

**PTHA 1266
PRACTICUM I**

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I. COURSE DESCRIPTION

An intermediate type of health professions work – based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor.

This is a full-time clinical Practicum for the first-year student to exhibit safe, efficacious practice of all clinical/academic skills learned up to this point including: body mechanics, transfers, gait training, vital signs, massage, bandaging, medical asepsis, therapeutic modalities, therapeutic exercise, wheelchair management, postural exercises, goniometry, muscle manual testing, management of orthopedic conditions, and management of general medical/surgical conditions. Prerequisites: Successful completion of PTHA courses in curriculum up to this point.

II. GENERAL COURSE LEARNING OUTCOMES

As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with that particular occupation and the business/industry; and demonstrate legal and ethical behavior, safety practices, and interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business or industry.

III. SPECIFIC OBJECTIVES

In either an acute or outpatient clinical situation after relevant didactic instruction, the student will show mastery in the PTA MACS evaluation tool of at least **21** points on the following skills:

Section I: Professional Behaviors

- 1. Professionalism**
- 2. Commitment to Learning**
- 3. Interpersonal Skills**
- 4. Communication**
- 5. Effective Use of Time and Resources**

- 6. Use of Constructive Feedback**
- 7. Problem Solving**
- 8. Responsibility**
- 9. Clinical Decision-Making**
- 10. Stress Management**
- 11. Colleague or Community Education**

Section II: Plan of Care

12. Patient History and Chart Review

- 13. Implementation of POC
- 14. Modification within POC
- 15. Patient Related Instruction
- 16. Discharge Planning

Section III: Interventions in Patient/Client Management

17. Therapeutic Exercise

- 17.1 Aerobic Activities – must complete 2 to check off skill
- 17.2 Balance Activities – must complete 2 to check off skill
- 17.3 Coordination Activities – must complete 1 to check off skill
- 17.4 Breathing Exercises – must complete 1 to check off skill
- 17.5 Inhibition/Facilitation – must complete 1 to check off skill
- 17.7 Manual Strengthening – must complete 1 to check off skill
- 17.8 Mechanical Strengthening – must complete 4 to check off skill
- 17.9 Motor Development Training – must complete 1 to check off skill
- 17.10 Posture Awareness – must complete 1 to check off skill
- 17.11 Range of Motion – must complete 2 to check off skill
- 17.12 Stretching – must complete 2 to check off skill

18. Functional Training

- 18.2 Bed Mobility – must complete minimum, moderate, and maximum assistance to check off skill
- 18.3 Body Mechanics Training – must complete one to check off skill
- 18.4 Gait – must complete 3 to check off skill
- 18.6 Transfers – must complete minimum, moderate, and maximum assistance to check off skill
- 18.7 Wheelchair Mobility – must complete 1 to check off skill

19. Manual Therapy

- 19.1 Passive Range of Motion

20. Biophysical Agents

- 20.3 Cryotherapy – must complete 1 to check off skill
- 20.4 Electrotherapeutic Modalities – must complete 3 to check off skill
- 20.7 Superficial Thermal – must complete 1 to check off skill
- 20.8 Deep Thermal – must complete US to check off skill

Section IV: Tests and Measures

21. Tests and Measures

- 21.1 Anthropometric Measurements
- 21.2 Arousal/Mentation
- 21.4 Gait, Locomotion, and Balance
- 21.6 Skin Integrity

- 21.7 Joint Integrity and Mobility
- 21.8 Muscle Performance - must complete 4 areas of the body to check off skill
- 21.9 Neuromotor Function
- 21.10 Range of Motion- must complete 4 areas of the body to check off skill
- 21.12 Sensation/Pain Response
- 21.13 Ventilation, Respiration, and Circulation
- 21.14 Aerobic Capacity and Endurance

Section V: Healthcare Environment

22. Safety

23. Interprofessional Practice

24. Documentation

The student will also show mastery of any 2 PTA MACS skills that are not on the Minimum Requirements List for graduation.

In addition, the student will complete the following and submit to the DCE:

1. Submit a Weekly Student Meeting form on EXXAT and attendance record entry on EXXAT weekly throughout the rotation.
2. Complete and submit all required paperwork when due including clinical action plan, orientation form, clinical site evaluations, progress reports, clinical modules, and completed PTA MACS.
3. Prepare and present an in-service on a mutually agreed upon topic, and submit an outline and hand out in computer generated form to the DCE via Blackboard by due dates.
4. Complete a journal of experiences including diagnoses, patient age, procedures, and treatment interventions weekly by entry in EXXAT throughout the rotation.
5. Submit all requirements for Practicum I as listed in the PTA Student Handbook (CPR; TB test; Medical records – MMR, Varicella, Tetanus, Hep B; Background Check) by the clinical training day at the end of the spring semester and to EXXAT by due date.
6. Submit Blackboard and EXXAT assignments by posted due dates throughout the rotation.

