



## UNIVERSITY OF CENTRAL ARKANSAS IMPORTANT REMINDERS AND CONTACT INFORMATION

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**Misty Booth, PT, DPT, PCS**  
**Director of Clinical Education**  
**Department of Physical Therapy**  
**Office:** (501) 450-5543  
**Home:** (501) 224-0775

**Email:** [mbooth@uca.edu](mailto:mbooth@uca.edu)

**Address:** PT Center Suite 300  
201 Donaghey Ave.  
Conway, AR 72035

**James Fletcher, PhD, PT, ATC**  
**Assistant Director of Clinical Education**  
**Department of Physical Therapy**  
**Office:** (501) 450-5556  
**Home:** (501) 679-4401

**Email:** [fletcher@uca.edu](mailto:fletcher@uca.edu)

**Department Phone:** (501) 450-3611  
**Department FAX:** (501) 450-5822  
**Little Rock Line:** 682-6822, ext. 3611

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### Important Reminders:

- **Name Tag:** The student must wear the UCA name-tag at all times during the clinical experience. If the facility provides a name-tag, the student must still wear the UCA name tag for legal purposes.
- **Supervision:** Student physical therapists, when participating as a part of a physical therapist professional curriculum and when acting in accordance with APTA policy and applicable state laws and regulations, are qualified to provide services only under the direction and direct supervision of the physical therapist, who is responsible for patient/client management. Direct supervision means the physical therapist is physically present and immediately available for direction and supervision. The physical therapist will have direct contact with the patient during each visit that is defined in the Guide to Physical Therapist Practice as all encounters with a patient/client in a 24-hour period. Telecommunication does not meet the requirement of direct supervision. (September 13, 2001) The CI is responsible for ensuring the student is provided with supervision according to any regulations governing the provision of services in the clinic that may require more strict supervision than the above mentioned requirements.
- **Attendance:** Student's attendance during the clinical experience should be handled as if they were reporting to work. Absences due to illness or emergency should be reported as early as possible to the CCCE or CI. Students should follow the facility work schedule for weekends, holidays, etc. It should be always assumed that all time missed by the student will be made up. If only one (1) day of absence occurs, make up is at the CI's discretion. If a student misses frequently or several days at a time, the DCE should be notified. No "personal" days are allotted to students.
- **Additional Coursework:** A few students may be concurrently enrolled in elective coursework during the summer, fall, or spring semesters often taught in weekend block formats including all day Friday. Please excuse students during these days. Students will inform their CI as early as possible to make arrangements for time off to attend a Friday course, for example. CIs are welcome to contact the DCE for confirmation of enrollment.
- **Holidays:** The student will not be expected to work when the facility is closed. The student will be expected to work weekends, holidays, etc. if asked to do so. Holidays should be discussed well in advance with the clinical instructor to avoid miscommunication.
- **Travel:** If a student needs to travel a great distance (more than 8 hours), in order to return to school or another facility by Monday, then it would be appropriate for the CI to allow for a travel day. Again, this is optional and should be worked out with the CI in advance. Make-up time is at the CI's discretion.

**Problems:** *Should a problem arise in the clinic, the student and the CI and/or CCCE should first seek a solution to the problem. The DCE should be informed of any situation for which resolution cannot be attained through discussion between the CI and/or CCCE and the student. If a situation is urgent in nature and DCE cannot be reached, then contact the Assistant DCE, Dr. James Fletcher. In an emergency situation where neither Dr. Booth or Dr. Fletcher is available, contact Dr. Nancy Reese, Program Chair at 501-450-5546.*