

Clinical Education Handbook

For

Students of the Physical Therapist Assistant Program



2015

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Introduction

Clinical Education, comprised of three clinical rotations, is a vital portion of the PTA Program. These experiences take the student out of the classroom and into a patient setting. The student learns to apply his or her newly acquired knowledge and skills to patient care. During these clinical affiliations, students will learn and practice interventions carried out by a physical therapist assistant, follow a plan of care developed by a physical therapist, and learn responsibilities associated with working as part of a health care team.

Formal documentation indicating the successful completion of the three clinicals and indication of entry level competencies in all areas being evaluated is required prior to graduation from the program.

Physical therapist assistant students have learning experiences in health care facilities and provide physical therapy treatment and interventions for patients/clients who are ill, injured or disabled. It is possible that clinical experiences will include caring for clients with infectious diseases. It is the responsibility of the physical therapist assistant to meet the health requirements and to practice universal precautions (taught prior to clinical learning experiences) to minimize the risks to one's personal health. By enrolling in the PTA program, the student acknowledges these risks.

A pregnant student is notified that the fetus may be exposed to risks in a clinical facility. These risks should be discussed with the student's physician. The PTA faculty, especially the clinical instructor, shall be notified as soon as pregnancy is suspected.

General College Policies

Core Values: The academic core values are a set of principles which guide Edison in creating its educational programs and environment. The following is a list of values that Edison incorporates into its educational experiences and environment.

Communication

Communication, a skill basic to all college students, involves listening, speaking, and writing for the purpose of understanding and of being understood. A lifetime process, communication also involves the ability to use appropriate and reasonable language and dialects, acknowledging that audiences are diverse.

Ethics

The ethics core value is defined in terms of decision making. A distinction is made between “good” or “bad.” Ethics either exist or don’t exist. They are decisions and behaviors that are based on values. Thus, the faculty will endeavor to present material across the curriculum in a manner that will cause students to consider the decision making process in terms of ethics.

Critical Thinking

Critical thinking is the ability to think with dimension. Thinking becomes the ability to apply internalized standards of thought: clarity, relevance, analysis, organization, recognition, evaluation, accuracy, depth, and breadth. Critical thinking requires detachment, the ability to examine critically one’s own ideas and thoughts as well as examining the ideas and thoughts of others.

Possessing the fundamentals of critical thinking enables an individual to reason across a variety of disciplines and domains and to critique one’s own thinking from many perspectives. The development and use of critical thinking is a lifelong activity which enables us to continually improve our thought and consequent products of our thought in our lives and society.

Human Diversity

Diversity describes the coexistence of many cultures in society. By making the broadest range of human differences acceptable to the largest number of people, multiculturalism, as a function of cultural diversity, seeks to overcome racism, sexism, and other forms of discrimination.

Edison serves a diverse community. As such, diversity is an integral and important part of the campus climate and includes male and female students of various ages, religions, learning styles, sexual orientations, ethnicities and cultures. Edison strives to create an environment in which all people are valued and supported, differences are understood and respected, and students are prepared for collaboration in a global community. Edison does not discriminate against students on the basis of race, color, creed, religion, age, sex, marital status, sexual orientation, veteran status, national origin, ancestry, citizenship, or disability.

Inquiry/Respect for Learning

Inquiry is the information-gathering process through which the learner formulates essential questions, locates appropriate resources, and evaluates the applicability of the data for a particular situation. Students at Edison will learn how to apply these learning processes in each field of study.

Interpersonal Skills/Teamwork

Interpersonal skills promote personal effectiveness when interacting with others, whether the interaction is one-on-one, in a small group, in an organization, or with an audience. To be skilled interpersonally, a person must first assess any situation to

determine the expectations of others involved, and then adapt to those expectations. Students can expect to be introduced to all values and have them reinforced in the classroom and in all learning experiences at the college.