IV. SCANS

Scans addressed as follows: Resources (allocates time, allocates materials and facility resources); Information (acquires and evaluates information, organizes and maintains information, interprets and communicates information, uses computers to process information); Interpersonal (participates as a member of a team, teaches others, serves clients/customers, exercises leadership); Systems (understands systems), Technology (applies technology); Basic Skills (reading, writing, arithmetic, listening, speaking); Thinking Skills (creative thinking, problem solving, seeing things in the mind's eye, knowing how to learn, reasoning); Personal Qualities (responsibility, self-esteem, sociability, self-management, integrity/honesty).

V. METHODS OF PRESENTATION

1. Demonstration
2. Clinical Experience
3. Online Instruction

VI. OUTLINE OF CONTENT

1. Adminstrating physical therapy treatments for patients with various disorders.
2. Instruction on different treatment regimens and procedures as needed by the clinical instructors.

VII. REQUIRED AND RECOMMENDED READING

1. PTA MACS, Texas Alliance of PTA Educators, Inc., 2nd ed., 2018 online

VIII. ATTENDANCE AND ABSENTEEISM

Student hours will be the assigned hours of the clinical instructor. Each student is required to be at their assigned clinic ready to work when the clinical instructor indicates. Students may be asked to work additional hours and/or weekends with their CI. Each clinical rotation week is defined as 40 hours. Any week that a minimum of 40 hours is not reported will require CI and DCE approval. It is recognized that clinics are not always open 40 hours a week. If your facility can only provide a certain number of hours per week, please make note of that on the time record.

Student absences and tardies are strongly discouraged. Students are encouraged to make every effort to avoid missing clinical time.

Absences and tardies will be monitored in two ways:

1. Communication between the clinical instructor and DCE
2. Time log and My Leave form on EXXAT

Time should be entered into the time log using the current electronic clinical system (EXXAT) daily. Each student is to “clock in” upon arriving at the clinic and “clock out” when leaving the clinic. In addition, any time the student leaves the clinic or treatment area, such as for lunch, that student must “clock out” and then “clock in” upon returning. The time recorded should not include lunch except in rare instances when department meetings are required during that time. The time log must be sent to the CI (reviewer) once per week (after completion of hours for that week) through the electronic clinical system for approval. Submission of the time log by the student for review occurs on Friday. The CI approves the time by e-mail. It is the student’s responsibility to remind the CI to approve the time as needed by Monday.

Absences are strongly discouraged. A student who fails to be present at their scheduled clinic for any reason will be considered absent. A student is responsible for notifying his/her CI and DCE about all absences at the times established by the CI and DCE (phone

or Remind messages must be received by the DCE no later than 7:30 AM on the day the student is absent). The CI must be notified prior to the beginning of the work day as established by the CI. The student is responsible for obtaining confirmation that the CI received the message if sent by text. If the student is unable to reach the CI, the student should attempt to contact the next person in line of authority. The student should then convey his/her message to the person contacted and ask that the message be relayed to the instructor upon his/her arrival. The student must obtain the name and position of the person contacted about the absence.

If the student fails to contact the DCE by Remind, voicemail at the college, or on the DCE's cell or fails to appropriately contact the CI in advance of the absence, the absence will be considered unexcused and the student will lose 1 point per hour missed off the final course grade. This will be strictly enforced.

If a student misses clinical time for any reason, a *Student Leave Report* must be completed by the student in the electronic clinical system. It should be completed as soon as the student is aware that an absence is required (in advance for an appointment and the day of occurrence for an illness for example). Absences require approval by the DCE through the electronic system prior to the absence for scheduled appointments. It is the student's responsibility to check for approval of the absence and to schedule appropriate make-up time. Failure to complete a *Student Leave Report* to a scheduled absence or on the day of an illness/unexpected absence will result in an unexcused absence.

Students are required to make up hours lost on days absent. All make-up time must be documented on the time log as time made up for a specific date.

Tardiness is not an accepted practice during practicum experiences. Failure to notify both the DCE and CI by the designated time (7:30 AM for the DCE) for any tardy >30 minutes will result in a two point deduction in the final grade for each incidence. Any tardy < 30 minutes should be reported to the CI prior to the start of the work day and noted as tardy on the comments section of the time card. If the CI is unable to be reached, the procedure for contacting the next person in line of authority, as stated above, should be followed.

IX. GRADING CRITERIA

70% -

Successful completion of required number of skills in PTA MACS.

Total of 14 critical skill points (in bold on syllabus) and 7 other skill points from appropriate objectives as listed (21 total points)

Skills # 1-12, 22&24 are considered critical skills and must be addressed at every rotation. No N/A's accepted.

