



**MENDOCINO  
COLLEGE**

**PTA Program  
Clinical Education Handbook  
2020**

**Welcome to clinical education.** We hope the contents of this manual will assist in providing a high quality education experience for both clinical faculty members and their students. Clinical education is a vital portion of the physical therapist assistant curriculum. It allows the student to fully integrate and implement the information and skills learned during basic science coursework, as well as the clinical classroom and laboratory portions of the program.

The purpose of this handbook is to provide information and guidelines as a common frame of reference for all who are involved in the clinical education process:

- The student
- The Clinical Instructor
- The Center Coordinator of Clinical Education
- The faculty members of the PTA Program at Mendocino College

If you have any questions or concerns, please do not hesitate to contact us.

Thank you,

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## **I. Program Information**

### **1.1 Institutional History and Accreditation**

Mendocino College is a part of the California Community Colleges System. The California Community Colleges are a postsecondary education system consisting of the Board of Governors of the California Community Colleges and 72 community college districts. Mendocino College is a part of the Mendocino-Lake Community College District and is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC).

The Mendocino-Lake Community College District was formed in September 1972 by vote of the citizens of the Anderson Valley, Laytonville, Potter Valley, Round Valley, Ukiah, and Willits Unified School Districts. Planning for the development of the initial offerings of the College occurred in the spring of 1973, with the first classes offered in July 1973.

Expansion of the District to include the Lake County Districts of Upper Lake, Kelseyville, and Lakeport occurred by vote of the citizens on November 5, 1974. The new District boundaries, established in July 1975, encompass 3,200 square miles of service area. In 1981 the name of the District became Mendocino-Lake Community College District to better reflect the geographical area being served.

Mendocino College's main campus in Ukiah, California is home to the Physical Therapist Assistant Program. Approval was sought and granted for this program through the California Community Colleges Chancellor's Office in December 2017. Approval through the ACCJC was granted October 24, 2018.

Mendocino College is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2019. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the program; therefore, no students may be enrolled in the program courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

### **1.2 Program Summary**

The Physical Therapist Assistant (PTA) Program at Mendocino College is a two year program with four semesters of core PTA coursework. An additional one semester of prerequisite courses is required to ensure preparedness of students for the Program. Graduates will receive an Associate of Science degree at the completion of the Program

and be prepared to sit for the national licensure exam. The Program curriculum includes courses in general education and basic science as well as technical physical therapy coursework. The program integrates clinical education throughout the curriculum to prepare students for the field of physical therapy. Students will be introduced to direct patient care through full time clinical education experiences in semesters two, three and four.

### **1.3 Statement of Nondiscrimination**

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, immigration status, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, immigration status, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

### **1.4 Mission Statement**

The Mendocino College Physical Therapist Assistant Program provides a comprehensive educational experience to prepare a diverse student population for contemporary practice as entry-level physical therapist assistants able to work under the direction and supervision of a physical therapist. High quality and innovative instruction and individual attention in an inclusive and accessible learning environment

enables students to achieve their educational goals. Graduates will serve the community by providing competent, ethical and compassionate healthcare in contemporary physical therapy practice while understanding the value of evidence based practice and lifelong learning.

### **1.5 Program Values**

*Student Success:* We are committed to helping students achieve their educational goal of becoming a licensed physical therapist assistant.

*Collaboration:* We participate in our communities and professional organizations to become informed about and engaged in local and global healthcare issues. We work and communicate collegially, both on campus and in our communities.

*Respect:* We recognize the worth of individuals by encouraging active participation, open exchange of ideas and collaborative decision making.

*Integrity:* We maintain public trust by being honest, fair and equitable and by honoring our commitments to our students, staff and communities.

*Diversity:* We respect the dignity of each individual; we value the creativity and insight that emerge from individual differences; and we recognize the importance of diversity in achieving our goals.

*Continuous Improvement:* We work to integrate the best practices in physical therapist assistant education and to ensure progress toward achieving our goals by operating in a culture of evidence.

*Sustainability:* We embrace sustainable practices and recognize our responsibility as global citizens.

### **1.6 Program Goals**

**Goal 1.** Prepares graduates for positions as competent, entry-level physical therapist assistants able to work under the direction and supervision of a physical therapist

**Goal 2.** Program faculty will provide an inclusive and accessible learning environment and a curriculum consistent with contemporary physical therapy practice, and feedback from program stakeholders.

**Goal 3.** Promote the importance of continuing personal and professional development through life-long learning opportunities and membership in professional organizations.

**Goal 4.** PTA Program graduates will appropriately express effective verbal, nonverbal, and written communication skills in a culturally competent manner with patients, family members and other health care providers.

### **1.7 Program Objectives**

**Graduates of the Physical Therapist Assistant Program will be able to:**

**Objective 1.** Work under the supervision of a physical therapist in an ethical, legal, and competent manner.

**Objective 2.** Demonstrate the ability to promote optimal outcomes for patients by competently performing assessment techniques and treatment interventions from within the physical therapist's plan of care.

**Objective 3.** Recognize the relationship between concepts learned from liberal arts and basic science coursework and physical therapy knowledge and skills.

**Objective 4.** Demonstrate effective oral, written, and nonverbal communication in a culturally competent manner with patients and their families, colleagues, and other health care providers.

**Objective 5.** Demonstrate a commitment to professional growth and life-long learning.

### **1.8 Program Curriculum**

<b>Pre-requisite Courses</b>	<b>Semester Units</b>
BIO 230 – Human Anatomy	5
BIO 231 – Human Physiology OR BIO 202 and 202L – Human Biology	5 4
HLH 104 – Medical Terminology	3
KIN 100 – Introduction to Physical Therapy	1
<b>TOTAL</b>	13 or 14

<b>Semester One Courses</b>	<b>Semester Units</b>
PTA 101 – Physical Therapy Practice for the PTA	2
PTA 102 – Pathology	3
PTA 103 – Patient Care Skills Theory	2
PTA 103L – Patient Care Skills Lab	1
PTA 104 – Clinical Kinesiology Theory	2
PTA 104L – Clinical Kinesiology Lab	1
English 200 – Reading and Composition	3
<b>TOTAL</b>	14

<b>Semester Two Courses</b>	<b>Semester Units</b>
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PTA 105 – Therapeutic Exercise Theory	2
PTA 105L – Therapeutic Exercise Lab	1
PTA 106 – Therapeutic Agents Theory	2
PTA 106L – Therapeutic Agents Lab	1
PTA 120 – Clinical Practicum I	4.5
COM 210 – Interpersonal Communications OR COM 203 – Introduction to Public Speaking	3
PSY 205 – Introductory Psychology OR PSY 210 – Life Span Development Psychology OR CDV 200 – Psychology of Development: Infancy through Adolescence	3
<b>TOTAL</b>	16.5

<b>Semester Three Courses</b>	<b>Semester Units</b>
PTA 107 – Orthopedic Management Theory	2
PTA 107L – Orthopedic Management Lab	1
PTA 108 – Neurology and Development Theory	2
PTA 108L – Neurology and Development Lab	1
PTA 121 – Clinical Practicum II	4.5
American Institutions GE course (see institutional requirements for list)*	3
Math GE course (see institutional requirements for list)	3-5
<b>TOTAL</b>	16.5 - 18.5

<b>Semester Four Courses</b>	<b>Semester Units</b>
PTA 109 – Neurologic Management Theory	2
PTA 109L – Neurologic Management Lab	1
PTA 110 – Advanced Procedures Theory	2
PTA 110L – Advanced Procedures Lab	1
PTA 111 – Professional Integration	2

PTA 122 – Clinical Practicum III	4.5
Humanities GE course (see institutional requirements for list)*	3
<b>TOTAL</b>	14.5

	<b>Total Units</b>
PTA Core Courses	44.5
Total for Associate's Degree	77.5 - 80.5

\* MC graduation requirements also include a Studies in Culture course. This can be fulfilled through specific Humanities and American Institutions courses. It is recommended that a GE course is chosen that will fulfil both requirements.

### **1.9 Course Descriptions**

#### **Required Pre-Requisite Courses**

##### **BIO 230 – Human Anatomy**

*This course will cover an introduction to human cytology and cellular organization, fundamental tissues and organ systems, and appropriate laboratory study of basic human anatomy.*

##### **BIO 231 – Human Physiology**

*This course will cover the study of human organ systems and the associated physiological principles with appropriate practical experimentation in the laboratory.*  
OR

##### **BIO 202 – Human Biology and BIO 202L – Human Biology Lab**

*This course will introduce the student to the characteristics, structure, and processes of the human body as they relate to personal health, society, and the environment. This course is also designed for those students who need a review of the fundamentals of the human body before taking science courses required for the allied health sciences.*

##### **HLH 104 – Medical Terminology**

*This course will introduce the student to the fundamentals of medical word building as well as terms related to specific body systems. Emphasis is placed upon pronunciation and spelling as well as anatomical, pathological, surgical, and diagnostic terminology. This course is designed for pre-nursing students, EMTs, health care clerical support staff, nursing assistants, and others in the health related professions.*

##### **KIN 100 – Introduction to Physical Therapy**

*This course will introduce students to careers related to the field of physical therapy. It will outline job descriptions, educational background, labor market and practice settings for the different jobs related to physical therapy.*

## **Required Semester 1 Courses**

### **PTA 101 – Physical Therapy Practice for the PTA**

*This course will introduce the students to the profession of Physical Therapist Assistant by covering the history, laws and ethics of the profession. Introduction to professional/medical documentation and quality assurance issues will be presented. Students will also study communication techniques, interpersonal relationships and psychosocial considerations in healthcare.*

### **PTA 102 – Pathology**

*This course will introduce the pathophysiology of all major organ systems of the body. The etiology, signs, symptoms, diagnosis, prognosis and interventions related to common diseases and disorders seen in the physical therapy setting will be covered.*

### **PTA 103 – Patient Care Skills Theory**

*The course will introduce students to the theory of basic patient care skills performed by the physical therapist assistant including positioning, monitoring vital signs, infection control techniques, transfer training and gait training. Students will also be introduced to the assessment and treatment processes of the physical therapist assistant.*

