

PT STUFF FROM A TO Z

This section provides general information regarding the day-to-day functioning of the School of Physical Therapy. Please refer to the latest editions of the Pacific *University Catalog* and Pacific University Student Handbook as well as the Pacific University website <http://www.pacificu.edu>, for information related to the University at large. Note: "School" refers specifically to the School of Physical Therapy and "University" refers specifically to Pacific University.

<ul style="list-style-type: none"><input type="checkbox"/> <u>Address Change</u><input type="checkbox"/> <u>Administrative Assistant</u><input type="checkbox"/> <u>Audiovisual Equipment</u><input type="checkbox"/> <u>Boxer Cards</u><input type="checkbox"/> <u>Class Representatives</u><input type="checkbox"/> <u>Computers</u><input type="checkbox"/> <u>Confidentiality</u><input type="checkbox"/> <u>Counseling Services</u><input type="checkbox"/> <u>Email</u><input type="checkbox"/> <u>Faxes</u><input type="checkbox"/> <u>First Aid/Univ. Precautions</u><input type="checkbox"/> <u>Faculty office hours</u><input type="checkbox"/> <u>HPC/PT Campus Hours</u><input type="checkbox"/> <u>Lockers</u><input type="checkbox"/> <u>Mail</u>	<ul style="list-style-type: none"><input type="checkbox"/> <u>Maintenance of Physical Space</u><input type="checkbox"/> <u>Messages</u><input type="checkbox"/> <u>Nondiscrimination</u><input type="checkbox"/> <u>Printer /Printing & Copiers</u><input type="checkbox"/> <u>Parking/Transportation</u><input type="checkbox"/> <u>Refrigerator /Microwave</u><input type="checkbox"/> <u>Recycling</u><input type="checkbox"/> <u>Resource Materials</u><input type="checkbox"/> <u>Safety Standards</u><input type="checkbox"/> <u>Student Advising</u><input type="checkbox"/> <u>Telephones</u><input type="checkbox"/> <u>Telephone tree</u><input type="checkbox"/> <u>Useful websites</u><input type="checkbox"/> <u>Weather (Inclement)</u>
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Address Change

All students should inform the School of any changes in their current or permanent address or telephone number. A current address is where a student can be contacted immediately. For example, a student's residence while attending the University would be considered a current address. A permanent address is what a student considers his or her primary residence, although he or she may not be living there while attending the University. In many circumstances, current address may be the same as permanent address. The School will use the current address for all School correspondence and telephone calls. Note: Pacific University will use a student's permanent address to mail grade reports, academic status correspondence, and W-2 forms unless a student requests otherwise. Please contact the Registrar's office for further information. Students may log onto Boxer online to update their address with Pacific University.

Students should submit all address changes to the School, using the form entitled "Change of Address" (See Chpt. 7). Address changes may also be emailed to the PT Administrative Assistant.

Administrative Assistant

The School's administrative assistant manages the day-to-day functioning of the School and, in collaboration with the faculty, serve to facilitate each student's educational process. To this end, many of the services provided by the School are coordinated by the administrative assistants. For example, students may request such services as: (a) scheduling rooms, appointments, or (b) checking out PT resources or evaluation tools.

All School office equipment (e.g., computers, telephones, and copy machine) is for staff and faculty use only and may not be utilized by students. Students have this equipment available to them at other locations.

Audiovisual Equipment

Equipment is available within some rooms of the School and students are welcome to utilize the equipment for learning and class preparation. When using any equipment, students should ensure that the equipment is ready for the next person to use by returning all equipment to its designated area and turning off all power to the equipment. Students wishing to reserve a video camera or powerpoint remote presenter for a course assignment may do so through the PT Administrative Office.

Boxer Cards

Students will be issued a Boxer Card during orientation. This card serves as your student ID, library card, internship ID, and must be worn at all times while in Health Professions Campus Buildings. It will allow access to the building after normal business hours. For replacement cards you would contact Campus Public Safety.

Class Representatives

Each academic year, students representatives from each class shall be elected to serve as a formal liaison between each class and the School. Each representative shall be responsible for ensuring that on-going communication occurs amongst all students and between classes and to facilitate the resolution of issues that are of collective concern to students within each class. Procedures for nominations and elections, as well as additional information regarding the role and responsibilities, will be shared with students at the beginning of each academic year. (See Chpt. 4 By-Laws)

Computers

Computers are available in the HPC University library. Computer specification requirements and recommendations for the School can be found online.

Confidentiality

The School of Physical Therapy will not give out any information on students including the address or home telephone number unless the student has signed a release form. (See Chpt. 7)

Counseling Services

The Counseling Center is the place to go if you have personal or academic concerns. The Counseling Center offers individual counseling plus workshop offerings to help students deal with test anxiety, performance anxiety and stress reduction. All services are free and confidential. The Counseling Center is fully staffed from September through Commencement in May. For Center hours call 352-2191.

