

Physical Therapist Assistant Program Clinic Manual

The Midlands Technical College Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).



Physical Therapy is represented both statewide and nationally by The American Physical Therapy Association.



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INTRODUCTION

Clinical Education is a vital component of preparation for PTA students to begin clinical practice. In the clinical setting, students learn to apply didactic knowledge, develop clinical reasoning skills, and refine professional behaviors and values while beginning their professional journey as lifelong learners. The purpose of this manual is to provide SCCEs and CIs with information about the PTA program at Midlands Technical College and provide resources that will assist with delivery of Clinical Education.

SECTION I. MTC PTA PROGRAM

Mission and Philosophy

Mission:

The mission of the Physical Therapist Assistant program is to provide entry level competency to those students desiring a career as a Physical Therapist Assistant. This is accomplished by providing basic education which incorporates lecture, lab and clinical experiences ordered in a logical sequence.

Philosophy:

The faculty of the Physical Therapist Assistant program affirms the importance of Physical Therapy in the health care delivery system. Total health and quality of life are important to each individual. The Physical Therapy profession is uniquely equipped to address the needs of individuals experiencing pain, disability and movement dysfunction as a result of disease, trauma or other related health conditions.

Education takes place in all arenas and throughout the human lifespan. Academic learning, clinical opportunities and life experiences validate our commitment to the profession of Physical Therapy and to its future.

The faculty further affirms each student's right to a quality education, individual respect, and a dynamic, challenging learning environment.

Beliefs About the Education of PTAs

1. Should promote the scientific basis for physical therapy care delivery
2. Should be an active process emphasizing problem solving on the part of both faculty and students
3. Should emphasize critical thinking
4. Should clearly delineate to students their role and responsibility
5. Should incorporate an understanding of ethical practice, diverse social/cultural values, and the meaning of "entry level" practice
6. Should meet the changing needs of society and health care
7. Should acknowledge and value multiple styles of learning and thinking

Program Objectives/Outcomes

After successful completion of the program graduates will be able to demonstrate entry level competency in the following areas:

1. Active participation in the profession of Physical Therapy as a PTA
2. Written and oral communication with patients, their families, other health care professionals and members of the community in which they live and work
3. Awareness of and ability to implement appropriate safety techniques to protect patients, their families, other health care professionals and themselves
4. Direct patient care activities (treatment development and implementation within the PT plan of care) after completion of the patient's evaluation by a Physical Therapist
5. Data collection related to patient response to treatment by using observational, measurement and testing techniques within the scope of PTA practice
6. Knowledge of continuing education and professional development requirements
7. Advocacy for general health and wellness issues, individual patients and the profession of physical therapy

Code of Conduct

Summary of Code of Ethics

Physical Therapists and Physical Therapist Assistants shall:

1. Respect the rights and dignity of all individuals
2. Maintain confidentiality of patient information unless given appropriate authorization to release the patient information
3. Provide accurate information about physical therapy to the consumers of these services
4. Exercise sound judgement, promote quality physical therapy, and participate in effort to address the health care needs of the public
5. Comply with South Carolina laws that regulate the practice of physical therapy
6. Report unethical, incompetent or illegal acts to the South Carolina Board of Physical Therapy Examiners

Standards of Practice

1. Provide services only under the supervision of a Physical Therapist
2. Refuse to carry out procedures believed not to be in the best interest of the patient or that he or she is not competent to provide
3. Initiate treatment only after evaluation by the Physical Therapist and maintain appropriate treatment record
4. Communicate with the Physical Therapist any changes in the condition of the patient that may warrant Physical Therapist reassessment and treatment change

Midlands Technical College Physical Therapist Assistant students are expected to abide by the Code of Ethics and Standards of Practice.

Curriculum

The Physical Therapist Assistant Program curriculum at Midlands Technical College is offered in a format which allows the student to complete the core prerequisite courses, observation hours and all necessary documentation required prior to application to the technical portion of the degree.

