

CPT Manual – Student Information

As a student you are expected to follow all expectations of your school/university. However, since you are a student working under the supervision of a CPT Employee we are providing you with excerpts from the CPT employee manual.

CPT.....The Practice

The employees of CPT provide physical, occupational, and speech-language pathology therapy services throughout the greater ten-county Chicago area in the following settings: skilled nursing facilities, home care, outpatient and assisted and independent living communities. We are committed to delivering the utmost in quality care at all times via management, office and field staffs who have defined roles and work together to achieve organizational goals, patient needs and referral source satisfaction.

CPT.....Our Vision

To work together as a team, providing and stimulating improvement of the whole while fostering individuality and professional growth.

CPT.....Our Mission

CPT will be the leader in rehabilitation services by focusing on learning, teaching, research, outcome studies and patient-centered care involving all employees at all levels. We will foster a professional, ethical and legal environment for the practice of physical, occupational and speech therapies, while promoting these professions as an essential component of health care.

CPT.....Our Beliefs

CPT will foster and promote:

- • Quality care
- • A patient-centered focus with satisfaction at all levels
- • Employee integrity and accountability
- • Improvement through ongoing education
- • Partnering with all health professionals
- • Community involvement

Equal Employment Opportunity Policy

No person shall, on the grounds of race, color, sex, including pregnancy, sexual orientation, religion, age, marital status, ancestry, citizenship, physical or mental disability which is unrelated to job requirements, national origin, or any other protected class pursuant to federal, state or local law, be refused employment, promotion, training, be discharged or otherwise discriminated against with respect to the person's compensation, terms, performance appraisals, conditions or privileges of employment at CPT.

CPT Managers are responsible for assuring proper administration of the Employment Opportunity Policy within their assigned area of responsibility. CPT will comply with all Federal and state laws regarding Equal Employment Opportunity including Title VII of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the regulations promulgated by the Equal Employment Opportunity Commission.

Freedom from Harassment and Workplace Violence

We are committed to providing a work environment that is free of discrimination, harassment and violence. In keeping with this commitment, we do not tolerate harassment, discrimination or violence towards any of our employees by anyone, including any co-worker, vendor, client or customer of CPT. Our full policy can be found as part of the CPT Compliance Plan, which you will be asked to read and sign prior to beginning employment. The procedure for reporting concerns of this nature and others are clearly outlined in the plan. Should you have any questions, contact your manager or the CPT Compliance Officer.

Americans with Disabilities Act (ADA) Policy Statement

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that prohibit discrimination against employees and job applicants with disabilities and, when needed, require employers to provide reasonable accommodations to employees and job applicants who are qualified to perform the essential functions of a job, with or without such accommodations.

CPT is committed to a work environment free from discrimination and to comply with all laws concerning the employment of persons with disabilities. It is the Company's policy not to discriminate against qualified individuals with disabilities in regard to hiring, advancement and other terms and conditions of employment.

Personal Business While at Work

We request your cooperation in limiting out-going or in-coming personal telephone calls to an absolute minimum. In-coming/out-going personal calls on company telephones or personal cell phones are not permitted except in cases of emergency during patient care. This policy also applies to company computers and faxes.

Dress Code

The way you look, dress and act is vitally important to CPT and the companies where we provide care. Due to our interaction with the patient's and the public, a clean, neat appearance is expected of you. This requires CPT supplied uniforms for SNF staff at all times. For all other clinical settings not supplied with uniforms, tee shirts, shorts, blue jeans, sports type apparel and similar type clothing may not be worn. Students can wear blue scrubs or business casual. Name tag is also required.

Substance Abuse Policy

Policy Statement

Community Physical Therapy has a commitment to provide all employees with a safe and healthy work environment. As a part of this commitment, it is recognized that each employee has the right to a workplace that is alcohol and drug free. As a result, substance abuse with alcohol and/or illegal drugs is prohibited. Not only is it dangerous, but it also is against the law, and prosecution and may result for a criminal offense.

