



IMPROVING LIVES. IMPROVING COMMUNITIES.

**Physical Therapist Assistant
Program
Orientation Manual
2024-2025**

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PTA Student Responsibilities

It is important that you be well informed about your academic program. To accomplish this task, you should maintain the following items in your files (electronic copies will be permitted):

1. MCC's current catalog and student handbook
2. MCC's schedule for each semester you are enrolled
3. Standard & Procedures Manual
4. All students at MCC are subject to the policies of the college as found in the MCC Catalog, MCC Student Handbook and PTA Program Standard & Procedures Manual. The PTA program documents have been developed as additional information resources for you. It is also the student's responsibility to hold and maintain:
 1. Valid Driver's License
 2. Means of transportation
 3. Maintain current clinical records
 4. Technology to access learning management system and educational resources
 - a. Laptops are highly recommended

Attendance Expectations

The MCC PTA program faculty members have a responsibility to assure that all PTA students have an adequate background, including competence in technical skills. The faculty must ensure that each student is able to utilize these skills and knowledge in a safe, competent and professional manner. Learning experiences in the PTA program are arranged sequentially, to ensure that new information, knowledge, and skills are integrated with previously introduced material. In addition, the curriculum includes opportunities for collaborative learning, where interaction between and among students and faculty are critical components of the students learning. Therefore, these learning experiences cannot be repeated and your attendance is a professional responsibility.

MCC expects that students will participate in all scheduled classes, laboratories, and clinical education experiences. It is recommended to be in class on time and to attend a minimum of ninety percent of each component of the course to receive a passing grade. In the event of an absence, the student is required to contact the instructor as soon as possible, in person or by phone/email. Students are expected to maintain a minimum attendance rate of 90% for all required PTA courses. Failure to meet this requirement will result in a written warning. A second violation will lead to probation.

An absence for a personal or family medical emergency or a death in the family would be considered valid reasons for absence. All students are expected to have a contingency plan (or two) for reasons, such as, a sick child. The course instructor has the right not to approve the student's reason for being absent from class. Unexcused absences will be marked as a zero for that day's activities.

Students are responsible for making up the work missed during any absence (excused or not). If it becomes necessary to add/drop a course or withdraw from a course, it is the student's responsibility to complete the college's approved withdrawal process as outlined in the current MCC catalog. If the student does not initiate course withdrawal with their academic advisor and instructor, the student will be considered an enrolled student in the course and will receive a grade appropriate for what grade was achieved while enrolled. Students must schedule co-requisite courses so they do not conflict with the required PTA classes, labs, and clinical education experiences.

Students absent from an examination, laboratory practical, or other graded activity will receive a "0" grade for the examination unless other arrangements are made with the course instructor before the graded activity is conducted. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. This arrangement should be performed in person or by telephone. If the instructor is not available, a message should be left with another member of the PTA faculty or PTA secretary. The instructor will decide the time and method of make-up examinations on an individual basis. There are no guarantees that make up exams will be made available. Messages sent by other students are not acceptable.

Open Door Philosophy

The Program Director and Faculty are committed to the success of each PTA student. The Faculty is available to discuss professional and educational issues with all the students. The program encourages students to speak with any faculty

member regarding comprehension of the material to ensure success with the course material. Students are encouraged to arrange a meeting whenever the need arises, such as supplemental instruction or to address learning difficulties.

Attitude

Each Physical Therapist Assistant represents the entire profession of physical therapy to the client/patient being served. The PTA's expressed or demonstrated attitudes toward others, as well as toward other health professions and services are very apt to be reflected in the subsequent attitude of the patient toward other therapists and towards health care in general.

Attitudes may be reflected in outward behavior such as facial expressions, actions, body language, and conversation. Students must exhibit behaviors that reflect an attitude of openness to learning and motivation to helping others. Listed below are some of the expected attitudes, with examples of the type of observable behavior that is desirable.

1. **Honesty and Integrity** - Refuses to lie, steal or deceive in any way; abides by APTA's Standards of Practice for Physical Therapist Assistants.
2. **Punctuality** - Arrives on time for class, clinics and labs; completes assignments on time. This includes having all appropriate clinical tools available.
3. **Off-Campus Scholarly Activity** - Behaviors during off-campus activities are similar to on-campus. All policies regarding student behaviors will be the same as classroom expectations. Students need to adhere to appropriate attire as indicated by the instructor.
4. **Cooperativeness** - Follows established departmental protocol and procedures; demonstrates a willingness to work well with others and is receptive to suggestions for improvement. In the event of virtual class session, it is vital we all work to participate in the virtual classroom as if we were in the traditional classroom. It is advised to keep the camera on during class time.
5. **Pride in Workmanship** - Strives for improvement in assignments and clinic; requests assistance when having difficulty in attaining the specified performance standards.
6. **Mature Actions** - Assumes responsibility and consequences for their actions; accepts their own limitations; strives to resolve personal conflicts. Students are liable for supplies checked out in their name.
7. **Consideration for Others** - Demonstrates appropriate verbal and nonverbal communication and thoughtful regard for the feelings and rights of other students, faculty, staff, and clinic personnel. The PTA is a member of the health care team and must therefore learn to cooperate with others. Being respectful and courteous with classmates is the first step toward this goal. Students should show the proper respect and courtesy to the members of the faculty and staff. This applies whether in the classroom, in the lab, at the clinical facility, or anywhere on campus.
8. **Concern for Patients** - Demonstrates by verbal and nonverbal communication that the patient comes first; refrains from spoken remarks and/or facial expressions which could arouse undue concern, alarm, or embarrassment to the patients; respects patient's rights to confidentiality or personal information; refrains from referring disparagingly to the services of another health professional in the presence of a patient. The PTA student must be prompt, courteous, and respectful at all times. The patient's care must always be the PTA student's primary concern.
9. **Enthusiasm** - Displays initiative in class, lab and in clinical situations; volunteers to assume responsibility.
10. **Ability to Accept Constructive Criticism Gracefully** - Strives to improve and is not defensive but receptive to suggestions for improvement.
11. **Clinical Decorum** - Student focuses conversation during class and lab on information relevant to learning. Students should remember that lab and clinic are designed to be learning experiences. There should be no visiting in lab or clinic that disrupts the instructor. Remember the patient hears everything. Likewise, "chatting" with classmates can also be overheard by patients in waiting rooms and hallways. Each student is responsible for maintaining the cleanliness of the classrooms and lab areas.
12. **Loyalty** - Supports with words and actions the ideals and policies of the school, the program and the profession.
13. **Pride in Personal Appearance** - Student maintains professional appearance and personal hygiene consistent with the program's guidelines.
14. **Tact** - Exercises discretion in words and actions to maintain good relations with patients, peers and faculty.

