

South Texas College

PTA Clinical Education Handbook

Physical Therapist Assistant Program

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STC Comprehensive Mission Statement

Our Commitment to Hidalgo and Starr counties

Vision Statement:

South Texas College is a world-class institution advancing regional prosperity through education for a better quality of life in our community.

Purpose Statement:

South Texas College is an innovative, public post-secondary institution providing quality education and career pathways for the people and communities of Hidalgo and Starr counties. The College achieves student success, nurtures talent development, and promotes economic vitality through collaborative and creative approaches to teaching, learning, and support services.

Core Values:

1. **Student Success:** We promote success and completion through the implementation of diverse strategies and initiatives.
2. **Opportunity:** We value providing access and opportunities to students to meet the needs of our communities.
3. **Excellence:** We value excellence in teaching, learning and support services
4. **Innovation:** We encourage creativity and champion innovative approaches to teaching, learning and services.
5. **Community:** We value engaging the community in student learning experiences and in the positive transformation of our region.
6. **Professionalism:** We demonstrate professionalism through collegiality, respect, and recognition of each other.
7. **Collaboration:** We value collaboration and communication among STC employees and STC constituents.
8. **Integrity:** We value integrity through honest and transparent communication and courageous dialogue.

Guiding Principles:

1. South Texas College shares collective responsibility for student learning, student success, and regional prosperity
2. Student succeed through mutual engagement with the College at each stage of their educational pathways.
3. South Texas College champions innovation through its willingness to transform the College's systems to meet the educational and workforce needs and challenges of our region.
4. Collaboration with educational and business partners is key to student, college and community successes.

Strategic Directions*:

*(*The development of Strategic Directions incorporated the framework recommended by the American Association of Community Colleges (AACCC) 's report Reclaiming the American Dream. The changes recommended by this framework include changing from Fragmented Course-Taking to Clear Pathways, from Low Success Rate to High Success Rate, from Access to Access and Success, from a Culture of Isolation to Collaboration, and from individual Faculty Prerogative to Collective Responsibility.)*

- **Clear Pathways** South Texas College provides students with clear pathways to facilitate coherent educational experiences and timely completion of a post-secondary credential leading to relevant employment and/or further educational experiences.
- **Access and Success** South Texas College is committed to increasing the college-going and college-completing rates in the region.
- **High Success Rate** South Texas College engages in effective, proven efforts to ensure student success and positively affect the economic and social mobility of residents in our region.
- **Collective Responsibility** South Texas College empowers faculty to work together within and across disciplines to design best learning experiences for students, leading to their academic success, career readiness, and timely completion.
- **Collaboration** South Texas College commits to effective interdepartmental and interdivisional collaborations and advances mutually beneficial community and educational partnerships that create a collective impact on student success.
- **Cost Efficiency** South Texas College seeks innovative redesign of college processes to promote new approaches to cost-consciousness and cost-efficiency.

Accreditation Statement

The Physical Therapist Assistant at South Texas College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314-1488;

Telephone: (703) 706-3245.

Email: accreditation@apta.org;

Website: <http://www.capteonline.org>

Students must be graduates of an accredited PTA program in order to be eligible to sit for their licensure exam.

PTA Program Mission Statement

The PTA program is designed to prepare a qualified workforce of Physical Therapist Assistants by providing a quality academic education at the technical career level. The program will partner with local health care settings for external learning experiences to provide close linkages with the community in order to meet the diverse needs of our multi-cultural region by:

- Maintaining a high standard of excellence in education
- Offering access and opportunity for qualified students
- Promoting student success and completion
- Meeting the needs of business and industry for the economic vitality of our region
- Providing service to the community and opportunity for lifelong learning
- Recognizing the diversity of individuals and communities
- Preparing program students to obtain PTA licensure
- Ensuring continuous accreditation of the program

The mission of the PTA Program is therefore, to prepare Associate of Applied Science graduates to be competent, safe, legal, and ethical providers of care and members of the physical therapy profession. Graduates are committed to serve a culturally diverse community. The PTA Program facilitates the development of critical thinking and problem solving skills through academic learning, clinical practicum experiences and various learning situations. Under the direction and supervision of a physical therapist, graduates will provide physical therapy intervention to selected clients with health care needs in a variety of settings. PTA graduates are prepared to become vital members of the PT profession who practice within the guidelines of the American Physical Therapy Association's Standards of Practice, Standards of Ethical Conduct for the PTA, and applicable state regulations

PTA Program Philosophy

South Texas College's PTA Program offers a sequence of learning experiences, which foster the efficient, safe, and intelligent application of scientific and physical therapy knowledge.

- The program is student centered, and reflects changes in the body of knowledge in the profession as well as in technology and the economy.
- Education is goal directed and mutually interactive between faculty and students.
- The responsibility of the faculty is planning, selecting, organizing, sequencing, implementing and evaluating the program and assessing, guiding, and evaluating the learners.
- Learning experiences are organized in a curriculum addressing the needs of a diverse community of patients/clients.
- Learning is the responsibility of the student and should be characterized by critical thinking and decision-making

The Physical Therapist Assistant Program at South Texas College is committed to providing educational experiences for PTA students that will enable them to become physical therapy providers who:

- Practice under the direction and supervision of a physical therapist within the scope of practice as a PTA;
- Are competent and skilled in the provision of quality physical therapy services;
- Are caring individuals who understand their ultimate responsibility to each individual patient and the community which they serve;
- Participate in professional activities to promote professional growth and self-development;
- Are effective promoters of optimal health and function in themselves, in their patients, and throughout the community;
- Are able to communicate effectively with patients, families, and members of the health care community and provide culturally sensitive care essential for working with patients in this geographical region

PTA Program Goals

1. The PTA Program will contribute to meeting the diverse needs of our region by providing training, leadership, quality instruction and practical experience for STC students admitted to the program, thus providing area facilities with skilled physical therapist assistants.
2. The PTA program curriculum will equip students with the knowledge, clinical skills, and professional integrity necessary to develop competent, safe, legal, and ethical caregivers prepared to work under the direction and supervision of a physical therapist in a variety of physical therapy settings.
3. The PTA Program will maintain a high standard of excellence in all areas in order to maintain accreditation, positively impact our communities, and support the Comprehensive Mission of the college.

PTA Program Learning Outcomes

The PTA Program at STC will prepare students who will:

1. Demonstrate the ability to work effectively under the direction and supervision of a licensed physical therapist within the PTA scope of work.
2. Adhere to ethical and legal guidelines in the delivery of patient care.
3. Demonstrate effective communication, collaboration and instructional skills with patients and others for the provision of care.
4. Demonstrate technical competence in providing safe and effective treatment in order to carry out the plan of care established by the supervising physical therapist.
5. Provide clear and relevant documentation according to practice guidelines.
6. Recognize individual and cultural differences and respond appropriately in all aspects of physical therapy services.
7. Demonstrate the ability to critically think, solve problems, and utilize healthcare literature for effective patient care.
8. Apply the aspects of health care organization and administration, as well as fiscal considerations for physical therapy providers and consumers.
9. Embody professionalism through their demeanor and participation in activities that reflect a commitment to patients, society and the profession of physical therapy.
10. Synthesize the aspects of human anatomy and physiology as they relate to pathological conditions, impairments, functional limitations and disabilities

Associate of Applied Science Degree Physical Therapist Assistant Program

	lec hrs	lab hrs	ext hrs	cont hrs	cred hrs
PRE-REQUISITES					
<u>BIOL 2401 Anatomy and Physiology I</u>	3	3	0	96	4
HITT 1305 Medical Terminology I	3	0	0	48	3
SPCH 1318 Interpersonal Communications	3	0	0	48	3
<u>ENGL 1301 Composition</u>	3	0	0	48	3
PTHA 1409 Introduction to Physical Therapy	<u>3</u>	<u>2</u>	<u>0</u>	<u>80</u>	<u>4</u>
Total	15	5	0	320	17

FIRST YEAR

First Semester-Fall

BIOL 2402 Anatomy and Physiology II	3	3	0	96	4
PTHA 1405 Basic Patient Care Skills	3	3	0	96	4
PTHA 1513 Functional Anatomy	3	6	0	144	5
PTHA 2201 Essentials of Data Collection	<u>1</u>	<u>4</u>	<u>0</u>	<u>80</u>	<u>2</u>
Total	10	16	0	416	15

Second Semester-Spring

<u>PSYC 2314 Lifespan Growth and Development.</u>	3	0	0	48	3
PTHA 1321 Pathophysiology	2	2	0	64	3
PTHA 1531 Physical Agents	3	6	0	144	5
PTHA 2509 Therapeutic Exercise	<u>3</u>	<u>6</u>	<u>0</u>	<u>144</u>	<u>5</u>
Total	11	14	0	400	16

SECOND YEAR

Third Semester-Fall

PTHA 1266 Practicum I	0	0	14	224	2
PTHA 2205 Neurology	2	0	0	32	2
PTHA 2431 Management of Neurological Disorders	2	6	0	128	4
PTHA 2435 Rehabilitation Techniques	2	6	0	128	4
* <u>Humanities Elective</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
Total	9	12	14	560	15

Fourth Semester-Spring

PTHA 2266 Practicum II (6 weeks)	0	0	15	240	2
PTHA 2267 Practicum III (6 weeks)	0	0	15	240	2
PTHA 2339 CAPSTONE: Professional Issues	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
Total	3	0	30	528	7

*HUMANITIES ELECTIVE: Departmental Approval Required

Nondiscrimination & Statement of Equal Opportunity

The Physical Therapist Assistant Program at South Texas College will not discriminate on the basis of race, color, national origin, religion, sex, age, veteran status, or disability in administration of its program standards and admissions process.

As per the STC office of Public relations and marketing, all College publications must include the College's approved statement of Equal Opportunity which read as follows:

Statement of Equal Opportunity: No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status or disability.

Rights and Privileges of Clinical Faculty

Clinical Instructors for the STC PTA Program are afforded rights and privileges that are commensurate with clinical faculty in other programs within the Nursing and Allied Health Division. Section VI of the *Affiliation and Program Agreement for Clinical Experience* delineates various rights and privileges afforded to clinical faculty including:

- The right to refuse its facilities and services to any student who does not meet the professional or other requirements of the facility

Section IV of the *PTA Addendum to the Affiliation and Program Agreement for Clinical Experience (PTA Practicum Experience Agreement)* includes the following:

- The right to limit the number of students to specialized experiences

In addition to those rights spelled out in the affiliation agreements, PTA Program clinical faculty are afforded the following privileges:

- Clinical Instructors who supervise PTA students during full time Practicum experiences of at least 5 weeks in length will receive 5 CCU credits as per TPTA guidelines.
- Clinical faculty have the right to utilize PTA Program departmental resources available in the PTA/OTA Reference library on the 3rd floor of the NAH Campus (Rm # 322). Available materials include books, journals, videos and interactive CD-ROMs.
- Clinical faculty have the right to provide input and make recommendations for the improvement of the STC PTA Clinical Education Program.

Clinical Education Faculty Development

The PTA program provides training and development activities for Clinical Instructors.

