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Welcome to Clinical Education!

We hope this manual can assist you in providing a rewarding clinical experience for you and your PTA student by providing a source of information in planning and implementing clinical rotations.

There are over 40 clinical facilities who participate in PTA affiliation agreements with Northeast Texas Community College's PTA program.

The Physical Therapist Assistant Program Director of Clinical Education (DCE) is Deanna Moody, PT, MS. The College is located at 2886 FM 1735, Chapel Hill Road, Mt. Pleasant, TX 75455. The Office of the DCE is located in the University and Health Science Building, Room 106; Deanna Moody can be reached at (903) 434-8358. If you have any questions regarding our clinical education program, please do not hesitate to contact her.

The objective of clinical education is to provide the PTA student with the opportunity to have practical training working directly with patients in a clinical setting. The students are expected to exhibit safe, efficacious practice of all clinical/academic skills learned up to that point of their education. The evaluation of their clinical performance is performed by the Clinical Instructor (CI).

Mission Statement

The mission of the Physical Therapist Assistant Program is to provide the community with responsible practitioners who are competent and professional in the provision of Physical Therapy services.

Program Philosophy

In order for a person to be a vital part of society, he/she must function at a maximum level of independence. When disease or injury strikes, it is necessary to assist that person in efforts to return to his rightful place in society. As a member of the health care team, the Physical Therapist Assistant can participate in this effort under the direction of the Physical Therapist. The program at Northeast Texas Community College is dedicated to providing the student with the knowledge and the opportunity to gain proficiency in the procedures and treatment techniques necessary for their contribution to the improvement of one's health in the spectrum of life.

PTA Program Goals

1. The PTA graduate will demonstrate competence in the delivery of entry-level physical therapy interventions under the supervision of a physical therapist.
2. The PTA graduate will practice in an ethical manner that is consistent with the profession and licensure regulations.

3. The PTA graduate will exhibit professional behavior that is sensitive to age, culture and socioeconomic diversity of individuals.

4. The PTA graduate will effectively transition to a licensed physical therapist assistant to meet the employment needs in the community.

5. The program faculty/instructors will provide students with learning experiences which reflect best physical therapy practices.

Student Learning Outcomes

1. The PTA student will be able to demonstrate competent data collection techniques to measure patient progress within the POC.

2. The PTA student will be able to implement physical therapy interventions using appropriate problem solving skills to progress a patient or modify interventions within the POC under the supervision of a PT.

3. The PTA student will be able to demonstrate safe practice in the provision of physical therapy interventions to reduce risk to patients and others.

4. The PTA student will be able to communicate effectively and appropriately with the PT, families, caregivers, and healthcare team members.

5. The PTA student will be able to document relevant information about PT interventions and corresponding data collection according to practice guidelines.

6. The PTA student will be able to demonstrate competency on the examination for licensure as a PTA.

7. The PTA student will be able to demonstrate ethical behavior in the delivery of PT services that is within the scope of practice of the PTA.

8. The PTA student will be able to demonstrate behavior consistent with respecting age, cultural and socioeconomic differences among patients, families and other healthcare professionals.

9. The PTA student will be able to participate in district and state activities that will enhance personal and professional growth.

10. The PTA student will be able to obtain employment as a physical therapist assistant in respective local and surrounding community.

11. All academic faculty will receive average to above average ratings 80% of the time on student course evaluation.

12. All academic faculty will attend one continuing education course in physical therapy and/or education annually.

Accreditation

Northeast Texas Community College PTA program received accreditation in October of 2007, by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. Reaffirmation of accreditation was received in October, 2012.

Even though Northeast Texas Community College has an open-door policy, the Physical Therapist Assistant Program must limit their enrollment due to limited classroom space and available clinical facilities. Applicants must meet minimum academic standards to be considered

for admission. The application packet is posted on the NTCC Physical Therapist Assistant Program Website.

Northeast Texas Community College began serving students in August, 1985. Full membership in the Southern Association for Colleges and Schools was achieved in January, 1987. Application was made to the Texas Higher Education Coordinating Board to start a Physical Therapist Assistant Program with initial approval in March of 2005.

GENERAL POLICIES AND PROCEDURES

Clinical Site Criteria

The NTCC PTA Program clinical sites must meet the following criteria:

1. Must be a state registered or exempt facility.
2. Must meet requirements for appropriate supervision of PTA's by a PT according to the state practice act.
3. Must have a full-time licensed PT or PTA on site at least 35 hours per week.
4. Must be able to provide a full-time clinical experience with acute care, outpatient or rehab emphasis.
5. Must be within a reasonable distance to the campus or the student assigned to the facility.
6. Clinical Instructor training from APTA or Texas Consortium is encouraged but not required.
7. Must demonstrate safe, legal and ethical physical therapy practices.
8. Clinical Instructors must meet requirements which include:
 - a. Current PT or PTA licensure per appropriate state requirements
 - b. Clinical experience of at least one year with the type of patients (i.e. OP, acute, rehab) in the setting where the teaching will be conducted
 - c. Personal desire to teach PTA students
 - d. Demonstration of effective interpersonal relationships with co-workers
 - e. Ability to provide onsite supervision to the PTA student
 - f. Willingness to provide timely and constructive feedback to student
 - g. Willingness to complete PTA MACS documents in a timely manner
 - h. Willingness to model professionalism for the student
 - i. Willingness to not disclose previous students' performance
 - j. Willingness to communicate promptly with the CCCE and Program DCE when serious issues arise with students
 - k. Willingness to communicate with the CCCE and Program DCE when assistance/resources are needed to manage issues related to the clinical education of the student
 - l. Agreement to review the Clinical Instructor Resource Manual
 - m. Ability to plan, conduct, and evaluate a clinical education experience
 - n. If the CI is a PTA, willingness to work collaboratively with the PT and within the required guidelines of supervision as stated in the Texas Practice Act to supervise the student

Memorandum of Agreement

A memorandum of agreement must be signed by the clinical facility and Northeast Texas Community College and be in place before a student can be assigned by the DCE and the CCCE of the facility. A verification review process will be conducted annually to insure contract compliance including but not limited to confirmation of current agreement and inclusion of basic contract requirements as recommended by CAPTE.

Termination of Agreement

According to the provisions of most current agreements, signed agreements are in force and remain ongoing and continuous unless either party calls for a request for modification or termination.

In the event the agreement is terminated, the Dean of Allied Health will be notified by the agency in writing. The Dean will report any terminations to the DCE. The PTA Program Director in conjunction with the DCE is responsible for reviewing all agreements with clinical sites to determine CAPTE compliance and for ensuring that a student is not assigned to any facility that does not have a current agreement in place. The PTA Program Director in conjunction with the DCE will track all agreements via a master database. This database will be updated every spring semester prior to students entering summer clinical practicums.

Arrangement of Clinical Rotations

Dates of clinical rotations are e-mailed in March for the next year to the CCCE. The suggested return date for clinical slots that will be offered by a particular site is April 30th. The CCCE is responsible for assigning students to each clinical instructor. The CCCE receives summer clinical assignments by May 30th and fall assignments by July 30th and August 30th respectively, of the year in which the slot will be used.

Placement Policy

The PTA DCE makes clinical assignments. Clinical placements are designed to expose the student to as many areas of physical therapy practice as possible and thereby facilitate the attainment of the basic skills needed for the daily practice of physical therapy as a Physical Therapist Assistant.

All students will complete three full time 5-6 week clinical affiliations, one in the second summer session and the remaining two in the last fall semester. Students are provided with at least one rotation that includes inpatient treatment experiences and one rotation that includes outpatient care experiences. The use of multiple clinical settings allows students to obtain proficiencies required of the entry level PTA. The student's driving distance to site, prior experience, personality, interests, and skill levels are also given consideration.

Clinical assignments are determined by the academic faculty in close collaboration with the clinical faculty. Students may NOT rearrange clinical assignments. Special situations should be discussed with the DCE. Students should not contact the clinical facilities to obtain a clinical assignment. If a student contacts you directly to arrange a clinical placement, please contact the DCE. Students will be placed only in facilities in which there is a current, unexpired written contract in place.

Evaluation of Clinical Performance

Performance in the clinic is assessed by the CI assigned at the site of the affiliation, as guided by the **PTA MACS**. This document allows for an objective assessment of the student's skills as performed at the clinical site. Progress Reports are made at the midpoint of the affiliation and again at the end of the affiliation. These Progress Reports are returned to the PTA faculty for review and discussion during the course of the semester. Following procedure for turning in paperwork is the responsibility of the student.

The CI can solicit input from other staff as needed to adequately evaluate the student. It is however, the final discretion of the CI to determine mastery of a clinical skill for their facility. Each student must provide his/her **PTA MACS** with documentation of prior clinical mastery on the first day of the rotation.

Clinical grade compilation is based on a combination of skill attainment in the **PTA MACS** and other clinical assignments such as in-services and journal entries. Attendance, professionalism and adherence to policies and procedures are also considered during the final grade assessment.

The **PTA MACS** should be kept updated as skills are attained. The CI should have the student evaluate him/herself prior to the CI evaluating his/her performance in the **PTA MACS**. The DCE will make an appointment with the CI and the student at midterm of the rotation to review the progress of the student. Please have the **PTA MACS** reviewed prior to this time. The CI and DCE should agree on the time and date of the midterm visit during the first or second week of the rotation to allow sufficient time to make schedule arrangements as needed.

The clinical performance evaluated in the PTA MACS will count for 80% of the student's course grade for each clinical course. The remaining 20% will be covered in the course syllabus, and includes in-service presentations, journals, time sheets, and other assignments. The following provides an outline of the grading formula for the PTA MACS portion of the student's grade.