Conduct

The student is expected to abide by all provisions of the [APTA Ethics and Professionalism](#), Guide for Professional Conduct and the Standards of Ethical Conduct for the Physical Therapist Assistant published by the American Physical Therapy Association. Students are also required to abide by the [MCC Student Code of Conduct](#). It is the student's responsibility to report changes in medical status, personal information, and/or illegal or criminal actions.

Grading Policies

Grading distribution for all PTA courses will be assigned to the following scale:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = below 60%

Artificial Intelligence Statement

Unless otherwise specified, all submissions, whether in draft or final form, to meet course requirements (including a paper, project, exam, computer program, oral presentation, or other work) must either be the student's own work or must clearly acknowledge the source. Do not use AI chatbots or similar to complete tasks for this class. AI has serious limitations, and relying on it to complete work for you will hinder your ability to master the PTA specific course material and achieve the course outcomes.

Secured Testing

To ensure test security, the following guidelines will be followed:

- No personal electronic devices, including: cell phones, watches, earbuds, smart glasses, tablets or iPad.
- All exams must be taken in a classroom or approved testing center

Grading and Remediation

Students must achieve a minimal competency level of 80% in order to pass PTA courses and be in line to graduate. Students who do not meet the minimum grade of 80% or higher will be unable to progress forward in the PTA program and will need to follow re-matriculation or readmission procedures in order to complete the PTA program.

Students who fall below the minimum 80% grade average will be given an opportunity to complete a remediation for the class. Remediation will only apply to written exams and oral practical exams that resulted in the failing grade. A minimum of 85% is required for a passing score on oral practical exams. Students will be offered a maximum of 2 remediation attempts per class to increase the grade point average. The remediation activity will be determined by the course instructor. It is each student's responsibility to seek out supplemental instruction or tutoring if content is not being mastered independently.

Any student receiving a successful remediation on individual course work will receive the minimum passing score for that assignment. Should mastery on graded activity not be achieved, a "failing grade" will be assigned for the course, and the student will not be allowed to progress forward in the program but will be permitted to continue with the PTA courses they are currently passing. Students will need to follow the process for readmission/re-matriculation. Students cannot progress forward with any other PTA courses until they have successfully completed previously failed PTA courses. Grading is per rubric. Any remediations need to be completed within two weeks of the original examination date.

The course instructor has the right to require students to repeat a skill check based upon their performance. If repeating a skill check is required, the student will receive the minimum passing score for the skill check. Any failure of a safety measure on a skill check and/or oral practical exam is an automatic failure.

Repeated Failure Protocol

Students with a failure with exam and/or oral practical meet with course instructors and/or program director will be mandated to the following procedure:

1. Meet with the course instructor to discuss a success plan.

2. A written remediation contract will be completed between the student and the course instructor.
3. Repeated failure in more than one course by the student will require the student to meet with the Program Director to determine the student's ability to successfully continue in the program. A counseling offense form will be completed by the Program Director/Instructor.
4. Failure to demonstrate success with remediation plan(s) within the defined and documented time frame *may impact progression through the PTA program*.

GPA – Students are required to carry a GPA of 3.0 or higher for all PTA courses.

Student Retention and Completion

Resources for Student Success

It is the goal of the PTA Program Faculty to admit students to the program that will successfully complete the PTA program. There are several resources in place to assist student retention and completion of the program. It is important for students to understand the role they have in ensuring their success. The following programs have been developed to assist students with their academic success:

1. **PTA Program Open Door Philosophy:** Program Faculty are available to discuss professional and educational issues with students. Discussing supplemental instruction, specific learning, understanding difficulties.
2. **Student Success Center** located in the library at the Lake Havasu City Campus.
3. **Student Support Connections** is your access for virtual tutoring, academic advising and to schedule a testing appointment

Remediation for a Student during a Clinical Rotation

Students receiving a check mark on any red flag items for significant concerns on the WebCPI (Clinical Performance Instrument) will need to meet with the ACCE and Program Director. The ACCE will confer with the Clinical Instructor responsible for the student. The clinical site reserves the right to ask for the removal of the student. A remediation plan will be dependent on whether the student has met at least 75% of the course objectives. The failure of a student to meet a minimum of 75% of the clinical course objectives will result in failure of the course and inability to progress forward in the program. The failure of a student to meet the required objectives in the remediation plan will result in failure of the class. This will be determined on case by case basis by the program director and ACCE.

Student Conferences

The varied demands of the practice of the PTA require considerable communication between the instructor and the students. Feedback is provided in the form of grades, practical exams, evaluations, clinical instruction, and student conferences. The program has two types of student conferences: routine and interventional. These conferences are scheduled with the core faculty.

Student conferences are held as needed and are at the request of the student or instructor. The student's general progress is discussed. Interventional student conferences are held as needed for students experiencing academic or behavioral difficulties. Interventional conferences are intended to assist the student in achieving academic, behavioral and professional standards. The specific issue of concern will be addressed and an action plan will be formulated. Consequences for failure to complete the required action plan will be defined and explained.

