PHYSICAL THERAPIST ASSISTANT
2014-2015
STUDENT CLINICAL EDUCATION MANUAL

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**Student Clinical Education Manual**

The purpose of this manual is to give you more specific information regarding your clinical affiliations. It is a complimentary document to your PTA Student Handbook. All program policy and procedures will be enforced. Guidelines for behavior and scope of work outlined in the PTA Student Handbook are still expected. Please have access to both manuals during your clinical affiliations in your Portfolio.

**Clinical Affiliations**

Clinical affiliations are an integral part of the PTA student’s education. The clinical affiliations are designed to provide the student with opportunities to practice skills and competencies acquired during the didactic portion of education. This hands-on, direct patient care experience will occur in a variety of physical therapy settings under the supervision of a physical therapist or PTA. These clinical affiliations are mandatory and must be completed during the scheduled time. Personal arrangements for such things as: work schedule, transportation, child care, appropriate dress, etc. are the sole responsibility of the student. Students are responsible for their own transportation to and from all clinical affiliation sites.

Most affiliations will be scheduled in Tulare, Kings and Fresno Counties. We also have some affiliations in San Luis Obispo, Bakersfield, and Los Banos. Students may request out of area affiliations. The ACCE will make every effort to accommodate this request if an appropriate contracted site is available. All expenses incurred as a result of this out of area clinical affiliation assignment are the responsibility of the student, including but not limited to: transportation, lodging, meals, entertainment, etc.

**In order to attend the assigned clinical affiliation, the student must have passed all preceding courses with a grade of 70% or higher.**

The approximate timing of the clinical affiliations is as follows:

Clinical Education I – Four weeks, full time (40 hours/week) directly following the end of the spring semester of the first academic year.

Clinical Education II – Six - Seven weeks, full time, (40 hours/week) during the first part of the spring semester of the second academic year.

Clinical Education III – Six - Seven weeks, full time, (40 hours/week) during the last part of the Spring semester of the second academic year.

**Exact dates of each affiliation will be announced during the semester that each affiliation will occur.**
**Each of these clinical affiliations is a credit course. The student MUST register and pay for each clinical course prior to the start or they cannot attend the affiliation. Each student’s file must be completed prior to the scheduling of clinical affiliations or they cannot attend the affiliation. If the student does not attend the clinical affiliation, this will result in a delay of the student’s PTA education.**

**Student’s cannot participate in a clinical affiliation at their place of employment (current or previous) or where family members are employed.**

**Attendance Policy**

Attendance and punctuality at the clinical affiliation site are mandatory. Student’s exact hours and days of attendance at the clinical site are determined by each particular site and their particular clinical instructor (CI). Students may be required to attend their clinical affiliations on any days, evenings, weekends, holidays, etc. Students are not permitted to take time off from their clinical affiliation. If a student is ill or has an emergency that causes them to miss time from their affiliation, they must immediately notify their clinical instructor and the Academic Coordinator of Clinical Education (ACCE). Any missed time must be made up at an agreed upon date/time with the clinical instructor and must be made up at an agreed upon date/time with the clinical instructor and ACCE. There are no “personal days off” allowed.

**Students Files**

In order to participate in the PTA program and the clinical affiliations, student’s files must contain certain information as listed below. Files for PTA students are maintained in a locked cabinet in the COS PTA office. Students cannot attend any/all of the clinical affiliations if their file is incomplete. It is highly recommended that students have required information in their file by the end of their first semester in the PTA program. The following signed forms from the PTA Student Handbook must be in the Student File:

- Informed Consent
- Photo/Video Release
- Checklist-Student Handbook for the PTA Program
- Cleared background check
- Clean drug screen

**Student Portfolio**

In order to be prepared for Clinical Affiliations, the COS PTA program requires that each PTA student prepare a small binder with a copy of the documentation below. The COS PTA program forwards a copy of your file, however, we have found it to be helpful if each student also reports to clinic with the following items presented in a neat and orderly fashion. Your Student Portfolio needs to be checked by the ACCE prior to your first day of clinical rotation. The portfolio will also serve as a place to keep track of in-services, copies of your evaluations by your CI as well as letters of recommendation you may keep. The goal of the Student Portfolio is
to present your professional qualifications to each clinic and ultimately a potential employer. Being prepared is one of the hallmarks of a health care provider.