The ACCE provides new Clinical Instructor training prior to student placement. Training sessions cover topics related to the academic preparation of students prior to Practicum courses, assessment of student competence prior to clinic placement, and STC clinic participation requirements. Training also includes PTA Practicum course sequencing, duration and length; student supervision, formative and summative assessment/feedback, and use of the *PTA Manual for the Assessment of Clinical Skills (MACS)*.

During each Midterm and/or Final Practicum visit, the ACCE seeks student input regarding CI effectiveness, supervision and the overall clinical environment. The ACCE documents student comments offered during the visits utilizing Section II-A of the Clinic Visit Report. During the visits, the ACCE also offers additional CI development and training as needed to promote effectiveness.

The ACCE is also available to provide training and guidance for CI's at any time during a Practicum experience.

During the final Practicum visit and/or phone conference with the CI, the ACCE shares a summary of student comments related to CI effectiveness and the clinical environment obtained during the Practicum. CI's are provided an opportunity to evaluate the ACCE performance, availability, and communication. Additionally, the ACCE solicits input from CIs regarding faculty development interests or other recommendations related to the clinical education program.

At the close of each Practicum, students are required to complete the Student Evaluation of the Clinical Education Experience Form (SECEE) provided in the *PTA MACS*. CIs and students are expected to review the SECEE form with comments and provide signatures as evidence that the content was reviewed. This tool is used by the Program to assess clinical faculty effectiveness, the clinical environment and the overall clinical experience. The form assists with identifying CI strengths, weaknesses and effectiveness as perceived by the student.

Following the close of each Practicum experience, the ACCE reviews completed SECEE Forms along with Clinic Visit Report comments and compiles the data to identify appropriate CI development needs. Scores in any area that fall below a rating of "4/ Good" are an indication of the need for further CI development or ongoing training. The ACCE will provide development activities to individual CIs, or for the facility as a whole, to address identified needs and improve overall effectiveness.

Establishing Clinical Education Sites and Contracts

The PTA program seeks to maintain contracts in sufficient numbers and of adequate variety to provide students with opportunity to meet minimum required skills by the close of Practicum III.

The ACCE maintains responsibility for obtaining and maintaining clinical contracts with area facilities.

The ACCE will identify potential sites which:

1. Express an interest in serving as a clinical education site.
2. Employ a fulltime licensed PT or PTA with a minimum of 1 year of clinical experience who may serve as a Clinical Instructor. If the potential CI is a PTA, the facility must have a supervising physical therapist on staff as well.
3. Is appropriately registered with the Texas Board of PT Examiners (unless exempt).
4. Maintains sufficient patient caseload to support the clinical education objectives.

Additionally, potential CIs should consider clinical education a priority, be willing to convey all applicable knowledge to the student, and commit to effective assessment of student clinical performance.

Once a site meets the above requirements, the ACCE will initiate an *Affiliation and Program Agreement for Clinical Experience* and *PTA Addendum to the Affiliation and Program Agreement for Clinical Experience (PTA Practicum Experience Agreement)* with the site. PTA students will not be placed in a new clinic site until a signed contract and addendum are in place.

Communication between the PTA Program and Clinical Sites

The PTA Program has multiple procedures in place to promote ongoing communication with clinical sites.

Student placement requests are disseminated once per year in the spring. Communication related to student placement requests is completed via email and fax.

During Practicum experiences, the ACCE utilizes various methods of communication including physical visits, phone conferences, email, and fax. The ACCE makes a minimum of one physical visit, with additional visits scheduled as needed.

Clinical instructors/facilities are encouraged to contact the ACCE and or PTA Program as needed.

Current contact information is as follows:

ACCE: Arlene Garcia, PTA
arleneg@southtexascollege.edu
956-872-3153
Fax: 956-872- 3079

Program Chair: Diana Hernandez, PT, MEd
dianah@southtexascollege.edu
956-872-3152

Program Secretary: Mari P. Vargas
marip@southtexascollege.edu
956-872-3161

PTA Program webpage: <http://nah.southtexascollege.edu/pta/>

Determining Student Competence Prior to Clinic Placement

Program faculty will ensure student competence before a student is allowed to progress into the clinical education component of the curriculum.

The program utilizes a combination of methods to ensure minimum competency of both theoretical knowledge and psychomotor performance. Students must achieve a minimum 75% in three areas:

- written exam average
- lab practical (LP) average
- final overall course average

Specific attention is given to the instruction and assessment of data collection and intervention skills. As such, competence in psychomotor performance is achieved as follows:

1. The course instructor or qualified designee is responsible for presentation of formal classroom/didactic instruction followed by formal laboratory instruction.
2. The course instructor or qualified designee is responsible for demonstration and application of intervention and data collection skills, followed by skills practice under faculty supervision.
3. The course instructor or PTA Lab Assistant is responsible for supervising student practice during scheduled Open Lab sessions.
4. Students are required to complete peer skills check-offs followed by faculty/lab assistant check-offs prior to LP exam. Skills check-offs must incorporate critical safety elements.
5. The course instructor is to discuss LP rubrics, grade sheets, and safety elements with students prior to testing. Students must be made aware that a breach of safety elements results in automatic failure of an LP.
6. The course instructor administers and grades formal LP exams. LP exams must incorporate critical safety elements and simulate clinic requirements by incorporating problem solving, communication, time management, documentation, and billing in addition to psychomotor procedures. LP exams are videotaped. Students may be required to self-assess their performance utilizing these videos.
7. Students must satisfy all critical safety elements and achieve a minimum 75% LP grade in order to prove competency.
8. Students who fail a Unit LP may be allowed up to one retest per Unit LP, not to exceed 50% of the LP exams available per course. Students may not retest using the same scenario. The maximum grade on an LP retest is 75%.
9. Students who fail a LP retest will receive the actual grade earned and will be placed on “probationary status” pending evidence of competency.
10. Students who fail a final LP may be allowed to retest if the testing limit has not been exceeded. Students may not retest using the same scenario. The maximum grade on an LP retest is 75%.
11. If a student fails a Final LP retest and the resulting LP average drops below 75%, the student is ineligible to continue in the program.

12. If a student fails a Final LP retest and the resulting grade LP average remains above 75% they will be placed on “probationary status”, required to remediate deficiencies, and prove competency via faculty directed assessment**.

13. If a student is unable to demonstrate required competency prior to the start of a scheduled Practicum, a maximum grade of “D” is issued and the student is ineligible to continue in the program.

**Faculty directed assessments must require that the student perform the deficient skill safely and effectively a minimum of 3 times to show consistency and competency.

Regardless of examination performance, students must demonstrate competency and safety for all lab skills presented in each course via successful skills check-of

Student Assessment of Clinical Performance (PTA MACS)

The *PTA Manual for the Assessment of Clinical Skills* (MACS) will be utilized for assessment of student performance in all practicum experiences. The ACCE will train all Clinical Instructors (CI) in documentation requirements and use of PTA MACS rating scales.

Assigned CIs are responsible for providing student supervision as well as formative and summative feedback throughout Practicum experiences. CIs are responsible for providing a written summary of the student's performance on the PTA MACS Progress Report (Pink forms) at Midterm and Final and for completing the Clinic Inservice grading rubric.

The ACCE is the person responsible for assigning the midterm and final course grades

Student Placement for Practicum Experiences

All Practicum experiences are organized and sequenced according to the didactic preparation that students receive in the curriculum. All Practicums are of sufficient duration and length to allow students opportunity to meet entry level status on required skills and meet Practicum objectives.

PTHA 1266 Practicum I is an introductory level experience scheduled during the first half of the third program semester. Didactic preparation to that point in the curriculum includes *PTHA 1409 Introduction to Physical Therapy*, *PTHA 1405 Basic Patient Care Skills*, *PTHA 2201 Essentials of Data Collection*, *PTHA 1513 Functional Anatomy*, *PTHA 1321 Pathophysiology for the PTA*, *PTHA 1531 Physical Agents*, and *PTHA 1531 Therapeutic Exercise*. Practicum I is a full time 5 ½ week experience totaling 224 contact hours. Examples of expected clinical performance during Practicum I include professionalism, PT/PTA relationships, communication, documentation, fundamental PT data collection and intervention skills, and basic responsibility for cost-effective, efficient, quality care. By the close of *Practicum I*, students are expected to effectively manage approximately 50% of the facility caseload.

Specific competencies addressed and met prior to Practicum I include:

- Vital Signs: Heart Rate, Respiratory Rate, Blood Pressure
- Body Mechanics
- Transfer Activities & Bed Mobility (with and without assistive & adaptive equipment)
- Identification & Palpation of bony landmarks
- Infection Control & Hand Washing
- Anthropometrics: Measuring Height and Weight
- Positioning & Draping: integumentary protection
- Range of Motion: Passive, Active-Assisted, Active & Resistive
- Wheelchair Basics
- Ambulation: Aids, Patterns & Activities
- Massage Therapy & Soft Tissue Mobilization Techniques
- Joint Range of Motion Measurement: goniometry
- Muscle Performance: Manual Muscle Testing
- Assessment of Functional ROM
- Portable Pulse Oximetry
- Coughing Techniques
- Breathing Techniques: Pursed Lip Breathing, Deep Breathing, For Hyperventilation
- Cryotherapy: cold pack, ice massage, Vapocoolant spray
- Superficial Thermal Modalities: hot pack, paraffin, fluidotherapy, contrast baths
- Ultrasound: Underwater, Direct, Phonophoresis
- Electrical Current: muscle stimulation, tissue repair, high-volt, neuromuscular, TENS, iontophoresis, microcurrent, Russian current
- Mechanical Compression Pump & Edema management
- Mechanical Traction: Cervical & Lumbar Spine
- Hydrotherapy (Whirlpool): Immersion
- Biofeedback
- Diathermy
- Light (Laser) Therapy/Cold Laser
- Infrared/Ultraviolet
- Combined US/ES
- Superficial Sensory Assessment

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- Aerobic and Conditioning Activities
- Basic Strengthening Regimens & Activities
- Stretching & Flexibility
- Special Orthopedics Tests (UE/LE and Spine)
- Use of Specialized Equipment (treadmill, Total Gym, stationary bicycle, pulleys, dumbbells, and Theraband)
- Proprioception exercises/activities
- Application of Special Programs (McKenzie, Williams)

Additional skills practiced in class/lab prior to Practicum I include:

- Gait Observation & Awareness Activities
- Postural Observation & Awareness Activities
- Anthropometrics: Girth, Volume, Weight
- Application of Obstetrics Exercises
- Aquatic Therapy
- Work conditioning

Practicums II is an intermediate level experience as it provides the first opportunity for students to integrate newly acquired knowledge and skills to their existing skill set. Examples of expected clinical performance include neuromotor function, amputation and prosthetic management, measures and interventions related to orthotics, and more advanced management skills related to administration and healthcare delivery. By the close of *Practicum II*, students are expected to effectively manage approximately 60% of the facility caseload.

