



Terra State Community College
Physical Therapist Assistant Program
Student and Clinical Education Handbook

Notice of Accreditation

The Physical Therapist Assistant Program at Terra State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 419-559-2185 or e-mail mpatriz01@terra.edu.



PROGRAM POLICIES AND PROCEDURES

In order to best serve the needs of the PTA program and its students and comply with accreditation criteria as established by the Commission on Accreditation in Physical Therapy Education (CAPTE), some policies and procedures of the PTA program differ from those of the College. Examples include but are not limited to such areas as program admission, grading, attendance, progression through the program, clinical safety, dress code, and travel to off-site locations.

This handbook and all policies and procedures contained herein have been reviewed and approved by the following designees on behalf of the PTA Program and Terra State Community College:

Name: Ann Sergeant
 Title: Dean
 Signature: _____
 Date: _____

Name: Brian W. Hall, PT
 Title: PTA program chair
 Signature: B. W. Hall, PT
 Date: 1/6/23

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PROGRAM ACCREDITATION ACTIVITIES

Terra State Community College as a whole and the PTA program specifically, are dedicated to maintaining accreditation based on the policies and procedures of the Commission on Accreditation in Physical Therapy Education (CAPTE). It is the responsibility of the PTA Program Chair to: 1) develop, revise and administrate all program policies and procedures; 2) initiate payment of all CAPTE-related fees; 3) provide notification of any expected or unexpected substantive changes within the PTA program to CAPTE or other related agency such as Higher Learning Commission or Ohio Department of Higher Education as appropriate; 3) notification to CAPTE of any changes in institutional accreditation status or legal authority to provide secondary education; and, 4) timely reporting of PTA program data as required by CAPTE.

In the event of substantive changes, either expected or unexpected, within the PTA program, the PTA Program Chair will notify CAPTE of the change, complete and submit the Application for Approval of Substantive Change (AASC) to CAPTE for approval as indicated by CAPTE in the Accreditation Handbook. The timeframe for submission of the AASC for expected or planned changes will occur in such a way as to provide CAPTE an appropriate timeframe by which to make a determination prior to the implementation of the change. Notification of unexpected changes will be submitted to CAPTE within 48 hours of the Institution's knowledge of the change.

In the event of a change to the Institution's accreditation status or legal authority to provide post-secondary education, the PTA Program Chair will notify CAPTE no later than thirty days following the Institution's receipt of such a decision. In addition, it is the responsibility of the PTA Program Chair to ensure the program maintains compliance with all CAPTE accreditation criteria.

PROGRAM POLICIES THAT DIFFER FROM THOSE OF THE COLLEGE

Terra State Community College recognizes that many of its accredited programs require policies and procedures that may differ from those of the College. Such differences in policies and procedures may be driven by the specific requirements or standards of the profession, guidelines of an accrediting body, or other needs specific to the program in order for the program to achieve its mission, goals and objectives. Evidence of Terra State's review and approval of PTA Program policies and procedures is found on page 2 of this handbook.

INSTITUTIONAL HISTORY

Terra State Community College was founded in 1968 as Vanguard Technical Institute. In 1994, the institution changed its name to Terra State Community College and moved to its current campus location in 1979. Terra State Community College is a public, two-year degree granting institution offering associate degree programs for baccalaureate transfer and for occupational preparation. The campus is chartered to serve Sandusky, Ottawa, Seneca, Huron, and Erie counties. The campus operates under a board of trustees appointed by the governor of Ohio and is funded through the Ohio Board of Regents. The academic programs at Terra State are approved by the Ohio Department of Higher Education. Terra State is fully accredited by the Higher Learning Commission.

The PTA Program was conceptualized in 2004 as a result of advisory meetings involving community stakeholders. The PTA Program became one of several Allied Health programs initiated by the Institution pursuant to this meeting and began its Charter Class in January 2013. The Marsha S. Bordner Arts and Health Technologies Center opened in 2011 to accommodate the growth of the institution's Allied Health programs. The Center houses labs for music, arts, nursing, physical therapist assistant and other allied health programs.

The PTA Program was awarded full 5-year initial accreditation from the Commission on Accreditation in Physical Therapy Education on February 12, 2014 and graduated its first class in May of 2014. The PTA program was awarded 10-year re-affirmation of accreditation on October 29, 2019.

STATEMENT OF NON-DISCRIMINATION

The PTA program will consider all persons who apply to the program and meet the program's admission criteria regardless of race, color, religion, national origin, ethnicity, sex, age, gender identity, genetic information, gender expression, sexual orientation, marital status, disability, pregnancy, military status, or special disabled or Vietnam-era veteran status.

In addition, Terra State does not and will not tolerate harassment of our employees, applicants for employment or our students based on the above criteria. The college recognizes the impact of harassment on absenteeism; academic grades; productivity and turnover and recognizes that those who may be harassed may suffer adverse effects. All employees and applicants for employment and students are entitled to an environment free from all forms of discrimination and harassment.

ACCOMMODATIONS

The Terra State Student Handbook, with regard to Disability Services, states the following:

“Terra State Community College provides auxiliary aids, accommodations and support services to students with documented disabilities in an effort to ensure that such students are not denied the benefits of or excluded from participation in any program or activity offered by the college. To receive disability services, a student must disclose their claim of disability and request for accommodations to the Director of the Academic Service Center and Counseling through a formal consultation. At the initial consultation, students should provide current and valid documentation of the claimed disability. All documentation received will be treated as confidential information. A student who believes they may have a disability that is undiagnosed, undocumented or insufficiently documented should consult with the Director for referral assistance. The Director may choose to perform IQ testing to validate an undocumented disability. Reasonable accommodations are provided on a case-by-case basis. For more information, please contact the Director of the Academic Service Center and Counseling, General Technologies Building, Room B105, or phone 419-559-2200 or 419-559-2342.”

Students with accommodations while in the PTA Program are advised to contact the Federation of State Boards of Physical Therapy (FSBPT) via their website: <https://www.fsbpt.org/>. Accommodations granted

to students of the PTA Program by Terra State Community College do not suggest a guarantee of accommodations by FSBPT when applying to sit for the National Physical Therapy Examination (NPTE).

DUE PROCESS AND GRIEVANCE PROCEDURE

The PTA program abides by the Complaint and Due Process policies and Article F of the Student Code of Conduct as articulated in the Terra State Student Handbook. In the event a PTA student has a complaint or concern about the PTA Program or its faculty, the student is encouraged to discuss the complaint/concern first with the PTA Program Chair or PTA Program faculty in an effort to resolve the matter. If the matter is not resolved or the student is not comfortable discussing the matter directly with Program faculty, the student should forward their concern to the Dean of Allied Health, Nursing, and Human Services identifying the concern and describing any efforts to resolve the concern that were taken up to that point.

In the event Terra State staff receive a complaint against the PTA Program or its faculty directly, it will be forwarded to the PTA Program Chair within 48 hours of receipt.

A record of all formal complaints, the investigation and evaluation of the complaint, and the final report with regard to complaint resolution will be securely maintained by the PTA Program Chair for a period not to exceed three years; and, a copy sent to the Dean of Allied Health, Nursing, and Human Services.

SUBSTANCE ABUSE

The Terra State Community College *Drug and Alcohol Policy* states, "The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in or at Terra State Community College". In addition, Ohio Statute governing the practice of physical therapy states that a licensee [and, by extension, a PT or PTA student] shall not practice physical therapy while the ability to practice is impaired by alcohol, controlled substances or narcotic drugs (§4755-27-05 Code of Ethical Conduct).

PTA education consists of clinical education and learning activities, which take place in a variety of off-campus settings. Students will be governed by the *Drug and Alcohol Policy* of the College in addition to those of the particular site or organization where present.

In the event a student is suspected of substance abuse during an off-campus program-related experience, the CI, CCCE/SCCE, or other organization designee will document the conditions giving rise to reasonable suspicion and contact the PTA Program Chair immediately. Any subsequent course of action will be guided by the substance abuse policies of the College and those of the off-campus site, where present, and may include request for drug screening. Examples of reasonable suspicion may include but are not limited to:

1. A controlled substance or alcoholic beverage found in the possession of the student, on his/her person or under her/his control. Under his/her control includes, but it not limited to the student's locker, automobile, book bag, duffel bag.
2. Appearance of impairment, including, but not limited to:
 - a. Increased drowsiness, decreased motor coordination, changes in pupil size, excitation, euphoria, alcohol odor on the breath, intoxicated behavior without alcohol odor, increased

or repeated errors, decreased concentration, memory problems, notable change in verbal communication (stuttering, loud, incoherent, slurred, etc.) or written communication, frequent or unexplained disappearances, irrational or aggressive behavior (verbal or physical) and/or disorientation.

SAFETY AND SECURITY FOR ON-CAMPUS ACTIVITIES

Institutional policies for campus safety and security are found at the Campus Safety link under the Student Services section of the College Catalog and include *Campus Safety Officers* and *Reporting Criminal Activity and Suspicious Behavior*. Procedures for the following emergencies are found on the PTA Lab (D113) bulletin board.

- Fire
- Medical Emergencies
- Emergency Telephones
- Evacuation
- Active Shooter
- Tornado/Severe Weather
- Bomb Threat
- Threatening Disturbances
- Accidents
- Spilled Bodily Substances
- Hazardous Materials
- Use and Maintenance of Lab Equipment

TRAVEL

Travel to off-campus locations for clinical education and other planned learning activities is required of all PTA students. All costs associated with such travel are at the student's expense. It is solely the responsibility of the student to have adequate transportation; licensure to drive and insurance coverage in the event of an accident to or from such activities. Terra State Community College is exempt from any liability that might arise because of student travel to or from such activities.

The PTA Program utilizes Clinical Education Facilities (CEF's) which are generally located within a 60-mile radius of Fremont, OH. Factors such as availability of CEF's; rotation of students' inpatient and outpatient experiences; and students' town of residence will limit the program's ability to schedule students close to home. Therefore, students are expected to plan for travel times consistent with this distance.

