Physical Therapist Assistant Clinical Packet

2016-2017

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Revised: April 2015
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Important Contact Information

Please direct all student related clinical education questions or concerns to:

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Concerns can also be submitted on the program link below:
http://www.johnson.edu/physical-therapist-assistant-program-comments/

PTA Program Clinical Education Information

http://www.johnson.edu/clinical-information/

Accreditation

The Physical Therapist Assistant Program at Johnson College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org.
Mission Statement

Johnson College delivers industry-focused learning in a caring environment designed to develop graduates prepared to enter into and advance in their careers.

Vision Statement

Johnson College: Developing technology leaders for tomorrow.

Clinical Education Philosophy

It is the philosophy of Johnson College that the clinical experiences included within the Physical Therapist Assistant Program are a vital component of the educational experience. The clinical experiences should be challenging, but at the same time, supportive. This is where students are able to apply the skills and information which they have been learning in the classroom to real patients in real life situations. Students must recognize that safe and effective patient care is the priority in the clinical experience, and all students are expected to demonstrate safety and professionalism during all patient contacts.

Program Mission

The mission of the Physical Therapist Assistant Program at Johnson College is to prepare students to be competent and caring entry-level physical therapist assistants who work under the direction and supervision of a physical therapist in a variety of settings. Students will be committed to developing and continuing professional competence, demonstrating lifelong learning, and adhering to the behavioral expectations outlined in the APTA Guide for Conduct and Standards of Ethical Conduct for the PTA.

Program Goals/Outcomes

The goals of the Johnson College Physical Therapist Assistant Program are as follows:

1. To prepare graduates to meet the professional and licensure requirements necessary to function as entry-level PTA’s under the direction and supervision of a physical therapist in a variety of clinical settings.

   Student Learning Outcomes:

   **Outcome #1:** Students/graduates will exhibit conduct that reflects practice standards that are legal, ethical, and safe and that reflects a commitment to meet the expectations of members of society and members of the profession of physical therapy.

   **Outcome #2:** Students/graduates will demonstrate competence implementing interventions identified in the plan of care under the direction and supervision of the physical therapist.

   **Outcome #3:** Students/graduates will demonstrate competency performing components of data collection skills under the direction and supervision of the physical therapist.

   **Outcome #4:** Students/graduates will recognize when interventions should be modified or not provided due to changes in the patient’s status or due to violations in practice guidelines and report this to the supervising physical therapist.

   **Outcome #5:** Students/graduates will communicate effectively with other health care providers and with patients, family members, and caregivers in order to achieve patient outcomes based on the physical therapy plan of care.

   **Outcome #6:** Students/graduates will implement risk management strategies during all lab and clinical activities to ensure the safety of themselves and others.
**Outcome #7:** Students/graduates will complete thorough, accurate, logical, concise, timely, and legible documentation that meets the requirements of the facility.

**Outcome #8:** Graduates will pass the NPTAE at a rate consistent with CAPTE requirements within one year of graduation.

**Outcome #9:** Graduates who seek employment will be employed in the field within one year of graduation.

2. To ensure that educators of the program, both didactic and clinical provide instruction and guidance that meets the needs of the students and the program.

   **Outcome #1:** Faculty will maintain current licensure in PA.

   **Outcome #2:** Faculty will participate in continuing professional competence related to teaching responsibilities.

   **Outcome #3:** Faculty will utilize effective instructional methods during didactic, laboratory, and clinical courses.

3. To provide students with a curriculum and resources that are current and in compliance with standards set forth by the Commission on Accreditation in Physical Therapy Education (CAPTE), by the American Physical Therapy Association (APTA), by the PA Physical Therapy state practice act, and by the institution.

   **Outcome #1:** The curriculum will be reviewed annually by the Program Director, core faculty, and the Program Advisory Committee to ensure it is aligned with current requirements and practice trends.

   **Outcome #2:** The program resources will be reviewed annually by the Program Director, core faculty, and the Program Advisory Committee to ensure adequacy to meet the needs of the program.
Clinical Education Expectations

CLI 270 Clinical Experience I  
(3rd semester)

Overview
This is the first of three clinical experiences that will take place during the last 3 weeks of the students’ third semester in the PTA program. The focus is on the application of knowledge, skills and behaviors that the PTA student has learned during their didactic and practical classroom work. During this experience, students should become comfortable with basic patient care skills. Students will have the opportunity to gain proficiency in the skills they have learned in prerequisite courses, including functional training, application of physical agents, mechanical modalities, electrotherapeutic modalities, basic wound care, and subsequent data collection. Refer to the full list on pages 8-12 for specific course competencies.