**Required File information:**

Evidence of the following immunizations or immunity:

- Measles, 2 doses
- Mumps
- Rubella
- Varicella Zoster (chicken pox), 2 doses
- Diphtheria, within last ten years
- Tetanus, within last ten years
- Hepatitis, 3 doses (takes approx. 4-6 months to complete the 3-dose series)
- TB test, requires a two-step as the initial process, **must** be updated yearly prior to the expiration date. If the TB test is not repeated prior to the expiration date, a two-step TB test must be done again. (Chest x-ray and physicians report may be necessary if TB test is positive)

Copy of the following documents:

- Current CPR card. The CPR certification **must** be approved/recognized by the American Heart Association. The certification course **must** contain hands on demonstration of skills portion. The CPR card **must** be renewed prior to the expiration date on the card.
- Health insurance card. All students **must** maintain current major medical health insurance.

**PROFESSIONALISM AND CLINICAL CONDUCT**

**Professional Behaviors**
The College of the Sequoias Physical Therapist Assistant Student is expected to conduct him/herself in a professional manner at all times while representing the school. The following standards of professionalism are considered mandatory for all PTA students:

- Preparation (for both lectures and clinical)
- Effective communication (both verbal and non-verbal)
- Enthusiasm/positive attitude
- Effective team work/cooperation
- Accepts and benefits from constructive criticism
- Recognition of the impact of one’s behavior on others, especially patients; modification of inappropriate behavior.
- Accountability/legal and ethical responsibilities
- Respectful and courteous at all times.
**Dress Code/Professionalism for Clinical Education**

The PTA program has a dress code for clinical affiliations or when representing the program at professional/meetings or community events. The Dress Code provides for an effective learning environment and to promote the safety of students and their patients or lab partners. Students are required to dress in a professional manner for clinical sessions. The intention of this code is that students be neat, clean and professionally attired as they would in the work environment, and that their dress code is not visually distracting to others, nor disruptive to the educational experience.

Each student is required to purchase 3 polo shirts/2 pants from our designated supplier. Shoes must have closed toes and flat heels, and rubber soles are recommended for comfort in the clinic.

COS PTA Students are required to wear a name badge while on clinical affiliations. The name pin must be specific to the facility or COS PTA program name pin. The name badge must clearly denote student status. Students and clinical faculty are expected to clearly identify the student as a student and to obtain consent from patient prior to student’s participation in treatment or intervention. This will be done in the presence of the CI. COS PTA students are expected to introduce and identify themselves as a student PTA prior to working with a patient.

Fingernails must be trimmed sufficiently to allow you to practice techniques for the provision of physical therapy without risking damage to the skin of your patients. Jewelry should be limited to one ring per hand, medical alert bracelets, watches, and small stud earrings.

For all clinic-based learning experiences (including the lab classes held in a clinic): Your apparel and grooming must conform to health, sanitation, and safety standards. Students must adhere to the dress code specified by their respective clinical sites. The complete uniform is to be worn during clinical experiences, and as otherwise directed by the faculty or clinical instructor. In such cases whereby no dress code is specified, the required attire is a program polo shirt/pants name pin, watch with second hand, shoes and socks.

The close physical contact that is necessary in the physical therapy lab and clinic requires consistent attention to your personal hygiene. To prevent offending your patients or lab partners please use deodorant, and use moderation with perfume or aftershave. Make sure your breath is fresh and not offensive. Be careful with “coffee breath”.

**THE FOLLOWING ITEMS ARE STRICTLY PROHIBITED IN THE CLINIC:**

1. Jeans (any color)
2. Tee shirts (unless COS College and/or physical therapy related) except as lab apparel
3. Untucked shirts (unless made to be left out)
4. Hats, caps and any other unapproved headwear.
5. Excessive hair ornamentation
6. Hair must be neat, clean and off the collar with no loose ends that hang forward or impede patient care. Beards, sideburns, and mustaches must be neat and trimmed.
7. Sleeveless clothing and/or shorts (unless participating in lab activities)
8. Chipped finger nail polish or artificial nails
9. Excessive visible piercings or tattoos
10. Baggy or sagging pants
11. Skirts, skorts
12. Flip flops, open-toed shoes, or high heels
13. Tight fitting, provocative or revealing clothing
14. Bare midriffs, visible cleavage and/or buttocks (3 B’s)

This is the only acceptable dress code. Do not ask for variations unless you have a documented medical reason for a change in the code. Instructors have the final decision concerning the dress code. Failure to comply with the dress code may result in dismissal from the lab or class, assigning an unexcused absence, and/or a grade penalty per occurrence.