Course Descriptions

Prerequisite Courses

COL 106 – Skills for College Success

This course is designed to enhance the skills of entering freshman to facilitate their ability to succeed in the college environment. The course topics include student/instructor expectations, time management, library/computer orientation, listening/notetaking, studying for success, learning styles/personality types, and diversity and differences on campus.

ENG 101 - English Composition I

This college transfer course emphasizes the study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing skills. A review of standard usage and the basic techniques of research are also presented.

AHS 102 - Medical Terminology

This course covers medical terms, including roots, prefixes and suffixes, with emphasis on spelling, definition, and pronunciation.

MAT 120 - Probability and Statistics

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; Types I and II errors: linear regression; and correlation.

PSY 201 - General Psychology

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

SPC 205- Public Speaking

This course is an introduction to principles of public speaking, with application of speaking skills. Students entering this course must be able to communicate clearly with American speakers of English.

BIO 210 - Anatomy and Physiology I

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Emphasis is placed on the manner in which systems interact to

maintain homeostasis. The study includes general chemistry principles, biochemistry, cells, tissues and the following systems will be covered: integumentary, skeletal, muscular, nervous, and special senses.

BIO 211 - Anatomy and Physiology II

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Emphasis is placed on the manner in which systems interact to maintain homeostasis. The following systems will be covered: endocrine, lymphatic, immune, circulatory, respiratory, digestive, urinary, and reproductive.

+ Humanities Elective (PHI 115 recommended but not required)

PTA Technical Portion

PTH 101 - Physical Therapy Professional Preparation

Introduces the purpose, history and philosophy of physical therapy and medical/legal documentation.

PTH 202 - Physical Therapy Modalities

Introduces patient care techniques, including patient preparation and therapeutic hot/cold modalities, massage, traction.

PTH 204 - Physical Therapy Functional Anatomy & Applications

Introduces the basic concepts and principles of muscles, joints and motion, with emphasis on development of competence in goniometry, manual muscle testing and in traditional testing necessary to plan for patient treatment.

PTH 206 - Therapeutic Procedures

Introduces the rationale and skills for patient therapeutic procedures, including basic exercises, gait training and other skills necessary to patient treatment.

PTH 221 - Pathology I

Introduction to basic pathophysiology of the body with the emphasis on the body's reaction to disease and injury.

PTH 222 - Pathology II

Continuation of the pathologies commonly treated in Physical Therapy with emphasis on etiology, clinical picture, diagnosis, and treatment.

PTH 225 – Electrotherapy

Provides a study of rationale, contraindications and application techniques of various electrical equipment.

PTH 226 - Therapeutic Exercises

Provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs.

PTH 244 – Rehabilitation

Introduces neurological principles, pathology and specialized rehabilitation techniques for pediatric and adult care.

PTH 252 - Clinical Practice I

This course introduces the elementary clinical procedures involved in the patient care setting.

PTH 253 - Clinical Practice II

Involves student participation in the basic treatment techniques of Physical Therapy intensified in both the clinical and classroom setting.

PTH 266 - Physical Therapy Practicum I

Includes patient treatments under the direct supervision of a licensed physical therapist and/or a licensed physical therapist assistant in various types of delivery systems.

PTH 276 - Physical Therapy Practicum II

Includes practical experience in a clinical setting using advanced and specialized skills under the supervision of a licensed physical therapist and/or a licensed physical therapist assistant. Develops on-site case studies and exercise plans, presentation skills and includes a comprehensive final examination of knowledge.

Statement of Non-Discrimination

Midlands Technical College (MTC) does not discriminate in admissions, educational programs, or employment on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), the South Carolina Pregnancy Accommodations Act of 2018 and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination.

Student inquiries or complaints should be directed to Ms. Debbie M. Walker in her position as Chief Compliance Officer/Title IX Coordinator. She can be reached at Midlands Technical College in Suite 165, Saluda Hall, Airport Campus, 1260 Lexington Drive, West Columbia, SC 29170; by telephone at 803.822.3261; or email at walkerd@midlandstech.edu.