During the three weeks, students have the opportunity to participate in direct patient care under the direction and direct supervision of a licensed physical therapist or the physical therapist assistant/physical therapist team assigned by the facility, in accordance with facility and state regulations. Clinical instructors are expected to meet the expectations outlined in the “Johnson College PTA Program Clinical Instructor Guidelines.”

Students are expected to demonstrate professional conduct with clinical instructors, other professionals, and patients that reflects a commitment to meet the expectations of patients/clients receiving health care services and is consistent with the Standards of Ethical Conduct for the Physical Therapist Assistant and Guide for Conduct of the Physical Therapist Assistant. They should communicate verbally, nonverbally, and in writing with Clinical Instructor, staff, and patients in an effective, respectful, and timely manner and act with consideration.

Students are expected to accept developmental comments and guidance from the clinical instructor and other professionals and adjust behaviors accordingly. They are expected to participate in and seek out learning and development activities to ensure continued competence.

Student Assignments
Students must completely the following assignments according to the designated timeframe.

1. Journal Entry
   a. Complete each week
   b. Submit to ACCE by 12 noon on Monday of following week

2. Clinical Timesheet
   a. Complete daily
   b. Obtain CI signature
   c. Submit to ACCE by 12 noon on Monday of following week

3. Clinical Objective Form
   a. Complete at the start of clinical
   b. Submit to ACCE at the end of clinical

4. Values Based Behaviors for the PTA Self-Assessment Tool
   a. Complete at conclusion of clinical

5. Clinical Performance Instrument (CPI)
   a. Complete at conclusion of clinical

6. Clinical Experience Survey
   a. Complete at conclusion of clinical

Assessment of Student Performance:
In order to complete this CLI 270, students MUST:
1. Obtain ratings between Beginner and Advanced Beginner for each Performance Criteria without significant concerns checked.
3. Receive a positive evaluation from the Clinical Instructor, as determined by the ACCE.
4. Complete and submit all required documentation including journal entries, clinical timesheets, clinical objective forms, CPI, Clinical Experience Survey, and self-assessments, on time.*

*Failure to submit documentation on time is viewed as unprofessional and can result in failing the clinical.

If the student is dismissed from the clinic secondary to safety or professional behavior concerns, the student may be dismissed from the Johnson College PTA program.

**CLI 280 Clinical Experience II**
(5th semester)

**Overview**
This is the second of three clinical experiences that will take place during the first six weeks of the students’ fifth semester in the PTA program. The focus is on the application of knowledge, skills and behaviors that the PTA student has learned during their didactic and practical classroom work. During the six weeks, students have the opportunity to participate in direct patient care under the direction and direct supervision of a licensed physical therapist or the physical therapist assistant/physical therapist team assigned by the facility, in accordance with facility and state regulations. Clinical instructors are expected to meet the expectations outlined in the “Johnson College PTA Program Clinical Instructor Guidelines.”

At this point, students have completed all didactic coursework and should be able to apply those skills to real patient care. In addition to the basic patient care skills, students should be able to implement and progress treatment plans outlined by a physical therapist in a professional manner. A full list of skills that students are competent in can be found on pages 8-12 per class.

Students are expected to demonstrate professional conduct with clinical instructors, other professionals, and patients that reflects a commitment to meet the expectations of patients/clients receiving health care services and is consistent with the Standards of Ethical Conduct for the Physical Therapist Assistant and Guide for Conduct of the Physical Therapist Assistant. They should communicate verbally, nonverbally, and in writing with Clinical Instructor, staff, and patients in an effective, respectful, and timely manner and act with consideration. Students are expected to accept developmental comments and guidance from the clinical instructor and other professionals and adjust behaviors accordingly. Students are expected to participate in and seek out learning and development activities to ensure continued competence.

**Student Assignments**
Students must completely the following assignments according to the designated timeframe.

1. Journal Entry
   a. Complete each week
   b. Submit to ACCE by 12 noon on Monday of following week

2. Clinical Timesheet
   a. Complete daily
   b. Obtain CI signature
   c. Submit to ACCE by 12 noon on Monday of following week

3. Clinical Objective Form
   a. Complete at the start of clinical
   b. Submit to ACCE at the end of clinical

4. Values Based Behaviors for the PTA Self-Assessment Tool
   a. Complete at conclusion of clinical

5. In-Service/Presentation
   a. Prepare presentation on topic mutually agreed upon by student and CI
   b. Present to CI and other staff as available

6. Clinical Performance Instrument (CPI)
Assessment of Student Performance:
In order to complete CLI 280, students MUST:
1. Obtain rating of Entry Level Performance for the first five Performance Criteria on the CPI (safety, clinical behaviors, accountability, cultural competence, and communication) without significant concerns checked.
2. Obtain a rating between Intermediate and Advance Intermediate Performance for the other nine Performance Criteria without significant concerns checked.
3. Receive a positive evaluation from the Clinical Instructor, as determined by the ACCE
4. Complete and submit all required documentation including journal entries, clinical timesheets, clinical objective forms, CPI, Clinical Experience Survey, and self-assessments, on time.*
5. Receive a minimum score of 24/30 on the in-service/presentation.