Practicum III is an advanced placement, and represents the final opportunity for students to assimilate the comprehensive skill set required of an entry level PTA. The final two experiences support each other so students have the opportunity to demonstrate preparation for transition into the workplace upon graduation. The number of skills expected does not increase in *Practicum III*, but the expected level of competency, initiative and independence is greater. By the close of *Practicum III*, students are expected to effectively manage 80% or more of the facility caseload

In addition to those listed above, the following Competencies are met prior to Practicums II & III:

- Bed Positioning and Early Mobility for Neurologically impaired client (CVA, TBI, etc.)
- Sensation Testing (Deep and Combined Cortical Sensation)
- Sitting Balance (Static / Dynamic recovery)
- Transfers for neurologically involved client
- Standing Balance (Static / Dynamic recovery)
- Locomotor Skills (Including pre-gait, and gait deviations due to neurological impairment)
- Upper Extremity Handling (emphasis on neurological impairment and recovery)
- Functional Mobility Review
- Proprioceptive Neuromuscular Facilitation Techniques
- Rolling/Side lying/Prone & Quadruped Activities
- Hook-lying and Bridging Activities
- Sitting, Wt. Shifting, Scooting, Balance, & Kneeling
- Modified Plantigrade and Standing
- Gait and Balance specifically for Pre-Prosthetic and Prosthetic Training
- Reflex Assessment

Ultimately, selection of clinical sites for student placement for any Practicum is based on didactic preparation, availability of sites, and clinical instructor availability.

Practicum Progression Criteria

Throughout the clinical education component of the PTA Program, students are afforded ONE opportunity to repeat a Practicum course.

Students must successfully complete **Practicum I**, prior to advancing to Practicum II. If a student is unable to successfully pass Practicum I, they may be allowed to complete the remaining fall Level II didactic courses (PTHA 2205, PTHA 2435 and PTHA 2431) on a probationary status. If the student is able to pass the remaining fall courses, he/she will be allowed to repeat Practicum I, prior to advancing to Practicum II. Repetition of Practicum I will occur on probationary status in the final Spring Semester of the program, concurrent with students who progress to Practicum II. Practicum II will in turn occur concurrently with students who progress to Practicum III. Following successful completion of Practicum II, the student will be required to complete Practicum III within the next 12 months. Scheduling of repeat clinical experiences will be at the discretion of the ACCE and dependent upon clinic site/Clinical Instructor availability. A student will not be eligible for graduation until all academic and clinical education requirements are met.

Students must successfully complete **Practicum II** prior to advancing to Practicum III. If a student is unable to successfully pass Practicum II, they may be allowed to repeat the experience on probationary status. Repetition of Practicum II will occur in the final Spring Semester of the program, concurrent with students who progress to Practicum III. Following successful completion of the Practicum II, the student will be required to complete Practicum III within the next 12 months. Scheduling of repeat clinical experiences will be at the discretion of the ACCE and dependent upon clinic site/Clinical Instructor availability. A student will not be eligible for graduation until all academic and clinical education requirements are met.

Students must successfully complete **Practicum III** prior to graduation. If a student is unable to successfully pass Practicum III, they may be allowed to repeat the experience on a probationary status. Repetition of Practicum III will occur within the next 12 months. Scheduling of repeat clinical experiences will be at the discretion of the ACCE and dependent upon clinic site/Clinical Instructor availability. A student will not be eligible for graduation until all academic and clinical education requirements are met.

- If a student cannot pass a Practicum experience (I, II, or III) in two attempts, no further opportunity for repetition will be provided and the student will be ineligible to continue in the program. Readmission into the program will be required. See NAH readmission policy. If a student fails a Practicum experience, repeats the experience successfully and then fails a subsequent experience, the student will no longer have the opportunity for an additional repeat, at which point the student will be ineligible to continue in the program. Readmission into the program will be required. See NAH readmission policy.

NOTE: Regardless of a numerical grade above 75%, a student may be dismissed from clinic by a Clinical Instructor, facility owner/administration, ACCE, or designee due to:

- breach of safety
- dishonest, illegal, or unethical behavior/practice

- failure to demonstrate consistent progression/improvement to meet mastery in clinical performance/ skills
- failure to display appropriate professionalism in the clinic setting.

Dismissal due to any of the above reasons will result in failure of the Practicum and immediate dismissal from the Program. Petitions for readmission to the program in this case will be considered by the NAH Progressions Committee on a case-by-case basis.

Decisions will be dependent on 1) the nature of the incident, 2) the potential or real threat to client safety and wellbeing and 3) the risk for the clinical affiliate/agency. Refer to Section IV-C of the NAH Student Handbook for the Safe Clinical Practice Standard. A student will not be permitted to repeat a Practicum if dismissal or failure was related to breach of safety, dishonesty, illegal, and/or unethical behavior.

Practicum Assignments and Activities

The student will participate in three full-time external clinical experiences (average 40 hrs./week). A facility employed licensed PT or PTA will serve as the Clinical Instructor (CI). The facility's Clinical Instructor will be the person responsible for the daily supervision and input into the PTA MACS. Students will be responsible for identifying Practicum objectives and skills available at assigned clinic sites, as well as self-assessment utilizing the PTA MACS. The STC Academic Coordinator of Clinical Education (ACCE) and/or designee will be readily available for assistance. The ACCE will make clinic visits once scheduled with the student and the CI. Assignments will include, but are not limited to, the following:

1. Log in a 40 hour full-time work week according to individual facility schedule
2. In-service Presentation at the clinic site (topic to be approved by CI)
3. Weekly assessment sheets (in place of a student journal)
4. Weekly phone contact with ACCE (assigned days/times)
5. Possible On-line discussions/postings
6. Weekly Practicum Attendance Logs
7. PTA MACS Midterm Evaluation
8. PTA MACS Final Evaluation
9. PTA MACS evaluation forms

PTHA 1266 Practicum I Course Learning Objectives

CLO #	OBJECTIVE
CLO 1	Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations and laws, associated with the occupation and the business/industry. (WECM)
CLO 2	Demonstrate the ability to interact within and among political, economic, environmental, social, and legal systems of the occupation and the business/ industry (WECM)
CLO 3	Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (WECM)
CLO 4	Demonstrate entry-level performance in professional behaviors skills expected of a PTA to include: <ul style="list-style-type: none"> a) Commitment to learning b) Interpersonal Skills c) Communication Skills: Oral and Written d) Effective Use of Time and Resources e) Use of Constructive Feedback f) Problem Solving g) Professionalism h) Responsibility i) Critical Thinking j) Stress Management k) Safety l) Healthcare Provider Education
<u>CLO 5</u>	Utilize patient history and chart reviews for identifying pertinent patient information
<u>CLO 6</u>	Gain practical experience in implementing <u>data collection skills</u> to include: <ul style="list-style-type: none"> a) Anthropometric Measurements for Edema b) Other Anthropometric Measurements c) Assistive Devices d) Gait, Locomotion & Balance e) Integumentary Integrity f) Muscle Performance g) Range of Motion/ Muscle Length h) Sensation/ Pain i) Ventilation, Respiration & Circulation: criteria (b)
<u>CLO 7</u>	Demonstrate competence in communicating understanding of and implementing the POC established by the physical therapist
<u>CLO 8</u>	Gain practical experience in modification within the established Plan of Care and report to supervising physical therapist.
<u>CLO 9</u>	Gain practical experience in the appropriate use of teaching methods to educate patients and others.
<u>CLO 10</u>	Gain practical experience in the <u>application of therapeutic exercise</u> interventions to include: <ul style="list-style-type: none"> a) Aerobic conditioning b) Balance activities c) Coordination activities d) Breathing Exercises e) Relaxation

	<ul style="list-style-type: none"> f) Manual Strengthening g) Mechanical Strengthening h) Posture Awareness i) Range of Motion j) Stretching
<u>CLO 11</u>	<p>Gain practical experience in the <u>implementation of functional / ADL training</u> to include:</p> <ul style="list-style-type: none"> a) Adaptive Device Training b) Bed Mobility c) Body Mechanics Training d) Gait e) Tilt Table f) Transfers g) Wheelchair Mobility
<u>CLO 12</u>	<p>Gain practical experience in the effective application of <u>manual therapy techniques and therapeutic massage</u>.</p>
<u>CLO 13</u>	<p>Gain practical experience in the safe and effective application of <u>physical and mechanical agents</u> according to the established plan of care while monitoring patient response during and after treatment for the following :</p> <ul style="list-style-type: none"> a) Biofeedback b) Continuous Passive Motion c) Cryotherapy d) Electrotherapeutic modalities e) Hydrotherapy f) Compression Therapies g) Superficial Thermal h) Deep Thermal j) Traction
<u>CLO 14</u>	<p>Gain practical experience in wound management techniques appropriate to the PTA scope of work.</p>
<u>CLO 15</u>	<p>Gain practical experience in recognizing normal and abnormal muscle length appropriate to the PTA scope of work.</p>
<u>CLO 16</u>	<p>Gain practical experience in recognizing the patient's ability to safely participate in self-care and home management including</p> <ul style="list-style-type: none"> a) Recognizing patient's functional status b) Administering standardized questionnaires
<u>CLO 17</u>	<p>Gain practical experience in implementing measures and interventions related to aerobic conditioning to include:</p> <ul style="list-style-type: none"> a) Measuring vital signs b) Monitoring breathing patterns c) Exercise protocols
<u>CLO 18</u>	<p>Gain practical experience in implementing measures and interventions related to aquatic therapy to include:</p> <ul style="list-style-type: none"> a) Utilizing principles of water b) Recognizing decline in patients status c) Identifying indications and contraindications d) Appropriate patient progression, including land therapy
<u>CLO 19</u>	<p>Gain practical experience in implementing measure and interventions related to ergonomic assessment and work conditioning to include:</p> <ul style="list-style-type: none"> a) Simulating tasks related to a specific job and considering essential job functions and demands and potential sources of injury b) Documenting individuals ability to perform selected tasks including dexterity, coordination and safety

	<ul style="list-style-type: none"> c) Identifying to PT possible sources of actual and potential trauma d) Referring patient to local resources for supplemental information and other services
<u>CLO 20</u>	<p>Gain practical experience in implementing management skills related to administration & healthcare delivery systems to include:</p> <ul style="list-style-type: none"> a) Assuming responsibility for cost effective, quality care b) Participating in tracking patient outcomes c) Identifying reimbursement issues d) Recognizing the budgetary process of the facility and own role therein
<u>CLO 21</u>	<p>Gain practical experience in implementing management skills related to outcomes assessment to include:</p> <ul style="list-style-type: none"> a) Identifying appropriate information to be utilized in outcomes assessment b) Administering standardized outcome assessments as established by the P c) Relating the effect of the patient's personality, affect, and psychosocial factors in relation to outcomes d) Participating in performance improvement process in relation to patient outcomes.
<u>CLO 22</u>	<p>Gain practical experience in implementing management skills related to environmental barriers to include:</p> <ul style="list-style-type: none"> a) Recognizing present and potential barriers with possible modifications and reports to the PT b) Administering established questionnaires and conducting interviews as directed by the PT c) Measuring physical space and physically inspecting the environment d) Monitoring progress on referrals made by the PT to implement recommendations for barrier removal

PTHA 2266 Practicum II & PTHA 2267 Practicum III Course Learning Objectives

CLO #	OBJECTIVE
CLO 1	Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations and laws, associated with the occupation and the business/industry. (WECM)
CLO 2	Demonstrate the ability to interact within and among political, economic, environmental, social, and legal systems of the occupation and the business/ industry (WECM)
CLO 3	Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (WECM)
CLO 4	<p>Demonstrate entry-level performance in professional behaviors skills expected of a PTA to include:</p> <ul style="list-style-type: none"> l) Commitment to learning m) Interpersonal Skills n) Communication Skills: Oral and Written o) Effective Use of Time and Resources p) Use of Constructive Feedback q) Problem Solving r) Professionalism s) Responsibility t) Critical Thinking