### **PTA 103L – Patient Care Skills Lab**

*This course will provide practical training in basic care skills performed by the physical therapist assistant including position, monitoring vital signs, infection control techniques, transfer training and gait training. Students will also begin assessment and intervention techniques for the physical therapist assistant in this laboratory course.*

### **PTA 104 – Clinical Kinesiology Theory**

*This course will cover kinesiology and anatomy of the musculoskeletal and neuromuscular systems. Emphasis will be on musculoskeletal anatomy and physiology including arthrokinematics, static and dynamic movement systems and associated clinical applications. Principles of goniometry and manual muscle testing will also be introduced.*

### **PTA 104L – Clinical Kinesiology Lab**

*This course will consist of the laboratory component of PTA 104 Clinical Kinesiology. Students will apply kinesiology and biomechanics principles of PTA 104 Clinical*

*Kinesiology in a practical setting. Assessment of joint range of motion, muscle strength, posture and gait will be performed. Surface palpation skills will also be developed in this laboratory course.*

## **Required Semester 2 Courses**

### **PTA 105 – Therapeutic Exercise Theory**

*This course will cover the use of exercise as a preventative and rehabilitative modality for the treatment of pathological conditions. Emphasis is placed on the physiologic effects of exercise as well as the design and application of exercise programs to improve strength, flexibility, posture and balance. This course will also address exercise specific to cardiac rehabilitation, aquatic physical therapy and work hardening.*

### **PTA 105L – Therapeutic Exercise Lab**

*This course will provide the practical training for the use of exercise as a preventative and rehabilitative modality for the treatment of pathological conditions. It is the laboratory component of PTA 105 Therapeutic Exercise Theory and will allow for application of concepts taught in that course. Therapeutic exercise principles will be illustrated through practice for strength, flexibility, posture and balance. More specific programs of therapeutic exercise for cardiac rehabilitation, aquatic therapy and work hardening will also be covered.*

### **PTA 106 – Therapeutic Agents Theory**

*This course will cover the use of physical agents in the treatment of common conditions seen in the physical therapy setting. Various thermal, mechanical and electromagnetic agents will be presented with corresponding indications and contraindications. Evidence based rationale for use of physical agents will also be addressed.*

### **PTA 106L – Therapeutic Agents Lab**

*This course will instruct students in the safe and effective use of physical agents in the treatment of common conditions seen in the physical therapy setting. Students will learn correct set up and application of thermal, mechanical and electromagnetic agents. This course is the laboratory course that corresponds with PTA 106 Physical Agents Theory.*

### **PTA 120 – Clinical Practicum I**

*This course will provide students with the opportunity to observe and participate in patient care as directed by a clinical instructor. Students will be placed in a clinical setting for a full time (40 hrs/wk), six-week clinical experience where they will apply knowledge and skills learned in semesters one and two of the PTA Program. Students will provide care as directed by a licensed physical therapist or physical therapist assistant for uncomplicated and complicated patients with the degree of supervision and guidance based on the patient and the environment.*

## **Required Semester 3 Courses**

### **PTA 107 – Orthopedic Management Theory**

*This course will focus on dysfunction, disease and trauma of the musculoskeletal system. Concepts of tissue healing, signs and symptoms of orthopedic dysfunctions, surgical interventions and physical therapy interventions will be addressed. Students will be expected to integrate knowledge and skills from previous PTA coursework to the orthopedic patient.*

### **PTA 107L – Orthopedic Management Lab**

*This course will provide the practical training for assessment and treatment of the orthopedic conditions seen in the physical therapy setting. It is the laboratory component of PTA 107 Orthopedic Management and will focus on application of concepts taught in that course. Treatment strategies for disorders of the spine, upper extremity and lower extremity will be covered. Students will be expected to integrate knowledge and skills from previous PTA coursework and apply it to the orthopedic patient.*

### **PTA 108 - Neurology and Development Theory**

*This course will cover basic neuroanatomy and neurophysiology with a focus on human growth and development from birth to the aged adult. It will cover the physical, cognitive, social and emotional changes with aging and their impact on functional movement. The process of motor development through motor control and motor learning will be addressed and applied to treatment of neurologic conditions through the lifespan.*

### **PTA 108L – Neurology and Development Lab**

*This course will provide the practical training for the assessment and treatment of normal and abnormal neurodevelopment. It is the laboratory component of PTA 108 Neurology and Development and will focus on neurodevelopmental treatment techniques for pediatric patients. Fundamentals of treatment for neurological conditions in the adult and general treatment strategies related to geriatric patients will also be covered.*

### **PTA 121 – Clinical Practicum II**

*This course will provide students with the opportunity to observe and participate in patient care as directed by a clinical instructor. Students will be placed in a clinical setting for a full time (40 hrs/wk), six-week clinical experience where they will apply knowledge and skills learned in semesters one, two and three of the PTA Program. Students will provide care as directed by a licensed physical therapist or physical therapist assistant for uncomplicated and complicated patients with the degree of supervision and guidance based on the patient and the environment. Students are expected to be operating at an intermediate level during this clinical experience.*

## **Required Semester 4 Courses**

**PTA 109 – Neurologic Management Theory**

*This course will cover physical therapy interventions for common neurologic conditions. Additionally, assessment, medical management, environmental barriers, adaptive equipment, psychosocial issues and effective interdisciplinary management will also be covered as it applies to the patient with a neurologic condition. Students will apply neuroanatomy and developmental concepts learned in PTA 108 Neurology and Development to the adult patient with a neurologic condition.*

**PTA 109L – Neurologic Management Lab**

*This course will cover the practical training for the assessment and treatment of common neurologic conditions by the physical therapist assistant. It is the laboratory component of PTA 109 Neurologic Management Theory and will apply principles of patient management taught in that course. It will incorporate treatment principles and progression from previous courses through the use of case studies.*

**PTA 110 – Advanced Procedures Theory**

*This course will cover physical therapy care for unique patient populations including patients with respiratory dysfunction, women's health patients, oncology patients, amputees, patients with vestibular dysfunction, chronic pain patients and those with complex multi-system pathology. Topics include diagnoses, medical and physical therapy interventions, special considerations and equipment needs for these patient populations.*

**PTA 110L – Advanced Procedures Lab**

*This course will provide the practical training for physical therapy care for unique patient populations including patients with respiratory dysfunction, women's health patients, oncology patients, amputees, patients with vestibular dysfunction, patients with chronic pain and those with complex multi-system pathology. This is the laboratory portion of PTA 110 Advanced Procedures Theory. The focus of this course will be the application of concepts and interventions to patient treatment scenarios.*

**PTA 111 – Professional Integration**

*This course will cover issues related to practice management and encourage problem solving skills to integrate all knowledge and skills learned throughout the PTA Program. The course will be discussion based and focus on learning through case studies. This course will also prepare students for licensure as a PTA and include a comprehensive exam covering all information taught in the PTA Program.*

**PTA 121 – Clinical Practicum III**

*This course will provide students with the opportunity to observe and participate in patient care as directed by a clinical instructor. Students will be placed in a clinical setting for a full time (40 hrs/wk), six-week clinical experience where they will apply knowledge and skills learned in semesters one through four of the PTA Program.*

*Students will provide care as directed by a licensed physical therapist or physical therapist assistant for uncomplicated and complicated patients with the degree of supervision and guidance based on the patient and the environment. Students are expected to provide patient care and fulfill the role of the physical therapist assistant at entry level during this clinical experience.*

## **Required General Education Courses**

### **Language Requirement**

#### **ENG 200 – Reading and Composition**

*This course will fulfill the requirements of the first semester of freshman composition at the university level. All sections are both writing and reading intensive. Topics covered include thesis development and support, writing essays in various rhetorical modes, close reading, and completion of a thorough, properly cited research paper.*

### **Communication Requirement**

#### **COM 203 – Introduction to Public Speaking**

*This course will introduce students to the theories and techniques of public speaking in a democratic society. Discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches including informative and persuasive speeches will be explored.*

OR

#### **COM 210 – Interpersonal Communications**

*This course will introduce the student to interpersonal communication theories, rational dialogue, and cooperative analysis of communicative events. Students will study communicative interactions, their symbolic processes, reasoning and advocacy, and the effects of communication on people and society.*

### **Behavioral Science Requirement**

#### **PSY 205 – Introductory Psychology**

*This course will provide an introduction to the field of psychology, defined as the scientific study of all human behaviors, including observable actions, emotions, and thinking processes. The approach of the course offers students a foundation for applying the principles of psychology to daily life, understanding the self and others, enhancing interpersonal relationships, and preparing for further study in psychology. Topics include the psychology biology connection, learning, memory, mental processes, emotions, motivation, human development, mental illness, psychotherapy, human interaction, and methods used in psychological research.*

OR

#### **PSY 210 – Lifespan Developmental Psychology**

*This course will explore the predictable behavioral changes humans experience throughout their lifetime, from birth to aging and death.*

OR

### **PSY 215 – Psychology of Personal Growth**

*This course will examine personal growth and adjustment. Some of the topics covered include: Self-image and self-esteem, assertiveness, recognizing and regulating emotions, interpersonal relationships, career/work, and fulfilling one's potential.*

OR

### **CDV 200 – Psychology of Development: Infancy through Adolescence**

*This course will examine the major physical, psychosocial, and cognitive/language developmental milestones for children both typical and atypical from conception through adolescence. There will be an emphasis on interactions between maturational process and environment factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.*

## Mathematics Requirement

### **MTH 80 – Intermediate Algebra for STEM**

*This course will cover functions, equations and inequalities in one variable, systems of linear equations in three variables, rational, exponential and logarithmic functions and equations, and discrete topics. The course is intended for students majoring in math, a science discipline, computer science, business or education.*

## American Institutions Requirement

See list of possible courses in the Mendocino College Catalog

## Humanities Requirement

See list of possible courses in the Mendocino College Catalog

## 1.10 Clinical Education Learner Outcomes

### **PTA 120 – Clinical Practicum I**

1.0 Display the ability to apply all PTA learned skills and knowledge by safely performing selected physical therapy data collection skills and treatment interventions from within the physical therapist's plan of care for routine patients with moderate supervision and guidance by a physical therapist or a physical therapist/physical therapist assistant team.

