



IMPROVING LIVES. IMPROVING COMMUNITIES.

**Physical Therapist Assistant  
Program  
Standards & Procedures  
Manual  
2024-2025**

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**Frequently Called Numbers**

MCC Connect	866-664-2832
LHC Library Group	928-453-5809
PTA Program Office	928-505-3351
PTA Program Fax	928-680-5955

**The Physical Therapist Assistant**

The Physical Therapist Assistant (PTA) is a skilled health care worker who assists the Physical Therapist in providing physical therapy treatment interventions to patients and/or clients in a variety of practice settings. Duties of the PTA are varied and may include, but are not limited to, the rehabilitation of adult and pediatric clients with orthopedic, neurological, traumatic injuries, and various medical conditions through the application of physical modalities, exercise programs, gait training, functional activities and patient education.

The PTA graduate must obtain a certificate/license to practice as a PTA. Graduates are required to contact the physical therapy regulatory agency for that state regarding licensure/certificate requirements.

This MCC PTA program is committed to a high standard of educational excellence while promoting learner responsibility, effective communication, critical thinking, and collaboration. We strive to educate entry level PTA generalists that adhere to professional, ethical, and legal guidelines of the profession to serve our communities. We strive for excellence in all aspects of student education. Student education will be focused on theory, knowledge, and clinical skills essential to the entry level PTA.

The curriculum is designed for the optimal use of technical innovation, hands-on learning, and practical clinical education. This structure is a hybrid curricular model that includes a blend of traditional format with foundation knowledge on human anatomy and physiology, human pathology, study of human movement through kinesiology, physical therapy skills, interventions, adaptive equipment, and information on governing bodies of the physical therapy profession. It also includes problem based and case-based format model to assist with clinical reasoning skills.

The curriculum drives our emphasis on technology and communication to facilitate learning in the classroom and the clinic. 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.

The PTA program provides students a curriculum consistent with the guidelines of The Higher Learning Commission of the North-Central Association of Colleges and Schools, the Commission on Accreditation in Physical Therapy Education (CAPTE), and the Normative Model of Physical Therapist Assistant Education: version 2007.

The PTA program curriculum is highly structured, involving classroom, web-enhanced courses, lab and clinical work as well as a considerable amount of personal study. The program format is a full-time day program. However, dependent on program needs, occasionally an evening course may need to be offered. Program faculty will assess competency in skills and knowledge gained in the classroom and lab through practical exams prior to your use of these skills on patients during clinical affiliations. Expectations of the Program include, but are not limited to:

- ✓ Being available and on time for class or clinic as scheduled
- ✓ Preparing in advance for class/lab activities
- ✓ Providing your own transportation to assigned clinical sites
- ✓ Providing for your own housing during assigned clinical affiliations
- ✓ Demonstrating professional behavior at all time

Upon successful completion of the PTA educational experience at MCC you will be awarded an Associate in Applied Science (AAS) degree and will be eligible to sit for the National Physical Therapy Examination for PTA's. Additionally, it is hoped that all students will participate in the college and program evaluation process by notifying the program faculty about areas of strengths and/or needing improvement. Faculty and staff hope your time spent in PTA education is successful and enjoyable.

### **Program Philosophy**

We believe that physical therapy is a valuable and integral part of health care and the PTA functions as an effective member of the health care team. The PTA requires specialized knowledge and skills and works under the direction and supervision of a licensed Physical Therapist.

The entry level PTA should be able to practice in an ethical, legal, safe and effective manner. We, as educators, accept the responsibility for supplying students with opportunities to learn the necessary information and inform students of clinical practice required for state regulation and entry-level competence in the field.

Education and learning are lifelong processes and should be evidence based. In our role as faculty and health care providers, we must model the processes of creating a learning centered environment to facilitate lifelong learning, adapting, being flexible, and changing as the environment and culture changes in accordance with sound scientific developments in education, instructional delivery methodology, medical science, and physical therapy practice. Likewise, it is the student's responsibility to fully utilize the opportunities provided by this educational program.

The choice of career is a personal decision, and having chosen a particular profession, the individual must assume the profession's inherent responsibilities and adhere to established professional ethics and standards of practice. As students begin the process of becoming PTA's, they must constantly learn and adapt to different situations, patients, treatment techniques, disease processes and other conditions.

### **PTA Program Mission Statement**

The mission of Mohave Community College PTA Program is to be a learning-centered institution to foster the professional and academic development of the PTA program to better serve the students and the community. The Mohave Community College PTA Program will provide an environment for educational excellence for students to become competent and professional Physical Therapist Assistants. Students will become aware of the world of physical therapy as they develop the structured skill set to perform as a Physical Therapist Assistant under the supervision of a licensed Physical Therapist. The students of the PTA program will develop into safe, competent healthcare practitioners, thus providing a much-needed service to Mohave County, surrounding communities and states.

### **PTA Program Vision Statement**

The Mohave Community College PTA Program strives to be a leader in Physical Therapist Assistant education in order to better serve the community and meet the demands of the healthcare industry.

[Campus Safety](#)

[Americans with Disabilities Act \(ADA\) Statement](#)

[Anti-Discrimination Policy Statement](#)

### **PTA Student Graduate Outcomes**

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

1. Demonstrate safe and effective application of treatment techniques established within the plan of care.
  - a. Review and understand plan of care written by licensed PT prior to patient intervention.
  - b. Provide safe treatment within the scope of the plan of care written by the licensed PT.
  - c. Describe the rationale of treatment interventions to achieve the goals and outcomes as described in the plan of care.
2. Demonstrate effective oral, written, and nonverbal communication in a culturally competent manner with patients, their families, colleagues, and the public.
  - a. Effectively communicate with patients and family in order to provide clear, concise instructions to ensure safety and achieve functional outcomes.
  - b. Communicate with members of the healthcare team in a professional and timely manner.
  - c. Participate in community and/or physical therapy professional events.
  - d. Demonstrate understanding of cultural competence in healthcare.
3. Demonstrate their ability to contribute as a functional team member within the physical therapy profession.
  - a. Understand the role of the PTA in patient care and team meetings.
  - b. Interact with members of the healthcare team.
  - c. Manage patient caseload, documentation, and billing within the allotted time.