Faculty and staff inquiries or complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management /Equal Employment Opportunity (EEO) Officer, at 803.822.3050 or edwardsn@midlandstech.edu.

The most up to date and online version of this policy can be found [here](#).

Title IX Pregnancy and Lactation

Students seeking accommodations for pregnancy and/or parenting are encouraged to contact the college's Title IX Coordinator, Debbie M. Walker, at Midlands Technical College, Suite 165, Saluda Hall, Airport Campus, 1260 Lexington Drive, West Columbia SC 29170, by telephone at (803) 822-3261, or email at walkerd@midlandstech.edu.

Students can access current information [here](#).

PTA Program Contact Information

- Program Director:** Damian Rankin, DPT rankind@midlandstech.edu
Health Sciences Building 216, Airport Campus
803.822.3590
- Instructor:** Michael Teachey, MA CCT, BSPTA teacheym@midlandstech.edu
Lexington Hall 127, Airport Campus
803.822.3070
- ACCE:** Sherry Fadel, MSPT fadels@midlandstech.edu
Lexington Hall 124, Airport Campus
803.822.7079
- Administrative Specialist:** Gracyn Johnson – 822-3589 – johnsong@midlandstech.edu
Health Sciences Building 203B, Airport Campus
803.822.3589

SECTION II. MTC CLINICAL EDUCATION

Clinical Education Overview

The Clinical Education component of the Midland’s Technical College PTA program is designed to provide training to PTA students that will reinforce and refine skill sets and competencies gained in the classroom and lab through affiliations at different clinical sites, mentored by different Clinical Instructors and resulting in entry-level physical therapist assistant clinicians.

This Clinical Education Manual is designed to supplement the Midland’s Technical College Catalog and PTA Program Handbook with policies and procedures that apply specifically to the Clinical Affiliation Environment for students and Clinical Education faculty.

Clinical Affiliations are sequenced to progress from beginning level of clinical practice to entry-level of clinical practice over four experiences in three different clinical settings. Specific course objectives are located in syllabi.

<u>Course</u>		<u>Clinic Hours</u>	<u>Semester</u>
PTH 252	Clinical Practice I	80	PTA Technical Third
PTH 253	Clinical Practice II	120	PTA Technical Fourth
PTH 266	PT Practicum I	200	PTA Technical Fourth
PTH 276	PT Practicum II	232	PTA Technical Fourth

Roles and Responsibilities of Participants

Academic Coordinator of Clinical Education (ACCE)

- Set up affiliation sites including execution and maintenance of current affiliation contract and communication of policies and procedures
- Coordinate, prepare and assign students to clinical education experiences
- Facilitate communication with all participants in clinical education before, during and after affiliations
- Promote professional development of Clinical Instructors
- Assign grades for affiliations with input from clinical faculty utilizing the PTA CPI and per syllabi
- Assess effectiveness and monitor Clinical Sites and Clinical Instructors utilizing SCCE, CI, Faculty and student evaluation tools
- Facilitate problem solving and remedial clinical experiences on as needed basis
- Maintain student clinical education files including CPI results, student data forms, weekly reports and other data as needed

Site Coordinator of Clinical Education (SCCE)

- Coordinates and administrates the facility’s clinical education program

- Determines and communicates availability of clinical affiliation slots
- Assigns qualified Clinical Instructors for each affiliation
- Distributes information to Clinical Instructors related to Clinical education and the MTC PTA program
- Facilitates communication with all participants in clinical education before, during and after affiliations
- Provides orientation to the clinical facility in conjunction with the CI
- Assists Clinical Instructors in planning, implementing, evaluating and remediating student education activities as appropriate
- Reports any concerns with student performance or behaviors to the ACCE in a timely manner
- Promotes professional development of Clinical Instructors

