

# **PTA 122 - INTRODUCTION TO CLINICAL PRACTICE**

## **Course Outline and Objectives – Summer 2023**

### **LEC 11713/LAB 11714**

#### **Course Description:**

This course provides students with the initial opportunity to observe physical therapy practice and perform selected delegated responsibilities with guidance, direction, and supervision. Students complete 112 hours in a clinical setting. Students will have the opportunity to integrate and apply didactic and lab instruction to an actual clinical situation, and to begin to develop communication skills with patients and staff. Students will work toward meeting the objectives in the clinical setting under the overall supervision of a physical therapist. Either physical therapists or physical therapist assistants may provide guidance and direction to PTA students, acting as clinical instructors and role models. However, the supervising physical therapist must be on site when a PTA student is working with patients, and must co-sign any documentation which the student completes for the medical record. Assignments are determined by the program faculty and may be in acute, sub-acute, out-patient, skilled nursing and rehabilitation, or other type of physical therapy practice. Seminar, individual meeting, and on-line discussion topics include orientation to the clinical practice setting, discussion of clinical experiences and clinical practice issues, and self-assessment of performance. The course is graded on a Pass/No Pass basis but you must get an 80% or better to get a passing grade. Late assignments will result in zero score for that assignment.

<b>Class Location:</b>	Classroom – 204 for orientation Clinical facilities as per individual student assignment
<b>Class Dates:</b>	Classroom – April 1, 2023 9:00 - 3:30 p.m. Clinical – July 17 - Aug 4, 2023 (112 hours)
<b>Time/Hours:</b>	Clinical time – full- time ~ 40 hours/week for a total of 112 hours as determined by the clinical facility and DCE. (Schedule arranged based on clinic operation and needs) Online assignments during clinical rotation
<b>Units: Contact Hours:</b>	3.0 18 hours LEC (on campus and online); 112 hours LAB (clinical placement)
<b>Format:</b>	Clinical placement with on-campus lecture and online coursework supported by Canvas
<b>Prerequisites:</b>	Enrollment in PTA program grades of "C" or better

# Instructor Information & Communication Policy

**Instructor:** Millie Burns, PTA, DCE

**Email:** burnsm@scc.losrios.edu

**Office:** Via phone/zoom

**Office Hours:** By Appointment

## **Student Learning Outcomes:**

*Upon completion of this course, the student will be able to:*

1. Demonstrate professional behavior.
2. Observe and assist with performance of selected data collection and demonstrate an understanding of how data collection is used to monitor patient status and progress toward short-term and long-term goals established in the plan of care.
3. Observe and assist with performance of patient interventions to achieve the short-term and long-term goals identified in the plan of care.
4. Communicate in ways that are congruent with situational needs.
5. Adhere to OSHA workplace safety guidelines, HIPAA confidentiality standards, and standard precautions.
6. Recognize one's individual learning style and its application to the clinical experience.
7. Describe the roles and responsibilities of the student, the clinical instructor, the clinic coordinator of clinical education and the director of clinical education.
8. Provide substantive contributions to discussions about clinical experiences and professional issues related to physical therapy practice.
9. Recognize developmental, psychosocial, cultural, and economic factors which may impact implementation of the physical therapy treatment plan.
10. Determine when an intervention should not be performed due to clinical indications or when the direction to perform the intervention is beyond that which is appropriate for the physical therapist assistant.
11. Apply knowledge of laws and regulations, the Guide for Conduct of the Physical Therapist Assistant and the Standards of Ethical Conduct for the Physical Therapist Assistant to experiences in the clinical setting.
12. Perform self-assessment of strengths and limitations and develop plans to improve knowledge, skills, and behaviors.
13. Demonstrate beginning skill in locating resources in the physical therapy professional literature.
14. Participate in the provision of patient-centered inter-professional collaborative care.