Student's rights to due process are detailed at the college level in the MCC Catalog which is available online.

Patients, clinical sites, employers, and the general public have the opportunity to voice a complaint about a student or the program in general. Some may choose to use a document such as a patient survey or a college-initiated survey. Others may choose to voice their complaint in person.

Progressive Discipline and Program Failure

Progressive discipline will be utilized to assist the student in correcting issues that may negatively impact program progression, graduation and/or employment. It will be expected that the student will resolve identified issues at the lowest disciplinary level, 1) advisement/ verbal warning.

Failure to resolve previously identified concerns or sufficient seriousness of an initial concern will result in action at the next disciplinary level, 2) written warning. If a student receives an initial written warning, it is expected that they will address these issues. Repeated offense of any disciplinary manner will result in 3) probationary status. A repeat offense of any kind will result in 4) dismissal from the program.

Examples include, but are not limited to, the following:

- Failure to adhere to established program and college policies and procedures.
- Unsatisfactory performance in the clinical setting, unsafe or unprofessional practice.
- Inability to maintain physical or mental health necessary to function in the program.
- Failure to resolve issues at the probationary level.

Failure to adhere to the Student Code of Ethics and Student Conduct Policy.

Unreported criminal activity will impact fingerprint clearance card and background check. This will prevent student placement at a clinical site and progression forward in the PTA program.

Re-matriculation/Re-admission Procedure

If a student wishes to re-enter the program and re-matriculate into another cohort the student will be required to submit a written request. All requests must be submitted in writing to the PTA Program Director by the published program admission deadline. Rematriculation is NOT guaranteed and will be limited to a single occurrence. Approval for rematriculation will be reviewed on a case by case basis.

In the event a student requests rematriculation to the program after leaving for personal, disciplinary, or academic reasons the following will apply:

1. Only students who left the program within the past twelve months will be given consideration for rematriculation. All others must reapply for the program and commence training from the beginning.
2. Students seeking re-matriculation into the program must submit a letter to the Program Director outlining any changes in circumstances which would enhance their chances of success.
3. Students exiting the program in good behavioral standing and meet the minimum academic requirements of a 2.7 GPA will be considered.
4. Readmission is not guaranteed and will be based on the availability of clinical placement sites.
5. Recommendations for readmission will be made by the Program Director and the ACCE.

If a student does not meet the above criteria the student can reapply to the PTA program as a new student. This will require the student to re-enroll in prior completed PTA courses.

Procedure for Re-Matriculation

Due to the complexity of the program and the need for content mastery, the program director will consider students grade point average, feedback from instructors, and grades for technical PTA courses. For re-entry, students must apply themselves academically and follow PTA Program Standards & Procedures.

Student will be required to take a re-entry exam to include written and lab practical of all previously completed PTA courses except for courses that the student received a failing grade, and are required to repeat. Students will be given a maximum of 1 attempt for re-entrance exam. Students will be given a maximum of 2 attempts to successfully complete previously failed PTA courses. Upon failure of the second attempt, the student will have to re-apply to the PTA program as a new student if they wish to continue.

Lab Expectations

Physical therapy treatment often requires that areas of the body be exposed. It is frequently necessary to expose large areas of the torso and the extremities. Accordingly, all students will wear the following required attire: Loose fitting shorts of adequate length, not to exceed 4" above the knee, and PTA program T-shirt. Sweatshirt and sweatpants may be worn over these. For designated laboratory sessions (related to the trunk or upper quadrant anatomy), females will be required to wear a well-supported sports bra and males will be required to remove their shirt. Students will have a

locker to keep lab clothes, slip on shoes and lab tools. Hospital gowns will be available for students. Denim is discouraged. Long hair needs to be pulled back and facial jewelry removed or covered.

All students are expected to:

- ✧ Wear the required lab attire to EACH lab. Come prepared per instructor's directions. Instructor will assess preparedness. See lab attire for details. (Students may be sent home for inappropriate attire.)
- ✧ Request additional practice time if needed to achieve skill competency.
- ✧ Stay focused on assigned tasks to maximize the learning opportunities available in the lab course.
- ✧ Learn to work as a team to prepare for clinical practice.
- ✧ Demonstrate acceptable professional behaviors in the lab at all times.
- ✧ Leave the lab in neat and clean condition.
- ✧ All linens should either be folded and put away at the end of the lab, or placed in the washer or laundry bin to be recycled. Laundry will be progressed (washer to dryer, dryer to folding, folding to put away) via a team effort.
- ✧ Unless otherwise directed, lab tables should be placed back in proper places.
- ✧ Bolsters, skeletons and other lab supplies should be stowed adequately.
- ✧ All other equipment should be secured appropriately.

Clinical Dress Standards

Students are expected to dress appropriately and professionally during clinical education courses. Slacks with the PTA polo shirts or requested clinical attire by the facility. Shoes must be clean and sturdy. You may be asked to wear scrubs at some of your affiliations. Students must wear their ID badge always.

Jeans, t-shirts, sleeveless tops, open-toed shoes, high-heeled shoes, and leggings are all considered unacceptable attire. Students will be sent home to change into appropriate attire.

Students in the program are expected to maintain grooming and hygiene standards consistent with the clinical workplace. This means that:

- ✧ Hair (including facial hair): Must be clean and trim. Long hair should be pulled back and secured.
- ✧ Nails: Must be clean and fingertip length. False fingernails/overlays are not allowed.
- ✧ Jewelry: Should be minimal. If in doubt, don't wear it. Stud earrings are permitted only in the ears with a total maximum of two. No earrings in the cartilage of the ear are appropriate. No facial jewelry, gauges, loops or dangling earrings are allowed.
- ✧ Perfume/Cologne: Not allowed.
- ✧ Body odor/Breath: Must be pleasant.
- ✧ Tattoos: Visible tattoos need to be covered at all times.
- ✧ Body Piercings: Body piercings need to be removed or covered.
- ✧ Natural hair colorings and traditional cuts are acceptable. Extreme hair styling and colors are unacceptable.