Clinical Instructor (CI)

- Provides effective clinical instruction to the student
- Has one year minimum of clinical experience
- Demonstrates legal, ethical and competent clinical practice
- Provides orientation to the facility in conjunction with the SCCE
- Discusses objectives, expectations, supervision and communication plans with student early in affiliation
- Provides regular feedback to student throughout affiliation to assist student to meet clinical education objectives
- Facilitates safe clinical practice by the students and ensures competence of students for any new skills learned in the clinical setting
- Performs mid-term (for affiliations longer than two weeks) and final assessments utilizing the PTA CPI (per syllabus)
- Reports any concerns with student performance or behaviors to the SCCE / ACCE in a timely manner
- Seeks assistance from the SCCE / ACCE on an as needed basis

Physical Therapist Assistant Student (SPTA)

- Complete all coursework successfully prior to each clinical affiliation including competency testing according to syllabi
- Contact SCCE and CI at clinical site in a timely manner following assignment, send clinical profile form and obtain specific information about onboarding, hours, dress code and other policies specific to the assigned facility
- Provide clinical sites with information requested in a timely manner including but not limited to immunization status, flu shots, and proof of insurance
- Obtain Criminal Background Checks and Drug Screens required by the clinical site
- Comply with policies and procedures of the clinical site

- Complete all academic requirements for each affiliation according to syllabi
 - If the course clinical hours are not available during an affiliation, the student and CI will work with the ACCE to complete evidence based clinical experience activities which may include chart reviews, case studies or other activities pertinent to the clinical affiliation.

Clinical Faculty Rights and Privileges

- Access to Midlands Technical College Library Resources (If interested, please contact the ACCE to obtain more information)
- Preferential notification of MTC sponsored Continuing Education Courses
- Opportunity to serve on the Interview Panel for prospective PTA students
- Access to presentations given during Senior Seminar
- Opportunity to become a guest lecturer in areas of special interest
- Opportunity to gain teaching experience as a Lab Assistant

Each graduating PTA class elects a Clinical Instructor of the year. This individual is recognized at a department meeting at their facility.

Clinical Education Policies and Procedures

Student Readiness for the First Full-Time Clinical Experience

MTC PTA students will have at least familiar levels of competency in the student readiness theme areas of foundational knowledge of didactic PTA program content to date, self-assessment, utilization of constructive feedback, communication, professional behaviors, documentation, clinical reasoning, intervention skills, and professional standards as demonstrated by:

- Successful completion of didactic courses to date
- Successful completion of competencies to date
- Proof of continually progressive Professional Development assessments
- Successful completion of culminating practical experience of the semester prior to the first affiliation
- Successful completion of collaborative simulation experience (if available) for acute care patients with Physical Therapist students or practitioners

Criteria for Clinical Facility Selection

Clinical Education Sites for Midland's Technical College are chosen according to the following criteria:

1. A written, current clinical education contract between the clinical site and Midlands Technical College has been signed and is on file
2. The clinic site is able to meet PTA program and course objectives for Clinical Education
3. The professionals at the clinical facility desire to provide clinical training for PTA students
4. The clinic site has an adequate volume and variety of patients for the student to achieve course objectives
5. The clinic site employs an adequate number of physical therapy staff to meet patient care needs and clinical education needs including appropriate student supervision according to current rules and regulations
6. The clinic site has adequate physical space and equipment
7. The clinic site provides a stimulating, active environment with a variety of learning opportunities
8. The clinic site is located in the school's geographic area. Clinic sites in other areas are considered according to educational and / or personal needs of the student
9. The clinic site is legal and ethical regarding the practice of physical therapy
10. The clinic site has a designated SCCE who is responsible for coordinating PTA student assignments and activities
11. The SCCE and CIs communicate with the ACCE regarding student performance, potential issues, questions or concerns about performance of each individual in their designated role in a timely manner