The grading criteria for the **PTA MACS** are as follows:

Grading formula:

+ or \checkmark = 1 point

U = automatic failure of course if not corrected by end of a clinical rotation

Skills # 1 – 13 are considered critical skills and must be addressed at every rotation. No N/A's are accepted. There are a total of 50 required minimum skills to be approved on the blue Master Sheet for successful completion of the 3rd rotation. The minimum required skills are as follows:

Section I: Professional Behaviors = 12

1. Commitment to Learning
2. Interpersonal Skills
3. Communication Skills: Oral and Written
4. Effective Use of Time and Resources
5. Use of Constructive Feedback
6. Problem Solving

7. Professionalism
8. Responsibility
9. Critical Thinking
10. Stress Management
11. Safety
12. Healthcare Provider Education

Section II: Data Collection = 12

13. Patient History and Chart Review
14. Tests and Measures
 - 14.2 Other Anthropometric Measures
 - 14.3 Arousal/Mentation/Cognition
 - 14.4 Assistive/Adaptive Devices
 - 14.5 Gait, Locomotion, and Balance
 - 14.6 Integumentary Integrity –completion of objectives a and b only required to check off skill
 - 14.7 Joint Integrity and Mobility
 - 14.8 Muscle Performance - must complete 4 areas of the body to check off skill
 - 14.9 Neuromotor Function –must be checked off during Practicum II or III
 - 14.10 Range of Motion- must complete 4 areas of the body to check off skill
 - 14.12 Sensation/Pain Response
 - 14.13 Ventilation, Respiration, and Circulation

Section III: Intervention =25

15. Plan of Care
 - 15.1 Implementation of POC
 - 15.2 Modification within POC
 - 15.3 Patient Related Instruction
 - 15.4 Discharge Planning
16. Therapeutic Exercise
 - 16.1 Aerobic Conditioning – must complete 2 to check off skill
 - 16.2 Balance Activities – must complete 2 to check off skill
 - 16.3 Coordination Activities – must complete 1 to check off skill
 - 16.4 Breathing Exercises – must complete 1 to check off skill
 - 16.5 Inhibition/Facilitation – must complete 1 to check off skill; must be checked off during Practicum II or III
 - 16.7 Manual Strengthening – must complete 1 to check off skill
 - 16.8 Mechanical Strengthening – must complete 4 to check off skill
 - 16.9 Motor Development Training – must complete 1 to check off skill; must be checked off during Practicum II or III
 - 16.10 Posture Awareness – must complete 1 to check off skill
 - 16.11 Range of Motion – must complete 2 to check of skill
 - 16.12 Stretching – must complete 2 to check off skill
17. Functional Training
 - 17.2 Bed Mobility – must complete minimum, moderate, and maximum assistance to check off skill
 - 17.3 Body Mechanics Training – must complete one to check off skill

17.4 Gait – must complete 3 to check off skill

17.6 Transfers – must complete minimum, moderate, and maximum assistance to check off skill

17.7 Wheelchair Mobility – must complete 1 to check off skill

21. Physical Agents

21.3 Cryotherapy – must complete 1 to check off skill

21.4 Electrotherapeutic Modalities – must complete 3 to check off skill

21.7 Superficial Thermal – must complete 1 to check off skill

21.8 Deep Thermal – must complete US to check off skill

21.9 Traction – must complete 1 to check off skill

Section IV: Site Specific Skills =1

Any 1 site specific skill is required **OR** skill

20. Wound Management

First Rotation – 20 total points expected

Critical skills – 13 points

Other minimum required skills – 7 points

Second Rotation – 35 total points expected

Critical Skills – 13 points

Other minimum required skills – 22 points

Third Rotation – 50 total points expected

Critical skills – 13 points

Other minimum required skills – 37 points

Students may earn an additional 10 points, per practicum course, by completing PTA MACS skills that are not on the minimum required skills list. Each skill completed that is not on the minimum required list earns the student 5 points for a maximum of 10 points earned toward the course grade.

Student In-Services

Students are required to provide an in-service during each full-time clinical rotation. Staff should evaluate and provide feedback to the student as appropriate.

Education Tips for the Clinical Instructor

The CI should review the PTA MACS with the student at the beginning of the clinical rotation. This is done to familiarize the CI with the individual skills and objectives. The CI can then identify which skills the facility is usually able to address. The CI and the student then design learning experiences to facilitate mastery of the identified skills.

It is helpful to have a student information packet to mail or e-mail to the student prior to the affiliation. Pertinent information to send includes:

1. Confirmation of the dates of the rotation
2. The name of the CI or the CCCE the student should report to on the first day
3. Directions to the facility

4. The time the student should report to the clinic
5. The dress code for the facility
6. Directions to the PT department
7. Parking information
8. A direct phone number to the PT department
9. Medical forms needed
10. Meals – (Is there a cafeteria or does the student need to bring his/her lunch?)
11. Housing information, if applicable
12. Workout facilities, if applicable
13. Any additional orientation information you want the student to read or review prior to the start of the clinical rotation

The most frequently stated comment we hear from students is that they like regular specific feedback from their CI regarding their progress. Scheduling a meeting at least one time per week to review the student's progress and goals to be addressed the next week will prevent many problems.

Communication

The primary means of communication with clinical sites is via telephone, fax, and e-mail. The DCE (903-434-8358; cell 903-466-9040; dmoody@ntcc.edu) or the PTA Program Director (903-434-8323; nwilson@ntcc.edu) can be reached between the hours of 8:00 – 6:00 p.m. Monday – Thursday and 8:00 – 12:00 on Friday. CI's – you are encouraged to contact the PTA Program faculty with any concerns regarding student behaviors or lack of skill mastery. Remember: When in doubt always call the DCE or the Program Director. Chances are we have dealt with the problem before and can offer guidance and advice. However, we cannot help you without knowledge of the problem.

The NTCC contact with the CCCE requesting specific student placement with official practicum dates requires an electronic response to confirm availability for the student. Once the DCE receives confirmation of student placements, e-mails are sent containing the student's name and contact information, practicum level (i.e. I – introductory, II - intermediate, or III – advanced), and course descriptions of the student's didactic preparation to date. This information assists clinical faculty in facilitating the planning of appropriate clinical experiences for students and ensures the appropriate level of clinical supervision needed throughout the experience. During practicum experiences, the DCE monitors student performance on a weekly basis through communication with the student via e-mail or fax and the CI's via e-mail and telephone conversation as needed. Students are required to provide a summary of the week's experiences and a weekly attendance log which will be submitted via the program's current electronic clinical system. Telephone communication is utilized as well. The DCE will make a physical visit or telephone conference at midterm. A final conference will occur with the student and DCE and, if requested, will include the CI; this conference may be by physical visit or telephone conference. The CI and/or student may request additional site visits at any time.

**Northeast Texas Community College
Physical Therapist Assistant Program
Associate in Applied Science Curriculum**

Summer I		Credits	Lecture/wk	Lab/wk	Contact hrs/wk
BIOL 2401	Anatomy and Physiology I	4			
	Language, Philosophy and Culture studies (<i>Phil 1301 or Phil 2306 preferred</i>)	3			
Total Credits		7			

Summer II		Credits
BIOL 2402	Anatomy and Physiology II	4
ENGL 1301	English Composition	<u>3</u>
Total Credits		7

First Year		Credits	Lecture/wk	Lab/wk	Contact hrs/wk
Fall Semester					
PTHA 1413	Functional Anatomy	4	2	6	128
PTHA 1301	Profession of Physical Therapy	3	3	0	48
PTHA 1405	Basic Patient Care Skills	4	2	6	128
PTHA 1321	Clinical Pathophysiology	<u>3</u>	3	0	48
Total Credits		14			

Spring Semester					
PTHA 2535	Rehabilitation Techniques	5	3	6	144
PTHA 1531	Physical Agents	5	3	6	144
PTHA 2509	Therapeutic Exercise	5	3	6	144
PTHA 2301	Essentials of Data Collection	<u>3</u>	2	4	96
Total Credits		18			

Second Year		Credits	Lecture/wk	Lab/wk	Contact
Summer I					
PTHA 2305	Clinical Neurology	3	3	0	4
Total Credits		3			

Summer II					
PTHA 1266	Practicum I	2			
PSYC 2314	Human Growth and Development	<u>3</u>			
Total Credits		5			

Fall Semester		Credits	Lecture/wk	Lab/wk	Contact hrs/wk
PTHA 2531	Management of Neurological Disorders	5	3	6	144
PTHA 2266	Practicum II	2			
PTHA 2267	Practicum III	2			
PTHA 2339	Professional Issues	<u>3</u>	3	0	48
Total Credits		12			

Curriculum Total Credits 66

Course Descriptions

PHYSICAL THERAPIST ASSISTANT (PTHA) COURSE DESCRIPTIONS

PTHA 1301 – The Profession of Physical Therapy

Three credit hours. Introduction to the profession of physical therapy including the historical and current scope of physical therapy. Prerequisite: Admission to the program. Three hours of lecture each week.

PTHA 1405 – Basic Patient Care Skills

Three credit hours. Introduction to the theory and application of basic patient handling, functional skills, and data collection techniques. Prerequisite: Admission to the program. Two hours of lecture and four hours of lab each week.

PTHA 1531 – Physical Agents

Five credit hours. Study of the biophysical principles and application of therapeutic physical agents with specific emphasis on indications, contraindications, medical efficacy, and physiological effects. Prerequisite: Admission to the program; Anatomy and Physiology I; Functional Anatomy; Anatomy and Physiology II. Three hours of lecture and six hours of lab each week.

PTHA 1413 – Functional Anatomy

Four credit hours. Study of the human anatomy and its application to the motion of the musculoskeletal system as it relates to normal activities and dysfunctions. Integration of skills related to the kinesiological assessment of the human body. Prerequisite: Admission to the program. Three hours of lecture and 5 hours of lab each week.

PTHA 2301 – Essentials of Data Collection

Three credit hours. Data collection techniques used to prepare the Physical Therapist Assistant to assist physical therapy management. Prerequisite: Admission to the program; Anatomy and Physiology I; Functional Anatomy; Anatomy and Physiology II. Two hours of lecture and four hours of lab each week.

PTHA 2509 – Therapeutic Exercise

Five credit hours. Critical examination of concepts and application of techniques related to therapeutic exercise and functional training. Prerequisite: Admission to the program; Anatomy and Physiology I; Functional Anatomy; Anatomy and Physiology II. Three hours of lecture and six hours of lab each week.

PTHA 1321 – Clinical Pathophysiology

Three credit hours. Study of the pathogenesis, prognosis, and therapeutic management of diseases/conditions commonly encountered in physical therapy. Three hours of lecture each week. Prerequisite: Admission to the program. Three hours of lecture each week.

PTHA 2535 – Rehabilitation Techniques

Four credit hours. Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies. Specific techniques employed by physical therapist assistants in the rehabilitation of persons with long term disabilities such as amputations, diabetes, cardiac disease, arthritis, respiratory disease, and such specialty groups as pediatrics, and geriatrics, etc. are discussed. Laboratory emphasizes exercise programs for specific disabilities. Prerequisite: Admission to the program ; Successful completion of all PTHA courses up to this point in the curriculum. Three hours of lecture and four hours of lab each week.

PTHA 1266 - Practicum I

One credit hour. An intermediate type of health professions work-based instruction that helps students gain practical experience in the discipline, enhances skills, and integrates knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. One hundred sixty clinical hours.

This is a full-time clinical Practicum for the first-year student to exhibit safe, efficacious practice of all clinical/academic skills learned up to this point including: body mechanics, transfers, gait training, vital signs, massage, bandaging, medical asepsis, therapeutic modalities, therapeutic exercise (beginning), wheelchair assessment, postural exercises, and goniometry. Prerequisites: Successful completion of PTHA courses in curriculum up to this point with a minimum grade of “C”.

PTHA 2305 - Clinical Neurology

Two credit hours. Study of neuroanatomy and neurophysiology as it relates to commonly encountered neurological conditions. Prerequisite: Admission to the program. Two hours of lecture each week.

PTHA 2266 - Practicum II

Two credit hours. An advanced type of health professions work-based training students gain practical experience in the discipline, enhances skills, and integrates knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. Two hundred twenty-four clinical hours.

This is a full-time clinical practicum for the second-year student to exhibit safe, efficacious practice of all clinical/academic skills learned up to this point including: body mechanics, transfers, gait training, vital signs, massage, bandaging, medical asepsis, therapeutic modalities, therapeutic exercise, wheelchair assessment, postural exercises, goniometry, manual muscle testing and management of orthopedic conditions, management of general medical/surgical conditions, or general medical/surgical conditions. Prerequisites: Successful completion of PTHA courses in curriculum.