*Please note that visible tattoos, body piercings or physical defacement from body piercings may prevent a student from being placed at a clinical site. Clinical placement is not guaranteed and is necessary for program completion and graduation from the PTA program.

Student Safety on Campus**Use of Equipment in Lab**

All students have a responsibility in maintaining a clean lab and classroom. See assigned duties and schedule for lab cleaning activities. Students may have access to lab and classroom when class is not scheduled but ONLY when a faculty or staff member is either in the lab and/or in the vicinity. Students may use the lab to practice skills on classmates but must refrain from using non-classmates. Students may not use electrical equipment when a faculty member is not present in the vicinity. If you need additional practice time with electrical equipment, see faculty member for open lab hours or office hours.

- ✧ If further instruction is required, students will have access to small group instruction by program faculty.
- ✧ Any broken or malfunctioning equipment should be reported to program faculty immediately.

- ✧ All equipment will be disinfected after use by individual using the equipment. Cleaning supplies will be kept in the hydro area.

Lab Equipment

- ✧ The Arizona Therapy Source will complete safety checks on lab equipment at one-year intervals to insure proper working condition.
- ✧ In the event a machine malfunctions a work order will be completed to have the equipment re-checked/re-calibrated.
- ✧ The Program Director or Resident Faculty will be responsible for authorizing use of the lab for non-class lab activities.
- ✧ All equipment will be disinfected after use by individual needing the equipment. Cleaning supplies will be kept in the cabinets.

Student Interactions in Class and Labs

- ✧ As students of the PTA program at Mohave Community College, students are held to the APTA Standards of Ethical Conduct for the Physical Therapist Assistant
- ✧ Students will subscribe to hand washing before and after interactions with each other in the lab.
- ✧ As a result of being enrolled in the PTA program, students understand this environment will be free of violence, ridicule and sexual harassment.
- ✧ In alignment with the MCC Value Statement, students are urged to take responsibility for their future endeavors and commit to striving for excellence while actively engaging in the pursuit of knowledge.
- ✧ MCC and the PTA program are committed to being student-centered and will exercise patience, compassion and inclusiveness.
- ✧ Students feeling ill with flu-like symptoms should not be present for on-ground class activities. Negative test result may be required before students can resume with on ground activities.

Student as Patient Simulators

- ✧ Students will act as patient simulators in order to practice skills learned in lab. Students will be given a waiver of liability form to complete prior to beginning of lab courses.
- ✧ The students are expected to use the same decorum and give the same respect that would be given to a patient in a clinical setting.
- ✧ Students will provide feedback to each other regarding hand washing practices, tone, hand placement, integrity of touch and technique.
- ✧ If a medical condition prohibits full participation during lab, the student must inform the instructor ahead of time.

Patient Simulators

- ✧ Visitors in the Classroom – Except in emergencies involving the health and safety of those present, faculty and/or staff will not allow visitors into a classroom, laboratory, or other instructional facility while class is in progress. Only students who have been admitted to the college and are officially registered for the class and guests of the instructor who are invited for legitimate purposes of instruction may attend classes. No faculty and/or staff member is authorized to make an exception to this policy without prior approval of the Dean of Health and Public Services.

Student Safety during Off-Campus Educational Experiences

Please refer to [MCC Policies and Procedures Manual](#), Field Trips for details.

Drug-Free Schools and College Prevention Program Commitment

Please refer to [Drug-Free Schools and College Prevention Program](#) website.

Clinical Education Courses: PTA 206, PTA 280 and PTA 290

The clinical courses allow the physical therapist assistant student to apply techniques and theory learned in the lab and lecture sessions to direct patient care in a variety of physical therapy practice settings. Patient care is provided at outlying facilities under the direct supervision of a physical therapist or physical therapist assistant.

Professional Conduct at Clinical Site

PTA students should consistently portray a professional attitude in order to inspire the patient's confidence. Students must treat patients and staff with respect, courtesy and confidentiality. Students must provide the best treatment for the patient that their skills allow, under the supervision of a licensed physical therapist.

- ✧ Students will avoid using communication technology for personal use during clinical work hours, as it is disrespectful and unprofessional. Students using cell phones or smart technologies for personal use while treating patients may be withdrawn from the clinical experience and will impact progression through the PTA program.
- ✧ Students should always introduce themselves as a Physical Therapist Assistant Student and wear their name tags. Address others as Mr., Mrs., Dr., etc. unless directed otherwise.
- ✧ Students should limit personal involvement with fellow staff members. Professionalism in and out of the facility must be maintained at all times.
- ✧ Students should avoid loaning personal items to patients and/or running errands for patients.
- ✧ Students should accept constructive criticism gracefully.
- ✧ Students should inform the clinical instructor in the clinical facility of activities and location at all times, especially when off the unit.
- ✧ Students are responsible for providing their own transportation to and from the clinical sites.
- ✧ Abide by the Standards of Ethical Conduct for the PTA and the Standards of Practice for Physical Therapy found on the [APTA Ethics and Professionalism website](#).

Failure to comply with stated program policies and procedures will result in "Counseling Offense Form" documentation. Repeated failure to comply with the stated procedures will impact progression through the PTA program.

Absence during Clinical Rotation

The clinical experience is designed to mimic the work environment. Full attendance is essential for completion of clinical practical. The expectation is that you will be present every day you are scheduled to be at the clinical site for the duration of the four or six-week affiliation. The four and six-week clinical agreement does not provide for any absences. Any absences must be made up through mutual arrangement with the student, ACCE and the clinical site. **The academic coordinator of clinical education (ACCE) must be informed in this event.** The student must contact their clinical instructor AND the ACCE if they will be absent from the clinic.