2.0 Demonstrate the ability to perform adequate documentation and communication with the physical therapist regarding all aspects of the patient treatment and patient response to physical therapy interventions given extra time and frequent guidance

3.0 Demonstrate the ability to assist in the teaching of patients and caregivers

- 4.0 Demonstrate the ability to participate in scheduling and other routine administrative procedures of the physical therapy department
- 5.0 Recognize administrative roles and duties through attendance at departmental meetings, committee meetings, and case conferences as appropriate
- 6.0 Compose a reflective journal regarding the clinical experience while maintaining appropriate patient confidentiality
- 7.0 Consistently demonstrate technical skill performance and behaviors legally and ethically with occasional guidance for routine situations
- 8.0 Design and present an in-service on the role of the physical therapist assistant.
- 9.0 Discuss the importance of participation in the provision of patient centered interprofessional and collaborative care

### **PTA 121 – Clinical Practicum II**

- 1.0 Display the ability to apply all PTA learned skills and knowledge by consistently providing safe, effective, and competent physical therapy data collection skills and treatment interventions from within the physical therapist's plan of care for routine patients with minimal supervision and guidance by a physical therapist or a physical therapist/physical therapist assistant team.
- 2.0 Demonstrate the ability to provide timely and relevant documentation and communication to the physical therapist regarding all aspects of the patient treatment and patient's response to the treatment with occasional guidance
- 3.0 Demonstrate the ability to participate in the teaching of other health care providers, consumers, patients and families, and physical therapy personnel with occasional guidance.
- 4.0 Demonstrate the ability to participate in routine administrative procedures of the clinic, including billing and patient scheduling with occasional guidance
- 5.0 Recognize administrative roles and duties through attendance at departmental meetings, committee meetings, and case conferences as appropriate
- 6.0 Demonstrate the ability perform PTA skills and behaviors within legal and ethical requirements and guidelines with occasional guidance for new or unusual situations
- 7.0 Compose a reflective journal regarding the clinical experience while maintaining appropriate patient confidentiality
- 8.0 Design and present an in-service on a topic assigned by the clinical instructor appropriate for the clinical setting and patient population
- 9.0 Discuss possible results if there is a breakdown in patient centered interprofessional collaborative care

### **PTA 122 – Clinical Practicum III**

- 1.0 Display the ability to independently apply all PTA learned skills and knowledge by consistently and safely performing effective and competent physical therapy data collection skills and treatment interventions from the physical therapist's plan of care for routine and complex patients with minimal supervision by a physical therapist or a

physical therapist/ physical therapist assistant team with possible guidance for new or unusual situations.

2.0 Consistently demonstrate entry level professional behaviors and respect in all interactions with patients, family members/caregivers, physical therapy personnel, and other health care providers by displaying all Professional Behaviors at entry level.

3.0 Demonstrate the ability to independently provide timely and relevant documentation and communication to the physical therapist regarding all aspects of the patient treatment and patient's response to the treatment

4.0 Demonstrate the ability to independently provide effective education to other health care providers, consumers, patients and families, and physical therapy personnel.

5.0 Perform administrative procedures of the clinic, including billing, insurance requirements and quality assurance with guidance for new or unusual situations.

6.0 Recognize administrative roles and duties through attendance at departmental meetings, committee meetings, and case conferences as appropriate

7.0 Demonstrate the ability to consistently and independently perform PTA skills and behaviors within legal and ethical requirements and guidelines.

8.0 Compose a reflective journal regarding the clinical experience and compare the journal with the journal written during Clinical Education I.

9.0 Design and present an in-service on a topic assigned by the clinical instructor appropriate for the clinical setting and patient population.

10.0 Demonstrate the ability to work with other allied health personnel.

11.0 Discuss strategies for increasing patient centered interprofessional collaborative care in the healthcare setting.

## **II. GENERAL POLICIES AND PROCEDURES**

### **2.1 Selection of Clinical Education Sites and Clinical Instructors**

The “Guidelines for Clinical Education” endorsed by the APTA’s House of Delegates was used as a resource to select the following criteria for selection of clinical education sites and clinical instructors.

#### **Criteria for Selection of Clinical Education Sites**

1. The clinical site’s values regarding clinical education are compatible with the Mendocino College PTA Program values.
2. The clinical site’s clinical education program is planned to meet the specific objectives of the academic program, the physical therapy service, and the individual student.
3. The physical therapy staff practices ethically and legally.
4. The clinical site demonstrates administrative support for physical therapy clinical education.
5. The clinical site has a variety of learning experiences, appropriate to the setting, available to students.
6. The clinical site provides an active, stimulating environment appropriate for the learning needs of the student.
7. The physical therapy staff is adequate in number to provide an educational program for students.
8. Clinical sites with more than three physical therapists have a designated Clinical Coordinator of Clinical Education.
9. There is an active staff development program for the clinical site.
10. The clinical education site is committed to the principle of equal opportunity and affirmative action as required by Federal law.

#### **Criteria for Selection of Clinical Instructors (CI):**

1. The CI is either a PT or PTA.
2. The CI graduated from an accredited program.
3. The CI is licensed, registered, or certified in those states where applicable.
4. The CI has at least one year of clinical experience.
5. The CI demonstrates clinical competence, professional skills, and ethical behavior.
6. The CI demonstrates effective communication skills.
7. The CI demonstrates effective instructional skills.
8. The CI demonstrates performance evaluation and supervisory skills.

## **2.2 Responsibilities of the Director of Clinical Education (DCE)**

One member of the PTA faculty is responsible for coordinating the clinical education portion of the program curriculum. The DCE works directly with the other program faculty, clinical faculty, and students to provide learning experiences which will help the student develop clinical competence. The DCE is responsible for the following:

1. Development of clinical education sites.
2. Coordinate and provide clinical instructor development activities.
3. Assessment and determination of student readiness for clinical experience in collaboration with program faculty.
4. Meet with students to discuss clinical site selection.
5. Set up and schedule clinical assignments for students.
6. Ensure that students get a variety of clinical experiences.
7. Meet with students to discuss goals related to clinical education.
8. Coordination of all clinical education experiences.
9. Maintain and update clinical site database.
10. Maintain and update Memorandum of Agreement database.
11. Update the Clinical Education Handbook.
12. Provide updated Clinical Education Handbook to all clinical sites and students.
13. Provide all forms and information to clinical site and clinical instructor.
14. Contact clinical site by phone mid-way through clinical experiences.
15. Schedule site visits.
16. Complete and/or coordinate site visits for Clinical Practicum I, II, and III as needed.
17. Serve as a resource to the student and the clinical instructor.
18. Confer with student and clinical instructor regarding student learning needs and progress towards meeting objectives.
19. Keep student and clinical instructor informed on APTA and state specific regulations and rules that guide clinical practice.
20. Facilitate conflict resolution and problem-solving strategies.
21. Assess student overall clinical education performance based on methods of evaluation.
22. Contact and secure new clinical sites and complete all appropriate paperwork.
23. Ensure that Memorandum of Agreement between Mendocino College and clinical site is reviewed and renewed annually by academic and clinical faculty.
24. Ensure that clinical education sites receive a copy of liability insurance on an annual basis.
25. Ensure that clinical instructors meet selection criteria.

### **2.3 Responsibilities of the Center Coordinator of Clinical Education (CCCE)**

Each clinical site with three or more PTs and PTAs should have a designated CCCE who is responsible for coordinating the clinical education assignments and student activities. The CCCE is responsible for the following:

1. Coordinate and schedule potential clinical experiences for affiliating schools.
2. Provide orientation materials on the day of student arrival.
3. Delegate actual clinical supervision of students to a staff PT or to a PT/PTA team.
4. Serve as a resource for the CI for establishing goals and objectives, setting up learning experiences, and evaluating student performance.
5. Inform the CI of all pertinent information from the affiliating schools.
6. Monitor the supervision and learning experiences of students. Provide communication and problem-solving strategies for the student and CI, if needed.
7. Provide necessary documentation to the schools (clinical agreements, completed student CPIs).
8. The CCCE should contact the PTA Program Director with any complaints involving the PTA Program. The CCCE should contact the Dean of Applied Academics with any complaints regarding the DCE, PTA Program Director, or PTA Program.

\* Note: If there is no designated CCCE, then the departmental director is responsible for the items listed above.

\*The Dean of Applied Academics is Dennis Aseltyne and his phone number is (707) 468-3131.

### **2.4 Responsibilities of Clinical Instructor (CI)**

CIs are individuals who provide clinical instruction and supervision when students are engaged in the clinical education portion of the curriculum. CIs are considered PTA Program clinical faculty members, but are not employed by Mendocino College. The CI demonstrates clinical competence and a willingness to share his/her insights and rationales related to patient care. The responsibilities of the CI are as follows:

1. Demonstrate an interest in teaching and in continuing education.
2. Orient the student to the facility.
3. Facilitate student accomplishment of goals and objectives; assist with planning learning experiences with the student.
4. Supervise the student or arrange supervision by another qualified person.
5. Serve as a resource to the student.
6. Serve as a role model of professional behavior.
7. Encourage the student to take advantage of unique resources and learning experiences of the clinical setting and its staff.

8. Provide an opportunity for regularly scheduled review and discussion of student clinical performance and progress.
9. Confer and consult with the DCE regarding student learning needs and progress toward meeting objectives.
10. Consult with the DCE regarding unsatisfactory progress of the student.
11. Assess and evaluate the student clinical experience. Set clear expectations and provide ongoing verbal and written feedback.
12. Problem-solving needs are to be addressed through open communication between the student and CI. If problems cannot be solved to the satisfaction of the CI and the student, the CCCE and DCE should be contacted.
13. The CI is responsible for being aware of which assessment or intervention techniques the student has demonstrated competence on during the PTA Program prior to the clinical experience (See skill list located in the Appendix). If a CI teaches a student an assessment or treatment technique that has not been presented or practiced in the academic setting, the CI is responsible for determining if the student is safe in applying the procedure to the patient in the clinical setting. The student cannot be evaluated on that skill.
14. The CI is expected to act in an ethical manner and maintain student confidentiality.
15. The CI may contact the Dean of Applied Academics with any complaints regarding the DCE or PTA Program Director. \* The CI should contact the PTA Program Director with any complaints involving the Mendocino College PTA Program.
16. When a patient or member of the public has a complaint or concern regarding a PTA student or the Mendocino College PTA Program, the CI is responsible to give the individual the name, title, and phone number of the Dean of Applied Academics.\*

\*The Dean of Applied Academics is Dennis Aseltyne and his phone number is (707) 468-3131

## **2.5 Memorandum of Agreement**

A Memorandum of Agreement must be signed by the both the clinical facility and Mendocino College prior to a student being assigned to the facility. This agreement includes a statement regarding general and professional liability and insurance. This agreement automatically rolls over from year to year within the agreement's timeline. Either Mendocino College or clinical sites can terminate this agreement with a written notice stating the reason for termination.