INFORMED CONSENT

Many of the courses in the PTA program utilize a laboratory component during which students are expected to participate in hands-on learning activities including therapeutic interventions, techniques, and data collection. There may also be instances where community members, clinical instructors, faculty or other non-PTA students are utilized as patient-simulators. These learning activities are important to the integration of knowledge, technical skills and professional behaviors. Such hands-on learning activities in which students participate as both student PTA and patient are consistent with the hands-on nature of the physical therapy profession and essential to the students' achievement of learning outcomes. As such, it is expected that all PTA Program students will participate as both student PTA and patient throughout the

program. *Student requests for exemption as a patient-simulator must be submitted to the PTA Program Chair in writing and will be addressed by Program faculty on a case-by-case basis.*

The following general expectations apply to both the use of students and non-students when participating as subjects or patient-simulators during laboratory experiences:

1. The student PTA acting as the "clinician" must identify themselves as a student PTA and must inform the "patient" of the role of the PTA in the PT/PTA relationship, the treatment plan and procedures to be performed.
2. Verbal consent to perform the procedure(s) must be granted by the individual acting as the patient before the procedure is actually performed.
3. It is understood that the "patient" has the right to decline the procedure(s) or care that was described to them without penalty.
4. All student PTAs will maintain professional behavior throughout lab-based and clinical experiences.
5. During clinical education experiences, all patients *must* be informed that their treatment is being provided by a student PTA. All patients have the right to refuse care by a student PTA for any reason without risk of penalty.

There are instances when medical history and documentation, as well as video, audio, and/or photographic recordings may be used as instructional tools in the laboratory setting and/or the clinical experience. When these technologies are utilized with participants not otherwise enrolled in the PTA Program, the following expectations will apply:

1. The student PTA will inform the participant that recording material will be utilized.
2. The *Informed Consent for Use of Medical Information, Video, Audio, and/or Photographic Recording* form must be completed for each participant not otherwise enrolled in the PTA program.
3. The student PTA will obtain verbal consent to utilize such materials from fellow PTA students.
4. All protected health information including but not limited to medical history, diagnoses, or other documentation collected from participants not otherwise enrolled in the PTA Program and for use in demonstrations and practice or other assigned class projects is subject to privacy laws. Therefore, any material that has been released for use in accordance with the participant's informed consent will be stored in a locked file cabinet in the Allied Health office. Any identifying information that can be traced directly back to the participant (name, phone number, address, SS#) will be blacked out to maintain privacy of the patient.

PROGRAM OVERVIEW

PRIOR TO PROGRAM START

The program requires that students, at their own expense, submit the following to the PTA Program Chair. Failure to do so may adversely affect the student's admission to or continuation in the PTA Program:

1. Basic Life Support (BLS) CPR certification for Health Care Providers through the American Heart Association (2-year renewal). Certification must be maintained through the duration of the PTA program curriculum.

2. A completed *PTA Program Health & Immunizations Record*. Mantoux test annually thereafter.
3. A BCI/FBI background check. Annually thereafter.

ADMISSION, RECRUITMENT AND SELECTION

Students interested in applying to the PTA program must be enrolled at Terra State and successfully meet the admission's requirements as described on page 4 of the PTA Program Application Packet.

The PTA program maintains the right to decline consideration of any application to the PTA program by an individual found to have any of the following violations or conditions.

1. Habitual indulgence in the use of controlled substances, other habit-forming drugs, or alcohol to an extent that affects the individual's professional competency;
2. Conviction of a felony or misdemeanor involving moral turpitude, regardless of the state or country in which the conviction occurred;
3. Obtaining or attempting to obtain a license issued by the physical therapy section by fraud or deception, including making of a false, fraudulent, deceptive, or misleading statement;
4. An adjudication by a court, that the applicant is incompetent for the purpose of holding a PTA or other healthcare license;
5. Denial, revocation, suspension, or restriction of authority to practice a health care occupation, including physical therapy, for any reason other than a failure to renew, in Ohio or another state or jurisdiction;
6. Inability to practice according to acceptable and prevailing standards of care because of mental illness or physical illness, including physical deterioration that adversely affects cognitive, motor, or perception skills.

Further, if the aforementioned violations or conditions occur while a student is enrolled in the PTA program, the student: 1) may be prohibited from taking the National Physical Therapy Exam (NPTE) and/or obtaining licensure as a Physical Therapist Assistant in the State of Ohio as determined by the Ohio OT, PT, AT Board at the time of exam application; 2) may be prohibited by any/all CEF's from participating in the required clinical education experiences of the PTA program, which would adversely impact the student's ability to successfully complete all program requirements; and 3) may be summarily dismissed from the program.

The PTA program's Admission Rubric is included in the Application Packet. Selection criteria include cumulative GPA; student writing sample; and interview. Selection and recruitment are based wholly on these criteria regardless of race, color, religion, national origin, sex, age, handicap, disability, military status, genetic information, or sexual preference.

PTA program enrollment is limited to 15 students per cohort. The admission process is competitive and based upon each candidate's total score in the Admission Rubric. If the number of applicants is less than the planned class size, the minimum required rubric score on each subsection must be attained in order to gain acceptance into the PTA Program. If the number of applicants is greater than the planned class size, all applicants who attain at least the minimum required score on each subsection of the rubric are ranked according to their overall rubric score. The 15 applicants with the highest rubric scores are admitted to the PTA Program. As such, meeting the admission criteria does not necessarily guarantee a candidate's admission to the Program.

PROGRAM MISSION

To provide PTA students with a quality learning experience that fosters critical thinking; instills the value of professional behaviors, cultural competence, and lifelong learning; and graduate PTAs who demonstrate the utmost regard for patient welfare through clinical excellence under the direction and supervision of a physical therapist.

The PTA program seeks to extend the spirit of the College's mission by providing an environment that fosters the acquisition of knowledge, application of skills, and development of behaviors expected of the PTA graduate. In so doing, the program serves as a catalyst for prosperity by preparing its students for the successful attainment of licensure and subsequent employment as physical therapist assistants within our global community.

The successful student will benefit from the depth and breadth of knowledge presented in the curriculum combined with acquisition and application of clinical knowledge and skills. As a result, the student will experience achievement of academic excellence and clinical competence. Learning will take place in an environment that is supportive and caring and that strives to provide each student with the resources that are needed for success. The characteristics of the student that will enhance success are enthusiasm, intellectual curiosity and self-direction. Critical thinking skills will be developed throughout the program while emphasizing the *Values-Based Behaviors for Physical Therapist Assistants* in the provision of physical therapy services. In the theoretical and clinical components of the student's education, faculty will serve as facilitators of learning and role models by demonstrating behaviors, attitudes and values of competent health care providers.

Clinical education is an essential component of the Physical Therapist Assistant Program. The full-time Clinical Practicums (PTA1980, PTA2981, and PTA2982) foster the integration and application of the cognitive, psychomotor and affective skills required to competently and safely carry out the responsibilities of the physical therapist assistant under the direction and supervision of the physical therapist.

The education obtained in this program will prepare the PTA graduate for safe and effective practice as a Physical Therapist Assistant in a variety of settings and with patients requiring a variety of physical therapy services. The program's didactic and experiential learning activities support the provision of compassionate, competent and safe patient care regardless of race, creed, color, gender, age, national or ethnic origin, personal lifestyle, economic status, disability, or health status.

LIFELONG LEARNING

The PTA program provides students with a foundation from which to consider continuing education, personal and professional development as an integral part of lifelong learning. In this regard, Program faculty encourage and support: 1) students' membership in the APTA; 2) students' pursuit of the *Advanced Proficiency Pathways* for the Physical Therapist Assistant; and, 3) students' exploration of future educational and career opportunities.

CITIZENSHIP

PTA students are encouraged to engage in student government, student mentorship, community organizations and service-related volunteerism as a means by which to help others and better understand the importance and value of social responsibility. To that end, program faculty will notify PTA students of

such opportunities as they arise. PTA students interested in student government are encouraged to contact the Program Chair.

PROGRAM GOALS

1. Program will provide a learning experience that facilitates educational achievement and economic prosperity.
2. Graduates will exhibit professional conduct that reflects a commitment to meeting the expectations of members of society receiving health care services.
3. Graduates will demonstrate the requisite knowledge, skills and behaviors inherent to the provision of physical therapy services under the direction and supervision of the physical therapist.
4. Program will provide a diversity of clinical education opportunities.
5. Faculty will demonstrate current knowledge in the areas in which they teach.

PROGRAM OUTCOMES

1. Program will maintain a graduation rate $\geq 75\%$.
2. Program will maintain a 12-month post-licensure employment rate $\geq 90\%$.
3. Program will maintain an ultimate licensure pass rate $\geq 90\%$.
4. 100% of students will be placed in both an outpatient setting and an inpatient setting between the two full-time clinical courses, PTA2981 Practicum II and PTA2982 Practicum III.
5. 100% of program graduates will either agree or strongly agree that the program provided a diversity of clinical education sites and experiences via their response to question #27 on the PTA Program Graduate Survey.
6. 100% of PTA program core faculty will engage in at least one continuing education activity per year that pertains to an area in which they have teaching responsibilities.
7. $\geq 80\%$ of institution course evaluation respondents will indicate that the faculty member "Demonstrates knowledge of the material and coursework" for any given PTA technical course.

GRADUATE OUTCOMES

1. 100% of students will achieve an entry-level rating (Level 5) on criteria 1-3 of the Acadaware Assessment System- PAS by the conclusion of PTA2982 Practicum III.
2. 100% of employers completing the Employer Survey will agree or strongly agree that the program graduate employed by their facility exhibits professional conduct reflective of a commitment to meeting the expectations of members of society receiving health care services.
3. 100% of students will achieve an entry-level rating (Level 5) on all remaining criteria of the Acadaware Assessment System- PAS by the conclusion of PTA2982 Practicum III.
4. 100% of employers completing the Employer Survey will agree or strongly agree that the program graduate employed by their facility demonstrates the requisite knowledge, skills and behaviors inherent to the provision of physical therapy services under the direction and supervision of the physical therapist.

