

Navarro College
Physical Therapist Assistant Program



Policies and Procedures
2020-2021

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STUDENT RELATED POLICIES AND PROCEDURES

EQUAL EDUCATIONAL OPPORTUNITY

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (PL. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admission and education of students, with respect to the availability of students loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, and with respect to the student and faculty activities conducted on premises owned or occupied by the college.

Navarro College is committed to providing a safe and nondiscriminatory employment and educational environment. The College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age veteran status, or other status protected by the law in its programs or activities or in the context of employment. Inquiries regarding non-discrimination may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 3200 W. 7th Ave, Corsicana, TX 75110 or 1-800-NAVARRO.

ADA INFORMATION

With a commitment to equal access of facilities, activities, and programs, Navarro College provides reasonable and appropriate accommodations for qualified students with regard to disabilities and with regard to the potential for success as defined in Section 504 of the Amended Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 2000, and the ADA of 2009.

Such disabilities include, but are not limited to speech impairments, hearing impairments, visual impairments, learning disabilities, and emotional/psychological disabilities. Students requesting special accommodations must adhere to the following guidelines as per institutional policy set forth by the Navarro College Board of Trustees:

In addition to educational and professional standards, physical therapist assistant students encounter physical, cognitive, communicative, and environmental factors in the classroom, internal and external labs, field trips, and clinical.

The Federal Americans with Disabilities Act (ADA) bans discrimination of persons with disabilities. In order to identify essential performance components, which may challenge the success of a student in becoming a physical therapist assistant including participation in the academic activities of the classroom and clinical education, the student needs to carefully review the performance standards. Although the performance requirements may vary depending on the specific area of practice, the most common physical, cognitive, communicative, and environmental requirements are listed below.

ADMISSIONS

POLICY

Admission to the Physical Therapist Assistant Program is a separate procedure from admission to Navarro College. Applicants must first meet all admission criteria for Navarro College. Once enrolled in Navarro College, the student may submit an application to the PTA Program, during the application admission time period. It is **mandatory** for all potential applicants to participate in an information session, which are conducted at various times throughout the year. Applications to the PTA Program may be obtained from the PTA Program webpage.

PROCEDURE

Positions in the program are limited. Admission decisions will be made through a points system. Priority status is determined from the following data:

- TEAS for Allied Health test scores of 59.7 or higher
- Grade Point Average (GPA) – MUST be 2.5 or higher (degree plan requirements)
 - GPA is calculated from PTA degree plan requirements only – NOT OVERALL GPA
- Grade achieved in pre-requisite courses (must be completed prior to application deadline) on the PTA degree plan
- Grade achieved in core courses on the PTA degree plan
- Observation Hours - minimum of 40 hours from two (2) different settings including a combination of inpatient and outpatient
 - **A minimum of 10 observation hours must come from acute, rehab, or sub-acute setting**
- Previous healthcare work experience
- Completion of prior degree

By the deadline indicated on the application, all submitted applications will be reviewed for completeness. The completed applications will then be ranked based on the above factors. The highest total point applicant sets the mark for ranking. Applicants will be numbered in descending order based on point total. If two or more applicants tie for total points, GPA will be used as a tiebreaker with the higher GPA ranked higher.

A total of twenty-three (23) students will be selected to the PTA Program. Applicants not accepted into the program will be considered alternates and ranked accordingly. All applicants will be notified within 30 days of the application deadline of their status in the program. **A correct and current Navarro College email is very important in the notification process**, as this is how students will be informed of their acceptance into the PTA Program. If accepted into the PTA Program, the applicant must reply within **48 hours/2 days** to assure their position in the program. Students selected for admission into the PTA Program will be required to attend a mandatory orientation, date to be determined.

The point system is outlined on the following pages.

APPLICANT ENTRANCE CRITERIA WORKSHEET

NAVARRO COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM (COMPLETED BY FACULTY)

Applicant's Name: _____

Date: _____

Total Score: _____

1. TEAS score – Adjusted individual score

71% - 100%	= 5
65% - 70%	= 3
59.7%-64.9%	= 1

Section 1 Score: _____

2. GPA – Overall grade point average

GPA 4.0	= 5
GPA 3.5 to 3.9	= 3
GPA 3.0 to 3.4	= 2
GPA 2.5 to 2.9	= 1

Section 2 Score: _____

3. Physical therapy observation hours - (40 hours minimum, combination of inpatient and outpatient, with minimum of 10 hours from acute, rehab, or sub-acute)

60 hrs, Bonus	= 5
50 hrs, Bonus	= 3
40 hrs, Required	= 1

4. Completion of pre-requisites:
 - a. Completion of BIOL 2401: Anatomy & Physiology I

With a grade of "A"	= 5
With a grade of "B"	= 3
With a grade of "C"	= 1

Applicant's Score: _____

 - b. Completion of BIOL 2402: Anatomy & Physiology II

With a grade of "A"	= 5
With a grade of "B"	= 3
With a grade of "C"	= 1

Applicant's Score: _____

 - c. Completion of ENGL 1301: Composition I

With a grade of "A"	= 5
With a grade of "B"	= 3
With a grade of "C"	= 1

Applicant's Score: _____

- d. Completion of MATH 1342: Elementary Statistics
 With a grade of "A" = 5
 With a grade of "B" = 3
 With a grade of "C" = 1
 Applicant's Score: _____
5. Completion of core course (excluding pre-requisites):
- a. Completion of PHIL 1301 or 2306: Intro to Philosophy or Intro to Ethics
 With a grade of "A" = 3
 With a grade of "B" = 2
 With a grade of "C" = 1
 Applicant's Score: _____
- b. Completion of PSYC 2314: Lifespan Growth and Development
 With a grade of "A" = 3
 With a grade of "B" = 2
 With a grade of "C" = 1
 Applicant's Score: _____
6. Previous healthcare work experience (paid or unpaid)
 Yes = 2
 No = 0
7. Completion of prior college degree
 Master's degree = 3
 Bachelor's degree = 2
 Associate's degree = 1
 No prior degree = 0
8. TSI (Texas Success Initiative) Complete:
 Yes = 4
 No = 0

TOTAL SCORE (maximum of 50 pts): _____

COURSE WORK TIME FRAME POLICY

POLICY

All potential physical therapist assistant applicants must have completed their pre-requisite course work within the following time frames:

- ENGL 1301 Composition I can be taken at any time frame prior to application to the program.
- MATH 1342 Elementary Statistics can be taken at any time frame prior to application to the program.
- BIOL 2401 Anatomy and Physiology I must have been taken within 7 (seven) years of application to the program.
- BIOL 2402 Anatomy and Physiology II must have been taken within 7 (seven) years of application to the program.