## **2.6 Arrangement of Clinical Rotations**

Requests for dates of clinical experiences are mailed out to the Clinical Coordinators of Clinical Education (CCCE) before February 15<sup>th</sup> for Fall Practicums and October 15<sup>th</sup> for Spring Practicums. We ask that the facilities provide a response within a month, but there is some flexibility. The CCCE receives clinical assignments for students by

October 1st for fall rotations and March 11st for spring rotations. The CCCE is responsible for assigning students to each clinical instructor.

## **2.7 Placement Policy**

The PTA program DCE makes all clinical assignments. Clinical placements are designed to expose the student to different physical therapy settings. It is hoped this exposure will assist the student's attainment of the skills needed for entry level practice as a Physical Therapist Assistant. All students will complete full time six week clinical experiences at the end of semesters two, three and four.

Each student is required to complete at least one inpatient clinical experience and one outpatient clinical experience. Students are given an opportunity to state their preferences for placement before assignments for clinical experiences are finalized. The students' professional interests and past experience are also given consideration.

For the first clinical assignment at the end of semester 2, students will be placed in general inpatient, outpatient or skilled nursing facility settings where a variety of patient populations are seen but no specialized sites. For the second clinical assignment students will additionally be prepared to be placed in a pediatric setting. The third and final clinical placement can be at any site.

Clinical schedules are determined by the academic faculty in close collaboration with the clinical faculty. Students may NOT rearrange clinical assignments. Special situations should be discussed with the DCE. Students should not contact the clinical facilities to obtain a clinical assignment. If a student contacts the clinical facility directly to arrange a clinical placement, please contact the PTA Program DCE. Students will be placed only at facilities in which there is a current, unexpired written clinical agreement in place.

All students can expect to do clinical education courses outside the Ukiah area but within California. Requests for clinical placement outside of the state of California will be considered on a case by case basis and will require approval from that states Department of Education. For clinical education placements, all expenses incurred (transportation, meals, housing, etc.) are the student's responsibility unless they are provided by the clinical facility.

## **2.8 Readiness for Clinical Experiences**

The DCE in consultation with other PTA program faculty will assess each student's readiness prior to each clinical experience. The student will either be placed or not be placed in the clinic based on this assessment. Considerations will include, but not be limited to the following areas:

1. Passing grades in all coursework prior to the clinical education experience.
2. Skill competency demonstrated on skill checks and practical exams.
3. Professional Behaviors status.
4. Prior or current probationary status.
5. Clinical evaluations and performance from completed affiliations.
6. Ability to perform in a safe manner.

An important aspect of this readiness assessment is determining if the student is safe for clinical practice. Safety in regards to patient care is a priority of this program. In order to insure that the student will be able to perform in a safe manner that minimizes risk to patient, self, and others, the PTA faculty will consider all of the areas listed above. In addition, all practical exams will be monitored in regards to safety criteria, including retakes. The student will be notified in writing if they are placed on program probation or if they are denied a clinical placement. Students who cannot be placed in the clinic due to not meeting any of the above criteria will be dismissed from the program. This student will then have to reapply if he/she wishes to re-renter the program at a later date.

### **2.9 Determination of Satisfactory Progress of Clinical Experience**

Clinical Education courses are graded on a Pass-No Pass system. There is a minimum criteria rating on the Clinical Performance Instrument which must be met to consider the clinical experience passed. The minimum acceptable rating for Clinical Practicum I is Advanced Beginner for all 14 criteria. For Clinical Practicum II, the minimal acceptable rating for all 14 criteria is Intermediate with at least 7 criteria also rated at the Advanced Intermediate/Advanced. For Clinical Practicum III, the student must be at Entry-level for all 14 criteria. A student must also meet the program's clinical education attendance and absenteeism policy and successfully complete with a passing grade (at least 70%) all clinical experience assignments (such as in-service presentation, reflective journal, and discussion posts) to obtain a passing grade for all clinical education coursework.

A No Pass grade for a clinical education experience may still be given even if a student follows the attendance and absenteeism policy and obtains the minimal acceptable score on the Clinical Performance Instrument. This decision is a professional judgment based upon the following:

1. Whether any "Significant Concerns" boxes are checked on the final CPI form. If one or more "Significant Concerns" are checked on the final evaluation, it is unlikely the student's performance would be considered satisfactory for the course.
2. Problems or concerns raised by the student and clinical faculty during the clinical experience and whether or not these were effectively resolved.
3. How the problems in #2 affected patient care and safety as well as the student's chances of performing at entry-level by graduation.

4. Whether the problems in #2 fit a pattern of problems that were evident during the student's academic coursework.
5. DCE consultation with the student, CI, CCCE, and PTA Program Director.
6. The uniqueness or complexity of the clinical education site.
7. Whether or not all outcomes on the course syllabus have been met (such as Expected Professional Behaviors levels).

The final decision as to whether or not the student passes the clinical experience is made by the DCE. If a student is not at the required CPI level at the end of a clinical education experience, the DCE will contact the CI to discuss the student's level of performance and the CPI to determine if an error was made regarding the CPI grading. If the DCE determines that there is a question about whether a student's performance is acceptable, the DCE will bring up the issue to the PTA program faculty for consideration.

### **2.10 No Credit Grade for the Clinical Experience**

1. The DCE meets with the student to discuss the grade and reason for the grade.
2. Recommendations are made for remediation of the problem(s).
3. The student is reminded of Mendocino College's policies regarding the student's right of appeal.
4. A Plan of Action is developed by the DCE and the student. The student is placed on PTA Program Probation.

### **2.11 Clinical Remediation**

In the event that a student does not pass a clinical education experience, remediation of the clinical experience may be done prior to the next semester in order to give the student the opportunity to continue in the program with his/her original cohort. These cases will be considered on an individual basis by program faculty. Faculty will work with the student to develop a Plan of Action that will restore the student to good academic standing.

### **2.12 School Holiday**

Not all clinical education sites recognize the same holidays as Mendocino College. These sites may remain open for regular business although Mendocino College may be closed. Students will follow the clinical education site schedule for holidays. If the site remains open for regularly scheduled business, the student will perform their clinical education duties during those holidays. If the clinical education site is closed during a holiday, the student will also have that day off.

### **III. STUDENT POLICIES**

In accordance with California law governing the practice of physical therapy, the following activities may not be delegated to a Student Physical Therapist Assistant (SPTA): patient/client initial examination, intervention planning, initial intervention, and initial or final documentation. Any documentation written by the student must be signed with the student's full name followed by the title Student Physical Therapist Assistant (SPTA). All documentation must be read and co-signed by the physical therapist. PTA students are expected to be asked to perform only those duties that are routinely delegated to PTAs and within their scope of practice.

#### **3.1 Student Responsibilities**

Each student will have a variety of clinical experiences throughout the two years of the PTA Program to ensure each student has opportunity to treat a variety of patients throughout the lifespan in different settings. The student will be involved in clinical site selection, placement, and is encouraged to consider the CI's area of expertise, and any special program and learning experiences available at the clinical site. The student's responsibilities are as follows:

1. Contact the clinical site to obtain information related to housing, parking, and departmental policies and procedures at least one month prior to the start of the clinical experience.
2. Transportation and lodging arrangements and costs.
3. Wear professional attire (refer to section 3.4), including a lab coat if required by that clinical site.
4. Adhere to all policies and procedures of the assigned clinical site.
5. Act in an ethical and legal manner at all times.
6. Identify and actively seek needed learning experiences to meet goals and objectives.
7. Confer and consult with the CI and DCE regarding learning needs, progress, and/or concerns.
8. Display professionalism and responsibility.

#### **3.2 Attendance and Absenteeism**

Attendance is required for the entire clinical experience. All absences must be made up with the exception of official closing of the clinical education site's physical therapy department. All effort should be made to avoid missing any clinical time. All make-up time must be made during the clinical rotation for time that was missed. If it is not possible to make up the missed time, the student, DCE, and clinical site will attempt arrangements based on the circumstances. All make-up time must be documented on the student's time record as time made up for a specific date. Each clinical rotation

week is defined as 40 hours. Any week that a minimum of 40 hours is not reported requires CI and DCE approval.

Most clinical facilities do not close for the same holidays as Mendocino College. Students should document any time absent due to facility holiday closure.

Absences and tardiness will be monitored in two ways:

1. Communication between the clinical instructors and the DCE
2. Time card/sheets

Students will receive time cards prior to entering a new rotation. Each time card is to be labeled with the student's name and the dates for which the card is used. Each student is to write down the total hours spent at the facility each day. Any time the student leaves the clinic, such as for lunch, cannot count for clinical experience time on the time card. These time cards are to be signed biweekly by the CI and the student must turn them in to the DCE with the other required clinical paperwork at the end of the rotation.

The student must report any absences to the **CI and the DCE** prior to the time the student is due to arrive to the clinical experience site or 8:00 AM, whichever is later. The student can contact the DCE by either e-mail or by phone. If a student fails to notify the CI of an absence or tardiness the CI should notify the DCE and make note of it on the student's time record. If you have any concerns regarding the professional behavior of the student (excessive absences or tardiness) please contact the DCE as soon as you notice the problem. The PTA faculty will contact the student to discuss the absenteeism/tardiness problem and see how it can be fixed. If needed, independent study assignments or other ways to "make-up" missed time can be arranged.

### **3.3 Professional Behavior**

Professional behavior by students is expected at all times. Students are expected to follow professional standards when in the classroom, laboratory and clinical settings. Guidelines for these standards are as follows:

#### **1. Professional Behaviors (Located in Appendix)**

Ten specific "Professional Behaviors" are assessed throughout the PTA Program curriculum. Students will self-assess these professional abilities once per semester and review this assessment with their academic advisor.

