

PHYSICAL THERAPIST ASSISTANT PROGRAM

WALLACE COMMUNITY COLLEGE

STUDENT HANDBOOK

Class of 2013

Heather Wells, DPT
Program Director
EMS 113, 334-556-2233

Shannon Turner, LPTA
ACCE/Instructor
EMS 114, 334-556-2362
Pager: 334-719-1317

WALLACE COMMUNITY COLLEGE (334) 983-3521
TOLL FREE: 1-800-543-2426

TABLE OF CONTENTS

	Page
Welcome	3
Mission/Philosophy.....	4
Goals and Objectives	5
Attendance/Tardiness	5
Grading System/Policies	6
Lab Participation.....	9
Remediation/Suspension/Dismissal	9
Academic Student Conference Summary Report	14
Clinical Student Conference Summary Report.....	15
Clinical Assignment Policies	16
Clinical/Lab Dress Code	17
Confidentiality	18
Student Bulletin Boards	18
General Class Procedures	19
Faculty Advisement	19
Telephone Use	19
Emergency Messages	19
Locker	20
Library Resources	20
Forms	20
Liability Insurance	20
Health Insurance	20
Americans with Disabilities Act, 1990	21
Substance Abuse Policy / Agreement	21
Safety and Maintenance	25
Incident/Accident Report Form	27
Guidelines for Lab Usage	28
Professional Society	29
Licensing Examination	29
Academic Honesty Code.....	30
Clinical Education	
PTA Program Responsibilities.....	32
ACCE Responsibilities	32
CCCE Responsibilities.....	33
Clinical Instructor Responsibilities	34
Student Responsibilities.....	34
Dress Code	35
Other Policies	
Pregnancy.....	36
Student Illness/Injury	36
Student Orientation	36
Substance Abuse	37
Attendance	37
Sample Clinical Contract	39

WELCOME

Congratulations on being accepted into the PTA Program at Wallace Community College. Your acceptance into the Program reflects your hard work and dedication to your education and chosen profession. The next two years should be exciting and rewarding in preparing you for a PTA career.

The faculty and staff of the College will do everything possible to make your education successful and enjoyable. We will strive to provide you with the educational opportunities necessary to become a PTA. You should take full advantage of these opportunities, remembering you only get out of an experience what you put into it.

The choice of a career is a personal decision. However, having chosen this profession, you must now assume the inherent ethics and responsibilities of the profession. You are now taking the responsibility for treating other human beings and influencing their lives. For this reason, the educational process for becoming a PTA will evaluate you not just on your knowledge, but on your work ethics and sense of professionalism, as well.

The next years of study will involve classroom, lab, and clinical work as well as a lot of outside study. The PTA Program has a highly structured curriculum and schedule. You will have limited choices of classes, times and schedules. You must be available for class or clinic when requested, including Fridays, Saturdays and evenings. Meetings outside of regular class times will be scheduled in advance, in consideration of working students; however, attendance will be mandatory.

There is a large component of clinical practice in the curriculum. Some of the clinical sites may not be within traveling distance of your home. You must provide your own transportation to the clinical sites, and you may have to live away from home for up to nine weeks during the program.

This Handbook will inform you of policies and procedures particular to the PTA Program. You should keep this readily accessible. Please refer to the Wallace Community College Catalog/Student Handbook for other policies.

We welcome you and look forward to a year of fun, hard work, and new friendships!

Mission of the Physical Therapist Assistant Program

The mission of the Physical Therapist Assistant Program at Wallace Community College is to help students attain education to satisfy requirements of an Associate in Applied Science Degree. In so doing, we will graduate knowledgeable, competent, self-assured, adaptable, and service-oriented paraprofessionals. Graduates will be valuable members of the profession and the health care team, within their scope of work. Graduates of the PTA program at WCC will be qualified to sit for licensure in any state in which they wish to practice and will be prepared to uphold high standards of patient care while helping to meet healthcare needs in our community, state, and region. The program is committed to accomplishing this mission through the use of quality instructional methods, including both traditional and technology based instruction, whereby students are assisted to achieve the academic knowledge and clinical skills necessary to serve the physical therapy health needs of the public.

Philosophy of the Physical Therapist Assistant Program

Physical therapy is a dynamic profession with an established and scientific base and widespread clinical applications in the restoration, maintenance, and promotion of optimal physical function. Physical therapy is defined as the care and services provided by or under the direction and supervision of a physical therapist. Physical therapist assistants work under the direction and supervision of physical therapists to provide physical therapy interventions that require specialized knowledge and skills.

Wallace Community College accepts the responsibility for supplying students with opportunities to learn the necessary information and skills and to obtain clinical practice required for state licensure/regulation and entry-level competence in the field. As educators, faculty model the processes of learning, adapting, and changing as the environment and culture changes in accordance with sound scientific developments in education, instructional delivery methodology, medical science, and physical therapy science. We believe in providing our students with more than just manual skills. We believe that our students should know not only the “how to,” but the “why.” This should produce thinking individuals who will continue to grow and learn after they graduate and be able to demonstrate respect for the uniqueness of every individual.

It is the student’s responsibility, however, to fully utilize the opportunities provided by this educational program. Additionally, the choice of a career is a personal decision, and, having chosen a particular profession, the individual must assume the profession’s inherent responsibilities and adhere to established professional ethics and standards of practice. As students, individuals begin the process of becoming physical therapist assistants and must constantly learn and adapt to different situations, patients, treatment techniques, disease processes, and other conditions.

Objectives and Goals of the Physical Therapist Assistant Program

The goals and objectives of the Physical Therapist Assistant Program reflect the mission and philosophy of both the College in general and the PTA program specifically. They are designed to encompass the educational outcomes, the program objectives and curriculum content, and needs of the health care community. The Physical Therapist Assistant Program is committed to students who, upon completion of the program, will:

- Possess entry-level skills as deemed appropriate for the physical therapist assistant by the Commission on Accreditation in Physical Therapy Education.
- Successfully complete the PTA National Licensing Examination as part of the licensure process for the state in which they chose to practice.
- Possess a broad general education background that includes humanities, mathematics, social sciences, biological sciences, and technologies.
- Work under the supervision of a licensed physical therapist in an ethical, legal, safe, and effective manner.
- Demonstrate an understanding of the Alabama Practice Act as it relates to the practice of physical therapy, as well as demonstrate an awareness of the existence of varying practice laws from state to state.
- Develop the skills necessary to pursue lifelong learning needed for personal and professional growth.
- Demonstrate appropriate critical thinking and problem solving skills in the role as a physical therapist assistant.
- Become integral members of the healthcare team.
- Interact with patients, families, and co-workers in a manner that demonstrates an appreciation of cultural and socioeconomic diversity.
- Be aware of their responsibility in the promotion of the profession through membership in the APTA, attendance at local and national meetings and conferences, and participation in community events.

PTA ATTENDANCE/TARDINESS*

(*Additional policies attendance for general academic classes can be found in the college catalog)

- A. Students are expected to attend all classes and clinical assignments as scheduled unless there is a serious, contagious illness or an emergency occurs. If absence or tardiness is unavoidable due to any of the above, the student **must** notify the PTA program prior to the start of class or the workday; **and if applicable**, the clinical site to which he/she is assigned.

Students are expected to be in their seats, ready to start class at the assigned time. This means textbooks and notebooks open and ready to start.

Students should remember that instructors often serve as references for prospective employers. Dependability in terms of attendance is a big issue for employers. Performance in this area is an excellent indicator for future employers.

- B. Students are responsible for any material missed due to any type of absence. Each course syllabus will outline specific procedures to be followed in the case of late assignments.
- C. The program is evaluated based on the number of hours that students spend in supervised clinical practice. For this reason, all missed clinical hours must be made up prior to the start of the next semester. Missed clinical hours must be done at the convenience of the clinical instructor and the ACCE. Any clinical absence will be penalized according to course syllabi. Students will receive an “Incomplete” in the course until the hours are made up. If the hours are not completed prior to the start of the next semester, students will be unable to progress in the program.

GRADING SYSTEM POLICIES

- A. The grading scale used by the PTA program is outlined below:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = below 60

Grades for full-time clinical practice will be calculated based on scores given by the Clinical Instructor, plus any outside work required for that course. There is a 70% passage rate required for each technical course in the PTA Program

- B. Examinations

Instructors will schedule final examinations based on the College’s final exam schedule. Final examinations will be scheduled as closely as possible to the College’s schedule for general education courses. A student must notify the instructor at least one week prior to finals, if there is a conflict in examination schedules or if they have three finals in one day. A copy of the final schedule for general academic courses is posted on the class bulletin board at the beginning of each semester for student use. Unit examinations and quizzes are scheduled at the discretion of each instructor.

- C. Laboratory Skills

Many courses require demonstration of learned skills and procedures. During these tests, students will be required to demonstrate skills and professional behaviors in patient simulated activities. Students must perform each lab skill with a minimum of 70%, including all identified critical elements, regardless of the grade earned in the theory component of the course. Failure to perform one of the critical elements will result in failure of the practical.