*Failure to submit documentation on time is viewed as unprofessional and can result in failing the clinical.

If the student is dismissed from the clinic secondary to safety or professional behavior concerns, the student may be dismissed from the Johnson College PTA program.

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CLI 290 Clinical Experience III
(5th semester)

Overview
This final clinical experience will take place after CLI 280 in the fifth semester. The focus of this final clinical experience is to prepare the PTA student to function as an entry-level PTA. During the six weeks, students have the opportunity to participate in direct patient care under the direction and direct supervision of a licensed physical therapist or the physical therapist assistant/physical therapist team assigned by the facility, in accordance with facility and state regulations. Clinical instructors are expected to meet the expectations outlined in the “Johnson College PTA Program Clinical Instructor Guidelines.”

Students have completed all didactic coursework and have completed 360 hours of clinical education experience. As in CLI 270 and 280, students should be competent at all basic patient care skills, at following a physical therapist’s plan of care and at progressing patients as appropriate. A full list of skills that students are competent in can be found on pages 8-12. They should be independent with documentation and with working under the rules outlined by the APTA and by the specific clinic.

Students are expected to demonstrate professional conduct with clinical instructors, other professionals, and patients that reflects a commitment to meet the expectations of patients/clients receiving health care services and is consistent with the Standards of Ethical Conduct for the Physical Therapist Assistant and Guide for Conduct of the Physical Therapist Assistant. They should communicate verbally, nonverbally, and in writing with Clinical Instructor, staff, and patients in an effective, respectful, and timely manner and act with consideration.

Students are expected to accept developmental comments and guidance from the supervising physical therapist and other professionals and adjust behaviors accordingly, and to participate in and seek out learning and development activities to ensure continued competence.

Student Assignments
Students must completely the following assignments according to the designated timeframe.
1. Journal Entry
   a. Complete each week
   b. Submit to ACCE by 12 noon on Monday of following week
2. Clinical Timesheet
a. Complete daily
b. Obtain CI signature
c. Submit to ACCE by 12 noon on Monday of following week

3. Clinical Objective Form
   a. Complete at the start of clinical
   b. Submit to ACCE at the end of clinical

4. Values Based Behaviors for the PTA Self-Assessment Tool
   a. Complete at conclusion of clinical

5. In-Service/Presentation
   a. Prepare presentation on topic mutually agreed upon by student and CI
   b. Present to CI and other staff as available

6. Clinical Performance Instrument (CPI)
   a. Complete at midterm and completion of clinical

7. Clinical Experience Survey
   a. Complete at conclusion of clinical

Assessment of Student Performance:
In order to complete this clinical affiliation, students MUST:
1. Obtain rating of Entry Level Performance for all 14 Performance Criteria on the CPI, without significant concerns checked.
2. Receive a positive evaluation from the Clinical Instructor, as determined by the ACCE.
3. Complete and submit all required documentation including journal entries, clinical timesheets, clinical objective forms, CPI, Clinical Experience Survey, and self-assessments, on time.*
4. Receive a minimum score of 24/30 on the in-service/presentation.

*Failure to submit documentation on time is viewed as unprofessional and can result in failing the clinical.

If the student is dismissed from the clinic secondary to safety or professional behavior concerns, the student may be dismissed from the Johnson College PTA program.

Student Competency Policy

Students are evaluated in didactic course work on the basis of written examinations, quizzes, written assignments, presentations, skills competence, and practical examination of skills. In order to ensure competence in skills required of an entry-level PTA, as outlined by Commission on Accreditation of Physical Therapy Education and to promote the success of our students on the National Physical Therapy Examination for Physical Therapist Assistants, students must pass Written Examinations, Skills Checklists and Laboratory Practical Exams for the laboratory portion of each PTA course. In addition, students must demonstrate appropriate professional behavior during class, lab and clinical experiences. Criteria for passing all skills can be found in the PTA Skills Checklist Booklet, which will made available to all CCCE’s and CI’s. All of these policies can be found in the Johnson College PTA Student handbook online at http://www.johnson.edu/prospective-students/programs-of-study/health-services/physical-therapist-assistant/#mission.
Roles and Responsibilities in Clinical Education
The key participants in the clinical affiliation are the student, the clinical instructor (CI), the clinical coordinator of clinical education (CCCE), and the academic coordinator of clinical education (ACCE). Each participant has an important role and responsibility to ensure the success of the clinical experiences.