4. Demonstrate safe, effective, moral, ethical and legal behaviors within the scope of physical therapy.
  - a. Understand legal and ethical standards as well as state practice acts.
  - b. Utilize APTA's "Guide for Conduct of the Physical Therapist Assistant" as the standard for professionalism and conduct.
5. Demonstrate their role in physical therapy by implementing a comprehensive treatment plan to promote optimal patient outcomes.
  - a. Effectively progress a patient through the plan of care written by licensed PT.
  - b. Demonstrate critical thinking when working with patients who have adverse response to PT interventions.
  - c. Promote active involvement by the patient in his or her care.
6. Recognize the relationship between concepts learned from liberal arts and basic science coursework and physical therapy knowledge and skills.
  - a. Utilize reading, writing, and communication skills with patient care.
  - b. Incorporate human physiology and anatomy with the application of physical therapy interventions.
7. Demonstrate clinical skills necessary to practice at the entry level for the physical therapist assistant prior to graduation.
  - a. Describe accurate and timely information for billing and payment purposes.
  - b. Demonstrate competence in implementing selected components of interventions identified in the plan of care established by the PT.
  - c. Demonstrate the application of interventions and modalities in a technically competent manner within the plan of care.
  - d. Identify adverse response in patient care and responds in an appropriate and safe manner.

#### **PTA Program Goals**

1. Develop and deliver integrated academic program leading to license or certificate to practice as an entry level physical therapist assistant.
2. Provides curriculum consistent with guidelines with CAPTE and the normative model of physical therapist assistant education for entry level physical therapist assistant.
3. Utilizes current, evidence-based curriculum based upon input from the advisory committee, academic faculty, and clinical instructors.
4. Provide an academic setting that facilitates program graduates to enter the physical therapy profession in a timely fashion and in adherence to accrediting body's criteria.
5. Promotes faculty involvement with continuing personal and professional development through life-long learning opportunities and membership with professional organizations.
6. Promotes faculty participation with community events that promote professional and critical development.

#### **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.

## Recruitment and Admissions Procedures

### Recruitment

1. The Student Services office contains the admissions counselor, counseling and testing center, financial aid and advising center. Students can get all their institutional needs met in one location at the school.
2. The Admissions Counselor recruit's potential students in the community, at the high schools, junior high schools and charter schools.
3. Career advisors who meet with interested students are brought to the PTA department to speak with faculty about program specifics and student interests.
4. The Program Director of the PTA Program is available by appointment to meet with students interested in the program in person or by Zoom.



5. The College Communications team provides marketing tools, new releases, radio talk show opportunities, and other avenues to advertise the PTA program to potential students interested in the field of physical therapy.
6. It is recommended to participate in a Physical Therapist Assistant (PTA) program information session.
7. Attend the PTA program new student orientation.

## MCC Admission Process

All students wishing to enter the PTA program with MCC will need to complete the MCC [Admissions Application](#) process, unless they are already current students, prior to applying for the PTA program.

### Physical Therapist Assistant Program Admission Process

1. The admission procedure for the PTA program
  - a. Application Process to include:
    - i. Completed program application
    - ii. Official high school or college/university transcripts
    - iii. Copy of assessment test results (if taken)
    - iv. TEAS VII examination: A minimum score of 60% or higher is required.
2. Students can apply online. The application is located on the [PTA program](#) webpage.
3. The application process for the PTA program starts in the beginning of January until all seats are filled.
4. Students must have completed or passed out of the following **prerequisites** on the assessment test prior to applying to the PTA program:
  - a. [Course Descriptions](#):
    - i. BIO 160 - Anatomy and Physiology of Human Structure and Function **Credits: 4 (PRE-REQUISITE)**  
**OR**
      1. BIO 181 - General Biology I (Majors) with Lab **Credits: 4 (PRE-REQUISITE)**
    - ii. TRM 091 - Beginning Algebra **Credits: 4 OR**
      1. MAT 101 - Mathematical Literacy for College Students **Credits: 4 OR**
      2. Appropriate Score on Assessment Test **(PRE-REQUISITE)**
    - iii. TRE 089 - Transitional English **(PRE-REQUISITE)**
  - b. A grade of C or higher is necessary for all general education courses
  - c. Students must also have a prerequisite GPA of 2.7 or higher
5. When all materials have been received from a candidate, items will be reviewed to ensure veracity.
6. Upon verification that the candidate has submitted accurate records, the candidate will be sent a written invitation to the PTA program new student orientation. The PTA program new student orientation is mandatory as the program requirements and expectations are explained thoroughly.
7. Up to 20 students will be selected to enter the current year's PTA program. Additional qualified candidates will be placed on a waiting list. When the PTA program enrollment for any admission start date falls below 20 students (including alternates and remaining applicant pool), it will be under the program director's discretion to select appropriate candidates to fill the class.

## Admission Requirements

<b>✓</b>	<b>Use This Checklist to Submit A Completed Application</b>
	1. Complete the <a href="#">MCC Admissions Application</a> (become a student)
	2. Request your <a href="#">Official Transcripts</a> (select Order-Track-Verify button) from all of the previous colleges you attended to be sent to:  Mohave Community College 1971 Jagerson Ave. Kingman, AZ 86409 MCC School Code: 011864 Email for incoming transcripts: <a href="mailto:transcripts@mohave.edu">transcripts@mohave.edu</a>

	<b>*Please Note</b> – Official transcripts are transcripts sent by your institution directly to MCC. Transcripts are not considered official if they are sent directly to the student and the student sends them to MCC. You do not need to send MCC transcripts.
3.	Students may need to meet with an <a href="#">Academic Advisor</a> for the multiple measure assessment to determine college-level proficiency with reading, writing and math.
4.	Demonstrate a Prerequisite GPA of 2.7 or higher. <ul style="list-style-type: none"> <li>• Transcripts from other institutions may be considered.</li> </ul>
5.	Demonstrates a minimum of C or higher in ( <b>PRE-REQUISITE</b> ): <ul style="list-style-type: none"> <li>• BIO 160 - Anatomy and Physiology of Human Structure and Function Credits: 4 <ul style="list-style-type: none"> <li>○ <b>OR:</b> BIO 181 - General Biology I (Majors) with Lab Credits: 4</li> <li>○ <b>OR:</b> Equivalent Course</li> </ul> </li> </ul>
6.	Demonstrates a minimum of C or higher in ( <b>PRE-REQUISITE</b> ): <ul style="list-style-type: none"> <li>• TRM 091 - Beginning Algebra Credits: 4 <ul style="list-style-type: none"> <li>○ <b>OR:</b> MAT 101 - Mathematical Literacy for College Students Credits: 4</li> <li>○ <b>OR:</b> Higher Math Course</li> </ul> </li> </ul>
7.	Schedule an appointment to take the <a href="#">TEAS Entrance Examination</a> (score of 60% or higher required)
8.	Complete the online <a href="#">PTA Program Application</a>

## PREREQUISITES

	<a href="#">BIO 160 - Anatomy and Physiology of Human Structure and Function</a>
	OR
	<a href="#">BIO 181 - General Biology I (Majors) with Lab</a>

## GENERAL EDUCATION

	<a href="#">BIO 201 - Human Anatomy and Physiology I with Lab</a>
	<a href="#">BIO 202 - Human Anatomy and Physiology II with Lab</a>
	<a href="#">PSY 101 - Introduction to Psychology</a>
	<a href="#">COM 121 - Interpersonal Communication</a>
	<a href="#">ENG 101 - English Composition I</a>

**Please Note** – Once a student is accepted to the Physical Therapist Assistant program, they are required to have a PreCheck Background Check and Level 1 Fingerprint Clearance Card prior to starting the PTA Program.