	<ul style="list-style-type: none"> u) Stress Management v) Safety l) Healthcare Provider Education
<u>CLO 5</u>	Demonstrate competence in the utilization of patient history and chart reviews for identifying pertinent patient information
<u>CLO 6</u>	<p>Demonstrate entry-level performance in implementing <u>data collection skills</u> under the direction and supervision of a PT to include:</p> <ul style="list-style-type: none"> a) Anthropometric Measurements for Edema b) Other Anthropometric Measurements c) Arousal/ Mentation/ Cognition d) Assistive Devices e) Gait, Locomotion & Balance f) Integumentary Integrity g) Joint Integrity and Mobility h) Muscle Performance i) Neuromotor Function j) Range of Motion/ Muscle Length k) Self-Care/ Home Management l) Sensation/ Pain m) Ventilation, Respiration & Circulation: criteria
<u>CLO 7</u>	Demonstrate competence in <u>communicating understanding of and implementing the POC</u> established by the physical therapist
<u>CLO 8</u>	Demonstrate entry level performance in <u>modification within the established plan of care</u> and report to supervising physical therapist.
<u>CLO 9</u>	Demonstrate competence in the appropriate <u>use of teaching methods to educate patients and others.</u>
<u>CLO 10</u>	Demonstrate competence in elements of discharge planning including providing pertinent information to the supervising PT prior to discharge and discussing need for equipment/ follow-up care
<u>CLO 11</u>	<p>Demonstrate entry level performance in the application of therapeutic exercise within the POC established by the PT to include:</p> <ul style="list-style-type: none"> j) Aerobic conditioning k) Balance activities l) Coordination activities m) Breathing Exercises n) Inhibition/ facilitation o) Relaxation p) Manual Strengthening q) Mechanical Strengthening r) Motor Development Training s) Posture Awareness t) Range of Motion u) Stretching
<u>CLO 12</u>	<p>Demonstrate competence in the implementation of functional/ ADL training within the POC established by the PT to include:</p> <ul style="list-style-type: none"> g) Adaptive Device Training h) Bed Mobility i) Body Mechanics Training j) Gait k) Tilt Table l) Transfers g) Wheelchair Mobility

<u>CLO 13</u>	Demonstrate competence in the implementation of therapeutic massage and manual therapy techniques within the POC established by the PT
<u>CLO 14</u>	Demonstrate competence in the performance of wound management techniques according to the POC established by the PT and with the boundaries of the PTA the scope of work
<u>CLO 15</u>	Demonstrate entry level performance in the safe and effective application of <u>physical and mechanical agents</u> according to the established PT plan of care while monitoring patient response during and after treatment for the following : <ul style="list-style-type: none"> i) Biofeedback j) Continuous Passive Motion k) Cryotherapy l) Electrotherapeutic modalities m) Hydrotherapy n) Compression Therapies o) Superficial Thermal p) Deep Thermal i) Traction
<u>CLO 16</u>	Demonstrate entry level performance in interventions and measures related to aerobic conditioning/ endurance activities within the POC established by the PT.
<u>CLO 17</u>	Demonstrate entry level performance in interventions and measures related to airway clearance techniques within the POC established by the PT
<u>CLO 18</u>	Demonstrate entry level performance in interventions and measures related to amputation and prosthetic management within the POC established by the PT
<u>CLO 19</u>	Demonstrate entry level performance in interventions and measures related to aquatic therapy within the POC established by the PT.
<u>CLO 20</u>	Demonstrate entry level performance in interventions and measures related to environmental barriers as part of patient management within the POC established by the PT.
<u>CLO 21</u>	Demonstrate competence in interventions and measures related to ergonomic assessment and work conditioning within the POC established by the PT.
<u>CLO 22</u>	Demonstrate competence in interventions and measures related to the use of orthotic, supportive or protective devices within the POC established by the PT
<u>CLO 23</u>	Demonstrate competence in management skills related to administration and healthcare delivery systems under the direction and supervision of the PT.
<u>CLO 24</u>	Demonstrate competence in management skills related to community education/policy under the direction and supervision of the PT
<u>CLO 25</u>	Demonstrate competence in management skills related to outcome assessments under the direction and supervision of the PT
<u>CLO 26</u>	Demonstrate competence in management skills related to prevention and wellness screening under the direction and supervision of the PT

Clinical Participation Requirements

Students enrolled in NAH Programs must meet the clinical requirements established by the Division of Nursing and Allied Health before enrolling in the PTA program. Requirements include:

1. Proof of required immunizations (**see below)
2. Proof of liability insurance (available through STC)
3. Proof of Health and Accident Insurance (must be current throughout all Practicum/Clinical)
4. Current CPR/First Aid certification (must remain current)
5. Current (not older than 6 months) TB test results (must be repeated every 6 months throughout the program, or if required by positive testing, chest x-ray once every two years)
6. Cleared criminal background check and/or proof of licensure eligibility
7. Proof of negative drug screen

**The following immunizations are required for all students in health-related courses, which involve direct patient contact in medical settings:

- a. Measles, mumps, and rubella (MMR): proof of immunizations as defined by the Texas Department of Health Standards or proof of immunity by disease
- b. Tetanus/diphtheria: proof of “booster” dose administered within the last ten (10) years
- c. Hepatitis B series (HBV): written certification of serological immunity to HBV or completed series of HBV vaccinations
- d. Varicella (chicken pox) vaccine (or documented exposure)

The student will assume full costs of the immunizations, personal health insurance coverage and medical services. Inquiries concerning any exemptions to this requirement should be directed to the NAH Dean.

NOTE: All students must have a current signed Meningitis Waiver Form completed through STC Admissions.

Clinical Requirement Compliance

In the first semester of the PTA Program, students are required to initiate the process toward meeting compliance with all clinical participation requirements as stated in the NAH Student Handbook. Students must log onto the NAH Clinical Affairs webpage to create a password protected Complio account which will be used throughout the PTA Program for tracking required compliance.

Students are responsible for obtaining all proof of compliance and uploading it to the Complio system by stated deadlines. The Complio system will email students directly with notifications of deadlines or non-compliance. The ACCE will verify ongoing compliance prior to Practicum placements. If deadlines are not met or should a student fall out of compliance, they may not participate in Practicum experiences.

Clinical Dress Code

All STC PTA students represent the College and the profession of physical therapy. Students are required to represent themselves in a professional manner at all times in the clinic setting. In an effort to maintain consistency for all students, the following Clinic Dress Code Standard is adopted:

General Appearance Clothing

- Shirts/blouses, tucked in pant waistband. Shirt should fit properly, i.e. not tight, low cut or revealing. Midriff should not be exposed whether in a sitting, standing or stooping position. Shirts/blouses should not have color variations, tearing, and frays.
- Neat, properly fitting, waisted pants, other than jeans (no excessively loose, low-riding, hipster, torn, or frayed hems). Pants must be of a solid neutral color such as black, blue, brown or khaki. Pants need to be loose enough to allow for lifting and squatting activities without compromising movement and/or exposing the student. A belt is to be worn with pants that have belt loops. Pants should be of appropriate length and/or be properly hemmed to ensure the length does not extend past the shoe heel. Carpenter, Capri, or yoga style pants are not allowed.
- If the clinic site requires a tie, male PTA students must comply.
- If the clinic site requires a lab coat or scrubs, all PTA students must comply. Lab coats or scrubs are to be neat, clean and pressed at all times.
- Appropriate foundation garments should be worn so as to maintain professional demeanor and should not be visible either through or outside of clothing.
- Clothing is to be neat, clean and pressed/ironed.

Footwear:

- Non-slip, low heeled and closed shoes are required.
- Neutral colored casual shoes may be worn.
- Athletic shoes may be worn if in good condition.
- Socks or stockings must be worn with shoes.

Miscellaneous

- Students are required to wear their nametags to clinic every day.
- Hair must be clean and well groomed, neatly pulled back (jaw type clips are not allowed in the clinic). Hair should be pulled back away from the face, out of the eyes, and off the shoulders. If a hairstyle with bangs is worn, bangs must either be secured or must be short enough in length so as not to obscure or fall into the eyes. Unnatural colors or extreme styles are not permitted.
- Males must be clean-shaven. If males have a beard, mustache and/or goatee, they must be neatly trimmed close to the face.
- Good oral hygiene and clean bodies, free of odor is essential.
- Cosmetics should be applied discreetly.
- Heavy perfume, cologne, or odor due to smoking is not acceptable.

Infection control/safety standards:

- Fingernails must be clean, neatly rounded and are not to exceed the tip of the finger in length
- Sculptured, acrylic or artificial nails are not permitted in the clinic
- If desired fingernails may be freshly polished with clear or neutral colored polish
- No more than one ring per hand
- Earrings must be standard earlobe piercing. No dangling earrings or necklaces
- Personal jewelry should be kept to a minimum to allow for appropriate handwashing and to limit the risk of injury to patient or self.
- Watches should be well fitting to limit the risk of injury to patient or self
- Body piercing and tattoos should be concealed in order to prevent personal or patient injury

The following are considered NOT acceptable in the clinic:

- Cowboy boots, hiking style boots, Toe sneakers/shoes, sandals, flip-flops, high heels, “Converse” style sneakers, “VANS” style slip-ons, or “CROC” style shoes
- Skirts or dresses
- T-shirts or tank tops (shoulder straps of a sleeveless shirt must measure 3 inches or wider)
- Caps or visors
- Sunglasses
- Jeans of any color (Regardless of “Blue Jean Friday” in the clinic)
- Shorts for both men and ladies (Regardless of “Sports Dress” in the clinic)
- Absolutely no gum chewing

NOTE: Students are to consult with assigned Clinical Instructor or supervising PT regarding appropriate attire for Aquatic participation during Practicum experiences.

Clinic Attendance

Clinic attendance is required of all students. Frequent absences interrupt consistency in performance of clinical skills which may prevent the attainment of entry-level rating in clinical skills which is the purpose of the Practicums in the PTA program.

Every student is required to log in a 40-hour work week according to individual facility guidelines. Work hours must be documented utilizing the Practicum Attendance Log. All absences in the clinic are to be communicated directly by the student to both:

- 1) the Clinical Instructor and
- 2) the ACCE or designee.

During a Practicum course, students must not miss more than 16 clinic hours*. Any missed hours beyond 16 will result in the student being dropped from the course. All missed clinic hours must be made up in order to successfully complete the Practicum course. Make up hours are to be completed at the same facility prior to the end of the Practicum. Arrangements for any missed clinic hours are to be made directly with, and at the convenience of, the Clinical Instructor. Make up hours must also be logged in using the Practicum Attendance Form. A Clinical Absence Form must be completed and turned in to the ACCE along with the Practicum Attendance Log regardless of telephone notification.

Students who are dropped for absenteeism will be ineligible to continue in the program until the course has been repeated successfully. Readmission into the program will be required. See NAH readmission policy.

NOTE: If South Texas College officially closes (for example due to bad weather), students will be pulled from clinic and will be responsible for making up the missed clinic time.

*Exceptions due to extenuating circumstances may be considered on a case by case basis.

