Notice to Students

The Physical Therapist Assistant Program at Northland Community and Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.
Welcome to clinical education. We hope the contents of this manual will assist in providing a high quality clinical education experience for both clinical faculty members and their students. Clinical education is a vital portion of the physical therapist assistant curriculum. It allows the student to fully integrate and implement the information and skills learned during basic science coursework, as well as the clinical classroom and laboratory portions of the program.

The purpose of this handbook is to provide information and guidelines as a common frame of reference for all who are involved in the clinical education process:

• The student
• The Clinical Instructor
• The Center Coordinator of Clinical Education
• The faculty members of the PTA Program at Northland Community and Technical College

If you have any questions or concerns, please do not hesitate to contact us.

Thank you,

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I. Program Information

1.1 Institutional History and Accreditation

Northland Community and Technical College (NCTC) in East Grand Forks began serving students in January 1973 under the name East Grand Forks Area Vocational Technical Institute. NCTC – East Grand Forks continued to grow and expand, going through several name changes throughout its history. One of its most prominent consolidations was as Northwest Technical College from 1992-2003. In July 2003, the East Grand Forks campus of Northwest Technical College merged with Northland Community and Technical College of Thief River Falls, to become a fully comprehensive college. NCTC is a member of Minnesota State Colleges and Universities (MnSCU) system, and accredited by the Higher Learning Commission and a member of North Central Association.

Application was made to the MnSCU Board of Trustees to start a Physical Therapist Assistant Program with approval granted in June of 2006

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1.2 Statement of Nondiscrimination

Northland Community and Technical College and the Physical Therapist Assistant program are committed to a following Minnesota State College and University policy on nondiscrimination:

Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota’s quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, Minnesota State Colleges and Universities is committed to a policy of equal opportunity and nondiscrimination in employment and education.

No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities in regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.
1.3 Mission Statement

The Northland Community and Technical College Physical Therapist Assistant Program exists to prepare competent, ethical, and self-directed health care practitioners. The program is committed to excellence in education and utilizes a variety of integrated classroom, laboratory, and clinical learning activities. Graduates will meet the diverse needs of employers and the community while providing high quality patient care under the direction and supervision of a physical therapist.

1.4 Program Philosophy

The PTA program is dedicated to fostering a quality learning environment through its partnerships with students, clinical education affiliates, and other educational institutions.

The PTA program realizes the importance of utilizing a variety of instructional methods to include the learning styles of all students. The curriculum is designed to advance students from initial exposure of material within classroom and laboratory settings to full integration within the clinical education environment.

The PTA program values an integrated curriculum which allows the students the opportunity to apply knowledge in clinical situations throughout the program.

The PTA program understands the challenges of the healthcare environment and is committed to preparing graduates with the adaptability to succeed in a variety of physical therapy practice settings.

1.5 Program Goals

1. Deliver an integrated academic program leading to licensure/credentials to practice as an entry level physical therapist assistant

2. Provide students a curriculum consistent with the guidelines of Minnesota State Colleges and Universities (MnSCU), The Commission on Accreditation in Physical Therapy Education (CAPTE), and the Normative Model of Physical Therapist Assistant Education: Version 2007 that constitutes current content that is appropriate for an entry-level physical therapist assistant

3. Maintain a current, evidence-based curriculum based upon input from the PTA advisory committee, academic faculty, and clinical instructors

4. Establish and maintain effective channels of communication with clinical education sites, national & state professional agencies, accrediting agencies, and other regional physical therapy educational programs

5. Promote the importance of continuing personal and professional development through life-long learning opportunities and membership in professional organizations
1.6 Program Objectives

Graduates of the Physical Therapist Assistant Program will be able to:

1. Work under the supervision of a physical therapist in an ethical, legal, safe, and effective manner

2. Implement a comprehensive treatment plan developed by a physical therapist promoting optimal outcomes for patients

3. Recognize the relationship between concepts learned from liberal arts and basic science coursework and physical therapy knowledge and skills

4. Demonstrate effective oral, written, and nonverbal communication in a culturally competent manner with patients and their families, colleagues, other health care providers, and the public

5. Interact skillfully with patients across the life span

6. Demonstrate a commitment to professional growth and life-long learning
### 1.7 Program Curriculum

#### Year One, Fall I

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester credits</th>
<th>Lecture credits/lab credits/OJT</th>
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<tr>
<td>PTAS 1101 Introduction to PTA</td>
<td>3</td>
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<tr>
<td>PTAS 1105 Fundamentals of PTA</td>
<td>4</td>
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<tr>
<td>BIOL 2252 A/P I</td>
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<td>ENGL 1111 English Comp I</td>
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Total: 18 credits

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<td>PTAS 1108 PTA Pathophysiology</td>
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<td>PTAS 1110 Physical Agents</td>
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</tr>
<tr>
<td>PTAS 1114 Clinical Kinesiology</td>
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<tr>
<td>PTAS 1116 Therapeutic Exercise I</td>
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<tr>
<td>PTAS 1120 Clinical Introduction</td>
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<tr>
<td>BIOL 2254 A/P II</td>
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<tr>
<td>SPCH 1101 Public Speaking or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCH 1103 Interpersonal Communications</td>
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Total: 18 credits

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<td>PSYC 1105 Intro to Psychology</td>
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<tr>
<td>PTAS 1130 Clinical Education I</td>
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Total: 7 credits

#### Year Two, Fall II

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<td>PTAS 2101 Orthopedics for PTA</td>
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<td>PTAS 2105 Neurology for PTA</td>
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<td>PTAS 2111 Therapeutic Exercise II</td>
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<td>PTAS 2115 Advanced Techniques</td>
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<td>PTAS 2125 PTA Ethics and Issues</td>
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Total: 16 credits

#### Year Two, Spring II

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<tr>
<td>PTAS 2150 Clinical Education III</td>
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<td>0/0/5</td>
</tr>
<tr>
<td>PTAS 2160 Professional Integration</td>
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Total: 13 credits

72 credits total
1.8 Course Descriptions

**PTAS 1101 Introduction to PTA**
This course introduces the student to the field of Physical Therapy by covering the history, legalities and ethics of the profession as they relate to the healthcare system. The role/responsibilities of physical therapists and physical therapist assistants, development of the team approach in health care delivery, philosophies of rehabilitation, patient relationships, and the psychosocial impact of disability will be covered. The scope of practice of the physical therapist assistant and physical therapy documentation is emphasized.

**PTAS 1105 Fundamentals of PTA**
In this course, students are provided a foundation in physical therapy assessment, interventions and basic patient care skills including vital signs, transfer training, and gait training. Students will have laboratory time to apply, practice, and demonstrate the technical skills taught.

**PTAS 1108 PTA Pathophysiology**
This course focuses on clinical disorders and diseases commonly treated in physical therapy. Pathology, etiology, diagnosis, signs, symptoms, prognosis, and implications for rehabilitation will be covered.

**PTAS 1110 Physical Agents**
This course prepares the student for safe and effective application of physical agents for patient treatment. Mechanisms of action, indication, precautions, contraindications, and treatment procedures will be covered for the following: superficial heat, cryotherapy, external compression, ultrasound, biofeedback, massage, traction, hydrotherapy, and electrical stimulation. Pain, skin assessment, and wound care using electrotherapy will also be included.

**PTAS 1114 Clinical Kinesiology**
Building upon Anatomy and Physiology I, this course provides a basic understanding of normal human body movement as related to skeletal, articular, neurological, and muscular systems. Biomechanical principles related to human movement, manual muscle testing, and goniometry will also be addressed.

**PTAS 1116 Therapeutic Exercise I**
This course studies the physiological effects of exercise on the musculoskeletal, cardiovascular, and pulmonary systems. Physical therapy interventions to improve strength, balance, and flexibility are demonstrated, applied, and practiced in lab.

**PTAS 1118 Clinical Skills Review (Elective)**
This course is intended to enhance clinical problem-solving and provide an opportunity for students to practice skills with instructor guidance and feedback through patient scenarios. This elective course can be taken for a variety of reasons: review of previous course skills; review or practice of new/concurrent course skills; enhancement of clinical problem solving; program re-entry, or a program plan of action. This course can be repeated up to a maximum of 3 credits.
PTAS 1120  Clinical Introduction
Knowledge, skills, and attitudes learned during technical courses will be applied to direct patient/client management in selected outpatient and long term care settings during a 48-hour part time clinical experience. This course integrates PTA coursework with the objective of students providing quality care with uncomplicated patients and a high degree of supervision and guidance.

PTAS 1130  Clinical Education I
Skills, knowledge and attitudes learned in all first year PTA courses will be applied to direct patient care in selected clinical settings over a full-time four week and four day period. Emphasis will be placed on the clinical application and integration of the knowledge and skills learned during the first year of the PTA program with the objective of students providing quality care with uncomplicated to complex patients and a degree of supervision and guidance that will vary with the complexity of the patient or the environment.

PTAS 2101  Orthopedics for PTA
This course focuses on orthopedic injuries/disorders, musculoskeletal tissue healing and related physical therapy interventions.

PTAS 2105  Neurology for PTA
This course provides information, discussion, and treatment considerations for neurologically based diagnoses. Neurological interventions, exercise programs, and treatment progressions will be applied in lab scenarios with a variety of neurological diagnoses. This course also presents normal physical, cognitive, social, and emotional developmental processes which affect an individual throughout the life span with an emphasis on integrating aspects of human development to the field of physical therapy

PTAS 2111  Therapeutic Exercise II
This course presents more advanced forms of therapeutic exercise and physical therapy interventions such as cardiac rehab, soft tissue mobilization, taping, and balance training. Exercise programs for special populations, such as oncology and geriatrics, will also be included.

PTAS 2115  Advanced Techniques
Theory and usage of advanced physical therapy interventions is the focus of this course. Interventions such as postural drainage, rehabilitation for amputations, lumbar stabilization, and work hardening will be presented. Specific interventions for women’s health will also be discussed.

PTAS 2125  PTA Ethics and Issues
This course includes ethical and legal issues regarding the practice of physical therapy, basic principles of management, supervisory processes, healthcare reimbursement, and quality assurance activities including chart audits.
PTAS 2140 Clinical Education II
Skills, knowledge and attitudes learned in all PTA courses will be applied to direct patient care in selected clinical settings over a full-time six week period. Emphasis will be placed on the clinical application and integration of the knowledge and skills learned during the PTA program with the objective of students providing quality care with uncomplicated to complex patients and a degree of supervision and guidance that will vary with the complexity of the patient or the environment.