A student cannot fail more than 30 % of all assessments in one course. If the student exceeds that number of failures or fails the same skill twice, he or she will need to withdraw from the course. The maximum grade that can be earned on any practical that has been remediated is 70%.

D. Critical elements

Critical elements are defined as those parts of the skill that have serious impact on patient rights, safety, or could put a facility in a libelous situation. The following have been identified as critical elements for all laboratory skills: correct verification of patient identification prior to initiation of treatment; recognizing and responding correctly to contraindications for all procedures; proper hand washing and the use of standard precautions, as applicable; use of proper body mechanics in the performance of all techniques and procedures; providing patient a means to call the therapist prior to leaving them unattended; demonstrating respect for patient's rights, dignity, and confidentiality.

The following are those items identified for specific skills: failure to observe proper total hip precautions in any activity involving a total hip replacement patient; checking skin integrity prior to use of any type of modality; observing proper weight bearing status in all functional activities; proper guarding of a patient during any mobility activity; proper use of gait belts, as appropriate; locking wheelchair and or bed during transfer activities; returning bed to lowered position with bed rails up before leaving the patient; verifying correct temperature of whirlpool or paraffin prior to use; checking a patient within 5-10 minutes after initiating a modality; making certain wattage/intensities of ultrasound, diathermies, and/or electrical stimulation units are lowered and off at the end of treatment; correct use of sound head during ultrasound treatment; providing treatment outside the plan of care established by the physical therapist; eye protection during infrared and ultraviolet; identifying warning signs of myocardial infarction and/or adverse effects of exercise and responding appropriately; and making certain that CPM is properly secured on bed prior to leaving patient.

Students will be provided with a specific checklist of all items to be tested prior to each lab assessment with the critical elements identified by an *.

E. Clinical

Grades for full-time clinical practice will be calculated by the Academic Clinical Coordinator for Education (ACCE) based on scores given by the Clinical Instructor on the student evaluation form. The ACCE will use a formula to convert these scores to a letter grade, including any outside work required during the clinical practice. Students must score 70% or higher on the clinical evaluation tool to progress to the next level regardless of grades received for other assignments in the course. If students fail to make a 70% or higher on the clinical evaluation tool in a clinical course, arrangements must be made to repeat the clinical experience. Decisions regarding this repetition will be made on an individual basis.

Consideration must be given to the student's overall progress and length of time for the clinical practice to be repeated. The ACCE, Program Director, and Clinical Instructor will develop a plan of action for the student.

F. Professional Behaviors Grade:

As it is an established fact that attendance and punctuality are two professional behaviors that are important to employers, the following guidelines will be instituted to encourage those behaviors in students. Displaying professional behavior will reward the student with 30 points for the Professional Behaviors Grade. However, as in the workplace, unprofessional behavior does have consequences. The following are examples of unprofessional behaviors and consequences:

- Missed class time (includes lateness and leaving early): As with absences, unexpected situations may arise and cause the student to miss class time; therefore, the first time that this occurs for any reason, there will be no penalty. After the first time, the following guidelines will apply:
 - Less than 15 minutes: -1
 - 15-60 minutes: -2
 - Greater than 60 minutes: -3
- Failure to notify instructor of absence: -5 (Notification must be received prior to start of the class)
- Failure to follow established classroom/program policies: -1
- Failure to participate in classroom activities: -1

G. General Academic Course Work

General academic course work is integrated into the PTA curriculum in order to better prepare students for PTA course work. For this reason, students must either take the general academic courses as outlined in the curriculum design or have completed the course work prior to the time it is required. Also, failure to complete any of the academic course work with a "C" or higher will mean that the student cannot progress in the program. Students will be allowed to reapply for the program after that course is successfully completed.

All general academic course work must be completed by the end of the summer semester of the program. If not, students will have to withdraw from the program until the course work is completed. Students must have a 2.0 over-all GPA to graduate from the College. Students must follow the College's regulations for completion of all coursework and maintenance of GPA necessary to show progression.

LAB PARTICIPATION

Students are expected to participate as a subject and as a PTA student in all lab activities unless there are **identified, valid** reasons why they cannot participate. Valid reasons are defined as those that would directly affect the health or safety of a student. This participation includes acting as a model, role playing as a patient, and performing palpation activities in a group of students or on a partner. Physical therapist assistant students must practice and become competent in skills in the lab prior to performing the skills with patients. It is also important for students to "receive" therapy, so they will be more aware of the experiences and status of a patient and the effects of treatment. However, students should not participate in any activities that may be harmful or have high risk of injury to themselves or others.

A. The following procedures will be followed concerning student participation in lab activities:

1. Faculty will review Essential Functions and the student's physical history for admitted students.
2. All students will read and sign the lab disclaimer form (attached). If for some reason, the student does not want to sign the lab disclaimer form, he or she should make an appointment to talk to the instructor for the lab regarding possible limited and alternative activities. It is the student's responsibility to notify faculty if, for any reason, he/she should not participate in any activity. If a student has any concern about a topic, it is the student's responsibility to speak to the instructor on the first day that this topic is addressed in the laboratory.
3. Instruction in precautions, contraindications, and correct performance of activities will be given prior to students' participation in the lab, with the exception of problem solving activities designed by the instructor.
4. The instructor will arrange alternative learning experiences, for identified valid reasons for not participating. The experiences will be scheduled at the convenience of the instructor.
5. The student must complete the alternative learning experiences within the time frame established by the instructor.
6. Students must follow all safety policies for the lab as listed in this Handbook.

REMEDIATION/SUSPENSION/DISMISSAL

The PTA Program will follow general College policies regarding probation, suspension, or dismissal from the College as indicated in the Wallace Community College Catalog. However, there are specific circumstances that can lead to a student's probation, suspension, or dismissal from the PTA Program. Since all students in the Program have successfully competed for admission, steps will be taken to offer remediation before these actions are taken.

As the curriculum of the PTA Program is cumulative and the performance of the skills learned are dependent upon those learned in earlier courses, it is vital that standards be set to make certain that the students have made satisfactory progress in all areas before they are placed in the clinical setting as a student or as a physical therapist assistant.

A. REMEDIATION

The purpose of remediation is to assure that each student is given every opportunity to successfully complete the Program, and also maintain standards that will allow them to have adequate competencies to complete each clinical affiliation.

Students will be allowed to undergo remediation in lecture, lab and clinical courses that have PTA prefixes. During the course of the Program, students cannot be remediated more than one time in any lecture or clinical course. In lab courses, they cannot be on probation in more than one course/semester.

The purpose of remediation is to assure that students are given every opportunity to successfully complete the Program, while maintaining standards that will allow them to successfully complete the licensure examination and be competitive in the job market.

There are three types of course in the PTA program and each requires specific procedures for remediation. However, if a student's grade point average is below the required 70%, in any PTA class, due to failure to complete assignments or repeatedly completing assignments incorrectly after being given the opportunity to correct, remediation will not be allowed.

1. Lecture Course

If a student's grade point average is less than that required for progression in the Program after the second examination, the instructor will schedule a counseling session and a Student Conference Summary Report will be completed

- a. The Student Conference Summary Report Form will provide steps for individualized remedial activity toward achieving predetermined competencies. The specific competencies to be achieved will be determined by the instructor. The student is expected to complete these assignments within an established time period.
- b. If the student does not achieve the predetermined competencies within established time frames, the student will be required to remediate the lecture course. The nature of the remediation will be determined by the instructor.
- c. A student can only be remediated in one lecture course during the duration of the program. It is up to the student to decide in which class they wish to be remediated.
- d. All remediation must be completed prior to the final exam.
- e. Failure to maintain a 70 or higher GPA following remediation will result in suspension from the Program.

2. Skills Courses

- a. If a student fails to pass any single skills assessment during a lab practical with 70% or higher, the student will require remediation on that skill.
- b. If a student fails to complete any identified critical element in a skill, the student will require remediation in that skill.
- c. Following a skills failure, the instructor will discuss with the student the reason for the failure and the student will be given a set amount of time to review the material prior to being retested on the skill.
- d. The highest grade a student can receive following remediation is a 70% on the skills portion of the exam. The results of the written test will not be affected and will be added to the points for the skill portion of the exam.
- e. Failure to successfully pass the skill on the second attempt, will result in suspension from the program. The student will be encouraged to follow course withdrawal policies as outlined by the College. If a student fails to withdraw from the course, a failing grade for the course will be issued.
- f. If a student reaches the point where they have been remediated in 30% of all skills for the semester, a counseling form will be completed.
- g. The next skill failure, in excess of 30%, will result in suspension from the program. The student will be encouraged to follow course withdrawal policies as outlined by the College. If a student fails to withdraw from the course, a failing grade for the course will be issued.

