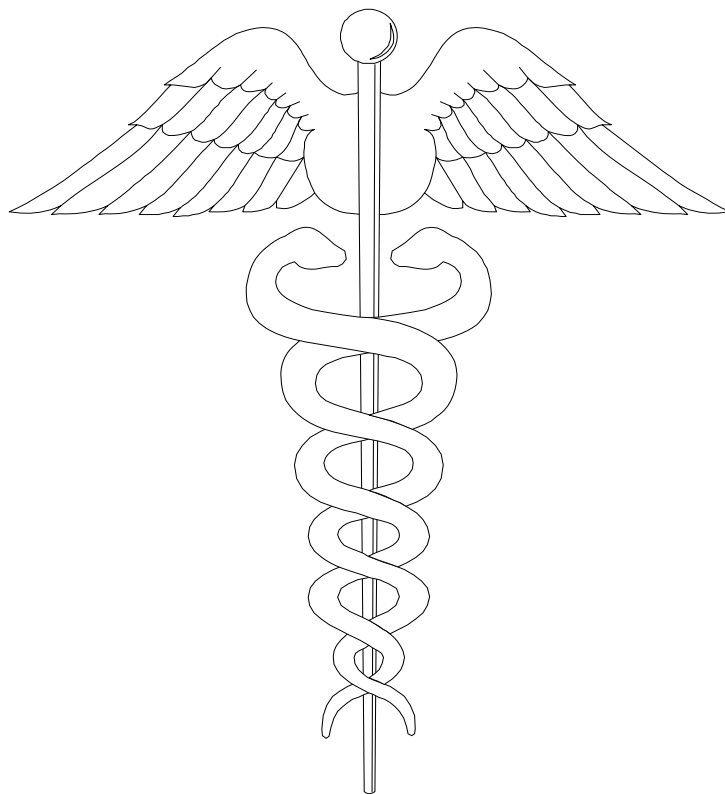


PEARL RIVER COMMUNITY COLLEGE

PHYSICAL THERAPIST ASSISTANT
PROGRAM

CLINICAL EDUCATION
INSTRUCTOR'S MANUAL



ALLIED HEALTH CENTER
5448 US HWY 49 SOUTH
HATTIESBURG, MS 39401
(601) 554-5488
(601) 554-5487

PHYSICAL THERAPIST ASSISTANT PROGRAM

The PTA program at Pearl River Community College is a two-year program which consists of general education and physical therapy courses. The physical therapy courses are designed to utilize learning in general education courses and prepare individuals with necessary knowledge and skills to effectively assist in treatment and testing of physical therapy patients. Students are trained in the use of exercise, modalities, and other treatment procedures in laboratory and clinical settings. Concurrent theoretical and clinical experiences enhance the students' ability to relate theory to practice.

Upon completion of the program, the student will have earned an Associate of Applied Science degree in Physical Therapy Assistant. Graduates of an accredited program are eligible to take the state licensure examinations. The PTA program at Pearl River Community College was granted "accreditation status" by the CAPTE/APTA on May 12, 1993, for five years. The program received reaffirmation of accreditation on May 10, 2000 for a period of eight years.

PTA PROGRAM MISSION

Consistent with the mission of Pearl River Community College, the Physical Therapist Assistant Program is committed to providing quality educational and service opportunities for all who seek them. The PTA Program is also committed to equal access to opportunities that enable its constituents to adapt to a rapidly-growing and technologically-changing environment. The PTA Program is a leader in building a stronger community by providing occupational training in physical therapy. The Program is committed to the development of competent and ethically responsible entry-level Physical Therapist Assistants through the pursuit, assimilation and application of knowledge in an accessible and affordable environment.

Patti Crowson, PT, MS, DPT

Physical Therapist Assistant Program Director

Karina Lee, PT, MS

Academic Coordinator of Clinical Education

Pearl River Community College

5448 US Highway 49 South

Hattiesburg, MS 39401

(601) 554-5488

Pearl River Community College Non-Discrimination Policy

Pearl River Community College offers equal education and employment opportunities. We do not discriminate on the basis of race, religion, color, sex, age, national origin, veteran status, or disability. For inquires regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody, ADA/Civil Rights Coordinator, at P.O. Box 5118, Poplarville, MS 39470 or 601-403-1060.