All potential physical therapist assistant applicants must have completed their core course work within the following time frames:

- PHIL 1301/2306 (introduction to Philosophy or Introduction to Ethics) can be taken at any time frame prior to the end of the second semester of the program.
- PSYC 2314 (Lifespan Development) can be taken at any time prior to the end of the first semester of the program.

PROCEDURE

Each applicant must submit documentation (unofficial transcripts) with Navarro College physical therapist assistant application that provides information of the time frame that each pre-requisite of core course was completed. If core courses were not completed prior to application, the student must provide evidence that the course will be completed within the acceptable time frame. If the student does not complete the courses within the acceptable time frame, the student will not be allowed to continue in the program.

TSI COMPLETION POLICY

POLICY

Applicants are not required to be complete. Those applicants who are TSI complete will receive 5 points on their application.

TRANSFERABILITY POLICY

POLICY

All pre-requisite and core courses completed must satisfy Navarro College and the state of Texas Community College requirements for level of course work for an Associate level degree. Junior and senior level courses do not satisfy this requirement.

PROCEDURE

If an applicant has completed junior and senior level pre-requisite and core courses at a university and they do not satisfy Navarro College and the state of Texas community college requirements for level of course work, the student may still be accepted into the Navarro College physical therapist assistant program. However, the student will be required to take an associate level course that satisfies the requirement for the program before the start of the second semester. If the student does not satisfy the requirements for transferability, the student will be dismissed from the program and may re-apply (See Re-Application Policy).

OBSERVATION HOUR POLICY

POLICY

Applicants must complete 40 hours of observation, that has been completed within 3 years prior to admission to the program. Applicants will submit a completed verification form in a sealed envelope with the submitted application.

FACULTY/STUDENT RATIO LAB AND CLASSROOM

POLICY

The Physical Therapist Assistant Program will accept no more than 23 students per class. Lecture courses will have no greater than 23 students and laboratory courses will have no greater than 16:1 student/teacher ratio.

PROCEDURE

The Physical Therapist Assistant Program will limit the number of incoming students to no more than 23 students each application period

Laboratory activities will have no greater than one instructor per sixteen students to ensure proper supervision while performing tasks.

ORIENTATION OF NEW STUDENTS

POLICY

All students who are accepted into the Physical Therapist Assistant Program will be oriented to the Navarro College and Physical Therapist Assistant Program's policies and procedures prior to beginning the Program.

PROCEDURE

Students will receive an orientation session before the first semester.

Students will sign and return release forms that inform students of the PTA Program's expectations and requirements.

Students will receive a copy of the Physical Therapist Assistant Program Student Handbook during or prior to orientation. The Navarro College Student Handbook is available on Navarro College webpage.

CRIMINAL BACKGROUND CHECKS

POLICY

Navarro College Physical Therapist Assistant Program is committed to ensuring public protection by requiring criminal background checks be completed by all PTA students prior to patient care. The PTA student's reputation is a valuable personal resource. It can either assist or interfere with education, clinical training, employment opportunities, and financial status.

PROCEDURE

The student must meet the requirements of the Navarro College Health Professions Division and/or the PTA Program for submitting a criminal history background check. The procedure for the criminal history background check may change based on the needs of the clinical training sites. The cost to the student for criminal history checks may vary based on the requirement of the individual clinical training sites. The PTA Program reserves the right to change the procedure required to complete the background check as well as any additional requirements. A student must acknowledge in writing as part of the application process the role criminal history offenses may present in the student's ability to progress in the program.

A student who does not have a clear criminal history record is required to meet with the PTA Program Director prior to entry into the PTA Program to discuss the implication of the criminal record on his/her progression in and completion of all requirements of the curriculum. **A felony conviction may affect a graduate's ability to sit for the FSBPT Licensure Examination or attain state licensure.** Prior to application into the PTA program, each student will be required to complete a Criminal Background Check and submit the results of Criminal Background Check with the application.

It is the responsibility of the student to inform the PTA Program of any changes in the status of the criminal history after admission to the program within two (2) academic days following any incident resulting in arrest or pending arrest. Failure to do so may result in immediate withdrawal from the PTA Program. If a student is convicted of an offense while enrolled in PTA coursework, the student must notify the PTA Department the next academic school day. For academic courses, the student will abide by the Navarro College Student Behavior policies for continuing in class. The student cannot attend clinical experiences until a determination can be made that the student's criminal history status is in agreement with the facility guidelines. All information regarding criminal history status will remain confidential.

Clinical training sites, in accordance with the Regulations of the State of Texas and National Accreditation Agencies, require employees, students, and volunteers who work with children, the elderly, or the disabled to have a "clear" criminal history background check. Agencies vary as to what the definition of "clear" means. Students cannot participate in lab or clinical studies involving clients without a "clear" criminal history background check. The facilities may choose to request national and international criminal history background checks as well. The final decision regarding acceptance of a student for clinical training based on previous criminal history rests with each facility.

DRUG AND SUBSTANCE USE

POLICY

Navarro College is a drug- and alcohol-free campus. Possession, sale and/or use of any type of illegal drugs, alcohol, or mood-enhancing substance by any person on any property owned, leased, or controlled by Navarro College is strictly forbidden. The Navarro College Department of Public Safety will enforce all federal, state, and local laws concerning underage drinking, drug and mood-enhancing substance violations.

A student found to be in possession or under the influence of any illegal drugs and/or alcohol or mood-enhancing substances on or off campus will be subject to disciplinary action and/or criminal proceedings. Incidents occurring off-campus will be assessed based on the College's Off-Campus Conduct procedures that hold all students to consistent standards defining acceptable forms of student conduct and maintaining civility and safety for the College community.

A student who has been convicted of any federal or state law involving the use, possession, or sale of a controlled substance shall lose their student aid eligibility for a specified period of time if they were receiving federal student aid when the offense occurred. The suspension of eligibility timetable depends on the violation and may resume upon the completion of a Department of Education approved rehabilitation program.