Student absences greater than 10% of the required clinical hours will not be considered successful with the clinical practicum. Students will be required to extend or repeat the clinical (if offered) or will receive a failing grade.

Clinical sites are contracted for the selected clinical education experiences and time frames. There is no guarantee that a student will be allowed to make up the time in the clinic for any absences. It is in the student's best interest to participate fully in their clinical experiences.

Clinical Work Expectations**Break Periods/Lunch**

Lunch breaks are solely at the discretion of the facility.

Conflict Resolution

In the event of conflict between the student and the Clinical Instructor, every effort should be made to solve the problem between the Clinical Instructor and the Student. The Center Coordinator for Clinical Education (CCCE) may help to provide direction in the problem-solving process. If the problem remains unsolved it may be necessary to involve the Academic Coordinator for Clinical Education (ACCE). Conflicts are inevitable. Adherence to problem solving principles should allow the appropriate resolution of most problems.

Clinical Hours

Students are expected to be at their clinical assignment until the agreed upon finish time. Students may be required to stay later than their assigned time should the demands of patient care require extended time. Students should be given the opportunity to make alternative travel arrangements if an extended day is required. Students are required to be at the clinical site during the same hours as their CI. This may include weekends and/or holidays.

Evaluation of Performance

Assessment of a student's performance during the clinical rotation should be an ongoing process. The Clinical Instructor is expected to guide the experience with an emphasis on the provision of feedback which will assist the student to be successful in the treatment of patients requiring physical therapy services.

The Clinical Instructor should formally meet with the student at least one time per week to discuss the student's strengths and areas of performance which may require improvement. Assessments will be performed during the clinical rotations' PTA 206, PTA 280 and PTA 290. The assessment tools used by the program are weekly planning form and the Web CPI. Web CPI will be utilized by the CI, Student, and ACCE. A training tutorial is required prior to clinical placement.

The key to successful clinical performance is ongoing and open communication between the Clinical Instructor and the Student. Through the process of ongoing assessment, the student should be well aware of their level of performance at the time formal assessments are made. There should be no surprises.

Exposure/Injury to the Student

The intent of the Mohave Community College PTA program is to promote the highest quality of care and safety for clients, students, staff and faculty. The PTA program is following accepted policies, standards, and guidelines set for by Mohave Community College, the Occupational Safety and Health Administration (OSHA).

Students are taught Universal Precautions in the first PTA course (PTA 200) and content is practiced and reinforced throughout the program. Students are responsible for using universal precautions and for any personal expenses that may occur in the event of an exposure. Students are encouraged to check their health insurance policy for coverage.

Holidays/Weekends

Students may be expected to report to their clinical assignment if their clinical assignment falls on the holiday and/or weekend.

Hours/Days

While normal hours are 8 am to 5 pm, the individual clinical sites may modify these hours to suit their specific needs. The student will be required to work the same hours as the clinical instructor which could vary. Students are expected to work a minimum of 40 hours per week.

Pregnancy

Students who become pregnant may be susceptible to delays in completing their clinical education experiences which could also delay completion of the program. Each case will be evaluated individually to determine the safest plan for the student, child, program and clinical site. The Program Director and ACCE will make the final decision regarding the student's progression with the PTA program and placement in clinical education courses.

Tardiness

Students are expected to BEGIN work at their scheduled starting time. The student must contact the ACCE and their clinical instructor (CI) if unable to report to the clinical site at the appointed starting time. All absences must be reported to the ACCE and the CI as soon as possible.

Transportation

Each student is required to provide their own transportation to the clinical site. A valid driver's license is required. Every attempt is made to arrange the location of the clinical education site with respect to the geographic location of the student's residence. Understand that Mohave County is considered rural. If you have family in outlying areas (Arizona, Utah, California, or Nevada) where you could stay during your clinical rotations, please inform the ACCE as soon as possible. Students may be required to travel to and from the clinical site or find temporary housing during the clinical

rotation. All fees associated with housing and transportation to and from the clinical site is the responsibility of the student.

Informed Consent

Students in the Practice Setting

Patients have rights and responsibilities. One of the patient's rights is to know who is treating them and their scope of practice. It is your responsibility to be clear to the patients who you are (name and that you are a student) and what you will be doing to them. Your clinical instructor can facilitate this exchange of information as well. Remember that patients have the right to refuse treatment.

Cancellation of Clinical Rotation

The availability of clinical sites is critical to the success of the physical therapist assistant program at Mohave Community College. In the event an offered clinical site will not be used for a particular time frame, the college will make every effort to give notice to the clinical site a minimum of six weeks in advance.

Clinical sites are requested to alert the academic coordinator of clinical education (ACCE) a minimum of six weeks prior to the start of the clinical rotation if circumstances will cause the clinical site to withdraw the offer to accept a student for a particular time frame. It is acknowledged that last minute changes are often necessary. Every effort should be made on the part of the Program and the Clinical Facility to avoid these situations as much as possible.

Records Required for Clinical Rotations

- ✧ Background Check
- ✧ Level 1 Fingerprint Clearance Card
- ✧ Healthcare Provider CPR Card
- ✧ Student Health and Immunizations
- ✧ Health Insurance
- ✧ Drug Screening
- ✧ Required Current Vaccinations

Records required for clinical rotations (items 1-6) need to be completed by the end of the first semester unless granted special permission by the ACCE.

PreCheck Background Check/Level 1 Fingerprint Clearance Card

Clinics require students to have a background check and fingerprinting completed prior to participating in their clinical education experience. All students will be required to complete these tasks.