PTAS 2150 Clinical Education III
Skills, knowledge and attitudes learned in all PTA courses will be applied to direct patient care in selected clinical settings over a six week period. Emphasis will be placed on the clinical application and integration of the knowledge and skills learned during the PTA program with the objective of students providing quality care with uncomplicated to complex patients and a degree of supervision and guidance that will vary with the complexity of the patient or the environment. Students are expected to be responsible for patient care compatible to the role and entry level skills of the PTA.

PTAS 2160 Professional Integration
Lecture and discussion will incorporate student’s experiences from PTA Clinic Education II and III. All aspects of patient care will be addressed and case study presentations will be utilized to facilitate problem solving skills.

1.9 Clinical Education Learner Outcomes

PTAS 1120 Clinical Introduction
1. Demonstrate the ability to apply PTA learned skills and knowledge by safely performing selected physical therapy data collection skills and treatment interventions from within the physical therapist’s plan of care for routine patients with a high degree of supervision and guidance by a physical therapist or a physical therapist/physical therapist assistant team.
2. Demonstrate beginning level Professional Behaviors in all interactions with patients, family members/caregivers, physical therapy personnel, classmates and instructors.
3. Given extra time and with a high degree of supervision, demonstrate adequate documentation and communication to the physical therapist regarding all aspects of the treatment and patient’s response to treatment.
4. Demonstrate the ability to assist in the teaching of patients and family.
5. Compose a reflective journal regarding the clinical experience while maintaining appropriate patient confidentiality.
6. Discuss patient treatments and outcomes with other students and the supervising physical therapist.
7. Demonstrate the ability to summarize treatment plans, decision-making, and outcomes with a high degree of guidance from the physical therapist.

PTAS 1130 Clinical Education I
1. Demonstrate the ability to apply all PTA learned skills and knowledge by safely performing selected physical therapy data collection skills and treatment interventions from within the physical therapist’s plan of care for routine patients with moderate supervision and guidance by a
1. Demonstrate the ability to apply all PTA learned skills and knowledge by consistently providing safe, effective, and competent physical therapy data collection skills and treatment interventions from within the physical therapist’s plan of care for routine patients with minimal supervision and guidance by a physical therapist or a physical therapist/physical therapist assistant team.

2. Consistently demonstrate appropriate professional behaviors in interactions with patients, family members/caregivers, physical therapy personnel, and other health care providers by displaying all Generic Abilities at least at the developing level with some Professional Behaviors at entry level.

3. Demonstrate the ability to provide timely and relevant documentation and communication to the physical therapist regarding all aspects of the patient treatment and patient’s response to the treatment with occasional guidance.

4. Demonstrate the ability to participate in the teaching of other health care providers, consumers, patients and families, and physical therapy personnel with occasional guidance.

5. Demonstrate the ability to participate in routine administrative procedures of the clinic, including billing and patient scheduling with occasional guidance.

6. Recognize administrative roles and duties through attendance at departmental meetings, committee meetings, and case conferences as appropriate.

7. Demonstrate the ability to perform PTA skills and behaviors within legal and ethical requirements and guidelines with occasional guidance for new or unusual situations.

**PTAS 2140 Clinical Education II**

1. Demonstrate the ability to apply all PTA learned skills and knowledge by consistently providing safe, effective, and competent physical therapy data collection skills and treatment interventions from within the physical therapist’s plan of care for routine patients with minimal supervision and guidance by a physical therapist or a physical therapist/physical therapist assistant team.

2. Consistently demonstrate appropriate professional behaviors in interactions with patients, family members/caregivers, physical therapy personnel, and other health care providers by displaying all Generic Abilities at least at the developing level with some Professional Behaviors at entry level.

3. Demonstrate the ability to provide timely and relevant documentation and communication to the physical therapist regarding all aspects of the patient treatment and patient’s response to the treatment with occasional guidance.

4. Demonstrate the ability to participate in the teaching of other health care providers, consumers, patients and families, and physical therapy personnel with occasional guidance.

5. Demonstrate the ability to participate in routine administrative procedures of the clinic, including billing and patient scheduling with occasional guidance.

6. Recognize administrative roles and duties through attendance at departmental meetings, committee meetings, and case conferences as appropriate.

7. Demonstrate the ability to perform PTA skills and behaviors within legal and ethical requirements and guidelines with occasional guidance for new or unusual situations.

**PTAS 2150 Clinical Education III**

1. Demonstrate the ability to independently apply all PTA learned skills and knowledge by consistently and safely performing effective and competent physical therapy data collection skills and treatment interventions from the physical therapist’s plan of care for routine and complex patients with minimal supervision by a physical therapist or a physical therapist/physical therapist assistant team.

2. Given extra time and frequent guidance, demonstrate the ability to perform adequate documentation and communication with the physical therapist regarding all aspects of the patient treatment and patient response to physical therapy interventions.

3. Demonstrate the ability to assist in the teaching of patients and caregivers.

4. Compare the role of other allied health personnel with the role of physical therapy personnel.

5. Demonstrate the ability to participate in scheduling and other routine administrative procedures of the physical therapy department.

6. Recognize administrative roles and duties through attendance at departmental meetings, committee meetings, and case conferences as appropriate.

7. Compose a reflective journal regarding the clinical experience while maintaining appropriate patient confidentiality.

8. Consistently demonstrate technical skill performance and behaviors legally and ethically with occasional guidance for routine situations.

9. Design and present an in-service on the role of the physical therapist assistant.
therapist assistant team with possible guidance for new or unusual situations

2. Consistently demonstrate entry level professional behaviors and respect in all interactions with patients, family members/caregivers, physical therapy personnel, and other health care providers by displaying all Professional Behaviors at entry level

3. Demonstrate the ability to independently provide timely and relevant documentation and communication to the physical therapist regarding all aspects of the patient treatment and patient’s response to the treatment

4. Demonstrate the ability to independently provide effective education to other health care providers, consumers, patients and families, and physical therapy personnel.

5. Perform administrative procedures of the clinic, including billing, insurance requirements and quality assurance with guidance for new or unusual situations.

6. Recognize administrative roles and duties through attendance at departmental meetings, committee meetings, and case conferences as appropriate.

7. Demonstrate the ability to consistently and independently perform PTA skills and behaviors within legal and ethical requirements and guidelines.

8. Compose a reflective journal regarding the clinical experience and compare the journal with the journal written during Clinical Education I

9. Demonstrate the ability to work with other allied health personnel.
II. GENERAL POLICIES AND PROCEDURES

2.1 SELECTION OF CLINICAL EDUCATION SITES AND CLINICAL INSTRUCTORS

The “Guidelines for Clinical Education” endorsed by the APTA’s House of Delegates was used as a resource to select the following criteria for selection of clinical education sites and clinical instructors.

Criteria for Selection of Clinical Education Sites

1. The clinical site’s philosophy regarding clinical education is compatible with the NCTC PTA Program philosophy.
2. The clinical site’s clinical education program is planned to meet the specific objectives of the academic program, the physical therapy service, and the individual student.
3. The physical therapy staff practices ethically and legally.
4. The clinical site demonstrates administrative support for physical therapy clinical education.
5. The clinical site has a variety of learning experiences, appropriate to the setting, available to students.
6. The clinical site provides an active, stimulating environment appropriate for the learning needs of the student.
7. The physical therapy staff is adequate in number to provide an educational program for students.
8. Clinical sites with more than three physical therapists have a designated Clinical Coordinator of Clinical Education.
9. There is an active staff development program for the clinical site.
10. The clinical education site is committed to the principle of equal opportunity and affirmative action as required by Federal law.

Criteria for Selection of Clinical Instructors (CI):

1. The CI is either a PT or PTA.
2. The CI graduated from an accredited program.
3. The CI is licensed, registered, or certified in those states where applicable.
4. The CI has at least one year of clinical experience.
5. The CI demonstrates clinical competence, professional skills, and ethical behavior.
6. The CI demonstrates effective communication skills.
7. The CI demonstrates effective instructional skills.
8. The CI demonstrates performance evaluation and supervisory skills.
2.2 RESPONSIBILITIES OF THE ACADEMIC COORDINATOR OF CLINICAL EDUCATION (ACCE)

One member of the PTA faculty is responsible for coordinating the clinical education portion of the program curriculum. The ACCE works directly with the other program faculty, clinical faculty, and students to provide learning experiences which will help the student develop clinical competence. The ACCE is responsible for the following:

1. Development of clinical education sites.
2. Coordinate and provide clinical instructor development activities.
3. Assessment and determination of student readiness for clinical experience in collaboration with program faculty.
4. Meet with students to discuss clinical site selection.
5. Set up and schedule clinical assignments for students.
6. Ensure that students get a variety of clinical experiences.
7. Meet with students to discuss goals related to clinical education.
8. Coordination of all clinical education experiences.
11. Update the Clinical Education Handbook.
12. Provide updated Clinical Education Handbook to all clinical sites and students.
13. Provide all forms and information to clinical site and clinical instructor.
14. Contact clinical site by phone mid-way through clinical experiences.
15. Schedule site visits.
16. Complete and/or coordinate site visits for Clinical Education I, II, and III as needed.
17. Serve as a resource to the student and the clinical instructor.
18. Confer with student and clinical instructor regarding student learning needs and progress towards meeting objectives.
19. Keep student and clinical instructor informed on APTA and state specific regulations and rules that guide clinical practice.
20. Facilitate conflict resolution and problem-solving strategies.
22. Contact and secure new clinical sites and complete all appropriate paperwork.
23. Ensure that Memorandum of Agreement between NCTC and clinical site is reviewed and renewed annually by academic and clinical faculty.
24. Ensure that clinical education sites receive a copy of NCTC’s liability insurance on an annual basis.
25. Ensure that clinical instructors meet selection criteria.
2.3 RESPONSIBILITIES OF THE CENTER COORDINATOR OF CLINICAL EDUCATION (CCCE)

Each clinical site with three or more PTs and PTAs should have a designated CCCE who is responsible for coordinating the clinical education assignments and student activities. The CCCE is responsible for the following:

1. Coordinate and schedule potential clinical experiences for affiliating schools
2. Provide orientation materials on the day of student arrival
3. Delegate actual clinical supervision of students to a staff PT or to a PT/PTA team
4. Serve as a resource for the CI for establishing goals and objectives, setting up learning experiences, and evaluating student performance
5. Inform the CI of all pertinent information from the affiliating schools
6. Monitor the supervision and learning experiences of students. Provide communication and problem-solving strategies for the student and CI, if needed
7. Provide necessary documentation to the schools (clinical agreements, completed student CPIs)
8. The CCCE should contact the PTA Program Director with any complaints involving the PTA Program. The CCCE should contact the Dean of Nursing and Allied Health with any complaints regarding the ACCE, PTA Program Director, or PTA Program.*

Note: If there is no designated CCCE, then the departmental director is responsible for the items listed above.