Navarro College offers drug and alcohol abuse screening/counseling programs to students. The College employs experienced and/or licensed professional counselors to assist with drug and alcohol abuse.

PROCEDURE

Because of the potential for harm, student use of recreational drugs and alcohol in a manner that carries over into the academic or clinical setting is considered unethical behavior. If there is substantial cause to suspect the student is under the influence of alcohol or drugs during classroom or lab education, the student will be escorted to the Navarro College Campus Police Department for interview and actions as appropriate. If a student in a clinical setting is suspected of being under the influence of drugs and/or alcohol, the ACCE or a representative from the PTA Program will be notified immediately. The student's emergency contact listed on the Personal Data Sheet will be notified to drive the student home. The student must follow up with the Navarro College Police Department within 24 hours or they will be immediately dismissed from the program. The student will be considered to be dismissed from the education site and will be subject to a drug screen and/or disciplinary action, up to and including dismissal from the PTA Program.

The Navarro College Physical Therapist Assistant Department Program Director reserves the right to institute random drug screens during the PTA student's enrollment in any PTA class, lab, clinical, clinical setting or College sponsored activity. The student will be responsible for any cost involved in a random or required (by any clinical education facility) drug screen. Failure to comply with the drug screen or to pay for the drug screen will result in dismissal from the PTA Program.

The drug screen will be Chain of Custody and will screen for a minimum of the following classifications of drugs: cannabis, opiates, cocaine, amphetamines, benzodiazepines, PCP, and barbiturates. Should a drug screen return to the program as "diluted", the PTA student will re-take a second drug test (which may include a hair follicle test) at the program director's discretion. Should a drug screen return to the

program as “positive”, the student will be dismissed from the PTA program immediately. Results of the drug screen will be maintained in the PTA Program Director’s office in a secure location.

PLAN OF CORRECTION FORM

POLICY

The plan of correction form will be utilized by the PTA faculty for any disciplinary needs.

PROCEDURES

Students who have violated any NC or program policy will meet with a program faculty member within one (1) week of violation to complete a plan of correction form. It is the student’s responsibility to meet with the faculty within one (1) week of violation of the policy. If a student is found in violation of the same policy after a plan of correction has been completed, the student will be dismissed from the program.

ATTENDANCE

POLICY

Absence from scheduled classes and clinical days are considered detrimental to the clinical and academic performance of students. Therefore, attendance is required at all scheduled classes and clinical days.

DIDACTIC ATTENDANCE:

The student is responsible for notifying the faculty (clinical and academic staff) in advance of the absence or tardy via phone or voicemail. If a student is absent while assigned to a clinical lab or clinical, the student must notify the course instructor (ACCE) and the clinical facility by phone of the absence. Each student should be responsible for personally making the notification. Failure to notify the clinical site of tardiness or absence will result in removal from the clinical site.

If a student misses two (2) days of didactic coursework/lab instruction per course for any reason, the student will be withdrawn from the course. Faculty will advise students if they have reached one (1) absence in their didactic course, by completing a Plan of Correction form with the student. Students are considered to be tardy if they come to class late or leave class early. Three (3) tardies are equivalent to one absence.

In the event of an absence or tardy, daily work such as missed quizzes, and lab activities cannot be made up except in the cases of unforeseeable circumstances. (See ** statement below)

Students should notify the instructor of the course in advance if unable to take a scheduled examination, practical or presentation. If the student fails to notify the instructor prior to the start of class, a grade of “0” will be awarded. A make-up exam will not be given in this circumstance. If a student misses a scheduled exam/practical/presentation and has notified the instructor of the course prior to start of class, the exam can be made up within one (1) week (five school days) of the absence,

however, it is the responsibility of the student to make arrangements with the instructor within 24 hours of the missed exam (for example, if the student misses an exam that was given at 9am on a Monday, the student has until 9am on Tuesday to schedule the make-up examination). Exams not made up within one week of the schedule date, will be awarded a grade of "0".

The student is responsible for any information presented in the class during his/her absence. This applies to the course in which the student is enrolled and any sequential courses where the information may be applied. A student cannot defer his/her responsibility for requesting missed assignments to another student or have assignments turned in by another student or family member.

The ability of a student to continue receiving financial aid and/or remain in the Navarro College residence halls can be affected by non-attendance to college classes and/or clinical training.

Voluntary or involuntary withdrawal or failure in a course requires request for readmission and may result in additional time required to complete the program, increased costs (such as malpractice insurance), and other consequences.

CLINICAL ATTENDANCE:

Excessive absences during clinical education are defined as more than one (1) missed day in clinical rotations I or II, or more than two (2) missed days in clinical practicum, and will necessitate withdrawal from the course and program due to inability to complete all requirements. After one missed day in Clinical I and II or two missed days in Clinical Practicum, the faculty will complete a Plan of Correction form with the student. A minimum required hours of clinical education is required by the Navarro College PTA program for completion of the clinical rotation. Should a holiday occur during a clinical rotation, it is the student's responsibility to clarify work hours and overtime hours expected from the facility. Any absence from the facility will count against the minimum time requirements. Students may be required by the facility to "work" on the holiday, and this request must be honored. A student may not ask the Clinical Instructor (CI) to rearrange required workdays, including holidays.

If a student misses a clinical workday, the student is responsible to schedule make up hours for missed time. The student will collaborate with CI to determine make up time/days, notify the ACCE of scheduled make up days, and student must identify the missed day on their clinical log sheet as a "Missed Day". identifying the missed day as well.

****In the event of an illness or injury/accident that hinders a student's ability to perform in the classroom or clinical setting, the faculty will require a health care provider's statement or supporting documentation authorizing that the student can safely commence/continue with class/client care/lab activities/clinical education at the appropriate level of competency. Each medical restriction must be evaluated by the faculty and/or clinical education site.****

PROCEDURE FOR MISSED CLASSROOM/LAB ATTENDANCE:

1. Notify faculty of the course of student absence prior to the start of class.
2. The student is responsible for obtaining lecture notes from other students.
3. The student will be awarded a grade of a zero for all missed daily work.

PROCEDURE FOR MISSED EXAMINATION/PRACTICAL/PRESENTATION:

1. Notify faculty of the course of student absence prior to the start of class. If instructor of course is not notified prior to the start of class, a grade of zero will be awarded.
2. The student must make arrangements with the instructor of that course within 24 hours of the missed exam/practical/presentation to be able to make up the missed exam.
3. The student has one week (5 school days) of the absence in which to make up the missed examination/practical/presentation.

