



Northeast Texas Community College
Physical Therapist Assistant Program
Clinical Instructor Resource Manual

2024-2025

Revised Summer 2024

TABLE OF CONTENTS

Mission Statement Program Philosophy PTA Program Goals	2
Student Learning Outcomes Accreditation	3
General Policies and Procedures	3
Clinical Site Criteria	3
Memorandum of Agreement Termination of Agreement Arrangement of Clinical Rotation Placement Policy	4
Evaluation of Clinical Performance	4
Student In-services Education Tips for the Clinical Instructor	6
Communication	7
Curriculum	8
Course Descriptions	9
Student Policies Regarding Clinical Training	10
Attendance/Absenteeism	10
Inclement Weather /Holidays Personal Appearance	11
Personal Hygiene Uniforms Nametags Student Preparedness Cell Phone Use Confidentiality Informed Consent Medical Conditions	12
Pregnancy Communicable Disease Medical and Other Required Forms	13
Suspected Substance Abuse Accidents Health Services/Health Insurance	14
Sexual Harassment Removal from Clinic Grievance Procedure	15
Responsibilities of Clinical Facility	16
Memorandum of Agreement Equipment and Facility Safety Confidentiality Supervision	16
Clinical Faculty Rights and Privileges	17
Continuing Education Resources In-Services Evaluation of Clinical Faculty Complaints	17
Clinical Education Facilities	21
Clinical Forms – APPENDIX A	23

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

Through exemplary learning opportunities at NTCC, the Physical Therapist Assistant Program strives 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

The program will:

1. Yield competent and professional assistants that demonstrate entry-level skills and are capable of working under the direction and supervision of the physical therapist.
2. Provide effective clinical learning experiences.

The student will:

1. Demonstrate competence in the delivery of entry-level physical therapy interventions under the supervision of a physical therapist.
2. Demonstrate professional and respectful behaviors in academic and clinical settings.
3. Demonstrate sensitivity to age and cultural diversity of individuals during academic and clinical interactions.


The graduate will:

1. Obtain both licensure and employment within 1 year of graduation.

The program faculty will:

1. Cultivate an environment of professionalism to students by effective modeling.
2. Deliver quality instruction guided by a contemporary comprehensive curriculum that is current with the profession's needs.

Accreditation

Northeast Texas Community College PTA program received accreditation in October 2007, by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association  . Reaffirmation of accreditation received October 2012 for 10 years. 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.

GENERAL POLICIES AND PROCEDURES

Clinical Site Criteria

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

1. Must meet requirements for appropriate supervision of PTA's by a PT according to the state practice act.
2. Must have a full-time licensed PT or PTA on site at least 35 hours per week.
3. Must be able to provide a full-time clinical experience with acute care, outpatient, rehab, long-term care, home health, or combination experience.
4. Must be within a reasonable distance to the campus or the student assigned to the facility.
5. Clinical Instructor training from APTA or Texas Consortium is encouraged but not required.
6. Must demonstrate safe, legal and ethical physical therapy practices.
7. 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 ensure 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 Health Sciences 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 Program DCE (Director of Clinical Education) appoints 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. The decisions of the Program DCE regarding clinical placement are final. Any questions/comments should be directed to the Program DCE.

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 clinical instructor 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 student will evaluate him/herself prior to the CI evaluating his/her performance in the **PTA MACS**. The CI will then complete the MACS following the student. 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 DCE is ultimately responsible for the skills portions and overall grades for the course. 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 √ = 1 point

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

Skills # 1 – 12, 22 & 24 are considered critical skills (bolded below) and must be addressed at every rotation. No N/A's are accepted. There are a total of 54 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

- 1. Professionalism**
- 2. Commitment to Learning**
- 3. Interpersonal Skills**

- 4. Communication**
- 5. Effective Use of Time and Resources**
- 6. Use of Constructive Feedback**
- 7. Problem Solving**
- 8. Responsibility**
- 9. Clinical Decision-Making**
- 10. Stress Management**
- 11. Colleague or Community Education**