*The Dean of Allied Health & Nursing is Jodi Stauss-Stassen, MS, RN and her phone number is (218) 793-2539

2.4 RESPONSIBILITIES OF THE CLINICAL INSTRUCTOR (CI)

CIs are individuals who provide clinical instruction and supervision when students are engaged in the clinical education portion of the curriculum. CIs are considered PTA Program clinical faculty members, but are not employed by NCTC. The CI demonstrates clinical competence and a willingness to share his/her insights and rationales related to patient care. The responsibilities of the CI are as follows:

1. Demonstrate an interest in teaching and in continuing education.
2. Orientate the student to the facility.
3. Facilitate student accomplishment of goals and objectives; assist with planning learning experiences with the student.
4. Supervise the student or arrange supervision by another qualified person.
5. Serve as a resource to the student.
6. Serve as a role model of professional behavior.
7. Encourage the student to take advantage of unique resources and learning experiences of the clinical setting and its staff.
8. Provide an opportunity for regularly scheduled review and discussion of student clinical performance and progress.
9. Confer and consult with the ACCE regarding student learning needs and progress toward meeting objectives.
10. Consult with the ACCE regarding unsatisfactory progress of the student.
11. Assess and evaluate the student clinical experience. Set clear expectations and provide ongoing verbal and written feedback.
12. Problem-solving needs are to be addressed through open communication between the student and CI. If problems cannot be solved to the satisfaction of the CI and the student, the CCCE and ACCE should be contacted.
13. The CI is responsible for being aware of which assessment or intervention techniques the student has demonstrated competence on during the PTA Program prior to the clinical experience (See skill list located in the Appendix). If a CI teaches a student an assessment or treatment technique that has not been presented or practiced in the academic setting, the CI is responsible for determining if the student is safe in applying the procedure to the patient in the clinical setting. The student cannot be evaluated on that skill.
14. The CI is expected to act in an ethical manner and maintain student confidentiality
15. The CI may contact the Dean of Nursing and Allied Health with any complaints regarding the ACCE or PTA Program Director.* The CI should contact the PTA Program Director with any complaints involving the NCTC PTA Program.
16. When a patient or member of the public has a complaint or concern regarding a PTA student or the NCTC PTA Program, the CI is responsible to give the individual the name, title, and phone number of the Dean of Nursing and Allied Health.*

*The Dean of Allied Health & Nursing is Jodi Stauss-Stassen, MS, RN and her phone number is (218) 793-2539

2.5 MEMORANDUM OF AGREEMENT

A Memorandum of Agreement must be signed by the both the clinical facility and NCTC prior to a student being assigned to the facility. This agreement includes a statement regarding general and professional liability and insurance. This agreement automatically rolls over from year to year within the agreement’s timeline. Either NCTC or clinical sites can terminate this agreement with a notice.

2.6 ARRANGEMENT OF CLINICAL ROTATIONS

Requests for dates of clinical experiences are mailed out to the Clinical Coordinators of Clinical Education (CCCE) before March 5th for all clinical rotations. The deadline to return clinical slots is March 31st. The CCCE receives clinical assignments for students by December 1st for summer rotations and May 1st for spring rotations. The CCCE is responsible for assigning students to each clinical instructor.

2.7 PLACEMENT POLICY

The PTA program ACCE makes all clinical assignments. Clinical placements are designed to expose the student to different physical therapy settings. It is hoped this exposure will assist the student’s attainment of the skills needed for entry level practice as a Physical Therapist Assistant.
All students will complete one part-time 48 hour clinical experience in the second semester of the program followed by a full time 4 week, 4 day clinical experience in the summer after their first year in the program. During the last semester of the program all students will complete two full time 6 week clinical experiences.

Each student is required to complete at least one full time inpatient clinical experience and one full time outpatient clinical experience. Students are given an opportunity to state their preferences for placement before assignments for the full time clinical experiences are finalized. The students’ professional interests and past experience are also given consideration.

Clinical schedules are determined by the academic faculty in close collaboration with the clinical faculty. Students may NOT rearrange clinical assignments. Special situations should be discussed with the ACCE. Students should not contact the clinical facilities to obtain a clinical assignment. If a student contacts the clinical facility directly to arrange a clinical placement, please contact the PTA Program ACCE. Students will be placed only at facilities in which there is a current, unexpired written clinical agreement in place.

With the exception of parents of dependent children, all students can expect to do at least one of their clinical education courses outside the East Grand Forks/Grand Forks area. For clinical education placements, all expenses incurred (transportation, meals, housing, etc.) are the student’s responsibility unless they are provided by the clinical facility.

Students will not be placed at any clinical site where they have been employed within the PT setting within the past 2 years.

Placement and scheduling for PTAS 1120, Clinical Introduction, will be performed by the ACCE. Each student will be scheduled for at least three of the clinical sites for Clinical Introduction, with at least one site being a skilled nursing facility and one being in acute care. It will be the student’s responsibility to sign up for additional time or to switch with a classmate if a scheduled time will not work for the student or if the student is ill.

**The following sites are used for PTAS 1120 Clinical Introduction:**

- Altru Hospital, Grand Forks, ND
- Valley 4000, Grand Forks, ND
- Riverview HealthCare, Crookston, MN
- Altru Outpatient, Grand Forks, ND
- Achieve Therapy, East Grand Forks, MN
- Altru Outreach, TCU Valley Eldercare
- RehabAuthority, Grand Forks, ND
- Villa St Vincent, Crookston, MN
- Altru, Center for Prevention & Genetics, Grand Forks, ND
- Valley ElderCare, Grand Forks, ND
- Altru Clinic, Crookston, MN
- Altru Outreach, Larimore, ND
- North Valley Health Center, Warren, MN
- Sanford Mayville, Mayville, ND
- Altru, East Grand Forks, East Grand Forks, MN
- Altru Outreach, Valley Transitions, Grand Forks, ND
- Altru Inpatient Rehabilitation, Grand Forks, ND
- Altru, Center for Prevention & Genetics, Grand Forks, ND
2.8 READINESS FOR CLINICAL EXPERIENCES

The ACCE in consultation with other PTA program faculty will assess each student’s readiness prior to each clinical experience. The student will either be placed or not be placed in the clinic based on this assessment. Considerations will include, but not be limited to the following areas:

1. Skill competency demonstrated on practical exams
2. Professional Behaviors status
3. Prior or current probationary status
4. Clinical evaluations and performance from completed affiliations
5. Ability to perform in a safe manner

An important aspect of this readiness assessment is determining if the student is safe for clinical practice. Safety in regards to patient care is a priority of this program. In order to insure that the student will be able to perform in a safe manner that minimizes risk to patient, self, and others, the PTA faculty will consider all of the areas listed above. In addition, all practical exams will be monitored in regards to safety criteria, including retakes. The student will be notified in writing if they are placed on program probation or if they are denied a clinical placement.

2.9 CRITERIA FOR PASSING PTAS 1120 CLINICAL INTRODUCTION

1. For a student to pass PTAS 1120 Clinical Introduction, the student must:

   a. Demonstrate all Professional Behaviors at least beginning level. Professional Behaviors are assessed by the student and program faculty.

   b. Complete a reflective journal detailing the diagnoses of patients treated as well as the interventions performed by the student. The journal is due no later than the last week of class for the semester.

   c. Complete 48 hours of clinical experience with hours being completed in at least 3 of the sites used for Clinical Introduction, with at least one site being a skilled nursing facility.

   d. Have the Clinical Introduction Skill Checklist at least 75% completed.

   Note: If a student is having trouble completing the Clinical Introduction Skill Checklist due to minimal patients in the clinical facility, patients being too involved for student assistance, etc., they will be able to perform checklist skills with a PTA Program faculty member during scheduled open lab times. Students will only be allowed to do this the last four weeks of the semester. It is the student’s responsibility to have the Skill Checklist 75% completed by the end of the semester.

2. There are two situations when the student may earn a passing grade for Clinical Introduction, but still be placed on PTA Program Academic Probation. These are:

   a. When there are safety issues with skills on the Clinical Introduction Skill Checklist.
b. When the Professional Behaviors requirements are not met but all other passing criteria are met.

When a student is placed on PTA Program Probation, a plan of action will be developed. The plan of action will be designed and agreed upon by the student and the program faculty and will describe a plan for the deficient criteria to be improved. This may include meeting individually with program faculty and may include independent study and working with other students. The student must demonstrate competency in any deficits prior to remediation of the clinical experience.

3. The student must pass Clinical Introduction before starting Clinical Education I. The student cannot be on PTA Program Probation when starting full-time clinical experiences.

4. When a No-Pass grade is earned in Clinical Introduction
   a. The student will retake Clinical Introduction prior to Clinical Education I in a one week forty-hour format.
   b. If the individual plan of action is met and all deficiencies are corrected during this retake, the student may enroll in Clinical Education I.
   c. If Clinical Introduction is failed twice, the student is dismissed from the program.

2.10 DETERMINATION OF SATISFACTORY PROGRESS OF CLINICAL EXPERIENCE

Clinical Education courses are graded on a Pass-No Pass system. There is a minimum criteria rating on the Clinical Performance Instrument which must be met to consider the clinical experience passed. The minimum acceptable rating for Clinical Education I is Advanced Beginner for all 14 criteria. For Clinical Education II, the minimal acceptable rating for all 14 criteria is Intermediate with at least 7 criteria also rated at the Advanced Intermediate level. For Clinical Education III, the student must be at entry-level for all 14 criteria. A student must also meet the program’s clinical education attendance and absenteeism policy and complete all clinical experience assignments (such as in-service presentation, journal completion, etc.) to obtain a passing grade for all clinical education coursework.