PROCEDURE FOR MISSED CLINICAL ATTENDANCE:

1. Notification of faculty:
 - i It is the responsibility of the student to inform the CI if the student will be absent or late. This notification should be prior to the start of the day. It is the student's responsibility to keep current phone number of clinical supervisors and College personnel, as well as official addresses.
 - ii The ACCE must be notified of any absence within the clinical setting prior to the start of the day.
2. Student is responsible to schedule make up hours for missed time:
 - i Student will collaborate with CI to determine make up time/days.
 - ii Student will notify ACCE of scheduled make up days.
 - iii Student must identify the missed day on their clinical log sheet as a "Missed Day".
 - iv Student must identify the make-up day on their clinical log sheet as a "Make-up Day" identifying the missed day as well.

DIDACTIC GRADING

POLICY

This percentage system for letter grade assignments will be utilized for all reporting of didactic course work. Specific grade compilation will be explained in each syllabi.

PROCEDURE

A student must receive a "C" (75%) or above for successful completion of each PTHA course, with the exception of clinical grading, which is Pass/Fail (see CLINICAL GRADING POLICY). Final student averages in the PTA program will NOT be rounded. *For example, a final average of 79.6 will remain a 79 and a final average of 74.5 will remain a 74 (D).* Any student receiving a "D" or "F" must withdraw from the PTA Program, but may reapply for admission the following year if eligible to reapply the following year. The following is the grading scale utilized by the Navarro College PTA Program:

A = 90% - 100%

B = 80% - 89.9%

C = 75% - 79.9%

D = 60% - 74.9%

F = <60%

Grading for each course will include specified criteria as set forth by each instructor. A total of 5% of the student's grade, in one course per semester (with the exception of the last semester), will be based upon the student's professional behaviors and completion of community service hours.

CLINICAL GRADING

POLICY

Students will satisfy clinical requirements through completion of required assignments, per clinical rotation, as well as completion of listed PTA MACS skills.

PTHA 1260 – Clinical I

PASS/FAIL for this course will be based on the following 3 criteria. All 3 criteria must be satisfied to receive a PASS for the course. For further explanation for each component refer to description below.

GRADE COMPILATION

PTA MACS Skills

All documents (listed below turned in)

144 Completed Clinical Hours

CLINICAL II

PASS/FAIL

PASS/FAIL

PASS/FAIL

PTA MACS SKILLS: PASS/FAIL grade. Skills will be assigned a U, NI, NE, a checkmark, or a plus (+), by the CI at *midterm* and *final evaluation*.

- Skills left blank will not count.
- An NI does not count towards a pass for a skill.
- If an NI (needs improvement) or U (unsatisfactory) is awarded at *midterm*, the ACCE must be notified immediately and plan of remediation completed between CI/ACCE and student.
 - Midterm Evaluation: if awarded and NI or U at this time, the ACCE must be notified immediately and a plan of remediation completed between the CI/ACCE and student.
 - This plan may include but is not limited to: continuation of the current affiliation/completion of remediation plan, completion of the current type of rotation at another facility, repeating the clinical in completion at another facility, or dismissal depending on the circumstances surrounding the situation.
 - Final Evaluation: A U is not acceptable for entry level performance and will be a FAIL for that skill if awarded at final evaluation with possibility of removal from program.
- In order to pass this clinical experience, the student will demonstrate developing level competence in:
 1. **Skill 1-12**: Professional behaviors: achieves an NE, ✓ or + on at least 12 skills. (No NI's on final assessment for skills 7, 8, 9 or 13)
 2. **Skill 13**: Patient History and Chart Review: achieves an NE, ✓ or + on skill.
 3. **Skill 14**: Skills Data collection techniques: achieves an, NE, ✓ or + on 5 skills.
 4. **Skill 15**: Implementation, modification, Instruction & DC Planning: achieves an, NE, ✓ or + on 1 skill.
 5. **Skill 16**: Therapeutic Exercises: achieves an, NE, ✓ or + on 4 skills.

6. **Skill 17:** Functional training: achieves an, NE, ✓ or + on 3 skills.
 7. **Skill 18-20:** achieves an, NE, ✓ or + on 1 skill.
 8. **Skill 21:** Physical agent techniques: achieves an NE, ✓ or + on 3 skills
 9. **Site specific skills:** if available by achieving an, NE, ✓ or + covering available areas.
 10. Completion of all learning experiences assigned (if additional work assigned for learning purpose/remediation) by the ACCE and Clinical Instructor.
- **No U's (unacceptable) at final assessment on any skill- this will result in a No Credit/Failure of the Clinical.**
 - **A U is defined as Unacceptable:** demonstrates an inability to perform the skill in a safe and effective manner; the student has received guidance and remains unable to perform the skill or components at or near entry-level; the student performs well below expectations at this facility.
 - **UNSAFE CLINICAL PRACTICE NOTE:** Despite completeness of assignments or mastery of other skills in the PTA MACS, if a student is deemed unsafe in clinical practice, the student may be removed from the affiliation. When unsafe practices are noted by the clinical instructor, the ACCE should be contacted immediately. The student will be informed and attempts to remediate the student will be undertaken by either the CI or the ACCE. If the student remains unsafe at any point in clinical practice after remediation occurs, the ACCE will be notified that the student will receive a U and be removed from the affiliation, will FAIL the course and will be withdrawn from the program.
 - **NOTE: An NI (Needs Improvement) does not count toward passing requirements.**
 - **An NI is defined as Needs Improvement:** performed the skill or components of the skill with supervision or assistance, requiring guidance or minor correction; the student is not yet independent in meeting applicable objectives.
 - **NOTE: In order to PASS the course, the student must satisfy the 3 criteria (listed above):**
 - **EXAMPLE 1:** student receives 5 NE/check marks and 1+ NI on objective 3, the student would receive a PASS for that component of the course.
 - **EXAMPLE 2:** student receives 4 NE/check marks and 1+NI on objective 3, the student would receive a FAIL for that component of the course, and a FAIL for the course.
 - **EXAMPLE 3:** student receives 5 NE/check marks and 1 U on objective 3, the student would receive a FAIL for that component, and a FAIL for the course.
 - **EXAMPLE 4:** student receives 5 NE/check marks for objective 3, student does not turn in completed Master Skill sheet or Clinical Hour Log Sheet verifying clinical hours by the deadline indicated. The student would receive a FAIL for that component, and a FAIL for the course.