Prohibition

The use, sale, transfer or possession of alcohol or non-prescription drugs or controlled substances while on duty or while on facility premises, or reporting to work under the influence of such, is strictly prohibited and considered to be a serious violation of company policy.

Definitions

An "illegal drug" includes any which is not legally obtained in the United States or which is legally obtainable, but is being used in a manner different from that prescribed by a doctor of medicine or intended by the manufacturer. Over-the-counter or prescription medication prescribed by a doctor and used as intended is not considered an illegal drug. It is the employee's responsibility to notify the supervisor immediately when undergoing medical treatment with a controlled substance.

"Reasonable suspicion" shall include but not be limited to involvement in an on-the-job accident or observing an employee acting or appearing in an unusual manner such as slurred speech, glassy eyes, unsteady walk, disorientation, lapses of concentration, emotional outbursts, mood changes, or with alcohol on the breath.

Smoking

It is the intent of CPT to assure a healthy environment for our employees and visitors. Therefore, it is the policy of CPT to prohibit smoking in its offices. All CPT employees and visitors are expected to comply with this policy.

Additionally, CPT employees must abide by the smoking regulations of any facility or entity which contracts with CPT.

Confidentiality: Community Physical Therapy (CPT) has a legal and ethical responsibility to safeguard the privacy of all patients and to ensure the confidentiality and security of their protected health information, whether in its capacity as a covered entity or as a business associate, in accordance with the Privacy and Security Provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as may be in effect from time to time. To ensure this compliance, all employees will receive initial training in the CPT HIPAA privacy policies and procedures as well as initial and ongoing training in security policies and procedures.

In the course of working for CPT employees may create, use and/or disclose protected health information as part of their responsibilities. Employees must maintain such information in the strictest confidence and not disclose any patient information to any person and/or entity if the disclosure would be in violation of CPT's HIPAA policies and procedures.

COMPUTER POLICY

GENERAL

CPT provides some, if not all, employees with a computer workstation, access to printers, electronic access, consisting of an e-mail system, a network connection, Internet/Intranet, and Instant Messaging access. This policy governs all use of CPT network, Internet/Intranet access, and messaging and e-mail systems at all locations and offices. This policy includes, but is not limited to, computer usage, electronic mail, chat rooms, messaging, and the Internet, newsgroups, electronic bulletin boards, CPT Intranet and all other Company electronic systems.

E-MAIL POLICIES AND PROCEDURES

CPT's email system is designed to improve service to our customers, enhance internal communications, and reduce paperwork. Employees using CPT's e-mail system must adhere to the following policies and procedures:

- CPT's e-mail system, network, and Internet/Intranet access are intended for business-use only. Employees may not access e-mail, messaging or the Internet for personal use at any time.

- All information created, sent, or received via CPT's e-mail system, network, Internet or Intranet, including all e-mail messages and electronic files, is the property of CPT. Employees should have no expectation of privacy regarding this information. CPT reserves the right to access, read, review, monitor, and copy all messages and files on its computer system at any time and without notice. When deemed necessary, CPT reserves the right to disclose text or images to law enforcement agencies or other third parties without the employee's consent.

- Use extreme caution to ensure that the correct e-mail address is used for the intended recipient(s).

- Any message or file sent via e-mail must have the employee's name attached. Personal e-mail accounts are not permitted unless expressly authorized in advance by CPT's Information Technology ('IT') Department.

Alternate Internet Service Provider connections to CPT's internal network are not permitted unless expressly authorized by CPT and properly protected by a firewall or other appropriate security device(s) and/or software.

-Confidential information should not be sent via e-mail unless encrypted by CPT approved encryption software and according to the established CPT procedure in affect at the time of transmittal. This includes the transmission of customer financial information, Social Security numbers, employee health records, patient health records, or other confidential material.

-Only authorized management personnel are permitted to access another person's email without consent.

-Employees should exercise sound judgment when distributing messages. Client-related messages should be carefully guarded and protected. Employees must also abide by copyright laws, ethics rules, and other applicable laws.