PTHA 2267-Practicum III Advanced

Two credit hours. An advanced type of health professions work-based training students gain practical experience in the discipline, enhances skills, and integrates knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. Two hundred twenty-four clinical hours.

This is a full-time clinical practicum for the second-year student to exhibit safe, efficacious practice of all clinical/academic skills learned up to this point including: body mechanics, transfers, gait training, vital signs, massage, bandaging, medical asepsis, therapeutic modalities, therapeutic exercise, wheelchair assessment, postural exercises, goniometry, manual muscle testing and management of orthopedic conditions, management of general medical/surgical conditions, or general medical/surgical conditions. Prerequisites: Successful completion of PTHA courses in curriculum.

PTHA 2531 - Management of Neurological Disorders

Three credit hours. Advanced course integrating previously learned and new skills/techniques into comprehensive rehabilitation of selected neurological disorders. Prerequisite: Admission to the program; Successful completion of all PTHA courses up to this point in the curriculum. Three hours of lecture and four hours of lab.

PTHA 2339 - Professional Issues

Two credit hours. A capstone course which engages the student in the discussion of professional issues and behaviors related to clinical practice and which prepares the student for transition into the workforce. The schedule for the course will be arranged with the instructor. Prerequisites: Successful completion of PTHA courses in curriculum.

For fee information, refer to NTCC schedule of classes.

STUDENT POLICIES REGARDING CLINICAL TRAINING

Attendance and Absenteeism

Student hours will be the assigned hours of the CI. Each student is required to be at their assigned clinic ready to work when the CI indicates. Students may be asked to work additional hours and/or weekends with their CI.

Absenteeism and tardiness will be monitored in two ways:

1. Communication between the clinical instructor and DCE
2. Time cards

Students will enter time on a time form through the current electronic clinical management system. Each student is to “clock in” upon arriving at the clinic and “clock out” when leaving the clinic. In addition, any time the student leaves the clinic or treatment area, such as for lunch, that student must “clock out” and then “clock in” upon returning. The student must submit the time form weekly to the CI through the current electronic clinical management system for review. These time forms are to be reviewed weekly by the CI.

Absences are strongly discouraged. A student who fails to be present at their scheduled clinic for any reason will be considered absent. A student is responsible for notifying his/her CI and DCE about all absences at the times established by the CI and DCE (phone messages must be received by the DCE no later than 7:30 AM on the day the student is absent (903) 434-8358). The CI must be notified prior to the beginning of the work day as established by the CI. If the student is unable to reach the CI, the student should attempt to contact the next person in line of authority. The student should then convey his/her message to the person contacted and ask that the message be relayed to the instructor upon his/her arrival. The student must obtain the name and position of the person contacted about the absence.

If the student fails to contact the DCE by voicemail at the college or on the DCE’s cell or fails to appropriately contact the CI in advance of the absence, the absence will be considered unexcused and the student will lose 1 point per hour missed off the final course grade. This will be strictly enforced.

Students are required to make up hours lost due to absence or tardiness. Excused absences may arise. All make-up time must be documented on the electronic time form as time made up for a specific date.

Tardiness is not an accepted practice during practicum experiences. Failure to notify both the DCE and CI by the designated time (7:30 AM for the DCE) for any tardy >30 minutes will result in a two point deduction in the final grade for each incidence. Any tardy < 30 minutes should be reported to the CI prior to the start of the work day and noted as tardy on the comments section of the time form. If the CI is unable to be reached, the procedure for contacting the next person in line of authority, as stated above, should be followed.

If a student fails to notify or properly notify you of an absence or tardy, please contact the DCE. If you have concerns regarding the professional behavior of the student (excessive absences or tardies) please contact the DCE as soon as the problem is detected.

Each clinical rotation week is defined as 40 hours. Any week that a minimum of 40 hours is not reported will require additional documentation. It is recognized that clinics are not always open 40 hours a week. If your facility can only provide a certain number of hours per week, please make note of that on the time record.

Inclement Weather/Major Designated Holidays

Students scheduled for clinical education during inclement weather conditions in which NTCC designates travel hazardous and closes the campus, will not be expected to attend clinic that day. Time missed when NTCC is closed does not have to be made up. The CI should be notified in advance as with any other absence. However, in the event that NTCC remains open for classes, but the local school district within the clinical site area or the district in which the student resides closes and the student deems travel as hazardous, the student will not be expected to attend clinic that day. Time missed in this situation must be made up. Lastly, if NTCC is open and the local school district within the clinical site area or the district in which the student resides remains open, the student must attend clinic that day. If the student does not attend clinic in the event that NTCC remains open, both the DCE and the CI must be notified in advance as with any other absence.

Students will be excused from clinical for the major designated holidays which are as follows: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. In addition, a student may be excused from one day of clinical to attend the TPTA Student Conclave. Any request for time off must be made to and approved by the DCE and CI. Student request for time off, other than the major holidays, will be determined by the CI and DCE. If excused absences need to be made up, a designated time will be determined by the CI and student. Notification of make-up work to the DCE is required by both the CI and student. Make-up time should be documented as such on the time card by the student and signed by the CI. All time off must be made up except to allow for attendance at the TPTA Student Conclave.

Personal Appearance

A student is expected to set an example of cleanliness, tidiness, and professionalism in the clinical assignment area. Personal appearance is regarded as an important aspect of a student's overall effectiveness. Students are expected to keep neat and clean at all times. Special attention should be given to personal hygiene and uniform in the clinic area.

Hair must be clean and neat at all times while in clinic. Hair must be worn back away from and out of the face. Beards and mustaches must be short and neatly trimmed. Nails must be clean and short. Nails should be shorter than fingertips when viewed from the palm side. The only jewelry which should be worn in clinic areas is watches, wedding rings, and stud type earrings. This is for the safety of the student and the patients. Body art should be covered.

Personal Hygiene

Since students work very closely with the patients, physical therapy staff, and other hospital personnel, it is imperative that they maintain a high standard of personal hygiene in the clinic. Poor personal hygiene will cause an unpleasant environment for everyone. Observation of such basic habits as daily bathing, use of deodorants, regular shampooing of hair and brushing of teeth is mandated. Students are instructed to avoid wearing strong perfume, colognes or aftershaves.

Uniforms

Students are expected to comply with the dress code for each clinical facility. All uniforms will be neat and clean. Unless otherwise noted by the facility's dress code, students' uniforms consist of professional attire including khaki type pants, a collared shirt, (lab coat optional) and comfortable closed – toe shoes. Athletic shoes are acceptable if they are neat, clean, and professional looking. Jeans are not acceptable unless allowed by a facility on a specified casual day.

Name Tags

A Northeast Texas Community College name tag is to be worn by all students at all times while in the clinic area. Wearing of the name tag assures proper identification for security purposes. The name tag also serves to identify the student which is necessary for liability insurance coverage provided through Northeast Texas Community College. You may require that the student wear a facility name tag as well.

Student Preparedness

Students are expected to come to the clinic prepared for that day. Preparedness includes reading any assigned material, researching expected skills or diagnoses, preparing assignments on time and bringing necessary books and materials to clinic.

Cell Phone Use

Personal use of cell phones and pagers are **prohibited** in clinical practicum. If a student's cell phone or pager goes off during clinical practicum hours, the student will be required to turn off the phone immediately. If the clinical instructor **prefers** the student to use a cell phone for work related communication with physicians, other therapists, etc., then the CI may allow cell phone use for these purposes only. Any deviation from this policy, by the student, should be reported by the CI to the DCE on the same day of occurrence.

Confidentiality

It is not ethical to share information with other individuals regarding patients/clients, facilities, clinical instructors, or classmates. This includes placing the patient's name or other identifying items on case study reports, class presentations; etc.; failing to obtain written permission to utilize pictures or videos of a patient in presentations, or talking about patients to classmates. Violation of this ethic by the student, may result in probation or withdrawal from the PTA Program. All students are expected to follow HIPAA guidelines for confidentiality.

Informed Consent

Facility guidelines on the use of human subjects for educational purposes should exist at each facility. These guidelines should describe the risk-free right of each patient to refuse to participate in treatment given by a student. These policies should be reviewed with the students affiliating at that facility. All clinical facilities are expected to have policies on the confidentiality of records and other personal information. Additionally, all NTCC students are required to introduce himself/herself to patients as student PTA. The DCE recommends that all CI's introduce students and the purpose of their presence.

Medical Conditions

In the event that a student has surgery or experiences a significant change in medical status, the student must notify the PTA program director immediately. The director may request that the student have permission from his/her medical physician to participate in class, laboratory, or clinical experiences. If there is obvious decline in a student's health, he/she will be asked to see a physician for precautionary purposes. In the event a student's health becomes a barrier for success in class or clinicals, he/she may be advised to withdraw from the program. The student may petition for reentry after resolution of health issues and acquisition of a physician's release indicating his/her ability to participate (100%) in class, lab activities and clinicals (without restriction). Availability of space and the student's academic/clinical standing, prior to withdrawal, will determine re-admittance.

Pregnancy Policy

Students who are, or become, pregnant during their studies in the program must inform the program director of her status at the earliest possible time. Pregnancy is a condition that is a contraindication to the reception of several physical therapy modalities and techniques and as such would limit the person's ability to participate in certain lab situations which could impact the student's grades. Pregnancy could also affect a student's full participation in clinical courses.

The student who is pregnant MUST provide the program director with a physician's diagnosis and release indicating her ability to participate in class and lab activities without restriction at 100% (the student shall present the appropriate course objectives to the physician for his/her consideration).

While the student who is pregnant is attending her clinical rotations, she shall provide each clinic with an updated Physician's release indicating that she is able to participate at 100% (without restriction) as a student PTA. The release shall be based on the objectives of the clinical course and clinic facility policy and shall be updated as the student advances in her pregnancy.

Accelerated or delayed completion of required clinical hours may be requested by the student, but the final decision regarding the feasibility of such an alternative schedule rests with the DCE and the Program Director. The student may be advised to withdraw from the program and, based on the student's academic/technical standing, petition for reentry after the birth of the baby. The program is not obligated to locate a clinical site for any person considered to be "at-risk" or at a less than 100% participation level.

Upon delivery of the baby and return to the program's activities, the student shall submit a final clearance from the Physician allowing for a full return to all expected activities.

Communicable Disease Policy

All students will receive thorough instructional material on communicable diseases such as AIDS, Tuberculosis, meningitis, MMR, Hepatitis B Viruses, etc. throughout the program. It is the program's intention to inform all students of the possible potential for acquiring such conditions.

When or if a student is identified as being infected with any communicable disease, the following steps are to be taken to ensure the health of the NTCC community, and of the patients with whom the student would be in contact. This policy is also designated to protect the student who is infected.

1. The student must notify the program director in writing of the disease contracted and his or her physician's name and number. The student will not be allowed to attend class or clinical practicum at this time.
2. The program director will contact the Health Service director of NTCC.
3. The Health Service director will confer with appropriate public health officials or literature for guidance as to protocol concerning the disease report and inform the program director.
4. The program director will contact the student as to when the student may return to campus or practicum. The Program Director will adhere to public health guidelines dictated by the Health Services Director.
5. The student will supply the program director documentation from a physician stating that he/she may return to campus and/or clinical practicum.