3. Clinical Courses

- a. If a student fails to make 70% or higher on the clinical evaluation tool, the ACCE will meet with the student's CI and discuss suggestions for remediation,
- b. It will be the decision of the ACCE to determine if remediation is needed and how the remediation will be accomplished.
- c. The student will receive an "I" in that course until the remediation is completed. At that time, the highest grade that can be awarded is 70%.
- d. Remediation must be completed before the student can progress to the next level of training.
- e. If remediation is required for the final affiliation, the student will not be allowed to graduate until the remediation is completed.
- f. Students can only be remediated in one clinical course during the course of the Program. The second failure will result in suspension from the Program.

B. SUSPENSION (Program)

1. A student may be placed on suspension if 1) the student fails to meet competencies established for him/her on the Student Conference Summary Report Form according to specified time lines or 2) if Program progression is interrupted for any reason.
2. The decision regarding suspension will also take into account the student's past academic record and performance in laboratory and clinical classes.

3. The student's PTA Faculty Advisor will schedule a counseling session.
4. The student will be placed on suspension. A written letter explaining the terms and processes to be followed will be given to the student. The student will be asked to sign a counseling form (see attached).
5. During suspension, the student is **ineligible to enroll** in any additional courses in the PTA Program.
6. If the student wishes to appeal the suspension, he or she must follow the grievance procedure as listed in the Student Handbook/College Catalog.
7. The Admissions and Academic Standards Committee, after considering the faculty member's recommendation and student response, will vote and following majority rule, make a recommendation to the Program Director to take one of the following actions:
 - a. Remove the student from suspension and return to "clear" status.
 - b. Place the student on probation and complete an additional Student Conference Summary Report Form, spelling out expectations and time frames.
 - c. Affirm the suspension of student.
7. If removed from suspension, it will be the responsibility of the student to make up all work missed during the suspension. There will be no loss of points from Professional Behaviors Grade for absences due to this process. However, the student will be expected to return to class the day after the committee meets and renders its decision.
8. A suspended student can reapply for admission the following year at the point in the Program the suspension occurred. Admission will be determined by the PTA Faculty based on student's overall performance up to the time of the suspension and availability of space in the next class. Written notification of the intent to reapply must be received by the Program Director no later than mid-term of the semester prior to the one the student wishes to enter (i.e. If the student was suspended during Fall Semester 2004 and wants to re-enter the Program in Fall Semester 2005, the notice must be received before mid-term Summer Semester 2005). Some remediation may be required, depending on the student's GPA and the stage of the Program that the suspension occurred. There is a detailed procedure available in the Program's Policy and Procedure Manual.

C. DISMISSAL

1. Students who have been suspended from the Program and readmitted, and fail to achieve predetermined criteria, may be dismissed from the Program by the Program Director. Students suspended and cleared twice during the course of their studies may be dismissed.
2. Students who have been dismissed are ineligible for readmission at any time in the future.
3. The student's Faculty Advisor will schedule a counseling session with the student.
4. The student will be given a written notice of dismissal and will be asked to sign a Student Conference Counseling Form.

5. If the student wishes to appeal the dismissal, they must follow the grievance procedure listed in the Student Handbook/College Catalog. The Admissions and Academic Standards Committee, after listening to the faculty and student will vote and the decision of the majority will carry. They can take one of the following actions:
 - a. Return the student to "clear" status--fully reinstated.
 - b. Place the student on probation as set forth above.
 - c. Place the student on suspension as set forth above.
6. If removed from dismissal, it will be the responsibility of the student to make up all work missed. There will be no loss of points from Professional Behaviors Grade for absences due to this process. However, the student will be expected to return to class the day after the committee meets and renders its decision.

WALLACE COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

ACADEMIC STUDENT CONFERENCE SUMMARY REPORT

The purpose of this report is to outline specific academic competencies the student is expected to achieve to successfully progress in the course and the date by which these competencies must be achieved.

Date _____

Student Number _____

Student's Name _____

Instructor's Name _____

Class _____

Date by which Competencies Must be Achieved _____

Specific Competencies to be Achieved:

Has the student been counseled for deficiency previously? Yes No

Instructor's Signature _____ Date _____

Student's Signature _____ Date _____

Date Achieved: _____

WALLACE COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

CLINICAL STUDENT CONFERENCE SUMMARY REPORT

The purpose of this report is to outline specific clinical competencies the student is expected to achieve to successfully progress in the clinical affiliation and the date by which these competencies must be achieved.

Date _____ Student Number _____

Student's Name _____ Class _____

Instructor's Name _____

Clinical Site _____ Clinical Instructor _____

Date by which Competencies Must be Achieved _____

Specific Competencies to be Achieved:

Has the student been counseled for deficiency previously? Yes No

Instructor's Signature _____ Date _____

Student's Signature _____ Date _____

Date Achieved: _____

CLINICAL ASSIGNMENT POLICIES

In order for students to be exposed to a wide variety of clinical settings, it is the responsibility of the ACCE to make clinical assignments. Once the assignment is given to the student, the only changes that will be made will occur if there is a cancellation by the clinical site or if the student feels there is a critical reason for changing the affiliation and the ACCE deems the change is necessary. The ACCE will use the student's home address, as well as the student's learning needs, to determine placement. Students should be prepared to live away from home for no longer than nine weeks during the course of the two-year Program. Student input will be solicited, but the decision of the ACCE is final.

With the decreasing number of clinical sites available as well as the increasing number of students vying for the positions, it is important that changes in assignments be minimal and for critical reasons.

A. The following procedures will be followed concerning clinical assignments:

1. During Spring Semester, the ACCE will distribute a clinical site request form to the students.
2. The Clinical Site Information Form Notebook and the Clinical Survey Forms Notebook will be available for review in the outer office of the PTA Program (EMS112). These notebooks provide general information about each site, as well as previous student evaluations of the site.
3. On an assigned date, prior to spring break, the students will turn in the completed form to the ACCE, making certain to include notification concerning scholarship to any facility listed in the Clinical Site Information Form Notebook and sites of employment and volunteer hours. Students **will not** be placed at any site where they have worked, performed volunteer hours in excess of 10 hours, or have a scholarship.
4. The ACCE will have the assignments for each clinical affiliation to the students at least one month prior to the beginning of the affiliation.
5. If a student feels there is a critical reason for changing an affiliation, a meeting should be scheduled with the ACCE. The student will need to prepare a letter that outlines the reason a change is justified.
6. The student should not make any attempt to change the schedule on his/her own by contacting another facility or student.
7. The ACCE will make a decision within 24 hours and inform the student in writing of the decision. This letter will include the reason for the denial if that is the decision or action that the student must take to facilitate the change.

8. The decision of the ACCE is final. If the student still feels that he/she is unable to complete the affiliation as assigned, three options are available:
 - a. Complete the affiliation at another time, which would mean that the student could not progress in the Program until the affiliation is completed.
 - b. Complete the affiliation at the next time the course is offered, which is only once per year.
 - c. Resign from the Program.

DRESS CODE

A. Lecture Classes

First impressions are important. You are representing the school and your profession even while attending class. It is expected that you dress in a professional manner. (No hats or any type of head coverings are to be worn in lab or classroom)

B. Laboratory Classes

A professional appearance is essential for students in the PTA program. The following rules apply to PTA labs:

Laboratory dress consists of shorts or black sweat pants and black or red bra-type tops (females); red or black t-shirts and/or sweat pants may be worn over lab attire. Shirts and shorts must be of solid color (no screen printing). Physical therapy shirts such as those sold by APTA for National Physical Therapy Month and Wallace College shirts are acceptable lab attire. Pull over sports bras are not acceptable. It is required that black bicycle shorts be worn under all shorts to preserve student modesty. Athletic shoes and socks must be worn except when necessary to be removed during practice. Flip-flops, clogs, or shoes with greater than 1/2" heels are not allowed. Laboratory dress for all labs is expected unless otherwise indicated by the instructor. Failure to dress in proper attire will result in loss of points from the Professional Behaviors grade. Clinical dress code regarding hair, nails, jewelry, perfume, etc., applies to the laboratory as well. No gum chewing is allowed in class or lab.

C. Clinical Practice

1. WCC PTA Program polo shirt, khaki slacks, and a blazer-length, white lab jacket is considered full uniform dress and must be worn at all time when in the clinical setting or representing the college, along with the College/Program name tag. Students must wear their uniform at all times so that patients are aware of the fact that they are being treated by a student.*
2. Socks or neutral-colored stockings for women are to be worn at all times while in the clinic.
3. Shoes are to be low heels with rubber soles. Aerobic-type tennis shoes or walking shoes are appropriate. If laces are required, they must match the shoe color. It is the student's responsibility to maintain an appropriate appearance of footwear. Shoes must be predominantly white or neutral without bold colors or distinguishing marks.