-E-mail messages must contain professional and appropriate language at all times. Employees are prohibited from sending abusive, harassing, intimidating, threatening, and discriminatory or otherwise offensive messages via e-mail. Sending abusing, harassing, intimidating, threatening, and discriminatory or otherwise offensive messages via e-mail will result in disciplinary action up to and including termination.

-E-mail usage must conform to CPT's harassment and discrimination policies.

-Use of CPT's e-mail system to solicit for any purpose without the consent of CPT is strictly prohibited.

-Chain messages and executable graphics and/or programs should be deleted. Any employee engaging in the transmission of inappropriate e-mails, as determined by management, will be subject to discipline, up to and including termination.

-For security and virus protection, employees shall not open, download, execute or otherwise access any e-mail or attachment from any unknown sender. Such e-mail shall be immediately deleted. Repeat receipt of such e-mail and attachments from unknown senders should be immediately reported to the IT Department.

-Employees should archive messages to prevent them from being automatically deleted. All messages archived in CPT's computer system shall be deemed CPT property, as is all information on CPT's systems.

-Misuse and/or abuse of electronic access, including but not limited to, personal use, copying or downloading copyrighted materials, visiting pornographic sites or sending abusing e-mail messages will result in disciplinary action, up to and including termination.

-Violation of any of these policies will subject an employee to disciplinary action, up to and including termination.

NETWORK AND INTERNET POLICY

Personal Responsibility

-By accepting an account password, related information, and accessing CPT's Network or Internet system, and employee agrees to adhere to CPT policies regarding their use, as well as to report any misuse or policy violation(s) to the supervisor, IT Department or Human Resources Manager.

Permitted Use and Term

-Use of the network and the Internet is a privilege, not a right. Use of Network and Internet access extends throughout an employee's term of employment, providing the employee does not violate CPT's policies regarding Network, Internet or Intranet use.

Availability and Access

-CPT reserves the right to suspend access at any time, without notice, for technical reasons, possible policy violations, security or other concerns.

Content and Communications

-CPT, at its sole discretion, will determine what materials, files, information, software, communications, and other content and/or activity will be permitted or prohibited.

Privacy

-Network and Internet access is provided as a tool for our organization's business. CPT reserves the right to monitor, inspect, copy, review, and store at any time (and without prior notice) any and all usage of the Network and Internet, as well as any and all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with this usage.

-All such information, content, and files are the property of CPT. An employee should have no exception of privacy regarding them. The appropriate IT Department personnel may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring employees are using the system consistently with this Policy.

Downloaded Files

-Files are not to be downloaded from the Internet without the prior authorization of management. Any files authorized for download from the Internet must be scanned with virus detection software before being opened. Employees are reminded that information obtained from the Internet is not always reliable and should be verified for accuracy before use.

Confidential Information

-Employees may have access to confidential information about CPT, other employees and clients. With the approval of management, employees may use e-mail to communicate confidential information internally to those with a need to know. Such e-mail must be marked "Confidential." For purposes of this policy, confidential information includes, but is not limited to:

- a) Procedures for computer access and passwords of CPT's clients and customers, program manuals, user manuals, or other documentation, run books, screen, file, or database layouts, systems flowcharts, and all documentation normally related to the design or implementation of any computer programs developed by CPT relating to computer programs or systems installed either for customers or for internal use;
- b) Lists of present or potential clients and customers of CPT, and information relating to those present or potential clients and customers which has been given to CPT or developed by CPT;
- c) Lists of or information about personnel seeking employment with or who are employed by CPT; and/or
- d) Any other information relating to CPT's research, development, purchasing, engineering, marketing, merchandising, and selling.