Section II: Plan of Care

12. Patient History and Chart Review

- 13. Implementation of POC
- 14. Modification within POC
- 15. Patient Related Instruction
- 16. Discharge Planning

Section III: Interventions in Patient/Client Management

- 17. Therapeutic Exercise
 - 17.1 Aerobic Activities – must complete 2 to check off skill
 - 17.2 Balance Activities – must complete 2 to check off skill
 - 17.3 Coordination Activities – must complete 1 to check off skill
 - 17.4 Breathing Exercises – must complete 1 to check off skill
 - 17.5 Inhibition/Facilitation – must complete 1 to check off skill
 - 17.7 Manual Strengthening – must complete 1 to check off skill
 - 17.8 Mechanical Strengthening – must complete 4 to check off skill
 - 17.9 Motor Development Training – must complete 1 to check off skill
 - 17.10 Posture Awareness – must complete 1 to check off skill
 - 17.11 Range of Motion – must complete 2 to check off skill
 - 17.12 Stretching – must complete 2 to check off skill
- 18. Functional Training
 - 18.1 Adaptive Device Training – must complete 1 to check off skill
 - 18.2 Bed Mobility – must complete minimum, moderate, and maximum assistance to check off skill
 - 18.3 Body Mechanics Training – must complete one to check off skill
 - 18.4 Gait – must complete 3 to check off skill
 - 18.6 Transfers – must complete minimum, moderate, and maximum assistance to check off skill
 - 18.7 Wheelchair Mobility – must complete 1 to check off skill
- 19. Manual Therapy
 - 19.1 Passive Range of Motion
- 20. Biophysical Agents
 - 20.3 Cryotherapy – must complete 1 to check off skill
 - 20.4 Electrotherapeutic Modalities – must complete 3 to check off skill
 - 20.7 Superficial Thermal – must complete 1 to check off skill
 - 20.8 Deep Thermal – must complete US to check off skill

Section IV: Tests and Measures

- 21. Tests and Measures
 - 21.1 Anthropometric Measurements
 - 21.2 Arousal/Mentation
 - 21.3 Assistive Technology
 - 21.4 Gait, Locomotion, and Balance
 - 21.6 Skin Integrity
 - 21.7 Joint Integrity and Mobility
 - 21.8 Muscle Performance - must complete 4 areas of the body to check off skill
 - 21.9 Neuromotor Function
 - 21.10 Range of Motion- must complete 4 areas of the body to check off skill
 - 21.12 Sensation/Pain Response
 - 21.13 Ventilation, Respiration, and Circulation
 - 21.14 Aerobic Capacity and Endurance

Section V: Healthcare Environment

- 22. Safety**
- 23. Interprofessional Practice
- 24. Documentation**

25. Billing and Payment

First Rotation – 24 total points expected

Critical skills – 14 points

Other minimum required skills – 10 points

Second Rotation – 40 total points expected

Critical Skills – 14 points

Other minimum required skills – 26 points

Third Rotation – 54 total points expected

Critical skills – 14 points

Other minimum required skills – 40 points

Students may earn an additional 10 points (10 % of final grade for course), 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 students 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 phone, 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, current electronic clinical system, or Blackboard and the CI's via e-mail and phone 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. Phone communication is utilized as well. The DCE will make a physical visit, online video conference, or phone 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, online video conference, or phone 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**
(Required core courses designated by * symbol)

PTA PROGRAM CURRICULUM

Summer I			Credits
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	
		<i>or</i>	
ENGL	2311	Technical and Business	<u>3</u>
Total Credits			7

First Year			Credits
Fall Semester			
PTHA	1413	Functional Anatomy	4
PTHA	1301	Profession of Physical Therapy	3
PTHA	1405	Basic Patient Care Skills	4
PTHA	1321	Pathophysiology for the PTA	<u>3</u>
Total Credits			14

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

Second Year			Credits
May Intersession			
PTHA	2305	Clinical Neurology	<u>3</u>
Total Credits			3

Summer I			
PTHA	1266	Practicum I	<u>2</u>
Total Credits			2

Summer II			
PTHA	2531	Management of Neurological Disorders	5
PSYC	2314	Lifespan and Development	<u>3</u>
Total Credits			8