Expected Professional Behaviors levels are:

- a. End of Semester I: All Professional Behaviors at least beginning level.
- b. End of Semester II: 50% of Professional Behaviors at intermediate level.
- c. End of Semester III: all Professional Behaviors at least intermediate level.
- d. End of Semester IV: all Professional Behaviors at entry level.

Faculty will provide oral and written feedback regarding professional behaviors each semester. Information will be gathered from the CPI criteria to assist academic faculty in assessing the Professional Behaviors. Copies of this feedback will be placed in the student's file. Students are expected to change unsatisfactory behaviors after receiving feedback from faculty. If a student is not demonstrating professional behaviors at an appropriate level, the student will develop a plan for improvement with academic faculty. Serious deficits in professional behavior with no improvement may result in program probation or program dismissal.

## **2. American Physical Therapy Association (APTA) Standards of Ethical Conduct for the Physical Therapist Assistant (Located in Appendix)**

### **3.4 Personal Appearance**

A student is expected to set an example of cleanliness, tidiness, and professionalism in the clinical assignment area. Personal appearance is regarded as an important aspect of a student's overall effectiveness. Students are expected to keep neat and clean at all times. Special attention should be given to personal hygiene and dress in the clinic areas.

Hair must be clean and neat at all times while in clinic. Hair must be worn back away from and out of the face. Beards and mustaches must be short and neatly trimmed. Nails must be clean and short. Nails should be shorter than fingertips when viewed from the palm side. The only jewelry which should be worn in clinic areas are watches, wedding rings, and stud type earrings. This is for the safety of the student and the patients. Students are to avoid wearing perfume, colognes, or after shaves in their clinical experiences sites as patients and/or staff may be allergic to them.

Students are expected to comply with the dress code for each clinical facility. Unless otherwise noted by the facility's dress code, students should wear professional street clothes and comfortable closed-toe shoes. Professional street clothes typically will include a shirt with sleeves, dress slacks or khaki-type pants (no jeans), sturdy low-heeled shoes with a closed toe, socks, and a watch with a second hand. A white lab coat may be worn in some facilities. Athletic shoes are acceptable if they are neat and professional looking. Given today's fashions and the level of physical activity required in most PT settings, it is recommended that students check their appearance from all angles and positions to ensure that clothing ensures freedom of movement, remains in position and does not expose undergarments at any time.

### **3.5 Name Tags**

A Mendocino College name tag is to be worn by all students at all times while in clinical education sites. Wearing of the name tag assures proper identification for security purposes and entitles the student access to the premises. The name tag is also a necessary communication tool as the student meets a variety of people, including patients and staff. The facility may require that the student wear a facility name tag as well.

### **3.6 Student Preparedness**

Students are expected to come to the clinic prepared for that day. Preparedness includes reading any assigned material, researching expected skills or diagnoses, preparing assignments on time and bringing necessary books and materials to clinic.

### **3.7 Confidentiality**

Students are expected to maintain confidentiality standards at all times in the clinical setting. It is not ethical to share information with other individuals regarding patients/clients, facilities, clinical instructors, or classmates. This includes placing the patient's name or other identifying item on case study reports, class presentations; etc.; failing to obtain written permission to utilize pictures or videos of a patient in presentations, or talking about patients to your classmates. Violation of this policy may result in probation or dismissal from the PTA Program.

During the first semester of the PTA program, students are instructed in basic HIPPA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information. They are also required to view an online instructional module and pass a Knowledge Assessment at 70% proficiency, prior to their first clinical education course. The CI should give the student instruction in site-specific HIPPA procedures at the start of the clinical experience.

Prior to the start of Clinical Introduction, students are required to sign a Confidentiality Agreement, this Agreement will be considered in force for the rest of the student's tenure in the PTA Program.

### **3.8 CPR/Immunization Requirements**

Each student must have a current CPR certification (American Heart Association Health Care Provider or American Red Cross CPR for the Professional Rescuer) upon entering their first clinical experience. Students will be required to show proof of this certification during the second semester of the program. In addition, prior to the first clinical education experience, students must complete a Mendocino College Health Screening

Form showing proof of a negative TB skin test and/or negative chest x-ray within the previous year, immunization records, and proof of Hepatitis B immunization or a signed declination form.

Although students are not required to have health insurance, it is highly encouraged. Students should be aware that some clinical education sites require students to have health insurance.

### **3.9 Accidents**

All accidents occurring at a clinical facility which results in patient, hospital personnel, personal injury and/or damage to equipment must be reported to the clinical instructor immediately. Students may also be required to fill out a facility incident report. Students are required to understand the safest methods of properly performing treatment procedures and operation of equipment before undertaking them. Students are responsible for the cost of their individual medical care that may result from an accident while at a clinical site.

In the event of an accident, please have the student complete an incident form and notify the DCE of the incident.

### **3.10 Accommodation**

Mendocino College affirms the rights of students with disabilities to equal opportunity and treatment in all aspects of education. Reasonable accommodations will be made that will enable students with disabilities to enjoy equal educational opportunities. In order to receive accommodations, a student must:

1. Initiate a request for services through the Disability Resource Center
2. Provide documentation verifying the disability
3. Follow plan as determined after consultation with campus Disability Resource Center.

The accommodation(s) will be implemented at the earliest possible date. If consultation with the student and the College does not identify an appropriate accommodation, the student shall be notified in writing of the program's inability to reasonably accommodate the student's special needs.

### **3.11 Student In-services**

Students are required to provide in-services on various topics during their clinical experiences. When a student provides an in-service they should have the clinical site staff evaluate and provide feedback using the Student In-service Feedback Form located in the Appendix.

### **3.12 Early Termination of Clinical Experience**

The PTA Program DCE and the Mendocino College PTA program faculty may remove the student from the clinical site if it appears that the student is performing incompetently or poses a safety threat to the patients/clients or staff of the clinical site. This decision will be made based on input from the CCCE and/or student's CI. The DCE will meet with the student either in person or by phone within twenty four hours to explain the reasons for removal from the clinical area and to inform the student that he/she is failing. Please keep the DCE informed of any potential problems. If you feel the student must be removed from the clinical education experience, contact the DCE or PTA Program Director immediately.

Following this action an informal meeting with the student, DCE, CI and/or CCCE, and PTA Program Director will be convened as soon as possible to discuss the student's status. If the removal from the clinical setting is upheld as a result of this meeting, the student receives a failing grade in the clinical component of the course and may be dismissed from the program.

Even if a student is not removed from a clinical experience, failure to meet the standard clinical objectives by the end of the semester may also result in failure of that clinical education course.

### **3.13 Due Process/Grievance Procedure**

It is the policy of the Mendocino College Physical Therapist Assistant Program to work with students in finding a fair and just solution to problems that may arise, including grievances, questions, and misunderstandings. At all steps of the grievance procedure students should feel free to discuss the matters fully with clinical faculty, PTA program faculty, and Mendocino College administration. Students are urged to first take their problems to their clinical instructor. Usually the CI will have direct knowledge about the subject and is best qualified to work with the student in resolving the matter.

If the student and CI are unable to find a solution, the student should then bring up the situation to the CCCE, who may consult with the program's DCE. If the student, CI, and CCCE are unable to find a solution, the student should then bring up the matter to the PTA program DCE. Should the student feel an unsatisfactory solution was achieved after involving the DCE, the student should then bring up the matter to the PTA Program Director. If the student still feels an unsatisfactory solution was achieved, the student should bring up the matter with the Dean of Applied Academics.

Student complaints involving clinical faculty or clinical facilities should be directed to the PTA Program DCE.

### **3.14 Clinical Reassignment**

When a student is on a clinical experience but is unable to complete the required hours, an alternative clinical may be provided. Possible reasons a student may be unable to complete these hours include, but will not be limited to the following: (1) family crisis, (2) health status (3) conflict with the Clinical Instructor, and (4) lack of patients at the clinical site. The DCE and PTA Program Director will decide on an individual basis whether the student will be provided with a clinical reassignment.

A student will be allowed only one opportunity during the PTA Program to be considered for a clinical reassignment. The student will not be allowed a clinical reassignment if they are on PTA program probation, and they must be off PTA program probation prior to clinical reassignment.

### **3.15 Background Check and Drug Screen**

Background check and drug screen are required prior to initial placement of students at a clinical facility. Costs of the background check and drug screen are the student's responsibility. Information on obtaining the background check and drug screen will be provided to students prior to enrollment in the program. Results of the background check are available to the program coordinator through the Certified Background website. With the student's permission such results may be distributed to the clinical facility to which the student is assigned. Students should also keep a copy of these records in a personal file. The deadline for submitting this documentation is February 15 during the first semester of the program. Students who do not comply with this requirement will be administratively dropped from the program. Each clinical facility has its own standards. Students must be aware that they may not be accepted at clinical facilities if there are alerts on their background checks or if they have failed the drug screen.

### **3.16 Knowledge of Program and College Policies and Procedures**

The PTA program abides by Mendocino College policies. The most current college policies can be found at <https://www.mendocino.edu/college/board-trustees/board-policies-and-administrative-procedures>.

Students are expected to have a working knowledge of the content of the Mendocino College PTA Program Clinical Education Handbook, which is located on the program webpage. After reviewing the Clinical Education Handbook, students will sign and date the "Student Handbook Agreement", which is an agreement where the student states they understand the content of the handbook and agree to abide by the policies and procedures set forth during their tenure as a Physical Therapist Assistant student.

The PTA Program Clinical Education Handbook is reviewed and revised annually by program faculty. To ensure all program policies are consistent with those of Mendocino College, the handbook is reviewed annually by the Dean of Applied Academics. Program faculty will consider input for manual revisions from students, college administration, the PTA program advisory committee, and clinical faculty. When changes are made after the initial publication of each year's Clinical Education Handbook, PTA Program students and Mendocino College administration will be notified of the updates. The Handbook available on the program website will also be updated.

### **3.17 Informed Consent**

Patients will be informed by the CI, or by the student under the direction of the CI, when a student is involved in patient care. Students are required to identify themselves as a physical therapist assistant student, and should obtain consent for treatment from the patient. Patients have the risk-free right to decline to receive care from a student participating in the clinical education program and can do so by informing either the student or the CI.