**PROGRAM SAFETY**

1. Students will be continually monitored by faculty for practice of safety skills.
2. Students will be reminded to incorporate safe practice in all labs skills by the faculty.
3. If students are not following one or more of the safe practices during lab sessions, it will be brought to their attention, and re-instructed by faculty as necessary.
4. If a student fails to follow safe practices at a clinical site, they may fail the affiliation and have to repeat per instructions in the syllabi.

**Infection Control**

1. All students shall practice proper hand washing technique/hand hygiene while in the clinic setting.
2. Gloves are to be worn by students during contact open wounds.
3. Non-latex gloves are available for those with latex allergy.

**PREVENTION OF TRANSMISSION OF HIV/AIDS**

This policy conforms to the College of the Sequoias policy on HIV and is intended to provide clear guidelines in case of exposure/infection among students and clients. In light of the Americans with Disabilities Act of 1990, it is imperative that:

- The same policy should apply to students, faculty, or staff except where statutes regulate employment or other relationships.
- Inquiry into HIV status is not part of the student application process.
- Schools should inform students of potential infectious hazards inherent in Physical Therapist Assistant education programs, including those that might pose additional risks to the health of HIV positive persons.
- Qualified individuals cannot and will not be denied admission to the PTA program on the basis of HIV status.
If exposure occurs, counseling will be provided by appropriate personnel through the COS Student Health Service.

**GUIDELINES**

Guidelines for Prevention of HIV include the following:
- Students will be provided with current information regarding personal health habits, HIV transmission and risk behaviors, and preventive measures as part of their requisite pre-clinical preparation.
- Students will receive written and verbal information and instructions on universal precautions in accordance with CDC guidelines. (See Guidelines to Prevent Transmission of Disease).
- These instructions will be reinforced throughout the program and clinical supervision provided to permit compliance in all clinical learning experiences. Faculty will be competent role models in the care of HIV infected clients.

Guidelines for Management of HIV Positive Clients include the following:
- All PTA personnel are professionally and ethically obligated to provide client care with compassion and respect for human dignity. No PTA personnel may ethically refuse to treat a client solely because the client is at risk of contracting or has an infectious disease such as HIV or AIDS.
- Students and faculty will follow rules of confidentiality and individual rights which apply to all clients.

Guidelines for Exposure to HIV include the following:
- See Guidelines to Prevent Transmission of Infectious Diseases in Appendix regarding precautions and procedures following exposure.
- If exposure occurs, the student will be informed of the CDC recommended guidelines for occupational exposure: Test for HIV to establish seronegativity at the time of the incident, then retest at 3 months and 6 months following exposure to rule out development of positive serology.
TRAVEL AND GENERAL SAFETY RECOMMENDATIONS

Vehicle Safety:
https://www.cos.edu/StudentServices/Police/Pages/Campus-Safety-Tips.aspx

General Tips

- Park in well-lit, heavily populated areas. Trust your instincts, if something doesn't feel right, find another place to park.
- Avoid parking next to occupied vehicles.
- Be aware of your surroundings.
- Take note of emergency/pay phones near where you have parked in case you need to use them.
- Do not leave valuable items visible in your car.
- Always roll up all windows and lock all doors before leaving your vehicle.

Before Entering Your Vehicle

- Walk with others to your vehicle whenever possible.
- If someone looks suspicious, leave the area immediately, do not try to go to your vehicle. Contact College Police
- Carry vehicle key on separate ring from house keys
- Have your keys in hand when you approach your vehicle.
- Look around and underneath your vehicle before approaching.
- Check the back seat of your vehicle before entering.
- Upon entering your vehicle immediately lock all doors.
- Make a copy of your registration and keep it on your person. Then remove all forms of identification from your vehicle. Anyone with permission to drive your vehicle should also have a copy on their person to furnish to police if necessary.