Fall Semester			
PTHA	2266	Practicum II	2
PTHA	2267	Practicum III	2
PTHA	2339	Professional Issues	<u>3</u>
Total Credits			7

Curriculum Total Credits 66

**NTCC PHYSICAL THERAPIST ASSISTANT (PTHA)
COURSE DESCRIPTIONS AND SKILLS COMPLETED**

PTHA 1301 – Hybrid: The Profession of Physical Therapy

Three credit hours. Lecture/Lab/Clinical: Three hours of lecture each week

Prerequisite(s): Admission to the program

Introduction to the profession of physical therapy and the role of the PTA including the historical and current scope of physical therapy.

PTHA 1321 – Hybrid: Pathophysiology for the Physical Therapist Assistant

Three credit hours. Lecture/Lab/Clinical: Three hours of lecture per week

Prerequisite(s): Admission to the program

Study of the pathogenesis, prognosis, and therapeutic management of diseases/ conditions commonly encountered in physical therapy.

PTHA 1413 – Face to Face (F2F): Functional Anatomy

Four credit hours. Lecture/Lab/Clinical: Two hours of lecture and six hours of lab each week

Prerequisite(s): Admission to the program

The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement.

Skills completed:

Communication –

Demonstrate professionalism working with simulated patient

Professionalism: Professional behavior demonstrated during simulated patient treatment

Beginning skills in the performance of selected muscle and bony landmark palpation

Demonstrate understanding of and explain the Concave-Convex principle

Application of Concave-Convex principle for selected joints

Demonstrate understanding of and explain planes of movement and axes of rotation

Application of correct plane of movement and axis of rotation of selected extremity and trunk movements

Demonstrate understanding of open-chain and closed-chain movements

Demonstrate open and closed chain movements

PTHA 1405 – Hybrid: Basics of Patient Care

Four credit hours. Lecture/Lab/Clinical: Two hours of lecture and six hours of lab each week

Prerequisite(s): Admission to the program

Introduction to the theory and application of basic patient handling, functional skills, communication, and selected data collection techniques

Skills completed:

Communication skills

Introduction of self as student

Understandable instructions and feedback in patient scenarios

Safety: Patient identification

Call bell placement

Bed rail placement

Preparation of treatment areas

Draping

Positioning: Supine, prone, sidelying, sitting

Measurement/Recording of vital signs: RR, pulse, BP

Sterile technique

Body mechanics training

Bed mobility training: Rolling, sup<>prone, scooting up/down/side, rolling sup<>side lying, sup<> sit, draw sheet

Transfer training: Sit to stand, stand pivot, squat pivot, sliding board, two-man lift

Gait training/ambulation aids -

Parallel bar adjustment

Measure and fit – hemi-walker/quad cane/ straight cane, std. walker, rolling walker, axillary crutches/loftstrand crutches

Gait patterns – 2, 3, 4 point

Transfer sit to stand - hemi-walker/quad cane/ straight cane, std. walker, rolling walker, axillary crutches/loftstrand crutches

Stairs/curbs/ramps - hemi-walker/quad cane/ straight cane, std. walker, axillary crutches

Range of motion – Major joints of UE/LEs, neck, TMJ, trunk: Passive, active, active-assistive
Therapeutic exercise techniques -

- Stretching: Passive manual, hold-relax, hold-relax with agonist contraction, agonist contraction
- Strengthening: Manual resistance exercise, mechanical resistance exercise

PTHA 2509 – Hybrid: Therapeutic Exercise

Five credit hours. Lecture/Lab/Clinical: Three hours of lecture and six hours of lab each week.

Prerequisite(s): Successful completion of all PTHA courses up to this point in the curriculum.

Critical examination of principles, concepts, and application of techniques related to therapeutic exercise and functional training.