Student Health Insurance

Personal health insurance is a requirement of the PTA program. Students must provide proof of insurance prior to the first clinical course in the curriculum, PTA-120S, to be kept on file with other health and immunization records and updated as needed. While clinical facilities will provide emergency care for PTA students when necessary, students are responsible for payment of care provided and any transportation required. Edison Community College assumes no responsibility for student health care expenses. Students are not insured by the Worker's Compensation Act.

Edison provides access to a cost-effective student health insurance plan through Transamerica Life Insurance Company. Details are available at: [Student Health Services | Edison Community College](#)

Personal Safety Reminders

There is risk of personal injury when working in community health in modern urban and suburban neighborhoods. Often student's family members share these concerns. All community health care providers, staff or student, should take certain sensible measures for safety. The instructors would like you to consider the following safety reminders as a way of helping you maintain your safety in the clinical experiences.

1. Use Universal Precautions
2. Never place yourself at risk. This includes hazardous driving conditions. As an adult, you are to be the judge of safe road conditions where you live. Very rarely is the Edison campus closed. You may also sign up for cell phone alerts. Call local authorities about road conditions and make your personal decision. Students may sign up for the Edison emergency alert system by following this link: http://entry.inspironlogistics.com/edison_state/wens.cfm?ep_id=student.
3. Inform your CI and ACCE of your absence for any reason.
4. Do not give out personal information (last name or address) unless you are comfortable doing so. This rule strictly applies in the psychiatric setting where all personnel are referred to on a first name basis. You may use your judgment in other settings. You do not need to feel obligated to share this information. You may refer anyone to your instructor.
5. Know the way: travel the route with a family member or friend prior to the assigned time.

Personal Appearance

The student is expected to demonstrate utilization of principles applicable to professional physical therapy in dress and grooming. The student must be dressed in such a manner that the/she can provide safe patient care.

Hygiene and grooming are inbuilt factors of good infection control. The student shall maintain a high standard of personal hygiene and grooming. Practicing good personal hygiene helps one look and feel one's best. It also affects how one feels about one's self and how peers and clients feel about the student. Personal hygiene involves daily bathing and grooming, eating a balanced diet and getting enough rest and exercise. Students shall wear professional attire while in class and during all clinical education experiences.

1. **Clinic:** Students shall wear professional attire to all clinical education experiences. Additional considerations:
 - a. Fingernails shall be kept trimmed to ¼ inch or shorter. They should be clean, and nail polish, if used, should be clear or a pale, natural color. Artificial nails cannot be worn.
 - b. Finger rings should be kept to a minimum.
 - c. Hair shall be neat and well contained, and extreme hair colors are not permitted.
 - d. Cosmetics shall be used in moderation.
 - e. Strong odors, which include, but are not limited to, body odor, perfumes, aftershave, hair spray, and smoking are not acceptable in the campus or clinical setting.
 - f. One pair of small earrings may be worn.
 - g. No visible tattoos or other piercings are permitted.
 - h. No gum.

Uniform/professional attire is required for all PTA courses with a clinical component. To maintain a consistent professional appearance, physical therapist assistant students are required to purchase polo shirt(s) (1 required and 2 recommended), navy or khaki full length pants, name badge, and appropriate shoes. Clean white or black shoes with enclosed heel are part of the uniform; any style that is professional in appearance will be acceptable. A plain white or navy blue sweater may be worn with uniforms if needed. Students will also need a watch with a sweep second hand. A clean uniform must be worn to clinical experiences. Shirts are to be tucked in.

Photo ID badges are a part of the uniform and are worn when in any clinical areas. No other pins or tags are to be worn. The cost of name badges and cost of replacing name badges is the student's responsibility.

Jewelry is to be kept at a minimum and should not interfere with patient care. Earrings should be kept small and no other body piercing or tattoos should be visible.

A watch with sweep second hand is required.

Skill kits will include a goniometer, tape measure, reflex hammer, and resistive band(s). Additionally, you will require a pocket notebook and black ink pen.