Criteria for Clinical Instructor Selection

The SCCE utilizes the following criteria when selecting a Clinical Instructor:

1. Possess a current license as a PT or PTA according to applicable state practice act
2. Minimum of 1 year of clinical experience
3. Willing to participate in the Clinical Education program including provision of education and supervision for a PTA student
4. Possess the ability to plan, carry out, and evaluate a clinical education experience for a PTA student
5. Demonstrate effective communication and clinical instruction skills including provision of ongoing feedback to students regarding clinical skills and professional behaviors
6. Complete online training for the PTA CPI
7. Demonstrate legal, ethical and competent clinical practice
8. Commitment to report any concerns with student performance or behaviors to the SCCE and ACCE in a timely manner
9. Commitment to seek assistance from the SCCE / ACCE on an as needed basis

Criteria for Student Clinical Site Assignments

1. Students will be assigned to a variety of clinical education sites throughout their clinical education experiences which will include both inpatient and outpatient settings and may include specialty affiliations (pediatric, home health, etc.)
2. Affiliation sites are generally located in the greater Columbia area but may be located anywhere throughout South Carolina to enable provision of the necessary variety of clinical experiences, and students are responsible for transportation, lodging and associated expenses for all clinical site assignments
3. Student clinical assignments are based on site availability and educational needs of the student
4. It is attempted to not assign a student to a site where the student or an immediate family member are or have been employed
5. Students are given clinic site assignments and contact information from the ACCE and have access to CSIF or equivalent, clinical education agreement and clinic site evaluation forms from previous students

Criteria for Clinical Site Contracts

(Student Educational Training Agreement)

1. PTA students from Midlands Technical College will only be assigned to clinical affiliations at facilities that have a current clinical contract with MTC

2. PTA program faculty and administrative assistant review contracts during the spring semester at minimum prior to the students' first clinical affiliation and obtain renewals as indicated
3. Midlands Technical College has a standard Student Educational Training Agreement that is used by most facilities, but Midlands Technical College can use a clinical facility's agreement if approved by the legal and Health Sciences departments at MTC

Clinical Site Visits

The clinical site visit is beneficial to enhance communication between the academic institution and clinical site including student program content and philosophy, current clinical practice, and clinical education needs and offerings specific to the facility along with observation and evaluation of student performance in a clinical setting.

1. PTA Program faculty make every attempt to perform a clinic site visit for each student during multiple affiliations
2. During the site visit, faculty confer with the student and the CI and meet with the SCCE and observe a patient treatment if possible
3. In the event of a cancellation or scheduling conflict, a virtual visit or phone conference will be held with the student, CI and SCCE if available
4. In addition to scheduled clinic site visits, the ACCE is available to speak with the student or clinical staff throughout the affiliation
5. A clinic site visit can be requested at any time by the student, CI or SCCE

Clinical Site Evaluations

Clinical Instructors assess students utilizing the Clinical Performance Instrument for PTAs (PTA CPI) as the clinical evaluation instrument for Midlands Technical College. For affiliations longer than two weeks, the CI formally assesses the student's skills and performance with the PTA CPI at mid-term and at the conclusion of the affiliation. For the two-week affiliation, the CI formally assesses the student's skills and performance with the PTA CPI at the conclusion of the affiliation. Students will also perform a self-evaluation utilizing the PTA CPI at the same intervals. The CI and the student are expected to review both the CI and student PTA CPI evaluations together.

The CI should be familiar with the PTA CPI prior to using the tool to evaluate students, completing the online PTA CPI training offered through the APTA.

Informal assessments of student performance occur through submission of weekly reports that are due at the beginning of designated affiliation weeks and will be followed up on as appropriate by the ACCE.

The ACCE evaluates the clinical experience including participating Clinical Sites and Clinical Instructors on an annual basis.

