service activities for the class. For example: Christmas in October, KUMC Street Fair, adopting Children's Center Family Room and organizing donations (food, toiletries, children's books, games, videos) for the fall, etc.
- Help Fundraising Committee Chair design and order t-shirts and apparel if desired (beginning of fall semester).
- Schedule and organize PT Club meetings (3-4 per semester) on topics of interest to students in the class.
- Review community service broadcast e-mails and summarize opportunities for classmates.
- Work with APTA Student Liaison to set up at least one event to promote awareness of PT in the community. For example, assist with organizing "PT Day" at KUMC to help promote PT month, set up a booth at the annual KUMC Health Fair, etc.

APTA STUDENT LIAISON

- Must be a member of the APTA.
- Relay information received via newsletters and e-mails about Student Assembly events/issues to classmates.
- Work with PT Club Rep to set up at least one event to promote awareness of PT in the community. For example, assist with organizing "PT Day" at KUMC to help promote PT month, set up a booth at the annual KUMC Health Fair, etc.

FUNDRAISING COMMITTEE CHAIR

- Plan fundraising activities to defray the costs for people who want to attend the APTA Combined Sections Convention in February of the 2nd

- year of the program Raise money for parties and a graduation gift for the department.
- Work with PT Club Representative to design and order t-shirts and apparel if desired (beginning of fall semester).
 - Maintain and update fundraising contact information.
 - Work closely with Treasurer.

SOCIAL COMMITTEE CHAIR

- Organize social activities with/for the class. Suggestions include: "end of the semester" dinner/party, holiday parties, game outings (KU, Royals, Chiefs), final graduation party, trips, & other morale boosters.
- 1st year spring: Organize social event for incoming class after the open house. Organize mixer for incoming class on the day of summer orientation.
- 2nd year fall: Organize the beginning of the school year picnic. Organize social event after pinning ceremony for 1st year students.
- 2nd year spring: Help plan class activities at Combined Sections Meeting.
- 3rd year: Plan graduation celebration for the class.

SPORTS COMMITTEE CHAIR

- Inform the class of sporting events including intramurals.
- Organize teams for intramurals for those who are interested.
- Work with the Social Committee Chair to plan fun things for parties.

CONFERENCE PLANNING COMMITTEE CHAIR

- Work with Director of the DPT program, President and Fundraising Representative to get details and prices on registration, travel, lodging, meals and other expenses for students planning to attend professional conferences (e.g., CSM and National Student Conclave, etc.). Help classmates make reservations and other trip arrangements.

JAY DOC PRO-BONO CLINICAL COMMITTEE REPRESENTATIVE

- Each class has two Jay-Doc co-chairs and each co-chair covers 2-3 clinic nights per semester.
- The co-chair is responsible for contacting patients beforehand, supervising volunteers and handling supplies and paperwork during Jay-Doc, and scheduling patients afterward.
- The co-chairs work closely with the faculty member in charge of Jay-Doc.

Student Physical Therapy Organization (SPTO)

The purpose of the Student Physical Therapy Organization is to increase knowledge of physical therapy, assist in new student orientation, enhance social growth, and promote student representation at state and national professional conferences. This is a student-run club with the assistance of a PT faculty advisor.

This page last updated: 4-May-09

Professional Organizations

A variety of opportunities exist for physical therapy students to participate in professional development. These activities include:

American Physical Therapy Association (APTA)

The American Physical Therapy Association (<http://www.apta.org>) is the national organization for the physical therapy profession. The APTA provides educational opportunities and resource information in all areas of physical therapy and encourages student participation at the state level (Kansas Physical Therapy Association) and at the national level (Sections and Student Assembly). Detailed information regarding the APTA is given during the first semester of the program. The APTA hosts many conferences throughout the year. Two of the most attended meetings are the APTA Annual meeting (held in June) and the Combined Sections Meeting (held in February). Membership in this professional association fosters professional growth and development. Therefore, every student is strongly encouraged to become a student member of the APTA.

APTA Student Assembly

The Student Assembly is a component of the APTA. Upon joining the APTA you will become an automatic member of the Student Assembly. There are many opportunities for involvement at the national level as a student, including assembly officer, student delegate and student representative. A national student conclave is held in the fall of each year.

Kansas Physical Therapy Association (KPTA)

The Kansas Physical Therapy Association (<http://www.kpta.com>) is the state organization that represents physical therapists, physical therapist assistants, and physical therapy students across the state in legislative, ethical, professional, and practice matters. The KPTA meets for Fall and Spring meetings. A Student Special Interest Group (SIG) meets once a year, at the Fall meeting. Students are encouraged to attend the KPTA conferences and participate in the Student-SIG. Special events are planned for students at each conference to provide opportunities to meet with other physical therapy students. Student members of the APTA are required to become members of their state chapter, and state chapter membership is only available to APTA members.

Student Organizations

Physical therapy students are offered the opportunity to participate in the governance of the School and the University through the following organizations. Here are the names and general descriptions of three student organizations. For more information on all KUMC student organizations, see:

<http://www2.kumc.edu/studentorgs/>

Graduate Student Council (GSC)

All KUMC graduate students are eligible to become members of the GSC. GSC lobbies for student interests on the KUMC campus, and GSC members serve on University-wide committees concerning the Medical Center. GSC sponsors and organizes Graduate Student Research Day, in which students give presentations of their research. Please refer to Graduate Students Chapter of the KUMC Student Planner and Handbook or click the link above for more information.