A No Pass grade for a clinical education experience may still be given even if a student follows the attendance and absenteeism policy and obtains the minimal acceptable score on the Clinical Performance Instrument. This decision is a professional judgment based upon the following:

1. Whether any “Significant Concerns” boxes are checked on the final CPI form. If one or more “Significant Concerns” are checked on the final evaluation it is unlikely the student’s performance would be considered satisfactory for the course.
2. Problems or concerns raised by the student and clinical faculty during the clinical experience and whether or not these were effectively resolved
3. How the problems in #2 affected patient care and safety as well as the student’s chances of performing at entry-level by graduation
4. Whether the problems in #2 fit a pattern of problems that were evident during the student’s academic coursework
5. ACCE consultation with the student, CI, CCCE, and PTA Program Director
6. The uniqueness or complexity of the clinical education site
7. Whether or not all outcomes on the course syllabus have been met (Such as Expected Professional Behaviors levels).

The final decision as to whether or not the student passes the clinical experience is made by the ACCE. If the ACCE determines that there is a question about whether a student’s performance is acceptable, the ACCE brings up the issue to the PTA program faculty for consideration.

2.11 NO-CREDIT GRADE FOR THE CLINICAL EXPERIENCE

1. The ACCE meets with the student to discuss the grade and reason for the grade
2. Recommendations are made for remediation of the problem(s)
3. The student is reminded of NCTC’s policies regarding the student’s right of appeal
4. A Plan of Action is developed by the ACCE and the student. The student is placed on PTA Program Probation

2-12 SCHOOL HOLIDAY AND INCLEMENT WEATHER

Not all clinical education sites recognize the same holidays as NCTC. These sites may remain open for regular business although NCTC may be closed. Students will follow the clinical education site schedule for holidays. If the site remains open for regularly scheduled business, the student will perform their clinical education duties during those holidays. If the clinical education site is closed during a holiday, the student will also have that day off.

Inclement weather is a way of life in this part of the country, especially during the winter months. If a clinical education facility closes for regular business due to inclement weather the student is to call or email the ACCE as per the absenteeism policy. It will not be considered an absence if the clinical education site is closed due to inclement weather.
III. STUDENT POLICIES

In accordance with Minnesota law governing the practice of physical therapy, the following activities may not be delegated to a Student Physical Therapist Assistant (SPTA): patient/client initial examination, intervention planning, initial intervention, and initial or final documentation. Any documentation written by the student must be signed with the student’s full name followed by the title Student Physical Therapist Assistant (SPTA). All documentation must be read and co-signed by the physical therapist. PTA students are expected to be asked to perform only those duties that are routinely delegated to PTAs and within their scope of practice.

3.1 STUDENT RESPONSIBILITIES

Each student will have a variety of clinical experiences throughout the two years of the PTA Program. The student will be involved in clinical site selection, placement, and is encouraged to consider the CI’s area of expertise, and any special program and learning experiences available at the clinical site. The student’s responsibilities are as follows:

1. Contact the clinical site to obtain information related to housing, parking, and departmental policies and procedures at least one month prior to the start of the clinical experience.
2. Transportation and lodging arrangements and costs.
3. Wear professional attire (refer to section 3-4), including a lab coat if required by that clinical site.
4. Adhere to all policies and procedures of the assigned clinical site.
5. Act in an ethical and legal manner at all times.
6. Identify and actively seek needed learning experiences to meet goals and objectives.
7. Confer and consult with the CI and ACCE regarding learning needs, progress, and/or concerns.
8. Display professionalism and responsibility.

3.2 ATTENDANCE AND ABSENTEEISM

Attendance is required for the entire clinical experience. All absences must be made up with the exception of official closing of the clinical education site’s physical therapy department. All effort should be made to avoid missing any clinical time. All make-up time must be made during the clinical rotation for time that was missed. If it is not possible to make up the missed time, the student, ACCE, and clinical site will attempt arrangements based on the circumstances. All make-up time must be documented on the student’s time record as time made up for a specific date. Each clinical rotation week is defined as 40 hours. Any week that a minimum of 40 hours is not reported requires CI and ACCE approval.

Most clinical facilities do not close for the same holidays as Northland Community and Technical College (NCTC), nor do they close for heavy snow or other inclement weather. Students should document any time absent due to facility holiday closure or inclement weather.

Absences and tardiness will be monitored in two ways:

1. Communication between the clinical instructors and the ACCE
2. Time card/sheets
Students will receive time cards prior to entering a new rotation. Each time card is to be labeled with the student's name and the dates for which the card is used. Each student is to write down the total hours spent at the facility each day. Any time the student leaves the clinic, such as for lunch, cannot count for clinical experience time on the time card. These time cards are to be signed biweekly by the CI and the student must turn them in to the ACCE with the other required clinical paperwork at the end of the rotation.

The student must report any absences to the CI and the ACCE prior to the time the student is due to arrive to the clinical experience site or 8:00 AM, whichever is later. The student can contact the ACCE by either e-mail or by phone. If a student fails to notify the CI of an absence or tardiness the CI should notify the ACCE and make note of it on the student’s time record. If you have any concerns regarding the professional behavior of the student (excessive absences or tardiness) please contact the ACCE as soon as you notice the problem. The PTA faculty will contact the student to discuss the absenteeism/tardiness problem and see how it can be fixed. If needed, independent study assignments or other ways to “make-up” missed time can be arranged.

3.3 PROFESSIONAL BEHAVIOR

Professional behavior by students is expected at all times. Students are expected to follow professional standards when in the classroom, laboratory and clinical settings. Guidelines for these standards are as follows:

1. Professional Behaviors (Located in Appendix)
   Ten specific “Professional Behaviors” are assessed throughout the PTA Program curriculum. Students will self-assess these professional abilities once per semester and review this assessment with their academic advisor.

   Expected Professional Behaviors levels are
   a. End of Semester I: All Professional Behaviors at least beginning level
   b. End of Semester II: 50% of Professional Behaviors at intermediate level
   c. End of Semester III: all Professional Behaviors at least intermediate level
   d. End of Semester IV: all Professional Behaviors at entry level

   Faculty will provide oral and written feedback regarding professional behaviors each semester. Information will be gathered from the CPI criteria to assist academic faculty in assessing the Professional Behaviors. Copies of this feedback will be placed in the student’s file. Students are expected to change unsatisfactory behaviors after receiving feedback from faculty. If a student is not demonstrating professional behaviors at an appropriate level, the student will develop a plan for improvement with academic faculty. Serious deficits in professional behavior with no improvement may result in program probation or program dismissal.

2. American Physical Therapy Association (APTA) Standards of Ethical Conduct for the Physical Therapist Assistant (Located in Appendix )

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3.4 PERSONAL APPEARANCE

A student is expected to set an example of cleanliness, tidiness, and professionalism in the clinical assignment area. Personal appearance is regarded as an important aspect of a student's overall effectiveness. Students are expected to keep neat and clean at all times. Special attention should be given to personal hygiene and dress in the clinic areas.

Hair must be clean and neat at all times while in clinic. Hair must be worn back away from and out of the face. Beards and mustaches must be short and neatly trimmed. Nails must be clean and short. Nails should be shorter than fingertips when viewed from the palm side. The only jewelry which should be worn in clinic areas are watches, wedding rings, and stud type earrings. This is for the safety of the student and the patients. Students are to avoid wearing perfume, colognes, or after shaves in their clinical experiences sites as patients and/or staff may be allergic to them.

Students are expected to comply with the dress code for each clinical facility. Unless otherwise noted by the facility’s dress code, students should wear professional street clothes and comfortable closed-toe shoes. Professional street clothes typically will include a shirt with sleeves, dress slacks or khaki-type pants (no jeans), sturdy low-heeled shoes with a closed toe, socks, and a watch with a second hand. A white lab coat may be worn in some facilities. Athletic shoes are acceptable if they are neat and professional looking. Given today’s fashions and the level of physical activity required in most PT settings, it is recommended that students check their appearance from all angles and positions to ensure that clothing ensures freedom of movement, remains in position and does not expose undergarments at any time.

3.5 NAME TAGS

A NCTC name tag is to be worn by all students at all times while in clinical education sites. Wearing of the name tag assures proper identification for security purposes and entitles the student access to the premises. The name tag is also a necessary communication tool as the student meets a variety of people, including patients and staff. The facility may require that the student wear a facility name tag as well.

3.6 STUDENT 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 and bringing necessary books and materials to clinic.

3.7 CONFIDENTIALITY

Students are expected to maintain confidentiality standards at all times in the clinical setting. It is not ethical to share information with other individuals regarding patients/clients, facilities, clinical instructors, or classmates. This includes placing the patient’s name or other identifying item on case study reports, class presentations; etc.; failing to obtain written permission to utilize pictures or videos of
a patient in presentations, or talking about patients to your classmates. Violation of this policy may result in probation or dismissal from the PTA Program.

During the first semester of the PTA program, students are instructed in basic HIPPA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information. They are also required to view an online instructional module and pass a Knowledge Assessment at 70% proficiency, prior to their first clinical education course. The CI should give the student instruction in site-specific HIPPA procedures at the start of the clinical experience.

Prior to the start of Clinical Introduction, students are required to sign a Confidentiality Agreement, this Agreement will be considered in force for the rest of the student’s tenure in the PTA Program.

### 3.8 CPR/IMMUNIZATION REQUIREMENTS

Each student must have a current CPR certification (American Heart Association Health Care Provider or American Red Cross CPR for the Professional Rescuer) upon entering their first clinical experience. Students will be required to show proof of this certification prior to the start of the second semester of the program. In addition, prior to the first clinical education experience, students must complete a NCTC Health Screening Form showing proof of a negative TB skin test and/or negative chest x-ray within the previous year, immunization records, and proof of Hepatitis B immunization or a signed declination form.

Although students are not required to have health insurance, it is highly encouraged. Students should be aware that some clinical education sites require students to have health insurance.

### 3.9 ACCIDENTS

All accidents occurring at a clinical facility which results in patient, hospital personnel, personal injury and/or damage to equipment must be reported to the clinical instructor immediately. Students may also be required to fill out a facility incident report. Students are required to understand the safest methods of properly performing treatment procedures and operation of equipment before undertaking them. Students are responsible for the cost of their individual medical care that may result from an accident while at clinicals.

In the event of an accident, please have the student complete an incident form and notify the ACCE of the incident.