PROGRAM CURRICULUM**Semester I – Summer (15 credit hours)**

GEN1000	First Year Seminar	1
ENG1050	College Composition I	3
BIO1230/1235	Anatomy & Physiology I with Lab	4
PTA1000	Intro to Physical Therapy	1
MED2400	Medical Terminology	3
MTH2000+	3 hours in college-level math	3

Semester II – Fall (15 credit hours)

PTA1101/1105	PTA Skills I with Lab	4
PTA1411	Kinesiology I	1
BIO1240/1245	Anatomy & Physiology II with Lab	4
PHL1010	Introduction to Ethics	3
SPE2200	Interpersonal Communication	3

Semester III – Spring (15 credit hours)

PTA1201/1205	PTA Skills II with Lab	4
PTA1310	Pathophysiology	3
PTA1422/1435	Kinesiology II with Lab	5
PSY1210	General Psychology	3

Semester IV – Summer (1 credit hour)

PTA1980	Clinical Practicum I	1
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Semester V – Fall (12 credit hours)

PTA2601	Issues in PT Practice	1
PTA2701/2705	Neurologic Practice with Lab	4
PTA2711/2715	Orthopedic Practice with Lab	4
PSY1360	Life Span Development	3

Semester VI – Spring (7 credit hours)

PTA2902	PTA Capstone	1
PTA2981	Clinical Practicum II	3
PTA2982	Clinical Practicum III	3

Program Total 65

GRADING & ACADEMIC STANDING**PTA PROGRAM GRADING SCALE**

The following grading scale has been adopted for technical (PTA prefix) courses in the Physical Therapist Assistant Program:

A	90-100
B	80-89
C	75-79

D	70-74
F	Below 70

In addition, a uniform weighted grade system is utilized for all technical courses, except PTA2902. (As a capstone course, PTA2902 does not have formal exams and therefore is exempt from the weighted grade system.) This uniform weighted grade system emphasizes the importance of closed-book assessments of knowledge by stipulating that exams and quizzes account for 75% of course grades.

ACADEMIC STANDING

The PTA Program defines *good academic standing* as a minimum of 80% in all PTA technical courses **AND** a minimum 3.0 cumulative GPA since program start. The PTA Program defines *fair academic standing* as 75-79% in all PTA technical courses **OR** less than a 3.0 cumulative GPA since program start.

EXPECTATIONS AND PROGRESSION THROUGH THE PROGRAM

All students in the PTA program shall act in a manner that is safe, legal, culturally competent and ethical in all on and off campus classroom, laboratory and clinical settings. Students are expected to present themselves in the classroom; laboratory; and clinical settings in a manner consistent with the expectations of the APTA; members of the physical therapy and other health professions; and members of society. Students are expected to be active participants in all learning activities. Each student is responsible for their own behavior and in meeting all campus and clinical objectives in a satisfactory manner.

Students are expected to progress through the program in the manner established by the PTA Program curriculum. The curriculum is a linear progression through the program leading toward graduation. The general education courses may be completed prior to or during the semester in which they are planned, but not later than the semester scheduled in the curriculum. The PTA technical courses are scheduled in an order that progresses students through specific areas and levels of knowledge and skills and at a predetermined pace such that this order cannot deviate from the schedule of the curriculum plan.

REQUIREMENTS FOR PROGRAM CONTINUATION

In order to progress through the Physical Therapist Assistant Program, the student must:

1. Complete all prerequisites and enroll in all co-requisites for each semester.
2. Maintain a "C" (75%) or above in all required technical (PTA) courses.
3. Maintain a "C" (70%) or above in all required general education courses.
4. Exhibit personal and professional behaviors in class, lab and clinic consist with APTA Values-Based Behaviors.
5. Consistently demonstrate safe clinical practice. Unsafe clinical practice is defined as a single occurrence or pattern of behaviors/actions in the classroom, lab or clinic involving unacceptable risk of harm or actual harm to the patient, the student or others.

Failure to maintain the above requirements will result in dismissal from the PTA Program.

PRACTICAL AND SKILLS BASED EXAMINATIONS

In order to pass each skills-based or practical examination students must: 1) pass **all Critical Skill Elements**; 2) pass **all Clinical Safety Elements**; and 3) achieve a minimum score of 75% or greater on

each individual section of the examination, as well as a minimum score of 75% or greater on the examination as a whole. **Critical Skill Elements and Clinical Safety Elements** are designated on each practical or skills-based examination.

In the event a student does not achieve a minimum of 75% on each individual section of the examination, as well as a minimum score of 75% on the examination as a whole, **and** pass all **Critical Skill Elements and Clinical Safety Elements** on a practical examination, Skills Competency Assessment, or other skills-based examination, they will be considered as having failed the exam. If the student wishes to continue in the program, the student must retake the failed exam and again meet the requirements for passing. If the student fails to achieve the requirements for passing on the retake, they will be deemed as having failed the course and will be dismissed from the program.

If a student fails a third skills-based exam in a single course, the student will **not** be permitted to retake the exam; will have failed the course and be dismissed from the program. In addition, a student who demonstrates a pattern of retakes across more than one course during a single semester may be at risk for disciplinary action up to and including dismissal from the program.

ELECTRONIC AND WRITTEN EXAMINATIONS

In order to pass each written examination, students must achieve a minimum score of 75%. In the event that a student does not achieve a minimum of 75% on a written examination, the student must take the alternate version of the examination and meet the requirement for passing. The score earned on the initial examination attempt will not be changed. If the student fails to achieve a 75% on the alternate version of the examination, they will be deemed as having failed the course and will be dismissed from the program. If a student fails a third examination in a single course, the student will not be permitted to take the alternate version of the examination; will have failed the course and be dismissed from the program. In addition, a student who demonstrates a pattern of retakes across more than one course during a single semester may be at risk for disciplinary action up to and including dismissal from the program.

The final written examinations in all PTA technical courses are comprehensive, which are consistent with and better support student preparation for the NPTE. Some written examinations may be administered electronically via the learning management system – Canvas. Testing accommodations may be requested as described in the *Accommodations* section of this handbook.

STUDENT LEARNING AND ASSESSMENT

The program provides a variety of learning opportunities for its students including: classroom instruction; laboratory and clinical activities; threaded discussions; off-site experiences; special assignments; open labs; and the use of instructional technologies. The activities and assignments for each course are outlined in the course syllabus. Rubrics are used throughout the PTA curriculum to help students better understand the framework, expectations, and grading of the various assignments.

Program faculty recognizes that students have different learning “styles”, which may align well with certain learning activities and assignments while being equally challenged by others. During Orientation, students are provided with the *Index of Learning Styles* handout and the link to an online learning styles questionnaire to understand their strengths and potential challenges. Although there are no shortcuts to the learning

process, it is the goal of the PTA program that this tool provide a starting point from which students may optimize their individual learning experiences and succeed in their endeavors.

COURSE PARTICIPATION, PREPARATION

The better a student prepares for class and lab, the more actively the student is able to engage and hence learn. For an optimal learning experience, students should complete a general review of the content *in advance of the class*; make note of areas that are not well understood; and ask questions in class related to those areas. In particular, *before the start of each unit or module*, students are expected to complete the following: 1) all assigned readings, 2) define all bold-faced terms within assigned readings, 3) answer chapter review questions (if available in the text being utilized), 4) complete a chapter outline. These materials are to be maintained in an organized portfolio, which will be routinely checked by faculty. While no points are awarded for the course preparation materials, their completion is mandatory. Failure to adhere to the course preparation expectations of the PTA program will result in progressive disciplinary action up to an including dismissal from the program.

It is expected that students in the PTA program will dedicate at least 3 hours of study time per credit hour attempted each week, outside of scheduled class meeting times.

TIMELINESS OF ASSIGNMENT SUBMISSIONS

Grading penalties exist for late submission of work. It is highly recommended that students maintain a paper- or electronic-based calendar with assignment due dates in addition to the assignment calendar in Canvas. For assignments that do not have a late penalty in the rubric, students will receive a 10% reduction in grade for submissions up to one week past the due date. Assignments submitted more than one week past the due date will not be accepted and will be graded as a "0".

ACADEMIC DISHONESTY AND PLAGIARISM

Academic integrity is expected throughout the PTA Program and is required for program continuation. Violations of academic integrity are described in detail in the Terra State Community College Catalog, *Student Code of Conduct*. Any incidents of academic dishonesty and/or plagiarism will not be tolerated by the PTA program and will be addressed by PTA Program Faculty and the appropriate College representative in accordance with the terms and provisions of the College's *Student Code of Conduct* possibly leading up to and including dismissal from the PTA program and the College. Students dismissed from the PTA program for academic dishonesty and/or plagiarism will not be eligible for readmission to the Program.

USE OF ELECTRONIC DEVICES

The use of cell phones during class, lab, written and practical examinations is inconsistent with the behavioral expectations of the physical therapy profession and is prohibited *unless otherwise directed by the course instructor*. Tablets and laptops are permitted in class and lab with instructor approval when used exclusively for note taking or other activities directly related to the content of the class or lab. If the use of any electronic device becomes disruptive to others, the student may be asked to leave the classroom and the dismissal counted as an absence.

ATTENDANCE

Consistent attendance and punctuality is critical to student success and an expectation of the PTA Program, members of the physical therapy profession, and prospective employers. Students should make every effort

to notify the Course Instructor of tardiness or absence *at least one half hour prior to the beginning of class or lab*. A student arriving 10 minutes after start of class will be considered tardy. A student arriving or leaving midway through a class or lab may be considered absent at the discretion of Program faculty.