REQUIRED DOCUMENTS: Students must turn in the following documents to PASS this component.

- Updated CSIF
- Progress reports mid-term
- Progress reports final
- Master Skills Sheet
- Student Eval of Clinical Experience (SECEE)

- Clinical Hour Log Sheet

COMPLETION OF CLINICAL HOURS: student will submit a signed log demonstrating completion of required hours.

PTHA 2360 – Clinical II

In order to receive a PASS for the course, the student must complete the required PTA MACS skills as listed above, receive a PASS on weekly assignments, turn in all required documents, and complete the designated clinical hours.

PASS/FAIL for this course will be based on the following 4 criteria. All 4 criteria must be satisfied to receive a PASS for the course. For further explanation for each component refer to description below.

<u>GRADE COMPILATION</u>	<u>CLINICAL II</u>
PTA MACS Skills	PASS/FAIL
Weekly Assignments	PASS/FAIL
All documents (listed below turned in)	PASS/FAIL
192 Completed Clinical Hours	PASS/FAIL

PTA MACS SKILLS: PASS/FAIL grade. Skills will be assigned a U, NI, NE, a checkmark, or a plus (+), by the CI at *midterm* and *final evaluation*.

- Skills left blank will not count.
- An NI does not count towards a pass for a skill.
- If an NI (needs improvement) or U (unsatisfactory) is awarded at *midterm*, the ACCE must be notified immediately and plan of remediation completed between CI/ACCE and student.
 - Midterm Evaluation: if awarded and NI or U at this time, the ACCE must be notified immediately and a plan of remediation completed between the CI/ACCE and student.
 - This plan may include but is not limited to: continuation of the current affiliation/completion of remediation plan, completion of the current type of rotation at another facility, repeating the clinical in completion at another facility, or dismissal depending on the circumstances surrounding the situation.
 - Final Evaluation: A U is not acceptable for entry level performance and will be a FAIL for that skill if awarded at final evaluation with possibility of removal from program.
- In order to pass this clinical experience, the student will demonstrate developing level competence in:
 11. **Skill 1-12:** Professional behaviors: achieves an NE, ✓ or + on at least 12 skills.
 12. **Skill 13:** Patient History and Chart Review: achieves an NE, ✓ or +.
 13. **Skill 14:** Skills Data collection techniques: achieves an, NE, ✓ or + on at least 7 skills.
 14. **Skill 15:** Implementation, modification, Instruction & DC Planning: achieves an, NE, ✓ or + on each (15.1-15.4) skill.
 15. **Skill 16:** Therapeutic Exercises: achieves an, NE, ✓ or + in at least 7 skills, and at least NE on 2 other skills.

16. **Skill 17:** Functional training: achieves an, NE, ✓ or + covering at least 3 skills, and at least NE on 2 skills.
 17. **Skill 18-20:** achieves an, NE, ✓ or + covering at least 2 skills.
 18. **Skill 21:** Physical agent techniques: achieves an NE, ✓ or + covering at least 3 skills, and an NE on 2 other skills.
 19. **Site specific skills:** if available by achieving an, NE, ✓ or + covering available areas.
 20. Problem solving through completion in weekly case reflections assigned by the CI.
 21. Completion of all learning experiences assigned (work assigned for learning purpose and or remediation) by the ACCE and Clinical Instructor.
- **No U's (unacceptable) at final assessment on any skill- this will result in a No Credit/Failure of the Clinical.**
 - **A U is defined as Unacceptable:** demonstrates an inability to perform the skill in a safe and effective manner; the student has received guidance and remains unable to perform the skill or components at or near entry-level; the student performs well below expectations at this facility.
 - **UNSAFE CLINICAL PRACTICE NOTE:** Despite completeness of assignments or mastery of other skills in the PTA MACS, if a student is deemed unsafe in clinical practice, the student may be removed from the affiliation. When unsafe practices are noted by the clinical instructor, the ACCE should be contacted immediately. The student will be informed and attempts to remediate the student will be undertaken by either the CI or the ACCE. If the student remains unsafe at any point in clinical practice after remediation occurs, the ACCE will be notified that the student will receive a U and be removed from the affiliation, will FAIL the course and will be withdrawn from the program.
 - **NOTE: An NI (Needs Improvement) does not count toward passing requirements.**
 - **An NI is defined as Needs Improvement:** performed the skill or components of the skill with supervision or assistance, requiring guidance or minor correction; the student is not yet independent in meeting applicable objectives.
 - **NOTE: In order to PASS the course, the student must satisfy the 3 criteria (listed above):**
 - **EXAMPLE 1:** student receives 7 NE/check marks and 1+ NI on objective 3, the student would receive a PASS for that component of the course.
 - **EXAMPLE 2:** student receives 6 NE/check marks and 1+NI on objective 3, the student would receive a FAIL for that component of the course, and a FAIL for the course.
 - **EXAMPLE 3:** student receives 7 NE/check marks and 1 U on objective 3, the student would receive a FAIL for that component, and a FAIL for the course.
 - **EXAMPLE 4:** student receives 7 NE/check marks for objective 3, student does not turn in completed Master Skill sheet or Clinical Hour Log Sheet verifying clinical hours by the deadline indicated. The student would receive a FAIL for that component, and a FAIL for the course.

WEEKLY ASSIGNMENTS: A rubric is provided that indicates requirements for a PASS/FAIL on the assignment. A PASS requires 15/20 points for each assignment. If the student does not pass the assignment, the student has one additional opportunity to repeat the assignment to achieve a

PASS. If the student fails to complete and pass the assignment, the student clinical affiliation will be discontinued, and the student will be dismissed from the PTA Program.

REQUIRED DOCUMENTS: Students must turn in the following documents to PASS this component.

- Weekly Clinical Assignments
- Updated CSIF
- Progress reports mid-term
- Progress reports final
- Master Skills Sheet
- Student Eval of Clinical Experience (SECEE)
- Clinical Hour Log Sheet

COMPLETION OF CLINICAL HOURS: student will submit a signed log demonstrating completion of required hours.

PTHA 2366 – PTA Practicum

In order to receive a PASS for the course, the student must complete the required PTA MACS skills as listed above, turn in all required documents, and complete the designated clinical hours.