1. [PreCheck Background Check](#)
2. [Level 1 Fingerprint Clearance Card](#)
  - a. (Select: Health Science Student & Clinical Assistant) on the application

### **Incoming Transcript Evaluation Requests**

Students who wish to transfer credits from other institutions to Mohave Community College must file official transcripts from those institutions with the MCC [Registrar's Office](#) where they will be evaluated. Some course may not be eligible for transferability. See [Incoming Transcript Evaluation Requests](#) webpage for more information.

### **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.

### **Program Schedule**

This program is designed to be completed in 5 semesters. PTA courses must be taken in sequence and can only be taken in the semester listed. Each course in the PTA courses must be completed successfully with a grade of "B" (80%) or better to continue in the program.

### **MCC Student Grievances**

[Student Grievances](#) – Mohave Community College has a grievance process for students who have a complaint about an alleged misapplication or violation of any College policy or procedure or any other dispute within the College.

### **Withdrawal**

Students need to follow MCCs [withdrawal policies](#). Read the Withdrawal Process Instructions for step-by-step instructions.

### **Laboratory Courses**

Lab courses in the Physical Therapist Assistant program provide hands-on experience in the application of treatment techniques used in physical therapy practice settings. Students develop basic skills in preparation for treatment of patients in the clinical setting. A general description of key points about lab sessions follows.

### **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.

**Privacy and Confidentiality****Students:**

The Department is responsible for maintaining records regarding grades received by each student for each course. The program complies with FERPA guidelines.

The Department will monitor files on each student which will include the following: an academic and clinical file.

Items contained in the file are as follows:

- ✧ Program Application
- ✧ Health Screen

- ✧ Annual TB Test
- ✧ CPR Card
- ✧ Proof of Health Insurance
- ✧ PreCheck Background Check
- ✧ Level 1 Fingerprint Clearance Card
- ✧ Required Current Vaccinations
- ✧ Any other private material related to the student
- ✧ Drug screening results – Positive results sent automatically to Medical Review Officer. If positive, private conference with a campus dean, program director and student.

These records will be maintained in secured electronic database.

- ✧ The faculty and staff have private office spaces to keep information safe and provide privacy during student/faculty consultation.
- ✧ Core faculty may have access to the file to assure completeness prior to clinical education.
- ✧ Performance on assignments and exams will be kept on the learning management system and/or private e-mail (if online assignment)
- ✧ The program reserves the right to discuss student performance and skill level with other program faculty college administrators, academic advisors and clinical faculty.
- ✧ Any other conditions requiring discussion of students' performance and skill level to anybody outside of the student's educational experience requires the student's prior authorization. (See: [Student Information Release Form FERPA](#) - sign into MyMohave account to access the form.)
- ✧ Office hours will be posted each semester and students can make an appointment to discuss program and academic concerns in private.
- ✧ The program subscribes to an open-door philosophy which facilitates communication. Despite the name "open door", anyone approaching faculty in this fashion will have every right to privacy and private conference.
- ✧ Paper shredders will be used appropriately to shred discarded documents which list student personal information.

#### **Faculty:**

- ✧ The Department is equally responsible for maintaining records regarding faculty personnel records including
  - Faculty evaluations
  - Faculty development plans
  - Any complaints about the faculty
  - Other documents considered private
- ✧ These records will be maintained in an external drive.
- ✧ Faculty may have access to their file by requesting permission from the Program Director or Human Resources.
- ✧ Faculty have the right to privacy for discussions regarding their performance on evaluations, discussions about complaints directed toward them or the program and anything else they deem of a private nature.
- ✧ Core faculties maintain private office spaces to facilitate privacy during faculty/student consultations.

#### **Others Associated with The Program:**

- ✧ The Department maintains a standard of privacy and confidentiality when it relates to other people participating in various components of the program.
- ✧ Students are educated about HIPAA during the first semester starting with Introduction to Physical Therapy and kept to that standard of care.
- ✧ Anyone participating in class and lab activities can expect the highest standards of patient privacy and confidentiality:
  - Students may not discuss patients and/or their diagnoses in public places and preferably not outside of class.
  - Students will exhibit the highest level of respect toward any participant no matter what demographic they may be from (this includes peers).
  - Patients shall retain all dignity and maintain their modesty.
  - Any health information reported in the class or lab sessions shall be subject to HIPAA guidelines.
  - All documentation related to live patients will be neutralized according to HIPAA guidelines.

**Institutional Compliance of Accreditation Practices**

- ❖ Program director is responsible for maintain compliance with accreditation standards.
- ❖ Program director is responsible for advising faculty and administration of any changes with specialized accreditation.
- ❖ ACCE is responsible for adhering to accreditation standards for clinical education.

**PTA Program Complaint Procedures**

Students and faculty are to follow MCC complaint procedures outlined in MCC [Student Handbook](#) and the [Policies and Procedures Manual](#).

**Complaint Procedures for External Community**

(Including clinical education sites, employers of graduates and the general public)

Any individual who may have a complaint regarding any aspect of the program outside of the realm of due process is requested to follow the steps outlined below:

1. Inform the Program Director of the complaint. The Program Director will provide a complaint form to be completed by the individual reporting the complaint. In the event that the complaint is against the Program Director, the individual will be referred to the Dean of Health and Public Services.
2. Submit the written complaint to the Program Director.
3. The Program Director will send copies of the complaint to appropriate college administrative officials as dictated by the nature of the complaint. The college officials receiving notification of a complaint may include but are not limited to any or all of the following: Dean of Health and Public Services.
4. The Program Director will investigate the complaint and draft a written response within ten working days from the receipt of the written complaint.
5. The written response will be reviewed with the individual who made the complaint. Any actions proposed or taken will also be discussed with the individual who made the complaint.
6. In the event that this individual is not satisfied with the program's response to the complaint, the matter will be forwarded to college administrative officials for any further action deemed necessary by the college.
7. Records will be maintained electronically and will remain on file until next accreditation visit. A log of complaints will include a disposition of the complaint as well as any action taken, if any.
8. The forms are available from program faculty.

