

Lane Community College Physical Therapist Assistant Program

Demonstration of Student Readiness for Clinical Education

Policy on Non-Academic Requirements for Program Clinical Experiences

PTA Program faculty and the student will work together to ensure the student has the following non-academic requirements prior to starting the clinical education portion of the program:

- Physical exam
- Personal health insurance
- Immunization record
- Mantoux test or chest x-ray results are current and on file with the LCC Health Professions office
- Hepatitis B vaccinations
- Identification name tag (purchased through LCC)
- CPR training
- Completed background check with third-party verification of release for clinical
- Liability insurance (provided through the school)
- Student understanding that he/she may be subjected to drug testing at a clinical facility
- Safety/Infection Control training
- Facility-specific patient confidentiality statement form signed (if requested by an individual clinical site)
- Mailed student profile and cover letter to clinical site

Procedures for Non-Academic Requirements for Program Clinical Experiences

1. The student will have provided documentation of physical examination, personal health insurance, and immunization requirements prior to admission into the PTA program.
2. The student will complete a criminal background check included in the admissions documentation packet.
3. The student receives the physical exam/health record form during admission notification to the PTA Program. The completed health record is turned in to the Health Professions administrative office prior to enrolling in the fall term, and is kept on file in the Health Professions office. Immunization records are included on the physical exam form.
4. The ACCE must receive written permission (data release form) to send a copy of health record to the clinical site.
5. The student must submit a copy of Mantoux test results and/or chest x-ray results at the beginning of the school year. Students must follow their clinical site requirements for up-to-date Mantoux results. Students can receive Mantoux tests at the college Health Clinic for a small fee.
6. The student is responsible for maintaining current Adult, Child, and Infant CPR certification prior to enrolling in PTA 280-level courses.

7. Students accepted and enrolled into PTA 280-level courses are covered by general liability and Workmen's Compensation policies through the Cooperative Education Division.
8. The ACCE mails confirmation of release for clinical from background check results to the student's clinical sites.
9. Clinical facilities may require drug testing. If a student refuses such testing, they may be unable to complete the full-time clinical experience at that facility. The Physical Therapist Assistant Program does not guarantee an alternative facility placement. If no alternative facility placement is available, students will not be able to graduate from the program.
10. Students enrolled in PTA 280-level courses will have demonstrated competency in Safety/Infection Control in PTA prerequisites courses prior to enrolling in PTA 280-level courses.
11. When a clinical site has a facility-specific Patient Confidentiality Statement form to be signed by the student, the ACCE will obtain the student's signature and sends the signed form to the CI in the packet that includes the background check results.
12. Prior to the first full-time clinical experience, PTA Program faculty and the ACCE have discussed the student's responsibilities to the clinical site and its patients/clients as documented in the Program Policy Manual. Copies of the CSIF forms for each clinical site are in a file in the PTA Program classroom and students will be encouraged to read about their sites.
13. Students may obtain further information from the ACCE, from the site's web page, and through requests in a letter of introduction.
14. The student will mail a completed Student Profile Information Form attached to a cover letter of introduction to his/her three clinical sites. Deadline for these items to be mailed is six weeks before the start of the clinical experience. Students will be instructed to follow the letter with a telephone call and are encouraged to visit the site prior to starting the clinical experience. The Student Profile Information Form and student contact will guide the CCCE in the selection of an appropriate CI and will help in the planning for the student's clinical experience.
15. The ACCE will provide the clinical site with a copy of the current Lane Community College Physical Therapist Assistant Program Policy Manual (or access to the manual via the internet) containing the program's clinical education philosophy, policies and procedures, objectives, guidelines for PT/PTA role delineation and for student supervision, and resources for help when working with students. The facility will also receive a Clinical Performance Instrument Manual with instructions for evaluating the student using this APTA standardized evaluation form.

During The Clinical Experience

Items the Student Will Bring to the Clinical Site

- a. "*Student Evaluation of the Clinical Experience*". During the last week of the clinical experience, the student will share information from this form with the CCCE and the CI. This evaluation should remain with the CCCE and CI.
- b. "*Weekly Clinical Feedback*". During each clinical experience, the form is used to guide the CI during informal periodic reviews and to guide the CI in summarizing for the final evaluation.

From *Lane Community College Physical Therapist Assistant Program Policy Manual 2009-2010*

The student will have periodic meetings with the CI while receiving ongoing, informal verbal reviews. It is the program's expectation that meetings occur weekly. These meetings and discussion forms are to be returned to the ACCE following the clinical experience.

c. Two copies of the "*Clinical Performance Instrument.*" One copy is for the student to use to do a mid-term and final self-evaluation. The other copy is for the CI to use to perform the mid-term and final performance evaluation. The student's self-evaluation and the clinical instructor's evaluation of the student should be compared and discussed. These forms are to be returned to the ACCE after the clinical experience. [Note: CPI procedures subject to change pending on-line CPI availability for PTA programs]

d. "*Clinical Instructor Evaluation of the Clinical Experience Arrangement.*" This gives the CI opportunity to provide feedback to the ACCE regarding his/her performance in arranging the clinical experience and supervising the student. This form is returned to the ACCE after the clinical experience.

e. "*Student Evaluation of Academic Preparation.*" The student evaluates the academic preparation received in the PTA Program and for the particular clinical experience. This is reviewed with the CI and returned to the ACCE after the clinical experience.

f. *Patient Surveys.* These are used to evaluate the PTA Program, not to evaluate the student. The CI will identify four patients willing to participate in a survey. The student or the facility will mail these surveys back to the ACCE or program director after the clinical experience.

g. Copy of syllabus for clinical experience course and list of skills taught within the PTA program. These resources are to be shared with the clinical instructor.