While Driving

- If you are involved in a minor collision in an isolated area, you may want to drive to a well lit and populated area before stopping to assess your damage.
- Never pick up hitchhikers or troubled motorists. If you want to help a troubled motorist, drive to the nearest phone and call police.
- While driving, if you notice that you are being followed, do not go home. Drive to the nearest police station, open store, or service station for help. If you are fearful of exiting your vehicle, blow your horn to draw attention to yourself.
- Report all attempted vehicle thefts to the Public Safety (if on campus) 730-3999 or your local police department. This information will assist police in catching the suspects before they make another attempt.
If You Are Approached For Your Vehicle (Carjacking)

While this is a highly personal decision, we strongly recommend that you give up your keys immediately, and without protest. Avoid getting into the vehicle with the suspects if at all possible. If you do have to surrender your vehicle note the following:

- The race, sex, approximate height, and clothing of the suspect(s.)
- The direction that the suspects went.
- If they had weapons, and if so, what type.
- Report this information immediately by calling 911.

Fog Driving Tips

http://www.chp.ca.gov/html/fog-tips.html

- Drive with lights on LOW beam. High beams will reflect off the fog, creating a "white wall" effect.
- Reduce your speed - and watch your speedometer. Fog creates a visual illusion of slow motion when you may actually be speeding.
- Avoid crossing traffic lanes.
- Travel with the drivers window partially open. Listen for traffic.
- Watch for CHP pace cars to guide you.
- If your car is disabled or you cant continue, pull well onto the shoulder and turn off lights. Move away from your vehicle.
- Consider postponing your trip until the fog lifts.

Personal Property

Wallet, purse, and backpack theft make up a large percentage of personal property theft. You can reduce the opportunity for theft by taking a few simple precautions:

- Do not leave your backpack in your or trunk
- Do not leave your wallet/purse in unlocked desks, cabinets, or in the open
- In an office lock up your desk when you leave
- Lock your door when you leave, even if you are gone for a short time
- Create an office or building watch program within your building; watch each others stuff.
Student Learning Outcomes for Clinical Affiliations

PTA 150- Clinical Education 1

Prerequisites: Successful completion of PTA 139, 140, 148 with “C” or better

ACTIVITY HOURS PER WEEK: 40 hours per week for 4 weeks – 160 total hours

Student Learning Outcomes:

1. Student will perform all PTA skills in a safe manner that minimizes the risk to patient, self, and others.
2. Student will demonstrate expected clinical behaviors in a professional manner in all situations.
3. Student will perform in a manner consistent with established legal standards, standards of the profession, and ethical guidelines.
4. Student will adapt delivery of physical therapy services with consideration for patients’ differences, values, preferences, and needs.
5. Student will communicate in ways that are congruent with situational needs.
6. Student will participate in self-assessment and develops plans to improve knowledge, skills, and behaviors.
7. Student will demonstrate clinical problem solving.
8. Student will perform selected therapeutic exercises in a competent manner.
9. Student will apply selected manual therapy, airway clearance, and integumentary repair and protection techniques in a competent manner.
10. Student will apply selected physical agents and mechanical modalities in a competent manner.
11. Student will apply selected electrotherapeutic modalities in a competent manner.
12. Student will perform functional training in self-care and home management and application and adjustment of devices and equipment in a competent manner.
13. Student will produce quality documentation in a timely manner to support the delivery of physical therapy services.
14. Student will participate in the efficient delivery of physical therapy services.

Course Objectives

At the conclusion of this course, students will be able to:

1. Demonstrate motivation, dependability, and professional conduct via: attendance; adherence to the facility dress code; and adherence to the APTA Standards for Ethical Conduct for the PTA.
2. Communicate verbally and non-verbally with the patient, the physical therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner.
3. Identify themselves to patients and facility staff using the appropriate credentials (PTA Student).
4. Recognize individual and cultural differences and respond appropriately in all aspects of physical therapy services.
5. Exhibit conduct that reflects a commitment to meet the expectations of members of society receiving health care services.
6. Exhibit conduct that reflects a commitment to meet the expectations of members of the profession of physical therapy.
7. Exhibit conduct that reflects standards that are legal, ethical, and safe.
8. Adhere to standard precautions and isolation control procedures, such as isolation techniques and sterile techniques.
9. Demonstrate the use of correct body mechanics in all patient interactions.
10. Read the patient’s medical chart and extract pertinent information as it relates to the administration of physical therapy treatment.
11. Demonstrates an understanding of the POC developed by the PT and how to achieve short and long term goals and intended outcomes.
12. Recognize when a directive to perform an intervention or procedure is beyond the scope of work of a PTA, or beyond the student’s level of skill or knowledge, and defer to the clinical instructor.
13. Perform basic patient handling, such as: transfers; bed mobility; positioning and draping, while using safe and proper body mechanics.
14. Perform basic PROM, AAROM and AROM as established in PT Plan of care.
15. Perform basic wound care dressing application and removal of dressings; includes recognizing viable and nonviable tissue.
16. Recognize activities, positioning, and postures that aggravate or relieve pain or altered sensations, or that can produce associated skin trauma.
17. Perform data collection, such as: taking vital signs; anthropometric characteristics; arousal, mentation, and cognition; monitoring breathing patterns; goniometry; manual muscle testing; muscle length testing; volumetric and girth measurements; posture and gait observation.
18. Measure patient’s pain, using standardized questionnaires, graphs, behavioral scales, or visual analog scales.
19. Administer standard questionnaires to patients and others.
20. Measure and fit assistive devices, including crutches, walkers, canes and wheelchairs, and instruct the patient/family to use and care for the device as outlined in the plan of care.
21. Recognize changes in skin condition while using assistive devices and equipment.
22. Recognize safety factors while using the device.
23. Perform gait training over level surfaces, uneven surfaces, stairs, ramps, doorways, and tight areas.
24. Recognize architectural barriers which may interfere with a patient’s ability to function.
25. Instruct patients in wheelchair skills including transfers, inclines, curbs, and awareness of architectural barriers.
26. Apply athermal and thermal modalities, such as: hot packs; ice packs/ice massage; hydrotherapy; ultrasound; electrical modalities; compression therapies; hydrotherapy; cervical and lumbar traction; and massage/soft tissue mobilization; as outlined in the plan of care.
27. Participate in educating patients and caregivers, as directed by the supervising physical therapist.
28. Assess and report patient’s status to the supervising Clinical Instructor.
29. Document intervention(s) utilizing proper medical terminology and clinical site format.
30. Takes appropriate action in an emergency situation as an individual as well as a member of PT department; able to describe organizational chain of command in the physical therapy service.

PTA 160-CLINICAL EDUCATION 2

Prerequisites: Successful completion of 145,152,155 with a “C” or better

ACTIVITY HOURS PER WEEK: 40hours per week for 6-7 weeks – 280 total hours

Student Learning Outcomes:

1. Student will perform all PTA skills in a safe manner that minimizes the risk to patient, self, and others.
2. Student will demonstrate expected clinical behaviors in a professional manner in all situations.
3. Student will perform in a manner consistent with established legal standards, standards of the profession, and ethical guidelines.
4. Student will adapt delivery of physical therapy services with consideration for patients’ differences, values, preferences, and needs.
5. Student will communicate in ways that are congruent with situational needs.
6. Student will participate in self-assessment and develops plans to improve knowledge, skills, and behaviors.
7. Student will demonstrate clinical problem solving.
8. Student will perform selected therapeutic exercises in a competent manner.
9. Student will apply selected manual therapy, airway clearance, and integumentary repair and protection techniques in a competent manner.
10. Student will apply selected physical agents and mechanical modalities in a competent manner.
11. Student will apply selected electrotherapeutic modalities in a competent manner.
12. Student will perform functional training in self-care and home management and application and adjustment of devices and equipment in a competent manner.
13. Student will produce quality documentation in a timely manner to support the delivery of physical therapy services.
14. Student will participate in the efficient delivery of physical therapy services.
Course Objectives

At the conclusion of this course, students will be able to:

1. Meet all observed objectives of Clinical Education I.
2. Communicates an understanding of the plan of care developed by the physical therapist to achieve short and long term goals and intended outcomes.
3. Demonstrate competence in implementing selected components of interventions identified in the plan of care established by the physical therapist, including: developmental activities; prosthetics & orthotics adjustment and training; passive ROM; aerobic conditioning; balance & coordination training; breathing exercises & coughing techniques; conditioning & reconditioning; postural awareness training; biofeedback; ROM exercises; stretching exercises; strengthening exercises; activities of daily living; application and removal of wound dressing or agents; and identification of precautions for dressing removal.
4. Identify the individual’s and caregiver’s ability to care for an assistive device.
5. Describe the safety, status, and progression of patients while engaged in gait, locomotion, balance, wheelchair management, and mobility.
6. Recognize absent or altered sensation as well as activities that aggravate or alleviate pain, edema, dyspnea or other symptoms.
7. Recognize normal and abnormal integumentary changes.
8. Recognize normal and abnormal joint motion
9. Describe resting posture in any position and recognizes and monitors response to positional changes and movement; recognizes cyanosis.
10. Recognize alignment of trunk and extremities at rest and during activities; observes presence or absence of muscle mass.
12. Recognizes neuromotor developmental sequence with gross and fine motor milestones, righting and equilibrium reactions.
13. Adjust interventions within the plan of care established by the physical therapist in response to patient clinical indications and report this to the clinical instructor.
14. Recognize when an intervention should not be provided due to changes in the patient’s status and report this to the supervising clinical instructor.
15. Report any changes in the patient’s status to the supervising clinical instructor.
16. Recognize when the direction to perform an intervention is beyond that which is appropriate for a physical therapist assistant, and initiate clarification with the physical therapist.
17. Participate in educating patients and caregivers regarding safety factors, as directed by the supervising physical therapist; recognizes safety barriers in home, community and work environments.
18. Provide patient related instructions to patients, family members, and caregivers to achieve patient outcomes based on the plan of care established by the physical therapist.
19. Complete thorough, accurate, logical, concise, timely, and legible documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies.