Punctuality

Punctuality is important both in the classroom and in the clinic. Students should anticipate variations between clinic business hours and are expected to make arrangements for timely attendance and active participation in patient care. Students are to be apprised of individual clinic hours and are expected to be present for the full length of each clinic day. Occasional tardiness may be unavoidable, and students will be asked to account for such tardiness with the Clinical Instructor and the ACCE just as they would on the job (telephone, text message, or email notice).

Calling to report tardiness does not make habitual tardiness acceptable. Multiple tardy calls will result in a “U” rating for MACS Skill #8 Responsibility (assigned by the ACCE). A pattern of “accountable tardiness” (repeatedly calling in to notify CI of a late arrival on 2 or more occasions) or frequently leaving clinic early (more than 1 hour on 2 or more occasions throughout the 6 weeks) will result in disciplinary action. Minimal action taken will be a written report and reprimand as well as a “U” rating in the PTA MACS Skill # 8 Responsibility (assigned by the ACCE). Maximum action may be immediate failure of the Practicum and subsequent removal from the clinic site if requested by the facility.

Student Conduct

Students in the South Texas College Physical Therapist Assistant Program are expected to adhere to all STC PTA Program Standards, STC Nursing/Allied Health Handbook Standards, and the STC Student Code of Conduct.

Standards, guidelines and codes apply to both academic and practicum experiences as well as during all program related activities. Program faculty and students are also expected to follow the APTA Standards of Practice for Physical Therapy, APTA Standards of Ethical Conduct for the PTA, and the Texas Practice Act & Rules. Students who fail to adhere to these principles will be subject to disciplinary action, resulting sanctions, and possible program dismissal.

While in clinic, students are expected to conduct themselves in a professional manner at all times, not only in interaction with clients, but also with peers, clinical faculty, and staff. Students represent the PTA program and the physical therapy profession; thus students assume responsibilities toward society.

Professional Boundaries

Professional boundaries define effective and appropriate interaction between students, educators, supervisors and the public they serve. Boundaries exist to protect students, patients/clients, educators, clinics, institutions, and health care professions in general. Any behavior or interaction which damages the learning environment, health care environment, or those involved is a violation. Violations include sexual and non-sexual misconduct.

PTA Program students are responsible for conducting themselves in a professional manner, and are to refrain from any activity that tends to compromise the academic integrity of the institution, or subvert the educational process.

Specifically, when dealing with:

- 1) patients/clients entrusted to his/her care,
- 2) STC NAH program faculty/staff, and/or
- 3) clinical instructors/staff, PTA students shall not:

- enter into any type of romantic or sexual relationship, whether consensual or nonconsensual,
- fraternize and/or engage in social level activities/behaviors outside of the learning environment
- interfere with another person's work performance
- create an intimidating, hostile, or offensive working environment

Such relationships and/or interaction will be looked upon as potentially detrimental to the working and learning environment, considered inappropriate and unacceptable, and grounds for disciplinary action, which may include program dismissal.

Obligations, Rights, and Responsibilities of Students Involved In Clinical Experiences

- A. The student will be accountable for the attainment of his/her own learning objectives.
- B. The student will be accountable for his/her own actions while in the AFFILIATE.
- C. The student will respect the confidential nature of all information obtained from clients and records of the AFFILIATE.
- D. The students are not entitled to receive nor expect any compensation for the practicum experience from the AFFILIATE.
- E. Institutional holidays recognized either by STC or the assigned AFFILIATE are not required affiliation days. However, the required clinical hours must be met as described in course objectives.
- F. Students are subject to the authority, policies, and regulations of STC. They are also subject, during practicum assignments, to the same standards as are set for the AFFILIATE employees in matters relating to the welfare of patients according to AFFILIATE standards.
- G. Students shall adhere to the dress code of the PTA Program and the AFFILIATE. Except as AFFILIATE rules may otherwise provide, students shall wear identifying nametags, setting forth the name of the student and the fact that the individual is a student of STC.
- H. Students shall have the status of learners and will not replace AFFILIATE staff nor give service to patients apart from its educational value.
- I. In the event of potential exposure to an infectious disease, the Affiliate will conduct appropriate baseline testing on the student and source of the potential exposure, and will report to the student the test results. Any recommended follow up testing and/or treatment required will be the responsibility of the student.

Adopted from the NAH Student Handbook

Student Participation in Patient Care

All measures shall be taken to protect the health and welfare of students participating in practicum experiences. All NAH students have the right to reasonable accommodations to allow full participation in practicum activities. In the event that a student presents with a documented medical condition (i.e. pregnancy, post-surgical, acute illness) that would predispose them to negative effects the student may defer participation in select patient care activities. It is the students' responsibility to notify the Clinical Instructor of the need for accommodations. The student must also notify the ACCE and provide a copy of the medical documentation.

Students requesting accommodations due to pregnancy related issues will be referred to the STC Title IX Coordinator.

Cell Phones and Electronic Media

Students are expected to respect the clinic environment. Cell phone calls or texting is not permitted. As such, all cell phones should be turned "OFF" while in the clinic. "Vibrate" mode, in which the vibrating sound can interrupt the clinic setting, is not acceptable.

Additionally, all other personal electronic devices (i.e. laptops, E-tablets, Live-Scribe/Echo/Smart pens, etc.) shall be turned off while in the clinic. Students must remember that in certain clinical environments, such technologies as cell phones and pagers interrupt the function of medical specialty equipment and are prohibited. Individual requests for exceptions to this clinic standard will be handled on a case-by-case basis, but not automatically granted. Emergency messages may be relayed through the departmental secretary during regular college hours. Students should familiarize themselves with each clinic's specific guidelines regarding outside communications and use of electronic media.

Use of electronic media for research purposes in the clinic is at the discretion of the individual Clinical Instructor according to individual facility guidelines

Clinic Sites & Travel Expectations

Students involved in the clinical education program are required to provide their own transportation to and from assigned clinic sites during all practicum experiences. Current clinic sites range from Rio Grande City to Brownsville, Texas and include the following settings:

- Acute care/ hospital facility
- Ambulatory care/ outpatient
- ECF/ Nursing Home/ SNF
- Rehab/ Sub-acute Rehab

Not all contracted facilities participate in every practicum. Student placement is dependent on the facility's ability to accommodate a student as well as meet the identified clinical objectives for that practicum. All clinics are within reasonable driving distance from the Nursing and Allied Health campus. The ACCE makes every effort to place students not only according to their educational needs, but also to the most convenient location possible. However, it remains the student's responsibility to arrive at the clinic site at the designated start time regardless of the travel distance.

NOTE: Students must disclose any existing relationship with area facilities and/ or clinicians (scholarships, Sponsorships, family connections, contract agreements to hire upon graduation, etc.) in order to ensure no conflict of interest occurs with student placements during Practicum courses

STC and the PTA Program do not provide housing or transportation to individual clinic sites.

Communication between the ACCE and Students During Practicum Experiences

During Practicums, the ACCE (and/or designee) will make a mid-term visit to meet with both the clinical instructor (CI) and student. The purpose of the visit is to track the student's clinical performance in meeting individual practicum learning objectives, and ensure that student intervention and data collection techniques are provided as directed in the plan of care developed by the supervising PT. The ACCE will also verify continued appropriate supervision and role-modeling and the overall quality of the experience. If the CI is a PTA the ACCE will verify that the student is demonstrating effective, ongoing communication with the supervising physical therapist; if the CI is a PT the ACCE will verify appropriate communication with staff PTAs if applicable. Strengths and weaknesses will be identified and documented. The ACCE will assist the student to develop an action plan as needed to promote student success.

Students are to complete and submit a weekly performance summary which includes CI input, to track ongoing progress. In the final week of every Practicum, the ACCE will conduct either a clinic visit or telephone conference to verify students' continued progress toward meeting objectives and/or effective follow through with stated action plans.

The ACCE will ensure that the students' right to privacy and confidentiality regarding clinical performance is protected at all times. Consultations with the CI (first) and student (second) will be completed separately in a private area away from patient care or office activities. Joint meetings may be held following consultations as needed to address concerns, promote coordination, and establish action plans.

NAH Safe Clinical Practice Standard

Purpose of Professional Clinical Experiences

The purpose of practicum experience is to provide an opportunity for the PTA Program student to demonstrate competence in the cognitive (knowledge & judgment), psychomotor, and affective skills necessary to practice in the profession of physical therapy. The clinical learning environment is one in which the student is expected to progress in level of competence.

Standard

From entry into the clinical setting, through completion, the student is expected to practice in a safe and responsible manner regarding him/herself, the patient/client and the environment. The student PTA, participating as a member of the health care team, is responsible for contributing to the continuity of care, and maintenance of client safety and welfare throughout the clinical experience.

Self:

- Prior to entering the clinical experience, the student will have demonstrated in the classroom and laboratory, the necessary knowledge and skill being required in the current clinical setting.
- Prior to entering the clinical experience, the student will have submitted evidence of: negative TB test, current immunizations, CPR certification, negative drug test, negative criminal background check or proof of licensure eligibility & professional liability and medical insurance.
- The student will not enter the clinical or classroom setting when he/she has an impairment or illness that is or may be harmful or infectious to others.
- While in the clinical setting the PTA student will:
 - ◆ Utilize of the Professional Standards of Practice set forth by the American Physical Therapy Association in performing all academic and clinical work in the PTA Program
 - ◆ Demonstrate honesty in all behaviors & communications in the clinical setting
 - ◆ Arrive at the clinical site on time, sign in and report to the person responsible for the student's supervision, and sign out on time when leaving the clinical site
 - ◆ Demonstrate behavior indicative of a drug & alcohol free professional and remain in compliance with STC Board Policy #3337
 - ◆ Display stable mental/emotional & physical health
 - ◆ Demonstrate responsibility for all personal actions, and rights of the client and agency, by not failing to report mistakes or problems
 - ◆ Demonstrate safety as a priority by taking appropriate steps to insure injury does not occur to self (the student) during the course of clinical practice

- ◆ Abstain from all forms of sexual harassment toward fellow students, instructors, clients and agency staff
- ◆ Follow exactly, the dress code set forth in the student handbook
- ◆ Demonstrate full understanding of confidentiality by not participating anywhere in inappropriate conversations, inappropriate sharing of information, or obtaining information which is/are not pertinent to the student's current clinical assignment
- ◆ Demonstrate correct, accurate and timely record keeping and verbal communication
- ◆ Provide safe, therapeutic care to clients, utilizing the level of supervision which has been outlined by the student's immediate clinical supervisor

Care of Clients:

While in the clinical area, the student will:

- ◆ Demonstrate correct use of all therapeutic processes, insuring physical, mental and emotional safety of the client and their property as he/she provides care
- ◆ Demonstrate a nonjudgmental attitude toward clients with regard to race, color, national origin, religion, socioeconomic status, age, disease process or sexual preference
- ◆ Provide only care which the student has been deemed competent to perform, utilizing the level of supervision appropriate to the circumstance outlined in the clinical guidelines
- ◆ Demonstrate a team approach to client care by communicating in a timely fashion, verbally and /or in writing all clinical information

Care of Environment:

While in the clinical area, the student will:

- ◆ Demonstrate respect for the agency through proper use and care of all equipment and property
- ◆ Demonstrate understanding of safety by using safety devices, a team approach to insure safe patient care, and keeping all potential injury producing objects out of the clients access
- ◆ Demonstrate understanding of disease transmission by using standard precautions, proper hand washing, linen care, etc.