KUMC Student Association: Student Governing Council

Each student is a member of the KUMC Student Association. The purposes of this student government organization include promotion of student welfare and representation of student interests and concerns, recommendation of student fee allocations and expenditures, and enhancement of the cultural, social and professional growth of students. The governing body of the KUMC Student Association is the Student Governing Council. Please refer to the School of Allied Health Chapter in the KUMC Student Planner and Handbook or click the link above for additional information.

School of Allied Health Student Senate (SAH Student Senate)

Student representatives elected from each academic program compose the SAH Student Senate. The organization serves as the principle instrument for student participation in the formulation and application of SAH policies affecting academic and student affairs. Additional information about this organization can be found in the School of Allied Health chapter in the KUMC Student Planner and Handbook.

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Scholarships and Awards

The faculty is responsible for nominating PT students for scholarships offered by the university. Selection is based upon the criterion of each scholarship; these typically include academic performance, community service and financial need. Students will be informed about scholarships that require self-nomination.

Students may also benefit from investigating local organizations, sororities, fraternities, business and health associations to determine whether scholarship programs are available. See the sections below for further information on scholarship availability.

http://www.alliedhealth.kumc.edu/school/students/financial_aid.html

Here is a listing of scholarships that have been available for physical therapy students in the past. This list may not include all of the scholarships available to students in our program. It is provided as a service, for your information. These scholarships may or may not be offered while you are in the physical therapy program.

School of Allied Health Dean's Scholarship

School of Allied Health Student Senate Scholarship

James P. Cooney Leadership Award (SAH Alumni Association)

Louise de Schweinitz Darrow Award (KUMC Medical Auxiliary)

PHI KAPPA PHI

Multicultural Student Scholarship (KUMC Medical Auxiliary)

Student Leadership Award (KUMC Student Services)

- Plaque and \$300 prize - name read during commencement ceremonies
- Nomination deadline: March

Student Diversity Award (KUMC Student Services)

- Plaque and monetary prize
- Nomination deadline: March

Student Organization Award (KUMC Student Services)

- Plaque
- Nomination deadline: March

Student Advisor Award (KUMC Student Services)

- Plaque
- Nomination deadline: March

Graduate Student Award for Distinguished Service (KUMC)

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Departmental Awards for Students

At the end of the eighth semester in the professional program, five honorary awards may be presented. These are:

Ruth G. Monteith Outstanding Achievement Award

The faculty honors an outstanding student through the Ruth G. Monteith Award. The award, first given in 1975, is named in honor of Ruth G. Monteith, founder and director of the program from 1944 to 1975. Recipients are selected on the basis of excellence in academic performance, excellence in clinical performance, evidence of leadership skills, and potential for contribution to the profession of physical therapy.

Marsha E. Melnick Research Award

The faculty recognizes a student research group (or individual) for high-caliber research efforts through the Marsha E. Melnick Research Award. This award was established in 1989 in honor of former Department Chair Marsha Melnick. Award criteria include: 1) the research project is designed well and incorporates adequate review of the literature; 2) the data analysis and interpretation of results indicate that the student(s) have good comprehension of the clinical significance of the results and have identified alternative hypotheses and limitations of the study; 3) and the completed project contributes to the body of knowledge of physical therapy and has clinical application.

Bill Dunn Clinical Excellence Award / Joan Mills Clinical Excellence Award

The clinical instructors nominate two students to receive the Joan Mills and Bill Dunn Clinical Excellence Awards. These awards were established in 1992 in honor of Joan Mills, PT and Bill Dunn, PT, graduates of KUMC PT Education. Student award winners are selected based on the ability to demonstrate superior clinical performance in combining the art and science of physical therapy during full-time clinical experience, compassion, effective verbal and non-verbal communication skills, professionalism, integrity, and initiative.

Cam Wilson Students' Choice Award

The students recognize one of their peers to be a recipient of the Cam Wilson Student Choice Award.

Camilla (Cam) M. Wilson, PT, PhD a former faculty member, served as ACCE for seventeen years and Acting Chair of the Department for one year. Dr. Wilson graduated from KU with a bachelor's degree in 1970, a master's degree in 1978 and a doctorate in 1992. She currently chairs the Department of Physical Therapy Education at Wichita State University. She was honored in 2002 with the KUMC Allied Health Distinguished Alumnus Award. During her Alumnus acceptance speech, Dr. Wilson, along with her husband, Michael T. Wilson, committed \$10,000 to establish the **Jessie M. Ball and Ruth A. Blanchard Physical Therapy Faculty Development Fund** which will benefit the Department of Physical Therapy and Rehabilitation Science to foster and develop faculty.

The recipient of the Student Choice award is selected based on the following attributes: friendliness, helpfulness, genuine concern, cooperativeness, effective communication, and interpersonal skills.

Chairman's Outstanding Student Award

Founded in 1997, this award recognizes a student who has contributed to the department in a unique way. The student is selected by the department chair on the basis of initiative, enthusiasm, creativity, an ability to motivate and get along with others, and for outstanding performance and exceptional service to the department.

Other Awards

Biofreeze Scholarship Award

This scholarship, first awarded in 2005 by the Biofreeze Company, is intended to recognize students in the physical therapy program who demonstrate a commitment to community service. Scholarship as evidenced by their GPA and other academic achievements, professionalism as demonstrated by membership in the American Physical Therapy Association and interest in professional leadership will also be considered.