**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](http://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"> <li>• Transfer training</li> <li>• Gait training with assistive devices and stairs</li> </ul>	<ul style="list-style-type: none"> <li>○ Foot wear, application of gait belt, locked wheelchair, maintain documented precautions including WB status, proper guarding</li> <li>○ Proper footwear, application of gait belt, maintains documented precautions including WB status, proper guarding.</li> </ul>
<ul style="list-style-type: none"> <li>• Therapeutic Exercise</li> <li>• AROM and Prom Stretching</li> </ul>	<ul style="list-style-type: none"> <li>○ Proper instruction, body mechanics, and maintenance of documented precautions.</li> </ul>
<ul style="list-style-type: none"> <li>• Vital signs</li> </ul>	<ul style="list-style-type: none"> <li>○ Right cuff size, opening pressure relief valve, rapid evacuations of cuff following determination of diastolic blood pressure</li> </ul>
<ul style="list-style-type: none"> <li>• Basic Manual Muscle Testing and Goniometry</li> </ul>	<ul style="list-style-type: none"> <li>○ Utilization of proper body mechanics, maintains documented precautions and appropriate patient positioning.</li> </ul>
<ul style="list-style-type: none"> <li>• Universal Precautions</li> </ul>	<ul style="list-style-type: none"> <li>○ Proper sequencing for donning and doffing</li> </ul>
<ul style="list-style-type: none"> <li>• Superficial Heat (includes hot packs, paraffin, hydrotherapy, fluidotherapy)</li> </ul>	<ul style="list-style-type: none"> <li>○ Reassessment of skin following intervention, call system available if PT is unsupervised for periods of time, knowledge of absolute contraindications</li> </ul>
<ul style="list-style-type: none"> <li>• Superficial Heat</li> <li>• Includes Hot Packs,</li> <li>• Paraffin</li> <li>• Hydrotherapy</li> <li>• Fluidotherapy</li> </ul>	<ul style="list-style-type: none"> <li>○ 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)</li> <li>○ Positioning of body part remains constant to avoid burns</li> <li>○ All Temperature check and appropriate for treatment outcomes</li> <li>○ Ensure system is closed before turning machine on.</li> </ul>
<ul style="list-style-type: none"> <li>• Deep Heat</li> <li>• Includes Ultrasound</li> <li>• Electromagnetic Radiation (Shortwave Diathermy)</li> </ul>	<ul style="list-style-type: none"> <li>○ Knowledge of absolute contraindications and precautions, skin reassessment following intervention, proper care of wand/crystal, 100% contact skin during application, continuous movement</li> <li>○ Knowledge of absolute contraindications and precautions, removal of jewelry, skin reassessment following intervention, appropriate moisture control measures performed</li> </ul>
<ul style="list-style-type: none"> <li>• Traction</li> <li>• Includes cervical, pelvic and over the door</li> </ul>	<ul style="list-style-type: none"> <li>○ Knowledge of absolute contraindications and precautions, correct application of harnesses, check poundage</li> </ul>
<ul style="list-style-type: none"> <li>• Intermittent Venous Compression</li> </ul>	<ul style="list-style-type: none"> <li>○ Knowledge of absolute contraindications and precautions, cover any open wounds with absorbent material, check poundage</li> </ul>
<ul style="list-style-type: none"> <li>• Light Therapy and Laser Therapy</li> </ul>	<ul style="list-style-type: none"> <li>○ Knowledge of absolute contraindications and precautions, proper wand care, proper application of wand (no movement), 100% contact to skin, safety glasses</li> </ul>

<ul style="list-style-type: none"> <li>• Massage and Soft Tissue Mobilization</li> </ul>	<ul style="list-style-type: none"> <li>○ Knowledge of absolute contraindications and precautions</li> </ul>
<ul style="list-style-type: none"> <li>• Electrical Stimulation</li> <li>• Includes TENS, low and high volt currents, microcurrent, NMES, functional e-stim and biofeedback</li> </ul>	<ul style="list-style-type: none"> <li>○ Knowledge of absolute contraindications and precautions, proper electrode placement including contact, skin reassessment, check for latex allergies, check skin sensation prior to application</li> </ul>
<ul style="list-style-type: none"> <li>• Cryotherapy</li> <li>• Includes cold packs, ice massage</li> </ul>	<ul style="list-style-type: none"> <li>○ Knowledge of absolute contraindications and precautions, skin reassessment</li> </ul>
<ul style="list-style-type: none"> <li>• Iontophoresis</li> <li>• Phonophoresis</li> </ul>	<ul style="list-style-type: none"> <li>○ Knowledge of absolute contraindications and precautions, proper electrode placement including contact, skin reassessment, check for latex allergies, check skin sensation prior to application</li> </ul>

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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>✧ Introduction to Physical Therapy (PTA 101)</li> <li>✧ Kinesiology (PTA 103)</li> <li>✧ Patient Mobility Techniques (PTA 200)</li> <li>✧ Physical Therapy Modalities (PTA 202)</li> </ul> | <ul style="list-style-type: none"> <li>✧ Pathology (PTA 203)</li> <li>✧ Electromodalities (PTA 214)</li> <li>✧ Wound Care (PTA 215)</li> </ul> |
|---|--|

**Students Have Demonstrated Competency in The Following Areas:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>✧ Transfer training</li> <li>✧ Gait training with assistive devices</li> <li>✧ Active and passive range of motion</li> <li>✧ Progressive resistance exercise</li> <li>✧ Therapeutic exercise with equipment</li> <li>✧ Vital signs</li> <li>✧ Stretching</li> <li>✧ Posture and body mechanics</li> <li>✧ Goniometry</li> <li>✧ Basic manual muscle testing             <ul style="list-style-type: none"> <li>○ Theory and application of superficial heat – hot packs, paraffin, hydrotherapy, fluidotherapy</li> <li>○ Theory and application of deep heat – ultrasound and shortwave diathermy</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>○ Cervical and pelvic traction</li> <li>○ Intermittent venous compression</li> <li>○ Light and Laser Therapy</li> <li>○ Massage and soft tissue mobilization</li> <li>○ Universal precautions</li> <li>○ Patient positioning</li> <li>○ Theory and application of electrical stimulation – includes TENS, low and high volt currents, microcurrent, electrical muscle stimulation, and functional electrical stimulation, Iontophoresis and phonophoresis.</li> <li>○ Biofeedback</li> </ul> |
|--|---|