20. Participate in discharge planning and follow-up, as directed by the supervising physical therapist.

21. Under the direction and supervision of the physical therapist, instruct other members of the health care team using established techniques, programs, and instructional materials commensurate with the learning characteristics of the audience.

22. Educate others about the role of the physical therapist assistant.

23. Interact with other members of the health care team in patient care and non-patient care activities.

24. Provide accurate and timely information for billing and reimbursement purposes.

25. Participate in performance improvement activities; peer review, utilization review.

26. Demonstrate a commitment to meeting the needs of the patients and consumers.

27. Recognize the role of the PTA in the clinical education of the PTA student.

28. Reads and understands health care literature; identifies career developments and lifelong learning opportunities.

**PTA 161-CLINICAL EDUCATION 3**

Prerequisites: Successful completion of PTA 160

**ACTIVITY HOURS PER WEEK:** 40 hours per week for 6 weeks - 240 hours

**STUDENT LEARNING OUTCOMES:**

1. Student will perform all PTA skills in a safe manner that minimizes the risk to patient, self, and others.
2. Student will demonstrate expected clinical behaviors in a professional manner in all situations.
3. Student will perform in a manner consistent with established legal standards, standards of the profession, and ethical guidelines.
4. Student will adapt delivery of physical therapy services with consideration for patients’ differences, values, preferences, and needs.
5. Student will communicate in ways that are congruent with situational needs.
6. Student will participate in self-assessment and develops plans to improve knowledge, skills, and behaviors.
7. Student will demonstrate clinical problem solving.
8. Student will perform selected therapeutic exercises in a competent manner.
9. Student will apply selected manual therapy, airway clearance, and integumentary repair and protection techniques in a competent manner.
10. Student will apply selected physical agents and mechanical modalities in a competent manner.
11. Student will apply selected electrotherapeutic modalities in a competent manner.
12. Student will perform functional training in self-care and home management and application and adjustment of devices and equipment in a competent manner.
13. Student will produce quality documentation in a timely manner to support the delivery of physical therapy services.
14. Student will participate in the efficient delivery of physical therapy services.

Course Objectives:

At the conclusion of this course, students will be able to:

1. Meet all observed objectives of Clinical Affiliation 1 and 2.
2. Communicates an understanding of the plan of care developed by the physical therapist to achieve short and long term goals and intended outcomes.
3. Demonstrate competence in implementing selected components of interventions identified in the plan of care established by the physical therapist, including: developmental activities; prosthetics & orthotics adjustment and training; passive ROM; aerobic conditioning; balance & coordination training; breathing exercises & coughing techniques (cough and sputum characteristics); conditioning & reconditioning; postural awareness training; ROM exercises; stretching exercises; strengthening exercises; application and removal of wound dressing or agents; and identification of precautions for dressing removal.
4. Identify the individual’s and caregiver’s ability to care for an assistive device.
5. Describe the safety, status, and progression of patients while engaged in gait, locomotion, balance, wheelchair management, and mobility.
6. Recognize absent or altered sensation.
7. Recognize normal and abnormal integumentary changes.
8. Recognize normal and abnormal joint motion
9. Describe resting posture in any position and recognizes and monitors response to positional changes and movement and chest wall expansion and excursion.
10. Recognize alignment of trunk and extremities at rest and during activities.
12. Adjust interventions within the plan of care established by the physical therapist in response to patient clinical indications and report this to the clinical instructor.
13. Recognize when an intervention should not be provided due to changes in the patient’s status and report this to the supervising clinical instructor.
14. Report any changes in the patient’s status to the supervising clinical instructor.
15. Recognize when the direction to perform an intervention is beyond that which is appropriate for a physical therapist assistant, and initiate clarification with the physical therapist.
16. Participate in educating patients and caregivers, as directed by the supervising physical therapist.
17. Provide patient related instructions to patients, family members, and caregivers to achieve patient outcomes based on the plan of care established by the physical therapist.
18. Complete thorough, accurate, logical, concise, timely, and legible documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies.
19. Participate in discharge planning and follow-up, as directed by the supervising physical therapist; including inspects and measure physical space.
20. Under the direction and supervision of the physical therapist, instruct other members of the health care team using established techniques, programs, and instructional materials commensurate with the learning characteristics of the audience.
21. Educate others about the role of the physical therapist assistant.
22. Interact with other members of the health care team in patient care and non-patient care activities.
23. Provide accurate and timely information for billing and reimbursement purposes.
24. Participate in performance improvement activities;
25. Demonstrate a commitment to meeting the needs of the patients and consumers.
26. Recognize the role of the PTA in the clinical education of the PTA student.
Evaluation of Students