# Course Grading

The grade (credit/no credit) for this course is determined based on student performance on the following criteria:

Misc. Assignments	40%
Discussion Board – initial and reply posts (4)	40%
Weekly Summary – Planning Form (2)	20%
Reflective Paper	<u>credit/ no credit</u>
<b>TOTAL</b>	<b>100%</b>

## Assignments:

There are two categories of Assignments – graded and credit/no credit. Graded Assignments are awarded points based on the completeness of submission, meeting the Assignment requirements, and submitted by due date. Credit/no credit Assignments are awarded their grade based on completion of assignment and submission before due date. **Any graded assignment submitted after the due date will earn zero points. All assignments are required to be submitted, even if the score is zero, in order to be eligible to pass the course. Connectivity / computer issues are not valid justifications for assignments not submitted on time. Other issues affecting submission must be submitted to the professor prior to due date and approved by the instructor.**

### Graded Assignments:

#### 1. Miscellaneous Assignments

There are several assignments required to be completed during the class. Points will be awarded based on completeness of submission and submission by due date. Full credit will be awarded for thorough completion of the assignment and submission by due date. Submissions with incomplete information will earn partial credit. Submissions after the due date will result in zero points.

List of assignments:

- a. Completion of Exxat profile – Student will complete all pertinent components of Exxat profile including photograph by due date. Components include – basic information, personal statement, areas of interest, student addresses, emergency contact, education history, employment history, clinical questionnaire, language proficiency, honors and publications, and to review and sign. This information will be forwarded by the student to the clinic as

- part of introductory information for clinical placement.
- b. Intro letter to clinic – CC to DCE – Send electronically a professional introductory letter as attachment to email to the assigned clinics CCCE and CI, if known, with CC to DCE and post to assignment in Canvas.
  - c. CI information on Exxat - Post the information for your clinical instructor, including full name, credentials (PT, PTA), email (the one the CI used for Web CPI), phone number, years' experience as clinician and CI, and percentage of time they will perform roll of CI in the Exxat software. Answer all questions to best of ability and submit (not just save).
  - d. Time sheet – Each student will maintain a time sheet provided by the academic clinical instructor. The time sheet will be signed by the student and the clinical instructor and turned in to the academic clinical coordinator at the end of the clinical by due date. There must be a minimum of 112 hours completed for clinical rotation.
  - e. Student evaluation of Clinical Experience - A form is provided on Canvas. This feedback is to be shared with the clinical instructor at the end of the affiliation. The evaluation must be filled out completely and signed by all parties and then returned to the school.
  - f. Evaluations by the clinical instructors - Performance of students in 112-hour clinical experiences will be evaluated using the evaluation tool. (Please note that the more detailed 'CPI for PTA students' should be used for 240-hour full-time experiences only.) Evaluation will indicate appropriate attendance and that the student "meets expectations" on all items for which they are rated. Meeting expectations implies that the student observes and participates in providing quality care with uncomplicated patients, with a high degree of supervision, and that professional behavior and communication are appropriate. Evaluation criteria are listed on the evaluation form for PTA 122 ("Evaluation of PTA 122: Introduction to Clinical Practice"). The student is encouraged to review the complete evaluation form prior to the experiences. Although this information has been sent in advance to the clinical sites, it is recommended that the student bring blank copies on the first day of the affiliation. Evaluation must be thoroughly complete and signed by both CI and student, and submitted by due date to get full credit. Partially completed evaluations will result in partial credit. Evaluations submitted after due date will result in zero points.

## 2. **Discussion Board:**

The student must participate in one pre-clinical discussion and weekly discussion group each week (3) during the clinical rotation, which is located on the PTA 122 Canvas site. The student must post one initial response to the weekly question and respond substantially (three or four sentences) to at least two responses from other students. Failure to complete the discussion board assignments in a timely manner may result in an incomplete grade and additional required assignments. Responses

must be posted by Sunday before 11:59 pm for the week of the question.

3. **Weekly Summary - Planning Form (2):** The student must complete the weekly planning form, which is posted on Canvas. The form must be completed, including signature of CI and student, and posted in the Canvas assignment by Sunday at 11:59 p.m. of the first two weeks of the clinical experience.