PASS/FAIL for this course will be based on the following 3 criteria. All 3 criteria must be satisfied to receive a PASS for the course. For further explanation for each component refer to description below.

<u>GRADE COMPILATION</u>	<u>CLINICAL II</u>
PTA MACS Skills	PASS/FAIL
All documents (listed below turned in)	PASS/FAIL
192 Completed Clinical Hours	PASS/FAIL

PTA MACS SKILLS: PASS/FAIL grade. Skills will be assigned a U, NI, NE, a checkmark, or a plus (+), by the CI at *midterm* and *final evaluation*.

- Skills left blank will not count.
- An NI does not count towards a pass for a skill.
- If an NI (needs improvement) or U (unsatisfactory) is awarded at *midterm*, the ACCE must be notified immediately and plan of remediation completed between CI/ACCE and student.
 - Midterm Evaluation: if awarded and NI or U at this time, the ACCE must be notified immediately and a plan of remediation completed between the CI/ACCE and student.
 - This plan may include but is not limited to: continuation of the current affiliation/completion of remediation plan, completion of the current type of rotation at another facility, repeating the clinical in completion at another

facility, or dismissal depending on the circumstances surrounding the situation.

- **Final Evaluation: A U is not acceptable for entry level performance and will be a FAIL for that skill if awarded at final evaluation with possibility of removal from program.**
- In order to meet the minimum level criteria to practice as a PTA, by the end of this clinical experience the student will have demonstrated the beginning level competence (within the combined three clinical settings):
 1. **Skill 1-12:** Professional behavior: achieving a ✓ or + on 12 skills
 2. **Skill 13** (refer to page 29): Patient History and Chart Review: achieves a ✓ or +
 3. **Skill 14:** Data collection techniques: achieves a ✓ or +, on 11 of 13 skills
 4. **Skill 15:** Implementation, modification, Instruction & DC Planning: achieves a ✓ or + on 4 skills.
 5. **Skill 16:** Therapeutic Exercises: achieves a ✓ or + on 10 of 12 skills.
 6. **Skill 17:** Functional training: achieves a ✓ or + covering 6 of 7 skills.
 7. **Skill 18-20:** achieves ✓ or + covering on 2 skills.
 8. **Skill 21:** Physical agent techniques: achieves a ✓ or + covering 4 modalities (cryotherapy, electrotherapeutic modalities, superficial and deep thermal), and an NE on 3 other skills.
 9. **Site specific skills** if available achieve a ✓ or + covering 2 skills.
 10. Completion of all learning experiences assigned (work assigned for learning purpose and or remediation) by the ACCE and Clinical Instructor.
- **No U's (unacceptable) at final assessment on any skill- this will result in a No Credit/Failure of the Clinical.**
 - **A U is defined as Unacceptable:** demonstrates an inability to perform the skill in a safe and effective manner; the student has received guidance and remains unable to perform the skill or components at or near entry-level; the student performs well below expectations at this facility.
 - **UNSAFE CLINICAL PRACTICE NOTE:** Despite completeness of assignments or mastery of other skills in the PTA MACS, if a student is deemed unsafe in clinical practice, the student may be removed from the affiliation. When unsafe practices are noted by the clinical instructor, the ACCE should be contacted immediately. The student will be informed and attempts to remediate the student will be undertaken by either the CI or the ACCE. If the student remains unsafe at any point in clinical practice after remediation occurs, the ACCE will be notified that the student will receive a U and be removed from the affiliation, will FAIL the course and will be withdrawn from the program.
- **NOTE: An NI (Needs Improvement) does not count toward passing requirements.**
 - **An NI is defined as Needs Improvement:** performed the skill or components of the skill with supervision or assistance, requiring guidance or minor correction; the student is not yet independent in meeting applicable objectives.
- **NOTE: In order to PASS the course, the student must satisfy the 3 criteria (listed above):**
 - **EXAMPLE 1:** student receives 11 check marks and 1+ NI on objective 3, the student would receive a PASS for that component of the course.
 - **EXAMPLE 2:** student receives 10 check marks, 1 NE and 1+NI on objective 3, the student would receive a FAIL for that component of the course, and a FAIL for the course.

- **EXAMPLE 3:** student receives 11 check marks and 1 U on objective 3, the student would receive a FAIL for that component, and a FAIL for the course.
- **EXAMPLE 4:** student receives 5 NE/check marks for objective 3, student does not turn in completed Master Skill sheet or Clinical Hour Log Sheet verifying clinical hours by the deadline indicated. The student would receive a FAIL for that component, and a FAIL for the course.

REQUIRED DOCUMENTS: Students must turn in the following documents to PASS this component.

- Evidence of EBP presentation (complete the EBP Patient Case Presentation Worksheet)
- Updated CSIF
- Progress reports mid-term
- Progress reports final
- Master Skills Sheet
- Student Eval of Clinical Experience (SECEE)
- In-service (during rotation if required before Practicum)
- Clinical Hour Log Sheet

COMPLETION OF CLINICAL HOURS: student will submit a signed log demonstrating completion of required hours.

The final PASS/FAIL will be determined by the ACCE. The final PASS/FAIL for the clinical will not be the sole responsibility of the clinical instructor; however, will be determined by satisfying the course criteria (as stated above in each course layout).

COMPETENCY OF SKILLS

POLICY

Competency of lab skills are a primary determination of student success prior to entering clinical rotations. Navarro College PTA program integrates peer check off, instructor skills check and lab practical throughout the academic curriculum.

PROCEDURE

The program utilizes a three (3) tier system to determine competency of skills and are as follows:

1. PEER CHECK OFF – After each student has been educated and shown the lab skill in class/lab time, each student will have two additional peer checkoffs per lab skill, prior to the instructor skills check. An initialed peer checkoff will be required to turn in to the instructor to continue with the instructor skills check.
2. INSTRUCTOR SKILLS CHECK – Upon completion of the peer check offs and at a designated time by the instructor, each student will demonstrate the skill, utilizing the assigned rubric, for a grade on that skill. A “75” is required to pass the skill. Students will be issued the critical safety elements (CSE) and the critical performance elements (CPE) needed to pass a skill check-off. See

Critical Safety Elements/Critical Performance Elements in the following section for grading information.