Quizzes, written and practical exams missed due to absence may be made up at the discretion of Program faculty; however, the final grade of a make-up exam may be reduced by 20% at the discretion of Program faculty. Students should not assume a make-up exam would be available without first consulting Program faculty.

Information related to student attendance and punctuality will be maintained electronically in the Learning Management System. PTA faculty may access this information when providing references for prospective employers or as related to recommendations for future educational pursuits.

Students who have accumulated ten points *in any one course* based on the attendance rubric will be required to meet with the Program Chair in order to determine whether continuation in the class and/or program will serve the best interests of the student and the Program. Although the attendance rubric applies to each course, this does not suggest a minimal acceptable standard of tardiness or absenteeism – *patterns of tardiness or absenteeism less than 10 points but occurring in more than one course and/or multiple semesters can result in progressive disciplinary actions up to and including dismissal from the PTA Program.*

ATTENDANCE RUBRIC

	Tardiness with notification	Tardiness without notification	Absence with notification	Absence without notification
1 st occurrence	X	1 pt.	2 pts.	3 pts.
Subsequent	1 pt.	2 pts.	3 pts.	4 pts.

ASSESSMENT OF STUDENT COMPETENCE AND SAFE PRACTICE

PTA Program faculty believes that the elements of *consistency* and *repeatability* are critical to determining the competence and safe practice of student PTAs. To ensure that students' skills and behaviors reflect a *consistent* and *repeatable* level of safe practice, Program faculty regularly assesses student competence and safety via formal skills-based examinations. **Critical Skill Elements and Clinical Safety Elements** are identified; graded as *Pass/Fail*; and, must be wholly satisfied in order to pass the exam. If 100% of the **Critical Skill Elements and Clinical Safety Elements** are not satisfied, the student is given a failing grade for the examination, *regardless of whether the overall examination score and the score on each individual section is 75% or above*. The program broadly defines **Critical Skill Elements** as the components of a skill that are essential to its successful implementation. **Clinical Safety Elements** are broadly defined as intentional or unintentional behaviors, actions or inactions that expose the patient, student or others to risk of or actual physical harm.

There are three types of clinical competency examinations in the PTA Program:

1. **Skills Competency Assessments (SCA's):** The SCA is a plan of care-based, comprehensive skills exam. There are four SCA's in each of PTA1105 and PTA1205. Elements critical to the successful implementation of the skill(s) being assessed and essential to student and patient safety are identified within each exam and are graded on a Pass/Fail basis. A student cannot pass the SCA without successfully passing all critical skill elements and clinical safety elements of the SCA. Each section of the SCA and the SCA in its entirety must also be passed with a minimum grade of 75%.
2. **Practical Examinations:** Elements critical to the successful implementation of the skill(s) being assessed and essential to student and patient safety are identified in all practical examinations and graded as Pass/Fail. A student cannot pass a Practical Examination without successfully passing all critical skill elements and clinical safety elements of the exam. Each section of the practical examination and the practical examination in its entirety must also be passed with a minimum grade of 75%.
3. **Clinical Readiness Examination (CRE):** The CRE is the final lab practical for PTA2705 and PTA2715. It is a scenario-based, program-culminating examination comprised of two mock plans of care scenarios – one outpatient and one inpatient. The CRE is comprised of a cross-section of previously instructed skills and behaviors to help ensure the student is safe, technically and behaviorally competent to enter the full-time Clinical Practicums – PTA2981, PTA2982 – of the final semester. A student cannot pass the CRE without successfully passing all critical skill elements and all clinical safety elements of the exam. Each section of the exam and the CRE in its entirety must also be passed with a minimum grade of 75%.
 - a. *A failed CRE does not guarantee opportunity to retake the exam.* Opportunity for retake will be determined by the Program Chair pursuant to review of student performance in the failed CRE, performance in previous lab practicals/SCAs, and other factors relevant to the review. Examples of this include but are not limited to disregard of patient responses, display of behaviors inconsistent with the Core Values for PTAs, or a concern deemed by Program faculty to be of an egregious nature.
 - b. If the determination does not allow a retake, the student will be dismissed from the program. If the determination allows a retake, the student must achieve a 75% or higher on each section of the exam and the CRE in its entirety, as well as pass all critical skill elements and all clinical safety elements to remain in the program and proceed to Clinical Practicum II.

In addition to clinical competency examinations, the PTA Program utilizes skill checks to assess competence and safety with regard to individual skills. Skill checks are completed during scheduled labs or open labs. Once the required number of peer check-offs are completed, a student's performance relative to a discrete skill is assessed by an instructor. All identified critical skill elements and clinical safety elements pertaining to a given skill must be passed in order for a student to pass the skill check. If points are associated with a skill check, a student must achieve a score of at least a 75% in addition to passing all critical skill elements and clinical safety elements in order to pass the skill check.

MECHANISMS FOR STUDENT IMPROVEMENT AND RETENTION

Terra State Community College provides students with a variety of services including academic and career services, career planning, counseling center, computer labs, student activities and many more. We highly

recommend all students review the many services available on campus under the Student Services section of the College Catalog and Student Handbook. In addition to the many services provided by the college, student PTAs have the following available to them:

OFFICE HOURS

PTA program faculty will hold regular office hours (no less than 5 hours each week) for student consultation and advising; and, on an as-needed basis throughout each semester. If there is a specific item that needs to be addressed by students, other faculty, or clinical faculty, the person may stop in during the posted office hours, or make an appointment with one or both of the academic faculty members. Each faculty member is responsible for determining his or her own office hours. Faculty office hours are provided in the syllabus for each course and on the door of the instructor's office.

PRIVACY AND CONFIDENTIALITY OF STUDENT/FACULTY MEETINGS

Program faculty encourage student PTAs to discuss private and/or confidential matters in an environment in which privacy and confidentiality can be maintained – such as the faculty office – and not in an area occupied by unintended recipients of such information.

STUDENT RECORDS

The PTA program maintains information specific to enrolled student PTAs – such as completed admission packets, performance improvement notifications, background checks and health records – in locked file cabinets in the Division Office (D219) apart from academic and related records maintained by the institution. Program-specific files for prospective PTA students are maintained in a locked file cabinet in the office of the PTA Program Chair (D202). Student PTAs may request review of part or all of this program-specific record by submitting a signed, written request detailing the reason for the request and the element(s) being requested to the PTA Program Chair.

STUDENT ADVISING

The PTA Program Chair is the primary advisor for pre-PTA and student PTAs. A student should make an appointment to speak with his or her advisor related to academic, personal, health, financial or other issues that may affect their educational and clinical success when an issue arises rather than when it has become overwhelming. To facilitate regular open communication pertaining to student performance, mandatory meetings with the PTA Chair and full-time faculty members are scheduled for all PTA students midway through each semester. These meetings are deferred during the second spring semester, however, as students are participating in their terminal full-time clinical practicums.

OPEN LABS

Open lab times are available throughout each semester for use of the PTA Lab during non-class times. These open lab times are posted on the PTA Lab bulletin board and/or faculty office doors at the beginning of each semester. Students who are unable to attend open lab at the scheduled times may inquire with faculty as to the availability of additional lab time. The following rules and regulations must be adhered to during open lab times:

1. Entrance to and exit from the PTA lab is tracked electronically. No student may enter or remain in the PTA lab in the absence of PTA program faculty.

2. All open labs will have at least one PTA program faculty present to ensure the safety and proper supervision of PTA students.
3. No lab equipment is permitted to leave the PTA classroom or laboratory areas without the approval of PTA program faculty and documented on the Equipment Loan Record.
4. PTA program exercise equipment or physical agents are not to be used by students for personal fitness or health. There is a Fitness Center located in the SAC for students who wish to exercise on campus.
5. Students unable to attend open lab may arrange to practice skills with PTA program faculty at a time when the lab is not otherwise in use.
6. Students may not operate any lab equipment for which they have not been formally instructed by PTA faculty.

LOANING OF EQUIPMENT

The PTA program provides students the opportunity to “sign-out” selected, non-powered equipment in the lab for practice at home. Examples of such equipment include goniometers, tape measures, elastic band and gait belts. Students may sign-out and sign-in equipment with the instructor’s written approval and date out/in indicated on the Equipment Loan Record. Students must return borrowed equipment by the date of the exam for which it was needed. Loaning of equipment is considered a privilege – failure to return equipment by the specified date may result in a reduction of professionalism points and/or exam grade.

REVIEW OF EXAMS

Program faculty will provide office, lecture and/or laboratory time to review completed exams. Students may assess and further develop their test taking skills via the *Test Analysis Tool*, which is distributed for all exam reviews.

Poor performance by a student on a written or practical exam may result in the course instructor meeting with the student individually and recommending remediation activities (e.g. reviewing previous tests/quizzes; referring the student to related reading material or lecture notes, practicing technical skills with the same or a new patient scenario). Poor performance is defined as scoring $\leq 80\%$ on a written exam/quiz or SCA/practical examination *and/or* a current cumulative course grade of $\leq 80\%$.

LEAVE OF ABSENCE, WITHDRAWAL, DISMISSAL, AND READMISSION

LEAVE OF ABSENCE

The program recognizes that students may experience a change in their life or health that adversely affects their continued success and/or ability to participate in the Program for a short period. A student may request a Leave of Absence and return to the Program at the start of the semester subsequent to the last successfully completed semester, pending PTA Program Chair and Faculty review and approval.

Students requesting a Leave of Absence (LOA) must comply with the following:

1. The student must complete and submit the Leave of Absence Request to the PTA Program Chair within 30 days of the Leave effective date.
2. The student must readmit to the next cohort's scheduled semester start consistent with the point at which the leave of absence began.