4. No clogs or sandals are allowed.
5. Extravagant jewelry is not allowed. This includes no more than 1 necklace and no bracelets. Small earrings for females only are allowable. Nothing that dangles is acceptable. Jewelry for body piercings is not allowed in the lab or in the clinic (tongue, nose, belly button, eyebrow, etc.).
6. Hair must be tied back if longer than shoulder length. Hair, of any length, should be kept out of the face and eyes. Hair should be of a natural tone. Beard or mustache must be neatly trimmed. Beard/mustaches must be neatly trimmed. Male students without a beard or mustache are expected to shave daily.
7. Nails should be clean and neatly trimmed so that tips of nails do not show beyond fingertips. Only clear polish is allowed.
8. A water-resistant watch with a second hand is required.
9. Students should have a small notebook and pen with them at all times in the clinic.
10. Each student must be identified by an approved nametag--obtained from Sandra Jean's Uniform Shop.
11. Strong perfume, deodorant, hair spray, coffee, and cigarette smoke are offensive to many patients. Therefore, students must ensure against being offensive.
12. No gum chewing is allowed.
13. Tattoos **must be covered** when in the clinical setting.

* If a clinic allows a student to follow the clinic's dress code, the clinical instructor must sign a form indicating that they are responsible for informing patients that a student is involved in their care. Forms will be distributed during clinical orientation.

CONFIDENTIALITY

During the course of the PTA Program, students will have access to information about patients as well as other students, therapists, and faculty that could be damaging to that person personally and/or professionally. For that reason, anything that occurs or is discussed during class or clinicals is considered privileged information. Clinics operate under strict rules and regulations regarding patient privacy and confidentiality (HIPPA). Students will be instructed in generalized rules, but **MUST** follow clinical rules regarding patient privacy and confidentiality.

Confidentiality extends to include any information that may be shared via social networking sites (Facebook, Twitter, MySpace, etc.). Violation of these rules is considered a breach of ethics and can result in disciplinary action, including dismissal from the program.

STUDENT BULLETIN BOARDS

Information pertinent to students of the PTA program will be posted on the Student Bulletin Board in the PTA program office and/or classroom, and each student is responsible for monitoring it.

GENERAL CLASS PROCEDURES

- A. Breaks are provided between and during classes as necessary. No eating or drinking is allowed in the classroom or lab.
- B. Family and friends are not allowed in class or practice sessions in the laboratory. This includes students' children of any age.
- C. There will be scheduled times for students to practice lab skills. These times will be posted each semester. Practice times must be scheduled at times when a faculty member is on duty. All safety rules must be followed during these times. There are consequences for not following safety procedures. The rules will be distributed prior to the start of the first lab class.
- D. No materials may be removed from the lab and all must be returned to their proper place.
- E. Students are expected to be on time and ready (i.e., appropriately dressed) at the beginning of class.
- F. Students should demonstrate respect for the rights and dignity of fellow students and faculty at all times. Failure to do so can result in loss of points from Professional Behaviors grade.

FACULTY ADVISEMENT

Each student will be assigned a faculty advisor. The program encourages an open-door policy with respect to student-faculty communication. The faculty will post office hours during which they are available for counseling. Because of heavy faculty schedules and commitments to clinical sites, students are encouraged to make appointments when they want to speak with their advisor.

TELEPHONE USE

Students are permitted to use faculty and staff phones only in emergency situations.

EMERGENCY MESSAGES

In an emergency situation, it may become necessary for your family to contact you while you are attending class. If your family member knows your specific class schedule, this task is much easier. For emergencies only, they may call Tomi Sherlock, Allied Health Secretary, (334) 556-2388. She will make a valid attempt to locate you. However, no guarantees can be made. If you carry a beeper, it must be on vibrate, and cellular phones must be turned off during class and kept either in purses or book bags. Cell phones must not be visible during class.

LOCKERS

Lockers are available for PTA student use. They are located outside of EMS 112. Students must provide their own locks, and these should be locked with a key, not a combination.

LIBRARY RESOURCES

The College Library is a major resource center for support, research, and educational media. Consult the College Catalog for Library service policies and procedures. Hours are posted each semester.

The Medical Staff Library at Southeast Alabama Medical Center is also available to students for the same purposes.

FORMS

All the following are required:

Physical Examination Form **signed by physician**

Essential Function Form **signed by physician**

TB Skin Test (two step)

Measles/Mumps/Rubella/Varicella Titer

Hepatitis B Titer required regardless of Innoculation

CPR/First Aid certification for the Healthcare Provider (must include 2 man CPR, 1 man CPR, infant/child CPR, Heimlich maneuver, AED, Bag/Valve/Mask).

It is the student's responsibility to keep these current. Failure to have these forms on file will mean that you will be unable to begin your clinical experience.

LIABILITY INSURANCE

Each student is required to pay a fee for liability insurance. This fee is payable during registration each semester. Students will not be allowed into the lab or clinic until confirmation of payment has been obtained.

HEALTH INSURANCE

All students must submit proof of health insurance prior to start of the program. This is necessary before students can participate in any lab classes. If students are unable to do this, a waiver form must be signed and is attached at the end of this booklet. Students are encouraged to find some type of health insurance as many clinical sites will not take students without health insurance.

AMERICANS WITH DISABILITIES ACT (ADA), 1990

Wallace Community College complies with the Americans with Disabilities Act, 1990. Any student requiring reasonable accommodations under this Act should speak with the instructor as soon as possible.

SUBSTANCE ABUSE CONTROL POLICY FOR STUDENTS IN HEALTH SCIENCES

I. Policy Purpose

- A. Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises, or at any activity it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student or employee.
- B. As stipulated by agencies with which Wallace Community College contracts for clinical experiences, health program students and faculty must abide by agency policies, including the substance abuse control policy and any subsequent revisions to the policy.

II. Standards of Conduct and Enforcement Thereof

- A. Any incident relating to alcohol or drug use by students should be reported to the Coordinator of Health Sciences.
- B. In the event of confirmation of such prohibited possession, use, or distribution by a student, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, program dismissal, college suspension or expulsion.
- C. If any student shall engage in any behavior prohibited by this policy, which is also a violation of Federal, State, or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

III. General Guidelines

- A. Policies governing substance abuse include pre-clinical drug screening, random drug screening, and reasonable cause drug screening, should the student exhibit behaviors indicative of substance abuse during their participation in courses and/or activities offered by Wallace Community College.

B. Laboratory Requirements

1. Drug screening will be conducted according to the guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.
2. Laboratories certified by the Substance Abuse and Mental Health Services Administration, U. S. Department of Health and Human Services (HHS), will be used to perform confirmatory drug testing analysis.

C. Persons to be Tested

1. Any student admitted to a health science program at Wallace Community College will be required to abide by this substance abuse control policy.
3. Any faculty member, whether full or adjunct, responsible for clinical supervision of students enrolled in a health science program at Wallace Community College will be required to abide by this policy.

III. Student Guidelines

A. Pre-clinical Screening

1. Students granted initial admission to any health science program at Wallace Community College will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
2. Students transferring into a health science program, readmitting to a health science program, and/or enrolling in individual courses containing a clinical component will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
3. A signed consent to drug screening will be maintained on file for each health science student. Screening will be scheduled and conducted according to established guidelines at a cost agreed upon by laboratory facility and College representatives. Costs related to admission and random drug testing will be the responsibility of the student.
4. Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time.
5. Students failing to complete drug screening as required will be prohibited from participation in and completion of the clinical and/or laboratory component of required courses.
6. In accordance with policies found in the Wallace Community College Catalog/Student Handbook, students who are unable to complete course requirements due to positive drug screens will be allowed to withdraw from applicable courses.
7. Readmission to health science programs will follow guidelines established by each health program.

B. Reasonable-Suspicion Screening

1. While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows:

Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated; evidence of tampering with a drug test; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.

2. Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

**Wallace Community College
Drug Screen Policy Agreement**

In preparation for participation in clinical/laboratory activities of health science programs or other programs/activities requiring drug screening as outlined in the Wallace Community College Substance Abuse Control Policy, I hereby consent to submit to a urinalysis and/or other tests as shall be determined by Wallace Community College for the purpose of determining substance use. I agree that specimens for the tests will be collected in accordance with guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs and as described in the Wallace Community College Substance Abuse Control Policy Guidelines.

I further agree to, and hereby authorize, the release of the results of said tests to the appropriate designee of Wallace Community College. All positive results will be reviewed by said College designee and followed by a confidential contact with me.

I understand that positive results indicating the current use of drugs and/or alcohol shall prohibit me from participating in clinical, laboratory, or other activities of health science programs requiring that I be drug free. I further understand that clinical/laboratory components of courses within health programs are required curriculum components and that an inability to attend said components may prevent or delay my program completion. I also understand that while participating in clinical activities within outside healthcare agencies, I will be subject to the same rules as the health care employees in said facilities.