Interprofessional Collaboration

Students will demonstrate interprofessional collaboration through communication with multiple members of the healthcare team, to possibly include: nursing, physicians, physician extenders, occupational therapists, speech therapists, case managers, and prosthetists / orthotists, among others, during their overall clinical education experience. These opportunities are meant to strengthen interdisciplinary relations and build a foundational understanding of the health care team involved in patient care.

Remediation of Clinical Experiences

If a student does not successfully complete a clinical affiliation during the normal timeframe, the ACCE (with input from the CI and the Program Director) may arrange an on campus remediation, extend the clinical affiliation or arrange a remedial affiliation. In any of these cases, the student may receive an “I” Incomplete for the Clinical Course and graduation may be delayed. Any remediation activities would involve a learning contract where the deficient skills or behaviors are identified and learning objectives are outlined and approved by the ACCE. Decisions to allow remediation of any clinical experience are at the overall discretion of the Program Director and the student may be removed from the PTA Program if not successful completing the initial clinical experience or the remediation of the clinical experience.

Clinical Site Communication

The ACCE is the liaison between the academic institution and clinical sites and communication occurs as follows:

1. Requests for clinical affiliation slots are mailed and emailed to SCCEs on the first of March per APTA uniform mailing date
2. Communications occur regularly throughout the year with clinical education faculty regarding clinical placements, CPI information and academic program information
3. The ACCE contacts students during the first week of each clinic site affiliation to assess initial student progress and promote communication
4. The ACCE monitors weekly reports received during designated weeks of each affiliation
5. The ACCE monitors online PTA CPI mid-term and final evaluations as applicable
6. Faculty make Clinic Site Visits to facilitate communication (see policy)
7. Clinical Education Manual
8. PTA Advisory Committee
 - Annual meeting to exchange information between the academic institution and key stakeholders / clinical affiliation sites in the community

9. Student Affiliation Information Packet
 - Students receive and review a Clinical packet for each clinical affiliation site and share the information with their Clinical Instructors. Packet information includes but is not limited to the following:
 - Cover letter from ACCE
 - Memo from Program Director
 - Clinical syllabus with objectives
 - Liability insurance
 - Infection control and BBP training certificate
 - Student data form
 - PTA Program Curriculum
 - Student competency schedule
 - Example of Standard and Proficiency
 - Notification for Potential Dismissal from Clinical Site / Action Plan
 - Weekly Report form
 - PTA CPI Web instructions
 - Student Evaluation of Clinical Agency

Clinical Site Attendance

No absence allowed without a legitimate excuse. A physician's statement or verification of extenuating circumstances may be required. Absences will be made up at the convenience of the clinical instructor as possible. In the event of any absence, the student must notify both the MTC program and the clinical facility at or before the student's expected arrival time. Failure to do so may result in expulsion from the clinic. Notification will be on or prior to the day of absence. In the event of extended absence due to a medical condition or extenuating circumstances, clinical times may be rescheduled at the discretion of the ACCE and / or Program Director.

Late Policy Clinic

Students are strongly encouraged to arrive at the clinic site 15 minutes early on a daily basis. Punctuality and dependability denote professionalism in any medical field. As a student in the PTA program you will be expected to be punctual to all clinical experiences in preparation for successful entrance into the work force. Excessive tardies affect the learning process and will affect the clinical grade. More than two (2) tardies per semester regardless of the reason will be considered excessive. The following guidelines will be followed:

1. Tardy is defined as being late by one minute or more
2. Student must notify clinic/CI ASAP if he/she expects be late
3. If the tardy is due to unavoidable circumstances on the way to clinic report to CI immediately upon arrival in clinic. The student will notify to the ACCE before noon of the same day

4. All time missed must be made up at the discretion of the CI and at the CI's convenience
5. Greater than 2 tardies may result in dismissal from the clinical experience. The clinical grade would then be recorded as a failure. Failure to complete a clinical experience will delay progression through the technical phase of the program.

Clinical Site Dress Code

College name tag is required of all students. Name tag should read Student Physical Therapist Assistant (in that order) beneath student's name. Scrubs or a white lab jacket (short length) may be requested by some facilities.