- a. Example 1: a student who is granted a LOA after successful completion of all first-year Summer and Fall courses would readmit to the start of the first-year Spring semester of the next cohort.
 - b. Example 2: a student who is granted a LOA after successful completion all courses through the second-year Summer semester would readmit to start of the 2nd-year Fall semester of the next cohort.
3. The student's readmission must provide for completion of the Program in no more than 150% of total program length from the student's original Program start date.
 4. The student's readmission is dependent upon seat availability in the next cohort.
 5. The student may be required to complete and pass comprehensive written examinations and SCAs/practical examinations associated with previously completed technical coursework in order to demonstrate adequately retained knowledge and skills within 60 days of the prospective readmission date.

DISMISSAL OR WITHDRAWAL

A student dismissed from or choosing to withdraw from the PTA Program may request consideration for readmission by submitting a letter to the PTA Program Chair. The letter should reflect the circumstances that resulted in the student's dismissal or withdrawal and changes in circumstances, behaviors and/or practices that support and demonstrate the student's prospective ability to successfully complete the program.

Requests for readmission to the PTA Program must be submitted in writing to the PTA Program Chair within 30 days of departure from the Program. Requests for readmission will be reviewed on a *case-by-case* basis. Students who request readmission must meet the admission requirements, along with the deadline requirements (if applicable), for the program start to which they are reapplying.

Readmission will be based on:

1. Faculty determination of significant change to, or resolution of, student's circumstances consistent with the academic, clinical and behavioral expectations for successful program completion.
2. Readmission timeframe that provides for completion of the Program in no more than 150% of total program length from the student's original Program start date.
3. Seat availability.
4. Updated application score.
5. Updated health records and background check.
6. Completing and passing comprehensive written examinations and SCAs/practical examinations associated with previously completed technical coursework in order to demonstrate adequately retained knowledge and skills within 60 days of the prospective readmission date.

If readmitted, the student will receive a letter from the PTA Program Chair indicating the student's acceptance and conditions, if any, of readmission. Students will be required to sign and return one copy of the letter as an indication of agreement to the conditions.

A student is allowed to reapply to the program only once. If the student withdraws or is dismissed from the program a second time regardless of circumstances or reason, the student will not be considered for a second readmission to the PTA program.

GRADUATION AND LICENSURE EXAM

Students are required to conduct a graduation self-audit prior to the final semester, to ensure they have met all of the College's and Program's requirements for graduation and award of AAS – Physical Therapist Assistant. Student PTAs may make an appointment with the PTA Program Chair or Academic Advisor to review their academic completion plan.

The PTA Program recognizes that students may want to take the NPTE prior to graduation for reasons such as competitive employment. The Program will consider a student's request to test prior to graduation if the student completes the first PEAT (NPTE practice exam) in PTA2902 with all Content Area predictive score ranges at or above the "600" threshold.

OFF-CAMPUS LEARNING ACTIVITIES AT NON-CONTRACTED LOCATIONS

On occasion, the PTA Program may provide learning activities that take place off-campus. As with contracted clinical facilities, off-campus non-contracted locations are responsible for the safety of persons participating in these activities, and therefore must be notified of that responsibility directly by the PTA Program as follows:

All visits to non-contracted locations as part of the PTA program’s scheduled learning activities will occur under the direct supervision of PTA Program faculty.

Students will abide by the expressed policies and procedures of the non-contracted location and follow all directives of staff with regard to client and student safety. Students will be informed by staff of the non-contracted location of any general regulations and minimum safety standards including fire safety procedures, hazardous material management, universal precautions, airborne and protective isolation and personal safety.

The non-contracted location shall provide physical facilities and environment supportive of a safe learning experience for the students, within any limitations agreed upon between the site and Program faculty where applicable.

Furthermore, the non-contracted location shall assume responsibility for its own equipment such that it has been inspected and deemed to be in safe working order.

This page serves to acknowledge the acceptance of these terms and conditions on the part of the non-contracted location and the Terra State PTA Program.

Name, address of Organization

Organization Representative Date of Visit

Terra State Program Faculty Date of Visit

CLINICAL EDUCATION STUDENT & FACULTY HANDBOOK

Welcome

The Physical Therapist Assistant Program faculty would like to welcome you to the Terra State Community College clinical education team. The purpose of this handbook is to provide you with the information that you will need regarding the clinical education elements of the PTA curriculum.

It is our hope that this handbook will help to answer any questions that you may have regarding the student clinical education program. However, it is recognized that no handbook can answer every question that may arise during the clinical experience. To that end, please feel free to contact the Director of Clinical Education (DCE) or the PTA Program Chair.

OVERVIEW OF CLINICAL EDUCATION CURRICULUM

The Program's clinical education curriculum is comprised of PTA1980 (Clinical Practicum I); PTA2981 (Clinical Practicum II); and PTA2982 (Clinical Practicum III). PTA1980 is a 3-week, 112-hour clinical practicum that fosters early application and integration of fundamental knowledge, skills and behaviors under the direction and supervision of a licensed PT or PTA. This practicum is scheduled after successful completion of the first year's coursework and prior to PTA2701 (Neurologic Practice) and PTA2711 (Orthopedic Practice). In this manner, PTA1980 provides students with their first experience in direct patient care and clinical context for subsequent courses in the PTA curriculum. PTA1980 is comprised of 10 behavioral areas in addition to the skills, intervention and data collection techniques of the following 8 broad categories acquired during the first year:

- | | |
|--|--|
| 1. Infection control; vital signs | 5. Patient handling skills |
| 2. Patient positioning and draping | 6. Patient mobility skills |
| 3. PROM; AROM | 7. Physical agents |
| 4. Basic therapeutic exercise & conditioning | 8. Basic wound & compression bandaging |

PTA2981 and PTA2982 are both 8-week full-time clinical practicums scheduled in the final semester of the program. Note: there are five on-campus meets for PTA2902 – PTA Capstone – for which students are **not** scheduled in clinic, which results in a total of 304 hours each for PTA2981 and PTA2982. Students develop a generalist PTA background by completing one full-time inpatient practicum and one full-time outpatient practicum. The three clinical education practicums total 720 hours.

SELECTION & ASSESSMENT OF CLINICAL EDUCATION SITES, FACULTY

Overarching Goal: *Clinical education sites and faculty will provide optimal learning experiences for students consistent with the mission, goals and objectives of the program and indicative of a commitment to lifelong learning.*

The selection and use of clinical education sites and faculty is guided by the APTA documents:

1. *Guidelines for Clinical Education Sites*
2. *Guidelines for Clinical Instructors*
3. *Guidelines for CCCEs/SCCEs*
4. Annual assessment of data from sources including the *Clinical Site Information Form (CSIF)*; *PTA Student Evaluation of Clinical Experience and Clinical Instruction (CECI)*; Acadaware Assessment System- PAS; and site visit notes.

The general qualifications for clinical education faculty are:

1. Graduated from an accredited PT or PTA program
2. Holds current Ohio licensure as a PT or PTA
3. Compliant with continuing education requirements for continued licensure
4. Active in clinical practice as a PT or PTA for at least one year prior to accepting a student.

Clinical Education faculty are expected to demonstrate the following skills and behaviors adopted from the APTA's guidelines for Clinical Instructors and Center Coordinators of Clinical Education/Site Coordinators of Clinical Education:

1. Clinical competence and legal and ethical behaviors that meet or exceed the expectations of members of the profession of physical therapy. (CI, CCCE/SCCE)
2. Effective communication skills. (CI, CCCE/SCCE)
3. Effective behavior, conduct, and skill in interpersonal relationships. (CI, CCCE/SCCE)
4. Effective instructional skills. (CI, CCCE/SCCE)
5. Effective supervisory skills. (CI, CCCE/SCCE)
6. Effective performance evaluation skills. (CI, CCCE/SCCE)
7. Effective administrative and managerial skills. (CCCE/SCCE)
8. Ability to effectively coordinate the assignments and activities of students at the clinical education site. (CCCE/SCCE)

Program faculty, in collaboration with clinical education faculty, will identify development activities for clinical education faculty based on assessment of data collected from areas including Acadaware Assessment System- PAS; the CECI; site visit notes; clinical education faculty and graduate survey data.

CLINICAL EDUCATION FACULTY RIGHTS AND PRIVILEGES

Although individuals who serve as Clinical Education faculty are not employees of Terra State, the PTA program provides for the following rights and privileges of clinical education faculty:

1. Open invitation to attend and participate in PTA Advisory Committee meetings. At these meetings, clinical faculty has the opportunity to contribute to the advancement of the clinical education program and discuss other relevant matters such as development activities for clinical education faculty.
2. Clinical education faculty will be provided with copies of all relevant information in an affiliating student's information packet, including assessment forms, medical information, liability notices,

and the PTA Student Handbook in advance of the student's arrival at their facility for the clinical education experience.

3. PTA Program faculty will provide on-site in-services to clinical education faculty upon request from the clinical site to the Program Chair or the DCE.
4. The PTA Program will provide resources and development opportunities to clinical education faculty based on the needs identified by the above methods and in collaboration with clinical education faculty.

RESPONSIBILITIES

DIRECTOR OF CLINICAL EDUCATION

The Director of Clinical Education (DCE) and is responsible for organizing, directing, coordinating, and evaluating the clinical education program of the College's Physical Therapist Assistant Program.

Contact: Teresa Sutter, M.Ed., LPTA • 2830 Napoleon Rd. • Fremont, Ohio 43420 • 419.559.2184.

The DCE's responsibilities include:

1. Select clinical education sites for student placements based on PTA program policies.
2. Develop and coordinate clinical education placements with the Clinical Education Facilities (CEFs), CCCEs/SCCEs and CIs having a number, quality, and diversity consistent with the needs of the program and its students.
3. Annual assessment of the program's clinical education elements including the curriculum, practicum hours, number and diversity of affiliated and available sites, clinical instruction.
4. Develop, implement, and assess program-sponsored clinical education faculty development.
5. Ensure that all clinical sites have current and active clinical affiliation agreements with the program.