### 3.10 ACCOMMODATION

NCTC affirms the rights of students with disabilities to equal opportunity and treatment in all aspects of education. Reasonable accommodations will be made that will enable students with disabilities to enjoy equal educational opportunities. In order to receive accommodations, a student must:

1. Initiate a request for services through the campus Disabilities Coordinator (located in Learning Services)
2. Provide documentation verifying the disability
3. Follow plan as determined after consultation with campus Disabilities Coordinator

The accommodation(s) will be implemented at the earliest possible date. If consultation with the student and the College does not identify an appropriate accommodation, the student shall be notified in writing of the program’s inability to reasonably accommodate the student’s special needs.

3.11 STUDENT IN-SERVICES

Students are required to provide an in-service on the role of the physical therapist assistant during PTAS 1130 Clinical Education I. Students will also provide an in-service on a topic of their choice (with input from their clinical instructor) during at least one of their two six-week clinical experiences. When a student provides an in-service they should have the clinical site staff evaluate and provide feedback using the Student In-service Feedback Form located in the Appendix.

3.12 EARLY TERMINATION OF CLINICAL EXPERIENCE

The PTA Program ACCE and the NCTC PTA program faculty may remove the student from the clinical site if it appears that the student is performing incompetently or poses a safety threat to the patients/clients or staff of the clinical site. This decision will be made based on input from the CCCE and/or student’s CI. The ACCE will meet with the student either in person or by phone within twenty-four hours to explain the reasons for removal from the clinical area and to inform the student that he/she is failing. Please keep the ACCE informed of any potential problems. If you feel the student must be removed from the clinical education experience, contact the ACCE or PTA Program Director immediately.

Following this action an informal meeting with the student, ACCE, CI and/or CCCE, and PTA Program Director will be convened as soon as possible to discuss the student's status. If the removal from the clinical setting is upheld as a result of this meeting, the student receives a failing grade in the clinical component of the course and may be dismissed from the program.

Even if a student is not removed from a clinical experience, failure to meet the standard clinical objectives by the end of the semester may also result in failure of that clinical education course.

3.13 DUE PROCESS/GRIEVANCE PROCEDURE

It is the policy of the NCTC Physical Therapist Assistant Program to work with students in finding a fair and just solution to problems that may arise, including grievances, questions, and misunderstandings. At all steps of the grievance procedure students should feel free to discuss the matters fully with clinical faculty, PTA program faculty, and NCTC administration. Students are urged to first take their problems to their clinical instructor. Usually the CI will have direct knowledge about the subject and is best qualified to work with the student in resolving the manner.

If the student and CI are unable to find a solution, the student should then bring up the situation to the CCCE, who may consult with the program’s ACCE. If the student, CI, and CCCE are unable to find a solution, the student should then bring up the matter to the PTA program ACCE. Should the student feel
an unsatisfactory solution was achieved after involving the ACCE, the student should then bring up the matter to the PTA Program Director. If the student still feels an unsatisfactory solution was achieved, the student should bring up the matter with the appropriate Dean.

Student complaints involving clinical faculty or clinical facilities should be directed to the PTA Program ACCE.

3.14 CLINICAL REASSIGNMENT

When a student is on a clinical experience but is unable to complete the required hours, an alternative clinical may be provided. Possible reasons a student may be unable to complete these hours include, but will not be limited to the following: (1) family crisis, (2) health status (3) conflict with the Clinical Instructor, and (4) lack of patients at the clinical site. The ACCE and PTA Program Director will decide on an individual basis whether the student will be provided with a clinical reassignment.

A student will be allowed only one opportunity during the PTA Program to be considered for a clinical reassignment. The student will not be allowed a clinical reassignment if they are on PTA program probation, and they must be off PTA program probation prior to clinical reassignment.

3.15 BACKGROUND CHECKS

Minnesota State Law requires that any person who provides services that involve direct contact with patients and residents at a health-care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical education placement. Inability to participate in a clinical education placement required by the academic program will result in ineligibility to qualify for a degree in this program. NCTC health care students must pass both a national and state background study prior to starting clinical education experiences.

3.16 KNOWLEDGE OF PROGRAM AND COLLEGE POLICIES AND PROCEDURES

The PTA program abides by Northland Community and Technical College policies. The most current college policies can be found at http://www.northlandcollege.edu/about/policies/.

Students are expected to have a working knowledge of the content of the NCTC PTA Program Clinical Education Handbook, which is provided annually during the fall semester. After reviewing the Clinical Education Handbook, students will sign and date the “Student Handbook Agreement”, which is an agreement where the student states they understand the content of the handbook and agree to abide by the policies and procedures set forth during their tenure as a Physical Therapist Assistant student. Students will also be able to access the PTA Program Clinical Education Handbook on the program website.

The PTA Program Clinical Education Handbook is reviewed and revised annually by program faculty. To ensure all program policies are consistent with those of the College, the handbook is reviewed
annually by the Dean of Student Affairs. Program faculty will consider input for manual revisions from students, college administration, the PTA program advisory committee, and clinical faculty. When changes are made after the initial publication of each year’s Clinical Education Handbook, PTA Program students and NCTC administration will be notified of the updates. The Handbook available on the program website will also be updated.

3.17 INFORMED CONSENT

Patients will be informed by the CI, or by the student under the direction of the CI, when a student is involved in patient care. Students are required to identify themselves as a physical therapist assistant student, and should obtain consent for treatment from the patient. Patients have the risk-free right to decline to receive care from a student participating in the clinical education program and can do so by informing either the student or the CI.
IV. RESPONSIBILITIES OF THE CLINICAL FACILITY

4.1 MEMORANDUM OF AGREEMENT

Only clinical facilities with current, unexpired, written Memorandum of Agreement in place will be utilized for the placement of students. A Complete Memorandum of Agreement is sent when a facility is first utilized. The ACCE reviews the list of clinical sites annually to make sure all sites have a current Memorandum of Agreement.

4.2 EQUIPMENT AND FACILITY SAFETY

All clinical facilities are expected to have policies concerning safety regulations governing the use of equipment and the storage and use of any hazardous materials. These policies should be reviewed with students affiliating at that facility. Equipment should be inspected regularly and safety regulations should be posted and reviewed periodically.

4.3 CONFIDENTIALITY

All clinical facilities are expected to have policies on the confidentiality of records and other personal information. Additionally, there should be facility policies concerning the informed consent of patients seen by the student. Facility guidelines on the use of human subjects for educational purposes should also exist at each facility. These policies should be reviewed with the students affiliating at that facility.

4.4 SUPERVISION

All clinical facilities are expected to provide direct supervision of students to ensure patient safety and to enable the successful completion of the program’s educational objectives. All students require on-site supervision by a licensed physical therapist or a physical therapist/physical therapist assistant team. Preferably, this should be the student’s assigned clinical instructor. If the clinical instructor is unavailable on-site, another licensed person who is on-site must be assigned to that student for that time period. The clinical instructor should have adequate release time to adequately supervise the student and be available for questions, assistance, and mentoring. All supervisory clinical faculty are expected to demonstrate positive role modeling for the students. If there is no PT in the building for part of a day when the student is on their clinical experience, the student may perform non-patient care clinic duties such as chart reviews, assignments on reference materials, documentation, in-service preparation, and observation of other health care practitioners. Students should contact the ACCE immediately if supervision does not follow these guidelines.

4.5 COMPLAINTS

Complaints regarding the program or the program graduates should be first addressed to the PTA Program Director. Unresolved complaints or complaints about the Program Director should be directed to Jodi Stauss-Stassen, MS, RN, Dean of Nursing and Allied Health. Ms. Stuass-Stassen’s e-mail address is Jodi.Stassen@northlandcollege.edu and her phone number is (218)-793-2939. All
complaints will be documented, including the projected outcome, and kept on file at the program facility. Complaints regarding Accreditation of this program should be addressed to the Commission on Accreditation in Physical Therapy Education. This Commission is located at 111 North Fairfax Street, Alexandria, Virginia, 22314.
V.  CLINICAL FACULTY RIGHTS AND PRIVILEGES

5.1 CLINICAL FACULTY RIGHTS AND PRIVILEGES

The NCTC PTA Program values the clinical faculty who are involved with the clinical education of Northland students. CIs and CCCEs are entitled to rights and privileges as a result of their participation with the NCTC PTA Clinical Education Program. All CIs and CCCEs are invited annually to a Clinical Faculty Meeting each fall. The agenda of this meeting will include reviewing any curricular changes in the PTA Program, reviewing of the CPI, and a question and answer session with the PTA Program Faculty. A topic will also be discussed that has been identified as a need through the review of student evaluations, interviews and observations made by the ACCE.

The NCTC PTA Program annually determines the professional development needs of the clinical faculty members. With this information, the PTA Program hopes to facilitate continued growth and development in clinical faculty in their role as clinical educators. Clinical faculty are encouraged to complete relevant Clinical Instructor self-assessments from the American Physical Therapy Association. These assessments are related to the Clinical Instructors, CCCEs and Clinical Education sites. The PTA Program hopes Clinical Education sites will use these forms to complete a yearly assessment of needs. These assessments, along with a brief survey of professional development needs, will be given and collected to clinical faculty by the ACCE during clinical education visits.

The PTA Program will also make an effort to host continuing education workshops on both clinical education and clinical practice topics. The APTA Clinical Instructor Credentialing Course will be offered either by NCTC or in partnership with the University of North Dakota’s Physical Therapy Department at least every other year. A workshop on a physical therapy practice topic will be scheduled in subsequent years. All area physical therapy clinicians are invited to attend these workshops; however, those clinicians who have served as clinical faculty for the program will be offered either free tuition or a reduced tuition.

Clinical faculty will also receive, upon request, a NCTC library card to allow them to access NCTC library journals, books, and electronic resources.

NCTC PTA Program academic faculty members are available to provide in-services for any affiliating clinical facility on mutually agreed upon topics. This in-service could be on clinical education topics or other physical therapy information. Contact the PTA Program Director if your facility is interested in arranging for an in-service.

Clinical Faculty will be given the opportunity to use PTA Program departmental resources as able. Departmental resources are located in the PTA Program laboratory and in Program faculty offices. Please contact the PTA Program Director for a list of available departmental resources.