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"> <li>• Orthopedic management of bone &amp; joint pathologies</li> <li>• Basic orthopedic joint assessment</li> <li>• Manual traction techniques for spine</li> <li>• Grade I, II mobilization techniques for extremity joints and spine</li> <li>• Therapeutic Exercise</li> </ul>	<ul style="list-style-type: none"> <li>○ Knowledge of common bone &amp; joint pathologies</li> <li>○ Implement orthopedic management of pathologies</li> <li>○ Knowledge of absolute contraindications and precautions for manual techniques</li> <li>○ Knowledge of assessment of willingness to move, end feel, mobility and basic special tests to each extremity joint</li> <li>○ Knowledge and demonstration with positioning and implementation of basic joint mobilization techniques</li> </ul>

	<ul style="list-style-type: none"> <li>○ Identify precautions and contraindications with joint mobilization techniques</li> <li>○ Knowledge of selection, progression and delivery of therapeutic exercise instruction</li> </ul>
<ul style="list-style-type: none"> <li>● Neuroanatomy: central and peripheral nervous system</li> <li>● Sensory and motor innervations</li> <li>● Neurological Impairments: functional movement problems</li> <li>● Motor control &amp; motor learning across the lifespan</li> </ul>	<ul style="list-style-type: none"> <li>○ Identifying central versus peripheral nervous system impairments</li> <li>○ Screening for sensory and motor deficits</li> <li>○ Identifying neurological deficits: progressive &amp; Non-progressive disorders</li> <li>○ Implementing appropriate positioning &amp; interventions</li> <li>○ Identifying level of spinal cord injury</li> <li>○ Knowledge of the motor learning strategies</li> </ul>
<ul style="list-style-type: none"> <li>● Cardiopulmonary disorders</li> <li>● Pediatric disorders</li> <li>● Vestibular disorders</li> </ul>	<ul style="list-style-type: none"> <li>○ Identifying cardiopulmonary deficits &amp; use of assessment tools</li> <li>○ Implementing appropriate interventions for cardiopulmonary disorders</li> <li>○ Knowledge of common pediatric disorders</li> <li>○ Implementing age appropriate interventions</li> <li>○ Knowledge of appropriate positioning for treatment</li> <li>○ Identifying common vestibular disorders</li> <li>○ Knowledge of appropriate positioning and treatment strategies</li> </ul>
<ul style="list-style-type: none"> <li>● Neuromuscular rehabilitation</li> <li>● Orthotics &amp; prosthetics</li> <li>● Prescriptive wheelchair</li> </ul>	<ul style="list-style-type: none"> <li>○ Knowledge of treatment strategies: PNF, NDT, constraint induced therapy, coordination and balance retraining, motion sensitivity training, vestibular rehab techniques</li> <li>○ Knowledge of use of orthotics &amp; prosthetics, and the PTAs role</li> <li>○ Knowledge of maintenance with orthotics &amp; prosthetics</li> <li>○ Knowledge of precautions &amp; contraindications with orthotics &amp; prosthetics</li> <li>○ Knowledge of prescriptive wheelchair management, positioning &amp; seating</li> <li>○ Knowledge of the postural support components</li> <li>○ Demonstrate required measurements for wheelchair fitting</li> <li>○ Educate patients on wheelchair mobility</li> </ul>

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.

## **Student Clinical Education Requirements for Communication and Documentation**

1. Students will fill out the weekly planning form. This will allow the student to communicate adequately with the clinical instructor each week, review the past week and plan for the next week. The weekly planning form will be turned into the ACCE at the completion of each week.
2. The PTA Web CPI will be completed by the student and the CI. The PTA Web CPI will be reviewed by the ACCE after submissions.
3. At the end of the clinical rotation, students will complete student evaluation of clinical site and CI. This document will be turned into the ACCE at the completion of the clinical rotation.
4. The student will receive a grade for the clinical rotation following completion of the required documents.

## **Clinical Instructor Guidelines for Clinical Education for Communication and Documentation**

1. The PTA program will submit clinical course goals and competencies to the Clinical Instructor and student.
2. CI will provide feedback on student performance as needed.
3. Students and clinical instructors will complete a written summary on weekly performance. Each will have a place to comment on strengths and weaknesses.
4. The student and clinical instructor will compare notes and discuss goals for the next week and goals for the overall clinical course.
5. Any question of student performance and/or reaching clinical goals and competencies will be reported at the earliest opportunity to the ACCE by either the clinical instructor or the student.
6. Web CPI will be completed online.
7. At the completion of the clinical rotation, the clinical instructor will submit their CPI through the WebCPI to turn into the ACCE for review.

### **Review of Written Agreements**

Clinical contracts will be reviewed by the clinical team and updated as needed. The clinical team will initiate or start the procedure for update of clinical agreements through office of instruction. The clinical team will notify ACCE and business office of contract renewal needs prior to student placement.

Liability Insurance information is obtained through the Human Resources department. Request for liability insurance is directed to the Director of Human Resources.

### **Academic Faculty Development**

1. Annually, the program director will budget for faculty development to include core faculty. Adjunct Faculty will have access to MCC in-house training programs and tutorials.
2. The academic and adjunct faculty will be assessed through student faculty evaluation results, pass rates, test scores, self-evaluation, and peer evaluation. Clinical faculty will be assessed through student CI evaluations, self-evaluation and CCCE/ACCE evaluation if appropriate.
3. At the end of each course the academic faculty will be evaluated based on student feedback via Canvas Learning Management Systems at the completion of every course. Annually, faculty will perform self-evaluation as well as peer evaluation. The clinical faculty will be rated at the end of each clinical course by the student. ACCE/CCCE may collaborate on clinical faculty development needs per clinical site.
4. Faculty development will be based on program needs and evaluations.
5. Clinical faculty development will be on an individual basis as needed and is assessed through surveys, site visits, and the Clinical Faculty Assessment form.

### **Core Faculty with Special Responsibilities**

#### **Program Director**

Reports to: Dean of Health and Public Services

The program director is a physical therapist or physical therapist assistant who demonstrates an understanding of education and contemporary clinical practice appropriate for leadership in physical therapist assistant education. These qualifications include all of the following:

- ✧ has a minimum of a master's degree;
- ✧ holds a current license/certification to practice in the jurisdiction where the program is located;
- ✧ A minimum of five years, full-time, post licensure experience that includes a minimum of 3 years of full-time clinical experience.
- ✧ didactic and/or clinical teaching experience;
- ✧ experience in administration/management;
- ✧ experience in educational theory and methodology, instructional design, student evaluation and outcome assessment.