CENTER/SITE COORDINATOR OF CLINICAL EDUCATION

The Center Coordinator of Clinical Education (CCCE)/Site Coordinator of Clinical Education (SCCE) is employed by the clinical education facility to organize, direct and coordinate the PTA student's clinical practicum. *If there is no designated CCCE/SCCE from the clinical facility, the Rehabilitation Director will be responsible for these areas.* The CCCE's/SCCE's responsibilities include:

1. Act as the primary liaison between the clinical facility and the program's DCE.
2. Coordinate clinical experiences for affiliated colleges and universities based on facility policy.
3. Provide orientation materials or coordinate the provision of such materials to the students prior to or on the first day of their practicum.
4. Delegate the supervision of students to staff PTs and/or PTAs based on the requirements for Clinical Instructor.
5. Provide the Clinical Instructor with the necessary information from the affiliating college including but not limited to course syllabus, curriculum and data from student record.
6. Monitor the CI/student relationship. Provide interventions as necessary to support this relationship.
7. Report any complaints involving the PTA program or its students in a timely manner to the PTA Program Chair or the DCE. If the complaint should be regarding the Program Chair or the DCE, the complaint should be reported directly to the Vice President for Academic Affairs at Terra State.

CLINICAL INSTRUCTOR

A clinical instructor (CI) is a licensed physical therapist or physical therapist assistant who is employed by the CEF and designated by the CCCE/SCCE to supervise and evaluate the PTA student(s) during the clinical practicum. A CI must have at least 1 year of clinical experience prior to accepting their first student PTA. The CI must complete training for the Acadaware Assessment System- PAS.

The CI shall:

1. Provide supervision of a physical therapist assistant student.
2. Have competence in the area(s) of clinical practice in which the CI is providing supervision to a student.
3. Act in a manner that supports student success and the stated objectives or outcomes of the practicum.
4. Act in accordance with state statute, the policies of all third-party payers, and in accordance with all Agency policies.
5. Contribute to the evaluation of the student's performance by providing information to PTA program faculty and the student regarding the student's achievement of established objectives or outcomes.
6. Review with the student:
 - a. The responsibilities of clinical education faculty and the role of the CI;
 - b. CEF expectations for student behaviors and patient safety
 - c. The course and clinical objectives or outcomes;
 - d. Evaluation of the clinical practicum
7. Provide supervision to no more than two physical therapist assistant students at any one time; and only such that the CI can sufficiently supervise the practice of both students without compromise to student learning and patient safety.

CLINICAL EDUCATION FACILITY (CEF)

Student Orientation

The site shall provide an orientation for the PTA student at the start of the practicum. This orientation should cover, at a minimum, a facility tour, policies, procedures, and guidelines regarding the use of facility equipment, confidentiality, documentation, general regulations and safety standards including fire safety procedures, hazardous material management, universal precautions, airborne and protective isolation and personal safety equipment location and use.

Equipment and Facilities

Each clinical education site shall assume responsibility for its own equipment such that it has been inspected, calibrated and/or otherwise determined to be working properly. Each clinical education site shall have policies regarding the handling, storage, and disposal of any hazardous waste. These policies will be reviewed with the students that participate in the clinical education program at the facility, as part of the student's orientation to the facility.

Confidentiality

All clinical education facilities are expected to have policies and procedures regarding the handling of protected health information, documentation and medical records. Furthermore, each facility should have policies in place regarding the use of informed consent with patients that are seen by students, as well as guidelines regarding the use of human subjects for educational purposes. These policies, procedures, and

guidelines should be reviewed with the students that participate in the clinical education program at the facility as part of the student's orientation to the facility.

Supervision

The supervision of PTA students during all clinical education experiences should be performed by qualified facility personnel as articulated previously in this handbook. Furthermore, the supervising Clinical Instructor must be present while the student is performing patient care activities. If the assigned CI is unable to be present for any reason, a qualified CI must be substituted for that time period. ***If a substitute CI is not available, the CCCE/SCCE must report this to Program Faculty and the student may only participate in non-patient care activities*** such as chart reviews, in-services, documentation, and/or observation of other healthcare professionals at the facility. If these guidelines are not being followed, the student is to contact the DCE immediately.

STUDENTS

General Responsibilities:

1. Contact the CCCE/SCCE or CI at least 2 weeks prior to the start of the clinical practicum. This process should also allow the student to gather information from the CI regarding parking, dress code, and any departmental policies they may need to be aware of prior to the start of the practicum.
2. Make the appropriate transportation arrangements.
3. Comply with the dress code of the Program and any additional appearance policies required by the clinical facility.
4. Abide by all policies and procedures of the clinical facility.
5. Behave in a professional, legal, ethical and safe manner at all times.
6. Identify and seek any learning experiences that will enhance knowledge and skills relevant to practice as a Physical Therapist Assistant.
7. Communicate with the CI, CCCE/SCCE, and/or PTA Program faculty whenever needed regarding any concerns, questions, or issues that may arise during the practicum.
8. Abide by all policies and assignments as articulated in the course (practicum) syllabus and PTA Program Handbook.

Attendance and Tardiness

Attendance and adherence to the start/end times of the clinical schedule is expected for each scheduled day of the clinical practicums. Absences and tardiness will be monitored and addressed by the CI/CCCE/SCCE and the DCE. ***It is the student's responsibility to report all absences to the CI or center designee AND DCE by phone, text or email prior to the scheduled start time of the day of the absence.*** If a student is routinely tardy, the CI must report the behavior to the DCE as soon as the pattern becomes evident. The DCE will contact the student to remediate the situation.

1. **Practicum I (PTA1980):** Absence during this practicum must be either made up by adding the missed days to the end of the scheduled practicum to keep the experience continuous, or rescheduled at the discretion of Program and Clinical Education faculty. If the clinical site is unable to accommodate rescheduling the absence(s), the student will be given an Incomplete (I) for the course until such time that the course requirements can be fulfilled and prior to the start of the next semester.

2. **Practicums II, III (PTA2981, PTA2982):** Students are allotted *one excused absence* (faculty approval) for each of these practicums. Program and Clinical Education faculty will collaborate to determine whether a need exists to make up lost time for absences due to center closings (inclement weather, bomb threat, etc.). Any additional absences resulting from work conflict, illness or other personal circumstances may place the student at risk for failing the course and dismissal from the program. *Students should not assume that missed days can be rescheduled.*

Professional Behaviors

Students are expected to conduct themselves in a professional manner at all times, including in all classroom, laboratory, and clinical settings. The guidelines for these behaviors can be found in the American Physical Therapy Association (APTA) *Standards of Ethical Conduct for the Physical Therapist Assistant*.

Substance Abuse

The Terra State Community College *Drug and Alcohol Policy* states, "The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in or at Terra State Community College". In addition, Ohio Statute governing the practice of physical therapy states that a licensee [and, by extension, a PT or PTA student] shall not practice physical therapy while the ability to practice is impaired by alcohol, controlled substances or narcotic drugs (§4755-27-05 Code of Ethical Conduct).

PTA education consists of clinical education and learning activities, which take place in a variety of off-campus settings. Students will be governed by the *Drug and Alcohol Policy* of the College in addition to those of the particular site or organization where present.

In the event a student is suspected of substance abuse during an off-campus program-related experience, the CI, CCCE/SCCE, or other organization designee will document the conditions giving rise to the reasonable suspicion and contact the DCE or the PTA Program Chair immediately. The subsequent course of action will be guided by the substance abuse policies of the College and those of the off-campus site, where present, and may include request for drug screening. Examples of reasonable suspicion may include but are not limited to:

1. A controlled substance or alcoholic beverage found in the possession of the student, on his/her person or under her/his control. Under his/her control includes, but it not limited to the student's locker, automobile, book bag, duffel bag.
2. Appearance of impairment, including, but not limited to:
 - a. Increased drowsiness, decreased motor coordination, changes in pupil size, excitation, euphoria, alcohol odor on the breath, intoxicated behavior without alcohol odor, increased or repeated errors, decreased concentration, memory problems, notable change in verbal communication (stuttering, loud, incoherent, slurred, etc.) or written communication, frequent or unexplained disappearances, irrational or aggressive behavior (verbal or physical) and/or disorientation.

Personal Appearance

Students are expected to keep a neat, clean, and professional appearance at all times while representing the Terra State PTA Program. Personal appearance is regarded as an important part of being an effective professional in the physical therapy field. Attention should be given to dress as well as personal hygiene in the classroom, laboratory, and clinical areas.

Hair should be clean and neat. Any long hair should be pulled out of the way of the face. Beards and mustaches must be kept clean and neatly trimmed. Nails should be kept clean and short. Artificial nails of any type are not permitted. Students should refrain from wearing perfume, cologne, or scented fragrances during their clinical practicums. This is for the safety of the patients, as some may be allergic to them.

Students are expected to wear the Terra State PTA Program polo shirt and khaki pants, closed toe shoes, and socks to the Integrated Practice and full-time clinical experiences. Students are also expected to comply with any additional appearance policies required by the clinical facility, such as may be the case regarding piercings, tattoos, and other related areas. Jeans are not permitted unless the facility has a policy allowing them to be worn.

Name Badges

Students are required to obtain the Terra State PTA Program name badge prior to the start of Practicum I. This name badge is obtained through the Admissions Office and differs from the Terra State Student ID in that it identifies the student as a Student Physical Therapist Assistant (SPTA). Such identification is required for informed consent prior to the initiation of each clinical care episode. Students must dress in professional attire, which includes wearing the Terra State PTA Program polo shirt.

A facility may require that SPTAs wear the facility's name badge during the practicum. In such cases, the facility's name badge may be worn, but the student must be cognizant to clearly identify themselves as a student PTA from Terra State Community College.

Preparedness

Students are expected to arrive at the clinical facility prepared for each day that they are on a clinical experience. This would include finishing all assignments given by the CI that are due for that day, bringing any necessary materials that may be needed, and researching any skills or clinical diagnoses that they may be exposed to on that day.