- * Perfumes/after shave or any scented products are not to be used as strong scents may be objectionable to patients and staff or may trigger allergic reactions. This includes tobacco and alcohol products.
- * Attire - Consult Clinic Site Information form or contact the Center Coordinator for Clinical Education for specific attire. Unless otherwise specified by the clinic/facility, clinic attire should be Khaki (or similar colored dress slacks) with black (or other dark color) polo style shirt and comfortable, black, closed toe shoes. Clothes should be clean and pressed. Scrubs are permitted if requested by clinic site. A white t-shirt should be worn under scrub top for a low V-neck.
- * Hair - Must be neat and clean. Long hair must be pulled up or back and anchored off the neck (not swinging freely). Hair styles that interfere with professional appearance or lab objectives will be addressed on a case by case basis. Beards or mustaches are to be well-groomed, neat and short, or clean shaven every day.
- * Make-up/Nails – Conservative makeup may be worn. Nails should be short and clean for all labs and clinicals. No artificial nails and neutral colored nail-polish if polish is worn.
- * Jewelry –
 1. Wedding ring may be worn, but must be able to remove it, if required.
 2. No visible body piercing is permitted. This includes, but is not limited to tongue, nose, and eyebrow. Visible tattoos are not permitted in the clinic. If the tattoo is deemed offensive to any individual, it must be covered, both on campus and clinic.

Clinical Affiliation Grading and Clinical Supervision

Each MTC PTA student is assigned a Clinical Instructor for each clinical affiliation placement. The Clinical Instructor evaluates the student at mid-term (affiliations longer than two weeks) and the conclusion of each clinical affiliation (per syllabi) utilizing the PTA CPI.

The ACCE and academic faculty will evaluate the CPI and utilize that information along with other assignments for the course to determine the student's final grade for the clinical course per syllabi.

Clinical Instructors are to supervise MTC PTA students following all applicable supervision standards and regulations in the SC state law, practice act, policies, and regulations of third party payers, and specific policies and procedures or regulations of the assigned site. It is the responsibility of each clinical educator to determine all relevant requirements for student supervision in their practice setting.

[APTA PTA Supervision Document](#)

[SC Physical Therapy Practice Act](#)

Clinical Affiliation Patient Right of Refusal

As stated in the Patient's Bill of Rights, patients have the right to refuse medical treatment. Students on a clinical affiliation must display their name tag at all times and underneath their name the title must read "Student Physical Therapist Assistant". Students will introduce themselves to patients using their name and stating that they are a student Physical Therapist Assistant.

Students must realize and honor the patient's risk-free right to refuse to participate in clinical education. The student will honor the patient's refusal of treatment by a student PTA.

Clinical Affiliation Suspicion of Substance Abuse

All MTC PTA students must successfully pass a comprehensive background check and drug screen prior to admission to the technical portion of the program and prior to their first clinical rotation.

Per School of Health Care policy, if the SCCE, CI or clinic facility staff suspect that a student affiliating at their facility is under the influence of alcohol or illegal drugs/substances, they can ask the student to submit to an immediate drug screen.

Failing a drug screen or refusal to submit to a drug screen will bar the student from participation in or continuation in the clinical rotation portion of the program.

The student would be removed from the clinical site on notification of positive findings from the drug test and will be dismissed from the MTC PTA program. See PTA Program Policy and Procedures Handbook for specifics.

If the student made application to return to the MTC PTA program in the future they would need to present a written request to the PTA Program Director, along with documentation of substance abuse counseling and successful rehabilitative experiences prior to such a request.

If the student is granted readmittance status in the future, the conditions of re-entry would be established by the PTA program faculty and would include, at a minimum, that the student provide satisfactory drug tests at intervals required by the program. The costs of the tests would be borne by the student and would be performed by the vendor chosen by the Health Science Department.