The North Dakota Board of Physical Therapy allows clinical instructors licensed in North Dakota to receive continuing education credit for being a clinical instructor. Clinical instructors will receive 1.0 hours of CEU credit for PTAS 1130, Clinical Education I; and 1.5 hours of CEU credit for PTAS 1140 and/or PTAS 1150.

5.2 EDUCATION TIPS FOR THE CLINICAL INSTRUCTOR
The Clinical Instructor should review the PTA Clinical Performance Instrument (CPI) with the student at the beginning of the clinical rotation. This is done to familiarize the CI and the student with the individual skills and their objectives. The Clinical Instructor can then identify which skills the facility is usually able to address. The CI and the student then design learning experiences to facilitate mastery of the identified skills.

Scheduling a formal meeting at least one time per week to review the student’s progress and goals to be addressed the next week is recommended.

It is helpful to have a student information packet to mail to the student prior to the affiliation. Information that is helpful includes:

1. Confirmation of the dates of the rotation.
2. The name of the Clinical Instructor and the CCCE.
3. The time the student should report to the clinic.
4. The dress code for the facility.
5. Directions to the PT department.
7. A direct phone number to the PT department
8. Medical forms, if needed.
9. Any orientation the student may need prior to seeing patients (HIPPA, Standard Precautions, etc).
10. Meals - Is there a cafeteria or does the student need to bring their lunch?
11. Housing information, if applicable.
12. Any information on other tests the student may require (background check, drug test, etc.).
13. Any additional orientation information you want the student to read prior to the start of the clinical rotation.
APPENDIX
American Physical Therapy Association (APTA)  
Standards of Ethical Conduct for the  
Physical Therapist Assistant  

Preamble  
The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life. No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.  

Standards  

Standard #1: Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.  
1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.  
1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.  

Standard #2: Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.  
2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.  
2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.  
2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.  
2D. Physical therapist assistants shall protect confidential patient/client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.  

Standard #3: Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.  
3A. Physical therapist assistants shall make objective decisions in the patient’s/clients best interest in all practice settings.  
3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapy interventions.  
3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.
3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

**Standard #4:** Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other health care providers, employers, payers, and the public.

4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.

4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients/clients, students, supervisees, research participants, or employees).

4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.

4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.

4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.

4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

**Standard #5:** Physical therapist assistants shall fulfill their legal and ethical obligations.

5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.

5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.

5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.

5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

**Standard #6:** Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

6A. Physical therapist assistants shall achieve and maintain clinical competence.

6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.

6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

**Standard #7:** Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.

7B. Physical therapist assistants shall not accept gifts or other considerations that influence or
give an appearance of influencing their decisions.

7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.

7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.

7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients.

**Standard #8:** Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.

8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapy services.

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.
## Skills Learned by 1st Year NCTC PTA Students

<table>
<thead>
<tr>
<th>Fundamentals of PTA</th>
<th>Physical Agents</th>
<th>Kinesiology</th>
<th>Therapeutic Exercise I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand-washing/universal precautions*</td>
<td>Cervical massage*</td>
<td>L/E Goniometry*</td>
<td>Manual resistive exercise*</td>
</tr>
<tr>
<td>Sit-stand transfer*</td>
<td>Upper back massage*</td>
<td>U/E Goniometry*</td>
<td>Mechanically resistive exercise*</td>
</tr>
<tr>
<td>Pivot transfer bed to chair*</td>
<td>Lower back massage*</td>
<td>L/E MMT*</td>
<td>Muscle stretching, active or passive*</td>
</tr>
<tr>
<td>Bed positioning*</td>
<td>Full back massage*</td>
<td>U/E MMT*</td>
<td>Connective tissue stretching*</td>
</tr>
<tr>
<td>Moving pt’s in bed*</td>
<td>U/E massage*</td>
<td>Neck/Trunk Goniometry*</td>
<td>Designing and teaching home programs*</td>
</tr>
<tr>
<td>Hoyer/Mechanical lift</td>
<td>L/E massage*</td>
<td>Neck/Trunk MMT*</td>
<td>Isotonic/isometric exercise*</td>
</tr>
<tr>
<td>Vital signs*</td>
<td>Paraffin*</td>
<td>Spinal nerve reflexes*</td>
<td>Concentric/eccentric Exercise*</td>
</tr>
<tr>
<td>Fit assistive device*</td>
<td>Cyrotherapy*</td>
<td>Dermatomes*</td>
<td>Reciprocal inhibition*</td>
</tr>
<tr>
<td>Gait training - stairs*</td>
<td>Moist heat*</td>
<td>Myotomes*</td>
<td>Progressive Resistive Exercises</td>
</tr>
<tr>
<td>Gait training - level surfaces*</td>
<td>Contrast Bath*</td>
<td></td>
<td>Intro to balance/coordination exercises*</td>
</tr>
<tr>
<td>Sliding board transfers*</td>
<td>Infrared lamp (theory only)</td>
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<td>Post surgical exercise programs/protocols</td>
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<tr>
<td>Teaching body mechanics</td>
<td>Short-wave diathermy (theory only)</td>
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<td>Open/closed chain exercise*</td>
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<tr>
<td>Girth Measurements*</td>
<td>Intermittent Compression*</td>
<td></td>
<td>Teaching postural education</td>
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<tr>
<td>PROM*</td>
<td>Electrode placement*</td>
<td></td>
<td>Circulation exercises</td>
</tr>
<tr>
<td>AAROM*</td>
<td>TENS*</td>
<td></td>
<td>Analysis of Normal gait</td>
</tr>
<tr>
<td>AROM*</td>
<td>Interferential*</td>
<td></td>
<td>Analysis of abnormal gait</td>
</tr>
<tr>
<td>Sterile techniques</td>
<td>High Volt*</td>
<td></td>
<td>Circulation &amp; ventilation</td>
</tr>
<tr>
<td>Bandaging for edema*</td>
<td>Ultrasound – direct &amp; immersion*</td>
<td></td>
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<tr>
<td>Wheelchair mobility</td>
<td>Phonophoresis*</td>
<td></td>
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<tr>
<td>Sterile Dressing Change*</td>
<td>CPM application</td>
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<tr>
<td>Tilt Table</td>
<td>Cervical traction*</td>
<td></td>
<td></td>
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<tr>
<td>Wound Care (No sharp debridement)</td>
<td>Lumbar traction*</td>
<td></td>
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<tr>
<td>Bony Prominence Palpation*</td>
<td>Biofeedback</td>
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<tr>
<td></td>
<td>Hydrotherapy</td>
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<tr>
<td></td>
<td>Iontophoresis*</td>
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</tbody>
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*Note: * indicates a focus on specific techniques or procedures.
**Skills learned by 2nd year NCTC PTA students**

<table>
<thead>
<tr>
<th>Neurology</th>
<th>Therapeutic Exercise II</th>
<th>Advanced Techniques</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNF diagonals*</td>
<td>Soft tissue mobilization*</td>
<td>Residual limb wrapping*</td>
</tr>
<tr>
<td>Motor learning techniques</td>
<td>Taping*</td>
<td>Body mechanics for work tasks*</td>
</tr>
<tr>
<td>Functional movement analysis</td>
<td>Posture</td>
<td>Job simulation*</td>
</tr>
<tr>
<td>Inhibition techniques</td>
<td>Plyometrics</td>
<td>Post-amputation rehab</td>
</tr>
<tr>
<td>Transfers for rehab diagnoses*</td>
<td>Aerobic Conditioning</td>
<td>Postural drainage*</td>
</tr>
<tr>
<td>Gait Training for rehab diagnoses*</td>
<td>Cardiac Rehab</td>
<td>Chest percussion*</td>
</tr>
<tr>
<td>Coma stimulation</td>
<td>Pool therapy</td>
<td>Breathing exercises*</td>
</tr>
<tr>
<td>Pediatric Exercises</td>
<td>Spinal exercise protocols</td>
<td>Coughing*</td>
</tr>
<tr>
<td>Basic NDT techniques*</td>
<td>Cardiovascular endurance exercises</td>
<td>Relaxation</td>
</tr>
<tr>
<td>Sensation &amp; Cognition Testing*</td>
<td>Balance assessments</td>
<td>Special tests (theory only)</td>
</tr>
<tr>
<td>DTR Testing*</td>
<td>Advanced Balance Exercises</td>
<td>Women’s health</td>
</tr>
<tr>
<td></td>
<td>Geriatrics</td>
<td>Lumbar Stabilization</td>
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<tr>
<td></td>
<td></td>
<td>Dynamic Splints</td>
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<tr>
<td></td>
<td></td>
<td>Grade I-II Peripheral Joint Mobilization*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Orthotics/Prosthetics</td>
</tr>
</tbody>
</table>

*Denotes skills student has demonstrated competence in through skill checks and/or practical examinations

**Clinical Instructors who teach skills not covered in the program are responsible for assessing the student’s competence with the skill prior to the patient treatment
Professional Behaviors Assessment Tool

Student Name ______________________        Date: ____________________

Directions:

1. Read the description of each professional behavior.
2. Become familiar with the behavioral criteria described in each of the levels.
3. Self-assess your performance continually, relative to the professional behaviors, using the behavioral criteria.
4. At the end of each semester:
   a. Using a highlighter, highlight all criteria that describes behaviors you demonstrate in Beginning Level (column 1), Intermediate Level (column 2), or Entry Level (column 3).
   b. Give at least one specific example of a time when you demonstrated a behavior from the highest level highlighted.
   c. Place an “x” along the visual analog scale to indicate the level (B, I, or E) at which you primarily function in each ability. This should be based on your highlighted areas, the specific example, and feedback from your CI.

5. Sign and return to Program Director
1. **Critical Thinking:** The ability to question logically; identify, generate and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and assumptions; and distinguish relevant from irrelevant information. The ability to appropriately utilize, analyze, and critically evaluate scientific evidence to develop a logical argument, and to identify and determine the impact of bias on the decision making process.