Every effort will be made to work with the student to keep the student current with his/her classes or clinical practicum.

Medical and Other Required Forms

Each student will have the following forms available on required due dates as below:

1. Completed PTA Program Report of Physical Exam
2. Criminal background check completed within the same year of clinical practicums
3. Immunization support for Varicella (2), MMR (2), and Tetanus/Diphtheria
4. Hepatitis B: proof of completion of the vaccine series (3) or declination form
5. TB test results completed within the past year
6. Current American Heart Association CPR card (Health Care Provider Basic Life Support (BLS) or HeartCode BLS only)
7. Proof of drug screen (provided by NTCC)
8. Proof of liability insurance coverage (provided by NTCC)
9. Proof of personal health insurance

Students are responsible for providing to the DCE, the following items, by the appointed dates:

First day of class of first fall semester:

- Completed PTA Program Report of Physical Exam signed by physician (to be maintained in office of PTA Program Director).

May 1st of clinical year:

- Criminal background check completed during the clinical year. Some clinical sites may refuse admission due to their specific criteria. If a clinical site refuses to allow a

student, the student will have to withdraw from the program due to inability to progress with clinical courses.

- Documented proof of personal health insurance
- Documented Immunization support for: Varicella (2 immunizations), MMR (2 immunizations), and Tetanus/Diphtheria (the latter within the last 10 years)
- Hepatitis B: proof of completion of the vaccine series (3 immunizations) or declination form (declination only accepted for religious or medical reasons)
- TB test results completed within the past year (must be regularly updated so as to be current during clinical courses)
- Current American Heart Association CPR card (Health Care Provider Basic Life Support (BLS) or HeartCode BLS only)

Provided to the student by the DCE or Program Director prior to the first clinical:

- Proof of drug screen (drug screening provided through NTCC)
 - Proof of liability insurance (provided by NTCC)
- Students may not attend clinical courses without the completion of all required paperwork.
- Each student is responsible for uploading all required documentation to the current clinical system in use by the NTCC PTA Program. Each student is also responsible for maintaining his/her own file with copies of above items for personal records and to be shown to each clinical site if requested.

Late submission of above items will negatively impact clinical course grade.

Suspected Substance Abuse

If CIs notice unusual behaviors and suspect the student may be impaired, then the instructor has the responsibility of removing the student from the clinical area and if possible obtaining immediate drug testing. If the student wishes to prove that behaviors are not due to substance use, they may immediately, upon confrontation, submit himself or herself to supervised urine testing. If testing shows no proof of substance use (prescription or non-prescription), then the student may return to the clinical setting, when the suspicious behavior clears. The DCE should be notified by the CI, immediately, upon suspicion of substance abuse.

Accidents

In the event of injury or illness, students should be provided with access to health services such as access to the emergency room or dialing 911 services. The student is responsible for the cost associated with receiving the health care services. The agency is not responsible for any health care costs of the student.

All accidents occurring while in clinic that result in patient, hospital personnel, or personal injury and/or damage to equipment must be reported to the clinical instructor immediately. Students may be required to fill out an incident report. Students are required to fully understand the safety methods of properly performing treatment procedures and operation of equipment before undertaking them. Students will carry *their own liability* coverage through Northeast Texas Community College and are responsible for any personal medical charges incurred.

In the event of an accident, please have the student complete an incident form and notify the DCE of the incident. For a claim form please contact the DCE.

Health Services

NTCC offers no health services and is not responsible for costs of hospitalizations, special health care such as consultations with specialists, nursing care, surgical operations or dental treatment. The next of kin on record may be notified in uncertain or emergency situations, or in case of serious illness. Students may be transported to a general hospital or transported by ambulance at their own expense when such action is necessary in the opinion of college officials.

Health Insurance

NTCC does not provide student health insurance coverage. Special sickness and accident insurance policies are available from private insurance vendors and are particularly valuable to students whose coverage under family policies is void or terminated. The student will be responsible for paying the premiums of such policies. Interested students may obtain information by inquiring at the Counseling Center in the Administration Building. All Physical Therapist Assistant students are **STRONGLY** encouraged to have health insurance.

Sexual Harassment

The PTA Program follows the NTCC Policy on Sexual Harassment. The Sexual Harassment policy can be found on the NTCC website at www.ntcc.edu in the student handbook. While participating in clinical courses complaints of sexual harassment should be reported immediately to the Program Director. The student should also follow the clinical facilities policy for reporting sexual harassment

Removal from Clinic

If the student's performance in the clinical setting is not consistent with prudent Physical Therapy Practice and jeopardizes the patient's right to safe care, the CCCE in conjunction with the DCE may remove the student from the clinical area. This action indicates that the student is failing the clinical component of the course. The DCE or Program Director will meet with the student within twenty-four hours face-to-face or by phone to explain the reasons for removal from the clinical area and to inform the student that he/she is failing. Please keep the DCE informed of any potential problems. If you feel the student must be removed from your clinic, contact the DCE or Program Director immediately.

Following this action, an informal meeting with the student, DCE, CI and/or CCCE, and Program Director will be convened as soon as possible to discuss the student's status. If the removal from the clinical setting is upheld as a result of this meeting, the student receives a failing grade in the clinical component of the course and will be dismissed from the program.

Even if a student is not removed from a clinical site, failure to meet the standard clinical objectives by the end of the semester can also result in failure of that clinical education course if a student makes below a "75". Frequent communication with the CI and the DCE helps to prevent this.

Grievance Procedure

It is the policy of the northeast Texas Community College PTA program to work with students in finding fair and just solutions to problems, including any student grievance, appeal, question, misunderstanding or discrimination. Students are urged to take any problems regarding their clinic to the CI assigned. However, should a student have valid reason not to discuss a grievance directly with the assigned CI, he/she may wish to present the problem to the PTA Program DCE, Program Director, Dean, or Vice-President directly.

- Step 1 The student should first take any problems or questions to the assigned CI. Usually the CI will have direct knowledge about the subject and is best qualified to resolve the situation.

- Step 2 If the student and CI are unable to find a solution or answer within a reasonable time frame, the student may then bring the matter to the attention of the CCCE. The student should feel free to discuss the matter fully.

- Step 3 If the student, CI and CCCE are unable to find a solution or answer within a reasonable time frame, the student may then bring the matter to the attention of the PTA DCE. The student should again feel free to discuss the matter fully.

- Step 4 Should a satisfactory and impartial solution not result from the above steps; the student may pursue the matter through other channels. These would include the PTA Program Coordinator, Dean of Allied Health. The Student Grievance Procedure can be found in the NTCC Catalog and in the PTA Student Handbook.

All students will have the option of appointing a person to accompany them during the grievance procedure.

RESPONSIBILITIES OF THE CLINICAL FACILITY

Memorandum of Agreement

Only clinical facilities with current, unexpired, written memorandums of agreement in place will be utilized for the placement of students. A memorandum of agreement review process is conducted annually to insure currency and compliance of all agreements. The DCE, Program Director, and CCCE will collaborate on maintaining current agreements for those facilities that do not sign self-renewing contracts.

Equipment and Facility Safety

All clinical facilities are expected to have policies concerning safety regulations governing the use of equipment and the storage and use of any hazardous materials. These policies should be reviewed with students affiliating at that facility. Equipment should be inspected regularly and safety regulations should be posted and reviewed periodically.

Confidentiality

All clinical facilities are expected to have policies on the confidentiality of records and other personal information. Additionally, policies concerning the informed consent of patients seen by the student and facility guidelines on the use of human subjects for educational purposes should exist at each facility. These guidelines should describe the risk-free right of each patient

to refuse to participate in treatment given by a student. These policies should be reviewed with the students affiliating at that facility. In addition, students are required to introduce themselves as a Student Physical Therapist Assistant to each patient.

Supervision

All clinical facilities are expected to provide adequate supervision of students to ensure patient safety and to enable the successful completion of the program's educational objectives. All students require on site supervision of a licensed physical therapist or physical therapist assistant. Preferably, this should be the student's assigned clinical instructor. If the clinical instructor is unavailable on-site, another licensed person who is on-site should be assigned to that student for that time period. The CCCE in conjunction with the CI is responsible for assigning a PT or PTA to supervise the student for the duration of the CIs absence. The clinical instructor should have adequate release time to adequately supervise the student and be available for questions, assistance, and mentoring. All supervisory clinical faculty are expected to demonstrate positive role modeling for the students.

CLINICAL FACULTY RIGHTS AND PRIVILEGES

Continuing Education Opportunities

Approximately one month prior to student arrival at a clinical site, CCCE's receive a mail-out containing educational materials to be provided to the CI's that are assigned to students. These educational materials are provided to assist in preparing for the student's arrival. This letter includes the student's vital contact information; the student's primary learning style, as well as, a description of each learning style; the student's prior rehabilitation work experience; the student's prior academic clinical experience; and course descriptions of all courses completed prior to the current clinical placement. Included in this mail-out is the current Clinical Instructor Resource Manual. CI's are required to review this manual in preparation of clinical education. Completion of this activity is verified by the CI Verification of Clinical Instructor Qualifications Form. The CI manual contains educational material vital to the CI in a variety of areas such as clinical policies, grading policies, appropriate student supervision, and clinical course syllabi.

Also, CI's are updated by the DCE at each mid-term visit of changes in the PTA curriculum or courses and/or changes in the clinical evaluation tool. Additionally, as time allows per CI report, an educational module is presented to the CI on a topic that has been identified as a need as a part of the student/CI interview or observations by DCE during the mid-term visit. A larger continuing education seminar on a clinical education topic is offered by the PTA Program every 3 years. Topics are chosen based on feedback to DCE from students and CI's at mid-term and final visits; on-going communication between DCE and CI/student throughout clinical experiences; Clinical Instructor Evaluations of the Program; and Student Evaluations of Clinical Education Experiences (SECEEs)

All clinical faculty are encouraged to become certified clinical instructors and are provided information about upcoming courses offered through the APTA or The Texas Consortium of PT Educators. Clinical faculty are kept abreast of locations and dates for these opportunities by the DCE through communication during mid-term visits and e-mail.

CCCEs or CIs may request additional training as it impacts student success in the clinic. Every attempt will be made to provide training as requested.

Resources

The PTA program maintains a small departmental resource library located in the PTA Lab on the NTCC campus. The resource library is open to CIs during the normal hours of operation.

In-services

The Physical Therapist Assistant Program academic faculty is available to come to any affiliating clinical facility and provide in-service education on mutually agreed upon topics to the rehab staff of that facility. This in-service could be on clinical education topics or other information. Contact the PTA Program Director if interested in arranging for this in-service. All clinical education faculty are invited to utilize the program's resource library as above, located in the University and Allied Health building PTA laboratory #236.

Evaluation of Clinical Faculty

The PTA Program utilizes the Student Evaluation of Clinical Education Experiences (SECEE) as a means of evaluating clinical instruction. This evaluation tool is utilized at the student's final evaluation with the CI. All CIs have an opportunity to review and sign these completed forms with the students at the end of every practicum experience. CI's may also make copies of these forms for further review. The final review process occurs following the final assessment of the students' performance. As such, it does not affect the students' final practicum grade and provides immediate feedback to the CI.