Skills completed:

Communication -

- With PT demonstrating appropriate understanding of POC
- With instructors and students during presentation of professional information
- Identification of appropriate therapeutic activities per POC – mobility, neuromuscular
- Obtains patient feedback/monitors for patient response

Professionalism: Professional behavior demonstrated during simulated patient treatment

Beginning skills in the performance of selected basic exercise techniques and progressions

Use of various types of equipment for basic exercise

Body mechanics is carrying out therapeutic exercise

Instruct patient in body mechanics during therapeutic exercise

Instruct in therapeutic exercise consistent with treatment plan

Implement treatment plan within POC

Implement appropriate progression within POC

Documentation: Therapeutic activities using SOAP note; Treatment session using SOAP format placing data in appropriate sections

Beginning skills of selected extremity joint mobilizations

Demonstrate, explain, and instruct in techniques of various exercises for treatment of:

- Shoulder girdle pain and disorder
- Elbow, forearm, wrist and hand disorders
- Hip and knee disorders
- Foot and ankle disorders
- Spinal pain dysfunction syndromes

Demonstrate, explain and instruct in postural exercises

Select home therapeutic exercises:

- Shoulder girdle pain and disorder
- Elbow, forearm, wrist and hand disorders
- Hip and knee disorders
- Foot and ankle disorders
- Spinal pain dysfunction syndromes

PTHA 2301 – Hybrid: Essentials of Data Collection

Three credit hours. Lecture/Lab/Clinical: Two hours of lecture and four hours of lab each week.

Prerequisite(s): Successful completion of all PTHA courses up to this point in the curriculum.

Data collection techniques used to prepare the Physical Therapist Assistant to assist patient/physical therapy management.

Skills completed:

Communication: Obtains informed consent

Beginning skills of selected special orthopedic tests

Beginning skills of deep tendon reflex assessment

Sterile technique

Sensation assessment: Superficial – light touch, sharp/dull, Deep – kinesthesia, proprioception

Numeric pain scale assessment

Record data measurements in SOAP note

Range of motion measurements -

Shoulder: Goniometry

- Flexion, Extension, Abduction/Adduction, External Rotation, Internal Rotation

Elbow/Forearm: Goniometry

Elbow Flexion, Elbow Extension, Forearm Pronation, Forearm Supination
 Wrist and Hand: Goniometry
 Wrist Flexion/Extension, Wrist Radial/Ulnar Deviation
 Hip: Goniometry
 Flexion, Extension, Abduction, Adduction, Internal Rotation, External Rotation
 Knee: Goniometry
 Flexion, Extension
 Ankle/Foot: Goniometry
 Plantarflexion, Dorsiflexion, Inversion, Eversion
 Trunk: Lumbar Flexion
 Tape measure
 Thoracolumbar Flexion
 Inclinometer
 Lumbar Extension
 Tape measure
 Thoracolumbar Extension
 Inclinometer
 Thoracolumbar lateral flexion
 Tape measure, Inclinometer
 Thoracolumbar Rotation
 Tape Measure
 Cervical Flexion
 Tape measure, Inclinometer, Goniometry
 Cervical Extension
 Tape measure, Goniometry
 Cervical Lateral Flexion
 Tape measure, Inclinometer, Goniometry
 Cervical Rotation
 Tape measure, Inclinometer, Goniometry

Manual muscle tests measurements -

Shoulder: Flexion, Extension, Abduction, Horizontal Abd/Add, Internal/External Rotation
 Scapula: Elevation, Adduction, Adduction/Depression, Adduction/Downward Rotation, Abduction/Upward Rotation
 Elbow/forearm: Flexion, Extension, Supination, Pronation
 Wrist: Flexion/Extension (Gross)
 Hip: Flexion, Extension, Abduction, Adduction, Internal Rotation, External Rotation
 Knee: Extension, Flexion
 Ankle: Plantarflexion, Dorsiflexion, Subtalar Eversion, Subtalar Inversion
 Trunk: Cervical Flexion, Anterolateral Cervical Flexion, Cervical Extension
 Trunk Flexion, Trunk Extension, Trunk Rotation

PTHA 2535 – Hybrid: Rehabilitation Techniques

Five credit hours. Lecture/Lab/Clinical: Three hours of lecture and six hours of lab each week Prerequisite:

Successful completion of all PTHA courses up to this point in the curriculum.

Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected diseases and disorders.