<table>
<thead>
<tr>
<th><strong>Beginning Level:</strong></th>
<th><strong>Intermediate Level:</strong></th>
<th><strong>Entry Level:</strong></th>
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</thead>
<tbody>
<tr>
<td>Raises relevant questions; Considers all available information; Articulates ideas; Understands the scientific method; States the results of scientific literature but has not developed the consistent ability to critically appraise findings (i.e. methodology and conclusion); Recognizes holes in knowledge base; Demonstrates acceptance of limited knowledge and experience</td>
<td>Feels challenged to examine ideas; Critically analyzes the literature and applies it to patient management; Utilizes didactic knowledge, research evidence, and clinical experience to formulate new ideas; Seeks alternative ideas; Formulates alternative hypotheses; Critiques hypotheses and ideas at a level consistent with knowledge base; Acknowledges presence of contradictions</td>
<td>Distinguishes relevant from irrelevant patient data; Readily formulates and critiques alternative hypotheses and ideas; Infers applicability of information across populations; Exhibits openness to contradictory ideas; Identifies appropriate measures and determines effectiveness of applied solutions efficiently; Justifies solutions selected</td>
</tr>
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</table>

**Specific Example:**

<table>
<thead>
<tr>
<th>Place an “x” on the visual analog scale</th>
</tr>
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<tbody>
<tr>
<td>B</td>
</tr>
</tbody>
</table>

2. **Communication:** The ability to communicate effectively (i.e. verbal, non-verbal, reading, writing, and listening) for varied audiences and purposes.

<table>
<thead>
<tr>
<th><strong>Beginning Level:</strong></th>
<th><strong>Intermediate Level:</strong></th>
<th><strong>Entry Level:</strong></th>
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</thead>
<tbody>
<tr>
<td>Demonstrates understanding of the English language (verbal and written): uses correct grammar, accurate spelling and expression, legible handwriting; Recognizes impact of non-verbal communication in self and others; Recognizes the verbal and non-verbal characteristics that portray confidence; Utilizes electronic communication appropriately</td>
<td>Utilizes and modifies communication (verbal, non-verbal, written and electronic) to meet the needs of different audiences; Restates, reflects and clarifies message(s); Communicates collaboratively with both individuals and groups; Collects necessary information from all pertinent individuals in the patient/client management process; Provides effective education (verbal, non-verbal, written and electronic)</td>
<td>Demonstrates the ability to maintain appropriate control of the communication exchange with individuals and groups; Presents persuasive and explanatory verbal, written or electronic messages with logical organization and sequencing; Maintains open and constructive communication; Utilizes communication technology effectively and efficiently</td>
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</table>

**Specific Example:**

<table>
<thead>
<tr>
<th>Place an “x” on the visual analog scale</th>
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<tr>
<td>________________________________</td>
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</table>
### 3. Problem Solving: The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.

<table>
<thead>
<tr>
<th><strong>Beginning Level:</strong></th>
<th><strong>Intermediate Level:</strong></th>
<th><strong>Entry Level:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognizes problems; States problems clearly; Describes known solutions to problems; Identifies resources needed to develop solutions; Uses technology to search for and locate resources; Identifies possible solutions and probable outcomes</td>
<td>Prioritizes problems; Identifies contributors to problems; Consults with others to clarify problems; Appropriately seeks input or guidance; Prioritizes resources (analysis and critique of resources); Considers consequences of possible solutions</td>
<td>Independently locates, prioritizes and uses resources to solve problems; Accepts responsibility for implementing solutions; Implements solutions; Reassesses solutions; Evaluates outcomes; Modifies solutions based on the outcome and current evidence; Evaluates generalizability of current evidence to a particular problem</td>
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</tbody>
</table>

**Specific Example:**

Place an “x” on the visual analog scale

<table>
<thead>
<tr>
<th>B</th>
<th>I</th>
<th>E</th>
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</table>

### 4. Interpersonal Skills: The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community in a culturally aware manner.

<table>
<thead>
<tr>
<th><strong>Beginning Level:</strong></th>
<th><strong>Intermediate Level:</strong></th>
<th><strong>Entry Level:</strong></th>
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<tbody>
<tr>
<td>Maintains professional demeanor in all interactions; Demonstrates interest in patients as individuals; Communicates with others in a respectful and confident manner; Respects differences in personality, lifestyle and learning styles during interactions with all persons; Maintains confidentiality in all interactions; Recognizes the emotions and bias that one brings to all professional interactions</td>
<td>Recognizes the non-verbal communication and emotions that others bring to professional interactions; Establishes trust; Seeks to gain input from others; Respects role of others; Accommodates differences in learning styles as appropriate</td>
<td>Demonstrates active listening skills and reflects back to original concern to determine course of action; Responds effectively to unexpected situations; Demonstrates ability to build partnerships; Applies conflict management strategies when dealing with challenging interactions; Recognizes the impact of non-verbal communication and emotional responses during interactions and modifies own behaviors based on them</td>
</tr>
</tbody>
</table>

**Specific Example:**

Place an “x” on the visual analog scale

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<tr>
<th>B</th>
<th>I</th>
<th>E</th>
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</table>
5. **Responsibility:** The ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community and social responsibilities.

<table>
<thead>
<tr>
<th><strong>Beginning Level:</strong></th>
<th><strong>Intermediate Level:</strong></th>
<th><strong>Entry Level:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates punctuality; Provides a safe and secure environment for patients; Assumes responsibility for actions; Follows through on commitments; Articulates limitations and readiness to learn; Abides by all policies of academic program and clinical facility</td>
<td>Displays awareness of and sensitivity to diverse populations; Completes projects without prompting; Delegates tasks as needed; Collaborates with team members, patients and families; Provides evidence-based patient care</td>
<td>Educates patients as consumers of health care services; Encourages patient accountability; Directs patients to other health care professionals as needed; Acts as a patient advocate; Promotes evidence-based practice in health care settings; Accepts responsibility for implementing solutions; Demonstrates accountability for all decisions and behaviors in academic and clinical settings</td>
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**Specific Example:**

<table>
<thead>
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<th><strong>Place an “x” on the visual analog scale</strong></th>
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<tbody>
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</table>

6. **Professionalism:** The ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Physical Therapy profession.

<table>
<thead>
<tr>
<th><strong>Beginning Level:</strong></th>
<th><strong>Intermediate Level:</strong></th>
<th><strong>Entry Level:</strong></th>
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</thead>
<tbody>
<tr>
<td>Abides by all aspects of the academic program policies and the APTA Code of Ethics; Demonstrates awareness of state licensure regulations; Projects professional image; Attends professional meetings; Demonstrates cultural/generational awareness, ethical values, respect, and continuous regard for all classmates, academic and clinical faculty/staff, patients, families, and other healthcare providers</td>
<td>Identifies positive professional role models within the academic and clinical settings; Acts on moral commitment during all academic and clinical activities; Identifies when the input of classmates, co-workers and other healthcare professionals will result in optimal outcome and acts accordingly to attain such input and share decision making; Discusses societal expectations of the profession</td>
<td>Demonstrates understanding of scope of practice as evidenced by treatment of patients within scope of practice, referring to other healthcare professionals as necessary; Provides patient &amp; family centered care at all times as evidenced by provision of patient/family education, seeking patient input and informed consent for all aspects of care and maintenance of patient dignity; Seeks excellence in professional practice by participation in professional organizations and attendance at sessions or participation in activities that further education/professional development; Utilizes evidence to guide clinical decision making and the provision of patient care, following guidelines for best practices; Discusses role of physical therapy within the healthcare system and in population health; Demonstrates leadership in collaboration with both individuals and groups</td>
</tr>
</tbody>
</table>

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### 7. Use of Constructive Feedback

**Beginning Level:**
- Demonstrates active listening skills; Assesses own performance;
- Actively seeks feedback from appropriate sources; Demonstrates receptive behavior and positive attitude toward feedback;
- Incorporates specific feedback into behaviors; Maintains two-way communication without defensiveness.

**Intermediate Level:**
- Critiques own performance accurately;
- Responds effectively to constructive feedback; Utilizes feedback when establishing professional and patient related goals; Develops and implements a plan of action in response to feedback; Provides constructive and timely feedback.

**Entry Level:**
- Independently engages in a continual process of self evaluation of skills, knowledge and abilities; Seeks feedback from patients/clients and peers/mentors; Readily integrates feedback provided from a variety of sources to improve skills, knowledge and abilities; Uses multiple approaches when responding to feedback; Reconciles differences with sensitivity; Modifies feedback given to patients/clients according to their learning styles.

### 8. Effective Use of Time and Resources

**Beginning Level:**
- Comes prepared for the day’s activities& responsibilities;
- Identifies resource limitations (i.e. information, time, experience);
- Determines when and how much help/assistance is needed;
- Accesses current evidence in a timely manner; Verbalizes productivity standards and identifies barriers to meeting productivity standards; Self-identifies and initiates learning opportunities during unscheduled time.

**Intermediate Level:**
- Utilizes effective methods of searching for evidence for practice decisions; Recognizes own resource contributions;
- Shares knowledge and collaborates with staff to utilize best current evidence; Discusses and implements strategies for meeting productivity standards; Identifies need for and seeks referrals to other disciplines.

**Entry Level:**
- Uses current best evidence; Collaborates with members of the team to maximize the impact of treatment available; Has the ability to set boundaries, negotiate, compromise, and set realistic expectations; Gathers data and effectively interprets and assimilates the data to determine plan of care; Utilizes community resources in discharge planning; Adjusts plans, schedule etc. as patient needs and circumstances dictate; Meets productivity standards of facility while providing quality care and completing non-productive work activities.
**9. Stress Management:** The ability to identify sources of stress and to develop and implement effective coping behaviors; this applies for interactions for: self, patient/clients and their families, members of the health care team and in work/life scenarios.

<table>
<thead>
<tr>
<th><strong>Beginning Level:</strong></th>
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<th><strong>Entry Level:</strong></th>
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</thead>
<tbody>
<tr>
<td>Recognizes own stressors; Recognizes distress or problems in others; Seeks assistance as needed; Maintains professional demeanor in all situations</td>
<td>Actively employs stress management techniques; Reconciles inconsistencies in the educational process; Maintains balance between professional and personal life; Accepts constructive feedback and clarifies expectations; Establishes outlets to cope with stressors</td>
<td>Demonstrates appropriate affective responses in all situations; Responds calmly to urgent situations with reflection and debriefing as needed; Prioritizes multiple commitments; Reconciles inconsistencies within professional, personal and work/life environments; Demonstrates ability to defuse potential stressors with self and others</td>
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**Specific Example:**

<table>
<thead>
<tr>
<th>Place an “x” on the visual analog scale</th>
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<tbody>
<tr>
<td>B</td>
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**10. Commitment to Learning:** The ability to self direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.