***NOTE:** Policy changes are sometimes necessary during the year. The faculty reserves the right to make changes in this handbook as needed. Such changes will be given in writing to each student.*

Cell Phone Policy

During clinical and class times, use of cell phones for calls or texting will not be permitted. This is considered disruptive behavior toward your peers, faculty, CI and patients. If special circumstances arise that necessitate having your cell phone available, it is your responsibility to notify your CI or instructor prior to the start of the class/clinical.

Student Conduct

A student shall adhere to the Student Code of Conduct found in the Edison Community College Student Handbook, which can be viewed at [Edison Student Handbook](#), and to behave in a professional and ethical manner while enrolled in the Physical Therapist Assistant Program.

A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the PTA program, its academic faculty and/or clinical education faculty, or to the board.

At all times, a student will hold in strictest confidence any and all information concerning a client and his/her family and will follow HIPAA (Health Information Portability and Accountability Act) guidelines to secure client information.

Clinical Placement

When possible, students will not be placed in clinical sites where they have previously observed, been employed, or have a contractual agreement for future employment. Students may not complete more than one clinical at any one facility or affiliated group, unless there are no other alternatives.

Faculty will determine the placement of the student based on site availability, consideration of student preference, learning opportunities available, student goals, and geographical location. Information is obtained from the student responses for information sent by ACCE during PTA-101S. **Assignment to a clinical site is final, and may not be changed by the student.** Failure to accept a clinical placement will result in removal from the PTA program.

Transportation

Transportation to the clinical site is the responsibility of the student. The student (or Parent/guardian) is responsible for the appropriate insurance for the student's vehicle. Driving directions to each clinical site will be the responsibility of the ACCE.

Clinical Site Visits

Clinical education is a vital part of the education of the PTA. It is the policy of ECC that students will have a formal evaluation from the program during the course of their clinical education. This may take the form of an in-person site visit or phone call. Site visits and communication provide an opportunity for the ACCE, CI and student to discuss issues, concerns and provide positive and constructive feedback to each other. Information gathered from these monitoring sessions will be shared with the academic faculty. If a specific problem arises with a student at any time during an internship period, every effort will be made by the ACCE or Director to visit that particular facility. Clinical instructors and students are urged to call the ACCE if any problem arises.

Clinical Assessment

Evaluation of a student's performance in the campus lab/clinical setting is made by assessing whether or not the student meets the clinical objectives/outcome criteria for the course. Should circumstances arise when a student is unable to attend a clinical experience, it is the student's responsibility to demonstrate that he/she has met the learning objectives for that experience. The student shall contact the individual clinical instructor to arrange make up time. Contact with the clinical instructor shall to be made as soon as the student is able to return to class. The clinical instructor may determine that the student's success in meeting outcomes requires a written plan for making up the missed experience(s). The student, working with the clinical instructor, shall develop the plan and submit it to the instructor for approval. The plan may take the form of a written assignment and/or an alternate clinical assignment. The alternative learning experience (which will be graded as either satisfactory or unsatisfactory) will be evaluated by the clinical instructor.

The instructor may require a student to leave a clinical experience if:

- The student has health problems which may jeopardize the health of others. The student should take appropriate action for his/her health issues. Such actions include contacting the Piqua campus health nurse. A physician's permission will be required to return to clinical experience for situations which might alter the student's ability to safely achieve the campus lab or clinical experience objectives.
- The student's behavior is unacceptable or inappropriate. The instructor will determine unacceptable or inappropriate behavior by observation and/or input

from facility staff. A remediation plan involving the ACCE and the CI will be put in place.

Both circumstances described above constitute an absence.

- In compliance with the “Drug Free Workplace,” several area hospitals are implementing a drug screen profile as a part of the physical examination of all new employees. Students will be required to submit to a drug screen as a prerequisite for participation in the clinical education component of the ECC Physical Therapist Assistant Program.