Prohibited Activities

-Employees are prohibited from using CPT's e-mail system, network, or Internet/Intranet access for the following activities:

- a) Downloading software without the prior written approval of CPT's IT Department;
- b) Printing or distributing copyrighted materials. This includes, but is not limited to, software, articles and graphics protected by copyright;
- c) Using software that is not licensed by the manufacturer or approved by CPT;
- d) Sending, printing, or otherwise disseminating CPT's proprietary data, or any other information deemed confidential by CPT, to unauthorized persons;
- e) Operating a business, soliciting money for personal gain or otherwise engaging in commercial activity outside the scope of employment;
- f) Searching for outside employment;

- g) Making offensive or harassing statements based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation;
- h) Sending or forwarding messages containing defamatory, obscene, offensive or harassing statements. An employee should notify their supervisor and/or the Human Resources Manager immediately upon receiving such a message. This type of message should not be forwarded;
- i) Sending or forwarding a message that discloses personal information without CPT authorization. This shall also include accessing, transmitting, receiving, or seeking confidential information about clients or fellow employees without authorization;
- j) Sending ethnic, sexual-preference or gender-related slurs and/or jokes via e-mail. 'Jokes' which often contain objectionable material, are easily misconstrued when communicated electronically;
- k) Sending or soliciting sexually oriented messages or images;
- l) Attempting to access or visit sites featuring pornography, terrorism, espionage, theft or drugs;
- m) Gambling or engaging in any other criminal activity in violation of local, state or federal law;
- n) Engaging in unethical activities or content;
- o) Participating on activities, including the preparation or dissemination of content, which could damage CPT's professional image, reputation and/or financial stability;
- p) Permitting or granting use of an e-mail or system account to another employee or persons outside CPT. Permitting another person to use an account or password to access the Network or the Internet, including, but not limited to someone whose access has been denied or terminated, is a violation of this policy;
- q) Using another employee's password or impersonating another person while communicating or accessing the Network or Internet; and/or
- r) Introducing a virus, harmful component, corrupted data or the malicious tampering with any of CPT's computer systems.

Computer Use and Equipment

-The following policies are designed to reduce repair costs, maintain the integrity of our system and protect CPT's assets. Employees should adhere to the following:

- a) Each CPT workstation is pre-set with software, files and functional settings according to CPT standards and policies and as required for a specific employee function or purpose. Employees shall not alter any pre-determined settings including but not limited to; access passwords, functional settings, screen savers, power savers or other such settings for hardware and/or software operation without the express approval of the IT Department.

- b) Employees shall not download any software, program or file not expressly approved by CPT; including screen savers, games and personal use programs.
- c) All hardware components are the sole property of CPT. No hardware shall be moved, altered or installed without express approval of the IT Department.
- d) While not expressly forbidden employees are discouraged from having food and/or drink in the near vicinity of any hardware component. Employees are responsible for maintaining their computer components in a clean condition.
- e) Employees shall not abuse any workstation component. There shall be no magnets of any kind placed on or near any workstation component, especially the CPU or monitor.
- f) CPT reserves the right to inspect, change, replace or alter any workstation component at its sole discretion.

-Employees shall report all software error conditions, hardware problems, or other questions to the Director of Operations at CPT voicemail box #427.

Compliance

-Though each individual is responsible for his/her own actions, management personnel are responsible for ensuring employee compliance with CPT policy.

-Any employee aware of a policy violation should immediately report the violation to their supervisor. CPT's IT Department and/or the Human Resources Manager.

-Employees who violate this policy and/or use CPT's e-mail system, network, Internet, or Intranet access for improper purposes will be subject to disciplinary action, up to and including termination.

Non-Compliance

-Violation of these policies may result in a disciplinary action up to and including termination.

SOFTWARE USAGE POLICIES AND PROCEDURES

Software piracy is both a crime and a violation of CPT's Software Usage Policy.

Employees are to use software strictly in accordance with its license agreement. Unless otherwise provided in the license, the duplication of copyrighted software (except for backup and archival purposes by designated managerial personnel) is a violation of copyright law. In addition to being in violation of the law, unauthorized duplication of software is contrary to CPT's standards of employee conduct.

To ensure compliance with software license agreement and CPT's Software Usage Policy, employees must adhere to the following:

-Employees must use software in accordance with the manufacturer's license agreements and CPT's Software Usage Policy. CPT licenses the use of computer software from a variety of outside agencies. CPT does not own the copyright to software licensed from other companies. Employees acknowledge they do not own software or its related documentation. Employees may not make additional copies of software, unless expressly authorized by the software publisher. The only exception will be a single copy, as authorized by designated managerial personnel, for backup or archival purposes.