Additional information regarding CI performance is obtained via personal interview with the student as a portion of mid-term and final visits. Information provided by the students is documented by the DCE utilizing a "Clinic Visit Report". The DCE shares with the CI at the end of each mid-term visit, a summary of information gathered from the student during the visit. At a minimum, this feedback includes student assessment of communication with the CI including but not limited to appropriateness of feedback received from CI and adequacy of supervision provided by the CI.

Complaints

Complaints regarding the program or the program graduates should be addressed to the Physical Therapist Assistant Program Director. Unresolved complaints or complaints about the Program Director should be addressed to the Dean of Allied Health. All complaints will be documented, including the projected outcome, and kept on file at the program facility. Complaints regarding Accreditation of this program should be directed to the Commission for Accreditation for Physical Therapy Education. This commission is located at 1111 North Fairfax Street, Alexandria Virginia, 22314.

Clinical Education Facilities

The following is a list of clinical facilities who participate in PTA affiliation agreements with Northeast Texas Community College's PTA Program:
Arkadelphia Physical Therapy
Chambers Outpatient

Christus Good Shepherd Medical Center - Longview
Christus Good Shepherd Medical Center - Marshall
Christus Health Arkla-Tex
Christus St. Michael, Atlanta
The Clairmont – Tyler
The Clairmont – Longview
Center for Rehab Excellence (CORE) – Longview, Lonestar
Choice Rehab – Tyler, TX
Colonial Manor – Tyler
DeQueen Medical Center, DeQueen, AR
Diversicare - Paris TX
East Texas Medical Center - Pittsburg
East Texas Medical Center - Tyler, Mineola, Quitman
East Texas Physical Therapy – Sulphur Springs
East Texas Treatment Center - Kilgore
Health South Rehab Hospital of Texarkana
Health South Rehab Hospital of Tyler/Trinity Mother Frances
Hopkins County Hospital – Sulphur Springs
Hulsey Therapy Services – Commerce, Greenville
Hunt Regional Medical Center - Greenville
Jordan Health Services Pediatrics – Mount Pleasant
Little River Memorial Hospital – Ashdown, AR
Longview Regional Medical Center
Matrix Rehab – Frisco, Garland, McKinney, Plano
Neurorestorative – Tyler, TX
Physical Therapy Clinic of Paris – Paris Regional Medical Center
Pleasant Springs Healthcare Center – Mount Pleasant
Presbyterian Hospital – Rockwall
Red River Valley Physical Therapy Clinic- Paris
Rehab Management – Rockwall, Mesquite, Terrell, Rowlett
Rehab Pro- Longview, Texarkana, Lindale and various locations
Rehab Synergies – Garland, Paris, Greenville, Clarksville and other various locations
Reliant Rehabilitation – Tyler, Clarksville, Greenville, Atlanta and other various locations
Rule Pediatric Therapeutic Services – Mt. Vernon
Select Specialty Hospital – Longview
Select Medical Rehabilitation Services
Shriners Hospital for Children – Shreveport, LA
Titus Regional Medical Center – Mt. Pleasant
Trinity Mother Frances Hospitals and Clinics – Tyler
Trinity Mother Frances Hospitals and Clinics – Winnsboro
UT Health Science Center – Tyler

Appendix A
Practicum Course Syllabi

**PTHA 1266
PRACTICUM I**

Instructor: Deanna Moody, PT, MS
Office: UHS 106
Ofc. Hours: Posted on Office Door
Ofc. Phone: (903) 434-8358

I. COURSE DESCRIPTION

An intermediate type of health professions work – based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor.

This is a full-time clinical Practicum for the first-year student to exhibit safe, efficacious practice of all clinical/academic skills learned up to this point including: body mechanics, transfers, gait training, vital signs, massage, bandaging, medical asepsis, therapeutic modalities, therapeutic exercise, wheelchair management, postural exercises, goniometry, muscle manual testing, management of orthopedic conditions, and management of general medical/surgical conditions. Prerequisites: Successful completion of PTHA courses in curriculum up to this point.

II. GENERAL COURSE LEARNING OUTCOMES

As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with that particular occupation and the business/industry; and demonstrate legal and ethical behavior, safety practices, and interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business or industry.

III. SPECIFIC OBJECTIVES

In either an acute or outpatient clinical situation after relevant didactic instruction, the student will show mastery in the PTA MACS evaluation tool of at least **20** points on the following skills:

Section I: Professional Behaviors

1. Commitment to Learning
2. Interpersonal Skills
3. Communication Skills: Oral and Written
4. Effective Use of Time and Resources
5. Use of Constructive Feedback
6. Problem Solving
7. Professionalism
8. Responsibility

- 9. Critical Thinking
- 10. Stress Management
- 11. Safety
- 12. Healthcare Provider Education

Section II: Data Collection

- 13. Patient History and Chart Review
- 14. Tests and Measures
 - 14.2 Other Anthropometric Measures
 - 14.3 Arousal/Mentation/Cognition
 - 14.4 Assistive/Adaptive Devices
 - 14.5 Gait, Locomotion and Balance
 - 14.6 Integumentary Integrity (objectives a and b only)
 - 14.7 Joint Integrity and Mobility
 - 14.8 Muscle Performance - must complete 4 areas of the body to check off skill
 - 14.10 Range of Motion- must complete 4 areas of the body to check off skill
 - 14.12 Sensation/Pain response
 - 14.13 Ventilation, Respiration and Circulation

Section III: Intervention

- 15. Plan of Care
 - 15.1 Implementation of POC
 - 15.2 Modification within POC
 - 15.3 Patient Related Instruction
 - 15.4 Discharge Planning
- 16. Therapeutic Exercise
 - 16.1 Aerobic Conditioning – must complete 2 to check off skill
 - 16.2 Balance Activities – must complete 2 to check off skill
 - 16.3 Coordination Activities – must complete 1 to check off skill
 - 16.4 Breathing Exercises – must complete 1 to check off skill
 - 16.7 Manual Strengthening – must complete 1 to check off skill
 - 16.8 Mechanical Strengthening – must complete 4 to check off skill
 - 16.10 Posture Awareness – must complete 1 to check off skill
 - 16.11 Range of Motion – must complete 2 to check off skill
 - 16.12 Stretching – must complete 2 to check off skill
- 17. Functional Training
 - 17.2 Bed Mobility – must complete minimum, moderate, and maximum assistance to check off skill
 - 17.3 Body Mechanics Training – must complete one to check off skill
 - 17.4 Gait – must complete 3 to check off skill
 - 17.6 Transfers – must complete minimum, moderate, and maximum assistance to check off skill
 - 17.7 Wheelchair Mobility- must complete 1 to check off skill
- 20. Wound Management
- 21. Physical Agents
 - 21.3 Cryotherapy – must complete 1 to check off skill
 - 21.4 Electrotherapeutic Modalities – must complete 3 to check off skill
 - 21.7 Superficial Thermal – must complete 1 to check off skill

21.8 Deep Thermal – must to complete US to check off skill

21.9 Traction – must complete 1 to check off skill

Section IV: Site Specific Skills - any 1site specific skill

** Skills 14.9 Neuromotor Function, 16.5 Inhibition/Facilitation, and 16.9 Motor Development Training are present on the Minimum Skills List required for graduation but are not appropriate skills for completion during Practicum I.

The student will also show mastery of any 2 PTA MACS skills that are not on the Minimum Requirements List for graduation.

In addition, the student will complete the following and submit to the DCE:

1. Submit a Weekly Student Meeting form and attendance record weekly throughout the rotation.
2. Complete and submit all required paperwork when due including clinical action plan, orientation form, clinical site evaluations, progress reports, and completed PTA MACS.
3. Prepare and present an in-service on a mutually agreed upon topic, and submit an outline and hand out in computer generated form to the DCE via blackboard by due dates.
4. Submit a computer generated weekly journal of experiences including diagnoses, procedures, and treatment interventions at the end of the rotation or upon request at anytime throughout the rotation.
5. Submit all requirements for Practicum I as listed on NTCC Clinical Program Requirements form (CPR; TB test; Medical records – MMR, Varicella, Tetanus, Hep B; Background Check) by the clinical training day at the end of the spring semester and to the current electronic clinical system.
6. Submit Blackboard and current electronic clinical system assignments by posted due dates throughout the rotation.

IV. SCANS

Scans addressed as follows: Resources (allocates time, allocates materials and facility resources); Information (acquires and evaluates information, organizes and maintains information, interprets and communicates information, uses computers to process information); Interpersonal (participates as a member of a team, teaches others, serves clients/customers, exercises leadership); Systems (understands systems), Technology (applies technology); Basic Skills (reading, writing, arithmetic, listening, speaking); Thinking Skills (creative thinking, problem solving, seeing things in the mind's eye, knowing how to learn, reasoning); Personal Qualities (responsibility, self-esteem, sociability, self-management, integrity/honesty).

V. METHODS OF PRESENTATION

1. Demonstration
2. Clinical Experience
3. Online Instruction

VI. OUTLINE OF CONTENT

1. Administrating physical therapy treatments for patients with various disorders.
2. Instruction on different treatment regimens and procedures as needed by the clinical instructors.

VII. REQUIRED AND RECOMMENDED READING

1. PTA MACS, Texas Alliance of PTA Educators, Inc., 2nd ed., 2009

VIII. ATTENDANCE AND ABSENTEEISM

Student hours will be the assigned hours of the CI. Each student is required to be at their assigned clinic ready to work when the CI indicates. Students may be asked to work additional hours and/or weekends with their CI.

Absenteeism and tardiness will be monitored in two ways:

1. Communication between the clinical instructor and DCE
2. Time cards

Students will enter time on a time form through the current electronic clinical management system. Each student is to “clock in” upon arriving at the clinic and “clock out” when leaving the clinic. In addition, any time the student leaves the clinic or treatment area, such as for lunch, that student must “clock out” and then “clock in” upon returning. The student must submit the time form weekly to the CI through the current electronic clinical management system for review. These time forms are to be reviewed weekly by the CI.

Absences are strongly discouraged. A student who fails to be present at their scheduled clinic for any reason will be considered absent. A student is responsible for notifying his/her CI and DCE about all absences at the times established by the CI and DCE (phone messages must be received by the DCE no later than 7:30 AM on the day the student is absent (903) 434-8358). The CI must be notified prior to the beginning of the work day as established by the CI. If the student is unable to reach the CI, the student should attempt to contact the next person in line of authority. The student should then convey his/her message to the person contacted and ask that the message be relayed to the instructor upon his/her arrival. The student must obtain the name and position of the person contacted about the absence.

If the student fails to contact the DCE by voicemail at the college or on the DCE’s cell or fails to appropriately contact the CI in advance of the absence, the absence will be considered unexcused and the student will lose 1 point per hour missed off the final course grade. This will be strictly enforced.

Students are required to make up hours lost due to absence or tardiness. Excused absences may arise. All make-up time must be documented on the electronic time form as time made up for a specific date.