Several methods will be used to assess a student’s progress in each of the three affiliations. At the end of each of the three affiliations it is expected that the student is practicing at entry level for a PTA for those skills outlined in the affiliation.

Clinical Performance Instrument (CPI)

The CI (Clinical Instructor) will fill out the Clinical Performance Instrument (CPI) for PTA. This evaluation report is due midterm and at the end of each affiliation. By the end of the affiliation, the student must pass 90% of the graded material in order to pass the affiliation. It is not expected that the student will be able to be exposed to and participate in every criteria on the report. It is expected that the student case load will substantially consist of diagnoses appropriate to the emphasis of the affiliation (fundamental skills, orthopedic, neurologic pathologies). This form, with directions for completion, will be mailed and available online to the CI in advance of the start of the affiliation. The COS PTA program will offer the APTA approved Credential Clinical Instructor to prepare clinical faculty to use the CPI for PTA students.

Mid-term Visit (or phone interview)

Approximately mid-way through each affiliation, the ACCE will visit the affiliation facility and meet with the CI and the student to assess the student’s progress to date. This visit will be scheduled and advance notice will be given to the CI and the student. If the student is attending an out of area facility, this visit will be scheduled as a phone interview with the CI and the student.

Other visits/phone calls

If, at any time during the affiliation, the CI and/or the student feel that extra meetings with the ACCE are necessary to ensure the success of the student, these will be scheduled.

If, at any time, the CI feels that the student is performing below expectations, a meeting with the CI, ACCE and student will immediately be scheduled in order to determine the proper course of action. This course of action may include: verbal counseling, written counseling, written learning contract or termination of the affiliation. Each case will be dealt with on an individual basis.

Based on all the above input and additional assignments during the course of the clinical affiliations, the ACCE will determine the final grade assigned to the student.

All Clinical Education Courses are Pass/Fail Course – Student MUST receive a “PASS” as outlined in each syllabus.
Please note that for a student to receive credit for this course and progress to COS PTA program fourth semester, a Passing grade must be achieved. Minimum proficiency in the skills in the APTA Clinical Performance Instrument (CPI) for Physical Therapist Assistants is required. Successful completion of the internship is a combined decision of the clinical and academic faculty based upon the clinical instructor’s and students written and verbal evaluation of the student’s performance in the clinic and completion of all assignments. The academic faculty reserves the right to make the final determination of the grade.

Students will be trained in the use of the electronic CPI, prior to PTA 160. Refer to Appendix A: Physical Therapist Assistant Clinical Performance Instrument

**Physical Therapist Assistant Student Evaluations of Facility, CI and ACCE**

At conclusion of each clinical affiliation the student will complete an evaluation on the clinical experience/clinical instruction as well as the performance evaluation on the ACCE.

Refer to Appendix B – PTA Student Evaluation of Clinical Site Instruction (PTA 1 D.)
Refer to Appendix C – PTA Student Evaluation Clinical Coordinator (PTA 1 E.)
Appendix A: Physical Therapist Assistant Clinical Performance Instrument
Appendix B – PTA Student Evaluation of Clinical Site Instruction (PTA 1 D.)
Appendix C – PTA Student Evaluation Clinical Coordinator (PTA 1 E.)