Any questions about prior convictions have to be discussed with the director. A positive result on the background check may preclude the student from clinical affiliations at certain facilities since each clinical site has their own criteria. *This will impact progression through the PTA program.* The student will be required to follow readmission policy, or apply for entry as a new student. In addition, a positive background check will need to be addressed with the state board of physical therapy. The positive background check may preclude the student from obtaining licensure in the state he or she chooses to work in.

Students with a positive background check will be notified by the Program Director of the potential impact on the progression through the PTA Program. **It is the student's responsibility to notify the Program Director of any changes in their background due to criminal activity.**

Students are required to notify the director within 7 days of any offense. Failure of notification *will impact progression through the PTA program.* The program has the right to require another background check at any time at the student's expense.

- ✧ PreCheck Background Check: Obtain a PreCheck Background Check at www.mystudentcheck.com. After PreCheck Background Check has been cleared, select school-Mohave Community College District, and then PTA from the drop-down menu.
- ✧ Level 1 Fingerprint Clearance Card Application: Complete the Level 1 Fingerprint Clearance Card application directly from DPS. For frequently asked questions please visit: <https://www.azdps.gov/services/public/fingerprint>. A Level 1 Fingerprint Clearance Card is valid for six years and must remain valid throughout the PTA program.

Healthcare Provider CPR

All students must have a valid Healthcare Provider (or equivalent) CPR card that is valid for all clinical rotations. CPR training must be obtained through either the American Red Cross or the American Heart Association, classes offered through Community Outreach program at MCC. CPR is good for 2 years.

Student Health and Immunizations

Students are required to maintain physical exam and immunizations in the clinical electronic database. This includes yearly 2-step TB testing, the Hepatitis B vaccine series, tetanus (every 10 years), and other routine childhood immunizations. Due to the changing healthcare environment, additional vaccinations may be required such as the flu vaccine, and COVID-19 vaccine.

Some facilities require further immunizations, updated physical exams and health insurance which students will have to provide prior to being accepted for a practicum in that facility. Students should be aware that there is a potential risk of exposure to Hepatitis B and other communicable disease during clinical affiliations. Students will be oriented to safety procedures at Mohave Community College and at all clinical facilities. Students will have access to faculty within their clinical area for any additional information. Students are expected to accept all types of patient assignments. Students are financially responsible for their personal health care/hospitalization costs incurred while participating in the PTA program.

Health Insurance

Students will be required to provide proof of health insurance by the end of the first semester. The program will provide information to clinical sites on request. Health insurance is not provided by the college to cover injury during the course of academic and clinical training. If you do not have health insurance, contact a local insurance provider. Failure to obtain health insurance will impact progression through the PTA program.

Drug Screening

A drug screening test is required of all students for clinical assignments. In case of a positive result, the results will be sent to a medical review officer who will investigate with the student the reason for the positive test result. The medical review officer will contact the program and indicate if the test result was valid or a false positive. The student's ability to participate in the clinical education rotation will be dependent on the medical review officer's report. A positive report will be grounds for disciplinary action, if not cleared by the medical review officer. Action will impact progression through the PTA program. Some clinical sites may also require screening for nicotine. Students who test positive for nicotine may not be able to be placed at some clinical sites but are not excluded from the program.

Injury and Emergency Procedures

Procedures for Handling an Injury during Clinical Assignment - Evaluate the injury immediately.

Medical Emergency:

1. If someone needs immediate medical attention, call 911 –even if they protest or later refuse medical services.
2. Provide first aid to the extent of your ability and training.
3. Keep the injured or ill person as comfortable as possible; do not move (unless remaining would cause further injury or risks).
4. Notify Supervisor and ACCE.

The Mohave Community College liability insurance policy does not cover a student's injuries or emergencies. Payment of all healthcare charges not covered by personal health insurance is the responsibility of the student.

Mohave Community College incident reports will be filed in the student's folder. In the event of injury and at the discretion of the clinical instructor and the program director, the student will be given up to a week off from the clinical training. Days of absence must be made up by extending the clinical experience. The student may be required to submit a physician's prescription to refrain from participation in the clinical experience and/or a release to re-enter the clinical education facility.

Clinical Practice Settings

Practice settings may include all of the following: acute care hospital, rehab hospital (includes rehab unit located within an acute care hospital), extended care facility, outpatient care (includes free-standing practices as well as outpatient rotations in a hospital-based program). Other practice settings may be available at the discretion of the Program Director. During the 3 clinical rotations, every attempt will be made to have the student exposed to a minimum of two distinct physical therapy practice settings.

NOTE: To be considered as an active clinical site for the program the site must meet the following conditions:

- The facility has a completed clinical agreement with Mohave Community College which outlines the specific responsibilities of the facility and the college with regard to clinical education of physical therapist assistant students.
- It is recommended that the assigned Clinical Instructor has a minimum of one year of experience in the practice setting for the specific clinical rotation. Clinical Instructors may be physical therapists or physical therapist assistants.
- The facility is able to provide an adequate clinical case load for the specific clinical rotation to allow for the evaluation of the student’s performance in the specific practice setting.

Clinical Competencies

The MCC PTA program includes three full-time clinical experiences in the curriculum.

Student competence prior to clinical assignment

The following academic standards, lab and skill competencies will be performed before students are approved to participate in PTA 206 (Clinical Practicum I), PTA 280 (Clinical Practicum II) and PTA 290 (Clinical Practicum III).

The first clinical affiliation (PTA 206) is scheduled for the summer between the first and second year (but may be subject to change).

First Clinical Rotation

PTA 206 is the first of the clinical education experiences and allows students to practice basic skills in the clinical environment which have been learned during the first year in the program. These skills include basic patient assessment techniques, gait and transfer training, wheelchair mobility, heat and cold modalities, traction, massage, intermittent venous compression, therapeutic light applications, and therapeutic exercise and Electromodalities.