Skills grading formula:

√ or + = 1 point

U = automatic failure if not corrected by the end of the practicum I experience

10% -	Successful completion of PTA MACS skills not listed on Minimum Skills List Total of 10 points maximum earned for this criterion 5 points earned for each skill completed during Practicum I that are not listed on the Minimum Skills List
3%	Timely login to Blackboard/clinical electronic system every other day Total of 3 points earned for this criterion 1 point earned for each Blackboard/clinical electronic system assignment submitted by posted due date (3 points)
17%- 9%	Paperwork completed timely, accurately, and fully with appropriate signature, including: Completed clinical action plan by due date prior to start of Practicum I (.5 point) Orientation form submitted by end of week one to current clinical electronic system (.5 point) Attendance record submitted weekly by current clinical electronic system (2 points) Weekly Student Meeting sheet submitted weekly by current clinical electronic system (2 points) Evaluation of the facility submitted on the final due date (1 point) Completed PTA MACS submitted on final due date (1 point) Computer generated journal of experiences including weekly documentation of diagnoses, procedures, patient ages, and treatment interventions submitted by current clinical electronic system on final due date or any date during the practicum by request of the DCE (2 points) *Any of the above paperwork that is not fully completed with appropriate signatures and submitted by due date will result in 0 points earned for that requirement.

8%

In-service paperwork completed timely, accurately, and fully, including:

Computer generated in-service outline and content summary submitted by due date via blackboard (2 points)

Computer generated in-service handout that will be given to attendees submitted by due date via blackboard (4 points)

Summary of in-service feedback form submitted on final due date (2 points)

*Any of the above in-service paperwork that is not submitted by due date will result in 0 points earned for that requirement.

*** All assignments are required and must be completed by the end of the course. Any assignment not completed will result in an incomplete for the course.**

X. GRADING

A - 92 – 100

B - 83 – 91

C - 75 – 82

D - 66-74

F - Below 66

A grade below 75 constitutes unsatisfactory understanding of the course content.

XI. CLASS PREPAREDNESS

Students are expected to come to the clinic prepared for that day.

Preparedness includes reading any assigned material, researching expected skills or diagnoses, preparing assignments on time as assigned by CI or DCE and bringing necessary books and materials to clinic.

XII. CELL PHONE POLICY

Personal use of cell phones and pagers are **prohibited** in clinical practicum. If a student's cell phone or pager goes off during clinical practicum hours, the student will be required to turn off the phone immediately. If the clinical instructor **prefers** the student to use a cell phone for work related communication with physicians, other therapists, etc., then the CI may allow cell phone use for these purposes only. Unless the CI has specifically asked the student to use the cell phone for work related issues, the cell phone shall be off during work hours.

XIII. ACADEMIC HONESTY POLICY

It is the responsibility of students and faculty to help maintain scholastic integrity at the College by refusing to participate in or tolerate scholastic

dishonesty. **Plagiarism** and other **forms of dishonesty** undermine the very purpose of the college and diminish the value of an education. Specific sanctions for academic dishonesty are outlined in the Northeast Texas Community College Student Handbook and in this manual. Personal and professional ethics are inherent in the field of physical therapy therefore; the highest standards of honesty and integrity must be adhered to. This Honor Code, in its simplest form means that you will neither give nor receive any unauthorized assistance from any person, paper, or object on any examination, lab practical, paper, or project. This includes talking about lab practical exams, regular exam questions, looking at copies of old tests from previous students, copying or allowing anyone to copy off of your test or assignment, and discussing any aspect of an exam or practical with a student who has not yet taken the test and/or practical (this includes the State Board exam).

With regards to research papers, in-services, group projects, etc. the use of another person's words or ideas must be cited and credit given to the source(s). Examples of plagiarism include:

- The inclusion of another person's exact words in a paper or assignment without placing quotation marks around the words to indicate an exact quote, *even if the source is cited*;
- Using **several** consecutive sentences written by another person, changing the words somewhat to keep the passage from being an exact quote, *even if the source is cited*;
- Presenting someone else's ideas without citing that person as the original thinker;
- Submitting a paper written in part or in whole by another person;
- Any other act intended to circumvent the process of performing and presenting original academic research in completion of a course assignment.

Violations of this policy will be brought to the attention of the student by the instructor. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student and a written warning/contract will be issued if warranted. If there is clear evidence that a violation has taken place, the student will receive a grade of "0" for that test/assignment in question; and the instructor will impose a sanction ranging from a written warning to expulsion from the course with a failing grade.

If the student does not feel that the issue is satisfactorily resolved, the student should contact the PTA Program Director to discuss the matter. If the matter cannot be resolved at that level, the student may contact the Dean of Allied Health, followed by the Vice President for Instruction and Student Development. If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal grievance procedure outlined in the NTCC Student Handbook and in this manual.

XIV. ADA STATEMENT:

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required affording equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook.

XV: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

XVI. The instructor reserves the right to make modifications in content and schedule as necessary to promote the best education possible within prevailing conditions affecting this course.