Student Competency

To ensure quality patient care students must demonstrate competency in specific knowledge and skills prior to participating in clinical education experiences. Students who do not demonstrate competency in knowledge and skills will not be allowed to participate in clinical education experiences.

PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant works under the direction of a Physical Therapist in administering treatment techniques involving the therapeutic use of light, heat, sound, massage, therapeutic exercise, etc.

After laboratory practice, clinical experience is given in hospitals, clinics and other health care facilities throughout the state.

This course prepares the graduate to practice in these health care facilities as a member of the health care team. Admission to the program is performed through an application process.

APTA DEFINITION AND UTILIZATION OF THE PHYSICAL THERAPIST ASSISTANT

Definition:

The physical therapist assistant is a health care worker who assists the physical therapist in the provision of physical therapy. The physical therapist assistant is a graduate of a physical assistant associate degree program accredited by an agency recognized by the Secretary of the United States Department of Education or the Council on Post-secondary Accreditation.

Utilization:

The physical therapist assistant is required to work under the direction and supervision of the physical therapist. The physical therapist assistant may perform physical therapy procedures and related tasks that have been selected and delegated by the supervising physical therapist. Where permitted by law, the physical therapist assistant may also carry out routine operational functions, including supervision of the physical therapy aide or equivalent, and documentation of treatment progress. The ability of the physical therapist assistant to perform the selected and delegated tasks shall be assessed on an ongoing basis by the supervising physical therapist. The physical therapist assistant may, with prior approval by the supervising physical therapist, adjust a specific treatment procedure in accordance with changes in patient status.

When the physical therapist and the physical therapist assistant are not within the same physical setting, the performance of the delegated function by the physical therapist assistant must be consistent with safe and legal physical therapy practice and shall be predicted on the following factors: complexity and acuity of the patient's needs; proximity and accessibility to the physical therapist; supervision available in the event of emergencies or critical events; and type of setting in which the service is provided.

The physical therapist assistant shall not perform the following physical therapy activities: interpretation of referrals; physical therapy initial evaluation and reevaluation; identification, determination of modification of plans of care (including goals and treatment programs); final discharge evaluation or establishment of the discharge plan; or therapeutic techniques beyond the skill and knowledge of the physical therapist assistant.

**ASSOCIATE OF APPLIED SCIENCE PROGRAM
PHYSICAL THERAPIST ASSISTANT**

The Physical Therapist Assistant (PTA) program is a two-year program of study that prepares the students to work within the practice of physical therapy under the supervision of a physical therapist. PTAs are employed in hospitals, clinics, rehabilitation centers, extended care facilities, home health agencies, and other health care settings. Admission to the program is selective and competitive. Upon satisfactory completion of the program, students are awarded the Associate of Applied Science degree and are eligible to sit for the State Licensure Examination for Physical Therapist Assistants.

FIRST YEAR

<u>First Semester</u>				<u>Second Semester</u>			
MAT	1313	College Algebra	3	SPT	1113	Oral Communications	3
ENG	1113	English Comp. 1	3	BIO	2523	Anatomy & Physiology II	3
BIO	2513	Anatomy & Physiology I	3	BIO	2521	Anatomy & Physiology II lab	1
BIO	2511	Anatomy & Physiology I lab	1	PTA	1213	PTA Fundamental Skills	3
PSY	1513	General Psychology	3	PTA	1315	Kinesiology	5
PTA	1123	Fundamental Concepts of Physical Therapy	3	PTA	2233	Electrotherapy	3
						Humanities/Fine Arts Elective	3
<u>PTA ELECTIVES</u>				<u>PTA ELECTIVES</u>			
PTA	1111	Health Care Experience I	1	PTA	1151	Health Care Experience II	1
PTA	1132	Practicum I	2				
PTA	1143	Practicum II	3				

SUMMER

PTA	1224	Therapeutic Modalities	4
PTA	2413	Clinical Education I	3

SECOND YEAR

<u>First Semester</u>				<u>Second Semester</u>			
PTA	2111	Clinical Skills	1	PTA	2523	Physical Therapy Seminar	3
PTA	1324	Therapeutic Exercise I	5	PTA	2425	Clinical Education II	5
PTA	2334	Therapeutic Exercise II	5	PTA	2435	Clinical Education III	5
PTA	2513	Medical Conditions & Pathology	3	PTA	2445	Clinical Education IV	5

***Standard for Progression: A grade of "C" or higher is required in each Physical Therapist Assistant (PTA) course with an overall 2.00 GPA (a "C" average on the 4.00 scale) to progress in the program.

