



HOUSTON COMMUNITY COLLEGE
COLEMAN COLLEGE FOR HEALTH SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM

PTHA 2266: Practicum III

Fall 2017 - CRN #: 41497

Practicum- various clinical settings offsite under contract
Mon/Tues/Wed/Thurs/Fri 8:00 am – 4:00 pm
(Clinical times may vary depending on facility hours)
2 credit hours: 14 Lab /224 hours per semester/6 weeks

INSTRUCTORS

Lead: Michele Voight, PTA, MPA
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Office Hours: M, T, TH 9:00 - 12:00 PM; Additional by Appt.
Room 421

COURSE DESCRIPTION

The course offers supervised clinical practice at affiliated departments of physical therapy. Additional course work is also required.

COURSE GOAL

This course provides clinical learning experiences at affiliated departments of physical therapy. Students will be supervised by a physical therapist or a physical therapist assistant under the direction and supervision of a physical therapist in the practice of physical therapy procedures, including the application of modalities and physical agents learned in PTHA 1431 and PTHA 1305. Students will also be responsible for therapeutic exercise techniques, and related assessments skills learned in PTHA 2509 and PTHA 2301 and rehabilitation/neuro techniques learned in PTHA 2435 and PTHA 2431.

END-OF-COURSE OUTCOMES

The student will demonstrate entry – level performance for a physical therapist assistant in the assigned skills. The assessment tool is the Physical Therapist Assistant-Manual for the Assessment of Clinical Skills (PTA MACS) used by the student and clinical instructor. Assigned skills are listed on page 5 and 6 of the syllabus.

CREDIT

2 semester hours

PREREQUISITES

PTHA 1266, PTHA 1267,
PTHA 2431, PTHA 2435

Instructional Methods

Clinical on-site training

REQUIRED TEXTBOOKS

1. Course materials and Eagle Online
2. Physical Therapist Assistant-Manual for the Assessment of Clinical Skills

ABBREVIATION

(EO)
(PTA MACS)

STUDENT LEARNING OUTCOMES AND OBJECTIVES

All outcomes, objectives, instruction, and activities assume that the student is working under the direction and supervision of a licensed physical therapist. Utilizing information taught and demonstrated in lecture, lab, assigned readings and assignments, the student will be able to demonstrate the following course objectives.

Global Course Objectives

- 1.0** Demonstrate effective and culturally sensitive communication skills with patients, caregivers, and other health care providers.
- 2.0** Adhere to federal and state legal and ethical practice standards, as well as facility practice guidelines regulating PT practice.
- 3.0** Demonstrate professional behaviors in interactions with patients, caregivers and other health care providers.
- 4.0** Demonstrate entry-level skills in all assigned skills including but not limited to: data collection, treatment implementation and modification within the plan of care under the direction and supervision of the physical therapist.
- 5.0** Complete documentation complying with federal and state regulations, professional guidelines, and facility requirements.

Enabling Objectives

- 1.0** Demonstrate effective and culturally sensitive communication skills with patients, caregiver and other health care providers.
 - 1.1 Communicate verbally and in written form, with sensitivity to differences in race/ethnicity, religion, gender, age, sexual orientation and disability or health status.
 - 1.2 Provide appropriate and effective feedback to supervising physical therapist.
 - 1.3 Use non-verbal communication consistent with the intended message.
 - 1.4 Recognize, interpret and respond to the body language of others consistent with professional guidelines and with the educational level of the individual.
 - 1.5 Modify method of communication to address cultural needs as above.
 - 1.6 Provide effective feedback to clinical educators and professional colleagues.
- 2.0** Adhere to federal and state legal and ethical practice standards, as well as facility practice guidelines regulating PT practice.
 - 2.1 Identify sections of the Practice Act and/or Rules governing physical therapists and physical therapist assistants for the jurisdiction in which the clinical experience occurs.
 - 2.2 Exhibit appropriate levels of supervision of physical therapy aides/techs.
 - 2.3 Demonstrate ethical PTA scope of work consistent with the APTA's Standards of Ethical Conduct for the Physical Therapist Assistant.
- 3.0** Demonstrate professional behaviors in interactions with patients, caregivers and other health care providers.
 - 3.1 Demonstrate entry-level for all professional behavior skills listed in the PTA MACS as well as behaviors consistent with APTA Value - based Behaviors for the PTA in all interactions with patients/clients, family members, caregivers and other health care providers
- 4.0** Demonstrate entry-level competency in all assigned skills including but not limited to: data collection, treatment implementation and modification within the plan of care under the direction and supervision of the physical therapist.
 - 4.1 Apply the principles of critical thinking/problem solving in the delivery of patient/client care
 - 4.2 Analyze and integrate patient/client feedback
 - 4.3 Demonstrate entry-level performance in required course criteria defined in the PTA MACS
 - 4.4 Assess one's own level of performance
- 5.0** Complete documentation complying with federal and state regulations, professional guidelines, and facility requirements.
 - 5.1 Effectively utilize the documentation system used in the clinical facility
 - 5.2 Demonstrate professional and technically correct written communication skills
 - 5.3 Document clinical encounters effectively

