

**University of Wisconsin- La Crosse**  
**Physical Therapy & Occupational Therapy Programs**  
**2010 – 2011 PROGRAM MEMORANDUM**

I. RESPONSIBILITIES OF THE UNIVERSITY

- A. The UNIVERSITY will assume full responsibility for planning and executing the educational phase of the Physical Therapy and Occupational Therapy (PT/OT) Programs. However, recommendations and suggestions will be solicited from the clinical faculty in making significant revisions.
- B. The UNIVERSITY agrees to assign a faculty member to act as liaison between the UNIVERSITY, the FACILITY/AGENCY, and the students. The coordinator will plan appropriate visits, consultations, conferences, and planning sessions for students.
- C. The UNIVERSITY will assume the responsibility of informing students of the patient's right to confidentiality and the need for confidentiality regarding internal and external matters of the FACILITY/AGENCY.
- D. See Attachment regarding Caregiver Background Check.

II. RESPONSIBILITIES OF THE FACILITY/AGENCY

- A. The FACILITY/AGENCY will designate a Center Coordinator of Clinical Education (CCCE) for primary responsibility in teaching, coordinating and directing the students' clinical educational program.
- B. The FACILITY/AGENCY agrees to make available clinical and related facilities for the educational program of students of the Physical Therapy and Occupational Therapy (PT/OT) Programs of the University of Wisconsin - La Crosse.
- C. The FACILITY/AGENCY agrees to have clinical instruction planned, organized and taught by designated clinicians it employs. Persons assuming this educational responsibility at the FACILITY/AGENCY should be selected by mutual agreement.
- D. The autonomy of the FACILITY/AGENCY shall be observed at all times.
- E. The FACILITY/AGENCY will assume responsibility of alerting the student to the confidential nature of institutional internal and external concerns.
- F. Students will be supervised in all aspects of the fieldwork experience by FACILITY/AGENCY staff.

III. RESPONSIBILITIES OF BOTH THE UNIVERSITY AND THE FACILITY/AGENCY

- A. Both the FACILITY/AGENCY and the UNIVERSITY shall be obligated to inform the other of significant changes in curriculum and in the availability of learning opportunities as well as staff and faculty changes involving the clinical teaching of students.
- B. At least one semester prior to the field assignment, the determination of the number of students shall be a joint decision between the UNIVERSITY and the FACILITY/AGENCY based on staff and space available, and eligible students enrolled in the program.
- C. In any situation in which, in the sole opinion of the FACILITY/AGENCY, a patient's welfare may be adversely affected, FACILITY/AGENCY may take immediate corrective measures and shall notify the UNIVERSITY thereafter. In any situation not involving patient welfare in which the student is not performing satisfactorily, resolution will involve mutual agreement of the parties.

IV. RESPONSIBILITIES OF THE STUDENT

- A. Students are expected to follow the attendance policy of their assigned FACILITY/AGENCY.
- B. Students are expected to follow the policies and procedures of their assigned FACILITY/AGENCY including dress code.
- C. Students are required to carry professional liability insurance in addition to UW-L's umbrella policy.
- D. Students are required to have CPR certification at the BLS (Basic Life Support) Course C Level.
- E. Students are required to have a copy of their immunization records available for facility inspection to include:
  - 1. MMR: Provide proof of 2 MMR shots received after 15 months and received after 1/1/68. OR a MMR Titer indicating immunization.
  - 2. Tetanus/Diphtheria with evidence of tetanus booster in last 10 years.
  - 3. TB skin test or chest x-ray in last 6 months.
  - 4. Hepatitis B. Immunization.
  - 5. Polio
  - 6. Varicella

**UW-L PROGRAM MEMORANDUM Continued:**

UNIVERSITY shall conduct a Caregiver Background Check and Criminal History Information Search in accordance with the regulations set forth in Wisconsin Administrative Code Chapter HFS 12 for all persons under its control or direction who are expected to have access to FACILITY/AGENCY patients. UNIVERSITY agrees not to schedule any individual who is barred from providing services under Chapter HAS 12 and shall notify FACILITY/AGENCY if any individual is charged or has been convicted of a crime that may be "substantially related" as defined in the regulations. FACILITY/AGENCY shall make the final determination whether such individuals will be permitted to provide services. UNIVERISTY will not schedule any individual to provide services if such individual has been found to have committed "misconduct" as defined under Chapter HFS 13.03 (13), and agrees to require its employees to report to it, and FACILITY/AGENCY, all allegations of misconduct as defined under this section of the regulations.

UNIVERSITY agrees that it shall provide a copy of the completed Background Information Disclosure Form (HFS-64) to FACILITY/AGENCY for all individuals scheduled to provide services on or after October 1, 1998. UNIVERISTY shall maintain on file the results from all criminal history and other background information obtained and provide such information to FACILITY/AGENCY upon request.

The Health Professions Department in addition to the Wisconsin Background check uses a private company, *Certified Background Inc.*, to perform national criminal background checks. Students are required to conduct the national background check upon entry to their respective programs. The Wisconsin Background Check is conducted before a student's terminal rotation. The National Background Check is conducted upon arrival (before classes begin) into the program.