Grading Criteria

All clinical internships are graded on a Satisfactory/Unsatisfactory basis. Satisfactory (S) grades will be awarded based on the Clinical Performance Instrument (CPI). Final grades in PTA 130s and PTA 230S will be a combination of reported performance on CPI as well as grades from outside learning experiences.

Students must satisfactorily complete the online CPI training during PTA-101S which occurs in Semester 1. A copy of the online certificate must be printed for the student’s clinical file. All CIs will be encouraged to complete the online training, but final determination as to whether the student’s CPI for a clinical will be paper or electronic will be made by the ACCE.

The CPI consists of 14 performance criteria, each to be rated by the CI and the student. Under each criterion, sample behaviors are included to assist the rater in making an accurate assessment. The student, not the instructor, has the primary responsibility for meeting criteria. The CI will provide supervision, instruction and assistance in planning learning experiences, but the student must actively seek learning experiences and make the instructors aware of the skills on which they need to work. Formally, at midterm and final performance evaluations, the student completes a self-assessment and the CI completes an assessment of the student’s performance within the clinical setting up to the given point in time. The final grade is determined by the ACCE with input from the CI.

In addition to the CPI, the student will:

- Complete the PTA student evaluation: Clinical Experience and Clinical Instruction.
- Meet with the CI weekly to discuss progress toward weekly goals, areas for focus, and to plan future goals.
- Submit 3 SOAP notes to the ACCE.
- Complete outside coursework as assigned by the CI or ACCE.

Policy for Remediation

If a student is determined to have an unsatisfactory clinical performance at midterm, the CI, along with the ACCE, will work together to determine specific goals for remediation and plan to achieve these goals. If the goals are not met by the specific deadline, the student will not pass the clinical.

If a student fails at the assigned internship, that student may be removed from the program. The ACCE will consider placement at a second internship site on a case-by-case basis. Placement at a second site is not guaranteed. If the student is unable to be placed at a second site, the student shall receive an "F" and be removed from the program.

To be considered for re-entry into the course sequence at the PTA-125S level and above, the ECC student should submit a written request that includes reasons for withdrawal or failure and identifies a remediation plan for success, no later than 6 weeks prior to the start of the semester the student wishes to re-enter. The student must pass both a written exam (minimum of 70%) and a lab skills practical (pass/fail). In all circumstances of re-entry, the student's medical records will be reviewed and must be updated to re-enter the program. The PTA faculty will review the student's request and the decision will be communicated to the student by the Program Director. Placement in an internship site is based on availability and is not guaranteed.

Responsibilities of the College

The College will:

1. Assume responsibility for developing and implementing the educational program in physical therapist assisting.
2. Refer to the Facility only those students who are enrolled in the PTA curriculum and and those who have satisfactorily completed the academic prerequisites for clinical education experience per program requirements (See PTA Student Handbook).
3. Designate a person to direct the clinical education programs at the College and to act as a liaison for the College, the Facility and the student(s).

This person shall be:

Erynn Hanford, PTA
Academic Coordinator of Clinical Education
Edison Community College
PTA Program
1973 Edison Drive
Piqua, OH 45356
937-778-7817 (office)
937-381-1530 (department office)
ehanford@edisonohio.edu

4. Be responsible for the determination of a student's final grade for clinical education experiences. Feedback from the facility evaluation forms will be used in making this determination. The students are graded on a pass/fail basis for the clinical education portion of their grade.