Clinical Instructor (CI)
The clinical instructor is a physical therapist or physical therapist assistant who is licensed in Pennsylvania who acts as the instructor for the PTA students in the clinic. The CI’s guidelines, responsibilities and rights and privileges include:

Johnson College’s PTA program has implemented the following guidelines for each Clinical Instructor.

- The clinical instructor (CI) is a Licensed PT or PTA with at least one year of clinical experience.
- The clinical instructor demonstrates a desire to participate in the education of students in both technique and behavior.
- The clinical instructor demonstrates clinical competence, and legal and ethical behavior that meets or exceeds the expectations of members of the profession of physical therapy.
- The clinical instructor demonstrates effective communication skills.
- The clinical instructor demonstrates effective behavior, conduct, and skill in interpersonal relationships.
- The clinical instructor demonstrates effective instructional skills.
- The clinical instructor demonstrates effective supervisory skills.
- If a PTA is the CI, PTA must work under the direction and supervision of a PT.
- Johnson College PTA students require direct on site supervision of the clinical instructor. If the clinical instructor is a PTA with indirect supervision, he/she must abide by the supervision guidelines set forth by the designated state board of physical therapy and the American Physical Therapy Association (APTA).
- The clinical instructor, along with the supervising physical therapist, assumes all responsibility for the patient care provided by the student.
- Orienting the student
- Review objectives specific to Johnson College
- Support student in clinical problem solving
- Provide feedback to the student as necessary
- Serve as a role model for the student
- Complete the web-based training for use of the CPI for PTA's
- Assess student's performance using the CPI
- Assess student’s presentation or in-service in CLI 280 and 290
- Communicate with the ACCE and the CCCE if there are questions or concerns about the student's performance or progress
- Complete the online Clinical Instructor survey at end of Clinical Experience
- Access to all of the Johnson College library holdings, including books, audio and videotapes, and computers.
- Use of classroom and laboratory space for continuing education and professional organization meetings as available.

Assess student's performance using the CPI

- Clinical Instructors must complete the APTA training before using the PTA CPI. 
  http://learningcenter.apta.org/student/Catalogue/CatalogueCategory.aspx?id=69a14481-26c2-4dcb-a0d1-ce166d52b84a
• The five red-flag items (numbered 1, 2, 3, 5, and 7) are considered foundational elements in clinical work. If you have ANY concerns about students performance in these criteria, you must check the significant concern box.

Clinical Coordinator of Clinical Education (CCCE)
The CCCE is the facility employee who coordinates the student program. The responsibilities of the CCCE are:
• Reviews and ensures compliance with the contractual agreements between the facility and the academic institution
• Works with the ACCE to schedule students
• May orient students
• Ensures CI training and skill development
• Acts as a resource for the student and the CI for problem solving

Academic Coordinator of Clinical education (ACCE)
The ACCE is the faculty member of Johnson College whose responsibility is to coordinate clinical education sites with facilities. The responsibilities of the ACCE are:
• Maintain current, accurate, and adequate contracts between Johnson College and the clinical facility to meet the needs of the program
• Visit each student on their clinical experience, as long as clinic is within 90 miles from the college.
• Maintain current information on each site so that students can have access to it
• Assign students to facilities
• Provide each site with a current Physical Therapist Assistant Clinical Packet
• Orient student to the purpose and expectations of clinical experiences
• Provide ongoing development activities for clinical education faculty
• Contact the CI and the student at least once during each clinical experience
• Assist the CI and the student in problem solving as needed
• Conduct assessment of the clinical faculty and provide development activities related to the assessment findings.
• Final determination of the student’s grade for each clinical education experience.

Student
The student is the primary beneficiary from the relationship between the clinical facility and Johnson College.