-Employees illegally reproducing software may be subject to civil and criminal penalties including fines and imprisonment. **NOTE:** Unauthorized reproduction of software is a federal offense under United States copyright law. Violators may be subject to civil damages in amounts up to \$150,000 per title copied. Criminal penalties include fines as high as \$250,000 per software title copied, and imprisonment of up to 5 years.

-Any employee who knowingly makes, acquires, or uses unauthorized copies of computer software licensed to CPT, or who places unauthorized software on CPT's premises or equipment shall be subject to disciplinary action, up to and including termination.

-Employees are not permitted to install their personal software onto CPT's computer system. Employees are not permitted to copy software from CPT's computer system for installation on home or other computers without prior authorization.

-In cases that require an employee to use software at home, CPT will purchase an additional copy of license. Employee acknowledges that any additional copies or licenses purchased for home use are the property of CPT. Employees who are required to use software at home should consult with the IT Department to determine if appropriate licenses allow for home use.

-Employees are prohibited from giving software to clients, customers, vendors, and other persons not in the employ of CPT. Under no circumstances will CPT use software from an unauthorized source, including, but limited to, the Internet, home, friends, and colleagues.

-Employees who suspect or become aware of software misuses are required to notify their supervisor, the IT Department or the Human Resources Manager.

-All software used on CPT-owned computers will be purchased through appropriate procedures.

Student Clinical Information

- The Clinical Instructor must have 1 year clinical experience at a minimum.
- The Clinical Instructor must comply with any and all student evaluations as required by the University.
- Students must have credentials on file at CPT office. See below for specific requirements.
- Clinical Instructor and the student are considered 1 person when treating patients. To bill individual tx either the CI tx's while the student observes, the student tx's while the CI observes, or the CI and student tx pt together. If student tx's 1 pt and CI tx's another simultaneously it is if the CI were tx'ing 2 pts so it must be billed as concurrent. If the student or CI runs a group, the other cannot tx an additional pt.
- It is up to the CI when a student can perform tx's based on the CI's assessment of the student. However, the CI must keep in mind the requirements of the practicum and ensure all needed activities are completed by the end of the experience.
- It is the CI's responsibility to review and comply with the requirements of the practicum and contact the University with any questions.
- If the CI has issues with the student, they should contact the SNF Director and the University Representative. An action plan will need to be constructed to attempt to resolve any conflict that exists.
- If the practicum will require any transportation to another site, a vehicle transport waiver must be signed and the driver's license of the student must also be on file in credentials.

Required Credentials for Students

1. Physical exam
2. TB or chest x-ray results
3. Hepatitis B vaccination/declination of vaccine
4. OSHA in service
5. Current CPR certification
6. Background check
7. HIPAA training
8. Drug screen 10 panel

Information obtained during the examination shall be maintained and available only to appropriate CPT staff members, government officials and agencies/facilities contracting with CPT for therapy services.

CLINICAL AFFILIATION PROGRAM

WAIVER OF LIABILITY

IN CONSIDERATION of my participation in the COMMUNITY PHYSICAL THERAPY & ASSOCIATES LTD. Clinical Affiliation program I _____, do hereby agree to save and hold harmless, COMMUNITY PHYSICAL THERAPY & ASSOCIATES, LTD. and the Clinical Educator involved and assume the risk for myself and anyone claiming through me for any liability whatsoever associated with any loss or injury resulting from riding in a COMMUNITY PHYSICAL THERAPY & ASSOCIATES, LTD. employee/Clinical Educator's vehicle regardless of who is at fault, including negligence. I am aware of the fact that I have the responsibility of getting to the various teaching sites using my own vehicle and that any traveling in the Clinical Educator's vehicle is at my request.

Dated this _____.

Clinical Affiliation Program Student

Signature

Please Print

Name

Address