E-mail

All students are required to utilize a University E-mail account while enrolled in the School. Much communication from the School occurs via e-mail and students are expected to access their account regularly to check for messages. Only Pacific University email addresses will be used. *Students are responsible for ensuring that all Pacific email is routed to their own private email accounts if they elect not to use the University email interface.* For further information regarding e-mail accounts and other campus locations to access e-mail (as well as the Internet), please contact University Information Services or visit the Pacific University website at <http://www.pacificu.edu>

Faxes

Students may not send faxes from the School administrative office unless related specifically to PT and permission has been granted by the appropriate School staff or faculty member. If a fax is received by the PT office, administrative staff will email students and notify them to pick up fax. Students may use fax services in HPC Library.

First Aid/University Precautions

Accidents or injuries requiring first aid care should be reported to the Administrative Assistants. First Aid supplies are stored in PT office. More serious injuries or conditions should call 911, or Campus Public Safety 503-352-7207.

Faculty Office Hours

Faculty members will have times posted on their doors when they will be available for meetings with students. If a faculty member is unavailable during his or her designated hours, a written message regarding your need or request may be left as a note on the faculty member's door. Further, faculty members may be contacted via their voice mail telephone numbers or e-mail.

HPC/PT Campus Hours

The Health Professions Building doors will typically be opened at 7:00a.m and closed at 10:00p.m.on weekdays. Saturday is 12-6pm and Sunday 12-9pm except holidays. The School's administrative offices are 8-5pm, M-F weekly. Occasionally, it is closed during regular School hours due to meetings.

HPC afterhours access is available with your **Boxer Card**. It will allow access to the building after normal 8-5pm office hours.

PT 3rd floor Monitors will be on duty Monday - Thursday, 5-7 pm, Saturday/Sunday, 1 - 5 pm. Students may utilize common areas within the School (i.e., main hallway, classrooms). At no time should students or monitors allow anyone into a classroom except those known by the student (PT students). HPC meeting guests should contact building security to access meeting rooms, etc).

Lockers

Lockers are located in the hall of the School. Students may sign up for a locker of their choice at the beginning of each academic year. Use of lockers is strongly encouraged due to limited space within the School. Students are requested to not bring unnecessary items to class. If you lock yourself out, contact the School administrative office or CPS at 503-352-7207.

Mail

Students are notified by email to pick up any mail they receive in the PT office. Mailboxes for the faculty are located in the School's office and are to be used for leaving messages and turning in assignments.

For further information regarding additional postal services that are available, please contact the University mailroom.

Maintenance of Physical Space

When the classrooms are not being used for class, they may be utilized by students for independent study.

All areas within the School are to be kept neat and orderly at all times, particularly when leaving at the end of a class. Each faculty member organizes his/her class for appropriate clean-up. Please note that only drinks with a lid on the container are allowed in classrooms.

If any liquid, food, or other such substances are spilled, the student(s) responsible for the spill must clean it up immediately. This is not the responsibility of the custodial staff! Cleaning supplies are located in the cupboard below the sink in rooms 303, 305, 307 & 309. If you are unsure as to the procedure for cleaning up a spill, please contact a staff or faculty member immediately.

Messages

The School telephone number, 503-352-7378, may be used by those students who need to leave an emergency telephone number with someone (e.g., day care provider, school district, spouse, partner, or children). Emergency messages will be delivered immediately to the student. (See **Telephones** for further information.)

Nondiscrimination

The School of Physical Therapy does not discriminate in the recruitment, selection and retention of students, faculty, or staff, as well as in the acceptance of

patients/clients for evaluation and/or treatment. The School is in complete compliance with the University's statement of nondiscrimination. (See Catalog.)

Printer/Printing & Copiers

The School's office printer/copy machine may not be used by students. A Student printer/copier is located on each floor (room 310 of 3rd floor) and the CHP Library.

Parking/ Transportation

Parking around the HPC campus is significantly limited and so you are encouraged to carpool, use TriMet, bicycle, or walk. Subsidized TriMet passes will be offered at reasonable rates. The College of Health Professions provides bicycle racks in the bicycle storage area on the east side of Creighton Hall, near HPC2, and in the Intermodal Transit Facility (ITF).

Refrigerator/Microwave

The refrigerator in the lounge may be used by students for the storage of lunches and snacks. Each student is responsible for cleaning up after him or herself at all times.

Recycling

The School recycles paper, plastic, glass, cardboard, batteries, and toner on a regular basis. Paper for recycling should be placed in the appropriate bins located throughout the building.

Resource Materials (PT/Library)

The School has some resource materials (e.g., books, journals, evaluation manuals, therapeutic equipment) which are available for student use. Some items are available for overnight check-out by students while other materials must remain within the School building. The check-out signature sheet is located in the School office.

DVD's, books, periodicals, and videotapes related to physical therapy are available in the Pacific University library. For specific information regarding hours and resources available, please visit the University library. Also, you have library privileges at several metropolitan Universities including the Oregon Health Sciences University (OHSU).