Tardiness is not an accepted practice during practicum experiences. Failure to notify both the DCE and CI by the designated time (7:30 AM for the DCE) for any tardy >30 minutes will result in a two point deduction in the final grade for each incidence. Any tardy < 30 minutes

should be reported to the CI prior to the start of the work day and noted as tardy on the comments section of the time form. If the CI is unable to be reached, the procedure for contacting the next person in line of authority, as stated above, should be followed.

Each clinical rotation week is defined as 40 hours. Any week that a minimum of 40 hours is not reported will require additional documentation. It is recognized that clinics are not always open 40 hours a week. If your facility can only provide a certain number of hours per week, please make note of that on the time record.

IX. GRADING CRITERIA

70% - Successful completion of required number of skills in PTA MACS.
Total of 13 critical skill points and 7 other skill points from appropriate objectives as listed (20 total points)

Skills # 1-13 are considered critical skills and must be addressed at every rotation. No N/A's accepted.

Skills grading formula:

√ or + = 1 point

U = automatic failure if not corrected by the end of the practicum I experience

10% - Successful completion of PTA MACS skills not listed on Minimum Skills List
Total of **10** points maximum earned for this criterion

5 points earned for each skill completed during Practicum I that are not listed on the Minimum Skills List

3% Timely login to Blackboard/clinical electronic system every other day

Total of 3 points earned for this criterion

1 point earned for each Blackboard/clinical electronic system assignment submitted by posted due date (3 points)

17%- 9% **Paperwork completed timely, accurately, and fully with appropriate signature, including:**

NTCC Clinical Program Requirements submitted in completion by the clinical training day at the end of the spring semester prior to Practicum I (1 point)

Completed clinical action plan by due date prior to start of Practicum I (.5 point)

Orientation form submitted by end of week one to current clinical electronic system (.5 point)

Attendance record submitted weekly with accurate calculations of time weekly by current clinical electronic system (2 points)

Weekly Student Meeting sheet submitted weekly by current clinical electronic system (2 points)

Evaluation of the facility submitted on the final due date (1 point)

Completed PTA MACS submitted on final due date (1 point)

Computer generated journal of experiences including weekly documentation of diagnoses, procedures, and treatment interventions submitted by current clinical electronic system on final due date or any date during the practicum by request of the DCE (1 point)

*Any of the above paperwork that is not fully completed with appropriate signatures and submitted by due date will result in 0 points earned for that requirement.

8%

In-service paperwork completed timely, accurately, and fully, including:

Computer generated in-service outline and content summary submitted by due date via blackboard (2 points)

Computer generated in-service handout that will be given to attendees submitted by due date via blackboard (4 points)

Summary of in-service feedback form submitted on final due date (2 points)

*Any of the above in-service paperwork that is not submitted by due date will result in 0 points earned for that requirement.

*** All assignments are required and must be completed by the end of the course. Any assignment not completed will result in an incomplete for the course.**

X. GRADING

A - 92 – 100

B - 83 – 91

C - 75 – 82

D - 66-74

F - Below 66

A grade below 75 constitutes unsatisfactory understanding of the course content.

XI. CLASS PREPAREDNESS

Students are expected to come to the clinic prepared for that day. Preparedness includes reading any assigned material, researching expected skills or diagnoses, preparing assignments on time as assigned by CI or DCE and bringing necessary books and materials to clinic.

XII. CELL PHONE POLICY

Personal use of cell phones and pagers are **prohibited** in clinical practicum. If a student's cell phone or pager goes off during clinical practicum hours, the student will be required to turn off the phone immediately. If the clinical instructor **prefers** the student to use a cell phone for work related communication with physicians, other therapists, etc., then the CI may allow cell phone use for these purposes only. Unless the CI has specifically asked the student to use the cell phone for work related issues, the cell phone shall be off during work hours.

XIII. ACADEMIC HONESTY POLICY

“Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. **NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook.**”

In addition to upholding the NTCC Academic Honesty Policy, students in the PTA program are required to follow the honor code provided in the program policy and procedure manual. The program honor code states that you will neither give nor receive any unauthorized assistance from any person, paper, or object on any test, paper, examination, or project. This includes talking about lab practical exams, regular exam questions, looking at copies of old tests from previous students, copying or allowing anyone to copy off of your test or assignment, and discussing any aspect of an exam with a student who has not yet taken the test. When using another person's words or ideas, credit should be given to the source. Failure to abide by this policy may result in expulsion from the PTA Program.

Violations of this policy will be brought to the attention of the student by the instructor. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student and a written warning/contract will be issued if warranted. If there is clear evidence that a violation has taken place, the student will receive a grade of “0” for that test/assignment in question; and the instructor will impose a sanction ranging from a written warning to expulsion from the course with a failing grade.

If the student does not feel that the issue is satisfactorily resolved, the student should contact the PTA Program Director to discuss the matter. If the matter cannot be resolved at that level, the student may contact the Dean of Allied Health, followed by the Vice President for Instruction and Student Development. If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal grievance procedure outlined in the NTCC Student Handbook and in this manual.

XIV. ADA STATEMENT:

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required affording equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook.

XV: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

XVI. The instructor reserves the right to make modifications in content and schedule as necessary to promote the best education possible within prevailing conditions affecting this course.

**PTHA 2266
PRACTICUM II**

Instructor: Deanna Moody, PT, MS
Office: UHS 106
Ofc. Hours: Posted on Office Door
Ofc. Phone: (903) 434-8358

I. COURSE DESCRIPTION

An advanced type of health professions work – based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor.

This is a full-time clinical Practicum for the second-year student to exhibit safe, efficacious practice of all clinical/academic skills learned up to this point including: body mechanics, transfers, gait training, vital signs, massage, bandaging, medical asepsis, therapeutic modalities, therapeutic exercise, wheelchair management, goniometry, manual muscle testing, management of orthopedic conditions, management of general medical/surgical conditions, and neurological disorders. Prerequisites: Successful completion of PTHA courses in curriculum.

II. GENERAL COURSE LEARNING OUTCOMES

As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with that particular occupation and the business/industry; and demonstrate legal and ethical behavior, safety practices, and interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business or industry.

III. SPECIFIC OBJECTIVES

In either an acute, rehab, or outpatient clinical situation after relevant didactic instruction, the student will show mastery in the PTA MACS evaluation tool of **35** points on the following skills:

Section I: Professional Behaviors

1. Commitment to Learning
2. Interpersonal Skills
3. Communication Skills: Oral and Written
4. Effective Use of Time and Resources
5. Use of Constructive Feedback
6. Problem Solving

7. Professionalism
8. Responsibility
9. Critical Thinking
10. Stress Management
11. Safety
12. Healthcare Provider Education

Section II: Data Collection

13. Patient History and Chart Review
14. Tests and Measures
 - 14.2 Other Anthropometric Measures
 - 14.3 Arousal/Mentation/Cognition
 - 14.4 Assistive/Adaptive Devices
 - 14.5 Gait, Locomotion, and Balance
 - 14.6 Integumentary Integrity –completion of objectives a and b only required to check off skill
 - 14.7 Joint Integrity and Mobility
 - 14.8 Muscle Performance - must complete 4 areas of the body to check off skill
 - 14.9 Neuromotor Function
 - 14.10 Range of Motion- must complete 4 areas of the body to check off skill
 - 14.12 Sensation/Pain Response
 - 14.13 Ventilation, Respiration, and Circulation

Section III: Intervention

15. Plan of Care
 - 15.1 Implementation of POC
 - 15.2 Modification within POC
 - 15.3 Patient Related Instruction
 - 15.4 Discharge Planning
16. Therapeutic Exercise
 - 16.1 Aerobic Conditioning – must complete 2 to check off skill
 - 16.2 Balance Activities – must complete 2 to check off skill
 - 16.3 Coordination Activities – must complete 1 to check off skill
 - 16.4 Breathing Exercises – must complete 1 to check off skill
 - 16.5 Inhibition/Facilitation – must complete 1 to check off skill
 - 16.7 Manual Strengthening – must complete 1 to check off skill
 - 16.8 Mechanical Strengthening – must complete 4 to check off skill
 - 16.9 Motor Development Training – must complete 1 to check off skill
 - 16.10 Posture Awareness – must complete 1 to check off skill
 - 16.11 Range of Motion – must complete 2 to check of skill
 - 16.12 Stretching – must complete 2 to check off skill

- 17. Functional Training
 - 17.2 Bed Mobility – must complete minimum, moderate, and maximum assistance to check off skill
 - 17.3 Body Mechanics Training – must complete 1 to check off skill
 - 17.4 Gait – must complete 3 to check off skill
 - 17.6 Transfers – must complete minimum, moderate, and maximum assistance to check off skill
 - 17.7 Wheelchair Mobility- must complete 1 to check off skill
- 20. Wound Management
- 21. Physical Agents
 - 21.3 Cryotherapy – must complete 1 to check off skill
 - 21.4 Electrotherapeutic Modalities – must complete 3 to check off skill
 - 21.7 Superficial Thermal – must complete 1 to check off skill
 - 21.8 Deep Thermal – must complete US to check off skill
 - 21.9 Traction – must complete 1 to check off skill
- Section IV: Site Specific Skills** – any 1 site specific skill

The student will also show mastery of any 2 PTA MACS skills that are not on the Minimum Requirements List for graduation.

In addition, the student will complete the following and submit to the DCE:

1. Submit a Weekly Student Meeting form and attendance record weekly throughout the rotation.
2. Complete and submit all required paperwork when due including orientation form, clinical site evaluations, progress reports, and completed PTA MACS.
3. Prepare and present an in-service on a mutually agreed upon topic, and submit an outline and hand out in computer generated form to the DCE via blackboard by due dates.
4. Submit a computer generated weekly journal of experiences including diagnoses, procedures, and treatment interventions at the end of the rotation or upon request at any time throughout the rotation.
5. Submit Blackboard and current electronic clinical system assignments by posted due dates throughout the rotation.

IV. SCANS

Scans addressed as follows: Resources (allocates time, allocates materials and facility resources); Information (acquires and evaluates information, organizes and maintains information, interprets and communicates information, uses computers to process information); Interpersonal (participates as a member of a team, teaches others, serves clients/customers, exercises leadership); Systems (understands systems), Technology (applies technology); Basic Skills (reading, writing, arithmetic, listening, speaking); Thinking Skills (creative thinking, problem solving, seeing things in the mind's eye, knowing how to learn, reasoning);

Personal Qualities (responsibility, self-esteem, sociability, self-management, integrity/honesty).

V. METHODS OF PRESENTATION

1. Demonstration
2. Clinical Experience
3. Online Instruction

VI. OUTLINE OF CONTENT

1. Adminstrating physical therapy treatments for patients with various disorders.
2. Instruction on different treatment regimens and procedures as needed by the clinical instructors.

VII. REQUIRED AND RECOMMENDED READING

1. PTA MACS, Texas Alliance of PTA Educators, Inc., 2nd ed., 2009

VIII. ATTENDANCE AND ABSENTEEISM

Student hours will be the assigned hours of the CI. Each student is required to be at their assigned clinic ready to work when the CI indicates. Students may be asked to work additional hours and/or weekends with their CI.