#### **Academic Coordinator/Director of Clinical Education (ACCE/DCE)**

Reports to: Program Director, Dean, others

Minimum Requirements (no specific order)

- ✧ Graduate of an accredited physical therapist assistant or physical therapist program, or deemed equivalent program.
- ✧ Earned associate degree as a physical therapist assistant or professional degree as a physical therapist.
- ✧ Licensed/registered/certified or eligible for licensure/registration/certification in the state where employed.
- ✧ Minimum of 3 years of clinical experience as a physical therapist assistant or physical therapist.
- ✧ Minimum of 3 years of clinical teaching and/or clinical coordination experience.
- ✧ Strong communication, organization, interpersonal, problem-solving, and counseling skills.
- ✧ Current knowledge and skill in the use of information and computer technology (e.g., word processing, e-mail, database) or proven ability to learn these skills.
- ✧ Able to work with students with special needs based on the Americans with Disabilities Act (ADA).
- ✧ Knowledge of legislative, regulatory, legal and practice issues affecting clinical education, students, and the profession of physical therapy.
- ✧ Able to meet the faculty requirements as stated in the Evaluative Criteria for the Accreditation of Physical Therapist Assistant Programs.

- ✧ Member of the American Physical Therapy Association.
- ✧ Able to initiate, administer, assess, and document clinical education programs.
- ✧ Able to work independently and coordinate work with colleagues and peers.
- ✧ Able to travel, as needed.

**Resident and Associate Faculty Qualifications:**

PTA program faculty are required to have a minimum of 3 years of full time post-licensure clinical experience in physical therapy. They have a current license and/or certification in the state they are teaching. Faculty will have contemporary expertise in the area they are teaching, and demonstrate understanding of evidence-based review and critical appraisal of subject matter they are teaching.

**Clinical Faculty Qualifications & Development**

- ✧ All clinical sites will be given the APTA Guidelines and Self Assessments for Clinical Education booklet to help determine faculty development needs from an individual and site-specific perspective. Filling out the form is voluntary.
- ✧ Clinical faculty needs will be assessed through student CI evaluations, self-assessment, ACCE communication, Clinical Faculty Assessment form and clinical site visits.
- ✧ Clinical sites will be contacted regarding faculty development opportunities to improve their effectiveness as a clinical site for MCC; these might be site-specific or global developmental opportunities.
- ✧ All clinical sites and instructors will be notified of educational offerings available to them in order to improve their effectiveness as clinical instructors.
- ✧ Clinical faculty may have access to MCC library resources upon request.
- ✧ Social networking opportunities will be advertised through word of mouth, email, and the list-serve, depending on the circumstance.
- ✧ The clinical faculty contact information is maintained by the ACCE and/or the program secretary.
- ✧ All clinical faculty need to have a minimum of 1 year of clinical experience.

**Getting Started with the APTA Learning Center and WebCPI**

ACCE/DCE/Program Staff, CCCE, CI, and Students will need to complete the APTA PTA Training in order to login to WebCPI to complete student assessments. Visit the APTA Learning Center to get started.

**APTA Learning Center:**

- ✧ APTA PTA Training
- ✧ Logging in to PTA WebCPI
- ✧ Updating Information
- ✧ Editing the CPI
- ✧ Signing off on the CPI

\*NOTE: American Physical Therapy Association (APTA) Standards of Ethical Conduct for The Physical Therapist Assistant can be found on [www.apta.org](http://www.apta.org).

**Prerequisite**

Course Code	Course Name	Credits
BIO 181 Or BIO 160	General Biology I (Majors) with Lab  Anatomy and Physiology of Human Structure and Function	4

**Program Course Requirements: Year One**

**Year One - Fall Semester**

Course Code	Course Name	Credits
BIO 201	Human Anatomy & Physiology I	4
ENG 101	English Composition	3
PTA 101	Survey of Physical Therapy	3
PTA 103	Kinesiology	4
PTA 200	Patient Mobility Techniques	4

<b>Total Credits</b>	<b>18</b>
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## Year One - Spring Semester

Course Code	Course Name	Credits
BIO 202	Human Anatomy & Physiology II	4
PTA 202	Physical Therapy Modalities	5
PTA 203	Clinical Pathology	3
PTA 214	Electromodalities	3
PTA 215	Wound Care	1
<b>Total Credits</b>		<b>16</b>

## Year One - Summer Term

Course Code	Course Name	Credits
PTA 206	Clinical Practicum I	4
PTA 217	Clinical Neurology	2
<b>Total Credits</b>		<b>6</b>

## Program Course Requirements: Year Two

### Year Two - Fall Semester

Course Code	Course Name	Credits
COM 121	Interpersonal Communication	3
PSY 101	Introduction to Psychology	3
PTA 208	Rehabilitation of Special Populations	5
PTA 210	Orthopedic Physical Therapy	4
PTA 230	Physical Therapy Seminar	3
<b>Total Credits</b>		<b>18</b>

### Year Two - Spring Semester

Course Code	Course Name	Credits
PTA 280	Clinical Practicum II	6
PTA 290	Clinical Practicum III	6
<b>Total Credits</b>		<b>12</b>

## **PTA Program Total Credit Hours – 74**

### PTA Course Descriptions

- PTA 101 - Survey of Physical Therapy **Credits: 3**
- PTA 103 - Kinesiology **Credits: 4**
- PTA 202 - Physical Therapy Modalities **Credits: 5**
- PTA 203 - Clinical Pathology **Credits: 3**
- PTA 214 - Electromodalities **Credits: 3**
- PTA 215 - Wound Care **Credits: 1**
- PTA 206 - Clinical Practicum I **Credits: 4**
- PTA 217 - Clinical Neurology **Credits: 2**
- PTA 208 - Rehabilitation of Special Populations **Credits: 5**
- PTA 210 - Orthopedic Physical Therapy **Credits: 4**
- PTA 230 - Physical Therapy Seminar **Credits: 3**
- PTA 280 - Clinical Practicum II **Credits: 6**
- PTA 290 - Clinical Practicum III **Credits: 6**

# Appendices



**Informed Consent for Clinical Rotations**

During the course of the physical therapist assistant program, the student is required to participate in 3 clinical rotations. The rotations consist of one 4-week and two 6-week rotations. Due to the rural location and the limited number of physical therapy sites available in Mohave County, it is mandatory the student will perform a clinical rotation outside of Mohave County (refer to PTA student handbook for current listing of sites). Students are required to find housing and arrange transportation and meals for their sites away from home. Students are encouraged to speak with the academic coordinator of clinical education (ACCE) about other location possibilities in an effort to fully develop clinical site offerings and meet the needs of PTA students.