Skills completed:

Rehabilitation Techniques

Communication -

 With PT demonstrating appropriate understanding of POC

 With instructors and students during presentation of professional information

 Identification of appropriate therapeutic activities per POC

 Obtains patient feedback/monitors for patient response

Professionalism: Professional behavior demonstrated during simulated patient treatment per case and with Interprofessional collaboration simulation

Beginning skills in the performance of selected basic exercise techniques and progressions

Perform proper body mechanics in carrying out therapeutic exercise

Instruct patient in body mechanics during therapeutic exercise/technique

Instruct in therapeutic exercise/technique/test consistent with treatment plan

Implement treatment plan within POC

Implement appropriate progression within POC

Documentation: Therapeutic activities using SOAP note; Treatment session using SOAP format placing data in appropriate sections

Use of various types of equipment for appropriate exercise/techniques/tests per condition related to the following:

The geriatric population – Balance/coordination and Gait analysis

Cardiopulmonary/COPD population – Cardiac Rehab, Postural Drainage positioning,

Breathing exercises, Endurance training

Arthritis, Joint Replacement interventions, surgical interventions – OA, RA, joint arthroplasties protocols

Scoliosis, Osteoporosis, Posture

Spinal Disorders, Surgical Interventions, TIS (TOS)

RSD/CRPS, Post-Polio Syndrome

Vestibular Disorders

Proprioceptive Neurological Facilitation (PNF)

Vascular & Lymphatic Disorders

Amputations (Prosthetics & Orthotics)

Pregnancy

ADA compliance – Environmental examination and modification

Vulnerable populations

PTHA 1531 - F2F: Physical Agents

Five credit hours. Lecture/Lab/Clinical: Three hours of lecture and six hours of lab each week Prerequisite:

Successful completion of all PTHA courses up to this point in the curriculum.

Study of the biophysical principles, physiological effects, efficacy, and application of therapeutic physical agents.

Skills completed:

Communication -

With PT demonstrating appropriate understanding of POC

With instructors and students during presentation of professional information

Identification of appropriate modality per POC

Identify, describe, and assess the physiological effects, indications, contraindications, and precautions of each physical agent/modality

Interview and gain pain rating using various pain rating scales

Professionalism: Professional behavior demonstrated during simulated patient treatment

Beginning skills in the performance of selected modality

Screen/test patient sensation before application of modality

Integumentary inspection before, during, and after application of modality

Perform proper body mechanics in carrying out treatment using modality

Demonstrate adequate monitoring of the patient's response before and after application of modality

Implement treatment plan within POC

Documentation: physical agents using SOAP note, treatment session using SOAP format placing data in appropriate sections, accurate billing charges

PTHA1266 – Clinical: 224 hours: Practicum I

Two credit hours. Lecture/Lab/Clinical: Two hundred twenty-four clinical hours Prerequisites: Successful completion of PTHA courses in curriculum up to this point.

Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student.

PTHA 2305 – Hybrid: Clinical Neurology

Three credit hours. Lecture/Lab/Clinical: Three hours of lecture each week

Prerequisite(s): Successful completion of all PTHA courses up to this point in the curriculum.

Study of neuroanatomy and neurophysiology as it relates to commonly encountered neurological conditions.

PTHA 2531 – Hybrid: Management of Neurological Disorders

Five credit hours. Lecture/Lab/Clinical: Three hours of lecture and six hours of lab.

Prerequisite(s): Successful completion of all PTHA courses up to this point in the curriculum. Comprehensive rehabilitation techniques of selected neurological disorders.

