

**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 **20** points on the following skills:

Section I: Professional Behaviors

1. Commitment to Learning
2. Interpersonal Skills
3. Communication Skills: Oral and Written
4. Effective Use of Time and Resources
5. Use of Constructive Feedback

6. Problem Solving
7. Professionalism
8. Responsibility
9. Critical Thinking
10. Stress Management
11. Safety
12. Healthcare Provider Education

Section II: Data Collection

13. Patient History and Chart Review
14. Tests and Measures
 - 14.2 Other Anthropometric Measures
 - 14.3 Arousal/Mentation/Cognition
 - 14.4 Assistive/Adaptive Devices
 - 14.5 Gait, Locomotion and Balance
 - 14.6 Integumentary Integrity (objectives a and b only)
 - 14.7 Joint Integrity and Mobility
 - 14.8 Muscle Performance - must complete 4 areas of the body to check off skill
 - 14.10 Range of Motion- must complete 4 areas of the body to check off skill
 - 14.12 Sensation/Pain response
 - 14.13 Ventilation, Respiration and Circulation

Section III: Intervention

15. Plan of Care
 - 15.1 Implementation of POC
 - 15.2 Modification within POC
 - 15.3 Patient Related Instruction
 - 15.4 Discharge Planning
16. Therapeutic Exercise
 - 16.1 Aerobic Conditioning – must complete 2 to check off skill
 - 16.2 Balance Activities – must complete 2 to check off skill
 - 16.3 Coordination Activities – must complete 1 to check off skill
 - 16.4 Breathing Exercises – must complete 1 to check off skill
 - 16.7 Manual Strengthening – must complete 1 to check off skill
 - 16.8 Mechanical Strengthening – must complete 4 to check off skill
 - 16.10 Posture Awareness – must complete 1 to check off skill
 - 16.11 Range of Motion – must complete 2 to check off skill
 - 16.12 Stretching – must complete 2 to check off skill
17. Functional Training
 - 17.2 Bed Mobility – must complete minimum, moderate, and maximum assistance to check off skill
 - 17.3 Body Mechanics Training – must complete one to check off skill
 - 17.4 Gait – must complete 3 to check off skill
 - 17.6 Transfers – must complete minimum, moderate, and maximum assistance to check off skill
 - 17.7 Wheelchair Mobility- must complete 1 to check off skill

20. Wound Management

21. Physical Agents

21.3 Cryotherapy – must complete 1 to check off skill

21.4 Electrotherapeutic Modalities – must complete 3 to check off skill

21.7 Superficial Thermal – must complete 1 to check off skill

21.8 Deep Thermal – must to complete US to check off skill

21.9 Traction – must complete 1 to check off skill

Section IV: Site Specific Skills - any 1 site specific skill

** Skills 14.9 Neuromotor Function, 16.5 Inhibition/Facilitation, and 16.9 Motor Development Training are present on the Minimum Skills List required for graduation but are not appropriate skills for completion during Practicum I.

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 and attendance record weekly throughout the rotation.
2. Complete and submit all required paperwork when due including clinical action plan, orientation form, clinical site evaluations, progress reports, 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 or EXXAT by due dates.
4. Submit a computer generated weekly journal of experiences including diagnoses, procedures, and treatment interventions at the end of the rotation or upon request at anytime throughout the rotation.
5. Submit all requirements for Practicum I as listed on NTCC Clinical Program Requirements form (CPR; TB test; Medical records – MMR, Varicella, Tetanus, Hep B; Background Check) by the clinical training day at the end of the spring semester.
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., 2009

VIII. ATTENDANCE AND ABSENTEEISM

Student hours will be the assigned hours of the CI. Each student is required to be at their assigned clinic ready to work when the CI indicates. Students may be asked to work additional hours and/or weekends with their CI.

Absenteeism and tardiness will be monitored in two ways:

1. Communication between the clinical instructor and DCE
2. Time cards

Students will complete time using EXXAT upon arrival and exit from the facility each day. 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. These time cards are to be verified weekly by the CI.

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 messages must be received by the DCE no later than 7:30 AM on the day the student is absent (903) 434-8358). The CI must be notified prior to the beginning of the work day as established by the CI. 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 voicemail at the college or on the DCE’s cell 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.

Students are required to make up hours lost due to absence or tardiness. Excused absences may arise. All make-up time must be documented on the time card 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 tardiness < 30 minutes should be reported to the CI 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.

Each clinical rotation week is defined as 40 hours. Any week that a minimum of 40 hours is not reported will require additional documentation. 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, inform the DCE.

Students scheduled for clinical education during inclement weather conditions in which NTCC designates travel hazardous and closes the campus, will not be expected to attend clinic that day. Time missed when NTCC is closed does not have to be made up. The CI should be notified in advance as with any other absence. However, in the event that NTCC remains open for classes, but the local school district within the clinical site area or the district in which the student resides closes and the student deems travel as hazardous, the student will not be expected to attend clinic that day. Time missed in this situation must be made up. Lastly, if NTCC is open and the local school district within the clinical site area or the district in which the student resides remains open, the student must attend clinic that day. If the student does not attend clinic in the event that NTCC remains open, both the DCE and the CI must be notified in advance as with any other absence.

IX. GRADING CRITERIA

70% -

Successful completion of required number of skills in PTA MACS.

Total of 13 critical skill points and 7 other skill points from appropriate objectives as listed (20 total points)

Skills # 1-13 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% -	<p>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</p>
3%	<p>Timely login to Blackboard/EXXAT every other day Total of 3 points earned for this criterion 1 point earned for each Blackboard/EXXAT assignment submitted by posted due date (3 points)</p>
17%-	<p>9%</p> <p>Paperwork completed timely, accurately, and fully with appropriate signature, including: NTCC Clinical Program Requirements submitted in completion by the clinical training day at the end of the spring semester prior to Practicum I (1 point) Completed clinical action plan by due date prior to start of Practicum I (.5 point) Orientation form by end of week one submitted by EXXAT (.5 point) Attendance record submitted weekly with accurate calculations of time weekly (2 points) Weekly Student Meeting sheet submitted weekly by EXXAT (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, and treatment interventions submitted on final due date or any date during the practicum by request of the DCE (1 point) *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.</p>
8%	<p>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)</p>

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

“Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. **NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook.**”

In addition to upholding the NTCC Academic Honesty Policy, students in the PTA program are required to follow the honor code provided in the program policy and procedure manual. The program honor code states that you will neither give nor receive any unauthorized assistance from any person, paper, or object on any test, paper, examination, 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 with a student who has not yet taken the test. When using another person's words or ideas, credit should be given to the source. Failure to abide by this policy may result in expulsion from the PTA Program.

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.