Professional Leadership Scholarship Award

In May of 2002, Ms. Carolyn Bloom and Ms. Elena Wahbeh-Foster pledged to establish the Bloom-Wahbeh-Foster Scholarship Award, which is now called the Professional Leadership Award. Ms. Bloom is the owner of Bloom and Associates Therapy, PA, a Topeka-based private physical therapy practice. Ms. Bloom is a 1973 graduate of the KU Physical Therapy Program. Ms. Wahbeh-Foster, retired, was the owner of American Rehabilitation, which was a private physical therapy practice. Ms. Wahbeh-Foster is a 1973 graduate of the KU Physical Therapy Program.

The student who is selected for this scholarship will demonstrate a strong interest in professional leadership, as evidenced by membership in the American Physical Therapy Association, past attendance at a national or state physical therapy conference, or the National Student Conclave, an interest in professional leadership, and an understanding of the responsibility of being a lifelong professional physical therapist. Scholarship as evidenced by GPA within the PT program will also be considered.

Penny Cohn Scholarship Award Application

This scholarship, first awarded in 2002 in honor of Penny Cohn, PT, is intended to recognize students in the physical therapy program who exemplify the career of Mrs. Cohn. This is the first endowed fund that supports scholarships within the Department of Physical Therapy and Rehabilitation Science. Alice "Penny" Cohn was a 1960 graduate of the KU Medical Center's Physical Therapy Program. Penny dedicated her professional career to helping others through her expertise as a physical therapist. Penny was an active member of both the Kansas and Missouri Physical Therapy Associations, and worked as head physical therapist at Baptist Memorial Hospital (now Baptist-Lutheran Medical Center) and later as senior therapist at Humana Hospital (now Overland Park Regional Medical Center). She frequently interacted with KU physical therapy students in the clinical setting, and had a passion to help them in their professional ventures.

Penny passed away due to cancer in April, 2000. Prior to her death, she requested that a fund be established to support students in the KU Physical Therapy Program. Because Penny had a love of golf, the Penny Cohn Memorial Golf Tournament was a way for the Cohn family, the University of Kansas, and the Kansas City community to

honor Penny. Proceeds from past golf tournaments are used to purchase equipment for the teaching laboratories and to establish scholarships for students in the PT program at KU.

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Licensure Examination: General Information

After graduation, each student will need to take and pass the National Physical Therapy Examination (NPTE) before being eligible for licensure. More information about the exam can be found on the Federation of State Boards in Physical Therapy web site at <http://www.fsbpt.org/ForCandidatesAndLicensees/NPTE/index.asp>

Most states will grant a "temporary license" to a student who has graduated and is waiting to take the licensing examination. Contact the licensing board in the state in which you wish to get a temporary license for more information. In Kansas, contact the Kansas State Board of Healing Arts (<http://www.ksbha.org> - click "Rules and Regs" then "Physical Therapy").

Licensure Examination: Study Aids

Here's some information on review materials for the national licensing exam that we've received in the office. We do not necessarily endorse or recommend any one over another. They're listed in alphabetical order.

Federation of State Boards of Physical Therapy

<http://www.fsbpt.org/exams/peat.asp>

to get the Practice Exam and Assessment Tool (PEAT) for the National Physical Therapist Examination (online tool...you purchase time to use)

International Educational Resources

60 Thoreau Street
Concord, MA 01742
888-369-0743
<http://www.therapyed.com>

National Physical Therapy Examination Review & Study Guide

Susan O'Sullivan and Raymond Siegelman
Approximately \$85.00

Mainely Physical Therapy

<http://www.ptexams.com>

Exam Preparation

Approximately \$34

A Guide to Success

Approximately \$40

Test Master (software)

Approximately \$36

Slack Incorporated

Professional Book Division
6900 Grove Road
Thorofare, NJ 08086-9864
800-257-8290
<http://www.slackbooks.com>

Physical Therapy Examination Review, 9th edition

Theresa Meyer, PT

Approximately \$27 (over \$75 for expanded edition with software)

This page last updated: 18-April-08

Core Values in Professionalism

Core values are attributes, characteristics or behaviors that are not explicitly part of the profession's core of knowledge and technical skills but are nevertheless required for success in the profession. These are found on the APTA web site:

<http://www.apta.org/AM/Template.cfm?Section=Home&TEMPLATE=/CM/ContentDisplay.cfm&CONTENTID=21299>

This page last updated: 18-April-08

APTA Code of Ethics

We expect the students in our professional program to read and abide by the APTA Code of Ethics. The link below leads directly to the APTA web site.

<http://www.apta.org/AM/Template.cfm?Section=Home&TEMPLATE=/CM/ContentDisplay.cfm&CONTENTID=21760>

This page last updated: 18-April-08

APTA Guide for Professional Conduct

We expect the students in our professional program to read and abide by the APTA Guide for Professional Conduct. The link below leads directly to the APTA web site.

<http://www.apta.org/AM/Template.cfm?Section=Home&Template=/CM/HTMLDisplay.cfm&ContentID=24781>

This page last updated: 18-April-08

Department of Physical Therapy and Rehabilitation Science
School of Allied Health
The University of Kansas Medical Center
Professional Program in Physical Therapy

Student Handbook: Policies and Procedures

This document contains departmental policy and procedure statements that are designed to define expectations of students. The School of Allied Health (SAH) and the Graduate School also have many policies and procedures that affect you. These can be found at <http://www.kumc.edu/studenthandbook/>.

All students must sign the Proof of Notification page and the Confidentiality Policy, the last two pages of this document. Return the signed pages to Robert Bagley. These signed documents serve as verification that you have read through the departmental policies and confidentiality policy, understand them, and agree to abide by them. These signed notification pages will be maintained in the Physical Therapy and Rehabilitation Science Office.