The responsibilities of the student prior to the start of Clinical Experiences are:
• Complete all classroom prerequisites in preparation for the clinical affiliation
• STUDENTS MUST PASS ALL PHYSICAL THERAPIST ASSISTANT COURSES WITH A C+ OR HIGHER IN ORDER TO PARTICIPATE IN CLI 270, 280, OR 290. THIS INCLUDES DEMONSTRATING COMPETENCY ON SKILLS CHECKLISTS, PROFESSIONAL BEHAVIOR ASSESSMENT, AND PRACTICAL EXAMINATIONS.
• Complete verification of clearances, vaccinations, and other necessary paperwork on Castlebranch.com as instructed by ACCE
• Prepare a letter of introduction to the specific facility and submit to ACCE to be mailed with required paperwork.
• Follow policies and procedures specific to Johnson College and the specific facility

The responsibilities of the student during the Clinical Experiences are:
• Seek out answers to clinical questions independently and timely
• Provide feedback to CI regarding supervision and learning experiences
• Complete valued based self-assessment
• Demonstrate sensitivity to the CI’s other responsibilities within the facility
• Complete required documentation including objectives form, weekly journal logs, time sheets, CPI, and evaluation and self-assessment in a timely manner
• Present an in-service for CLI 280 and 290. Refer to the In-Service Evaluation Form in this handbook.
• Students are NOT allowed to carry cell phones with them during clinical time.
• Students should arrive at the site 15 minutes prior to the actual start time as given by their clinical instructor, and are expected to adhere to an appropriate dress code, as outlined in the handbook or by the facility.
• Students are expected to follow the full time schedule of their clinical instructor. Leaving early for work or child care is not permitted.

**Grooming/Dress Code**

As students representing Johnson College in the community at the clinical placement sites, students are expected to adhere to the Johnson College Community code of Ethics. Students are expected to present themselves in a professional manner and follow these general guidelines:

- Student must wear student Physical Therapist Assistant name tag so it is visible at all times.
- A watch with a second hand is required.
- Lab jackets or scrubs may be required by specific clinical sites.
- Pants and a collared shirt (button-down or polo style without large logos or graphic prints) are to be worn.
- No “T-shirts”, sweatshirts, tank tops, sleeveless tops, low cut shirts or midriff shirts are allowed.
- Clothing should be modest and provide “full coverage.” AT NO TIME SHOULD BARE MIDRIFF, CLEAVAGE, GLUTEAL, OR NATAL CLEFT BE VISIBLE.
- Leggings, stretch pants, yoga pants, capris, shorts, or sweatpants are NOT ALLOWED.
- Shoes must have a closed toe and back with a heel no higher than 1.5”. Socks must be worn at all times, and athletic shoes (clean and tied) are not allowed unless recommended by facility.
- Earrings will be confined to the ear lobe. No dangling earrings will be worn. No more than two earrings per ear may be worn and no other visible body piercing is allowed. This includes body piercings, visible through clothing. Examples of body piercing include, but are not limited to, the eyelid, lip, nose, and tongue.
- Hair longer than shoulder length should be neatly tied back.
- Avoid using overbearing fragrances.
- Personal hygiene should be attended to prior to arriving at the site.
- Nails should be short and well-manicured. No artificial nails, extensions, etc.
- Tattoos must be covered.

If the site has a dress code that is more restrictive than the PTA Programs Policy, the student is expected to abide by the clinical site’s dress code.

**Professional Behavior**

In order to ensure that students (and graduates) of the Johnson College Physical Therapist Assistant program conduct themselves in an appropriate manner in the classroom and the clinic, professional behaviors will be assessed each semester during the program using the Johnson College PTA Professional Behavior Skills Assessment. Guidance will be provided to students on ways to improve and maintain conduct that is in accordance with the Johnson College Code of Ethics and the APTA Standards of Ethical Conduct for the Physical Therapist Assistant.

- The PTA Professional Behavior Assessment assesses the following behaviors:
- Demonstrates respect/consideration of faculty/peers
- Arrives to class/lab on time and is prepared
- Accepts and gives constructive criticism
- Demonstrates professional body language
- Adheres to PTA dress code in lecture, laboratory, and in clinical situations
- Maintains Personal Hygiene
- Manages time well
- Actively participates in group discussion and projects

- When behavior is perceived as inappropriate, the student will be given feedback by the faculty and/or clinical instructor, and the student will be required to complete a Professional Behavior Skills Action Plan and remediate behavior
- Unsuccessful remediation of the behavior(s) will prevent the student from participating in clinical education experiences and may result in dismissal from the program.

**Drug/Alcohol Consumption**

The clinical sites reserve the right to refuse admission to any Physical therapist Assistant Student who is involved in any activity not considered professional or conducive to proper patient care.