Skills completed:

Communication -

With PT demonstrating appropriate understanding of POC

With instructors and students during presentation of professional information

Identification of appropriate therapeutic activities per POC
 Obtains patient feedback/monitors for patient response
 Professionalism: Professional behavior demonstrated during simulated patient treatment per case
 Beginning skills in the performance of selected basic exercise techniques and progressions
 Perform proper body mechanics in carrying out therapeutic exercise/techniques per condition
 Instruct patient in body mechanics during therapeutic exercise
 Instruct in therapeutic exercise/technique consistent with treatment plan
 Implement treatment plan within POC
 Implement appropriate progression within POC
 Documentation: Therapeutic activities using SOAP note; Treatment session using SOAP format placing data in appropriate sections
 Use of various types of equipment for appropriate exercise/techniques (PNF, Bobath, NDT) per condition related to the following:

- New Aspects of Rehab - Merit-Based Incentive Payment System (MIPS) & High-Intensity Task-Specific Training (HITT)
- Motor Control – Normal vs. Abnormal
- Pediatrics – developmental progression, milestones, reflexes, muscle tone, disorders
- SCI – clinical presentation per level of lesion, transfers, wheelchair prescription
- CVA – clinical presentation per vessel insult, synergy patterns & resting positions
- TBI – ICP monitoring, use of rating scales, cognitive/behavioral levels
- Progressive Neurological Disorders - Multiple Sclerosis and Parkinson Disease
 - Frenkel's exercise
 - Big and Loud

PTHA 2339 – Online: Professional Issues

Three credit hours. Lecture/Lab/Clinical: Two hours of lecture and four hours of lab each week.

Prerequisite(s): Successful completion of all PTHA courses up to this point in the curriculum.

Discussion of professional issues and behaviors related to clinical practice; preparation for transition into the workforce.

PTHA 2266 – Clinical: Practicum II

Two credit hours. Lecture/Lab/Clinical: Two hundred twenty-four clinical hours

Successful completion of all PTHA courses up to this point in the curriculum.

Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student.

PTHA 2267 - Clinical: Practical III

Two credit hours. Lecture/Lab/Clinical: Two hundred twenty-four clinical hours.

Successful completion of all PTHA courses up to this point in the curriculum.

Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student.

STUDENT POLICIES REGARDING CLINICAL TRAINING

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 less than 40, inform the DCE during the first week.

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

Absenteeism and tardiness will be monitored in two ways:

1. Communication between the clinical instructor and DCE/Course Instructor
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 or the last work day of the week. 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 TEAMS messages must be received by the DCE/Course Instructor no later than 7:30 AM on the day the student is absent). The CI must be notified prior to the beginning of the workday 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/Course Instructor by TEAMS, 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 on days absent. 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 workday 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.

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 record 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 be neat and clean at all times (this includes time in class and lab). Special attention should be given to personal

hygiene and uniform in the clinic areas. One's appearance is indicative of personal pride in the profession and a reflection on themselves and the NTCC Physical Therapist Assistant Program.

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. All tattoos that are easily noticeable must be covered by clothing or other means. Nails must be clean, short, and void of colored polish. Nails should be shorter than fingertips when viewed from the palm side. The only jewelry which should be worn in clinic areas are watches, wedding rings, and stud type earrings of limited number in the ears only; this is for your safety and the safety of the patients.

Personal Hygiene

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 be neat and clean at all times.

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. All tattoos that are easily noticeable must be covered by clothing or other means. Nails must be clean, short, and void of colored polish. Nails should be shorter than fingertips when viewed from the palm side. The only jewelry which should be worn in clinic areas are watches, wedding bands, and stud type earrings of limited number in the ears only; this is for your safety and the safety of the patients.

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. A second option is NTCC scrubs. 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 badge will be worn by all students at all times while in the clinic area. Wearing the name badge assures proper identification for security purposes and entitles the student access to the premises. The students are required to introduce themselves to each patient, facility personnel and staff. The name badge serves to designate students, which is necessary for liability insurance coverage provided through NTCC. In addition, some facilities will require that the student also wear a facility name badge. To a patient, the name badge is instant identification of a member of the health care team and is a means of establishing good rapport.

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 is prohibited in clinical practicum. If a student's cell phone rings 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. 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. HIPAA training is received in the didactic portion of the program.

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.