Competency	Critical Safety Elements
<ul style="list-style-type: none"> • Transfer training • Gait training with assistive devices and stairs 	<ul style="list-style-type: none"> ○ Foot wear, application of gait belt, locked wheelchair, maintain documented precautions including WB status, proper guarding ○ Proper footwear, application of gait belt, maintains documented precautions including WB status, proper guarding.
<ul style="list-style-type: none"> • Therapeutic Exercise • AROM and Prom Stretching 	<ul style="list-style-type: none"> ○ Proper instruction, body mechanics, and maintenance of documented precautions.
<ul style="list-style-type: none"> • Vital signs 	<ul style="list-style-type: none"> ○ Right cuff size, opening pressure relief valve, rapid evacuations of cuff following determination of diastolic blood pressure
<ul style="list-style-type: none"> • Basic Manual Muscle Testing and Goniometry 	<ul style="list-style-type: none"> ○ Utilization of proper body mechanics, maintains documented precautions and appropriate patient positioning.
<ul style="list-style-type: none"> • Universal Precautions 	<ul style="list-style-type: none"> ○ Proper sequencing for donning and doffing
<ul style="list-style-type: none"> • Superficial Heat (includes hot packs, paraffin, hydrotherapy, fluidotherapy) 	<ul style="list-style-type: none"> ○ Reassessment of skin following intervention, call system available if PT is unsupervised for periods of time, knowledge of absolute contraindications
<ul style="list-style-type: none"> • Superficial Heat • Includes Hot Packs, • Paraffin • Hydrotherapy • Fluidotherapy 	<ul style="list-style-type: none"> ○ Reassessment of skin following intervention, call system available if patient is unsupervised for periods of time, knowledge of absolute contraindications and precautions (critical for all superficial heat modalities) ○ Positioning of body part remains constant to avoid burns

	<ul style="list-style-type: none"> ○ All Temperature check and appropriate for treatment outcomes ○ Ensure system is closed before turning machine on.
<ul style="list-style-type: none"> ● Deep Heat ● Includes Ultrasound ● Electromagnetic Radiation (Shortwave Diathermy) 	<ul style="list-style-type: none"> ○ Knowledge of absolute contraindications and precautions, skin reassessment following intervention, proper care of wand/crystal, 100% contact skin during application, continuous movement ○ Knowledge of absolute contraindications and precautions, removal of jewelry, skin reassessment following intervention, appropriate moisture control measures performed
<ul style="list-style-type: none"> ● Traction ● Includes cervical, pelvic and over the door 	<ul style="list-style-type: none"> ○ Knowledge of absolute contraindications and precautions, correct application of harnesses, check poundage
<ul style="list-style-type: none"> ● Intermittent Venous Compression 	<ul style="list-style-type: none"> ○ Knowledge of absolute contraindications and precautions, cover any open wounds with absorbent material, check poundage
<ul style="list-style-type: none"> ● Light Therapy and Laser Therapy 	<ul style="list-style-type: none"> ○ Knowledge of absolute contraindications and precautions, proper wand care, proper application of wand (no movement), 100% contact to skin, safety glasses
<ul style="list-style-type: none"> ● Massage and Soft Tissue Mobilization 	<ul style="list-style-type: none"> ○ Knowledge of absolute contraindications and precautions
<ul style="list-style-type: none"> ● Electrical Stimulation ● Includes TENS, low and high volt currents, microcurrent, NMES, functional e-stim and biofeedback 	<ul style="list-style-type: none"> ○ Knowledge of absolute contraindications and precautions, proper electrode placement including contact, skin reassessment, check for latex allergies, check skin sensation prior to application
<ul style="list-style-type: none"> ● Cryotherapy ● Includes cold packs, ice massage 	<ul style="list-style-type: none"> ○ Knowledge of absolute contraindications and precautions, skin reassessment
<ul style="list-style-type: none"> ● Iontophoresis ● Phonophoresis 	<ul style="list-style-type: none"> ○ Knowledge of absolute contraindications and precautions, proper electrode placement including contact, skin reassessment, check for latex allergies, check skin sensation prior to application

Students Entering PTA 206, Clinical Practicum I, Have Completed the Following Courses:

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|--|-------------------------------|
| ◇ Introduction to Physical Therapy (PTA 101) | ◇ Pathology (PTA 203) |
| ◇ Kinesiology (PTA 103) | ◇ Electromodalities (PTA 214) |
| ◇ Patient Mobility Techniques (PTA 200) | ◇ Wound Care (PTA 215) |
| ◇ Physical Therapy Modalities (PTA 202) | |

Students Have Demonstrated Competency in The Following Areas:

- | | |
|---|--|
| ◇ Transfer training | ○ Cervical and pelvic traction |
| ◇ Gait training with assistive devices | ○ Intermittent venous compression |
| ◇ Active and passive range of motion | ○ Light and Laser Therapy |
| ◇ Progressive resistance exercise | ○ Massage and soft tissue mobilization |
| ◇ Therapeutic exercise with equipment | ○ Universal precautions |
| ◇ Vital signs | ○ Patient positioning |
| ◇ Stretching | ○ Theory and application of electrical stimulation – includes TENS, low and high volt currents, microcurrent, electrical muscle stimulation, and functional electrical stimulation, lontophoresis and phonophoresis. |
| ◇ Posture and body mechanics | ○ Biofeedback |
| ◇ Goniometry | |
| ◇ Basic manual muscle testing | |
| ○ Theory and application of superficial heat – hot packs, paraffin, hydrotherapy, fluidotherapy | |
| ○ Theory and application of deep heat – ultrasound and shortwave diathermy | |

Lecture, exams, skill competencies and lab practical's will be given frequently to assure that student comprehension and skill performance levels are being achieved. Safety precautions are stressed throughout lecture and lab activities.