<table>
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<tr>
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<th><strong>Entry Level:</strong></th>
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</thead>
<tbody>
<tr>
<td>Prioritizes information needs; Analyzes and subdivides large questions into components; Identifies own learning needs based on previous experiences; Welcomes and/or seeks new learning opportunities; Seeks out professional literature; Plans and presents an in-service, research or cases studies</td>
<td>Researches and studies areas where own knowledge base is lacking in order to augment learning and practice; Applies new information and re-evaluates performance; Accepts that there may be more than one answer to a problem; Recognizes the need to and is able to verify solutions to problems; Reads articles critically and understands limits of application to professional practice</td>
<td>Respectfully questions conventional wisdom; Formulates and re-evaluates position based on available evidence; Demonstrates confidence in sharing new knowledge with all staff levels; Modifies programs and treatments based on newly-learned skills and considerations; Consults with other health professionals and physical therapists for treatment ideas</td>
</tr>
</tbody>
</table>

**Specific Example:**

<table>
<thead>
<tr>
<th>Place an “x” on the visual analog scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
</tr>
</tbody>
</table>
Specific Example: | Place an “x” on the visual analog scale
---|---
B | I | E

Based on my Professional Behaviors Assessment, I am setting the following Goals:

To accomplish these goals, I will take the following specific actions:

Student Signature: ______________________________        Date: ________________

Faculty Signature: ______________________________        Date: ________________
Northland Community and Technical College  
Physical Therapist Assistant Program  

Clinical Orientation Checklist

To verify completion, the Clinical Instructor initials when a task is accomplished.

_____ Ensure that the student has the appropriate ID badge(s) and parking permit for the clinical site

_____ Review Clinical Schedule (including weekend or evening coverage)

_____ Review meal schedule

_____ Review the professional appearance and behavior standards of the facility

_____ Review any available library or educational resources.

_____ Review the organizational structure of the facility including the Physical Therapy or Rehabilitation Department.

_____ Tour of the facility.

_____ Review available supplies and equipment.

_____ Review facility Infection Control procedures.

_____ Review facility emergency procedures (Fire, Medical Emergency, Tornado, etc).

_____ Review Clinical Education requirements and expectations.

_____ Discuss student learning preferences.

_____ Review facility documentation procedures and process.

_____ Review facility billing procedures and process.

When Completed, please fax this form to Shelley Koerber, NCTC PTA Program ACCE at (218) 793-2842
Northland Community and Technical College
Physical Therapist Assistant Program

CLINICAL INSTRUCTOR CURRICULUM REVIEW FORM

Check the Clinical Education Experience:
____ PTA Clinical Experience I  (4 week experience, summer)
____ PTA Clinical Experience II  (first 6 week experience, spring)
____ PTA Clinical Experience III  (second 6 week experience, spring)

Clinical Instructor Name: ________________________________________________________

Clinical Site: _________________________________________________________________

Dates of Clinical: _______________________________________________________________

Clinical Instructor’s Entry-level PT/PTA Degree: ___________________________

Years Experience as a Clinical Instructor: _______________________________________

Years Experience as a Clinician: ________________________________________________

APTA Credentialed Clinical Instructor: Yes  or  No

APTA Membership: Yes  or  No

What recommendations do you have for improving the NCTC PTA curriculum?

What recommendations do you have for improving the NCTC PTA Clinical Education program?

How might the ACCE improve coordination, communication, and/or interventions between the school and clinical site?

When completed, please fax this form to
Shelley Koerber, NCTC PTA Program ACCE at (218) 793-2842
Northland Community and Technical College
Physical Therapist Assistant Program

Clinical Instructor/Student Meeting Form

Check the Clinical Education Experience:
_____ PTA Clinical Experience I       (4 week experience, summer)
_____ PTA Clinical Experience II      (first 6 week experience, spring)
_____ PTA Clinical Experience III     (second 6 week experience, spring)

Week #: __________
Dates: ____________

CLINICAL INSTRUCTOR COMMENTS:

Student’s Strengths:

Areas/Skills Showing Improvement:

Areas/Skills to Work on:

STUDENT COMMENTS:

GOALS FOR NEXT WEEK:

__________________________________________________________
Clinical Instructor     Date             Student             Date

Students are to fax completed forms to the ACCE at 218-793-2842 at midterm and final portions of the Clinical Experience
Confidentiality Agreement

The faculty at Northland Community and Technical College acknowledges the extreme importance of confidentiality with respect to the affairs of all patients in all clinical agencies. In light of this acknowledgment, each student agrees to keep confidential all information acquired pertaining to any clinical agency and any related activities in the course of clinical education. This commitment to confidentiality includes:

• Any information regarding the patient, the patient’s family, or health issues related to the patient

• Information regarding the strategic plan, programs, and process toward meeting goals in the agency plan

• Issues related to legal, moral, and regulatory responsibility for the oversight of patient quality. This includes information regarding appointment and reappointment of professionals to the medical staff; information included in quality reports and statistical data regarding the agency’s clinical services and patient care; risk management and malpractice information; and individual professional performance and reviews of attitudes and opinions from those who work for the agency

• Financial information including annual budgets, revenues, expenses, long-term capital expenditure plans and equipment purchases, and information regarding the agency’s financial condition such as debt, liquidity, return on investment, profitability, and other financial data

• Employment information including employee salaries, employment agreements, and terms and conditions of employment

It is particularly important that the student recognizes the sensitivity of information regarding medical recruitment plans, capital decisions, real estate purchases, decisions regarding closures, mergers, and other strategic plans that may have impact on the agency’s competitive position relative to other health care providers (both institutional and individual) in the service area.

________________________________________  ____________
Signature          Date

________________________________________
Print Name
Student In-service Feedback Form

Instructions: Please have a minimum of two in-service audience members fill out the feedback form.

Check the Clinical Education Experience:
____ PTA Clinical Experience I (4 week experience, summer)
____ PTA Clinical Experience II (first 6 week experience, spring)
____ PTA Clinical Experience III (second 6 week experience, spring)

Topic of In-service: ________________________________

Date of In-service: ________________________________

Did the in-service cover a topic that is current with physical therapy practice?

Strengths of presentation:

What are some things that could improve this presentation if performed again in the future?

Other comments:
**Northland Community and Technical College**  
**Physical Therapist Assistant Program**  

**Clinical Introduction Skill Checklist**

**Instructions:** For each skill safely performed by the student and observed by a physical therapist or physical therapist assistant during Introduction to Clinical Introduction, please write the date the skill was observed, the facility where the skill occurred, and have the observing PT/PTA sign their name.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Date</th>
<th>Facility</th>
<th>PT/PTA signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gait Training on a level surface without an assistive device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gait Training on a level surface with an assistive device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gait Training on Stairs without an assistive Device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gait Training on Stairs with an assistive device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sit ↔ Stand Transfer</td>
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<tr>
<td>w/c ↔ Bed Transfer</td>
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<td></td>
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<tr>
<td>Supine ↔ sit transfer</td>
<td></td>
<td></td>
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<tr>
<td>Fit or assist fitting for an assistive device</td>
<td></td>
<td></td>
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<tr>
<td>Assisted bed mobility</td>
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<td></td>
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<tr>
<td>PROM – L/E</td>
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<td>PROM – U/E</td>
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<tr>
<td>AAROM – L/E</td>
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<td>AAROM – U/E</td>
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<td>AROM – L/E</td>
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<tr>
<td>AROM – U/E</td>
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<tr>
<td>Hot pack use</td>
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<td>Cole pack use</td>
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<tr>
<td>Ultrasound</td>
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<tr>
<td>E-stim</td>
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</tbody>
</table>
Northland Community and Technical College
Physical Therapist Assistant Program
Essential Functions for Physical Therapist Assistant Students

There are several important factors for you to consider when you are determining your future career directions. To be successful in the PTA classroom and in your job following graduation, you should be able to meet all of the following expectations:

1. Attend class approximately 10-25 hours a week or perform 40 hours a week of clinical education, depending on the stage of the program curriculum.
2. Complete all assignments on time.
3. Participate in classroom discussions.
4. Perform or instruct others in the following procedures (learned in class) in a timely manner: transfers, gait training, physical agents, activities of daily living, therapeutic exercises or activities, and data collection procedures.
5. Use sound judgment and safety precautions (exposure to blood-borne pathogens and/or infectious disease may occur as part of the educational experience). Students are trained in safety/infection control and are expected to follow these guidelines to avoid contracting or transmitting disease.
6. Meet class standards for successful course completion.
7. Use critical thinking when making decisions.
9. Address problems or questions to the appropriate person at the appropriate time.
10. Maintain classroom, work area, equipment, supplies, personal appearance and hygiene conducive to a professional setting as appropriate.
11. Behave in a competent, professional manner.

Physical requirements for the PTA Program include the need to occasionally, frequently, or continually:

1. Sit 2-5 hours per day with lecture blocks up to 3 hours.
2. Stand 1-6 hours with lab time blocks up to 3 hours.
3. Lift up to 60 pounds.
4. Push/pull up to 50 pounds of force exerted at waist level.
5. Squat or stoop.
6. Use auditory, tactile, and visual senses to assess physiological status of an Individual.
7. Demonstrate good standing and unsupported sitting balance.
8. Demonstrate good finger dexterity.
9. Coordinate verbal and manual instructions
10. Communicate effectively with a variety of people through written
    verbal, and nonverbal methods.
11. Use hands repetitively
12. Shift weight in sitting or standing
13. Demonstrate the ability to use a firm grasp while using physical
    therapy equipment and while performing physical therapy
    interventions.
14. Reach above shoulder level.
15. Kneel, kneel-stand, and half kneel.
16. Use equipment that emits electrical, ultrasonic, and thermal
    energy.
17. Physically move and transfer patients

Students who have concerns about the ability to perform any of these functions
should contact the PTA Program Director at (218) 793-2565. Individuals with
disabilities may request reasonable accommodations or information by calling the
NCTC Learning Center at (218) 793-2382.
Northland Community and Technical College
Physical Therapist Assistant Program

CLINICAL EDUCATION HANDBOOK AGREEMENT

I have received and read the Clinical Education Handbook for the Physical Therapist Assistant Program at Northland Community and Technical College. I understand its content and agree to abide by the policies and procedures set forth during my tenure as a Physical Therapist Assistant student. The Program reserves the right to alter policies, procedures and content.

_________________________________________
Student Name (Please Print)

_________________________________________
Signature

_________________________________________
Date