



## PTHA 2266 Practicum II

### Course Syllabus: Fall 2020

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*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:00-12:00	1:00-3:00	9:00-12:00	1:00-3:00	9:00-12:00	All hours in office or by Zoom

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description: 2 credit hours**

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, postural exercises, goniometry, muscle manual testing, management of orthopedic conditions, and management of general medical/surgical conditions.

**Prerequisite(s):** Successful completion of PTA courses in curriculum.

**Student 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.

**Evaluation/Grading Policy:**  
**GRADING CRITERIA**

**70% -**

Successful completion of required number of skills in PTA MACS.

**Total of 14 critical skill points (in bold on syllabus) and 23 other skill points from appropriate objectives as listed (37 total points)**

**Skills # 1-12, 22 & 24 are considered critical skills and must be addressed at every rotation. No blanks 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:**

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

Attendance record submitted 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 through EXXAT by last day of Practicum II (1 point)

Completed PTA MACS submitted on final due date (2 points)

Computer generated journal of experiences including weekly documentation of diagnoses, patient ages, 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 (.5 point)

Understanding Others Project (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.**

#### GRADING

A - 92-100  
B - 83-91  
C - 75-82  
D – 66-74  
F – 65 and below

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

#### **Required Instructional Materials:**

1. PTA MACS, Texas Alliance of PTA Educators, Inc., 3<sup>rd</sup> ed., 2018 online

**Publisher:** Texas Alliance of Physical Therapist Assistant Educators, Inc; EXXAT

**ISBN Number:** None

**Optional Instructional Materials:** None

#### **Minimum Technology Requirements:**

Daily high speed internet access

Microsoft Word

Power point

Portable storage device such as a Jump drive/Thumb drive

#### **Required Computer Literacy Skills:**

Word Processing Skills

Email Skills

## **Course Structure and Overview:**

1. Demonstration
2. Clinical Experience
3. Online Instruction

## **Communications:**

Check NTCC email EVERYDAY. Email is the primary means of communication at NTCC. E-mails will be returned within 24 hours M-R and until Friday at noon. Emails received Friday and on weekends will be returned on Monday.

Blackboard must be checked at least every other day. Announcements will be made through Blackboard.

Text message notifications: You are required in this course to sign up for the text message notifications. This is a tool called REMIND that I use to get information to students quickly. This will enable you to receive important class announcements and reminders from me via text message so that you will not miss out on any assignment changes or important updates.

## **Institutional/Course Policy:**

### **ATTENDANCE AND ABSENTEEISM**

Student hours will be the assigned hours of the clinical instructor. Each student is required to be at their assigned clinic ready to work when the clinical instructor indicates. Students may be asked to work additional hours and/or weekends with their CI. Each clinical rotation week is defined as 40 hours. Any week that a minimum of 40 hours is not reported will require CI and DCE approval. 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.

**Student absences and tardies are strongly discouraged. Students are encouraged to make every effort to avoid missing clinical time.**

Absences and tardies will be monitored in two ways:

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

Time should be entered into the time log using the current electronic clinical system daily. 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 time recorded should not include lunch except in rare instances when department meetings are required during that time. The time log must be sent to the CI (reviewer) once per week (after completion of hours for that week) through the electronic clinical system for approval. Submission of the time log by the student for review occurs on Friday. The CI approves the time by e-mail. It is the student’s responsibility to remind the CI to approve the time as needed by Monday.

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 or Remind messages must be received by the DCE no later than 7:30 AM on the day the student is absent). The CI must be notified prior to the beginning of the work day as established by the CI. The student is responsible for obtaining confirmation that the CI received the message if sent by text. 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 Remind, 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.

If a student misses clinical time for any reason, a *Student Leave Report* must be completed by the student in the electronic clinical system. It should be completed as soon as the student is aware that an absence is required (in advance for an appointment and the day of occurrence for an illness for example). Absences require approval by the DCE through the electronic system. It is the student's responsibility to check for approval of the absence and to schedule appropriate make-up time. Failure to complete a student leave report prior to a scheduled absence or on the day of an illness/unexpected absence will result in an unexcused absence.

Students are required to make up hours lost on days absent. All make-up time must be documented on the time log 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 card. 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.

#### 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.

#### 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.

## **Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

### **NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

### **PTA ACADEMIC HONESTY POLICY**

It is the responsibility of students and faculty to help maintain scholastic integrity at the College by refusing to participate in or tolerate scholastic dishonesty. **Plagiarism** and other **forms of dishonesty** undermine the very purpose of the college and diminish the value of an education. Specific sanctions for academic dishonesty are outlined in the Northeast Texas Community College Student Handbook and in this manual. Personal and professional ethics are inherent in the field of physical therapy therefore; the highest standards of honesty and integrity must be adhered to. This Honor Code, in its simplest form means that you will neither give nor receive any unauthorized assistance from any person, paper, or object on any examination, lab practical, paper, 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 or practical with a student who has not yet taken the test and/or practical (this includes the State Board exam).

With regards to research papers, in-services, group projects, etc. the use of another person's words or ideas must be cited and credit given to the source(s). Examples of plagiarism include:

- The inclusion of another person's exact words in a paper or assignment without placing quotation marks around the words to indicate an exact quote, *even if the source is cited*;
- Using **several** consecutive sentences written by another person, changing the

words somewhat to keep the passage from being an exact quote, *even if the source is cited*;

- Presenting someone else's ideas without citing that person as the original thinker;
- Submitting a paper written in part or in whole by another person;
- Any other act intended to circumvent the process of performing and presenting original academic research in completion of a course assignment.

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.

**ADA Statement:**

It is the policy of NTCC 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 to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

**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.

**Tentative Course Timeline (\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term):**

Students complete hours in assigned clinical setting ~40 hours per week for 5 weeks from September 14-October 23, 2020. Students also complete assignments through Blackboard and the clinical management system EXXAT for the duration of the 6 week course.