### **Credit/No credit Assignment**

1. **Reflective paper assignment** – Review assignment on Canvas. At the end of the semester, students will submit an assignment which asks them to comment on their experiences. Students are not expected to share details of their significant events, as these are personal. However, they may do so if they wish. Assignment submission must thoroughly answer all questions. Assignments is graded 'Credit/No Credit'. No letter grades are awarded, though students must submit a completed assignment by the due date to earn course credit. To earn credit, all questions must be answered thoughtfully

### **Determination of Final Letter Grade for Course:**

The grade (credit/no credit) for this course is determined based on student performance on the following criteria:

- Completion of all Assignments
- The student must earn 80% or greater in graded portion
- Evaluation of student by clinical instructor is graded that student meets expectations in all items
- Student meets the minimum requirement for clinical hours (112).

## **Course Policies & Procedures**

The following items which contain detailed guidelines for course policies and procedures. Students are advised to carefully review the syllabus and all course requirements at the beginning of the semester. Additional course information can be found on Canvas.

**Clinical Requirements:**

**Requirements to include Physical Examination, Immunizations, 2-step PPD, CPR, First Aid Training, Drug Screen, Background Check, Bloodborne Pathogen Training, HIPAA confidentiality training, malpractice , COVID**

**vaccination and booster:** Students are required to submit evidence to the Physical Therapist Assistant Program Coordinator in advance of scheduled clinical experiences.

**If the required evidence is not up to date and received by June 14, 2023 the affiliation will be canceled.** Students are advised to maintain copies of these materials, as many clinical facilities also require the documentation. Students should refer to the Physical Therapist Assistant Program Policy and Procedure Manual for details regarding these requirements.

**Methods of Instruction:**

Supervised clinical experience, class discussion including online discussion boards, role playing, learning resource center orientation.

**Dress Code:**

Guidelines for appropriate professional dress for the clinical experiences are provided in the physical therapist assistant student handbook (policy and procedure manual). Specific requirements for dress at the individual clinical facilities will be discussed during the seminar sessions.

**Note regarding course content:**

This course may include discussion of issues such as race, religion, sexuality, gender and disabilities as related to course content.

**Attendance:**

It is expected students will attend all days and hours of scheduled clinical experiences. While attending the clinical affiliation the student will follow the schedule and holidays of the facility. Weekend rotations may be required. Students need to plan for the clinical experience as if it were a job. Routine medical or personal appointments should not be scheduled during the clinical affiliation. Personal responsibilities such as child care should be arranged in advance of the affiliation. Transportation time and method should be anticipated.

In the extraordinary event that absence or lateness is unavoidable the student must contact the clinical affiliation site before the scheduled arrival time at the clinic. This will allow the clinical instructor time to re-plan the patient care schedule. Students who will be absent from the clinical site must also call the program coordinator to report the absence. Students who have absences exceeding 6% of scheduled clinical hours may

be subject to being dropped from the course. If a student is absent due to an injury or infectious disease, the student must have a letter from a physician indicating safety to return if requested. **All missed clinical hours must be made up at the convenience of the facility.**

Since promptness is an important professional responsibility, three instances of lateness to the clinical affiliation will equal one absence. Students should plan to arrive at least 10 minutes early to their clinical experiences, to allow time to get organized and be ready to begin work at the scheduled time.

Clinical affiliation assignments must be completed in full. For example, if a student does not fully complete 112 hours of clinical experience (PTA 122), no credit will be given. Extended or repeated absence due to illness or other causes during a clinical affiliation will usually result in the student needing to withdraw from the assignment and not earn credit for the course. Students should refer to Physical Therapist Assistant Program Policy and Procedure Manual for details.

### **Special Accommodations:**

During the class, some students may utilize prearranged accommodations. If you are a student with a learning disability, physical disability, or other special needs, please let the instructor know as soon as possible if you require special accommodations. These kinds of confidential discussions are best handled during office hours or by appointment. Students can expect confidentiality and cooperation regarding any circumstances and needs that have been verified through the disability centers on campus. Opportunities for clinical assignment may depend on the ability of individual clinical facilities to accommodate students with disabilities.