I agree to hold harmless Wallace Community College and its designee/s and PrimeCare and its Medical Review Officer from any liability arising in whole or in part from the collection of specimens, testing, and use of the results from said tests in connection with excluding me from participation in clinical/laboratory activities.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced by anyone to sign this document. A copy of this signed and dated document will constitute my consent for PrimeCare to perform the drug screen and to release the results to Wallace Community College.

Signature

Printed Name

Date

SAFETY AND MAINTENANCE

The following is a list of safety rules for the laboratory:

1. Locate all safety equipment and supplies in or near the lab. Be familiar with all College safety procedures as listed in the College Catalog and PTA Program Student Handbook. Safety equipment and materials provided on campus include:
 - a. MSDS booklet
 - b. Fire extinguisher
 - c. Fire blanket
 - d. First aid kit
 - e. Disinfectant
 - f. Hand washing soap
2. Wear closed-toe shoes and proper lab attire while working in the lab.
3. Frequent hand washing should be practiced. Hands should be washed:
 - a. after completion of all work and before leaving the lab,
 - b. before and after all activities which entail hand contact with another person,
 - c. and before and after eating, drinking, smoking, applying cosmetics, changing contact lenses, and using lavatory facilities.
4. Eating, drinking, smoking or use of any tobacco product, applying cosmetics or lip balm, and handling contact lenses are prohibited in the lab.
5. All skin defects on the hands and arms, as well as any other health conditions, will be called to the attention of the lab instructor. Depending on the defect or condition, appropriate action will be taken to protect the student, as well as others in the lab. This may include such things as use of gloves and/or mask during the performance of lab activities.
6. Never work in the lab without an instructor on duty and at least one other person present in the lab.
7. All electrical equipment, except those on thermostat, must be unplugged when not in use.
8. All electrical equipment will be checked by a biomedical specialist biannually and should not be used if the date on the machine has expired.
9. Students will be given specific rules as they are needed for dealing with particular areas of work and study. It is the student's responsibility to read and follow these directions, as well as any additional safety rules and requirements that apply to each PTA course. These rules are in effect at any time the student is in the lab, and consequences for failure to follow these rules can be found in the PTA Program Student Handbook.

10. Notify instructor immediately if any type of injury occurs. An incident report (attached) will be completed by the instructor. The original will be turned into the Campus Dean's office within 24 hours. A copy will be maintained in the student's file in the PTA office.
11. Notify the instructor of any observed health or safety hazards or potential hazards, such as defective equipment, frayed electrical cords, or needed supplies.
12. Children of any age are prohibited in the lab at any time.
13. Visitors should not enter the lab at any time without permission of a faculty member and must be accompanied by a student or member of the faculty

B. Incident/Accident Report

In case of an unusual incident involving faculty or students of the PTA program, either during attendance at labs, classes on-campus, or at an off-campus clinical experience, appropriate documentation and follow-up, as necessary, will be completed. Exposure to blood and/or body fluids is an example of an unusual incident.

The purpose of an Incident/Accident Report is to protect the rights and safety of the College, students, faculty, and visitors to the campus while on campus or participating in off-campus events that include clinical affiliations. In general, if the incident occurs on campus, the campus plan will be followed. If the incident occurs at a clinical facility, the procedure of the facility will be followed, but the College must be notified immediately. The individual involved in the incident is responsible for all costs incurred.

Details on these procedures can be found in the PTA Policy and Procedure Manual located in the PTA program office. In case of major injury or serious illness while a student is on campus, the following College procedure should be followed: Dial "111" for the College switchboard. Provide the exact location and nature of the injury. The switchboard operator will call 911 and notify the appropriate College personnel to respond.

**Wallace Community College
Physical Therapist Assistant Program
Incident/Accident Report**

Name of Person Involved _____ SSN _____

Patient's Name (if appropriate) _____ Room # _____

Agency and Affiliation Site _____

Patient's Infectivity Status _____

Date/Time of Incident/Accident _____

Exact Location of Incident/Accident _____

Was there a witness to incident/accident: Yes ____ No ____;

If Yes, print name, title/position, address and phone number

Describe the incident/accident:

If the incident involved exposure to blood and/or body fluids, describe the route(s) of exposure:

Follow up: Describe any actions taken:

Signature: _____ Date _____

GUIDELINES FOR LAB USAGE

The following guidelines have been established for lab usage. This will maintain an atmosphere that is conducive to learning, and will help to train students in the maintenance of an actual physical therapy department.

The lab will be left in the same condition each time it is used. Failure to maintain the orderly condition outlined below will result in a deduction of 2 points from the final lab grade, for each incident, for each member of the lab section. Students' cooperation is highly recommended and greatly appreciated.

1. **PLINTHS:** Each plinth will have two pillows at the head (next to the wall) and one at the foot. Each plinth will have a wooden treatment chair, step stool, and rolling stool, each maintained in its designated place.
2. **CHAIRS:** Each wooden treatment chair will be placed at the head of the plinth with the back to the wall.
3. **STOOLS:** Step stools will be placed at mid-plinth, at the edge of bottom shelf or partially underneath shelf if possible. Rolling stools will be placed at the foot of the plinth.
4. **LINEN:** Students will be issued a set of linens by the PTA Program, which includes 6 towels, 6 wash cloths, 2 flat sheets, and 2 pillow cases. Students are responsible for laundry of the linens. Linens will be turned in at the end of the 4th semester. Students are responsible for replacing any lost linens.
5. **EQUIPMENT:** All equipment will be returned to the designated area when not in use. This includes all skeletal parts, muscle models, and modality equipment. There will be no "playing" allowed on the bicycle, treadmill, or other pieces of equipment.
6. **PERSONAL ITEMS:** All book bags, clothes, shoes, purses, and other personal items will be stored in the lockers outside of EMS 112 or in the classroom. Only materials needed will be allowed in the lab.
7. **LAB PARTNERS:** Students should attempt to work with a variety of lab partners to enhance learning experiences. In order to maintain an appropriate learning atmosphere, excessive talking and visiting will not be allowed.
8. **DRESS CODE:** The student should wear appropriate lab clothes to each lab. A t-shirt should be worn over halter/swimsuit tops. Sweat pants may be worn over shorts. Perfumes and scented lotions should not be used due to the offensive nature of some fragrances and sensitivity of some people to these fragrances.

PROFESSIONAL SOCIETY

Students are eligible for student affiliate membership in the American Physical Therapy Association (APTA). Forms for application are available throughout the year and membership by all students is required. Cost is \$85 per year. There are two years in the program.

Participation in events and meetings sponsored by the American Physical Therapy Association and the Alabama Physical Therapy Association are encouraged. Students can earn points by attending these meetings. A maximum of 15 points can be earned—5 points/meeting. Students can add these points to any regular course examination or the Professional Behaviors Grade during the semester in which the meeting was held. The student is responsible for supplying proof of attendance to the appropriate instructor prior to the final examination in the course. The points **cannot** be used for the final comprehensive examination.

Information on scheduled events is posted on the PTA Program bulletin boards. As members of the state association, students should also receive notification of all meetings.

LICENSING EXAMINATION

The Physical Therapist Assistant Licensing Examination has been available in Alabama since 1971 and serves to evaluate the graduate's minimum level of competency. It is mandatory for graduates of the program to become licensed if they want to work in the state of Alabama.

In preparation for this exam as well as to evaluate minimum level of competency needed to practice, a Comprehensive Final Examination is given at the end of the second year. Students must pass this examination at the 70% level or above to graduate from the Program.

In case of failure to pass the Comprehensive Final Examination on the first attempt, the student will see the Program Director immediately. A review of the student's past academic history and clinical affiliations will be done. **Remediation may be allowed for this exam one time only.** If a student **is allowed** to remediate, and wants to graduate with his/her class, remediation must be completed in a timely manner so grades can be submitted to the Registrar's Office in time for graduation. If remediation is necessary, the student will score no higher than 70% for the examination.

ACADEMIC HONESTY CODE

All students enrolled in the PTA Program are expected to conform to the College's Code of Student Conduct as listed in the College Catalog/Student Handbook under the section entitled "Code of Student Conduct" which includes cheating.

A. Cheating: Cheating is defined as:

1. Dishonesty in completing academic assignments, such as having in one's possession materials other than those specifically approved by one's instructor during tests;
2. Submission of work that was prepared by someone else to an instructor as one's own work;
3. Plagiarism, representation of someone else's writing or ideas as one's own;
4. Assistance in the foregoing practices.

B. Plagiarism: Plagiarism is:

1. The act of using the words and/or work of another author and attempting to pass it on as one's own work.
2. An example of plagiarism includes, but is not limited to, a student submitting, under his or her own name, an essay, report, research paper, or some other assignment that has been written in part or in whole by another person.
3. Plagiarism also occurs when a pattern exists of failing to document and punctuate materials from research sources appropriately (as designated by the instructor and the research style that the instructor requires and publishes to his or her students) and/or the consistent failure to document accurately and in proper style any material that is not common knowledge, which the student has included in an assignment.