Confidentiality

Students must maintain confidentiality at all times in the clinical setting, per HIPAA statute. It is not considered legal or ethical practice to communicate by any means – including but not limited to use of social media; email; telephone; or verbal discussion – protected health information with other individuals who are outside of the direct care responsibilities of a patient. This includes other patients, other healthcare

providers not involved in the patient's care, family members, friends, classmates, and instructors. If a case study is to be used by the student, the patient's name and any other patient identifying information must be removed from the case report. Please see the informed consent policy regarding the use of patient information.

For situations in which a student is found to have violated patient confidentiality, the program will follow the Student Code of Conduct as stated in the Terra State Community College Student Handbook.

CPR, Immunization and Physical

Students are required, at their own expense, to obtain Basic Life Support (BLS) CPR certification for Health Care Providers through the American Heart Association (2-year renewal) prior to program start and maintain their CPR certification throughout the program. Failure to obtain and/or maintain CPR licensure may prohibit a student from participating in the required clinical education experiences of the program, which may adversely affect the student's academic standing or ability to complete the Program.

Each student is also required to have the following as part of the program's admission and continuation processes:

1. 2-step Mantoux prior; 1-step annually thereafter
2. TDap, MMR proof of immunity within last 10 years
3. Varicella proof of immunity within last 10 years
4. HEP B vaccine
5. Physical

Background Checks/Drug Testing

Students are required to obtain a BCI/FBI background check prior to Program start and annually thereafter through program completion. Each clinic site may have their own background and drug testing requirements. *It is the students' responsibility to comply with the requirements as outlined by the clinical education facility's policies and procedures.* Subsequent clinical sites may require further or updated background checks. It is the students' responsibility to review the information provided by the clinical education sites in order to ensure that all requirements are met.

CLINICAL AFFILIATION AGREEMENT

The clinical affiliation agreement will be fully executed, current and unexpired before a student may be placed at the facility. The agreement will include a statement regarding the general and professional liability and insurance policy. The agreement, unless otherwise articulated within the agreement, will auto-renew on an annual basis. Either the clinical facility or Terra State may terminate the agreement with a notice period attached. The DCE will ensure the terms of the affiliation agreement continue to meet the needs of the program and the clinical facility on an annual basis.

ARRANGEMENT OF CLINICAL PLACEMENTS

Requests for all clinical practicums will be mailed and/or emailed to affiliated clinical sites or the organization's designee on or after March 1 of each year. The requested deadline to return clinical placements is May 30. The CCCE/SCCE will receive the specific student assignments on or around November 15 for PTA2981 (Clinical Practicum II) and on or around January 15 for PTA2982 (Clinical Practicum III). The CCCE/SCCE will be responsible for assigning students to the appropriate clinical education faculty at the site.

The purpose of these practicums is to prepare graduates to be generalist PTA practitioners able to efficiently and effectively carry out their duties within the appropriate scope of practice in an ever changing and diverse health care environment. PTA1980 is designed to provide an immersive and generalized experience in clinical practice without restriction to site classification. PTA2981 and PTA2982, however, must be comprised of two distinctly different environments in order to provide the diversity required of a generalist PTA at graduation. As such, each student will be scheduled for one inpatient and one outpatient practicum.

Students are provided an opportunity to express preferences for site placement prior to the finalization of the practicum schedule. The DCE determines final practicum placements in collaboration with Program Chair and – in some cases – Clinical Education faculty based on such factors as students' lifelong-learning interests, site location, specialty areas, and students' expressed preferences.

Due to the level of planning, coordination and collaboration required to place students into the clinical setting, students are not allowed to rearrange or "trade" their clinical placements. If there are extenuating circumstances that may require a change, it should be discussed in advance of the start of the practicum with the DCE.

Factors such as availability of clinical sites and rotation of students' in- and outpatient experiences may limit the program's ability to schedule students close to home. Students can expect travel time of up to one hour each way. All expenses incurred because of participation in the clinical education elements of the PTA program (transportation, housing, meals, etc.) are the responsibility of the student unless otherwise provided by the host clinical facility.

Students will not be placed in a clinical facility where they have been employed within the physical therapy setting within the last 2 years.

DETERMINATION OF COMPETENCE FOR CLINICAL PRACTICUMS

PTA Program faculty believes that the elements of consistency and repeatability are critical to determining the competence and safe practice of student PTAs. To ensure that students' skills and behaviors reflect a consistent and repeatable level of safe practice, Program faculty regularly assesses student competence and safety via formal skills-based examinations. Critical Skill Elements and Clinical Safety Elements are identified; graded as Pass/Fail; and, must be wholly satisfied in order to pass the exam. If 100% of the Critical Skill Elements and Clinical Safety Elements are not satisfied, the student is given a failing grade for the examination, regardless of whether the overall examination score and the score on each individual section is 75% or above. The program broadly defines Critical Skill Elements as the components of a skill

that are essential to its successful implementation. Clinical Safety Elements are broadly defined as intentional or unintentional behaviors, actions or inactions that expose the patient, student or others to risk of or actual physical harm.

There are three types of clinical competency examinations in the PTA Program:

1. **Skills Competency Assessments (SCA's):** The SCA is a plan of care-based, comprehensive skills exam. There are four SCA's in each of PTA1105 and PTA1205. Elements critical to the successful implementation of the skill(s) being assessed and essential to student and patient safety are identified within each exam and are graded on a Pass/Fail basis. A student cannot pass the SCA without successfully passing all critical skill elements and clinical safety elements of the SCA. Each section of the SCA and the SCA in its entirety must also be passed with a minimum grade of 75%.
2. **Practical Examinations:** Elements critical to the successful implementation of the skill(s) being assessed and essential to student and patient safety are identified in all practical examinations and graded as Pass/Fail. A student cannot pass a Practical Examination without successfully passing all critical skill elements and clinical safety elements of the exam. Each section of the practical examination and the practical examination in its entirety must also be passed with a minimum grade of 75%.
3. **Clinical Readiness Examination (CRE):** The CRE is the final lab practical for PTA2705 and PTA2715. It is a scenario-based, program-culminating examination comprised of two mock plans of care scenarios – one outpatient and one inpatient. The CRE is comprised of a cross-section of previously instructed skills and behaviors to help ensure the student is safe, technically and behaviorally competent to enter the full-time Clinical Practicums – PTA2981, PTA2982 – of the final semester. A student cannot pass the CRE without successfully passing all critical skill elements and all clinical safety elements of the exam. Each section of the exam and the CRE in its entirety must also be passed with a minimum grade of 75%.

In addition to clinical competency examinations, the PTA Program utilizes skill checks to assess competence and safety with regard to individual skills. Skill checks are completed during scheduled labs or open labs. Once the required number of peer check-offs are completed, a student's performance relative to a discrete skill is assessed by an instructor. All identified critical skill elements and clinical safety elements pertaining to a given skill must be passed in order for a student to pass the skill check. If points are associated with a skill check, a student must achieve a score of at least a 75% in addition to passing all critical skill elements and clinical safety elements in order to pass the skill check.

Students are required to pass all skill checks, practical examinations, SCAs and/or CREs associated with each lab course in order to progress through the PTA curriculum and qualify for participation in the clinical practicums. In order to pass each skills-based or practical examination students must: 1) pass **all Critical Skill Elements**; 2) pass **all Clinical Safety Elements**; and 3) achieve a minimum score of 75% or greater on each individual section of the examination, as well as a minimum score of 75% or greater on the examination as a whole. **Critical Skill Elements and Clinical Safety Elements** are designated on each practical or skills-based examination.

In the event a student does not achieve a minimum of 75% on each individual section of the examination, as well as a minimum score of 75% on the examination as a whole, **and** pass all **Critical Skill Elements and Clinical Safety Elements** on a practical examination, Skills Competency Assessment, or other skills-based examination, they will be considered as having failed the exam. If the student wishes to continue in the program, the student must retake the failed exam and again meet the requirements for passing. If the student fails to achieve the requirements for passing on the retake, they will be deemed as having failed the course and will be dismissed from the program.

If a student fails a third skills-based exam in a single course, the student will **not** be permitted to retake the exam; will have failed the course and be dismissed from the program. In addition, a student who demonstrates a pattern of retakes across more than one course during a single semester may be at risk for disciplinary action up to and including dismissal from the program.

A failed CRE does not guarantee opportunity to retake the exam. Opportunity for retake will be determined by the Program Chair pursuant to review of student performance in the failed CRE, performance in previous lab practicals/SCAs, and other factors relevant to the review. Examples of this include but are not limited to disregard of patient responses, display of behaviors inconsistent with the Core Values for PTAs, or a concern deemed by Program faculty to be of an egregious nature.

If the determination does not allow a retake, the student will be dismissed from the program. If the determination allows a retake, the student must achieve a 75% or higher on each section of the exam and the CRE in its entirety, as well as pass all critical skill elements and all clinical safety elements to remain in the program and proceed to Clinical Practicum II.

DETERMINATION OF SATISFACTORY PROGRESS IN CLINICAL EDUCATION

PTA1980 is a 3-week, 112-hour initial practicum experience. Students' knowledge, skills and behaviors are evaluated via the course's *Assessment of Student Performance* and reviewed with the student on the final day of the practicum. The final grade for this course is determined by the DCE based on this assessment tool. Students must achieve a "Pass" in all critical safety elements and a minimum score of 75% on the behaviors and skills in order to pass this practicum. Failure to pass the practicum will result in failure to pass the course. The PTA Program will have the option, pursuant to a review of all factors relevant to the failed practicum, to grant a student one retake of the failed course. The student must achieve a "Pass" in all critical safety elements and a minimum score of 75% on the behaviors and skills in order to pass the retake. If the retake was granted and is not passed, the student will be deemed as having failed the course and be dismissed from the program.

The final, full-time clinical practicums (PTA2981, PTA2982) are graded in accordance with the PTA Program Grading Scheme (S/U), the course grading rubric, and successful completion of all course assignments including a weekly journal; submission of the completed CECI; satisfactory completion of an in-service during the practicum; and performance on the Acadaware Assessment System- PAS.