Safety Standards

Safety standards are monitored and enforced for the well-being of all students, faculty and patients. Your initial coursework will include instruction in universal body substance precautions, use and storage of equipment, and the handling and storage of hazardous materials. These standards will be maintained in all classrooms laboratories and clinical sites. Should you encounter any problems with these issues while at the University, or at any clinical site, immediately notify your instructor.

CPR

The School of Physical Therapy is requiring cardiopulmonary resuscitation (CPR) training prior to your first clinical experience. Thereafter, it will be necessary for you to maintain your CPR certification on an annual basis.

Equipment

The course coordinator/instructor of DPT530 Physical Agents and Mechanical Modalities is responsible for assuring that all equipment used by students in School of Physical Therapy laboratories are inspected, calibrated and maintained in accordance to manufacturer's recommendations, or by federal, state, or local ordinance.

Student Safety in Practical Coursework

Courses in the curriculum require practice of assessment and treatment skills on another person. Students are expected to participate as both the therapist, and as the client in these situations, practicing with the utmost safety of everyone involved.

Participation in such activities is integral to the collaborative learning process and provides an opportunity for immediate feedback to the student, including concerns about safety. If safety issues go unresolved the student should withdraw from the session without prejudice or penalty.

Hazardous Waste

The School of Physical Therapy generates hazardous waste from the cadavers used in the anatomy labs.

Pacific University is a conditionally exempt generator according to the state of Oregon. A licensed hazardous waste handler/hauler packages and removes all non-biological hazardous waste from the main campus a minimum of three times a year. Hazardous waste is removed from the Hillsboro location on an as-needed basis. The University Hazardous Waste Manager coordinates the removal of the waste and ensures that the University's generator classification does not change. The manager is an employee of the Chemistry Department and manages the hazardous waste in addition to departmental lab preparation and purchasing duties. The University strives to use non-hazardous alternatives when available, especially concerning custodial and facilities engineering activities.

Campus Public Safety coordinates the removal of biohazardous waste on the main campus in Forest Grove and the Hillsboro location.

There currently is no one person responsible for ensuring that hazardous materials are properly stored and inventories maintained. Each department is responsible for their own hazardous materials inventories. The University Hazardous Waste Manager assists other departments when needs arise.

Student Advising

Each student will be assigned one of the physical therapy faculty members as his/her advisor. The main purpose of advising is to make sure that students have "a person" on the faculty with whom they can talk and share any issues that might be relevant to academic or clinical activities or performance. Advisors and faculty are available to make the student's experience here at Pacific as valuable and memorable as possible. Second Year Students will be assigned a research advisor during the Fall Semester.

Telephones

The School telephone number, 503-352-7378, should only be used as an emergency contact number or for School-related business. This number may not be used by students to receive non-emergency messages.

Telephone Tree

In the event of an emergency, class cancellation, rescheduling of classes, events, or meetings, and other related needs, students will be notified via a telephone tree which will be provided at the beginning of each semester. Please ensure that you have ready access to the telephone tree at all times. Emails to your pacific email account will also be sent out. You may receive these by phone too.

Useful Websites for Physical Therapists

The following is a list of web sites that you might find useful.

PT Magazine	www.apta.org/PT_magazine/index.html
Physical Therapy Journal	www.apta.org/PT_Journal/index.html
Therapy Student Journal	www.TSJJournal.com
Wheless' Textbook of Orthopedics	www.medmedia.com
Oregon Physical Therapy Association	www.opta.org
Medline	www.medportal.com
Physician and Sports Medicine	www.physsportsmed.com
Outlines of Clinical Medicine	www.avicenna.com
American Physical Therapy Association	www.apta.org
Oregon State Licensing Board	www.ptboard.state.or.us
North American Institute of Orthopedic Manual Therapy (NAIOMT)	www.naiomt.com
Employment Opportunities	email: sfisher@opta.org

Weather (Inclement)

Pacific University will make every attempt to keep offices and services operating in inclement weather or other emergencies. However, there are occasions when adverse weather conditions or other reasons may necessitate closure of the university. In that event, the decision regarding University closure or delayed opening will be made by the President (or his/her designee) to permit notification no later than 6 a.m.

In the event of emergency closure, the University's web site will be updated with information about closures and/or late openings. It is the responsibility of each student to monitor this information. Additionally, information will be sent through Boxer Alerts and placed on local media regarding the University's closures or late openings. Keep in mind that television and radio stations need extra time to update these messages. A phone tree and/or email will be implemented to notify students of class cancellation. However, should you feel you cannot travel safely to the University, please call the PT office at 503-352-7279 and inform us.

The following radio and television stations will also provide notification of school cancellation:

MEDIA LIST:

<u>Radio</u>	<u>Television</u>
KEX	KATU 2
KXL	KGW 8
KUPL	KOIN 6
KINK.fm	KPTV 12
K103	
KUIK	