If, in the clinical judgment of the coordinator, instructor, and/or supervisor, evidence exists related to the intake of mind altering substances, the coordinator, instructor, and/or supervisor may remove the student from the clinical area and may request that the student submit to a screening for drugs and/or alcohol at the student’s expense.

Students are required to sign the Student Drug Testing Acknowledgment Form prior to the start of the first clinical education experience.

*Any student that is terminated from their clinical site by the hospital/clinic officials due to alcohol or drug use will be immediately dismissed from the program.*

**Attendance**

Attendance at clinical education experiences is imperative. However, circumstances may present themselves where a student may need to miss a day. For CLI 270, students will be allowed one EXCUSED absence. For CLI 280 and CLI 290, students will be allowed two Excused absences.

An absence is considered EXCUSED if: 1) the student notifies the clinical instructor and the ACCE by phone, email, or text prior to the start of the day or in the event that the situation prevents immediate notification, communication is made as soon as possible; and 2) the student completes the Clinical Absence Form and submits it to the ACCE within 24 hours of the absence. It is at the discretion of the Clinical Instructor to decide whether the student needs to make up the missed day.

An absence is considered UNEXCUSED if 1) no communication is made with the CI or the ACCE; and 2) the Clinical Absence Form is not submitted.

In the event that illness results in absence more than the allowed days, a doctor's excuse is required to be submitted to the ACCE within 24 hours. If a student's excused absences exceed the allowed number, accommodations may be made to make up missed time based on the decision of the ACCE and the Clinical Instructor (CI).

If a student is injured during their clinical day, a Clinical Incident Report must be completed and submitted to the ACCE within 24 hours of the incident, no matter how trivial the injury may seem. Incident reporting forms can be found in this packet or online at [http://www.johnson.edu/clinical-information/](http://www.johnson.edu/clinical-information/)
Clinical Performance Evaluation

Student’s performance in the clinic is evaluated by the clinical instructor using the APTA Clinical Performance Instrument (CPI). For CLI 270, students will formally be evaluated at the conclusion of the 3 weeks, but for CLI 280 and CLI 290, students will be evaluated at the end of week 3 and at the end of week 6. Refer to the course syllabi for the specific grading criteria. Students will also self-evaluate using the APTA Values Based Behaviors for the PTA tool.

In the event that a Clinical Instructor indicates areas of "Significant Concerns" on the CPI, a conference with the student, the CI, and the ACCE will be scheduled to discuss implementing a Learning Contract, which can be found in the Forms Sections of this packet.

If the student does not successfully meet the outcome(s) of the Learning Contract within the established timeframe, the student will not pass that particular clinical experience. The PTA Program Director and the ACCE will meet with the student to determine if the student will be allowed to repeat the clinical experience at a later date. In order to successfully complete the PTA Program, students cannot repeat more than one clinical experience. Failure of subsequent clinical experiences will result in failure from the program.
## PROGRAM OUTLINE

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<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Semester One</td>
<td></td>
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</tr>
<tr>
<td>PTA 103</td>
<td>Introduction to PT for the PTA</td>
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<tr>
<td>PTA 110</td>
<td>Patient Care (2 lecture/1 lab)</td>
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<td>ENG 101</td>
<td>English Composition I</td>
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<td>MAT 121</td>
<td>Introduction to Statistics</td>
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<td>SS 101</td>
<td>Student Success Seminar</td>
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<td>HAP 101</td>
<td>Human Anatomy &amp; Physiology I</td>
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<td>Human Anatomy &amp; Physiology I Lab</td>
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<td>Medical Terminology</td>
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<td>PTA 112</td>
<td>Physical Therapy Procedures I (1 lecture/1 lab)</td>
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<td>PTA 115</td>
<td>Principles of Therapeutic Exercise (1 lecture/1 lab)</td>
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<td>PTA 201</td>
<td>Pathophysiology</td>
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<td>PTA 210</td>
<td>Applied Kinesiology (3 lecture/1 lab)</td>
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<td>Human Anatomy &amp; Physiology II</td>
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<td>PTA 212</td>
<td>Physical Therapy Procedures II (2 lecture/1 lab)</td>
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<td>PTA 215</td>
<td>Interventions in Musculoskeletal (3 lecture/1 lab)</td>
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<td>PSY 101</td>
<td>General Psychology</td>
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<td>PTA 216</td>
<td>Interventions in Neurology (3 lecture/1 lab)</td>
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<td>Topics in Rehabilitation (3 lecture/1 lab)</td>
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<td>Public Speaking</td>
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<td><strong>Total</strong></td>
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<td>Semester Five</td>
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<tr>
<td>CLI 280</td>
<td>Clinical Experience II (40hrs/6wks)</td>
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</tr>
<tr>
<td>CLI 290</td>
<td>Clinical Experience III (40hrs/6wks)</td>
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</tr>
<tr>
<td></td>
<td><strong>Total Clinical Hours</strong></td>
<td><strong>600</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
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<td></td>
<td><strong>Degree Total</strong></td>
<td><strong>71</strong></td>
</tr>
</tbody>
</table>
Clinical Education
Forms
### Student Clinical Objectives