PTHA 2266: PHYSICAL THERAPIST ASSISTANT PRACTICUM III

SCANS COMPETENCIES	
Managing Resources	Exhibiting Interpersonal Skills
1. Manage time	1. Works on teams
2. Manage money	2. Teach each other
3. Manage materials	3. Serve customers
4. Manage space	4. Lead work teams
5. Manage staff	5. Negotiate with others
	6. Work with different cultures
Working with Information	
1. Acquire/evaluate data	Applying Systems Knowledge
2. Organize/maintain information	1. Understand systems
3. Interpret/ communicate data	2. Monitor/correct system performance
4. Process information with computers	3. Design/improve systems
Using Technology	Demonstrating Thinking Skills
1. Select equipment and tools	1. Creative thinking
2. Apply technology to specific tasks	2. Decision making
3. Maintain/troubleshoot technologies	3. Problem solving
	4. Thinking logically/Reasoning
	5. Seeing with the mind's eye/Reasoning
	6. Knowing how to learn
Demonstrating Basic Skills	Exhibiting Personal Qualities
1. Reading	1. Individual responsibility
2. Writing	2. Self-esteem
3. Arithmetic/Mathematics	3. Sociability
4. Speaking	4. Self-management
5. Listening	5. Integrity

General Requirements

- The student is expected to attend all HCC seminar classes as required by this syllabus.
- The student is expected to meet all requirements for assignments as required by this syllabus.
- The student is required to meet all clinical site affiliation requirements for orientation, attendance and work hours required by the affiliation institution.
- The student is expected to be prepared for both the midterm faculty visit and PTA MACS Turn-in Day by completing all documentation and acquiring the necessary signatures.
- A grade of "Incomplete" will be submitted for the course until all documentation is satisfactorily completed.
- The student is required to maintain current immunization records, CPR and personal health insurance throughout the program, including clinical experiences. According to student handbook policy (Appendix pg. 57), all students are required to receive a clean drug screen and receive a background check prior to beginning the PTA Program. The student may be required to repeat a drug screen and/or background check at the request of a clinical facility prior to their affiliation start date. This may be at the student's expense. The student will not be allowed to start or remain in a clinical course unless ALL program requirements listed above are met and maintained.
- The **student WILL** abide by all HIPAA and confidentiality guidelines as instructed in the program and required by the clinical facility. Any student violation of HIPAA or confidentiality guidelines during a clinical affiliation is automatically dismissal from the PTA Program.

GRADING POLICIES

Grade Ranges 90 – 100 = A 80 – 89 = B 75 – 79 = C 0 – 74 = F

Grading requirements to pass this course:

- 75 or higher

GRADING POLICIES (continued)

Withdrawal

The last day for administrative/student withdrawal is posted on the HCC website. Any student withdrawing after the HCC posted date will receive as grade of Withdrawal Fail (WF) or an Incomplete (I) depending on the circumstances causing withdrawal.

If the student is dismissed from the clinic secondary to safety or professional behavior concerns the student will fail the clinical affiliation and may be dismissed from the HCCS PTA program

The DCE is responsible for determining the final grade in all circumstances.

PTHA 2266 – CE III

Grading Criteria: Passing grade: 75% Student Name _____

If a student receives a “U – Unsatisfactory” on any skill at the final rating the student will receive a failing grade for the course.