Failure to Meet the Standard:

The failure of the PTA student to meet any part of the above Safe Clinical Practice Standard will cause action to be taken by the clinical instructor, ACCE, program chair and Division of Nursing and Allied Health Dean. The minimal action to be taken will be a written report and reprimand. The maximum action may be immediate failure and removal from the practicum course. The action taken will be dependent on the nature of the incident and potential or real threat to client safety and well-being or risk for the clinical affiliate agency.

Procedure for Removal of a Student from the Clinic Site

Standard:

Any STC student who demonstrates inappropriate behavior in which he/she:

1. Appears in the clinical setting under the influence of drugs or alcohol
2. Displays unstable mental, physical or emotional behavior(s), which may present danger to self or other's well being (anorexia, suicide attempts, etc.)
3. Threatens the physical or psychological safety of the client while practicing in the clinical setting under the influence of non-prescribed drugs, or
4. Demonstrates unprofessional behavior that is disruptive to the environment and Interferes with the operation of the setting.

will be removed from the clinic site.

Procedure:

In the event that a student must be removed from the clinic site, the following procedure will occur:

- a. The Clinical Instructor/Coordinator/Supervisor will remove the student from the immediate patient area to an office or other waiting area.
- b. The Clinical Instructor/Coordinator/Supervisor will immediately contact the Program Chair/Coordinator, Clinical Affairs Specialist or Division Dean to inform them of the incident and receive direction for managing the student.

If the event involves the student being under the influence and the emergency contact person is unavailable, the student will be sent home via public transportation or police escort. Any related expenses or criminal charges arising from the incident will be the student's responsibility and may jeopardize the students continued participation in the program and/or future certification or license.

NOTE: Disciplinary action for any student who is removed from the clinic site for the above reasons will be addressed as delineated in the Safe Clinical Practice Standard.

Adopted from NAH Student Handbook

Communicable Diseases

STC and the PTA program recognize contagious diseases are a serious threat to public health and are committed to encouraging an informed and educated response to issues and questions concerning these diseases. As outlined in the faculty handbook, communicable diseases include, but are not limited to: measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS-Related Complex (ARC), meningitis, meningococcal infections, and tuberculosis.

Any decision of STC concerning a person who has a communicable disease shall be based on current and well-informed medical judgment, which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and balancing identifiable virus and available alternatives to respond to a student with a communicable disease. No individual with such diseases will be discriminated against in employment, admission to academic programs, health benefits, or access to facilities. Likewise, students may attend any STC function or event as long as they are physically and mentally able to participate, perform assigned work, and pose no health risks to others. The decision that a person poses a threat will be based solely on knowledge about:

- a. Duration of risk
- b. Nature and severity of the potential harm
- c. The likelihood that potential harm will occur
- d. The imminence of the potential harm

A safe environment must be maintained for all students and clients. The student with a communicable disease must report the condition to his/her instructor (classroom or clinical) immediately. The PTA program will:

1. Make information on the prevention of communicable diseases available to students.
2. All reasonable precautions will be taken to protect confidentiality. However, communicable diseases will be reported as applicable to appropriate authorities, i.e. tuberculosis
3. Students must be able to meet acceptable performance standards and objectives.
4. A student with a communicable disease may attend classes or perform duties at the clinical site if his/her presence does not pose a threat or danger to the individual, others in the College, or to the clients they will be in contact with during the clinical experience.
5. Students are expected to follow the affiliating agency's guidelines governing caring for clients with communicable diseases.

Occupational Exposure to Infectious Agents

The new guidelines recommended by the Center for Disease Control (CDC) as of February 1996 will be followed. The new classifications assist in clarifying specific events that require additional labeling for general clients, respiratory situations, and contact situations. Students are expected to take the Hepatitis B Vaccine series unless a condition exists that requires a waiver to be signed.

College faculty, staff and students participating in clinical and laboratory programs that require the handling of blood, blood products, or body fluids are required to observe the standard precautions and safety guidelines prescribed by the U.S. Public Health Service. In compliance with Occupational Safety and Health Administration (OSHA) regulations, students will receive information regarding Blood Borne Pathogen prevention measures. PTA Program students will also receive instruction on safety and universal precautions throughout the curriculum. College faculty and staff members who supervise students in clinical and laboratory experience will monitor compliance with the precautions and guidelines prescribed by the U.S. Public Health Service by direct observation and as criteria of laboratory and clinical evaluations indicate.

Safety Procedures

Any student injured while functioning in the clinical area must report to his/her clinical instructor (CI). An incident report is to be completed by the student and the CI within 24 hours of the incident and sent to the ACCE for review and signature. Please refer to page 54 for a copy of the NAH Incident Report.

It is a requirement for students to carry some form of medical expense coverage, i.e. Medicaid, third party, or student medical insurance, prior to initiating any clinical affiliation experience. Such availability of medical insurance should ensure access to emergency services for all PTA Program students.

Cost of Emergency Services during Practicum Experiences

STC does not assume responsibility for costs associated with emergency care required by students while participating in Practicum experiences. Students in the PTA Program are responsible for all such costs.

Students enrolled in the PTA Program must meet Clinical Requirements, including proof of Health and Accident Insurance, which must remain current throughout the Program.

STC makes available to all enrolled students health and accident insurance coverage. Information may be obtained through the Cashier's office.

Confidentiality

In accordance with regulations regarding confidentiality of information or knowledge concerning the patient/client, the Nursing & Allied Health Division and PTA Program have adopted the following:

1. Except in the structured, teaching-learning situation, all aspects of the patient/client's medically-related information and/or data shall not be discussed with any other person or persons under any circumstances.
2. Proper identification as stated in the dress code is required before reading charts/records.
3. Under no circumstances is the student to photo copy and/or tape record any part of the client's chart/record.
4. Students must adhere to program guidelines when referring to patients in written assignments.
5. Under no circumstances should student photograph patients.
6. Failure to honor this basic ethical right of the patient/client may result in the immediate dismissal of the student from the program.

Students will sign a Confidentiality statement that reflects their understanding that all information about the client's condition is confidential and should not be discussed in ANY public area inside or outside the agency.

Informed Consent

The PTA Program recognizes that patients have the right to know the identity of those providing their care and that patients have the right to refuse care by a student.

During Practicum experiences, patients are to be made aware that a student is participating in an external educational experience and may be involved in portions of their treatment.

The following measures are to be employed in order to ensure informed consent:

1. Clinical Instructors (CI's) are to obtain verbal consent from patients and/or family members prior to student treatment.
2. Students must routinely introduce themselves as student physical therapist assistants.
3. Students are to wear their STC picture ID at all times and/or facility issued picture ID when necessary.
4. CI's are to inform patients that they have the right to refuse treatment by a student at any time and that refusal will not impact the quality of their treatment by the facility employee.

Due Process for Patients

Due process for patients and their respective family members is addressed via a series of steps.

Patients have the right to register complaints about care provided by a student. Patients may complain informally directly to the Clinical Instructor (CI) who in turn contacts the ACCE via a telephone call. The ACCE will make a clinic visit to address the issue, consult with the CI and student, and formally document the situation.

Patients who wish to file a formal complaint may do so by utilizing the STC PTA Program Patient Complaint Form (found on page 53) and submitting it to the Clinical Instructor. The CI will forward the complaint form to the ACCE. The complaint is addressed at the clinic site via a conference with the student, CI and ACCE, at which time they will review the formal complaint, discuss areas of concern and identify a resolution or plan of action. The ACCE will notify the Program Chair regarding the formal complaint and subsequent action. All documentation is filed in the student's individual file.

**AFFILIATION AND PROGRAM AGREEMENT
FOR CLINICAL EXPERIENCE**

This AGREEMENT is made the _____ day of _____, by and between _____ and SOUTH TEXAS COLLEGE.

WHEREAS, _____ (hereinafter referred to as “AFFILIATE”) and SOUTH TEXAS COLLEGE (hereinafter referred to as “STC”) recognize that trained personnel in the fields of allied health are necessary to the staffing and operation of health care institutions and facilities in the lower Rio Grande Valley.

THEREFORE, it is of great benefit and service to the people of this area that the AFFILIATE through its administrators and staff, and STC through the administrators and staff of its Allied Health Education Programs, do associate together in a cooperative endeavor for the purpose of training students in the fields of allied health.

In mutual consideration of the foregoing and following, STC and AFFILIATE agree as follows:

I. TERMS

1. This agreement shall become effective immediately upon execution by the parties as of the date above written and will continue in full force and effect until terminated as hereinafter provided.
2. This agreement may be modified at any time by mutual consent of the parties. It may be terminated by either party upon written notice to the other party as provided in Section III of this agreement. Non-consensual termination shall become effective three months after the proper notice. Termination shall not become effective until the students involved in the cooperative program shall have an opportunity to complete the full experience so long as the cause for termination does not fall within the boundaries of Section V.2. and V.22., despite the fact this period required for program completion may exceed the time period established in this section.

II. GENERAL UNDERSTANDING

The parties hereto recognize that, in the performance of this agreement, the greatest benefits will be derived by promoting the interests of both parties, and each party does, therefore, enter into this agreement with the intention of loyally cooperating with each other in carrying out the terms of this agreement, and each party agrees to interpret its provisions, insofar as it may legally do so, in such manner as will best promote the interests of both and tender the highest service to the public.

III. NOTICES

All notices to parties herein must be in writing, signed by the party giving it, and shall be served personally or by mail addressed as follows:

or such address as may be hereinafter designated by notice. All notices become effective only when received by the addressee and upon verification.

IV. JOINT PROGRAM RESPONSIBILITIES

1. Both parties to the agreement will cooperate in providing the student a proper learning opportunity in maintaining good patient care.
2. It is mutually agreed that those students permitted to utilize the AFFILIATE under this agreement shall be mutually agreed upon by both parties, with due consideration given to the number of students and to the clinical material available.
3. Visits by STC staff to the AFFILIATE and visits by AFFILIATE staff to the College are accepted and welcomed for purposes of planning, observation of students, conferences, and accreditation visits by outside groups with prior notification.
4. The determination of the number of assigned students, the schedules, and the availability of the AFFILIATE shall be made by mutual agreement between the liaisons designated by both parties.
5. Both parties are obligated to inform one another in a timely manner of any changes in the curriculum, personnel, and learning opportunities pertinent to the clinical education of students.
6. No financial obligation exists between either party to this Agreement. If an employee-employer relationship exists between AFFILIATE and student, all matters including rights and responsibilities related to such employment are the sole concern of AFFILIATE and student.
7. Both parties will cooperate in providing the student with environments and opportunities conducive to proper learning.
8. In accordance with the Program Affiliation Agreement, the AFFILIATE representative is:

The STC representative is:

Melba Trevino, RN, MEd
Nursing and Allied Health Division Dean
South Texas College
P.O. Box 9701
McAllen, Texas, 78502-9701
Phone: (956) 872-3186
Fax: (956) 872-3115

9. The students will be responsible for their own transportation, meals, and health care needs in the performance of this Agreement.