A student may complete some or all academic core courses prior to program admission; however, the course study will remain two years. It should be emphasized students will enter the program as full time, i.e. 12 semester hours. This means, in some cases, retaking a course if deemed necessary by the student advisor.

COMPLAINTS CONCERNING THE PTA PROGRAM

Complaints concerning the PTA program can be handled via two different mechanisms.

The policy and procedure for complaints and grievances for others than PRCC employees is stated on page 1.7 of the *PRCC Policy & Procedure Manual*. This policy and procedure is for all non-PRCC persons including, but not limited to, clinical education sites, employers of graduates, and the general public.

The above stated policy/procedure can easily be accessed on the PRCC website at: <http://www.prc.edu/policyandprocman/index.html> . Once this site is accessed the policy and procedure for non-employees can be accessed under *Administrative – Complaints and Grievances (Other than Employees)*.

The *Policy & Procedure Manual* can be accessed from the PRCC Homepage by either performing a search or by clicking on the drop down box on *Faculty Information* then clicking on *Policies & Procedures*.

Complaints concerning the program can also be handled by another policy and procedure of the PTA program as seen below.

Student Complaints

It is encouraged by the PTA faculty that student complaints of any nature should be made to the faculty member involved or to the program chair for resolution. The meeting will be documented on the *Physical Therapist Assistant Advisement* form, which allows the student to have written input on complaints and then suggestions on a plan of corrective actions. If the student is not satisfied with the results of the meeting, they are encouraged to follow the *Student Due Process* policy and procedure. Any complaints documented on the *Physical Therapist Assistant Advisement* form are maintained in the PTA program office.

Non-Student Complaints

Complaints received from non-student persons will be addressed by completing the *PTA Program Complaint* form. Complaints received by clinical education faculty, students' parents or other family member, or the general public will be address by the PTA program faculty. If it is deemed necessary, administration will be involved. The complaint will be documented on the *PTA Program Complaint* form and faculty will meet to evaluate justification of the complaint. IF the complaint is justified appropriate actions will be taken to resolve the problem. Documentation of the decision will be included on the *PTA Program Complaint* form and the complainant will be notified in writing of the decision. Any complaints documented on the *PTA Program Complaint* form are maintained in the PTA program office

I. RESPONSIBILITIES OF THE CLINICAL INSTRUCTOR

The clinical instructor must have:

1. knowledge of the PTA Program at Pearl River Community College;
2. knowledge of the health care facility;
3. the responsibility for orientation activities:
 - a. orienting facility and departmental employees to the PTA program.
 - i. goal
 - ii. responsibilities
 - iii. roles
 - b. orienting the student to the facility and to the department:
 - i. policies and procedures
 - ii. regulations
 - iii. administrative structure
 - iv. personnel roles
4. the responsibilities of establishing objectives for the clinical education program at the facility;
5. the capability to plan learning activities at the level of the student participant;
6. the responsibility for arranging special student educational activities such as attendance at departmental meetings, medical rounds, specialty clinics, surgery, etc.;
7. the ability to provide counseling and guidance to the students participating in the program;
8. scheduled time for regular conferences with the students for discussion of the patient care activities, special projects or any problems;
9. the ability to ascertain student's needs considering personal goals and other scheduled clinical experiences;
10. the comprehensive ability to plan, supervise, and coordinate the center's educational program for students;
11. agreed to evaluate student performance and achievement levels in accordance with the criteria established by the clinical education provided by Pearl River Community College;
12. kept abreast of new concepts in the practice of physical therapy;
13. the responsibility to notify the Pearl River Community College director of the physical therapist assistant program of any special student problems or outstanding attributes;
14. a willingness to attend and participate in meetings held for clinical educators;

15. the ability to provide assistance in locating housing for students participating in the clinical programs.
16. the professionalism to maintain confidential, students' academic records, clinical performance, and personal/medical information and only communicate said information to required persons.
17. knowledge of the Program curriculum, skill level of the student and professional responsibility to insure competency of the student prior to patient treatment for any skills taught by the CI and not yet covered by the PTA program curriculum