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I. University and Program Accreditation

The University of Kansas was granted a full 10-year accreditation in June of 2005. The university is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

The Doctor of Physical Therapy program at the University of Kansas is currently accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). The on-site visit for CAPTE occurred in March 2009, and the review will take place in October 2009.

“Who is CAPTE?”

The Commission on Accreditation in Physical Therapy Education (CAPTE) grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants. CAPTE is listed as a nationally recognized accrediting agency by the US Department of Education and the Council for Higher Education Accreditation (CHEA).

The 26-member Commission comprises broad representation from the educational community, the physical therapy profession, and the public. Members include physical therapy educators who are basic scientists, curriculum specialists, and academic administrators; physical therapy clinicians and clinical educators; administrators from institutions of higher education; and public representatives. The wide-ranging experience and expertise of this group in education in general and physical therapy education in particular provide ongoing assurance that the accreditation process of physical therapy education programs is fair, reliable, and effective.”

“How can I file a complaint against a CAPTE accredited program?”

The only mechanism through which the Commission on Accreditation in Physical Therapy Education (CAPTE) can act on your concerns is through the formal complaint process. Please be aware that your complaint **MUST** be related specifically to one or more of the Evaluative Criteria, to the Statement on Integrity in Program Closure, or to the Statement of Integrity in Accreditation. In other words you need to link your complaint to violation of the Criteria or the Statements. The Criteria can be found in the [Accreditation Handbook](#).”

Verified April 18, 2008:

http://www.apta.org/AM/Template.cfm?Section=General_Information&TEMPLATE=/CM/ContentDisplay.cfm&CONTENTID=39442

“Also, in order for CAPTE to consider your complaint to be bona fide, you **MUST** have exhausted all of your avenues for redress at the institution. You need to understand that CAPTE cannot function as an arbiter between you and the school. Should CAPTE find that your complaint has merit and that the program is

out of compliance with the Evaluative Criteria or the Statements, CAPTE can only require the program to come into compliance with the Evaluative Criteria. If you wish to pursue filing a complaint against a program, please contact the Department of Accreditation and we will provide you with the appropriate forms and information for doing so.”

Verified April 18, 2008:

<http://www.apta.org/AM/Template.cfm?Section=FAQs3&Template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=48&ContentID=30999#complaint>

Note: The Accreditation Handbook can be found at the APTA website link to CAPTE:http://www.apta.org/AM/Template.cfm?Section=General_Information&TEMPLATE=/CM/ContentDisplay.cfm&CONTENTID=39442

Note: The Department of Accreditation can be contacted:

By mail at:

American Physical Therapy Association
Attention: Accreditation Department
1111 North Fairfax Street
Alexandria, VA 22314-1488

or Fax: 703/706-3387

or e-mail: accreditation@apta.org.

II. Intellectual, Conceptual, Motor & Communication Requirements

Policy: Intellectual-Conceptual Capabilities

The abilities to acquire and retain knowledge, conceptualize and integrate abstract information, apply theoretical knowledge to specific patient interventions, and problem-solve to create innovative and practical solutions are essential to successful practice as a physical therapist. The successful physical therapy student is expected to demonstrate average to above average intellectual, integrative and quantitative abilities as measured by performance standards established in academic and clinical education courses.

Policy: Motor Capabilities

The physical therapy student must possess sufficient motor abilities to allow successful treatment intervention with a variety of patients or clients. Students with motor incapacity are expected to identify in writing the need for reasonable accommodations and submit to the course coordinator as soon as possible after impairment is evident. The academic faculty will work with the KUMC Equal Opportunity Office and negotiate mutually agreeable adaptations, compensatory measures, or substitute assignments deemed to be equivalent to minimum performance requirements established for successful completion of academic or clinical education requirements.

Policy: Communication Skills

Effective communication with professional colleagues, patients and families is essential to the successful practice of physical therapy. The physical therapy student is expected to develop and utilize above average oral and written English language skills. Students with communication skill impairment are expected to identify in writing the need for reasonable accommodations and submit to the course coordinator as soon as possible after impairment is evident. The academic faculty will work with the KUMC Equal Opportunity Office to negotiate mutually agreeable adaptations, compensatory measures, or other substitute assignments deemed to be equivalent to minimum performance requirements established for successful completion of academic or clinical education requirements.

III. Notification of Disability

Policy

The Department of Physical Therapy and Rehabilitation Science does not discriminate against any student on the basis of disabling conditions. Any student with functional limitations should consult with academic and clinical faculty to determine mutually acceptable compensatory learning methods and activities that are equivalent substitutions for established performance standards. Learning assistance, academic performance enhancement, and psychological services at KUMC are free, confidential, and available at Student Counseling & Educational Support Services by calling 913-588-6580 or visiting G116 Student Center.

Any student who needs an accommodation because of a disability in order to complete the course requirements should contact the instructor or the Equal Opportunity/Disability Specialist (913-588-7813, TDD 913-588-7963) as soon as possible.

IV. Attendance of Academic and Clinical Courses

Philosophy

As part of the professional education process for physical therapy students, prompt, regular attendance is expected at all academic and clinical education sessions. Students are expected to arrive at class and clinical education placements on time. Students are strongly discouraged from absences during a clinical assignment, including time off for job interviews.

Policy

The course instructor determines specific attendance policies on a class-by-class basis. It is the instructor's prerogative to implement an attendance policy that he/she feels is appropriate for that class. Excessive absence may be grounds for failure of an academic or clinical education course. Specific information about the attendance policy of each course (including consequences for excessive

absence) will be stated in the course syllabus. The course instructor/coordinator may modify the attendance policy at any time throughout the semester as long as the students are notified in writing of the change.