10. Representatives from the AFFILIATE and STC shall meet at least once each year to review the progress of the program and make policy for the next year.

V. OBLIGATIONS, RIGHTS, AND RESPONSIBILITIES OF STC

1. STC will provide qualified instructors as expressed in the curriculum and who have appropriate licensure for the courses that they teach.

2. Instructors and students of the Program will comply with the existing policies of the AFFILIATE when carrying out the “AFFILIATE Centered” portion of the Program.

3. STC will require the students to be properly attired when reporting for clinical experience.

4. Students will have current immunizations for Measles, Mumps, Rubella, Diphtheria, Tetanus, and Tuberculosis Skin Test and if positive a chest X-ray.

5. STC will maintain on file for quick reference at the College the following information:

- | | |
|---------------------------------------|--------------------------------|
| a. MMR (Measles, Mumps, Rubella) | f. Criminal background check |
| b. Varicella | g. Drug/Alcohol screen results |
| c. Hepatitis B (strongly recommended) | |
| d. Influenza (strongly recommended) | |
| e. TB skin test or chest X-ray | |

6. STC will instruct its students and faculty to respect the confidential nature of all information which may come to their knowledge in their experience with members of the health care team, patients and AFFILIATE records.

7. STC instructors and its students recognize that they are not subject to coverage by the AFFILIATE’S Worker’s Compensation Program.

8. Students must wear a photographic identification badge at all times while on the AFFILIATE premises.

9. STC faculty will cooperate with and participate in the AFFILIATE inservice programs as appropriate.

10. STC faculty will be responsible for administrative functions related to the student experience, such as records of rotation, attendance, and proficiency.

11. STC faculty will evaluate and counsel students with regards to performance.

12. The students will be subject to rules and regulations pertaining to regular employees of the AFFILIATE.

13. The faculty and students will meet the standards for patient care of the AFFILIATE.
14. STC will provide teaching facilities for students and faculty of the program.
15. Control of the program ultimately rests with STC. STC is responsible for preparing students for the clinical education phase of their education and assumes full responsibility for the planning and execution of the education program. STC will assign only those students who have satisfactorily completed the portions of the curriculum that are prerequisite to Program completion which include infectious control issues.
16. The faculty and students will assume responsibility for breaking or damaging equipment due to the negligence on the part of the faculty or students.
17. STC will supervise this practical experience to assure safe practice for the student and STC faculty and staff.
18. STC will maintain appropriate accreditation of its academic programs.
19. STC will provide relevant background information on students as requested by the AFFILIATE to the extent permitted by law.
20. STC will be responsible for the final grading of the students.
21. STC will instruct its students to comply with the existing policies of the AFFILIATE that when carrying out the “Clinical Duties” that meet the standard for patient care of the AFFILIATE.
22. STC will cause to be made available from third parties, liability and accident insurance for students enrolled in the program. At the student’s expense, students will be required to carry professional liability in the amount of \$1,000,000 per student/\$3,000,000 aggregate per student, STC will maintain current proof of such insurance on file in the clinical AFFILIATE administrator’s office.

VI. OBLIGATIONS, RIGHTS AND RESPONSIBILITIES OF THE AFFILIATE

1. AFFILIATE agrees to assist the program by providing, through its supervisory personnel, regular evaluation of students at intervals to be agreed upon by the AFFILIATE and STC; the evaluation forms to be provided by STC.
2. AFFILIATE will allow participating students to use any library facilities which are open to the AFFILIATE staff.
3. AFFILIATE will assume the cost of equipment that is broken or damaged in its normal use.
4. AFFILIATE will orient the STC faculty and students to facilities and policies.
5. AFFILIATE will inform its professional staff of its participation in the various training programs of STC.

6. The teaching equipment owned by AFFILIATE may be used in the teaching program necessary for demonstration of patient care skills in the clinical phase of the program.
7. AFFILIATE will supply, without remuneration to the student, opportunity for practical and/or observation experience designed to supplement theory training given by STC.
8. AFFILIATE will monitor clinical experience as necessary to assure safe practice for the student and others, including patients/residents of AFFILIATE.
9. Students may not take the responsibility or the place of “qualified” staff. However, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision.
10. AFFILIATE reserves the rights, in its absolute discretion, to refuse its facilities and services to any student who does not meet the professional or other requirements of the AFFILIATE or any appropriate authority controlling and directing said AFFILIATE.
11. AFFILIATE may assign this agreement upon the sale of AFFILIATE’S facilities to be effective upon notice by AFFILIATE to STC of such assignment.

VII. GENERAL PROVISIONS

1. The AFFILIATE will not be charged for any services performed by STC students or personnel in connection with the program contemplated by this agreement. The AFFILIATE will not have any obligation to pay the salaries or expenses of any students or personnel of STC in connection with this program.
2. Under no circumstances will an STC student or personnel be considered agents or employees of the AFFILIATE, but rather will be considered to be on the AFFILIATE premises for the purpose of teaching or acquiring health care skills.
3. It is understood that in as much as possible, the students and instructors will be free of communicable diseases and will have an annual PPD and/or chest X-ray.
4. HIPAA Requirements.

The parties agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d (“HIPAA”) and any current and future regulations promulgated thereunder, including, without limitation, the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (“Federal Privacy Regulations”), the federal security standards contained in 45 C.F.R. Part 142 (“Federal Security Regulations”), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as “HIPAA Requirements”. The parties agree not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by the HIPAA Requirements and the terms of this Agreement. The parties agree to make their internal practices, books and records relating to the use and disclosure of Protected Health Information available to the

Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations. In addition, the parties agree to comply with any state laws and regulations that govern or pertain to the confidentiality, privacy, security of, and electronic and transaction code sets pertaining to, information related to patients.

5. School Status.

School represents and warrants to AFFILIATE that the School and its students providing services hereunder: (i) are not currently excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 U.S.C. Section 1320a-7b(f) (the "Federal health care programs"); (ii) are not convicted of a criminal offense related to the provision of health care items or services but has not yet been excluded, debarred or otherwise declared ineligible to participate in the Federal health care programs, and (iii) are not under investigation or otherwise aware of any circumstances which may result in the School being excluded from participation in the Federal health care programs. This shall be an ongoing representation and warranty during the term of this Agreement and the School shall immediately notify AFFILIATE of any change in status of the representation and warranty set forth in this section. Any breach of this Section 17 shall give AFFILIATE the right to immediately terminate this Agreement for cause.

VIII. INDEMNIFICATION

STC agrees to indemnify and hold harmless AFFILIATE from any and all claims, demands, damages liabilities, and cost incurred by AFFILIATE, to the extent permitted by law, which directly or indirectly result from or arise in connection with any act or omission of STC, its agents, or employees, in performing STC obligations hereunder. AFFILIATE agrees to indemnify and hold harmless STC from any and all claims, demands, damages liabilities, and cost incurred by STC which directly or indirectly result from or arise in connection with any act or omission of AFFILIATE, its agents or employees, in performing AFFILIATE'S obligation hereunder.

IX. LIMITATION ON CIVIL LIABILITY

A person who authorizes, sponsors, supports, finances, or supervises the functions of STC personnel is not liable for civil damages for an act or omission connected with training STC personnel, or with services for treatment given to a patient or potential patient by STC personnel if training, services, or treatment is performed in accordance with the standard of ordinary care.

X. FURTHER AGREEMENTS

This basic agreement, with addenda paragraphs, constitutes the entire agreement of the parties hereto. At such time, STC and the AFFILIATE desire to enter into additional training programs, this basic agreement may be outlined in addenda paragraphs.

XI. TITLE VII OF THE CIVIL RIGHTS ACT

In keeping with Title VII of the Civil Rights Act of 1964, no person shall, on the grounds of race, sex, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity included herein.

XII. ATTORNEY FEES AND COSTS

If, as a result of a breach of this Agreement by either party, the other party employs an attorney or attorneys to enforce its rights under this Agreement, then the breaching party agrees to pay the other party the reasonable attorney's fees and costs incurred to enforce this Agreement.

XIII. TEXAS LAW TO APPLY

This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created by this Agreement are performable in the County where the AFFILIATE is located. Venue for any litigation arising from this Agreement shall be in Hidalgo County.

EXECUTED in duplicate originals by:

AFFILIATE:

ATTEST:

By: _____

By _____

Its: _____

Date: _____

Date: _____

SOUTH TEXAS COLLEGE

ATTEST:

BY: _____

By: _____

Dr. Shirley A. Reed
President

Date: _____

Date: _____

**ADDENDUM TO
AFFILIATION AND PROGRAM AGREEMENT FOR CLINICAL EXPERIENCE
BETWEEN SOUTH TEXAS COLLEGE
AND**

**PHYSICAL THERAPIST ASSISTANT PROGRAM
PRACTICUM EXPERIENCE AGREEMENT**

WHEREAS, South Texas College, hereinafter **STC** and _____, hereinafter **AFFILIATE**, agree it is mutually beneficial to enter into this program Agreement for the purpose of providing clinical experience to the eligible **STC**; and

WHEREAS, This Program Agreement is subject to and all of the terms and conditions of the Affiliation Agreement between **STC** and **AFFILIATE**; and

NOW, THEREFORE, the parties agree to the following:

**I.
Program Description**

The PTA Program is a two-year program which includes general education and technical courses, as well as supervised practicum experiences, culminating in an Associate Degree of Applied Science awarded by **STC**. The PTA Program incorporates external experience or “practicum hours” designed to provide exposure to a variety of patients and learning activities, and provide students with the opportunity to perform their responsibilities under the appropriate physical therapist or physical therapist assistant supervision, with positive role modeling. The *PTA Macs*, published by the Texas Alliance of Physical Therapist Assistant Educators, shall be utilized as the checklist and guide for evaluating the mastery and assessment of clinical skills of the student. The students will be evaluated at midterm as well as at the end of clinical practicum, and will be required to demonstrate competency of specified skills and determined objectives. Clinical Instructors, hereinafter **CI**s, will be responsible for determining and documenting if a student is safe in applying a procedure to a patient within that clinical setting; however, the educational program will remain responsible for assuring this competence for all students.

**II.
Affiliation Purpose and Objectives**

The PTA Program requires extended clinical practice in the therapeutic care of patients. It is agreed to be of mutual interest and advantage that the students enrolled in the program be given the opportunity and benefit of clinical practicums scheduled at intervals during the course of study, with the objective of exposing students to all procedures and treatment techniques used in physical therapy today, providing the information necessary to develop efficient, safe, and intelligent caregivers able to work in any area of physical therapy delivery. Practicum I is an introductory level 5 week full-time clinical learning experience and provides opportunity for the development of selected basic handling and assessment skills. Practicums II and III are each 6-week full time intermediate and advanced level affiliations allowing opportunity for development of more advanced skills as well as full-time work ethic, in preparation for professional commitment.

**III.
OBLIGATIONS, RIGHTS, AND RESPONSIBILITIES OF **STC****

- A. The Academic Coordinator of Clinical Education, hereinafter **ACCE**, will be readily available by phone or pager for consultation with the student and/or **CI**.
- B. The PTA Program will supply the **AFFILIATE** with written objectives for requested clinical experiences. Objectives for each clinical site/experience will correspond to the didactic material presented to that point. The PTA Program will refer PTA students to the **AFFILIATE** for practicum experience only upon satisfactory completion of the prerequisite didactic and clinical curriculum applicable to the specific practicum experience.