5. Notify the Facility of its planned schedule of student assignments, including the dates, the name(s) of the student(s), contact information and the level of academic and preclinical preparation of each student.
6. Provide the Facility with educational objectives and evaluation forms for each clinical education assignment.
7. Provide students with education regarding universal precautions for infectious exposure and general HIPPA training.
8. Maintain communication with the Facility on matters pertinent to clinical education. Such communication may include, but not be limited to, onsite visits to the Facility, workshops, meetings and the provision of educational materials relevant to the clinical education program.
9. Advise students assigned to the Facility of their responsibility for complying with the existing rules and regulations of the Facility, their policies and procedures including, but not limited to, complying with any physical examination/ immunization requirements of the Facility.
10. Maintain professional liability insurance for each student assigned to the Facility and will provide the Facility with information regarding such liability insurance.
11. Reserve the right to terminate a clinical education assignment at its discretion, if it is in the best interest of the Student, College or Facility.
12. Make every effort to place students in a clinical internship. However, completion of coursework does not guarantee that a student will be provided a clinical internship at a specific time period or at a particular facility, as this depends upon the availability for clinical internship sites.
13. Only place students with facilities that have a signed legal agreement.
14. Attempt to visit students during internship periods, within the constraints of availability of faculty and travel funds. If a visit is not made, a conference via telephone will be arranged.

Responsibilities of the ACCE

1. Certify eligibility of student(s) for training and education.
2. Submit names of eligible student(s) to the CCE.
3. Provide students with information about the clinical internship site.
4. Schedule the clinical internship for individual students.
5. Provide the CCE/CI with information about the physical therapist assistant curriculum and educational goals.
6. Provide the CCE/CI with information about level of training of individual student to assist the CI in planning learning experiences for students.
7. Maintain a database for all contracted facilities that will be used to maintain communication records with the CCE/CI. Provide assistance to students with planning clinical experiences, monitor clinical sites and clinical instructors form year to year, evaluate clinical sites and CI, and assist with counseling students regarding program participation and internship availability.
8. Provide the clinical site with clinical evaluation forms necessary to evaluate students.

9. Make clinical site visited or phone calls to review student progress during the clinical experiences.
10. Notify the clinical site as far in advance as possible of its planned schedule of student assignments, including the name of the student, level of academic preparation, length and dates of the clinical experience.
11. Notify the clinical site as far in advance of the scheduled start date as possible in the event of change or cancellation of the assignment.
12. Require students to abide by the rules, regulations, and policies of the clinical site while assigned to that facility.
13. Establish, maintain, and review annually affiliation agreements.
14. Conduct annual assessment of select clinical sites.

Responsibilities of the Clinical Site and CCE

The Facility will:

1. Have ultimate responsibility for patient care and will comply with any state, federal, governmental or administrative laws, rules, regulations and statutes governing the practice of physical therapy.
2. Provide qualified staff, patients, physical facilities, clinical equipment and materials in accordance with clinical education objectives as agreed upon by the Facility and the College. (See Clinical Education Objectives).
3. Provide each assigned student with a planned, supervised program of clinical experience in accordance with the clinical education objectives.
4. Provide each assigned student with an orientation to the Facility, including a copy of pertinent rules and regulations of the Facility on the first day of the full-time clinical.
5. Designate one person to serve as the CCE for the Facility and to act as liaison with the College.
6. Designate a physical therapist assistant or physical therapist to serve as the CI for the assigned student(s).
7. Evaluate the performance of the assigned student(s) in writing, using forms provided or approved by the College. Presently, Edison uses the CPI as the evaluation tool for the clinical.
8. Advise the College immediately of any changes in its operation, policies, or personnel which may affect clinical education.
9. Advise the College immediately of any serious deficiencies noted in an assigned student's performance. It will then be the mutual responsibilities of the student, the Facility, and the College to devise a plan in which the student may be assisted towards achieving the stated objectives of the clinical education assignment.
10. Provide the College with information regarding the availability of first aid and emergency care for students while on clinical education assignment on the property of the Facility.