The student participates in 3 clinical education experiences in a variety of settings (hospital, outpatient clinic, skilled nursing facility, and rehab settings). Each clinical site expects the student to behave according to the APTA guide to conduct for physical therapist assistants and facility specific guidelines. The PTA student handbook will outline specific clinical expectations. Each student is required to undergo drug testing and criminal background checks due to the nature of the work. Other requirements include CPR, hepatitis B vaccine, TB testing, physician clearance and statement of health, and health insurance. The student is responsible for the cost of these procedures.

The student must also realize that receiving an AAS degree as a physical therapist assistant does not permit the student to practice as a physical therapist assistant. Graduates must pass a national regulatory exam and receive state endorsement in order to practice legally as a physical therapist assistant.

I, \_\_\_\_\_, hereby understand that the clinical rotations require out of pocket expenses for which i am responsible. I also understand that I am required to travel outside of Mohave County for at least one of my clinical rotations and I am responsible for housing and transportation related to the clinical rotation. In addition, I will be held to the standards of the APTA’s guide to conduct for physical therapist assistants and I may not legally practice as a physical therapist assistant until I have been duly licensed or certified to do so (where applicable).

\_\_\_\_\_  
Dates Valid Through

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_

**Informed Consent for Lab Activities**

During the course of the physical therapist assistant program, the student is required to take part in laboratory activities which dictate that one student will be practicing techniques being taught and learned on fellow classmates and/or faculty. It is the nature of the profession that skills be acquired on healthy individuals before an attempt is made to become skillful with patient/client populations who have dysfunction. Therefore, students and faculty must often “act” the part of the patient or client in order for the designated lab partner to gain skills needed to practice physical therapy.

Although every effort is made on the part of the instructors to ensure safety for every student practicing and playing the role of the patient or subject, it is possible that the student may experience some discomfort, either physically or emotionally. By signing below, you are indicating your willingness to engage in those activities which the faculty believes are necessary for you to learn skills related to the practice of physical therapy (such as use of physical agents, therapeutic exercise, exposure of body parts, act as a patient simulator, etc.). While this is an assumption that can be inferred from your acceptance to participate in the physical therapist assistant curriculum and enrolling in the program, this is your active consent to do so. If there is any activity which may cause you concern, you are urged to speak to the program director.

I understand that I will be asked to act as a lab partner during my experiences in the physical therapist assistant curriculum and fellow classmates will be practicing skills taught by the professors of the course. I understand that, at times, I may experience some physical or emotional discomfort, but i understand that this participation is required for student learning and I willingly agree to participate fully.

I, \_\_\_\_\_, hereby assume all risks in connection with and fully release Mohave Community College, its agencies and/or employees from any injury or damage to me, and hereby acknowledge my understanding of this.

\_\_\_\_\_  
Dates Valid Through

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_



**Participation by an Adult Consent Form**

I, \_\_\_\_\_, agree to participate in the physical therapist assistant program’s educational activities to include demonstrating my physical abilities, assessing or evaluating by physical capacities, my providing a summary or detail of my relevant history, or taking part in simulated activities as a part of a student performance evaluation. Should I request it, I also understand that my personal identity will remain anonymous. I understand that I may withdraw from this activity at any time.

I, \_\_\_\_\_, do hereby release and forever discharge Mohave Community College and all of its officers and employees from any and all claims, demands, and causes of action arising out of this demonstration, and assume all risks of personal injuries suffered by me as a result of such demonstration.

I understand that all precaution will be taken to prevent harm to myself. Any questions that have occurred to me in connection with this demonstration have been answered to my satisfaction.

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Participant Signature

Date: \_\_\_\_\_

Participant Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Witness Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Campus Dean Signature

Date: \_\_\_\_\_

**Participation by a Minor Consent Form**

I agree to have my child \_\_\_\_\_ participate in the physical therapist assistant program's educational activities to include demonstrating his/her physical abilities, assessing or evaluating his/her physical capabilities, my providing a summary of their relevant history, or taking part in treatment activities all under the direct supervision of a licensed physical therapist. I understand that I may withdraw my child from any activity at any time.

I, \_\_\_\_\_, do hereby release and forever discharge MCC and all of its officers and employees from any and all claims, demands and causes of action arising out of this demonstration, and assume all risks of personal injuries suffered by me as a result of such demonstration.

I understand that all precaution will be taken to prevent harm to my child. Any questions that have occurred to me in connection with this demonstration have been answered to my satisfaction.

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Participant Signature

Date: \_\_\_\_\_

Participant Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Witness Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Campus Dean Signature

Date: \_\_\_\_\_

**Physical Examination Form**

**“STUDENT USE ONLY” (Student must complete this side)**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Physical Therapist Assistant (PTA) Student Qualifications**

- A physical therapist assistant student **MUST** be able to perform the following functions:
1. Stand and walk continuously for up to eight hours.
  2. Visual acuity and depth perception to read physical therapist orders.
  3. Hearing acuity and to hear machine alarms, announcements on PA systems, normal conversations, and through stethoscopes.
  4. Safely handle blood and other body excretions and secretions.
  5. Perform basic resuscitation and emergency procedures according to CPR protocols.
  6. Lift, move, position, and otherwise handle patients to minimize discomfort and provide basic care.
  7. Lift objects in excess of 100 pounds from the floor with assistance with frequent lifting and/or carrying objects weighing 50 pounds or more from the floor without assistance.
  8. Lift, move, and operate equipment used in the care of patients.
  9. Assist with or administer treatments and therapies using potentially hazardous equipment (i.e. needles, caustic drugs, X-rays).
  10. Manual dexterity to manipulate the patient’s body, perform therapeutic activities, apply dressings, belts and braces.
  11. Psychological stability to perform effectively under stress.
  12. Ability to exercise critical thinking reasoning and judgment in a client care situation.

**Understanding of Requirements**

As a physical therapist assistant student of MCC, I understand I must be able to meet the above physical requirements. I have read and understand the requirements, and I am able to perform all the above listed functions.

As a physical therapist assistant student of MCC, I understand that I must provide the following requirements:

- 1) Proof of current vaccinations or verification of immunity through positive titer’s
  - a. MMR
  - b. Varicella
  - c. Hepatitis B Series
- 2) Negative TB (2-step) or Chest X-ray
- 3) Current CPR certification (Heartsaver, Adult or Community CPR is not acceptable)
- 4) Negative Drug screen (positive results must be followed up with verifiable proof of prescriptions)
- 5) Current Physical Examination provided by a physician

As a physical therapist assistant student of MCC, I understand that failure to provide **CURRENT** documentation will impact progression through the PTA program.