Prior to and during their clinical education, each student is instructed of the patient's risk-free right to refuse participation in any area of clinical education. 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 themselves to patients as student PTA. The DCE (Director of Clinical Education) recommends that all CI's (Clinical Instructor) 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 their medical physician/specialist to participate in class, laboratory, or clinical experiences. If there is obvious decline in a student's health, they 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, they may be advised to withdraw from the program. The student may petition for re-entry after resolution of health issues and acquisition of a physician's release indicating their ability to participate (100%) in class, lab activities, and clinicals (without restriction). If, upon re-entry the student experiences a subsequent change in medical status, the student will be asked to withdraw from the program. The opportunity for a second re-entry will be determined by the Program Director, faculty, and the Dean of Health Science. 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 use 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 clinic courses. In the event the student's pregnancy/delivery becomes a barrier for completion of course and/or clinical work, she may be advised to withdraw from the program. The student may petition for re-entry after resolution of health issues or delivery and acquisition of a physician's release indicating her ability to participate (100%) in class, lab activities, and clinicals (without restriction).

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

While the pregnant student is attending her clinical rotations, she must 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 re-entry 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 is required to 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

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 (submit to Program Director to be maintained in official student records)

April 15th of clinical year by upload to current electronic clinical system:

- 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 (submit for review to Program Director followed by student upload to current electronic clinical system).
- Documented proof of personal health insurance covering dates of clinical experiences (student upload front and back of document to current electronic clinical system)
- Documented Immunization support for COVID 19 OR completed exemption form
-
- Documented Immunization support for: Varicella (2 immunizations, or a positive blood titer, or a copy of the physician's diagnosis at the time of the illness; "had disease" written on an immunization list is not sufficient)
- Documented Immunization support for MMR (2 immunizations or positive titer)
- Documented Immunization support for Tdap (within the last 10 years)
- Documented Immunization support for Hepatitis B: proof of completion of the vaccine series (3 immunizations or positive titer) 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 for upload by the Program Administrative Assistant, DCE or Program Director prior to the first practicum:

- Proof of drug screen (drug screening provided through NTCC)
- Proof of liability insurance (provided by NTCC)

September of Clinical Year by upload to current electronic system:

- Documented Immunization support for influenza if required by clinical site

- 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.
- Some facilities require titers in addition to proof of vaccine records. Students will be notified of additional requirements upon placement in sites.

Currently, many clinical sites require COVID 19 vaccines (2 immunizations) or approved medical or religious exemptions. If a student is unable to complete an assigned placement due to COVID vaccine or exemption status, NTCC is not obligated to find a site that does not have the requirement. Current CMS guidelines require all inpatient facilities to follow COVID 19 vaccine requirements. Inpatient clinical experience completion is a requirement for graduation from the NTCC PTA Program.

- Late submission of the 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 collection and test. Drug screens performed at a later date or by other method will not be accepted. 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. If testing shows substance use, the student will follow the policies for identified substance users.

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 on such policies. **All Physical Therapist Assistant students are required to have personal health insurance.** Some clinical facilities may not allow students to rotate through their facility unless proof of health insurance can be provided. If students do not have health insurance, they may not be able to complete the clinical education component. If this component cannot be met, the student will not graduate from the PTA Program.

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 under *Discrimination, Harassment, and Retaliation*. While participating in clinical courses complaints of sexual harassment should be reported immediately to the Clinical Instructor and the Director of Clinical Education. 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 they are 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.

Furthermore, if a student is not removed from a clinical, 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 Physical Therapist Assistant program to work with students in finding a fair and just solution to problems, including any student grievance, question, misunderstanding or discrimination. Students are urged to take their problems to the instructor assigned to the course in which they are having problems. Usually this instructor will have direct knowledge about the subject and is best qualified to resolve the situation. Students experiencing problems should proceed through the following steps.

Problems of an individual nature should be handled in the following ways: A student may formally express dissatisfaction with their progress in the Physical Therapist Assistant Program. Grade disputes should be resolved at the lowest level possible (i.e., the instructor and student). Recognizing that this is not always possible, the following procedure has been adopted as policy for resolving grade and course progress disputes. The steps have been defined to facilitate resolution at the lowest level possible and in that interest, the order of steps WILL AT NO TIME BE VIOLATED. The grievance procedure must be initiated within five (5) business days of the incident.