### **3.18 Shared Student Information**

Student information such as background check and drug screen results; immunizations; CPR certification; and liability insurance confirmation will be shared with clinical sites when requested by the site. This information will be kept on file with the DCE, and the DCE will ensure that all student pass the background check and drug screen; have the required immunizations; have an active CPR certification; and have the appropriate amount of liability insurance prior to participating in a clinical education experience. Students will be notified at the beginning of the program that this information will be shared with clinical sites. This information is to be kept confidential by the DCE and any clinical site.

## **IV. RESPONSIBILITIES OF THE CLINICAL FACILITY**

### **4.1 Memorandum of Agreement**

Only clinical facilities with current, unexpired, written Memorandum of Agreement in place will be utilized for the placement of students. A Complete Memorandum of Agreement is sent when a facility is first utilized. The DCE reviews the list of clinical sites annually to make sure all sites have a current Memorandum of Agreement.

### **4.2 Equipment and Facility Safety**

All clinical facilities are expected to have policies concerning safety regulations governing the use of equipment and the storage and use of any hazardous materials. These policies should be reviewed with students affiliating at that facility. Equipment should be inspected regularly and safety regulations should be posted and reviewed periodically.

### **4.3 Confidentiality**

All clinical facilities are expected to have policies on the confidentiality of records and other personal information. Additionally, there should be facility policies concerning the informed consent of patients seen by the student. Facility guidelines on the use of human subjects for educational purposes should also exist at each facility. These policies should be reviewed with the students affiliating at that facility.

### **4.4 Supervision**

All clinical facilities are expected to provide direct supervision of students to ensure patient safety and to enable the successful completion of the program's educational objectives. All students require on-site supervision by a licensed physical therapist or a physical therapist/physical therapist assistant team. Preferably, this should be the student's assigned clinical instructor. If the clinical instructor is unavailable on-site, another licensed person who is on-site must be assigned to that student for that time period. The clinical instructor should have adequate release time to adequately supervise the student and be available for questions, assistance, and mentoring. All supervisory clinical faculty are expected to demonstrate positive role modeling for the students. If there is no PT in the building for part of a day when the student is on their clinical experience, the student may perform non-patient care clinic duties such as chart reviews, assignments on reference materials, documentation, in-service preparation, and observation of other health care practitioners. Students should contact the DCE immediately if supervision does not follow these guidelines.

## **4.5 Complaints**

Complaints regarding the program or the program graduates should be first addressed to the PTA Program Director, Sara Bogner, MS PT. Sara Bogner's email address is sbogner@mendocino.edu and her phone number is (707) 467-1062. Unresolved complaints or complaints about the Program Director should be directed to Dennis Aseltyne, Dean of Applied Academics. Dennis Aseltyne's e-mail address is daseltyne@mendocino.edu and his phone number is (707) 468-3131. No retaliation will occur by either the program or the college due to a complaint being filed. All complaints will be documented, including the projected outcome, and kept on file at the program facility. Complaints regarding accreditation of this program should be addressed to the Commission on Accreditation in Physical Therapy Education. This Commission is located at 111 North Fairfax Street, Alexandria, Virginia, 22314.

## **V. CLINICAL FACULTY RIGHTS AND PRIVILEGES**

### **5.1 Clinical Faculty Rights and Privileges**

The Mendocino College PTA Program values the clinical faculty who are involved with the clinical education of Mendocino College students. CIs and CCCEs are entitled to rights and privileges as a result of their participation with the Mendocino College PTA Clinical Education Program. All CIs and CCCEs are invited annually to a Clinical Faculty Meeting each fall. The agenda of this meeting will include reviewing any curricular changes in the PTA Program, reviewing of the CPI, and a question and answer session with the PTA Program Faculty. A topic will also be discussed that has been identified as a need through the review of student evaluations, interviews and observations made by the DCE

The Mendocino College PTA Program annually determines the professional development needs of the clinical faculty members. With this information, the PTA Program hopes to facilitate continued growth and development in clinical faculty in their role as clinical educators. Clinical faculty are encouraged to complete relevant Clinical Instructor self-assessments from the American Physical Therapy Association. These assessments are related to the Clinical Instructors, CCCEs and Clinical Education sites. The PTA Program hopes Clinical Education sites will use these forms to complete a yearly assessment of needs. These assessments, along with a brief survey of professional development needs, will be given and collected to clinical faculty by the DCE during clinical education visits.

The PTA Program will also make an effort to host continuing education workshops on both clinical education and clinical practice topics. The APTA Clinical Instructor Credentialing Course will be offered periodically at Mendocino College. A workshop on a physical therapy practice topic will be scheduled in subsequent years. All area physical therapy clinicians are invited to attend these workshops; however, those clinicians who have served as clinical faculty for the program will be offered either free tuition or a reduced tuition. The Physical Therapy Board of California allows clinical instructors licensed in California and who are Certified Credentialed Clinical Instructors to receive continuing education credit for being a clinical instructor. Clinical instructors will receive 1.0 hours of CEU credit per week for a minimum of 4 weeks. The maximum credit is 12 hours every two year cycle.

### **5.2 Education Tips for the Clinical Instructor**

The Clinical Instructor should review the PTA Clinical Performance Instrument (CPI) with the student at the beginning of the clinical rotation. This is done to familiarize the CI and the student with the individual skills and their objectives. The Clinical Instructor can

then identify which skills the facility is usually able to address. The CI and the student then design learning experiences to facilitate mastery of the identified skills.

Scheduling a formal meeting at least one time per week to review the student's progress and goals to be addressed the next week is recommended.

It is helpful to have a student information packet to mail to the student prior to the affiliation. Information that is helpful includes:

1. Confirmation of the dates of the rotation.
2. The name of the Clinical Instructor and the CCCE.
3. The time the student should report to the clinic.
4. The dress code for the facility.
5. Directions to the PT department.
6. Parking information.
7. A direct phone number to the PT department
8. Medical forms, if needed.
9. Any orientation the student may need prior to seeing patients (HIPPA, Standard Precautions, etc).
10. Meals - Is there a cafeteria or does the student need to bring their lunch?
11. Housing information, if applicable.
12. Any information on other tests the student may require (background check, drug test, etc.).
13. Any additional orientation information you want the student to read prior to the start of the clinical rotation.

# APPENDIX

# American Physical Therapy Association (APTA) Standards of Ethical Conduct for the Physical Therapist Assistant

## **Preamble**

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

## **Standards**

*Standard #1:* Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.

*Standard #2:* Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.

2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.

2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.

2D. Physical therapist assistants shall protect confidential patient/client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

*Standard #3:* Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

- 3A. Physical therapist assistants shall make objective decisions in the patient's/clients best interest in all practice settings.
- 3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapy interventions.
- 3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.
- 3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.
- 3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

*Standard #4:* Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other health care providers, employers, payers, and the public.

- 4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.
- 4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients/clients, students, supervisees, research participants, or employees).
- 4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.
- 4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.
- 4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.
- 4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

*Standard #5:* Physical therapist assistants shall fulfill their legal and ethical obligations.

- 5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.
- 5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.
- 5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.

5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

*Standard #6:* Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

6A. Physical therapist assistants shall achieve and maintain clinical competence.

6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.

6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

*Standard #7:* Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.

7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.

7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.

7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.

7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients

*Standard #8:* Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.

8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapy services.

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.

Insert Skills learned in first and second year table

Skills Table pg 2

## **Professional Behaviors Assessment Tool**

Name \_\_\_\_\_ Date: \_\_\_\_\_

- Directions:
1. Read the description of each professional behavior.
  2. Become familiar with the behavioral criteria described in each of the levels.
  3. Self-assess your performance continually, relative to the professional behaviors, using the behavioral criteria.
  4. At the end of each semester, complete this form.
    - a. Using a Highlighter pen, highlight all criteria that describes behaviors you demonstrate in Beginning Level (column 1), Intermediate Level (column 2), or Entry Level (column 3).
    - b. Give at least one specific example of a time when you demonstrated a behavior from the highest level highlighted.
    - c. Place an "x" along the visual analog scale to indicate the level (B, I, or E) at which you primarily function in each ability. This should be based on your highlighted areas, the specific example, and feedback from your CI.
  5. Share your self-assessment with your clinical instructor, specifically seeking his/her feedback.
  6. Sign and return to Program Director

**1. Critical Thinking:** The ability to question logically; identify, generate and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and assumptions; and distinguish relevant from irrelevant information. The ability to appropriately utilize, analyze, and critically evaluate scientific evidence to develop a logical argument, and to identify and determine the impact of bias on the decision making process.

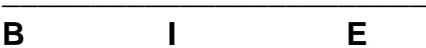
<p><b><i>Beginning Level:</i></b></p> <p>Raises relevant questions; Considers all available information; Articulates ideas; Understands the scientific method; States the results of scientific literature but has not developed the consistent ability to critically appraise findings (i.e. methodology and conclusion); Recognizes holes in knowledge base; Demonstrates acceptance of limited knowledge and experience</p>	<p><b><i>Intermediate Level:</i></b></p> <p>Feels challenged to examine ideas; Critically analyzes the literature and applies it to patient management; Utilizes didactic knowledge, research evidence, and clinical experience to formulate new ideas; Seeks alternative ideas; Formulates alternative hypotheses; Critiques hypotheses and ideas at a level consistent with knowledge base; Acknowledges presence of contradictions</p>	<p><b><i>Entry Level:</i></b></p> <p>Distinguishes relevant from irrelevant patient data; Readily formulates and critiques alternative hypotheses and ideas; Infers applicability of information across populations; Exhibits openness to contradictory ideas; Identifies appropriate measures and determines effectiveness of applied solutions efficiently; Justifies solutions selected</p>
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<p><b>Specific Example:</b></p>	<p><b>Place an “x” on the visual analog scale</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>B                    I                    E</b></p>
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**2. Communication:** The ability to communicate effectively (i.e. verbal, non-verbal, reading, writing, and listening) for varied audiences and purposes.