Criteria	Value	Scoring	Student score	comments
Criteria Sheet/PTA MACS	75 pts.	See rubric “A”		
Weekly emails Due by Sunday 5:00 PM each week of the affiliation	10 pts.	See specific rubric posted on EO		No partial points given. Must email each week to earn the points. Email is to include self—assessment of clinical progress and goals for the following week.
Clinical assignments	5 pts.	See Rubric “B”		*inservice or case – study (others must be approved by the DCE)
Attendance	5 pts.	See grading rubric “C”		
Complete and accurate HCC paperwork/ forms (including clinical assignment forms such as inservice or case study)	5 pts.	See grading rubric “D”		No partial points given. Must have all paperwork completed.
Totals	100 pts.	Xxxxxxxxxxxx		

GRADING POLICIES (continued)

Grading Rubric A: PTA MACS/Criteria Sheet see specific skill requirements)				
1266	CRITERIA	VALUE	SCORING (SCORED AT FINAL)	STUDENT SCORE
	A √: 1,2,4,5,7,8,10,11, 12,13, 14.13	40	-4 pts. Each skill not √'d	
	An NE or √: 3,6,9,14.8,14.12,15.1, 15.2,15.3,15.4, 16.11	20	-2 pts. Each skill not NE or √'d	
	An NE or √: at least 10 other skills	10	-1 pt. each skill not NE or √'d -26 pts for any skill with a "u"	
	Total	70 pts.		
1267	A √: 1-13, 14.13, 15.1, 15.2, 15.3	51 Pts	-3 pts. Each skill not √'d	
	An NE or √: 14(all skills) 15.4, 16.11	14 pts	-2 pts. Each skill not NE or √'d	
	A √: at least 10 other skills	10 pts	-1 pt. each skill not √'d -26 pts for any skill with a "u"	
	Total	75 pts		
2266	A √: 1-13, 14, 15, 16, 17.1, 17.2, 17.3, 17.4, 17.6, 17.7, 18, 19, 21.3, 21.4, 21.7, 21.8,		Must be √'d to pass clinical affiliation	
	A √: In any of the 10 remaining skills not listed above	75 pts	11 pts. Each skill <10 √'d -26 pts for any skill with a "u"	
	Total	75 %	Of final grade	

The PTA MACS utilizes the following rating scale:

Excellent (+): surpassed entry–level standards in meeting all applicable objectives, practicing the skill independently, safely and effectively.

Entry Level (√): performed the skill independently, safely & effectively on a consistent basis, meeting all objectives applicable at this facility; the student is entry-level.

Needs Experience (NE): performed the skill or components of the skill independently, safely & effectively; s/he needs more opportunity to demonstrate

Needs Improvement (NI): performed the skill or components of the skill with supervision or assistance, requiring guidance or minor correction; the student is not yet independent in meeting applicable objectives (requires comment)

Unacceptable (U): demonstrated an inability to perform the skill in a safe and effective manner; the student received guidance and remains unable to perform the skill or components at or near entry-level; the student performs well below expectations at this facility.

GRADING POLICIES (continued)

Skills must be completed as outlined in the table below for Practicum III:

Entry Level	Entry Level	Entry Level in any 10 of the following remaining applicable skills are required by the student by the end of CE 3
<p>Commitment to Learning Interpersonal Skills Communication Skills: Oral & Written Effective Use of Time & Resources Use of Constructive Feedback Problem Solving Professionalism Responsibility Critical Thinking Stress Management Safety HealthCare Provider Education Patient History & Chart Review Anthropometric Measurements for Edema Other Anthropometric Measurements Arousal/Mentation/Cognition Assistive Devices Gait, Locomotion & Balance Integumentary Integrity Joint Integrity and Mobility Muscle Performance Neuromotor Function Range of Motion/Muscle Length Self-Care/Home Management Sensation/Pain Response Ventilation, Respiration & Circulation Plan Of Care</p> <ul style="list-style-type: none"> • Implementation of the POC • Modification within the POC • Patient Related Instruction • Discharge Planning <p>Therapeutic Exercise Aerobic Training Balance Coordination Activities Breathing Exercises Inhibition/Facilitation Relaxation Manual Strengthening Mechanical Strengthening Motor Development Training Posture Awareness Range of Motion Stretching</p>	<p>Adaptive Device Training Bed Mobility Body Mechanics/Training Gait Transfers Wheelchair Mobility Therapeutic Massage Manual Therapy Physical Agents</p> <ul style="list-style-type: none"> • Cryotherapy • Electrotherapeutic Modalities • Superficial Thermal • Deep Thermal 	<p>Tilt Table Wound Management Biofeedback Continuous Passive Motion Hydrotherapy Compression Therapies Traction Site Specific Measures & Interventions Aerobic Conditioning/Endurance Airway Clearance Amputation/Prosthetic Management Aquatic Therapy Environmental Barriers Ergonomic Assessment/ Work Conditioning Orthotic/ Supportive/ Protective Devices Management Skills Administration & Healthcare Delivery Systems Community Education/Policy Outcomes Assessment Prevention/Wellness/Screening Other Skills as indicated by the facility or clinical instructor</p>