V. Course Grades

Background

The Department of Physical Therapy and Rehabilitation Science bases its grading policy on the one outlined by the School of Graduate Studies and Research at KUMC, which is described in the KUMC Student Handbook.

Policy

Grading shall be the responsibility of the faculty of the department teaching the course. Information about grading criteria must be included in the syllabus. The basic system of "A, B, C, D, F" will be used, where A = above average graduate work, B = average graduate work, C = below average but passing graduate work, D and F = failing graduate work. In the Graduate School grading system defined above, at least an overall "B" average is required on course work counted toward a graduate degree at the University of Kansas, and only courses graded "A", "B", or "C" may be so counted. The letter "P" is used in this system only to indicate participation in thesis, dissertation and research enrollments (related to thesis or dissertation). "P" grades are not changed to letter grades of A, B, C, D, or F. Satisfactory or Unsatisfactory grades are given for research practicums. An Unsatisfactory grade is regarded as an "F" and the course must be repeated.

For enrollments other than thesis, dissertation or research, the letter "I" is used to indicate course work that has been of passing quality, some part of which is unfinished (incomplete). The grade of "I" for graduate courses shall remain unchanged on the student's record except that should the student subsequently complete the course work, the instructor would then change the "I" to a letter grade (i.e., A, B, C, D, or F). A student in the professional program has a maximum of one year from the time he/she receives an "I" in a physical therapy course to complete the requirements for the course and receive a grade for the course. The instructor has the prerogative to require a shorter time for completion of the requirement. Any student who wishes to request additional time to complete course requirements must submit a written appeal to the Academic Review Committee (ARC) at least 15 working days prior to the one year deadline, and must detail the particular reasons for the request.

VI. Academic and Non-Academic Misconduct

The following excerpt from the School of Allied Health chapter of the KUMC Student Planner and Handbook defines academic and non-academic misconduct and serves as the policy of the Department of Physical Therapy and Rehabilitation Science.

Academic misconduct by a student shall include:

- giving, receiving, or utilizing unauthorized aid on examinations, assignments, projects, and/or other undertakings.
- misrepresenting the source of academic work, i.e., plagiarism
NOTE: Plagiarism is a serious offense, and it is not tolerated. The student is advised to review this web site for a tutorial about plagiarism:
http://wps.prenhall.com/hss_understand_plagiarism_1/0,6622,427064-,00.html
- during clinical education, placing a patient in jeopardy by acting or performing inappropriately.
- during clinical education, any breach or violation of the confidence of a patient.
- unethical practices in conducting and/or reporting research.

Every course instructor shall make clear, at the beginning of each course, the rules for the preparation of classroom assignments, collateral reading, notebooks, or other outside work in order that his or her students may not, through ignorance, subject themselves to the charge of academic misconduct. The regulations also define the correct modes of treating academic misconduct on the part of the student or a faculty member. The following sanctions may be imposed upon a student or an instructor: admonition, warning, or censure. In addition, a student may be subjected to: reduction of grade, disciplinary probation, suspension, or expulsion. An instructor may also be recommended for suspension or dismissal for academic misconduct.

Alleged instances of academic misconduct by a student are initially directed to the Department Chairperson. If necessary, the alleged instance may be taken to the Dean of the School, the Academic Committee of the School or the Executive Vice Chancellor of the University of Kansas Medical Center. In all alleged cases of academic misconduct, whether by a student or a faculty member, care must be exercised to preserve the requirements of due process.

Non-academic misconduct may subject the student to disciplinary action, disciplinary probation, suspension or expulsion. Acts of non-academic misconduct generally include, but are not limited to:

- conviction of a felony involving moral turpitude.
- material misrepresentation concerning past achievements or present activities.
- habitual drug/alcohol/substance abuse.
- any other act or omission which, if the student were a credentialed practitioner, could result in discipline by the credentialing agency including:
 - placing a patient in needless jeopardy by acting or performing inappropriately
 - committing a verbal or written breach or violation of patient confidence
 - unethical alteration, elimination or inadequate reporting and documentation in a patient's chart
 - verbal abuse or obscene language
 - inappropriate affect

VII. Student Grievance

Policy

Should a grievance arise between a student and a faculty member or other person pertinent to the student's program of study, the student should follow the grievance procedure outlined below. Issues involving grades of a particular class should be resolved between the student and the instructor of the course, and will normally not be considered as grounds for grievance. Exceptional circumstance must be evident for grade matters to fall within grounds for grievance.

Procedure

1. The student (Complainant) must make a good faith effort to resolve the matter with the party involved (Respondent) before proceeding any further with this procedure.
2. If the Complainant is unable to resolve the matter after discussion with the Respondent, and if the Complainant wishes to pursue the grievance further, the Complainant discusses the matter with the department chairperson or his/her designee.
3. If the Complainant is unable to resolve the matter after discussion with the department chairperson or designee, and if the Complainant wishes to pursue the grievance further, the Complainant requests a hearing in front of a Department of Physical Therapy and Rehabilitation Sciences Ad Hoc Grievance Committee.