In keeping with high professional standards and code of ethics, ALL PTA students will be asked to sign the following statement on all tests:

"On my honor, as a PTA student, I have neither given nor received any help on this examination."

Signed: _____

C. Disciplinary Procedure:

Disciplinary Action by Faculty Members. With regard to a matter of academic dishonesty in taking a college course, the College's respective faculty members are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantive evidence of a student's having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to (1) impose a grade of "F" for the respective assignment or test; (2) impose an "F" for the respective course; (3) require that an assignment be redone or a test be retaken; (4) impose other similar sanctions designed to preserve academic integrity. The faculty member shall not have the right to suspend or expel a student. That authority is reserved for the Dean, Student Affairs and the College Judiciary Committee. If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to the Dean, Student Affairs for disciplinary review. In any situation where a student is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall within three (3) working days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student written notice of the allegation and give the student the opportunity to respond to each allegation made. The student shall have a maximum of three (3) working days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student give a response for a grade to be finalized, only that the student has been given an opportunity to respond and that the instructor give due consideration to any response which is made. Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all actions taken with regard to such allegations. Any student against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the dean, student affairs. The appeal must be filed with the Dean within five (5) working days after the student is first made aware of the date that the decision has been made to impose a sanction and must include: (1) a copy of the faculty member's written allegations of academic dishonesty; (2) a statement of the sanction imposed; (3) the dates on which the student received the written allegation and on which the student responded to the allegation; (4) the nature of the student's response to the faculty member concerning the allegation; and (5) the rationale for the appeal of the sanction. The student shall have the option of admitting to the dean, student affairs the act of academic dishonesty and proposing an alternative sanction or denying that academic dishonesty has been committed.

The Dean, Student Affairs shall, within fifteen (15) working days after receipt of the appeal, issue a report by which the Dean will (1) affirm the sanction; (2) overrule the sanction; or (3) modify the sanction. The Dean shall not overrule or modify any sanction imposed by a faculty member except where there is a compelling and substantial academic or legal reason for doing so.

A. If the Dean, Student Affairs determines that the student or organization is not guilty, the student or group will be cleared of all charges. If the student or organization is found guilty, the Dean, Student Affairs will delineate appropriate sanctions on a Wallace Community College Sanction Agreement. Upon administration of the Sanction Agreement, the student or organization will be offered the opportunity to select one of the following options:

1. Sign the Sanction Agreement indicating acceptance of the sanctions imposed and waiving all rights to appeal; or
2. Sign the Sanction Agreement declining the opportunity to accept the sanctions imposed and request to appeal the decision before the Judiciary Committee. Appeal requests must be made in writing within five (5) working days to the dean, student affairs. Students wishing to request that academic integrity issues be heard by the Judiciary Committee must follow steps 7-11 of the Disciplinary Procedures by Staff and Judiciary Committee section in the current *Wallace Community College Catalog and Student Handbook*.

Any student or organization who fails to sign the Sanction Agreement as stated herein shall be deemed to have waived all rights to further appeal and the sanctions imposed by the Dean, Student Affairs will be final.

Responsibilities for Clinical Education

PTA Program:

- Maintain copies of student's physical examination, immunization records, CPR and Basic First Aid certification in the Program's office. Proof of liability insurance and results of substance abuse screens are maintained in the Office of the Instructional Dean.
- Provide students with a wide variety of quality clinical education.
- Make a minimum of one clinical visit on phone conference per affiliation during each long term affiliation. Phone calls only will be made during the Summer term.
- Clinical assignments will be made in keeping with departmental policy. Students will receive at least six weeks notice for each clinical, unless there is an emergency change necessary.
- Provide each clinical site with an updated Clinical Education Manual on a regular basis. This manual will include curriculum outline, course descriptions and competencies that must be reached by the student prior to the start of each affiliation. The manual will also include the evaluation tools to be used by the CI, along with policies to be followed in case of special circumstances.

Academic Coordinator of Clinical Education (ACCE):

- Counsels students on a personal basis and offers support and assistance as needed.
- Assists students in obtaining maximal comprehension and benefit from the clinical performance evaluations
- Holds seminars and special sessions with students on topics related to the clinical education experience.

- Assesses student's performance by developing adequate evaluation devices and feedback methods.
- Evaluates the clinical education sites in order to assign relevant clinical education experiences for students.
- Visits the clinical facilities periodically in the students' interests.
- Maintain a current record of the clinical education centers and other background materials that students may need regarding the clinical site.
- Accepts the responsibility for scheduling the students' clinical experiences with consideration to input from the students.
- Discusses with students the criteria for evaluation of their performance, as well as of the facility, and makes available evaluation forms for the same.
- Assists students with any problems that may arise during clinical affiliations.
- Provides students with general information about the clinical education program in terms of philosophy and educational objectives.

Center Coordinator of Clinical Education (CCCE):

- Meet guidelines to serve as CCCE. CCCE can be a PTA, PT, or a non-PT professional. Anyone who holds the position should possess the skills necessary to organize and maintain an appropriate clinical educational program. The individual can be on site or at corporate headquarters.
- If the CCCE is a PT or PTA, should have experience as a clinician and clinical educator, possess good interpersonal, communication, and organizational skills, be knowledgeable of the clinical center and its resources, and serve as a consultant in the evaluation process.
- If the CCCE is a non-PT professional, the individual should possess the same skills as a PT or PTA and should have a PT/PTA clinical available for CI for consultation in planning clinical educational experiences. Direct clinical supervision will be performed by the CI.
- Demonstrate knowledge of contemporary issues of clinical practice, practice management, clinical education, and scholarship.
- Demonstrate professional and ethical behavior in their field of practice.
- Demonstrate effective communication and interpersonal skills, instructional skills, and supervisory, evaluative, and managerial skills.
- Delegate responsibilities as deemed necessary to the CI.
- Establishes procedures, general guidelines, and manual for the clinical education experiences, and is responsible for scheduling and assignment of students.
- Serves as liaison between the College and the clinical facility to:
 - plan student activities/experiences
 - relate curriculum objectives to clinic for relevant clinical education
 - maintain communication with the center and coordinates evaluations
 - maintain optimal relations between program and clinical staff
 - provide feedback from student evaluations of the clinical facility
 - secure College recognition and appointments for clinical faculty
 - offer consultation to assist faculty in perfecting education and communication skills.

Clinical Instructor (CI):

- Responsible for direct supervision and education of students, under the direct supervision of the CCCE.
- Have an AS or AAS Degree from an accredited PTA program or a minimum of a BS degree in PT from an accredited educational program. Both PT and PTA must have a minimum of one year of clinical experience.
- Facilitate communication with students to define expectations and provide appropriate and timely feedback to students in a positive manner.
- Demonstrate ethical behavior, and serve as a professional role model.
- Plan, implement, and evaluate learning experiences for students.
- Ensure that PTA students are adequately supervised and evaluated in the clinical environment.
- Provide sufficient orientation for students.
- Provide direct patient care with adequate “hands on” practice for optimum development of skills and professionalism.
- Assign and adjust patient caseload as students develop skills.
- Allow students to supervise aides or technicians, as appropriate.
- Perform other related duties as assigned by the Director of Physical Therapy or CCCE.

The Student:

- Formulate personal learning objectives for each clinical experience and all other necessary paperwork, and forward all to the CCCE in keeping with established timelines.
- Prepare for patient care during each clinical affiliation.
- Follow College policies regarding uniform and supplies for each clinical affiliation.
- Complete all assigned projects on time, as established by the facility and/or the Program.
- Be responsible for all personal expenses associated with the affiliation.
- Provide proof of all necessary immunizations and other requirements needed by the site.
- Complete an accurate and objective evaluation of the clinical site and educational experience, and discuss this with the CI during the final performance evaluation process.
- Communicate with the ACCE, using telecommunication, if necessary in an appropriate manner.
- Abide by all policies and procedures of the clinical site, PTA Program, and Wallace Community College.
- Accept responsibility for his/her own personal safety, as well as the safety of all patients assigned.
- Assume responsibility for any medical expenses that are incurred as the result of personal illness/injury while working at the clinical site.
- Observe and honor all patients’ rights of confidentiality and privacy.
- Demonstrate professional behaviors in the areas of dress, punctuality, and attendance.
- Assume responsibility for scheduling any necessary make-up work with the ACCE, CCCE, and CI. Due to liability issues, make-up work cannot be schedule during school holidays or on weekends.

Dress Code for Clinical Education

The status of each individual is reflected by the initial image portrayed to others. Studies have shown that professional competency is judged initially on the outward appearance and manner of health care professionals. Trust and acceptance by patients is an important factor in how well they respond to instruction and treatment. Dress regulations, in many instances, serve to protect the patient and the professional, as well as identify the professional to patients and other health care practitioners. Standards for clinical dress have been established for the well-being of all students participating in clinical educational settings.