Absenteeism and tardiness will be monitored in two ways:

1. Communication between the clinical instructor and DCE
2. Time cards

Students will enter time on a time form through the current electronic clinical management system. Each student is to “clock in” upon arriving at the clinic and “clock out” when leaving the clinic. In addition, any time the student leaves the clinic or treatment area, such as for lunch, that student must “clock out” and then “clock in” upon returning. The student must submit the time form weekly to the CI through the current electronic clinical management system for review. These time forms are to be reviewed weekly by the CI.

Absences are strongly discouraged. A student who fails to be present at their scheduled clinic for any reason will be considered absent. A student is responsible for notifying his/her CI and DCE about all absences at the times established by the CI and DCE (phone messages must be received by the DCE no later than 7:30 AM on the day the student is absent (903) 434-8358). The CI must be notified prior to the beginning of the work day as established by the CI. If the student is unable to reach the CI, the student should attempt to contact the next person in line of authority. The student should then convey his/her message to the person contacted and ask that the message be relayed to the instructor upon his/her arrival. The student must obtain the name and position of the person contacted about the absence.

If the student fails to contact the DCE by voicemail at the college or on the DCE's cell or fails to appropriately contact the CI in advance of the absence, the absence will be considered un-excused and the student will lose 1 point per hour missed off the final course grade. This will be strictly enforced.

Students are required to make up hours lost due to absence or tardiness. Excused absences may arise. All make-up time must be documented on the electronic time form as time made up for a specific date.

Tardiness is not an accepted practice during practicum experiences. Failure to notify both the DCE and CI by the designated time (7:30 AM for the DCE) for any tardy >30 minutes will result in a two point deduction in the final grade for each incidence. Any tardy < 30 minutes should be reported to the CI prior to the start of the work day and noted as tardy on the comments section of the time form. If the CI is unable to be reached, the procedure for contacting the next person in line of authority, as stated above, should be followed.

Each clinical rotation week is defined as 40 hours. Any week that a minimum of 40 hours is not reported will require additional documentation. It is recognized that clinics are not always open 40 hours a week. If your facility can only provide a certain number of hours per week, please make note of that on the time record.

IX. GRADING CRITERIA

70% - Successful completion of required number of skills in PTA MACS.
Total of 13 critical skill points and 22 other skill points from appropriate objectives as listed (35 total points)

Skills # 1-13 are considered critical skills and must be addressed at every rotation. No N/A's accepted. . Skills 14.9, 16.5, and 16.9 must be completed during Practicum II or III. Completion of these three skills is not accepted as complete if completed in Practicum I. Failure to complete one of these 3 skills during Practicum II or III will result in automatic failure of Practicum III.

Skills grading formula:

√ or + = 1 point

U = automatic failure if not corrected by the end of the practicum III experience

10% -	Successful completion of PTA MACS skills not listed on Minimum Skills List Total of 10 points maximum earned for this criterion 5 points earned for each skill completed during Practicum II that are not listed on the Minimum Skills List
3%-	Timely login to blackboard 2-3 times per week Total of 3 points earned for this criterion 1 point earned for each Blackboard assignment submitted by posted due date (3 points)
17%- 9%	Paperwork completed timely, accurately, and fully with appropriate signature, including: Orientation form by end of week one submitted by current electronic clinical system (1 point) Attendance record submitted weekly by current electronic clinical system with accurate calculations of time (2 points) Weekly Student Meeting sheet submitted weekly by current electronic clinical system (2 points) Evaluation of the facility submitted on the final due date (1 point) Completed PTA MACS submitted on final due date (2 points) Computer generated journal of experiences including weekly documentation of diagnoses, procedures, and treatment interventions submitted on final due date or any date during the practicum by request of the DCE by current electronic clinical system (1 point) *Any of the above paperwork that is not fully completed with appropriate signatures and submitted by due date will result in 0 points earned for that requirement.
8%	In-service paperwork completed timely, accurately, and fully, including: Computer generated in-service outline and content summary submitted by due date via blackboard (2 points) Computer generated in-service handouts that will be given to attendees submitted by due date via blackboard (4 points) Summary of in-service feedback form submitted on final due date (2 points)

*Any of the above in-service paperwork that is not submitted by due date will result in 0 points earned for that requirement.

*** All assignments are required and must be completed by the end of the course. Any assignment not completed will result in an incomplete for the course.**

X. GRADING

A - 92 – 100

B - 83 – 91

C - 75 – 82

D – 66-74

F - Below 66

A grade below 75 constitutes unsatisfactory understanding of the course content.

XI. CLASS PREPAREDNESS

Students are expected to come to the clinic prepared for that day. Preparedness includes reading any assigned material, researching expected skills or diagnoses, preparing assignments on time as assigned by CI or DCE, and bringing necessary books and materials to clinic.

XII. CELL PHONE POLICY

Personal use of cell phones and pagers are **prohibited** in clinical practicum. If a student's cell phone or pager goes off during clinical practicum hours, the student will be required to turn off the phone immediately. If the clinical instructor **prefers** the student to use a cell phone for work related communication with physicians, other therapists, etc., then the CI may allow cell phone use for these purposes only. Unless the CI has specifically asked the student to use the cell phone for work related issues, the cell phone shall be off during work hours.

XIII. ACADEMIC HONESTY POLICY

“Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. **NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook.**”

In addition to upholding the NTCC Academic Honesty Policy, students in the PTA program are required to follow the honor code provided in the program policy and procedure manual. The program honor code states that you will neither give nor receive any unauthorized assistance from any person, paper, or object on any test, paper, examination, or project. This includes talking about lab practical exams, regular exam questions, looking at copies of old tests from previous students, copying or allowing anyone to copy off of your test or assignment, and discussing

any aspect of an exam with a student who has not yet taken the test. When using another person's words or ideas, credit should be given to the source. Failure to abide by this policy may result in expulsion from the PTA Program.

Violations of this policy will be brought to the attention of the student by the instructor. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student and a written warning/contract will be issued if warranted. If there is clear evidence that a violation has taken place, the student will receive a grade of "0" for that test/assignment in question; and the instructor will impose a sanction ranging from a written warning to expulsion from the course with a failing grade.

If the student does not feel that the issue is satisfactorily resolved, the student should contact the PTA Program Director to discuss the matter. If the matter cannot be resolved at that level, the student may contact the Dean of Allied Health, followed by the Vice President for Instruction and Student Development. If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal grievance procedure outlined in the NTCC Student Handbook and in this manual.

XIV. ADA STATEMENT

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required affording equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook.

XV: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended,

other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

- XVI.** The instructor reserves the right to make modifications in content and schedule as necessary to promote the best education possible within prevailing conditions affecting this course.

**PTHA 2267
PRACTICUM III**

Instructor: Deanna Moody, MSPT
Office: UHS 106
Ofc. Hours: Posted on Office Door
Ofc. Phone: (903) 434-8358

I. COURSE DESCRIPTION

An advanced type of health professions work – based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor.

This is a full-time clinical Practicum for the second-year student to exhibit safe, efficacious practice of all clinical/academic skills learned up to this point including: body mechanics, transfers, gait training, vital signs, massage, bandaging, medical asepsis, therapeutic modalities, therapeutic exercise, wheelchair management, goniometry, manual muscle testing, management of orthopedic conditions, management of general medical/surgical conditions, and neurological disorders. Prerequisites: Successful completion of PTHA courses in curriculum.

II. GENERAL COURSE LEARNING OUTCOMES

As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with that particular occupation and the business/industry; and demonstrate legal and ethical behavior, safety practices, and interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business or industry.

III. SPECIFIC OBJECTIVES

In either an acute, rehab, or outpatient clinical situation after relevant didactic instruction, the student will show mastery in the PTA MACS evaluation tool of **50** points on the following skills:

Section I: Professional Behaviors

1. Commitment to Learning
2. Interpersonal Skills
3. Communication Skills: Oral and Written
4. Effective Use of Time and Resources
5. Use of Constructive Feedback
6. Problem Solving

7. Professionalism
8. Responsibility
9. Critical Thinking
10. Stress Management
11. Safety
12. Healthcare Provider Education

Section II: Data Collection

13. Patient History and Chart Review
14. Tests and Measures
 - 14.2 Other Anthropometric Measures
 - 14.3 Arousal/Mentation/Cognition
 - 14.4 Assistive/Adaptive Devices
 - 14.5 Gait, Locomotion, and Balance
 - 14.6 Integumentary Integrity –completion of objectives a and b only required to check off skill
 - 14.7 Joint Integrity and Mobility
 - 14.8 Muscle Performance - must complete 4 areas of the body to check off skill
 - 14.9 Neuromotor Function
 - 14.10 Range of Motion- must complete 4 areas of the body to check off skill
 - 14.12 Sensation/Pain Response
 - 14.13 Ventilation, Respiration, and Circulation

Section III: Intervention

15. Plan of Care
 - 15.1 Implementation of POC
 - 15.2 Modification within POC
 - 15.3 Patient Related Instruction
 - 15.4 Discharge Planning
16. Therapeutic Exercise
 - 16.1 Aerobic Conditioning – must complete 2 to check off skill
 - 16.2 Balance Activities – must complete 2 to check off skill
 - 16.3 Coordination Activities – must complete 1 to check off skill
 - 16.4 Breathing Exercises – must complete 1 to check off skill
 - 16.5 Inhibition/Facilitation – must complete 1 to check off skill
 - 16.7 Manual Strengthening – must complete 1 to check off skill
 - 16.8 Mechanical Strengthening – must complete 4 to check off skill
 - 16.9 Motor Development Training – must complete 1 to check off skill
 - 16.10 Posture Awareness – must complete 1 to check off skill
 - 16.11 Range of Motion – must complete 2 to check of skill
 - 16.12 Stretching – must complete 2 to check off skill

- 17. Functional Training
 - 17.2 Bed Mobility – must complete minimum, moderate, and maximum assistance to check off skill
 - 17.3 Body Mechanics Training – must complete 1 to check off skill
 - 17.4 Gait – must complete 3 to check off skill
 - 17.6 Transfers – must complete minimum, moderate, and maximum assistance to check off skill
 - 17.7 Wheelchair Mobility – must complete 1 to check off skill
- 20. Wound Management
- 21. Physical Agents
 - 21.3 Cryotherapy – must complete 1 to check off skill
 - 21.4 Electrotherapeutic Modalities – must complete 3 to check off skill
 - 21.7 Superficial Thermal – must complete 1 to check off skill
 - 21.8 Deep Thermal – must complete US to check off skill
 - 21.9 Traction – must complete 1 to check off skill
- Section IV: Site Specific Skills** – any 1 site specific skill

The student will also show mastery of any 2 PTA MACS skills that are not on the Minimum Requirements List for graduation.

In addition, the student will complete the following and submit to the ACCE:

1. Submit a Weekly Student Meeting form and attendance record weekly throughout the rotation.
2. Complete and submit all required paperwork when due including orientation form, clinical site evaluations, progress reports, and completed PTA MACS.
3. Prepare and present an in-service on a mutually agreed upon topic, and submit an outline and hand out in computer generated form to the DCE via blackboard by due dates.
4. Submit a computer generated weekly journal of experiences including diagnoses, procedures, and treatment interventions at the end of the rotation or upon request at anytime throughout the rotation.
5. Submit Blackboard and current electronic clinical system assignments by posted due dates throughout the rotation.