II. AFFILIATING STUDENT RESPONSIBILITIES

The student will:

1. formulate personal learning objectives for clinical education experiences in each specific setting and forward these to each setting;
2. complete a self-evaluation of physical therapy skills and knowledge and present such to clinical instructor at the beginning of each affiliation;
3. complete the student data sheet (autobiography) and send the data sheet to the designated clinical instructor;
4. notify the clinical instructor of arrival time at the clinical education site and report to the designated individual at the institution on time;
5. accept responsibility for abiding by the rules of the facility and the Code of Ethics of the American Physical Therapy Association;
6. accept responsibility for adequate preparation for patient care during each clinical affiliation;
7. accept responsibility for completion of any special projects required by the specific clinical education site;
8. support other members of the health care team in the common goal of providing adequate health care services for the consumer;
9. complete an evaluation of the clinical education experience in each facility, review the written document with the clinical instructor, and return it on time to the Academic Coordinator of Clinical Education;
10. provide adequately for personal expenses, housing, maintenance, and transportation but welcome any assistance the clinical education site may provide;
11. provide own professional liability (through the school) and health insurance;
12. review a sample copy of the clinical education agreement between the clinical facility and PRCC.

13. sign a statement acknowledging your awareness of the terms of the clinical education agreement and your willingness to comply with the terms of the agreement as they relate to you.
14. familiarize yourself with the clinical education manual;
15. accept responsibility for examining the clinical facility data sheet;
16. participate in regularly scheduled sessions for discussion of patient care programs and items related to personal growth in the clinical setting;
17. accept and request supervision by a Registered Physical Therapist at all times;
18. accept financial responsibility for your own medical health insurance, illnesses, emergency services and off the job injuries;
19. accept responsibility for communicating with the academic clinical coordinator if deemed necessary;
20. respect the patient's rights of confidentiality and privacy in all patient related activities;
21. accept the responsibility for identifying self to patients as a student physical therapist assistant;
22. accept the responsibility for communicating with the clinical instructor if any special problems arise;
23. accept the responsibility for providing for the safety of the patient during actual treatment care and at other times the patient is in the department;
24. accept the responsibility for maintaining your own personal safety in the department;
25. provide accurate and objective information concerning the opportunities and offerings of each educational facility;
26. accept responsibility for punctual daily attendance and make-up absences during the clinical education session.
27. submit to drug screen(s) and/or criminal history background checks as requested by clinical education sites and/or the Program.
28. Call the ACCE and CI **prior** to the beginning of a work day if you are going to be tardy or absent.
29. Call the ACCE **prior** to taking a scheduled day off from Clinicals. Alert the ACCE as soon as you know you are taking a scheduled day off to make sure she does not come for a visit while you are out.
30. accept the professional responsibility to maintain confidential all clinical site information and protocols.

III. RESPONSIBILITIES OF THE CLINICAL INSTRUCTOR TO THE AFFILIATING STUDENTS

The clinical instructor:

1. plans, supervises, and coordinates the center's educational program for the student;
2. instructs, evaluates, and counsels the student;
3. orients the student to the center and the department:
 - a. policies and procedures
 - b. regulations
 - c. administrative structure
 - d. personnel roles
 - e. emergency evacuation procedures;
4. establishes objectives for a clinical education program at the center;
5. periodically reviews the program with the student;
6. determines student needs considering personal goals and other related scheduled clinical experiences;
7. arranges special educational activities for the student such as attendance at departmental meetings, medical rounds, specialty clinics, surgery, etc.;
8. schedules time for regular conferences with the students for the discussion of patient care activities, special projects, and any patient-related or professional problems;
9. provides the student with a safe, hazard-free working environment.
10. provides the PTA student with an ethical and appropriate PT/PTA working relationship following all state law and APTA ethical standards.
11. maintains confidential, students' academic records, clinical performance, and personal/medical information and only communicate said information to required persons.