<p><b>Beginning Level:</b></p> <p>Demonstrates understanding of the English language (verbal and written): uses correct grammar, accurate spelling and expression, legible handwriting; Recognizes impact of non-verbal communication in self and others;</p> <p>Recognizes the verbal and non-verbal characteristics that portray confidence; Utilizes electronic communication appropriately</p>	<p><b>Intermediate Level:</b></p> <p>Utilizes and modifies communication (verbal, non-verbal, written and electronic) to meet the needs of different audiences; Restates, reflects and clarifies message(s); Communicates collaboratively with both individuals and groups; Collects necessary information from all pertinent individuals in the patient/client management process; Provides effective education (verbal, non-verbal, written and electronic)</p>	<p><b>Entry Level:</b></p> <p>Demonstrates the ability to maintain appropriate control of the communication exchange with individuals and groups ; Presents persuasive and explanatory verbal, written or electronic messages with logical organization and sequencing; Maintains open and constructive communication; Utilizes communication technology effectively and efficiently</p>
<p><b>Specific Example:</b></p>		<p><b>Place an “x” on the visual analog scale</b></p> <p style="text-align: center;">  </p>

<p><b>3. Problem Solving:</b> The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.</p>		
<p><b>Beginning Level:</b></p> <p>Recognizes problems; States problems clearly; Describes known solutions to problems; Identifies resources needed to develop solutions; Uses technology to search for and locate</p>	<p><b>Intermediate Level:</b></p> <p>Prioritizes problems; Identifies contributors to problems; Consults with others to clarify problems; Appropriately seeks input or guidance; Prioritizes resources (analysis and critique of resources);</p>	<p><b>Entry Level:</b></p> <p>Independently locates, prioritizes and uses resources to solve problems; Accepts responsibility for implementing solutions; Implements solutions; Reassesses solutions; Evaluates outcomes; Modifies solutions based on the outcome and current evidence; Evaluates generalizability of current evidence to a particular problem</p>

resources; Identifies possible solutions and probable outcomes	Considers consequences of possible solutions	
<b>Specific Example:</b>		<b>Place an “x” on the visual analog scale</b> 

<b>4. <u>Interpersonal Skills:</u></b> The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community in a culturally aware manner.		
<b><i>Beginning Level:</i></b> Maintains professional demeanor in all interactions; Demonstrates interest in patients as individuals; Communicates with others in a respectful and confident manner; Respects differences in personality, lifestyle and learning styles during interactions with all persons; Maintains confidentiality in all interactions; Recognizes the emotions and bias that one brings to all professional interactions	<b><i>Intermediate Level:</i></b> Recognizes the non-verbal communication and emotions that others bring to professional interactions; Establishes trust; Seeks to gain input from others ; Respects role of others; Accommodates differences in learning styles as appropriate	<b><i>Entry Level:</i></b> Demonstrates active listening skills and reflects back to original concern to determine course of action; Responds effectively to unexpected situations; Demonstrates ability to build partnerships; Applies conflict management strategies when dealing with challenging interactions; Recognizes the impact of non-verbal communication and emotional responses during interactions and modifies own behaviors based on them

<b>Specific Example:</b>	<b>Place an “x” on the visual analog scale</b>  _____ <b>B</b> <b>I</b> <b>E</b>	
5. <b>Responsibility:</b> The ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community and social responsibilities.		
<b>Beginning Level:</b>  Demonstrates punctuality; Provides a safe and secure environment for patients; Assumes responsibility for actions; Follows through on commitments; Articulates limitations and readiness to learn; Abides by all policies of academic program and clinical facility	<b>Intermediate Level:</b>  Displays awareness of and sensitivity to diverse populations; Completes projects without prompting; Delegates tasks as needed; Collaborates with team members, patients and families; Provides evidence-based patient care	<b>Entry Level:</b>  Educates patients as consumers of health care services; Encourages patient accountability; Directs patients to other health care professionals as needed; Acts as a patient advocate; Promotes evidence-based practice in health care settings; Accepts responsibility for implementing solutions; Demonstrates accountability for all decisions and behaviors in academic and clinical settings
<b>Specific Example:</b>	<b>Place an “x” on the visual analog scale</b>  _____ <b>B</b> <b>I</b> <b>E</b>	

6. **Professionalism:** The ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Physical Therapy profession.

<p><b>Beginning Level:</b></p> <p>Abides by all aspects of the academic program honor code and the APTA Code of Ethics;</p> <p>Demonstrates awareness of state licensure regulations;</p> <p>Projects professional image; Attends professional meetings;</p> <p>Demonstrates cultural/generational awareness, ethical values, respect, and continuous regard for all classmates, academic and clinical faculty/staff, patients, families, and other healthcare providers</p>	<p><b>Intermediate Level:</b></p> <p>Identifies positive professional role models within the academic and clinical settings;</p> <p>Acts on moral commitment during all academic and clinical activities;</p> <p>Identifies when the input of classmates, co-workers and other healthcare professionals will result in optimal outcome and acts accordingly to attain such input and share decision making; Discusses societal expectations of the profession</p>	<p><b>Entry Level:</b></p> <p>Demonstrates understanding of scope of practice as evidenced by treatment of patients within scope of practice, referring to other healthcare professionals as necessary; Provides patient &amp; family centered care at all times as evidenced by provision of patient/family education, seeking patient input and informed consent for all aspects of care and maintenance of patient dignity; Seeks excellence in professional practice by participation in professional organizations and attendance at sessions or participation in activities that further education/professional development;</p> <p>Utilizes evidence to guide clinical decision making and the provision of patient care, following guidelines for best practices; Discusses role of physical therapy within the healthcare system and in population health; Demonstrates leadership in collaboration with both individuals and groups</p>
<p><b>Specific Example:</b></p>		<p><b>Place an “x” on the visual analog scale</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>B                      I                      E</b></p>

<p><b>7. <u>Use of Constructive Feedback:</u></b> The ability to seek out and identify quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others.</p>		
<p><b><i>Beginning Level:</i></b></p> <p>Demonstrates active listening skills; Assesses own performance; Actively seeks feedback from appropriate sources; Demonstrates receptive behavior and positive attitude toward feedback; Incorporates specific feedback into behaviors; Maintains two-way communication without defensiveness</p>	<p><b><i>Intermediate Level:</i></b></p> <p>Critiques own performance accurately; Responds effectively to constructive feedback; Utilizes feedback when establishing professional and patient related goals; Develops and implements a plan of action in response to feedback; Provides constructive and timely feedback</p>	<p><b><i>Entry Level:</i></b></p> <p>Independently engages in a continual process of self-evaluation of skills, knowledge and abilities; Seeks feedback from patients/clients and peers/mentors; Readily integrates feedback provided from a variety of sources to improve skills, knowledge and abilities; Uses multiple approaches when responding to feedback; Reconciles differences with sensitivity; Modifies feedback given to patients/clients according to their learning styles</p>
<p><b>Specific Example:</b></p>		<p><b>Place an “x” on the visual analog scale</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>B                      I                      E</b></p>

<p><b>8. <u>Effective Use of Time and Resources:</u></b> The ability to manage time and resources effectively to obtain the maximum possible benefit.</p>		
<p><b><i>Beginning Level:</i></b></p> <p>Comes prepared for the day’s activities&amp; responsibilities; Identifies resource limitations (i.e. information, time, experience); Determines when and how much help/assistance is needed; Accesses</p>	<p><b><i>Intermediate Level:</i></b></p> <p>Utilizes effective methods of searching for evidence for practice decisions; Recognizes own resource contributions; Shares knowledge and collaborates with staff to utilize</p>	<p><b><i>Entry Level:</i></b></p> <p>Uses current best evidence; Collaborates with members of the team to maximize the impact of treatment available; Has the ability to set boundaries, negotiate, compromise, and set realistic expectations; Gathers data and effectively interprets and assimilates the data to determine plan of care; Utilizes community resources in discharge planning; Adjusts plans, schedule etc. as</p>

<p>current evidence in a timely manner; Verbalizes productivity standards and identifies barriers to meeting productivity standards; Self-identifies and initiates learning opportunities during unscheduled time</p>	<p>best current evidence; Discusses and implements strategies for meeting productivity standards; Identifies need for and seeks referrals to other disciplines</p>	<p>patient needs and circumstances dictate; Meets productivity standards of facility while providing quality care and completing non-productive work activities</p>
<p><b>Specific Example:</b></p>		<p><b>Place an “x” on the visual analog scale</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>B                      I                      E</b></p>

<p><b>9. <u>Stress Management:</u></b> The ability to identify sources of stress and to develop and implement effective coping behaviors; this applies for interactions for: self, patient/clients and their families, members of the health care team and in work/life scenarios.</p>		
<p><b><i>Beginning Level:</i></b></p> <p>Recognizes own stressors; Recognizes distress or problems in others; Seeks assistance as needed; Maintains professional demeanor in all situations</p>	<p><b><i>Intermediate Level:</i></b></p> <p>Actively employs stress management techniques; Reconciles inconsistencies in the educational process; Maintains balance between professional and personal life; Accepts constructive feedback and clarifies expectations; Establishes outlets to cope with stressors</p>	<p><b><i>Entry Level:</i></b></p> <p>Demonstrates appropriate affective responses in all situations; Responds calmly to urgent situations with reflection and debriefing as needed; Prioritizes multiple commitments;</p> <p>Reconciles inconsistencies within professional, personal and work/life environments;</p> <p>Demonstrates ability to defuse potential stressors with self and others</p>

<b>Specific Example:</b>	<b>Place an “x” on the visual analog scale</b> <hr/> <b>B I E</b>
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<b>10. Commitment to Learning:</b> The ability to self-direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.		
<b>Beginning Level:</b> Prioritizes information needs; Analyzes and subdivides large questions into components; Identifies own learning needs based on previous experiences; Welcomes and/or seeks new learning opportunities; Seeks out professional literature; Plans and presents an in-service, research or cases studies	<b>Intermediate Level:</b> Researches and studies areas where own knowledge base is lacking in order to augment learning and practice; Applies new information and re-evaluates performance; Accepts that there may be more than one answer to a problem; Recognizes the need to and is able to verify solutions to problems; Reads articles critically and understands limits of application to professional practice	<b>Entry Level:</b> Respectfully questions conventional wisdom; Formulates and re-evaluates position based on available evidence; Demonstrates confidence in sharing new knowledge with all staff levels; Modifies programs and treatments based on newly-learned skills and considerations; Consults with other health professionals and physical therapists for treatment ideas
<b>Specific Example:</b>		<b>Place an “x” on the visual analog scale</b> <hr/> <b>B I E</b>

**Based on my Professional Behaviors Assessment, I am setting the following Goals:**

**To accomplish these goals, I will take the following specific actions:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mendocino College**  
**Physical Therapist Assistant Program**  
**Clinical Orientation Checklist**

To verify completion, the Clinical Instructor initials when a task is accomplished.