### **Professional Behavior:**

Health care personnel are held to high standards which include both self-initiated and self-directed learning, as well as teamwork. The instructor is a resource and facilitator of learning. Professional behavior of the adult learner includes:

- punctual attendance, respectful listening, and active participation
- turn off cell phone during class/clinical; use internet for class/clinical-related activities only
- preparation for class/clinical, readiness to be an interactive part of the learning process
- work effectively with varied patients, clinical instructors, and other clinical staff
- self-assessment of strengths and areas needing improvement in learning skills
- development of an action plan for skills improvement in collaboration with the instructor/clinical instructor, as needed

- demonstration of self-responsibility

### **Electronic Devices:**

Electronic devices must be turned off or set to a soundless alarm prior to the beginning of class so as not to disturb other students or the instructor. Repeated violation of the electronic device policy may result in confiscation of the device. No electronic devices are allowed during tests without the prior approval of the instructor. Video recording of the class is not allowed. Audio recording of the lectures may be allowed with permission from the instructor. Personal electronic devices should not be brought into the clinic and utilized during hours in the clinical rotation.

### **Academic Honesty and Dishonesty:**

In order to provide quality education for all students, the integrity of the learning process must be maintained. It is important that all students understand exactly what is expected and what is considered inappropriate during the teaching/learning process. Cheating and plagiarism are two types of academic dishonesty that cannot be tolerated. Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means. Plagiarism is representing the work of someone else as your own and submitting it for any purpose.

#### *Examples of cheating include:*

- Copying from someone else's test
- Submitting work that is not your own
- Submitting work presented previously in another course, if contrary to the rules of either course
- Altering or interfering with grading
- Using material during an exam that is not allowed
- Consulting with someone, other than the instructor, during an exam
- Purposely allowing another student to copy from you during a test
- Giving your homework, term paper, or other academic work to another person to plagiarize
- Having another student submit work in your name
- Lying to an instructor to improve your grade
- Stealing tests
- Forging signatures

#### *Examples of plagiarism include:*

- Incorporating the ideas, works, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and representing the product as your own work
- Representing another's academic work as your own
- Submitting a paper purchased from a research or term paper service

Depending on the seriousness of the infraction, a number of consequences may occur as a result of academic dishonesty. Students may receive a failing grade on the test or paper, have a course grade lowered, receive an "F" in the course, be placed on disciplinary probation or suspension, or be expelled from the program.

## **Grade Appeal**

### Appeal Procedure

The student shall follow the appeal process herein delineated. Failure to do so may jeopardize the rights of a student to appeal a grade.

- The student must electronically\* submit a completed and signed [grade appeal form](#) to the course instructor within the permitted time-period:
  - For exams, quizzes, papers, assignments, and presentations: **1 week following the date of the student receiving the grade for the assessment**
  - For practical examinations and skills check-offs: **24 hours following the assessment**
- The student should provide a reason for the grade appeal and should include any supporting documentation (excerpts from textbooks or journal articles, audio and/or video recordings, etc.) as appendices that will substantiate the student's claims.
- If the matter is not resolved with the instructor, an appeal can be made to the department chair, in accordance with the college's appeals process. The department chair does not have the authority to overturn a grade; however, the department chair can facilitate a resolution to the grade appeal.
- If the matter is not resolved at the departmental level, an appeal can be made to the division dean in accordance with the college's appeals process. The decision of the dean will be communicated to the student, the instructor, and the department.
- If the matter is not resolved within the division, the student may appeal to the Associate Vice-President of Instruction. The Associate Vice-President of Instruction or designated representative shall review the full record of the case and appeal documents. The decision of the Associate Vice-President of Instruction is final and will be communicated to the student, the instructor, the department chair, and the division dean.

\*Electronic submission provides a record of the date and time of the appeal.