ALL FORMS ARE TO BE RETURNED TO THE ACCE NO LATER THAN ONE WEEK AFTER THE COMPLETION OF THE CLINICAL EXPERIENCE. Note: Students must make and keep a copy of any forms sent to the ACCE via mail.

Attendance

Student schedules for each full-time clinical experience will be determined by the site and communicated to the ACCE and the student prior to the student's arrival. In order to pass PTA 280A, PTA 280B, and PTA 280C courses, there will be no unexcused absences. Excused absences will be made up at the discretion of the CI and the ACCE.

If a clinical experience must be missed for any reason, the student must call BOTH the PTA Program ACCE, and the clinical instructor before the student's scheduled arrival time.

1. ALL time missed from the regularly scheduled clinical experiences will be made up at the discretion of the CI and the ACCE at a time mutually agreed upon between the student and CI.
2. Students who have one excused absence from the clinic each term may be released from that makeup day or may be required to make up that experience, at the discretion of their CI after reviewing student progression toward course objectives. Any additional excused absences and all unexcused absences must be made up.
3. Students are responsible for arranging with their CI a date and time to make up any missed clinical sessions.
4. Students who are ill are expected to call in to the clinic and not endanger patients with additional microbial threats.
 - a. If the student was absent due to an injury or has restrictions, the student must have a physician's letter stating the restriction.

From *Lane Community College Physical Therapist Assistant Program Policy Manual 2009-2010*

- b. If the student was absent due to an infectious disease, the student must submit proof of recovery if requested. Students contracting an infectious disease during the time they are participating in a full-time clinical experience must report that fact to both the college and to the clinical facility. Students should follow the clinical facility's policies and procedures when exposed to an infectious disease at the facility during the clinical experience.
5. If the number of days missed interfere with the student's ability to learn and meet the objectives of the clinical experience and interfere with the clinical instructor's ability to assess the student's performance, the CI and ACCE may decide to discontinue the clinical experience. The student must resolve the cause of the frequent absenteeism before resuming any further clinical experiences.
6. The clinical experience that was discontinued will be considered failed and must be repeated.
7. While on the clinical experience, the student follows the schedule and holidays of the clinic.
8. Days the college has scheduled off are taken during the breaks between the clinical experiences.
9. SNOW DAYS: Since the student is functioning as a professional, the student is expected to be present or to call the clinical site and exercise safety considerations to get to the site. Students are expected to follow closure policies for the clinical facility.
10. A student may be excused from the clinical facility to attend the Oregon Chapter APTA Fall or Spring Conference only if the student attends ALL days of the conference, and if the ACCE approves attendance at the conference.

Professional Behavior

A professional appearance is required as part of the clinical experience. The student must follow the clinical education site's regulations for proper attire; the student must also be neat and appropriately groomed. The student will wear his/her LCC name tag which identifies the student as a "Student Physical Therapist Assistant". Clinical instructors assure patients provide permission for treatment by a student. Patients who elect not to participate in supervised clinical practice by a SPTA may refuse without prejudice.

The student will demonstrate a professional manner at all times, remembering that he/she represents Lane Community College and the LCC PTA Program. Any patient contact with the student must be supervised by the CI. The student is required to continually protect patient confidentiality.

Students are required to present at least one in-service over the course of their three fulltime clinical experiences. The student should take the initiative to discuss this requirement with their CI. If a clinical site requests that a student present an in-service, the student must do so even if they have already fulfilled their required in-service at another clinical facility.

Communication

The ACCE or a PTA Program faculty member will contact the student and CI at least twice during the clinical experience. When problems or concerns arise, the CI and/or the student may contact the ACCE. The student is encouraged discuss problems directly with the CI/CCCE as

From Lane Community College Physical Therapist Assistant Program Policy Manual 2009-2010

well as seek input from the ACCE as needed to promote positive communication and problem-solving outcomes.

Employment

Students should consider their class load, academic standing and performance in the PTA Program when determining how many hours to work concurrent with clinical education. It is strongly recommended that students do not seek or maintain employment during clinical education courses. Students who are employed are expected to meet established theory and clinical objectives. Under no circumstances will adjustments be made to accommodate work schedules.

Due to the time involved with clinical preparation, students are strongly encouraged to avoid working any shift that may interfere with their ability to adequately prepare for clinical education.

Students reporting for a clinic who, in the opinion of the clinical instructor, are not adequately prepared for clinical and/or are too fatigued to provide safe patient care will be excluded from that experience. This will be considered an unexcused absence.