Clinical Affiliation Insurance/Immunizations/CPR

Prior to beginning the technical portion of the program and prior to participation in any clinical experience the student shall:

1. Obtain liability insurance through Midlands Technical College.
2. Obtain and complete student health forms.
3. Obtain supplemental insurance as required by the clinical facility.
4. Obtain annual TB test (result must be negative) - a 2-step test is required.
5. Present evidence of adequate hepatitis antibody titer or begin hepatitis vaccine protocol
6. Present current certification in American Heart Association BLS for Health Care Providers (CPR/AED) Program.
7. First Aid Certification (Do not use internet courses).
8. Obtain criminal background check and drug screen.
9. Update all tests/requirements per clinic site policies throughout the program.

Protected Health Information

In accordance with HIPAA policies and regulations, students must understand that all information obtained in a clinical setting should be considered confidential. Students in the PTA program are required to adhere to HIPAA regulations during all clinical affiliation experiences and observations. No information may be discussed with those outside the facility, including classmates if names of patients are used. Information concerning policies/work practices of a facility is also confidential and should not be discussed. The student must consider as confidential, any patient information about their medical condition shared by patients who present or participate in educational lab sessions.

This applies to the business of the PTA program as well. This policy also pertains to any photos or comments relating to PTA class members, faculty or staff appearing in social media (i.e. Facebook, YouTube, etc.). Breach of confidentiality will be treated seriously and may result in expulsion from the clinic or program.

Privacy and confidentiality of student information will be protected according to the Family Educational Records Protection Act (FERPA). Information about individual student views, beliefs and political associations acquired by instructors, counselors or administrators in the course of their work is confidential. Information about an individual student's medical status, academic progress and/or disability acquired by instructors, counselors or administrators is also confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

Procedure for Medical Incidents

In the event of a medical incident or accident at a Clinical Site, MTC PTA students will immediately follow the policy and procedure of the institution with whom they are

affiliating. The PTA student should notify the ACCE and Program Director of any medical incident or accident at a Clinical Site as soon as possible. The ACCE, Program Director, and Environmental Health Manager at MTC will facilitate appropriate care and follow up.

Procedures for Issues at a Clinical Affiliation Site

If a clinical problem is perceived by the student or by the Clinical Instructor, they should discuss the issue together and notify the SCCE. If the problem is not improved, the ACCE should be notified to follow up with appropriate communication and resolution strategies possibly including a site visit and use of the Notification of Potential for Dismissal / Action Plan tool. Depending on the nature of the problem, it may be appropriate for the ACCE to be notified immediately. If the clinical affiliation is not successfully completed, it is at the discretion of the ACCE and Program Director with input from the Clinical Education faculty if the clinical course may be extended or repeated or if further remediation is required. Any extended or repeated clinical affiliation may result in delayed graduation for the student.

SECTION III. APPENDICES

- A. Clinical Affiliation Site Sample Cover Letter
- B. Student Data Form
- C. Notification of Potential for Dismissal/Action Plan
- D. Weekly Planning Form
- E. Standard / Proficiency Student Progression
- F. PTA CPI Web Instructions
- G. Student Evaluation of Clinical Agency

**NOTE: For copies of current appendices, please contact the ACCE (see page 9).

Physical Therapist Assistant Program Midlands Technical College

I HEREBY ACKNOWLEDGE AND ACCEPT RESPONSIBILITY THAT I HAVE READ AND UNDERSTAND THE INFORMATION, POLICIES AND PROCEDURES SET FORTH IN THE PHYSICAL THERAPIST ASSISTANT CLINICAL EDUCATION MANUAL, AND I AGREE TO ABIDE BY THEM AS A STUDENT IN THE PHYSICAL THERAPIST ASSISTANT PROGRAM AT MIDLANDS TECHNICAL COLLEGE.

STUDENT NAME (please print)

STUDENT ID#

STUDENT SIGNATURE

Date

WITNESS

Date