Second and Third Clinical Rotations

In PTA 280 and 290, students will continue to apply the skills mastered in PTA 206. In addition, several new skills will be assessed including treatment techniques for patients with cardiopulmonary dysfunction, brain injury, spinal cord injury, amputations, developmental delay, and specific orthopedic conditions. The student's ability to use orthotic/prosthetic devices will also be assessed.

Competency	Critical Safety Elements
<ul style="list-style-type: none"> • Orthopedic management of bone & joint pathologies • Basic orthopedic joint assessment • Manual traction techniques for spine • Grade I, II mobilization techniques for extremity joints and spine • Therapeutic Exercise 	<ul style="list-style-type: none"> ○ Knowledge of common bone & joint pathologies ○ Implement orthopedic management of pathologies ○ Knowledge of absolute contraindications and precautions for manual techniques ○ Knowledge of assessment of willingness to move, end feel, mobility and basic special tests to each extremity joint ○ Knowledge and demonstration with positioning and implementation of basic joint mobilization techniques ○ Identify precautions and contraindications with joint mobilization techniques ○ Knowledge of selection, progression and delivery of therapeutic exercise instruction
<ul style="list-style-type: none"> • Neuroanatomy: central and peripheral nervous system • Sensory and motor innervations • Neurological Impairments: functional movement problems • Motor control & motor learning across the lifespan 	<ul style="list-style-type: none"> ○ Identifying central versus peripheral nervous system impairments ○ Screening for sensory and motor deficits ○ Identifying neurological deficits: progressive & Non-progressive disorders ○ Implementing appropriate positioning & interventions ○ Identifying level of spinal cord injury ○ Knowledge of the motor learning strategies
<ul style="list-style-type: none"> • Cardiopulmonary disorders • Pediatric disorders • Vestibular disorders 	<ul style="list-style-type: none"> ○ Identifying cardiopulmonary deficits & use of assessment tools ○ Implementing appropriate interventions for cardiopulmonary disorders ○ Knowledge of common pediatric disorders ○ Implementing age appropriate interventions ○ Knowledge of appropriate positioning for treatment ○ Identifying common vestibular disorders ○ Knowledge of appropriate positioning and treatment strategies
<ul style="list-style-type: none"> • Neuromuscular rehabilitation • Orthotics & prosthetics • Prescriptive wheelchair 	<ul style="list-style-type: none"> ○ Knowledge of treatment strategies: PNF, NDT, constraint induced therapy, coordination and balance retraining, motion sensitivity training, vestibular rehab techniques ○ Knowledge of use of orthotics & prosthetics, and the PTAs role ○ Knowledge of maintenance with orthotics & prosthetics ○ Knowledge of precautions & contraindications with orthotics & prosthetics ○ Knowledge of prescriptive wheelchair management, positioning & seating ○ Knowledge of the postural support components ○ Demonstrate required measurements for wheelchair fitting ○ Educate patients on wheelchair mobility

Students entering PTA 280 and 290, Clinical Practicum II and III will have completed the following additional courses:

✧ Rehabilitation of Special Populations (PTA 208)

✧ Orthopedics (PTA 210)

✧ Clinical Neurology (PTA 217)

✧ Physical Therapy Seminar (PTA 230)

Students will have demonstrated competency in the following additional areas:

- ✧ Proprioceptive neuromuscular facilitation
- ✧ Neurodevelopment treatment
- ✧ Orthopedic manual and exercise treatment
- ✧ Facilitation and inhibition techniques
- ✧ Pre-prosthetic and prosthetic training of the lower extremity amputee
- ✧ Use of orthotics
- ✧ Therapeutic exercises
- ✧ Chest physical therapy

NOTE: The clinical faculty may teach treatment techniques that have not been covered in lecture/lab but is responsible for any consequences resulting from a student applying a technique which has not been covered in the academic setting. Observational opportunities are invited and acceptable.

Program faculty come from clinical practice prior to teaching and have the greatest respect for our clinical sites and do not feel that any student should be on a clinical affiliation without basic safety and competency skills.

Standards of approval for students to participate in the clinical education experience include:

1. All skill competencies must be passed.
2. All skill competencies safety requirements must be met.
3. All classes must be completed successfully prior to clinical education experience.

Students must achieve a minimal competency level of 80% for all PTA courses in order to progress forward in the program and be in-line to graduate.

HIPAA

[Health Insurance Portability and Accountability Act \(1996\)](#)

HIPAA will be discussed more in length throughout your physical therapist assistant program. Here is a brief description of what HIPAA involves.

HIPAA, which stands for the American Health Insurance Portability and Accountability Act of 1996, is a set of rules to be followed by doctors, hospitals and other health care providers. HIPAA took effect on April 14, 2006. HIPAA helps ensure that all medical records, medical billing, and patient accounts meet certain consistent standards with regard to documentation, handling and privacy. HIPAA compliance can be summarized by the three major rules or standards:

1. **HIPAA Privacy Rule**

The HIPAA Privacy Rule mandates the protection and privacy of all health information. This rule specifically defines the authorized uses and disclosures of "individually-identifiable" health information.

2. **HIPAA Transactions and Code Set Rule**

The HIPAA Transaction and Code Set Standard addresses the use of predefined transaction standards and code sets for communications and transactions in the health-care industry.

3. **HIPAA Security Rule**

The HIPAA Security Rule mandates the security of electronic medical records (EMR). Unlike the Privacy Rule, which provides broader protection for all formats of health information, such as print or electronic information, the Security Rule addresses the technical aspects of protecting electronic health information. More specifically, the HIPAA Security standards address these aspects of security:

- a. Administrative security - assignment of security responsibility to an individual.
- b. Physical security - required to protect electronic systems, equipment and data.
- c. Technical security - authentication & encryption used to control access to data.