- C. The PTA Program will notify the AFFILIATE of student's desired experiences and schedules. These arrangements will be negotiated and jointly agreed to by both parties. The Program will notify the AFFILIATE if the planned clinical experience is cancelled. Students will notify the AFFILIATE if they will be absent.
- D. The ACCE will serve as the liaison for STC and will communicate with the CI and the students to monitor and evaluate learning experiences. A minimum of one on-site visit will be performed by the ACCE to monitor and evaluate learning experiences.
- E. The PTA Program will provide the AFFILIATE and its CIs an orientation to establish responsibilities, limits, roles, and communication systems.
- F. Instructors and students will abide by all rules and regulations of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), OSHA, and any other regulatory agencies as appropriate.

**IV.
OBLIGATIONS, RIGHTS, AND RESPONSIBILITIES OF AFFILIATE**

- A. The AFFILIATE reserves the right to limit the number of students to specialized experiences.
- B. The AFFILIATE will nominate interested physical therapists or physical therapist assistants to serve as CIs who meet the following criteria:
 - 1. Licensed in the State of Texas
 - 2. Have at least one year's clinical experience
 - 3. Are familiar with or have received inservice training in the use of the *PTA Macs* and supervision of students.
- C. The AFFILIATE shall have available for students and faculty to review a current policy and procedures manual outlining specific courses of action relevant to AFFILIATE.
- D. The AFFILIATE shall make available emergency services to any student injured while at the AFFILIATE pursuant to this AGREEMENT. The Affiliate will not be responsible for any fees or expenses occurred for care provided.
- E. If any student's health, conduct, or care is considered by the CI or by the faculty to have a detrimental effect on the clinical site, its patients, or staff, the ACCE shall be immediately notified. The ACCE shall take appropriate action. In the event that the ACCE is not readily available and immediate action is necessary, the student may be withdrawn from the patient care situation by AFFILIATE staff until the ACCE is notified. If action is taken by the CI, the CI shall prepare a written report with reasonable detail concerning the student and the related incident to the ACCE.

**V.
OBLIGATIONS, RIGHTS, AND RESPONSIBILITIES OF THE CLINICAL INSTRUCTOR**

- A. The CI will give students opportunities for supervised learning to achieve clinical objectives and function as a professional role model for students.
- B. The CI will provide adequate supervision of students at all times. Should the appointed CI be unavailable, the CI will designate an appropriate licensed substitute.
- C. The CI will observe and guide the clinical performance of students and provide constructive feedback.
- D. The CI will evaluate the performance of assigned students using the *PTA Macs* supplied by the student and will participate with the academic faculty to assure attainment of learning objectives.
- E. The CI will readily communicate with the ACCE should problems arise with any aspect of the student's practicum experience.

VI.
OBLIGATIONS, RIGHTS, AND RESPONSIBILITIES OF STUDENTS

- J. The student will be accountable for the attainment of his/her own learning objectives.
- K. The student will be accountable for his/her own actions while in the AFFILIATE.
- L. The student will respect the confidential nature of all information obtained from clients and records of the AFFILIATE.
- M. The students are not entitled to receive nor expect any compensation for the practicum experience from the AFFILIATE.
- N. Institutional holidays recognized either by STC or the assigned AFFILIATE are not required affiliation days. However, the required clinical hours must be met as described in course objectives.
- O. Students are subject to the authority, policies, and regulations of STC. They are also subject, during practicum assignments, to the same standards as are set for the AFFILIATE employees in matters relating to the welfare of patients according to AFFILIATE standards.
- P. Students shall adhere to the dress code of the PTA Program and the AFFILIATE. Except as AFFILIATE rules may otherwise provide, students shall wear identifying name tags, setting forth the name of the student and the fact that the individual is a student of STC.
- Q. Students shall have the status of learners and will not replace AFFILIATE staff nor give service to patients apart from its educational value.
- R. In the event of potential exposure to an infectious disease, the Affiliate will conduct appropriate baseline testing on the student and source of the potential exposure, and will report to the student the test results. Any recommended follow up testing and/or treatment required will be the responsibility of the student.

EXECUTED IN DUPLICATE ORIGINALS BY:

AFFILIATE:

Signature of Administrator/Representative

Printed Name and Title

Date: _____

STC:
SOUTH TEXAS COLLEGE

Dr. Shirley A. Reed
President

Date: _____

STC
PHYSICAL THERAPIST ASSISTANT PROGRAM

WEEKLY ASSESSMENT

(To be completed by student and faxed in at end of every work week)

Student Name: _____ Date: _____

Clinical Instructor: _____ Week#: _____

Clinical Facility: _____ Practicum #: _____

Section I

1. Patient types worked with (diagnoses, age):

2. Data Collection Skills or Interventions observed/performed:

3. List 3-6 PTA MACS Skills that you addressed this week: (Student should regularly address new/additional skills)

4. List 3 PTA MACS Skills in which your performance was less than what you wanted it to be:

5. List special experiences observed/participated in, such as in-services, surgeries, lectures, rounds, etc:

Student Name:	Date:
Section II	
1. Student's review of the week:	
2. Clinical Instructor's review of the week:	
Section III	
1. Goals/objectives met this week:	
2. Goals/objectives identified for next week:	

*****This attendance log must be faxed in to the PTA office (872-3079) at the end of every workweek.**

STC
PHYSICAL THERAPIST ASSISTANT PROGRAM
PRACTICUM ATTENDANCE LOG

Student Name: _____
Practicum #: _____
Facility: _____
C I Name: _____
Week #: _____

DAY	DATE	TIME IN	TIME OUT LUNCH	TIME IN LUNCH	TIME OUT	TOTAL HOURS
M						
T						
W						
TH						
F						
Sat						
Sun						
WEEKLY TOTAL HOURS:						

I acknowledge the above information to be true and correct.

 Student Signature Date

 CI Signature Date

*****This attendance log must be faxed in to the PTA office (872-3079) at the end of every workweek.**

STC
PHYSICAL THERAPIST ASSISTANT PROGRAM

CLINIC ABSENCE FORM

Student Name _____

Date _____

Class/Clinic Instructor _____

Dates absent from class/clinic _____

Reason for class/clinic absence _____

Student Signature _____

This form must be submitted to class/clinical instructor the first day you return to class or clinical. Attach any physician documentation, jury duty record, court record, etc.

If in clinical, fax a copy to ACCE to 956-872-3079 or 872-3163

**South Texas College
 Physical Therapist Assistant
 Clinical Visit Report**

Student Name _____	Practicum/ Number _____
Facility _____	Clinical Instructor _____

I Discussions with CI*	
MIDTERM Date: _____	FINAL Date: _____
A. Overall 5 4 3 2 1 0 Performance/ Demeanor	A. Overall: 5 4 3 2 1 0 Performance/ Demeanor
1. Interpersonal Skills/ Comm w/ PT 5 4 3 2 1 0	1. Interpersonal Skills/ Comm w/ PT 5 4 3 2 1 0
2. Confidence/ Initiative 5 4 3 2 1 0	2. Confidence/ Initiative 5 4 3 2 1 0
3. Technical Skills/ Academic Prep 5 4 3 2 1 0	3. Technical Skills/ Academic Prep 5 4 3 2 1 0

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4. Critical Thinking/ Problem Solving: 5 4 3 2 1 0		4. Critical Thinking/ Problem Solving: 5 4 3 2 1 0	
5. Documentation: 5 4 3 2 1 0		5. Documentation: 5 4 3 2 1 0	
6. Time Mgmt/ Other:		6. Time/ Mgmt Other:	
<u>Strengths:</u>	<u>Needs Improvement:</u>	<u>Strengths:</u>	<u>Need Improvement:</u>

II Discussions with Student *	
MIDTERM Date: _____	FINAL Date: _____
A. Overall: 5 4 3 2 1 0 CI effectiveness /Environment Feedback	A. Overall: 5 4 3 2 1 0 CI effectiveness /Environment Feedback
1. Interpersonal Skills: 5 4 3 2 1 0	. Interpersonal Skills: 5 4 3 2 1 0
2. Confidence/ Initiative 4 3 2 1 0	2. Confidence/ Initiative 5 4 3 2 1 0
3. Technical Skills: 5 4 3 2 1 0	3. Technical Skills: 5 4 3 2 1 0

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4. Critical Thinking/ Problem Solving: 5 4 3 2 1 0		4. Critical Thinking/ Problem Solving: 5 4 3 2 1 0	
5. Documentation: 5 4 3 2 1 0		5. Documentation: 5 4 3 2 1 0	
6. Time Mgmt./ Other:		6. Time Mgmt./ Other:	
<u>Strengths</u>	<u>Needs Improvement</u>	<u>Strengths</u>	<u>Need Improvement</u>

III Summary by ACCE	
A. Midterm Evaluation completed (pink form) [] Yes [] No	Final Evaluation completed (pink form) [] Yes [] No
Attendance (hours +/-)	Inservice Topic: Date:
ACCE's overall impression:	ACCE's overall impression:
Recommendations to student:	Recommendations to student:
Form Completed by:	Form Completed by:

#Rating Scale:

- 5 – Excellent:** exceeds expectations of the facility
- 4 – Good:** effective and meets the needs of the facility
- 3 – Average:** evident and occurs; facility would expect more
- 1 – Poor:** ineffective performance; Cis and facility is left without guidance

* Numerical ratings are provided by Clinical Instructor and student during midterm and final conferences.

#Modified from Physical Therapist Assistant Manual for the Assessment of Clinical Skills, 2009

CI Survey Responses

Communication between ACCE and clinic site	5	4	3	2	1
Availability of ACCE/ program representative	5	4	3	2	1
PTA student placement process	5	4	3	2	1
Assistance with concerns, student issues	5	4	3	2	1
Practicum: duration and length	5	4	3	2	1
CI Comments/ Recommendations:					

Patient Complaint Form

Name of Complainant: _____ Date: _____

Facility: _____

Student Name: _____

In the space below, provide information regarding your complaint. Please provide specific details including date, time, description of the complaint/ problem, persons involved, etc.

Written complaint received by: _____

Date received: _____

Program Chair notified on: _____

Action:

**NURSING & ALLIED HEALTH DIVISION
STUDENT INCIDENT REPORT**

This form needs to be completed by student and Clinical Instructor. Report should be submitted to the ACCE within 72 hours of incident, who will forward a copy to the Clinical Affairs Specialist.

Name of Student:	Student ID #: A
Address:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
City, Zip Code:	
Home Phone:	Cell Phone:
Date of Incident:	Time of Occurrence:
Was the instructor notified? ___Yes___No	Was the facility administrator notified? ___Yes___No
Describe the details of the incident (How/What/Where/Why) BE VERY SPECIFIC:	
Nature, Extent, Degree and Body Locations (s) affected by incident:	
Was protective equipment worn, provided or required? (Ex, goggles, gloves, facemask, etc.) (If yes, please describe):	
Were there any witnesses to the incident? ___Yes___No (If yes, please list names):	
Recommended Action:	
Preventative Measures taken:	
Date:	
Faculty Signature:	Faculty Name (print):
Signature of Student:	Student Name (print):

(Copy to Division, Clinical Affairs Specialist, Program and Student File)