1. WCC PTA Program polo shirt, khaki slacks, and a blazer-length, white lab jacket is considered full uniform dress and must be worn at all time when in the clinical setting or representing the college, along with the College/Program name tag. Students must wear their uniform at all times so that patients are aware of the fact that they are being treated by a student.* Shirts should be long enough so they remain tucked in at all times (bending, reaching, squatting, etc.) and a belt should be worn if appropriate.
2. Socks or neutral-colored stockings for women are to be worn at all times while in the clinic.
3. Shoes are to have rubber soles. Aerobic-type tennis shoes or walking shoes are appropriate. If laces are required, they must match the shoe color. It is the student's responsibility to maintain an appropriate appearance of footwear. Shoes must be predominantly white or neutral without bold colors or distinguishing marks.
4. No clogs or sandals are allowed.
5. Extravagant jewelry is not allowed. This includes no more than 1 necklace and no bracelets. Small earrings for females only are allowable. Nothing that dangles is acceptable. Jewelry for body piercings is not allowed in the lab or in the clinic (tongue, nose, belly button, eyebrow, etc.).
6. Hair must be tied back if longer than shoulder length. Hair, of any length, should be kept out of the face and eyes. Hair should be of a natural tone. Beard or mustache must be neatly trimmed. Beard/mustaches must be neatly trimmed. Male students without a beard or mustache are expected to shave daily.
7. Nails should be clean and neatly trimmed so that tips of nails do not show beyond fingertips. Only clear polish is allowed.
8. A water-resistant watch with a second hand is required.
9. Students should have a small notebook and pen with them at all times in the clinic.
10. Each student must be identified by an approved nametag--obtained from Sandra Jean's Uniform Shop.
11. Strong perfume, deodorant, hair spray, coffee, and cigarette smoke are offensive to many patients. Therefore, students must ensure against being offensive.
12. No gum chewing is allowed.
13. Tattoos **must be covered** when in the clinical setting.

*If a clinic requires or allows a student to follow the clinic's dress code, the clinical instructor must sign a form indicating that they are responsible for informing patients that a student is involved in their care. Forms will be distributed during clinical orientation.

ADDITIONAL POLICIES OF CLINICAL EDUCATION

A. Pregnancy:

An uncomplicated pregnancy usually will not prevent completion of clinical courses. However, a complicated pregnancy (one that requires restriction of physical activity) will most likely require the student to discontinue training. The student will be required to apply for re-admission within one year to allow her to resume studies the next time the needed classes are offered. Make-up work may be necessary prior to re-admission.

To continue clinical training, the pregnant student must obtain **written documentation** from her physician which clearly states that she is **cleared for necessary physical duties of clinical work.** The note should be obtained as soon as the pregnancy is confirmed. This note will be maintained in the student's file and the ACCE will notify the CCCE and CI for the student involved.

While in the clinic, the student should practice standard infection control precautions and use safe lifting techniques. With regard to clinical settings of clinical responsibilities, facility policies will prevail.

B. Illness/Injury: (ACCE should be informed of any student illness or injury)

Students are required to submit evidence of good mental and physical health, upon entry to the program. An essential functions form is completed and verified by the student's personal physician. Proof of health insurance or a waiver form is also required and maintained in the student's file. If a student is absent from the clinic due to illness, the ACCE must be informed of the exact nature of the illness. Routine dental and medical appointments **should not** be made during school or clinical hours.

In the event of a serious illness/injury, the ACCE should be notified by phone or beeper as soon as possible. A follow-up notification in writing should follow within 24 hours, to include a completed Program incident report. (a copy of this is included in the Clinical Education Manual). The facility will follow their own policies and procedures concerning emergency procedures as well. All medical expenses related to any injury in the clinic will be assumed by the student.

C. Orientation of Students:

It is the belief of the PTA Program that students cannot reach their maximum potential unless they are familiar with their environment and aware of the expectations placed upon them. In accordance with this belief, it is requested that **all students have a facility orientation.** Students and CIs are asked to complete a checklist to ensure that all pertinent and applicable areas are covered. A copy of the checklist is enclosed in the Clinical Education Manual.

D. Substance Abuse:

All PTA students undergo a substance abuse screen during the first semester in the Program and randomly throughout the course of study. A positive test results in immediate suspension from the Program.

In the event of suspicion of any substance usage or abuse by a student during clinicals, the ACCE should be notified immediately. The ACCE has both a beeper and cell phone, and one of these should be used to make certain that immediate response can be initiated. The student will be immediately removed from the facility in order to ensure the safety of patients and all parties involved. The Program faculty will pursue investigative procedures into the incident. Policies and procedures of both the Program and the College will be followed. A drug test may be required at this time and the cost of this will be the responsibility of the student.

If no evidence of substance abuse is discovered, the student will be returned to the clinical facility, or a similar site, if the original site is no longer available. The CCCE at the facility will be given the option to reinstate the student to complete the affiliation at the same facility or to request that the student complete the affiliation elsewhere. Notification of the CCCE's decision should be given, in writing, to the ACCE within 24 hours of the results of the screening procedure.

If there is evidence of substance abuse by the student, in keeping with College Policy, the student will be suspended from the program. Readmission to the Program will follow the College's policy.

E. Attendance:

The program is evaluated based on the number of hours that students spend in supervised clinical practice. For this reason, all missed clinical hours must be made up prior to the start of the next semester. Missed clinical hours must be done at the convenience of the clinical instructor and the ACCE. Any clinical absence will be penalized according to course syllabi. Students will receive an "Incomplete" in the course until the hours are made up. If the hours are not completed prior to the start of the next semester, students will be unable to progress in the program.

If hours missed reaches 20%, of scheduled clinical hours or more, students will be pulled from the clinical site. This would result in suspension from the Program.

F. Procedure:

1. ACCE will keep record of attendance using weekly phone calls and/or attendance forms completed by Clinical Instructor.
2. At the point where absences reach 10%, ACCE will have a counseling session with the student, using student conference summary form.
3. Absences that are excused in keeping with the College Catalog definition will not be counted in this amount, as students are allowed to make up all work as the result of excused absences.
4. If excused absences result in excess of 20% students will be given an "I" in the course until such time that arrangements can be made for the work to be made up.
5. If the number of hours missed reaches 20%, the ACCE will notify the student and clinical instructor that the affiliation is being terminated for that semester.
6. Decision regarding repetition of this clinical affiliation will be made on an individual basis. Consideration must be given to the student's overall progress in the Program and length of time for the clinical practice to be repeated.
7. ACCE, Program Director, and Clinical Instructor will develop a specific plan of action for each student.

Sample Clinical Contract*

WALLACE COMMUNITY COLLEGE

**AGREEMENT FOR CLINICAL EDUCATION
PHYSICAL THERAPIST ASSISTANT**

This contract is entered into by and between Wallace Community College, hereinafter referred to as the College and _____, hereinafter referred to as the Agency.

WITNESSETH:

WHEREAS, the College has established certain state-approved professional programs in health-related occupations, and such programs require the provision of clinical facilities in which the student can obtain clinical learning experiences set forth by the curricula of the approved programs, and

WHEREAS, the Agency has clinical facilities in which students can acquire certain clinical learning experiences required in the curricula of the aforementioned programs, and

WHEREAS, it is to the mutual benefit of the parties hereto to cooperate in providing clinical education to students of the Physical Therapist Assistant program, therefore

KNOW ALL MEN BY THESE PRESENTS, that the College and the Agency, in consideration of the mutual benefits that will accrue to each from providing clinical facilities for students of the Physical Therapist Assistant program, and for other good and valuable considerations hereby agree and covenant each with the other as follows:

1. Administration of the Physical Therapist Assistant program and governance of clinical learning experiences for students shall be the responsibility of the College and shall be administered by the departmental faculties, and in administering this program, the College shall:
 - a. Provide the services of an Academic Coordinator of Clinical Education (ACCE) to act as a liaison between the College and Agency. The ACCE will provide the Agency with appropriate information concerning College policy and procedure for clinical affiliations.
 - b. Ensure that all students and faculty are covered by professional liability insurance while they are participating in the program. Furthermore, the College agrees to furnish the Agency with evidence of such insurance at the Agency's request. The limits of professional liability are \$1,000,000/\$3,000,000.