Background on Departmental Ad Hoc Grievance Committee

1. The department chair establishes the departmental Ad Hoc Grievance Committee (Committee) on an "as needed" basis.
2. The Committee shall consider no complaint if more than six (6) months have elapsed since the grieved action or event.
3. The Committee's charge is to hear evidence from both parties, deliberate, and decide by majority vote on a recommendation to be made to the Chairperson of the Department of Physical Therapy and Rehabilitation Science. The Committee has no enforcement powers and does not command sanctions.
4. Because the Committee has the responsibility to hear grievances, it cannot function to develop evidence on behalf of either Complainant or Respondent.
5. The Committee may not alter the basic requirements of the grievance procedure, as stated herein. However, the Committee may establish procedures in addition to those listed in this document concerning the operation of the Committee's activities. All procedures shall ensure prompt and fair handling of complaints but shall avoid the formalism of legal process.

Composition of the Departmental Grievance Committee

1. The Committee is composed of three faculty members from the Department of Physical Therapy and Rehabilitation Science and two students who are currently enrolled in the professional program in physical therapy. The Chairperson of the Department of Physical Therapy and Rehabilitation Science appoints the faculty

members, the chair of the Committee solicits one student member and the Complainant solicits the other student member of the Committee. The term of the students appointed will be limited to that period of time which is required for the Committee to determine its recommendation.

2. Should a conflict of interest exist for any of the designated Committee members, then another member will be appointed.

3. The chair of the Committee shall have the power to keep order, rule on questions of relevance and evidence, and possess other powers normal and necessary for a fair and orderly hearing.

Procedure for Hearing a Student Grievance and Making a Recommendation

1. As soon as the Committee is seated, the Complainant sends a letter to the chair of the Committee stating a desire to meet with the Committee and indicating the provision or provisions of the University rules and regulations alleged to have been violated, or officials alleged to have been arbitrary or capricious.

2. The chair of the Committee requests copies of any and all supporting documentation from both the Complainant and Respondent. The chair of the Committee makes copies of all materials for all members of the Committee as well as both the Complainant and Respondent.

3. The chair of the Committee also requests the names of any witnesses that either the Complainant or Respondent wishes to address the committee on their behalf. The chair of the Committee forwards a list of those names to all members of the Committee as well as both the Complainant and Respondent.

4. The Committee holds a hearing within five working days of submission of materials unless the Committee determines there is good cause to schedule the hearing at a later time.

5. The grievance proceedings shall be as informal as possible. The use of legal counsel is not recommended. The proceedings in which evidence and testimony are presented shall be tape recorded. The permanent record will reflect the tape recording, copies of submitted materials, and documentation of Committee recommendations.

6. The Committee meets individually with both the Complainant and Respondent. The Complainant and Respondent then have the opportunity to attend any hearing in which the Committee meets with witnesses for the other party, and to question and/or challenge said witnesses.

7. Except when all parties agree that the hearing before the Committee shall be public, all proceedings provided for in this grievance procedure shall be closed to all but the parties involved. Public reports by the Committee may refer to the types of cases heard, but no mention may be made of the names of the parties, nor any reference made which would permit their identification.

8. After hearing the evidence and arguments presented by the Complainant, Respondent and their respective witnesses, the Committee deliberates and decides by majority vote on a recommendation to the Chairperson of the Department of Physical Therapy and Rehabilitation Science. The Committee delivers said recommendation together with all submitted documents and tape

recordings to the Chairperson within five working days of the conclusion of the hearings.

9. The Chairperson of the Department notifies both the Complainant and Respondent in writing regarding the Committee's recommendation and the Department Chairperson's decision concerning the recommendation, within five working days of his/her receipt of the Committee's recommendation.

10. If the Complainant is unsatisfied with the decision reached by the Department Chairperson after considering the committee report, and if the Complainant wishes to pursue the grievance further, the Complainant requests an appeal of the Department Chairperson's decision to the Dean of the School of Allied Health (refer to "School of Allied Health Student Grievance Procedure" found in the Student Planner and Handbook).

VIII. Payment of Fees

Background

All students are assessed lab fees to defray the cost associated with laboratory teaching. Laboratory expenses include lab instructors, laundry, purchase of large items such as high-low mats, replacement items such as stethoscopes, and purchase of disposable items such as alcohol wipes.

Policy

All students are required to pay a separate lab fee for semesters 1 through 7. The names of students who do not pay lab fees within the first month of each semester are sent to the department chair for disciplinary action.

Procedure

Lab fees are paid by checks or money orders. Cash payments are not accepted. Checks or money orders are made payable to the "KUMC".

Class of 2011 Fee Schedule

Semester 1: \$200

Semesters 2-7: \$125/each semester

Note: The deposit of \$400 received by each student to reserve his/her place in the class is credited toward lab fees. **Thus, the fee payments after this deposit has been received are:**

Semester 1 and 2: \$0

Semester 3: \$50

Semesters 4 through 7: \$125

IX. Food and Beverages in the Classrooms

Policy

Eating and drinking is not allowed in some education classrooms. Please be aware of these rules as they apply to various teaching spaces.

X. Dress Code

Philosophy

The Program in Physical Therapy is a professional program. Thus, all students enrolled in the program are expected to present a neat, well-groomed appearance when participating in program-related activities. Such appearance reflects well on the department and the profession during interactions with individuals from other professions, patients, and families throughout the Medical Center and the community.

Policy

The course instructor determines specific dress code policies on a class-by-class basis. It is the instructor's prerogative to implement a dress code that he/she feels is appropriate for that class (particularly laboratory and clinical education courses). Specific information about the dress code of a course must be stated in the course syllabus or the Clinical Education Notebook (including consequences for not following the prescribed dress code). The course instructor/coordinator may modify the dress code policy at any time throughout the semester as long as the students are notified in writing of the change.