COMMENTS:

Student Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**“PHYSICIAN USE ONLY” (Physician must complete this side)**

STUDENT NAME: \_\_\_\_\_

Please list all prescription medications being used by the student and the reason:

Please list all chronic conditions or medical problems the client has:

**Record of Immunizations: (PROOF is required for all Immunizations or Titters)**

Clinical sites utilized for MCC physical therapist assistant student Clinical Experiences require proof of all of the following Immunizations or tests. Students will only be allowed an exception based on a medical condition and a physician’s note is required. **(PROOF is required for all Immunizations or Titters)**

MMR (or) Positive Titer	Date: _____ Titters Date: _____	Varicella (or) Positive Titer	Date: _____ Titters Date: _____	Influenza (Annual)	Date: _____
Hepatitis B Series (or) status of Immunity With a Titer	#1. Date: _____ #2. Date: _____ #3. Date: _____ Titters Date: _____	TB Skin Test Negative (2-Step) (or) Negative X-Ray	#1. Date: _____ #2. Date: _____ X-Ray Date: _____		

**Physical Therapist Assistant Student Qualifications**

A physical therapist assistant student MUST be able to perform the following functions:

- Stand and walk continuously for up to eight hours.
- Visual acuity and depth perception to read physical therapist orders.
- Hearing acuity and to hear machine alarms, announcements on PA systems, normal conversations, and through stethoscopes.
- Safely handle blood and other body excretions and secretions.
- Perform basic resuscitation and emergency procedures according to CPR protocols.
- Lift, move, position, and otherwise handle patients to minimize discomfort and provide basic care.
- Lift objects in excess of 100 pounds from the floor with assistance with frequent lifting and/or carrying objects weighing 50 pounds or more from the floor without assistance.
- Lift, move, and operate equipment used in the care of patients.
- Assist with or administer treatments and therapies using potentially hazardous equipment (i.e. needles, caustic drugs, X-rays).
- Manual dexterity to manipulate the patient’s body, perform therapeutic activities, apply dressings, belts and braces.
- Psychological stability to perform effectively under stress.
- Ability to exercise critical thinking reasoning and judgment in a client care situation.

**Physicians Signature of Authorization**

Based on this physical examination, do you find this person capable of performing ALL of these functions without ANY reservations?

YES: \_\_\_\_ NO: \_\_\_\_

(If No, Please Explain):

Name of Facility:	_____				
Physician Name (please print):	_____			Date:	_____
Physician Signature:	_____			Telephone:	_____
Address:	_____	City:	_____	State:	_____
				Zip:	_____

**PreCheck Background Check**

*Signature Page*

I, \_\_\_\_\_, understand that a positive result on the PreCheck background check could preclude me from clinical affiliations at certain facilities since each clinical site has their own criteria. I also understand that this could affect my ability to graduate from the program. In addition, I understand that a positive background check will need to be addressed with the state board of physical therapy and that it may preclude me from obtaining a state license to practice as a Physical Therapist Assistant. If I cannot complete the program for one of the reasons stated above, I am still responsible for my debts incurred.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Level 1 Fingerprint Clearance Card**

*Signature Page*

I, \_\_\_\_\_, understand that I must present a valid AZ DPS fingerprint card in order to participate in all clinical education experiences. I must report any incident to the program within 7 days that may affect my status. If I am on a clinical experience, I have 24 hours to report the incident to the program.

I acknowledge failure to maintain a valid Fingerprint Card will impact progression through the PTA program. If I cannot complete the program for one of the reasons stated above, I am still responsible for my debts incurred.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Program Complaint Form**

The PTA program complaint form will be used for handling complaints that are related to the PTA program from external sources. This form will be kept as a record of any complaint about the program; including the nature of the complaint and the disposition of the complaint.

Person(S) Filing Complaint: \_\_\_\_\_

Nature of Problem:                      Contact Made By:                      Phone                      Fax                      Email                      Visit

\_\_\_\_\_  
Signature Person(S) Filing Complaint                      Date

*For Office Use Only:*

Fact Finding:

Data to Verify Complaint:

Suggested Steps for Resolution:

Info Provided To: \_\_\_\_\_ on (Date) \_\_\_\_\_

Results (Include Date of Resolution):                      Contact Made By:                      Phone                      Fax                      Email                      Visit

Print Name: \_\_\_\_\_                      Campus Dean: \_\_\_\_\_

Signature: \_\_\_\_\_                      Signature: \_\_\_\_\_  
*Person(S) Completing Form*

Date: \_\_\_\_\_                      Date: \_\_\_\_\_

**Statement of Withdrawal**

This is to certify that \_\_\_\_\_ was accepted to the Mohave  
*Student's Name (First, Last)*

Community College Physical Therapist Assistant program on \_\_\_\_\_ and withdrew  
*Date Accepted*

from the program on \_\_\_\_\_ for the following reason(s):  
*Date Withdrew*

Check all that apply:

Personal or health reasons

Violation of program rules

Financial status

Academic failure

Transferring to another program

Relocating

Program is too intense for me

Other

If you choose OTHER, please explain under the comment section.

Comments:

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Director Signature

Date: \_\_\_\_\_

**Student Information Form**

Student Name: \_\_\_\_\_

Student Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Previous Clinical Education:**

**Student Strengths:**

**Student Goals:**

**Other Information Student Would Like You to Know:**



**\*Please note:** You need to download and save the document to your computer first. Then re-open the document to activate the digital signature box so you can digitally sign and email the completed form. You must have Adobe Reader in order to digital sign the form. Do not click the lock document after signing the form.

**Waiver for Release of Personal Information**

Student Information

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Release Statement

Mohave Community College presents courses, labs or workshops as a part of the Physical Therapist Assistant program in collaboration with diverse public and private health organizations, including health agencies, hospitals and clinics. Those collaborating organizations permit the College to conduct such courses within each organization's facilities, but require that all participants, whether instructors or students, furnish qualifying health records and information, including but not limited to, immunizations, titer results, results of drug screens, the individual's contagious disease history, background check, and fingerprint card, and a copy of a valid CPR card. The collaborating organizations established health requirements may vary.

By signing below, I am stating that I understand the above statement, and hereby authorize Mohave Community College to release any of my records and information in their possession to such organizations, for the purpose of qualifying me to participate in such instructional courses, labs or workshops.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Weekly Planning Form**

Dates: \_\_\_\_\_ Experience Week #: \_\_\_\_\_

**Students Review of the Week**

*When completing this form consider the five (5) performance dimensions: quality of care, supervision/guidance required, consistency of performance, complexity of tasks/environment, and efficiency of performance.*

**CI's Review of the Week**

*When completing this form consider the five (5) performance dimensions: quality of care, supervision/guidance required, consistency of performance, complexity of tasks/environment, and efficiency of performance.*

**Goals for the Upcoming Week**

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Clinical Instructor Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_