Although the course criteria may be satisfied, a student will receive an immediate failing grade as a result of one or more of the following:

1. An egregious concern is raised by the CI. Examples include but are not limited to willful disregard of patient concerns/responses or CI direction and instance(s) of harm to patient, self or others in situations determined as preventable.
2. Failure to meet the terms and expectations of a remediation plan.
3. Violation of the PTA Program Attendance Policy.
4. If concerns identified at mid-term are deemed as having a poor prognosis for student completion or present a potentially high risk for harm of patient, student, or clinical education faculty.

SCHOOL HOLIDAYS AND INCLEMENT WEATHER

Students shall be scheduled in accordance with the holidays observed by Terra State and the facility. For circumstances in which the college and facility holiday observances differ, *students will follow the clinical facility's holiday schedule.*

When a clinical facility closes due to inclement weather or other emergency, the student is to report the closing to the DCE upon receipt of that decision. Such circumstances will not be counted as an absence; however, program and clinical education faculty may determine whether a student will be required to make up the missed hours based on student performance and progress towards goals. For snow or other emergency circumstances in which Terra State is closed, student attendance at the clinical practicum will be guided by the policies and procedures of the clinical facility, consideration for patient needs and student safety as determined by program and clinical education faculty.

ACCIDENTS

All accidents that occur in the clinical setting must be reported to the CI or center designee as dictated by facility policies and procedures. Students may be required to complete an incident report or related form.

If the student is injured while participating in a clinical practicum, the clinical facility will respond appropriately to safeguard or treat the student at the expense of the student, if applicable. The student and/or CI must also fill out an incident report and notify the DCE of the situation.

STUDENT IN-SERVICES

Students are required by the PTA Program to present an in-service (PTA2981, PTA2982) of the student's and CI's choosing that is related to the practice of physical therapy at each full-time clinical practicum. Clinical education faculty should evaluate and provide pertinent feedback to the student utilizing the Terra State *Record of Student PTA In-Service.*

EARLY TERMINATION OR REASSIGNMENT OF CLINICAL PRACTICUM

The CCCE/SCCE may request to withdraw a Terra State student PTA whose performance is deemed unsafe or whose health status may adversely affect patient care or the student's successful completion of the

practicum. The concern should be documented and provide evidence of prior discussion and attempts to remediate prior to the withdrawal request. The CCCE/SCCE should contact the DCE at the time the concern(s) are first apparent.

In the event a student is withdrawn from a clinical practicum, the DCE will develop and administer a plan that provides the student with a framework for remediation of the skills/behaviors in question together with a timeline for completion/correction; and clearly articulated consequences for failure to meet the expectations and timeline.

If a student is unable to complete a clinical practicum due to health or personal reasons, PTA program faculty will determine an appropriate course of action based on review of the circumstances at the time of the Incomplete subject to the policies governing progression through and readmission to the program.

KNOWLEDGE OF PROGRAM AND COLLEGE POLICIES AND PROCEDURES

The PTA program follows the policies and procedures of Terra State in the College Catalog and Student Handbook.

Policies and procedures that are exclusive to the PTA Program are found in the *PTA Student and Clinical Education Handbook*. Each of these documents is made available to students during the application process and at the PTA Program's Student Orientation prior to program start.

Students are expected to have a working knowledge of the PTA Program's policies and procedures and are required to acknowledge review of and agree to abide by the policies and procedures of the PTA Program via the *PTA Student Acknowledgement Page*.

CONCERNS & COMPLAINTS

Students who are involved in clinical education at an outside facility should first discuss the concern(s) with the CI or CCCE/SCCE. If the concern pertains to the CI or CCCE/SCCE or is not otherwise resolved after initial discussion, the student should discuss the concern with the DCE, who will then review and evaluate the matter in an effort to resolve the concern in an equitable manner that complies with any relevant institutional or program policies and procedures.

CI's and CCCEs/SCCEs who have a concern about a student should first discuss the concern(s) with the student. If the concern is not resolved, the CI or CCCE/SCCE should contact the DCE, who will then review and evaluate the matter in an effort to resolve the concern in an equitable manner that complies with any relevant institutional or program policies and procedures.

Clinical education faculty with a formal complaint against the PTA program should send the complaint in writing to the PTA Program Chair. The PTA Program Chair will be responsible for investigating and evaluating the complaint. The complainant will be kept apprised of the process as it evolves, and will be notified in writing of the final actions regarding the complaint within 30 days from the date the complaint was filed. If the complaint is not resolved to the complainant's satisfaction or the complaint is against the

PTA Program Chair or the DCE, the complaint should be forwarded in writing to the Dean of Allied Health, Nursing, and Science.

In the event Terra State staff receive the complaint directly, it will be forwarded to the PTA Program Chair within 48 hours of receipt.

A record of all formal complaints, the investigation and evaluation of the complaint, and the final report with regard to complaint resolution will be securely maintained by the PTA Program Chair for a period not to exceed three years; and, a copy sent to the Dean of Allied Health, Nursing, and Human Services.

STUDENT SAFETY

Students will abide by the Policies and Procedures of the clinical education site and follow all directives of clinical education faculty with regard to safety. Clinical education faculty will provide students with the center's regulations and minimum safety standards including fire safety procedures, hazardous material management, universal precautions, airborne and protective isolation and personal safety.

If applicable, the clinical education facility will provide emergency health measures to a student at the expense of the student.

The clinical education facility shall provide safe physical facilities and environment needed for the learning and clinical experience of the students assigned to the site, within the limitations as may be expressed by the facility.

Clinical facilities are responsible for maintaining and administering policies and procedures that ensure the safety of its staff, students and patients/clients.

CLINICAL EDUCATION FACULTY ACKNOWLEDGEMENT PAGE

I, _____, understand and agree to all of the policies and procedures outlined in the Terra State PTA Program Clinical Handbook.

I further acknowledge that I have received this handbook, and having reviewed its contents, recognize that there are certain rights and privileges bestowed upon me as part of the clinical education faculty by the Terra State Community College PTA Program as outlined in this document.

Signature of CCCE/SCCE Date

Signature of CI Date

Signature of secondary CI (where scheduled) Date

PTA STUDENT ACKNOWLEDGEMENT PAGE

I, _____, have reviewed the Terra State Community College *PTA Program Student and Clinical Handbook* in its entirety. I readily acknowledge that: 1) the content herein was reviewed by Program faculty during my PTA Program orientation; 2) I had opportunity to ask questions regarding the content prior to signing this document; 3) that my questions were answered completely and to my satisfaction; 4) I understand the policies and procedures herein are subject to change and that should changes occur, I will be notified of such changes via written addenda; and 5) I understand and agree to abide by all policies and procedures herein.

Signature

Date

**PTA Student and Clinical Education
Handbook Quiz- 2023 Application Cycle**

1. All PTA Program students are expected to participate as both student PTA and patients throughout the program.

- a. True
- b. False

2. List the general expectations that apply to the use of students and non-students when participating as subjects of patient-simulators during laboratory experiences.

3. How often are PTA students required to get the Mantoux test?

4.

4. How often are PTA students required to get a BCI/FBI background check?

5. What is the mission of the PTA program?

6. What are the PTA Program's goals?

7. What are the program and graduate outcomes?

8. For technical courses, a grade of 75% or better is required to pass.
 - a. True
 - b. False

9. What is "good academic standing" in the PTA program?

10. What is "fair academic standing" in the PTA program?

11. When can the general education courses of the PTA program be taken?

12. List the requirements for program continuation.

13. What is required to pass a practical or skills-based examination?

14. What happens if the above requirements are not met?

15. What happens if a student fails a third skills-based examination in a single course?

16. What is expected to be completed before the start of each unit or module?

17. Students dismissed from the PTA program for academic dishonesty and/or plagiarism will not be eligible for readmission to the Program.

- a. True
- b. False

18. What should you do if you are going to be late or be absent from a class?

19. What happens if you accumulate 10 points in any one course based on the attendance rubric?

20. What happens if patterns of tardiness or absenteeism less than 10 points, but occurring in more than one course and/or multiple semesters, are noted?

21. How is a clinical safety element defined?

22. How is a critical skill element defined?

23. List and describe the three types of clinical competency examinations in the PTA Program.

24. Who is the primary advisor for PTA students?

25. List the rules and regulations of open lab times.

26. What type of lab equipment can be signed out by students?

27. What happens if student scores $\leq 80\%$ on a written exam/quiz or clinical competency examination and/or has a current cumulative course grade of $\leq 80\%$?

28. How do you request readmission to the PTA program after being dismissed from or choosing to withdraw from the Program?

29. How many times can a student reapply to the program?

30. How many clinical practicum courses are in the PTA program curriculum?

31. What is a Center/Site Coordinator of Clinical Education?

32. List the eight general responsibilities of students in clinical education.

33. When and to whom do you report absences during clinical practicums?
34. How are absences handled in Clinical Practicum I (PTA1980)?
35. How are absences handled in Clinical Practicum II (PTA2981) and Clinical Practicum III (PTA2982)?
36. Describe the expected personal appearance of students during clinical practicums.
37. Students must maintain confidentiality at all times in the clinical setting, per HIPAA statute.
- True
 - False
38. Each clinic site may have their own background and drug testing requirement. It is the students' responsibility to comply with the requirements as outlined by the clinical education facility's policies and procedures.
- True
 - False
39. Factors such as availability of clinical sites and rotation of students' in- and outpatient experiences may limit the program's ability to schedule students close to home. Students can expect travel time up to _____ each way.

40. Students will not be placed in a clinical facility where they have been employed within the physical therapy setting within the last _____ years.

41. How are students' knowledge, skills, and behaviors evaluated in PTA1980?

42. How are the final, full-time clinical practicums (PTA2981, PTA2982) graded?