IV. SCANS

Scans addressed as follows: Resources (allocates time, allocates materials and facility resources); Information (acquires and evaluates information, organizes and maintains information, interprets and communicates information, uses computers to process information); Interpersonal (participates as a member of a team, teaches others, serves clients/customers, exercises leadership); Systems (understands systems), Technology (applies technology); Basic Skills (reading, writing, arithmetic, listening, speaking); Thinking Skills (creative thinking, problem solving, seeing things in the mind's eye, knowing how to learn, reasoning);

Personal Qualities (responsibility, self-esteem, sociability, self-management, integrity/honesty).

V. METHODS OF PRESENTATION

1. Demonstration
2. Clinical Experience
3. Online Instruction

VI. OUTLINE OF CONTENT

1. Administrating physical therapy treatments for patients with various disorders.
2. Instruction on different treatment regimens and procedures as needed by the clinical instructors.

VII. REQUIRED AND RECOMMENDED READING

1. PTA MACS, Texas Alliance of PTA Educators, Inc., 2nd ed., 2009

VIII. ATTENDANCE AND ABSENTEEISM

Student hours will be the assigned hours of the CI. Each student is required to be at their assigned clinic ready to work when the CI indicates. Students may be asked to work additional hours and/or weekends with their CI.

Absenteeism and tardiness will be monitored in two ways:

1. Communication between the clinical instructor and ACCE
2. Time cards

Students will enter time on a time form through the current electronic clinical management system. Each student is to “clock in” upon arriving at the clinic and “clock out” when leaving the clinic. In addition, any time the student leaves the clinic or treatment area, such as for lunch, that student must “clock out” and then “clock in” upon returning. The student must submit the time form weekly to the CI through the current electronic clinical management system for review. These time forms are to be reviewed weekly by the CI.

Absences are strongly discouraged. A student who fails to be present at their scheduled clinic for any reason will be considered absent. A student is responsible for notifying his/her CI and DCE about all absences at the times established by the CI and DCE (phone messages must be received by the DCE no later than 7:30 AM on the day the student is absent (903) 434-8358). The CI must be notified prior to the beginning of the work day as established by the CI. If the student is unable to reach the CI, the student should attempt to contact the next person in line of authority. The student should then convey his/her message to the person contacted and ask that the message be relayed to the instructor upon his/her arrival. The student must obtain the name and position of the person contacted about the absence.

If the student fails to contact the DCE by voicemail at the college or on the DCE's cell or fails to appropriately contact the CI in advance of the absence, the absence will be considered un-excused and the student will lose 1 point per hour missed off the final course grade. This will be strictly enforced.

Students are required to make up hours lost due to absence or tardiness. Excused absences may arise. All make-up time must be documented on the electronic time form as time made up for a specific date.

Tardiness is not an accepted practice during practicum experiences. Failure to notify both the DCE and CI by the designated time (7:30 AM for the DCE) for any tardy >30 minutes will result in a two point deduction in the final grade for each incidence. Any tardy < 30 minutes should be reported to the CI prior to the start of the work day and noted as tardy on the comments section of the time form. If the CI is unable to be reached, the procedure for contacting the next person in line of authority, as stated above, should be followed.

Each clinical rotation week is defined as 40 hours. Any week that a minimum of 40 hours is not reported will require additional documentation. It is recognized that clinics are not always open 40 hours a week. If your facility can only provide a certain number of hours per week, please make note of that on the time record.

IX. GRADING CRITERIA

70% - Successful completion of required number of skills in PTA MACS.
Total of 13 critical skill points and 37 other skill points from appropriate objectives as listed (50 total points)

Skills # 1-13 are considered critical skills and must be addressed at every rotation. No N/A's accepted. For example, if a student gets a √ on skill #1 for Practicum I and II, the student must also get a √ on skill #1 for Practicum III. If the student does not receive a √ for Practicum III or does not address the skill for Practicum III, the skill is not completed. Successful completion of critical skills #1-13 during Practicum III and successful completion in Practicum I, II or III (with a √ or a +) of the other 37 skills listed in the specific objectives for this course are required for a student to obtain a passing grade for Practicum III. Failure to complete the 13 critical skills for Practicum III and the other 37 skills during Practicum I, II, or III will result in automatic failure of this course. Skills 14.9, 16.5, and 16.9 must be completed during Practicum II or III. Completion of these three skills is not accepted as complete if completed in Practicum I. Failure to complete one of these 3 skills during Practicum II or III will also result in automatic failure of this course.

Skills grading formula:

√ or + = 1 point

U = automatic failure if not corrected by the end of the practicum III experience

10% -	Successful completion of PTA MACS skills not listed on Minimum Skills List Total of 10 points maximum earned for this criterion 5 points earned for each skill completed during Practicum II that are not listed on the Minimum Skills List
3%-	Timely login to blackboard 1-2 times per week Total of 3 points earned for this criterion 1 point earned for each Blackboard assignment submitted by posted due date (3 points)
17%- 9%	Paperwork completed timely, accurately, and fully with appropriate signature, including: Orientation form by end of week one submitted by current electronic clinical system (1 point) Attendance record submitted weekly by current electronic clinical system with accurate calculations of time (2 points) Weekly Student Meeting sheet submitted weekly by current electronic clinical system (2 points) Evaluation of the facility submitted on the final due date (1 point) Completed PTA MACS submitted on final due date (2 points) Computer generated journal of experiences including weekly documentation of diagnoses, procedures, and treatment interventions submitted on final due date or any date during the practicum by request of the DCE by current electronic clinical system (1 point) *Any of the above paperwork that is not fully completed with appropriate signatures and submitted by due date will result in 0 points earned for that requirement.
8%	In-service paperwork completed timely, accurately, and fully, including: Computer generated in-service outline and content summary submitted by due date via blackboard (2 points) Computer generated in-service handouts that will be given to attendees submitted by due date via blackboard (4 points) Summary of in-service feedback form submitted on final due date (2 points)

*Any of the above in-service paperwork that is not submitted by due date will result in 0 points earned for that requirement.

*** All assignments are required and must be completed by the end of the course. Any assignment not completed will result in an incomplete for the course.**

X. GRADING

A - 92 – 100

B - 83 – 91

C - 75 – 82

D – 66-74

F - Below 66

A grade below 75 constitutes unsatisfactory understanding of the course content.

XI. CLASS PREPAREDNESS

Students are expected to come to the clinic prepared for that day. Preparedness includes reading any assigned material, researching expected skills or diagnoses, preparing assignments on time, and bringing necessary books and materials to clinic.

XII. CELL PHONE POLICY

Personal use of cell phones and pagers are **prohibited** in clinical practicum. If a student's cell phone or pager goes off during clinical practicum hours, the student will be required to turn off the phone immediately. If the clinical instructor **prefers** the student to use a cell phone for work related communication with physicians, other therapists, etc., then the CI may allow cell phone use for these purposes only. Unless the CI has specifically asked the student to use the cell phone for work related issues, the cell phone shall be off during work hours.

XIII. ACADEMIC HONESTY POLICY

“Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. **NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook.**”

In addition to upholding the NTCC Academic Honesty Policy, students in the PTA program are required to follow the honor code provided in the program policy and procedure manual. The program honor code states that you will neither give nor receive any unauthorized assistance from any person, paper, or object on any test, paper, examination, or project. This includes talking about lab practical exams, regular exam questions, looking at copies of old tests from previous students, copying

or allowing anyone to copy off of your test or assignment, and discussing any aspect of an exam with a student who has not yet taken the test. When using another person's words or ideas, credit should be given to the source. Failure to abide by this policy may result in expulsion from the PTA Program.

Violations of this policy will be brought to the attention of the student by the instructor. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student and a written warning/contract will be issued if warranted. If there is clear evidence that a violation has taken place, the student will receive a grade of "0" for that test/assignment in question; and the instructor will impose a sanction ranging from a written warning to expulsion from the course with a failing grade.

If the student does not feel that the issue is satisfactorily resolved, the student should contact the PTA Program Director to discuss the matter. If the matter cannot be resolved at that level, the student may contact the Dean of Allied Health, followed by the Vice President for Instruction and Student Development. If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal grievance procedure outlined in the NTCC Student Handbook and in this manual.

XIV. ADA STATEMENT

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required affording equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook.

XV: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended,

other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

- XVI.** The instructor reserves the right to make modifications in content and schedule as necessary to promote the best education possible within prevailing conditions affecting this course.

Appendix B Clinical Forms

**Northeast Texas Community College
Physical Therapist Assistant Program**

Weekly Student Meeting

Student: _____

Date: _____

Week #: _____

This week's strengths:

Weaknesses/areas of improvement:

Next week's goals:

- 1.
- 2.
- 3.

Ways I can accomplish these goals:

Ways my CI can improve my experience:

CI signature

Student signature

Fax: (903)434-4423 Phone: (903)434-8358

**Northeast Texas Community College
Verification of Clinical Instructor Qualifications**

The designated CCCE should complete this form with each employee who acts as clinical instructor for NTCC. This form should be completed prior to the start of clinical instruction and returned by fax to (903) 434-4423 or by e-mail to dmoody@ntcc.edu. The form is valid for one school-year only. It is the responsibility of the FACILITY to inform Deanna Moody, NTCC DCE if qualifications change during the school-year for an active clinical instructor.

Facility _____ CCCE _____
 Primary CI _____ PT/PTA License# _____

The CI listed above

- | | | |
|--|---|---|
| • Has a current PT or PTA license per appropriate state requirements | Y | N |
| • Has at least one year of clinical experience with the type of patients, (i.e. age, disability, diagnosis) in the setting (i.e. OP, acute, rehab) where the teaching will be conducted. | Y | N |
| • Has a personal desire to teach PTA students | Y | N |
| • Demonstrates effective interpersonal relationships with co-workers | Y | N |
| • Will provide onsite supervision to the PTA student | Y | N |
| • Will provide timely and constructive feedback to student | Y | N |
| • Will complete the PTA MACS documents in a timely manner | Y | N |
| • Will model professionalism for the student | Y | N |
| • Will not disclose previous students' performance | Y | N |
| • Will communicate promptly with the CCCE and Program DCE when serious issues arise with students (refer to Clinical Instructor Resource Manual) | Y | N |
| • Will communicate with the CCCE and Program DCE when assistance/resources are needed to manage issues related to the clinical education of the student | Y | N |
| • Has reviewed the Clinical Instructor Resource Manual | Y | N |
| • Has the ability to plan, conduct, and evaluate a clinical education experience | Y | N |
| • If the CI is a PTA, will work collaboratively with the PT and within the required guidelines of supervision as stated in the Texas Practice Act to supervise the student.
NA | Y | N |
| • Has been through a clinical instructor certification course? (not required)
If yes, with whom? (APTA, Texas Consortium) | Y | N |

 CI Signature & Date

 CCCE Signature & Date

The signatures indicate informed agreement and validity of the stated requirements and information. In addition, the facility agrees to provide the CI with adequate time for student instruction and completion of the required PTA MACS documentation.