Responsibilities of the Clinical Instructor

The Clinical Instructor will:

1. Be familiar with the CPI.
2. Review the CPI with the student on the first day or two of the clinical to set goals.
3. Provide informal feedback sessions frequently throughout the clinical experience.
4. Provide formal review of the CPI at least at midterm and final. More frequent review of the CPI should occur as needed.
5. Provide adequate supervision of the student and a good learning environment. Structure learning experiences, interact directly with the student, and adjust workload to student's needs.
6. Serve as a role model and demonstrate a positive attitude toward students. Challenge students to utilize skills and resources available.
7. Maintain ethical standards. A PTA or PT must always be present when a student is in the clinic. A student must not treat patients if only an aide is in the clinic or on the premises. Clinical Instructors are also expected to abide by the supervision requirements dictated by state law and Federal agencies such as Medicare.
8. Respect the rights and dignity of the student. Provide a private setting for evaluation and feedback sessions.
9. Plan the learning experience based on the clinical objectives and student learning goals.
10. Follow APTA guidelines for Clinical Instructors.

Responsibilities of the Student

Before clinical experiences, the student must:

1. Have successfully completed all prior physical therapist assistant coursework. Successful completion is defined as maintaining a 2.5 overall grade point average and a minimum of a 2.0 in each of their professional courses.
2. Have personal health insurance coverage.
3. Obtain Professional CPR and Safety certification through the American Heart Association, American Red Cross, or American Safety and Health Institute, valid for the entire clinical experience.
4. Determine the dress code prior to beginning the clinical experience.
5. Write a letter 4-6 weeks prior to the clinical experience to introduce themselves, stating their goals for the experience.
6. Call the clinic 2-3 weeks prior to the clinical experience to confirm their arrival and work out any other details.
7. Sign the Student Agreement for Clinical Education to be placed in their permanent record.
8. Comply with all applicable policies, procedures and rules of the Facility, the College, and the Code of Ethics of the APTA.

- a. HIPAA and Informed Consent: PTA Students are required to comply with HIPAA policies and procedures at both Edison Community College and at community off-site Clinical Education sites. When on clinical education sites, the policies and procedures of the clinical education facility are followed by the PTA student. This means that in the same manner that your privacy is protected by HIPAA, you are to maintain the confidentiality of the patients with whom you work at the clinical site. Please note that HIPAA regulations extend the privacy requirements to all individually identifiable health information held or disclosed by a covered entity in any form, whether communicated electronically, on paper, or orally, including Facebook and Twitter. In addition, health care providers are required to obtain patient consent for the use and disclosure of protected health information when used for treatment, payment or health care operation.
9. Demonstrate professional behavior, including, but not limited to, protecting patient confidentiality.
 10. Review the Facility's emergency procedures within the first two days of the clinical.
 11. Maintain close communication with the clinical instructor (CI) and come prepared to share written goals and expectations for the internship with the clinical instructor. The students shall discuss the best means of communication with the CI, and let the CI know if they are upset or are not feeling well.
 12. Use spare time constructively. Ask about resources available, when appropriate. Resources include a medical library, journals, observing other disciplines, observing other patient treatments, etc.
 13. Respect the knowledge and experience of the CI. Offer any suggestions or alternatives in a tactful manner.
 14. Accept feedback and constructive criticism in a positive manner, being flexible and identifying his/her strengths and weaknesses. Always demonstrate a positive learning attitude, initiative to do off-duty study, and the ability and willingness to problem-solve.
 15. Bring all required documents; this includes the CPI assessment tool and the student evaluation of the clinical site.
 16. Promptly return the completed paperwork for the clinical. Evaluation materials must be delivered to ACCE within 5 days of the conclusion of the clinical education assignment at the Facility.
 17. Complete any projects or assignments made by the CI in a timely manner.
 18. Report any questionable practices or problems to the ACCE.
 19. Advise patients/clients of student status.
 20. Complete Health Requirements/Immunizations and drug screen related to facility requirements prior to beginning clinical experience.

Signature Page – Clinical Education

I, _____ (print name), have read and understand the information contained in the Clinical Education Student handbook.

_____ (sign name)

Signature

Date

I, _____ (print name), agree to abide by the policies and procedures as described in the Clinical Education Student handbook.

_____ (sign name)

Signature

Date

Witness

Date