Students will be given 2 opportunities to pass the skill. After the first failed attempt, the faculty will meet with the student to discuss remediation. Remediation will include open lab time with instructor and additional training to increase performance level. Student will be given a list of deficiencies after the attempt based on the skill criteria. If the student does not pass (“75”) the skill on the second attempt, the student will fail the course and will be withdrawn from the program.

Grades for the instructor skills check will be based off the FIRST grade that the student earned. For example, if the student earns a “65” on the first instructor skills check, the student will be given one additional opportunity to demonstrate competency in this skill. If the student makes a “90” on the second attempt, the student will have still earned a “65” in the grade book but will be allowed to continue progression in the program.

3. LAB PRACTICAL – At the end of the term, in each lab course, the student must successfully complete a lab practical. The lab practical will be a culmination of the lab competencies that were assessed during the course. Students must receive a “75” or above to pass the lab practical.

Students will be given 2 opportunities to pass the lab practical. After the first failed attempt, the faculty will meet with the student to discuss deficiencies after attempt based on the skill criteria. If the student does not pass the skill, with a “75” on the second attempt, the student will fail the course and will be withdrawn from the program.

***** A comprehensive lab practical will be given in the final term, prior to full time clinical rotations, utilizing the criteria for lab practical, as listed above.*****

CRITICAL SAFETY/PERFORMANCE ELEMENTS

POLICY:

Each instructor skill check and lab practical will identify the critical safety elements (CSE) and the critical performance elements (CPE) that are required to pass. A student must “PASS” all CSE and CPE items and achieve a minimum score of 75%.

PROCEDURE:

Failure to “PASS” all CSE and CPE items will result in failure of the skilled assessment regardless of points earned. A student will be allowed ONE cue from an instructor on a CSE/CPE item. If a cue is provided, one (1) point will be deducted from the overall score on the skill assessment. More than ONE cue on a CSE/CPE will result in a “FAIL” for that item. Failure to achieve a minimum score of 75% will be considered a failing grade. Per policy the student will be allowed one (1) attempt to repeat the skill

assessment. On the second attempt, the grade from the first attempt will be recorded with a maximum grade of 75% achieved.

Demonstrating mastery of specific critical safety skills is necessary in order to pass each skill practical. These skills will be specified on the grade sheet for each skills practical/check off. Critical safety skills for this course include:

- Ability to follow and appropriately carry out the POC established by the PT.
- Demonstration of infection control procedures.
- Safe handling of the patient during intervention (i.e. transfers, guarding during intervention, body mechanics, level of assistance provided, requesting assistance when necessary).
- Ensures a safe working environment by recognizing and eliminating environmental hazards, safe handling of lines and tubes, proper maintenance and adjustment of assistive devices and equipment.
- Safe choice and implementation of transfer technique, utilizing appropriate body mechanics, and assistive devices based upon provider and clinician body type and abilities of both patient and provider.
- Demonstration of knowledge and appropriate response regarding contraindications and precautions for specific patient diagnosis relative to physical therapy intervention within the POC (i.e. total hip precautions, specific post-surgical precautions, safe versus contraindicated positions for patients who have had a stroke or TBI, recognition of environmental safety hazards for ambulation).
- Ability to correctly identify physiological measures and responses (BP, HR, Blood glucose levels) outside of parameters that allow for safe therapeutic exercise/intervention and provide appropriate response.
- Ability to recognize patient responses during therapeutic intervention that may indicate a life threatening/emergency situation (shortness of breath, chest pain, sudden dizziness, etc) and provide proper response and notification to the PT/MD/Nurse.

EXAMINATIONS

POLICY

Examinations are an integral part of the PTA program and are utilized to assess the student's comprehension of the overall course. The student will make every effort to be timely for all examinations. PTA courses require an average of 75% on written exams as well as a minimum of 75% on EACH skills exams to be given credit in a course. Faculty will follow the following procedures for examinations.

PROCEDURES

The following procedures will be utilized when administering examinations:

1. Entry by students arriving late is not permitted once the first test has been handed out.
2. Cell phones and other electronic devices are not allowed in the classroom during testing.
3. Each student will be asked to leave all personal items and materials outside of the testing area.
4. Each student may bring several pens/pencils/highlighters to the testing area. Ear plugs are permissible, headphones are not.
5. Once the instructor hands out the first exam, no talking is permitted.
6. For exams given on computers, faculty may assign seats randomly.

PTA courses require an average of 75% on written exams as well as a minimum of 75% on EACH skills exams to be given credit in a course.

The following percentage system for letter grade assignment will be utilized for reporting grades:

A = 90% - 100%

B = 80% - 89.9%

C = 75% - 79.9%

D = 60% - 74.9%

F = <60%

Students should notify the instructor in advance if unable to take a scheduled examination. If the student fails to notify the instructor prior to testing, a grade of "0" will be awarded. A make-up exam will not be given in this circumstance.

The type of make-up exam given is at the discretion of the faculty and may be essay, short answer, open book, multiple-choice, oral or any combination of test formats. The student should make every effort to make-up the exam as soon as possible. Exams not made up within one week of the schedule date, may be awarded a grade of "0" at the discretion of the instructor.

COMPLIANCE WITH GRADING SYSTEM AND ASSIGNMENTS

POLICY

The instructor will establish the grading system and assignments prior to the beginning of each course, utilizing the syllabus format and will not vary the grading system during that semester without prior authorization from the Program Director.

PROCEDURE

The instructor will determine the grading system prior to the start of the semester and will include the grading system in the syllabus given to the students on the first day of class.

TEST QUESTION CRITERIA

POLICY

Navarro College PTA program test questions will prepare the students to take the licensure examination and will be appropriate for course content.

PROCEDURE

Test questions will be reviewed by faculty prior to classroom implementation. Test questions will be analyzed after the test.

LATE WORK

POLICY

Assignments (any assigned work by instructor with a specified due date) are vital to the student's success in the PTA program.

PROCEDURE

Late work (any work submitted or attempted to submit beyond the assigned due date and time, as specified by the instructor) is not accepted by the Navarro College PTA program. In the event of an absence or tardy, daily work such as missed quizzes, and lab activities cannot be made up except in the cases of unforeseeable circumstances. In the event of an illness or injury/accident that hinders a student's ability to perform in the classroom or clinical setting, the faculty will require a health care provider's statement or supporting documentation authorizing that the student can safely commence/continue with class/client care/lab activities/clinical education at the appropriate level of competency. Each medical restriction must be evaluated by the faculty and/or clinical education site.