XI. Comprehensive Examination / Board Review Examination

The purpose of the exam is to evaluate each student's level of comprehension in all areas covered in the curriculum and to simulate the board licensure exam as much as possible in order to prepare students for success on the board exam. There will be an annual comprehensive examination in the spring of the first year, and the spring of the second year. Each of these exams will consist of 100 multiple choice questions to be completed in 2 hours. Any and all content in the curriculum to date should be considered as potential test material. The exams are computer-based and completed at a pre-determined time in Dykes library.

In the late fall semester of the third year, the comprehensive exam will be in the format of a board review examination. A release day from classes will be provided on the day before the exam. This exam will consist of 200 multiple choice questions. The entire curriculum will be tested, and problem solving questions that cover material that has not been specifically taught in the curriculum may be included. The test will be modeled on the Federation of State Boards in Physical Therapy (FSBPT) examination. Success on the exam is not tied to course grades.

A faculty committee will review the questions before the test and perform an item analysis following each exam before the grades are determined. Decisions by the faculty committee on exam questions are final.

Students must earn 75% to pass each of these exams. Any score of less than 75% will require a retake of the exam. The retake may or may not be computer-based, however each retake will be a full exam with new questions. Remediation will be pursued in the event that a student fails the examination twice. This remediation will include a general analysis of that student's performance on exam content, and the development of new study strategies. Faculty may refer students to Counseling and Educational Support Services for assessment of test-taking skills and other resources. Students will not be allowed to progress to the next semester in the PT curriculum until they have successfully passed the exam.

XII. Student Policies and Procedures for Advising Sessions

Purpose of advising sessions in the DPT program

The purpose of student academic advising is to monitor the professional growth and to proactively meet the academic advising needs of students enrolled in the Graduate Physical Therapy Programs. Over a period of advising sessions, students will discuss with their advisors how they are progressing and what needs to be done to address remaining challenges. A focus of these meetings will be assessing the student's progress towards professional behavior and preparing documents to send to clinical instructors prior to clinical internships. The faculty advisor also serves as the liaison between the student and the Academic Review Committee (ARC) if academic problems arise.

Student's Role in the Advising Process

The student's role in the advising process is to develop professional and reflective practices necessary for their careers. This will require the students to periodically step back from the courses in which they are immersed in order to consider the "big picture" of how they are developing as physical therapists. Over a period of four advising sessions, students will be required to discuss with their advisors how they are progressing and what needs to be done to address remaining challenges. Additional meetings may be arranged if requested by student or advisor.

The essential preparation for each session is to assess your current status in the program, decide how you can best improve, and select items for discussion at the meetings. This self assessment will be facilitated by writing a reflection paper. The student will also prepare a resume, cover letter, and goals for the clinical internship, which will be sent to the clinical instructor prior to the clinical internship. Students are responsible for sending their documents to their respective advisor prior to the advising session via e-mail. Once the faculty advisor receives the documents, the faculty advisor will then be responsible for

setting a meeting date and time for the advising session. The advisor will provide feedback on the resume, cover letter, and goals for the clinical internship. Based on this feedback, the student will revise the documents and send the documents to the clinical instructor prior to the clinical internship.

Advising Meetings

There will be at least four advising sessions for each student. At least one face-to-face meeting and one “virtual” meeting are encouraged in the first year of the program, one “virtual” advising session is encouraged in the second year of the program, and a final face-to-face meeting is encouraged in the final year of the program.

Year 1

- Advising Session #1 (Fall Year 1/ end of semester): face-to face and linked to PTRS 720—three week clinical internship at end of semester
- Advising Session #2 (Spring Year 1/ end of semester): virtual and linked to PTRS 730—three week clinical internship at end of semester.

Year 2

- Advising Session #3 (Fall Year 2/ beginning of semester): virtual and linked to PTRS 820—four week clinical in the middle of the semester.

Year 3

- Advising Session #4 (Fall Year 3/ end of semester): face-to-face and linked to preparing for PTRS 920 (long term clinicals in final semester of curriculum)

Additional meetings may be arranged if requested by the student or the advisor. If a student has a problem that does not interfere with his/her performance in the professional program, the student may choose to seek advice from his/her faculty advisor, but this is optional. Faculty advisors may suggest that the student explore extra-departmental resources but may not mandate that the student use them.

Advising Session Content

Each faculty advisor will use the **Advisor Summary Guide** for each advising session. The **Advisor Summary Guide** will include a list of items to review with each student. For example:

- Explore progress
- Review student’s status using the advisor guide, submitted documents (resume, cover letter, and goals for clinical internship) and reflection paper
- Negotiate activities to be completed before the next meeting and other outcomes
- Complete advisor’s summary of meeting

Record-keeping

Each advisor will complete an **Advisor Summary Guide** for each student they advise after each advising session. This guide will be e-mailed to the student and the administrative assistant (Robert Bagley). The coordinator will file the

Advisor Summary Guide in each student's departmental file at the end of each advising session. The coordinator will notify the DPT program director of any students/ faculty who have not met for their advising session.

Any additional meeting between the student and advisor which addresses a serious concern will be documented by the advisor. A summary of the meeting with plan of action will be sent to the student and placed in the student's departmental file.

Advisor selection

Students enrolled in the DPT program in the Department of Physical Therapy and Rehabilitation Science are assigned a faculty advisor. Whenever possible, a student is assigned to the same faculty member throughout the student's program. If a faculty member leaves or reduces his/her percent appointment, the student is assigned a new advisor. If a student is not satisfied with his/her academic mentor, the student may petition the Director of the DPT program, in writing, to be assigned to a different faculty advisor at any time.