Name: ___________________________ Clinical Course #: ________________________

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Date Written</th>
<th>Dates Reviewed</th>
<th>CI Initials</th>
<th>Action Taken</th>
<th>Date Met</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Comments:

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13
Johnson College  
Physical Therapist Assistant Program  
Clinical Timesheet

NAME:___________________________________ COURSE #____________________

WEEK:_____________________ THROUGH________________________

<table>
<thead>
<tr>
<th></th>
<th>Time In</th>
<th>Lunch Time Out</th>
<th>Lunch Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
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<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Week total __________

☐ Please check box if student or CI requests contact with ACCE.

I agree that the information above is accurate.

_______________________________   ________________
Student’s signature      Date

______________________________   ________________
Clinical Instructor Signature     Date
Johnson College
Physical Therapist Assistant Program
Clinical Journal Entry

Name: ___________________________ Date: ____________________
Clinical Course #:Facility: _________________ Week #:_______________
CI’s Name: __________________________

Entry:

| Topic Discussion (Diagnoses seen, new skills learned, Highlights, Low points, discussions with CI): |

| Any actions taken toward meeting clinical objectives: |
Johnson College
Physical Therapist Assistant Program
Clinical Absence Request/Report

Student Name: ___________________________ Date: _________________________

Clinical Instructor_________________________

Clinical Site ______________________________

Dates Absent from Clinical ____________________

Reason for Absence

________________________________________

Plans for Making up Missed Work

________________________________________

Student’s Signature ________________________ Date

Clinical Instructor’s Signature ________________________ Date

Academic Coordinator of Clinical Education ________________________ Date

This form should be submitted to clinical instructor and ACCE 48 hours prior to the anticipated absence, if possible. If absence is unforeseen, then form must be submitted to clinical instructor and ACCE on the day you return to the clinic.
Johnson College
Physical Therapist Assistant Program
Clinical Incident Documentation Form

Student Name: ________________________________________________________________

Date and Time of Incident: ___________________________________________________

Clinical Site: ________________________________________________________________

Clinical Instructor: __________________________________________________________

Description of Incident:
__________________________________________________________________________

__________________________________________________________________________

Action Taken (If any):
__________________________________________________________________________

__________________________________________________________________________

Student Signature ___________________________ Date ______________

Clinical Instructor Signature ___________________________ Date ______________

Program Director Signature ___________________________ Date ______________
Student Conference Form

Student Name: __________________________
Clinical Site: ___________________________
Clinical Instructor: _______________________
Reason for Conference (Description of specific incident/behavior):

Remediation plan (if needed refer to Learning/Professional Behavior Contract Grid):

_________________________________________    _______________________
Student        Date

_________________________________________    _______________________
Clinical Instructor      Date

_________________________________________    _______________________
ACCE        Date
# Learning/Professional Behavior Contract Grid

<table>
<thead>
<tr>
<th>Student: __________________________</th>
<th>Facility: __________________________</th>
</tr>
</thead>
</table>

### Areas of need/strengths:

<table>
<thead>
<tr>
<th>Expected outcomes:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student plans for achieving outcomes:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Clinic plans for assisting student:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
<th>ACCE</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Clinical Instructor</th>
<th>Date</th>
</tr>
</thead>
</table>
Johnson College
Physical Therapist Assistant Program

Re-Assessment of Student Performance

Student Comments:

Clinical Instructor Comments:

Outcomes met? Y or N

_________________________________ Date
 Student

_________________________________ Date
 Clinical Instructor

_________________________________ Date
 ACCE
Johnson College
Physical Therapist Assistant Program
In-Service Evaluation Form for Clinical 280 & 290

Student’s Name: ____________________________  ____________________________  Date____________________
Facility Name:_______________________________________
Presentation Topic: ___________________________________

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Score (Circle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The topic was relevant.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Effective audio/visual aids were used.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>The in-service met time requirements. (CI to determine)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>The student was prepared and organized to present the topic.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>The student was knowledgeable about the topic.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>The student was able to effectively answer questions.</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

Score:           /30
Comments:

Clinical Instructor: _____________________________
Johnson College  
Physical Therapist Assistant Program  
Patient Survey

Please answer the following questions about the student physical therapist assistant who has worked with you. **Circle the number** that applies most closely to how you feel about the student. This survey is confidential. Return survey to student or Clinical Instructor (supervising therapist or assistant) when completed.