IV. RESPONSIBILITIES OF THE COORDINATOR OF CLINICAL EDUCATION TO THE CLINICAL SITE

The coordinator of clinical education:

1. establishes the procedures, general guidelines and manual for the clinical education experience;

2. serves as liaison between PRCC and the clinical facility in the following areas:
 - a. assists in planning student experiences;
 - b. relates curriculum objectives to the clinical center in order to have relevant clinical education
 - c. maintains communication with the center;
 - d. coordinates and participates in evaluation program for the clinical education experience;
 - e. evaluates student's performance by developing evaluative devices with input from the clinical facility;
 - f. obtains optimal relationships between the center and the academic department through rapport with the physical therapy staff;
 - g. visits the center in the interest of development and maintenance of the relationships;
 - h. gives feedback from the student evaluation of the clinical facility;
 - i. appoints clinical instructors for the Program who demonstrate clinical competence in the area of practice in which they are providing clinical instruction.
3. works to secure PRCC recognition and appointments for the clinical faculty with appropriate rights and privileges.
4. will ensure informed consent of patients with relationship to students providing care.

V. RESPONSIBILITIES OF THE ACADEMIC COORDINATOR OF CLINICAL EDUCATION

The academic coordinator of clinical education:

1. counsels students on a personal basis and offers support and assistance when needed;
2. assists the student in obtaining maximal comprehension and benefit from the clinical performance evaluation;
3. holds seminars and special sessions with students on topics related to the clinical education experience;
4. assesses the student's performance by developing adequate evaluation devices and feedback methods;
5. evaluates the clinical education sites in order to assure relevant clinical education experiences for the students;

6. visits the clinical facilities periodically in the student's interest;
7. maintains a current record of the clinical education centers and other background materials that the student may need in choosing clinical education sites;
8. accepts the responsibility for scheduling the students clinical education experiences with input from the students;
9. accepts the responsibility for initially orienting the student to the criteria for evaluation and the evaluation itself;
10. discusses with the students the criteria for evaluation of the facility and makes available a facility evaluation form;
11. assists the student with any problem which may arise during the clinical education experiences;
12. provides the student with general information about the clinical education program in terms of philosophy and educational objectives;
13. assists the student with job placement.

CLINICAL INSTRUCTOR'S BENEFITS AND PRIVILEGES

Clinicians who serve as clinical instructors for the Physical Therapist Assistant Program at Pearl River Community College, Forrest County campus, are entitled to the following benefits or privileges:

- a) With advance scheduling, clinical instructors will have access to the college's physical facilities, including conference rooms, classrooms and laboratory facilities, to be used for inservice or other functions as needed.
- b) The library is open to clinical faculty and they may borrow books and audiovisuals.
- c) Each semester the clinical instructors may take one course offered by the college, tuition free.
- d) The school will provide one workshop/continuing education course at least annually for clinical instructors.
- e) The school will provide information via a newsletter to inform clinical instructors of recent developments and items of interest concerning the program.

Please let us know if you have any other requests for benefits or privileges not listed above, so appropriate steps may be requested to the administrative bodies for possible inclusion. Your feedback is appreciated.

EVALUATION TOOLS

Clinical Education I

(Copy enclosed)

Clinical Education II, III, IV Clinical Education Form

PTA MACS:

The Physical Therapist Assistant Mastery and Assessment of Clinical Skills evaluation tool is inclusive of all clinical skills that essentially define the role and responsibilities of the Physical Therapist Assistant. At a PTA level, it stays within legal practice boundaries and those guidelines provided by the American Physical Therapist Association.

Each student will be provided with a manual, and clinical sites will have access to a manual for reference. Instructions for appropriate use of the PTA Macs to be utilized on each clinical affiliation are included in the manual.

CLINICAL INSTRUCTOR SUBJECTIVE EVALUATION OF STUDENT:

The Student Performance Report is a subjective rating evaluation using a scale of 1-5 for each item and assigning a numerical grade on the final day of the affiliation. The clinical instructor will review the completed form with the student, both will sign, and the instructor will mail the evaluation to PRCC on the last day of the affiliation. The student will bring or mail a copy to the school and turn into the ACCE.

STUDENT EVALUATION OF CLINICAL EDUCATION PROGRAM:

This evaluation is to be completed by the student, discussed with the Clinical Instructor, signed by the Clinical Instructor, and mailed by the student to the PRCC PTA program on the last day of the affiliation.