Concerns about student status/progress

The faculty advisor will direct any serious concerns about a student to the DPT program director (Dr. Patricia Pohl).

XIII. Decelerated Schedule When GPA Falls below 3.0

Policy

In order to continue in the entry-level program in Physical Therapy a student must maintain a GPA of 3.0 or greater. If at any time a student's GPA falls below 3.0 s/he will be considered on probation for the semester in which the GPA is less than 3.0. If the student was admitted on provisional status, the student may be dismissed from Graduate School if their GPA is not 3.0 or better after the first semester of enrollment.

Procedure

The student will receive a letter from the Graduate School. A copy is sent to the Department of Physical Therapy and Rehabilitation Science. If the student does not bring his/her GPA up to a 3.0 by the end of the following semester the student must withdraw from the program. In exceptional cases, the department may offer the student an option to begin an individualized decelerated schedule.

The decelerated schedule will result in a delay in the originally planned graduation from the program. Before a schedule of less than full-time is pursued, students should check with offices of student financial aid, student health, and international programs (if applicable), to ensure a reduction from full-time status does not impact their enrollment status. If a student is receiving a stipend, the office granting the stipend should be contacted before starting a decelerated schedule.

The decelerated schedule will require the student to reduce the required courses and credit hours in the next semester. This is to be determined based on individual strengths and weaknesses, course grades and timing of clinical education courses. Please note that clinical education courses are pass/fail courses so there is no grade applied to GPA. All courses will need to have a grade. A student cannot move to the decelerated schedule if any course has an incomplete.

The decelerated schedule will delay any clinical education courses until such time as all prerequisite courses for that semester clinical course have been successfully completed. The student is required to keep current any clinical skills successfully completed prior to the deceleration. The student is required to work closely with an advisor and the ACCE in course scheduling and learning opportunities including clinical opportunities. Courses will only be offered in their normal sequence. Students will not have an opportunity to take "special courses", they must still follow the outlined curriculum although in a decelerated fashion.

At the end of each semester of the decelerated schedule the student GPA must be at least 3.0. If at any point in the decelerated schedule the student GPA falls below a 3.0, the student will be dismissed from the program.

Note: special circumstances apply to international students

The maximum time allowed to earn a doctoral degree is 8 years (with a one year extension for compelling reasons).

XIV. Statistics for retention and student outcomes (compiled May 2008)

Summary of last 3 graduating classes, i.e., DPT Class of 2008; DPT Class of 2007; MPT Class of 2005:

Total of students enrolled at start of program: 114

Total graduated: 109

Average retention 95.6%

XV. Job and career opportunities:

A list of job and career opportunities is available at our web site at <http://wb.kumc.edu:8080/~ptjobs>. At that site you will also find a link to the American Physical Therapy Association job bank. (<http://www.apta.org/AM/Template.cfm?Section=Jobs1&Template=/JobBank/SearchJobForm.cfm>). In addition a career fair sponsored by the department is held each November at the medical center campus. Details are provided to the student in the weeks preceding the event.

XVI. Student Acknowledgement (Proof of Notification) of PTRS Student Handbook

My signature below denotes the following:

- I have read the information provided by the Department of Physical Therapy and Rehabilitation Science, University of Kansas Medical Center, in the department's "Student Handbook – Class of 2012"
- I agree to abide by the guidelines presented in said document.
- I agree to abide by the APTA Code of Ethics and Guide for Professional Conduct.
- I agree to notify my faculty advisor (in writing) of changes that may affect my ability to comply with guidelines in this document.

Student's Name (please print legibly)

Date

Student's Signature

Please submit to Robert Bagley. The signed page will be kept on file in the Physical Therapy and Rehabilitation Science office.

XVII. CONFIDENTIALITY POLICY
KUMC FELLOWS, RESIDENTS, STUDENTS

Patients are entitled to confidentiality with regard to their medical and personal information. The right to confidentiality of medical information is protected by state law and now by federal privacy regulations known as the Health Insurance Portability and Accounting Act (“HIPAA”). Those regulations specify substantial penalties for breach of patient confidentiality.

1 All patient medical and personal information is confidential information regardless of my educational or clinical setting(s) and must be held in strict confidence. This confidential information must not become casual conversation anywhere in or out of a hospital, clinic or any other venue. Information may only be shared with health care providers, supervising faculty, hospital or clinic employees, and students involved in the care or services to the patient or involved in approved research projects who have a valid need to know the information.

2 Under strict circumstances, upon receipt of a properly executed medical authorization by the patient or a subpoena, medical information may be released to the requesting party. Inquiries regarding the appropriateness of the authorization or subpoena should be directed to the medical records department, the Hospital's counsel or the University's Office of Legal Counsel at 913-588-7281, depending upon the situation.

3 Hospital Information System's user codes/passwords are confidential. Only the individual to whom the code/password is issued should know the code. No one may attempt to obtain access through the computer system to information to which he/she is not authorized to view or receive. If you are aware that another individual knows your code/password, it is your responsibility to request a new user code/password.

4 If a violation of this policy occurs or is suspected, immediately report this information to your supervising faculty.

5 Violations of this policy will result in disciplinary action up to and including termination from the program. Intentional misuse of protected health information could also subject an individual to civil and criminal penalties.

I, _____, acknowledge receipt of this Confidentiality Policy. I have read the policy and agree to abide by its terms and requirements throughout my education/training at K.U. Medical Center and as part of my participation in patient care activities.

Signature

Date received and reviewed

Submit to Robert Bagley