# Course Objectives:

*Upon completion of this course, the student will be able to:*

1. Demonstrate professional behavior.
  - a. Perform in a safe manner that minimizes risk to patients, self, and others including but not limited to reviewing health records (e.g., lab values, diagnostic tests, specialty reports, narrative, consults, and physical therapy documentation) prior to carrying out the PT plan of care and respond effectively to patient/client and environmental emergencies that commonly occur in the clinical setting.
  - b. Conduct self in a responsible manner. For example, students are punctual and dependable, present themselves appropriately, accept responsibility for their own actions, and demonstrate flexibility, initiative, and openness to feedback.
  - c. Demonstrate respect for individual differences.
  - d. Demonstrate understanding of the role of a physical therapist assistant and adhere to ethical and legal standards for practice, including but not limited to reporting any changes in patient/client status or progress to the supervising physical therapist, determine when an intervention should not be performed due to clinical indications or when the direction to perform the intervention is beyond that which is appropriate for the physical therapist assistant. and contribute to the discontinuation of episode of care planning and follow-up processes as directed by the supervising physical therapist.
  - e. Seek opportunities to learn and carry out on-going self-assessment
2. Observe and assist with performance of selected data collection, and demonstrate understanding of how data collection is used to monitor patient status and progress patients toward short- and long- term goals established in the plan of care. Data collection may include performance of components of the following items:
  - a. vital signs
  - b. range of motion, and muscle length
  - c. functional muscle strength
  - d. anthropometric characteristics
  - e. posture
  - f. transfers, gait, and balance
  - g. righting and equilibrium reactions
  - h. pain
  - i. sensory and integumentary integrity
3. Observe and assist with performance of patient interventions to achieve the short- and long- term goals established in the plan of care. Students begin to recognize the need to adjust interventions within the plan of care, or defer to the physical therapist.
  - a. Survey the patient's chart to gain information relevant to physical therapy

treatment.

- b. Prepare and position patients for treatment.
  - c. Maintain a clean and orderly environment.
  - d. Apply standard precautions for infection control.
  - e. Apply physical agents and mechanical modalities in a safe and effective manner (US, hot/cold packs, ice massage, hydrotherapy, traction).
  - f. Perform simple range of motion, basic transfer techniques, and gait training.
  - g. Utilize principles of posture and body mechanics.
  - h. Perform selected aspects of wound management.
  - i. Perform ace wrapping.
  - j. Observe procedures such as submission of charges, and selection and ordering of equipment.
  - k. Determine when an intervention should not be performed due to clinical indications or when the direction to perform the intervention is beyond that which is appropriate for the physical therapist assistant.
4. Communicate in ways that are congruent with situational needs.
    - a. Utilize appropriate medical terminology and abbreviations.
    - b. Demonstrate ability to document daily notes according to the format required by the clinical setting.
    - c. Observe procedures for other documentation, such as weekly summaries.
    - d. Utilize effective oral communication skills with patients, families and physical therapy staff.
    - e. Observe and begin to interact with other disciplines in the health care team.
    - f. Utilize and interpret non-verbal communication appropriately.
  5. Adhere to OSHA workplace safety guidelines, HIPAA confidentiality standards, and standard precautions.
  6. Recognize individual learning style, and application to the clinical experience.
  7. Describe the roles and responsibilities of the student, the clinical instructor, the clinical coordinator of clinical education, and the director of clinical education.
  8. Demonstrate communication strategies that can be applied to interactions with patients and clinical instructors.
  9. Provide substantive contributions to discussion about clinical experiences and professional issues related to physical therapy practice.
  10. Recognize developmental, psycho-social, cultural and economic factors which may impact implementation of the physical therapy treatment plan.
  11. Apply knowledge of laws and regulations, the Guide for Conduct of the Physical Therapist Assistant, and the Standards of Ethical Conduct for the Physical Therapist Assistant to experiences in the clinical setting.
  12. Perform a self-assessment of strengths, limitations, and plans for continued growth for each clinical experience.
  13. Demonstrate beginning skill in locating resources in the physical therapy professional literature.

14. Participate in the provision of patient-centered inter-professional collaborative care.

**Changes to the Syllabus:**

This course syllabus and/or class/assignment schedule is subject to change by the instructor with written notification to the students.