- c. Require a criminal background check upon entrance into the program and an update criminal background check if student breaks enrollment for an entire semester.
- d. Require a substance abuse screen upon entrance into the program and yearly update every fall semester.
- e. Conduct random substance abuse screen for students enrolled in lab and/or clinical components.
- f. Maintain documentation of the following:
 - i. Physical examination
 - ii. Initial two-step TB skin test and yearly follow-up through single step testing or current chest x-ray, if applicable
 - iii. Positive rubella titer or evidence of booster vaccination
 - iv. Current tetanus vaccination
 - v. Hepatitis B vaccination or a signed waiver
 - vi. Essential Functions Verification form
 - vii. Health insurance or a signed waiver
 - viii. Current CPR certification
 - ix. Drug screening according to College policies
 - x. Criminal background checks
- g. Provide evidence, upon request of aforementioned documentation for assigned students.
- h. Ensure that students are knowledgeable of OSHA's Bloodborne Pathogens Standard, basic safety procedures, and HIPAA regulations.
- i. Retain only students whose conduct and performance are in accordance with standards set forth by acceptable educational and professional practice.
- j. Plan schedules for student clinical experience, with said plans to have the approval of appropriate department head of the Agency prior to the beginning of the experience period.
- k. Notify the Agency, in writing, of the number of students who will be reporting at least two weeks prior to the beginning of the clinical affiliation period.
- l. Advise assigned students of their responsibility for complying with existing rules and regulations of the Agency.

- m. Prohibit publication by the trainee and faculty or staff members of any material relative to their clinical experience that has not been approved for release for publication by the Agency and the College.
 - n. Assign grades to the student based on scores assigned by the Clinical Instructor, plus any other written work scheduled.
2. Administration of physical therapy services and patient care at the Agency shall be the responsibility of and under the control of the Agency and shall be administered through the Agency's staff, and in so doing, they shall:
- a. Designate a qualified Center Coordinator of Clinical Education (CCCE) to implement and plan the students' clinical experience.
 - b. Ensure that the CCCE designates a qualified Clinical Instructor (CI) to supervise and evaluate student progress. Staff so designated shall meet the criteria established by the American Physical Therapy Association (APTA) as well as any additional criteria established by the College.
 - c. Give permission for program faculty to monitor students' performance at the Agency.
 - d. Review with students, during a designated orientation session, all pertinent rules and regulations of the Agency.
 - e. Allow students and program faculty access to the Agency's library and conference rooms during the term of this agreement. The Agency shall also allow use of available instructional materials and supplies.
 - f. Assist faculty and students in obtaining emergency medical care in case of illness or accident incurred while at the Agency in keeping with policies of the Agency and the PTA Program. The student will be responsible for all expenses incurred.
 - g. On request, allow inspection of its clinical and related facilities by agencies charged with responsibility for accreditation of the College or program.
 - h. Have the CI evaluate each assigned student's performance at the affiliation using form(s) developed by the College. These forms shall be completed and returned to the College no later than one week after completion of the affiliation period.
 - i. Provide students with learning experiences such as interdisciplinary collaboration, rounds, staff conferences, special lectures, and similar activities at the discretion of the CCCE.

- j. Notify the College at the earliest possible time of any situation, problem, or deficit that may threaten a student's successful completion at the affiliation in keeping with policies listed in the Clinical Education Manual.
 - k. Extend the opportunity, when applicable, for the CI to attend appropriate PTA Program department meetings.
 - l. Maintain accreditation and/or licensure status by appropriate agency and be prepared to provide evidence of this to the College.
3. Both parties agree to cooperate in implementing provisions described herein to attain an effective clinical education program that is beneficial to both parties and in so doing:
- a. Neither party shall discriminate against any student on the basis of race, color, creed, gender, age, sexual orientation, national origin, disability, or marital status.
 - b. Withdrawal of a student from an assignment may be requested by the Agency or the College should a problem arise in which the student's behavior, health, or action is deemed to jeopardize patient welfare or otherwise seriously impair the Agency's or the College's operations. The party requesting withdrawal shall notify the other in writing of the request and the reasons for the request. The student may return to the affiliation site when and if the problem is resolved to the mutual satisfaction of the College and the Agency.
 - c. The College and the Agency will establish clinical education objectives for the affiliation, devise methods for their implementation and evaluate their effectiveness. The College and the Agency will maintain ongoing, regular, and effective communication to coordinate planning and assessment of this program.
 - d. Neither party will consider the student an employee of the Agency but rather a student in the clinical education phase of his/her professional education.
 - e. If disputes cannot be resolved by the student, clinical coordinator, and College ACCE, provision shall be made for arbitration through established channels of the appropriate institution as outlined in the College's policy.
 - f. The CCCE, in conjunction with the ACCE, agrees to be responsible for immediate discipline of the student while at the Agency. The College administrator of the Physical Therapist Assistant program (the program director) is responsible for final discipline of the student.

4. Modification of this agreement shall be made only by mutual consent of both parties. An addendum setting forth modification of this agreement shall be attached hereto and shall include the date and signatures of parties entering into such modification.
5. This agreement shall continue indefinitely and shall be automatically renewed yearly unless either party desires to terminate the agreement. In the event that either party desires to terminate this agreement, such party shall serve written notice of its intention on the other party. Notice of intent to terminate this agreement must be given within 30 days of the beginning of each college semester, provided that any students enrolled and participating in the aforementioned program are given an opportunity to complete such program fully.

IN WITNESS WHEREOF, the College and the Agency have executed these presents by causing their names to be signed by their authorized agents this _____ day of _____.

WALLACE COMMUNITY COLLEGE

By: _____
President

Agency:

By: _____

Its: _____

I have read the PTA Student Handbook, and I agree to abide by all provisions contained therein.

Signed By: _____

Date: _____

I have received and read the safety rules for the PTA laboratory, and I agree to abide by these regulations. In the event that I should be injured to a degree that I require medical attention, I agree to seek the medical services of a private physician of my choice and at my expense.

Student's Signature: _____

Date: _____

WALLACE COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

HEALTH INSURANCE FORM

It is recommended that all students in the PTA Program have health insurance. You must provide proof of health insurance by no later than mid-semester of the first semester enrolled in the program.

If you do not provide proof of health insurance, you will be required to sign a waiver that will remain in the department file.

Name of Insurance Company: _____

Name of Insurance Agent: _____

Date of Issue of Policy: _____

Date of Expiration of Policy: _____

Student's Signature: _____

Date: _____

WALLACE COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

WAIVER AND INDEMNIFICATION AGREEMENT

I, _____, am informed and fully understand the necessity of having health insurance while a student in the PTA Program. I am unwilling or unable to show proof of health insurance and refuse to obtain health insurance. Therefore, it is my responsibility to pay for all medical expenses that could result from illness or injury occurring to me while a student in the PTA Program.

In consideration of being allowed to enroll or continue in the PTA Program, I agree to release, indemnify, and hold harmless George C. Wallace Community College, Dothan, its agents, and any affiliated clinical facilities and their agents from any and all liability, damages, actions, and causes of actions in any way related to injuries or illness occurring to me while a student in the PTA Program.

Student's Signature: _____

Date: _____

WALLACE COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

RELEASE OF LIABILITY AGREEMENT

This agreement releases:

1. George C. Wallace Community College, Dothan, and Administrators,
2. Physical Therapist Assistant Program,
3. All participating health agencies and designated clinical areas,
4. All supervisory personnel, and
5. The instructors and Director of the Physical Therapist Assistant Program, from any and all liability for any injury, and/or illness incurred during the hours of classroom, clinical experience, out-of-classroom learning experience, or observation in the Physical Therapist Assistant Program, including the time concerned with travel to and from the clinical area.

I agree to be responsible for all medical expenses that may result from illness or injury related to activities in this Program.

Student's Signature: _____

Date: _____

WALLACE COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

MODEL RELEASE FORM

Date: _____

I hereby agree to serve as a model and be videotaped by Wallace Community College with the understanding that videotaped segments will be used only for educational purposes. I understand that I will not receive compensation from the College for my participation in this session.

Signature: _____

Printed Name: _____

WALLACE COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

LAB PARTICIPATION DISCLAIMER

As a Physical Therapist Assistant (PTA) student, I understand that I must participate in all class and laboratory activities as a demonstrator, model, subject, and in the PTA role. This includes kinesiology, physical agents, exercise, massage, analysis of movement and posture, testing and measurement procedures, gait training, mobility activities, activities of daily living, and other physical therapy procedures.

These activities involve palpation, body measurements, functional analysis, and other procedures, which necessitate observing and touching the body. Physical agents include the use of heat, cold, electricity, ultrasound, ultraviolet, massage, traction, and other physical agents.

The College will provide instruction regarding performance of physical therapy procedures and the use of physical agents. I understand that it is my responsibility to understand safe performance of physical therapy procedures and the effects of and contraindications and precautions for physical agents. I further understand that I must give prior notification to the laboratory instructor if I have a valid reason not to participate in or receive any procedure, physical agent, or any other lab activity. With this knowledge, I release Wallace Community College from any claims that might arise from my participation.

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

WALLACE COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

AUTHORIZATION FOR PTA PROGRAM TO RELEASE INFORMATION

Date _____

This is to authorize the Physical Therapist Assistant Program to release information and data found in my PTA Program files to any prospective employer or his designated representative or an educational institution in writing, in person, or by telephone. This authorization for release of information is for the purpose of my obtaining employment or further education and I fully understand the necessity for a potential employer or school official having access to this information.

Signature: _____

Printed Name: _____