1. **The student was polite, courteous and compassionate.**
   
   **Agree**
   
   5  4  3  2  1  
   
   **Disagree**

2. **The student appeared to be competent at what he/she was doing.**
   
   **Agree**
   
   5  4  3  2  1  
   
   **Disagree**

3. **The student was attentive to your needs.**
   
   **Agree**
   
   5  4  3  2  1  
   
   **Disagree**

4. **The student explained the treatment you received.**
   
   **Agree**
   
   5  4  3  2  1  
   
   **Disagree**

5. **Overall, were you satisfied with the care you received from this student?**
   
   **Agree**
   
   5  4  3  2  1  
   
   **Disagree**
1. Name of facility where your Clinical Experience was completed

2. Name of Clinical Instructor

3. Was the learning environment helpful and supportive for your role as a PTA student?
   _____ Yes   _____ No   Comment: ______________________________

4. Did the staff display effective role modeling and teamwork?
   _____ Yes   _____ No   Comment: ______________________________

5. Did the staff and Clinical Instructor abide by ethical and legal standards…(HIPPA, APTA code of ethics, informed consent)?
   _____ Yes   _____ No   Comment: ______________________________

6. Did your Clinical Instructor review your written objectives with you weekly?
   _____ Yes   _____ No   Comment: ______________________________

7. Did your Clinical Instructor provide clear communication and constructive feedback?
   _____ Yes   _____ No   Comment: ______________________________

8. Did your Clinical Instructor provide clear direction and supervision through the work day?
   _____ Yes   _____ No   Comment: ______________________________

9. Do you feel like this clinical experience was an adequate length of time to achieve your written objectives?
10. Did you feel prepared for this clinical experience?

    ____ Yes     ____ No     Comment: ______________________________
1. Clinical Instructor’s Name

2. Student’s Name

3. Based on the student’s current level of education, do you feel like this clinical experience was an adequate length of time to achieve the expected goals and objectives?
   _____ Yes     _____ No     Comment: ______________________________

4. Based on the student’s current level of education, do you feel like the student was prepared for this clinical experience?
   _____ Yes     _____ No     Comment: ______________________________

5. As a clinical instructor, do you feel like the learning environment was conducive for you to serve as a role model?
   _____ Yes     _____ No     Comment: ______________________________

6. Were you able to review the student’s written objectives weekly?
   _____ Yes     _____ No     Comment: ______________________________

7. Did you have the opportunity to instruct the student in an unfamiliar or new technique?
   _____ Yes     _____ No     Comment: ______________________________
Johnson College
Physical Therapist Assistant Program
Clinical Instructor Guidelines

Johnson College’s PTA program requires that Clinical Instructors meet the following expectations:

• The clinical instructor (CI) is a Licensed PT or PTA with at least one year of clinical experience.
• The clinical instructor demonstrates a desire to participate in the education of students in both technique and behavior.
• The clinical instructor demonstrates clinical competence, and legal and ethical behavior that meets or exceeds the expectations of members of the profession of physical therapy.
• The clinical instructor demonstrates effective communication skills.
• The clinical instructor demonstrates effective behavior, conduct, and skill in interpersonal relationships.
• The clinical instructor demonstrates effective instructional skills.
• The clinical instructor demonstrates effective supervisory skills.
• If a PTA is the CI, PTA must work under the direction and supervision of a PT.
• Johnson College PTA students require direct on site supervision of the clinical instructor. If the clinical instructor is a PTA with indirect supervision, he/she must abide by the supervision guidelines set forth by the designated state board of physical therapy and the American Physical Therapy Association (APTA).
• The clinical instructor, along with the supervising physical therapist, assumes all responsibility for the patient care provided by the student.

By signing this form, I acknowledge that I have read and understand the information and guidelines specified to be a clinical instructor.

_________________________________  ____________________________________
Clinical Instructor Name    Date

Clinical Instructor Signature
By signing this form, I acknowledge that I have read and understand the information, roles, responsibilities, policies, and procedures specified in the Johnson College Physical Therapist Assistant Clinical Packet. If I should have any questions about the information in this packet, I will notify the ACCE for clarification.

Check below:

- PTA Student
- Clinical Instructor

_________________________________________
Name

_________________________________________   ______________________
Signature        Date