- STEP 1: The student will present the problem directly to the appropriate course instructor or clinical instructor. If resolution is not reached, the student will make a record of this transaction by completing the document entitled; "Report of Grievance". The original form will be signed by the instructor, given to the student and a copy retained by the instructor. At no time does grievance data become part of the student's school record. Data regarding the grievance will be placed in a special file which will remain active throughout the grievance process. This must be initiated within five (5) business days of the incident.
- STEP 2: If resolution of the grievance is not reached with the faculty members, the student may make an appointment to discuss their case with the Director of the Physical Therapist Assistant Program within ten (10) business days of the original incident. Conferences deemed appropriate by the director will be recorded on a Grievance Conference Report form, a copy of which goes to the student and the original placed in the special file. If the Program Director is the instructor, omit this step and proceed to step 3. The program director must respond to the grievance within 5 business days of the report.
- STEP 3: If resolution of the grievance has not been reached under the guidance of the director, the student may request an appointment with the Dean of Allied Health; at which time all information contained in the “Grievance file” will be provided to the Dean. The Dean must respond to the grievance within 5 business days.
- STEP 4: If resolution of the grievance is not reached at the Office of the Dean, then the student may request review of the case and an appointment with the Vice President of Instruction to present their case.
- STEP 5: The student may follow grievance procedures listed in the Northeast Texas Community College 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 in Clinical Facility

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 an email 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 including skills completed prior to the current clinical placement. Included in this communication 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(s) 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.

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 Health Sciences 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 these completed forms with the students at the end of every practicum experience. CI's may also retain 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 Health Science. 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 3030 Potomac Ave., Suite 100, Alexandria Virginia, 22305-3085

NTCC PTA Program Clinical Sites

- Arkadelphia Physical Therapy Center
- Benchmark - multiple sites in DFW area
- Carriage House- Sulphur Springs
- Chambers Home Health Care
- Choice Rehab – Colonial Lindale and other locations
- Christus Good Shepherd Medical Center -Longview and Marshall
- Christus St. Michael Health System - Texarkana
- Christus Mother Frances Hospital- Sulphur Springs
- Mother Frances Hospital of Winnsboro
- Christus St. Michael Hospital - Atlanta
- Diversicare Therapy Services – various locations
- UT Health -Pittsburg, Tyler, Mineola, Quitman
- East Texas Physical Therapy – Sulphur Springs
- East Texas Treatment Center - Kilgore
- Encompass Rehabilitation Hospital of Texarkana
- Christus Rehabilitation Hospital-Tyler
- Hulsey Therapy Services –Commerce and Greenville
- Hunt Regional Medical Center - Greenville
- Jordan Health Services Pediatrics
- Kinetic Physical Therapy - Mount Pleasant, Gilmer, Paris, Mt. Vernon, Hughes Springs
- Little River Memorial Hospital – Ashdown, AR
- Longview Regional Medical Center
- Center of Rehabilitation Excellence (CORE) - Longview
- Matrix Rehabilitation - Frisco, Plano, McKinney, Garland
- Nacogdoches Medical Center
- Neurorestorative - Tyler
- Paris Regional Medical Center
- Physical Therapy Clinic of Paris
- Pleasant Springs Healthcare Center
- Texas Health Presbyterian Hospital Rockwall
- Rehab Pro - Heritage Plaza and Reunion Plaza (Texarkana), Treviso (Longview), and other sites
- Rehab Synergies -Clarksville Nursing, Advanced Healthcare of Garland, Greenville Health and Rehab, Heritage House of Paris, and other sites
- Reliant Rehabilitation - various locations

- Rule Pediatric Therapy Services
- Select Medical Rehabilitation Services, Inc.
- Select Specialty Hospital - Longview
- Shriners Hospitals for Children - Shreveport
- Titus Regional Medical Center
- Trinity Mother Frances Hospitals & Clinics -Tyler
- University of Texas Health Center at Tyler
- Wadley Regional Medical Center - Texarkana
- Wood Memorial Nursing Center- Mineola
- Xzact Therapy - Paris

Appendix A - 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, SNF) 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 access to 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. Y N NA

- Has been through a clinical instructor certification course? (not required) Y N
 If yes, with whom? (APTA, Texas Consortium) _____

 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.