GRADING POLICIES (continued)

The following list of specific criteria in the PTA MACS must be met in order for designated skills to be checked off as entry-level (minimum requirement).

SKILL NUMBER	SPECIFIC SKILL MASTERY REQUIRED BY FINAL PRACTICUM
14	Tests and Measures
14.8	Measure: Muscle Performance Grading criteria: 5 different joints must be checked off, A minimum of one LE, one UE, and one trunk
14.10	Measures: Range of Motion Grading criteria: 5 different joints must be checked off, A minimum of one LE, one UE, and one trunk
16	Therapeutic Exercise (you may add exercises other than those listed)
16.1	Grading Criteria: a minimum of 3 must be checked off
16.2	Grading Criteria: a minimum of 2 must be checked off
16.3	Grading Criteria: a minimum of 2 must be checked off
16.4	Grading Criteria: a minimum of 2 must be checked off
16.5	Grading Criteria: a minimum of 1 must be checked off
16.6	Grading Criteria: a minimum of 2 must be checked off
16.7	Grading Criteria: a minimum of 2 must be checked off
16.8	Grading Criteria: a minimum of 2 must be checked off
16.9	Grading Criteria: a minimum of 3 must be checked off
16.10	Grading Criteria: a minimum of 2 must be checked off
16.11	Grading Criteria: a minimum of 2 must be checked off
16.12	Grading Criteria: a minimum of 2 must be checked off
17	Functional Training (you may add activities other than those listed): A minimum of one each of all individual skills must be checked off for Skill 17 to be checked off - with the exception of 17.4 (see below)
17.4	Gait Grading Criteria: a minimum of 2 gait skills must be checked off
21.4 and 21.9	Physical Agents: Grading Criteria: a minimum of 2 must be checked off

The DCE will determine the final grade in all circumstances.

** Each student is expected to check email and Eagle Online (Canvas) no less than every 48 hours for notices and updates.

GRADING POLICIES (continued)

Grading Rubric B: Clinical Assignment

- Requirement: A clinic assignment is required each of the 3 clinical affiliations. **One in-service** and **One case study** is required during your 3 clinical affiliations (see templates in Clinical Forms posted on EO under Resources). Once you have met this requirement, you may complete an assignment from the following list for your other affiliation(s):
 - Additional Case Study
 - CSIF – info to be provided by DCE and/or clinical facility
 - Other project as approved by CI and DCE
- *This is the HCC requirement! If your CI asks you to do a second in-service or case study, then you will do it!

Clinic Assignment	Points available	Student Points	Comments
Assignment identified at Mid-term	Discussed with student Yes or No	xxxxxx	
Written report submitted at Final	3		
CI Signature page completed	2		
Total	5 points		CI must sign-off on topic or case

Grading Rubric C: Attendance

- Absences are cumulative for the 3 clinicals; the 6th absence will result in a failure of that clinical
- Missed clinic days must be made up** – schedule makeup day with CI and DCE
- After the 3rd cumulative absence, a written plan of action is required
- After the second consecutive day of absence a physician/physician office note is required

Attendance	Points available	Student points	Comments
Each absence	-1 point		Even if day is made up
Unexcused or No MD note	-4 points		If absence is not made up or no MD note
Perfect attendance	5 points		

Grading Rubric D: HCC paperwork requirements

Paperwork	Points available	Student points	Comments
PTA MACS completed with signatures of student and CI at final	-5 points for incomplete		Student will lose the points if the PTA MACS does not have the proper signature and they will receive an "I" as a final grade until all signatures have been obtained.
HCC Paperwork/forms completed	-5 points for any form not completed - no partial credit will be given.		All forms and HCC paperwork are included "clinical forms" found in Resources on EO
Total	MAX - 5 points		