- \_\_\_\_\_ Ensure that the student has the appropriate ID badge(s) and parking permit for the clinical site
- \_\_\_\_\_ Review Clinical Schedule (including weekend or evening coverage)
- \_\_\_\_\_ Review meal schedule
- \_\_\_\_\_ Review the professional appearance and behavior standards of the facility
- \_\_\_\_\_ Review any available library or educational resources.
- \_\_\_\_\_ Review the organizational structure of the facility including the Physical Therapy or Rehabilitation Department.
- \_\_\_\_\_ Tour of the facility.
- \_\_\_\_\_ Review available supplies and equipment.
- \_\_\_\_\_ Review facility Infection Control procedures.
- \_\_\_\_\_ Review facility emergency procedures (Fire, Medical Emergency, Tornado, etc).
- \_\_\_\_\_ Review Clinical Education requirements and expectations.
- \_\_\_\_\_ Discuss student learning preferences.
- \_\_\_\_\_ Review facility documentation procedures and process.
- \_\_\_\_\_ Review facility billing procedures and process.

When completed, please fax this form to  
Joseph Munoz, PTA Program Director of Clinical Education  
Fax number: 707-463-6529

**Mendocino College  
Physical Therapist Assistant Program**

**CLINICAL INSTRUCTOR CURRICULUM REVIEW FORM**

Check the Clinical Education Experience:

- PTA Clinical Practicum I (6 week experience, fall)  
 PTA Clinical Practicum II (6 week experience, spring)  
 PTA Clinical Practicum III (6 week experience, fall)

Clinical Instructor Name: \_\_\_\_\_

Clinical Site: \_\_\_\_\_

Dates of Clinical: \_\_\_\_\_

Clinical Instructor's Entry-level PT/PTA Degree: \_\_\_\_\_

Years' Experience as a Clinical Instructor: \_\_\_\_\_

Years' Experience as a Clinician: \_\_\_\_\_

APTA Credentialed Clinical Instructor: Yes or No

APTA Membership: Yes or No

What recommendations do you have for improving the MC PTA curriculum?

What recommendations do you have for improving the MC PTA Clinical Education program?

How might the DCE improve coordination, communication, and/or interventions between the school and clinical site?

When completed, please fax this form to  
Joseph Munoz, PTA Program Director of Clinical Education  
Fax number: 707-463-6529

**Mendocino College  
Physical Therapist Assistant Program  
Clinical Instructor/Student Meeting Form**

Check the Clinical Education Experience:

- PTA Clinical Practicum I (6 week experience, fall)
- PTA Clinical Practicum II (6 week experience, spring)
- PTA Clinical Practicum III (6 week experience, fall)

Week #: \_\_\_\_\_

Dates: \_\_\_\_\_

**CLINICAL INSTRUCTOR COMMENTS:**

Student's Strengths:

Areas/Skills Showing Improvement:

Areas/Skills to Work on:

**STUDENT COMMENTS:**

**GOALS FOR NEXT WEEK:**

\_\_\_\_\_  
Clinical Instructor      Date

\_\_\_\_\_  
Student      Date

When completed, please fax this form to  
Joseph Munoz, PTA Program Director of Clinical Education  
Fax number: 707-463-6529

**Mendocino College  
Physical Therapist Assistant Program  
Confidentiality Agreement**

The faculty at Mendocino College acknowledges the extreme importance of confidentiality with respect to the affairs of all patients in all clinical agencies. In light of this acknowledgment, each student agrees to keep confidential all information acquired pertaining to any clinical agency and any related activities in the course of clinical education. This commitment to confidentiality includes:

- Any information regarding the patient, the patient’s family, or health issues related to the patient
- Information regarding the strategic plan, programs, and process toward meeting goals in the agency plan
- Issues related to legal, moral, and regulatory responsibility for the oversight of patient quality. This includes information regarding appointment and reappointment of professionals to the medical staff; information included in quality reports and statistical data regarding the agency’s clinical services and patient care; risk management and malpractice information; and individual professional performance and reviews of attitudes and opinions from those who work for the agency
- Financial information including annual budgets, revenues, expenses, long-term capital expenditure plans and equipment purchases, and information regarding the agency’s financial condition such as debt, liquidity, return on investment, profitability, and other financial data
- Employment information including employee salaries, employment agreements, and terms and conditions of employment

It is particularly important that the student recognizes the sensitivity of information regarding medical recruitment plans, capital decisions, real estate purchases, decisions regarding closures, mergers, and other strategic plans that may have impact on the agency’s competitive position relative to other health care providers (both institutional and individual) in the service area.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Mendocino College**  
**Physical Therapist Assistant Program**  
**Student In-service Feedback Form**

Instructions: Please have a minimum of two in-service audience members fill out the feedback form.

Check the Clinical Education Experience:

<input type="checkbox"/> PTA Clinical Practicum I	(6 week experience, fall)
<input type="checkbox"/> PTA Clinical Practicum II	(6 week experience, spring)
<input type="checkbox"/> PTA Clinical Practicum III	(6 week experience, fall)

Topic of In-service: \_\_\_\_\_

Date of In-service: \_\_\_\_\_

Did the in-service cover a topic that is current with physical therapy practice?

Strengths of presentation:

What are some things that could improve this presentation if performed again in the future?

Other comments:

## Skill Checklist

The following is a checklist of skills learned to competency prior to clinical experiences.

<b>Prior to 1<sup>st</sup> Clinical</b>		Cryotherapy	
Bed mobility		Hydrotherapy	
Anthropometric measures		Contrast Bath	
Positioning/Draping		Hydrotherapy	
UE/LE ROM		CPM	
Transfers		Intermittent Compression	
Bandaging		Ultrasound	
Aseptic Technique/Wound assessment		TENS	
Vital Signs		HVPS	
Gait training		NMES	
Assistive Device		Interferential Current	
Wheel chair assessment / fitting / mobility		Iontophoresis	
Sensation		Biofeedback	
Dermatomes		Spinal Mechanical Traction	
Myotomes		<b>Prior to 2<sup>nd</sup> Clinical</b>	
Peripheral Reflexes		Therapeutic massage/soft tissue mobilization	
UE Goniometry		UE grade I-II peripheral joint mobilization	
LE Goniometry		LE grade I-II peripheral joint mobilization	
Spine Goniometry		Common protocols and precautions for specific surgical procedures	
UE MMT		Pediatric bed mobility	
LE MMT		Pediatric Transfers	
Spine MMT		Assessment of tone, sensation, alertness, cognition	
Posture Assessment		NDT	
Gait assessment		<b>Prior to 3<sup>rd</sup> Clinical</b>	
Joint motions/planes		Monitor Vitals during activity	
Static/dynamic stretches		Postural drainage	
Manual resistance strengthening		Percussion, Vibration, Shaking	
Isotonic/Isometric/isokinetic strengthening		Breathing strategies	
Plyometric strengthening		Residual limb wrapping	
PNF diagonals UE/LE		Chronic pain Interventions	
Balance training; Static/Dynamic			
Evidence based cardio vascular assessments			
Work-Hardening			
Hot packs			

**Mendocino College**  
**Physical Therapist Assistant Program**  
**Essential Functions for Physical Therapist Assistant Students**

There are several important factors for you to consider when you are determining your future career directions. To be successful in the PTA classroom and in your job following graduation, you should be able to meet all of the following expectations:

- Attend class approximately 10-25 hours a week or perform 40 hours a week of clinical education, depending on the stage of the program curriculum
- Complete all assignments on time
- Participate in classroom discussions
- Perform or instruct others in the following procedures (learned in class) in a timely manner: transfers, gait training, physical agents, activities of daily living, therapeutic exercises or activities, and data collection procedures
- Use sound judgment and safety precautions (exposure to blood- borne pathogens and/or infectious disease may occur as part of the educational experience). Students are trained in safety/infection control and are expected to follow these guidelines to avoid contracting or transmitting disease
- Meet class standards for successful course completion
- Use critical thinking when making decisions
- Follow standards stated in PTA Program Policy and Procedure Manual and the PTA Program Clinical Education Handbook
- Address problems or questions to the appropriate person at the appropriate time.
- Maintain classroom, work area, equipment, supplies, personal appearance and hygiene conducive to a professional setting as appropriate
- Behave in a competent, professional manner

Physical requirements for the PTA Program include the need to occasionally, frequently, or continually:

- Sit 2-5 hours per day with lecture blocks up to 3 hours
- Stand 1-6 hours with lab time blocks up to 3 hours
- Lift up to 60 pounds

- Push/pull up to 50 pounds of force exerted at waist level
- Squat or stoop
- Use auditory, tactile, and visual senses to assess physiological status of an Individual
- Demonstrate good standing and unsupported sitting balance
- Demonstrate good finger dexterity
- Coordinate verbal and manual instructions
- Communicate effectively with a variety of people through written verbal, and nonverbal methods
- Use hands repetitively
- Shift weight in sitting or standing
- Demonstrate the ability to use a firm grasp while using physical therapy equipment and while performing physical therapy interventions
- Reach above shoulder level
- Kneel, kneel-stand, and half kneel
- Use equipment that emits electrical, ultrasonic, and thermal energy
- Physically move and transfer patients

Students who have concerns about the ability to perform any of these functions should contact the PTA Program Director at (707) 467-1062. Individuals with disabilities may request reasonable accommodations or information by calling the Mendocino College Disability Resource Center at (707) 468-3031.

**Mendocino College  
Physical Therapist Assistant Program**

**CLINICAL EDUCATION HANDBOOK AGREEMENT**

I have received and read the Clinical Education Handbook for the Physical Therapist Assistant Program at Mendocino College. I understand its content and agree to abide by the policies and procedures set forth during my tenure as a Physical Therapist Assistant student. The Program reserves the right to alter policies, procedures and content.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date