ATTENDANCE REQUIREMENTS

- Clinical attendance, punctuality, attitude, and participation are all evidence of professional behavior and commitment to learning the essential of giving quality health care.
- Students are expected to attend **all** scheduled days of **each** affiliation regardless of the number of hours accrued. **Scheduled 10-hour days or week-end days may occur due to CI schedules. The student is required to work the schedule of their clinical instructor.** When the student is informed of this schedule, the student is to receive consent of the DCE. The DCE will be the faculty member on-call when the college office is closed unless otherwise notified.
- On the Attendance Record, do not count lunch breaks as part of your attendance. Consider the Clinic's full work day as 8 hours, unless otherwise designated by the administrator of the department of physical therapy. College holidays will be observed, and make-up will not be expected for these days only. Any variation in normal clinic hours worked or scheduled should be documented and approved by the CI and DCE.
- Full attendance is required during the affiliation. Any time missed due to absence **must** be made up. The time may be made up in partial or full days. The CI and DCE must approve the make-up time in advance. Points are deducted for **ALL** missed days, even though the day is made up.
- In the event of an occurrence that a day in the clinic will be missed, the student **must directly notify and speak with his/her CI or facility as well as notify the DCE by email/phone/text** prior to scheduled report time. The student **must** provide a **reason** for the absence to **both** the CI and DCE prior to the scheduled report time. The CI of the facility must be notified **in advance** of the student's expected return to the Clinic. Absences are cumulative; 5 days of absence that are not made up over the 3 affiliations is the maximum number of days missed allowed.
 - a. After the second consecutive day of absence a physician/physician's office note is required.
 - b. After the 3rd cumulative absence that is not made up, a written plan of action is required.
 - c. The sixth day of absence, that is not made up will result in an automatic failure of that Practicum and the course will need to be repeated.
- Three tardies (more than 15 min. late or leaving early) will constitute one absence.
- Attendance is required for all other scheduled class activities (orientation days, seminar days, or days scheduled by DCE to be on campus)
- Absences due to catastrophic medical and personal emergencies will be reviewed by faculty and will require appropriate official documentation upon return to class (example: Doctor's note, police report). See Student Handbook pg.26 for further clarification.

EARLY ALERT

The Houston Community College Early Alert program has been established to assist in the overall effort to retain students who are at risk of failing, withdrawing, or dropping a course. This process requires instructional faculty and student support staff to identify students who are performing poorly as early as possible and provide relevant support services to help students overcome their deficiencies. A student is identified when an instructor notices academic or personal difficulties that affect student's academic performance. The possible problem (s) could be tardiness, missed/failed test scores, excessive absences, or a number of other circumstances. Once a referral is made counselors will then contact students to discuss the issues and possible solutions to their academic difficulties.

COURSE EVALUATION

EGLS3 – Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of researched-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of Houston Community College Student System online near the end of the term.

SERVICES TO STUDENTS

Coleman College students have many resources available to help them succeed. The Learning Success Center on the first floor of the Coleman College campus offers many services including free tutoring services, Texas Medical Center Library Orientation, weekly workshops for remediation, stress management and test anxiety workshops. The link to the Learning Success Center is: <http://coleman.hccs.edu/about-us/learning-success-center/>. In addition, student success coaches are also available on the fifth floor to assist with any stresses, academic or personal, that may affect academic success. Students should seek out these services as needed.

SERVICES TO STUDENTS WITH DISABILITIES

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office (<http://www.hccs.edu/district/students/disability-services/ada-counselors/> or 713-718-7376 for Coleman. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester. However, if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to www.edurisksolutions.org Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

The instructor reserves the right to modify the syllabus as needed during the semester. Any modifications will be announced through EO (Canvas) and email.

**HOUSTON COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM**

Practicum III - 2017 Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
Aug 21	22	23	24	25 Facility Contact sheet returned by 5:00 pm
28	29	30	31	1
4 Holiday – call DCE if you are working	5	6	7	8
11	12	13 Midterm Visit	14	15
18	19	20	21	22
25	26	27	28	29 Last Clinical Day
Oct 2 PTA MACS Turn In	2	3	4	