The student may not attempt to have another student request or submit missed assignments on their behalf. Should this situation occur, both students will receive a "0" on the assignment.

INSTRUCTIONAL METHODS

POLICY

The Navarro College PTA program will utilize various instructional methods to assist the student in overall success in the program.

PROCEDURE

Instructional Classroom Methods

The material will be presented in lecture, demonstration, and collaboration format with performance of specific techniques in the laboratory. Guest lecturers and field trips may be incorporated to enhance the classroom material. Audio-visual materials will be utilized whenever possible.

Didactic Assignments

Students must complete all reading assignments, as outlined in the course schedule or assigned by the instructor, prior to class time. There is a direct correlation to success in the PTA Program and the outside work that is completed.

Laboratory

Learning in the laboratory is designed to be a hands-on approach and will enhance the skill level of the student. All students must be prepared for laboratory sessions at all times. During lab times, and after practicing each laboratory skill, the student may be asked to present a return demonstration to the instructor prior to the laboratory tests.

STUDENT PERFORMANCE

POLICY

The PTA faculty is committed to the success of each individual student. Students should understand that

success as a physical therapist assistant student involves more than academic success and includes those behaviors that will ensure future success as health care professional and as a physical therapist assistant.

PROCEDURE

If needed, student performance will be analyzed and discussed at the end of the semester. Conferences will be scheduled. During the conference, the student will meet with appropriate faculty members to discuss any areas of concern. Students are encouraged to discuss learning strategies to help the student improve performance. The student may be referred to learning centers and/or tutors available at Navarro College.

When a student is exhibiting difficulty in a course, either academic or professional, the faculty will counsel the student regarding the situation. The student and the faculty will work together to develop a plan of correction for the student which provides both an outline and timeline for completion to improve the student's chances for success in the course and the program.

Each faculty member maintains open office hours each week for students. The faculty will be available during open office to meet with students by appointment. The schedule of the faculty office hours will be posted on the faculty's office door. **Students are responsible for seeking assistance from the faculty as needed.**

PROFESSIONAL BEHAVIORS IN THE CLASSROOM

POLICY

Students in the Navarro College PTA program have freely applied for and commenced a professional degree plan. In addition to didactic knowledge and the development of clinical skills, professional behaviors must be developed for a successful career in the physical therapy field. Students are expected to maintain a professional classroom appropriateness that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

PROCEDURE

A total of 5% of the student's grade, in one course per semester, will be based upon the student's professional behaviors. Faculty advisors utilize a professional behavior grading tool and is included in the syllabus.

STUDENT ADVISING SESSIONS

POLICY

Navarro College PTA faculty provide confidential student advising sessions.

PROCEDURE

Students will receive at least two advising sessions per didactic semester with their assigned advisor and more frequently as appropriate to the student's needs.

All advising sessions will be conducted in a faculty office setting with the door closed to protect the privacy of the student. Information revealed during these sessions will be documented and placed in the student's file, as appropriate.

Faculty will discuss student questions about grades or personal matters in the faculty office setting, not in the classroom.

Clinical performance is communicated via the PTA MACS format, telephone discussions, clinical mid-term visits, and private counseling sessions with the clinical instructor, faculty member, and student, as appropriate.

ADVISING STUDENTS IN DANGER OF FAILING

POLICY

All instructors will advise students at risk for failure of the course by mid-term, prior to the drop date for that semester, by completing the Plan of Correction form and meeting with the student.

PROCEDURE

The instructor will maintain documentation of student grades and exam averages throughout each semester. At mid-term, if a student is at risk for failure in the course overall or the exams are below average, the instructor will fill out a Plan of Correction form.

The faculty will meet with the student and discuss options such as advising sessions to assist with better study patterns and refer them to student services if needed. The faculty will discuss the student's use of the faculty's office hours for more one-on-one time with the faculty to improve comprehension of the material in the course. In the student comments section of the form, the student will briefly explain the circumstances resulting in their poor performance. The student and faculty will sign the form and give it to the program director. The Program Director will review the form and place the original in the student file, a copy to the student, and a copy to the faculty. The faculty will continue to advise as needed.

GRADE CHALLENGE

POLICY

Grade challenges should be resolved following the Grade Challenge Policy found in the Navarro College Student Handbook. Classroom instructors at Navarro College have the responsibility and authority to award final grades in the class they are teaching; however, grades must be based on college policy and written instructions in the form of a course syllabus.

PROCEDURE

In cases where a student has a valid reason for challenging the grade awarded in a course, the student must first consult with the instructor and informally present his or her case. If the student and the instructor are not able to reach a mutual agreement, the student may request in writing, through the appropriate dean, a Grade Challenge Hearing. The appropriate dean must receive this written request within ten (10) days after the final grade for the course is assigned. If, in the judgment of the dean, there are valid reasons for a grade challenge, the dean will appoint a Grade Review Committee, which will consist of one student, one instructor, and one administrator, with the chairman of the committee also

being appointed by the dean.

The Grade Review Committee will call a meeting, at which time the case will be reviewed by first hearing the instructor's justification for the grade awarded and hearing the student's challenge of the grade. The instructor may present a rebuttal testimony based on valid evidence after the student has stated his or her own position. The committee will then question both parties. The student and instructor may address questions to each other only through the chairman of the committee. Both parties have the right to counsel, but the hearing will be conducted in private with no spectators allowed in the meeting; both parties will be allowed to make a summary statement. After hearing both sides of the case, the committee will discuss the case in a closed session. Any decision must be based upon clear and convincing evidence. A written report of the committee's decision will be prepared and mailed or delivered within 48 hours to the student and the instructor.

If either party wishes to appeal the decision of the Grade Review Committee, he or she may do this in writing to the Vice President for Academic Affairs. If there are valid reasons to continue the investigation, the Vice President for Academic Affairs will then appoint the Administrative Staff Committee, consisting of three administrators, who will receive all evidence of the Grade Review Committee meeting and any additional evidence provided by the student and the instructor. Either or both parties may, in addition to the written statement, present any additional evidence orally.

The committee will research the decision and prepare a written report that will be sent to each of the people concerned. The decision of the Administrative Staff Committee will be final and binding.

CONFIDENTIALITY OF RECORDS AND STUDENT FILES

POLICY

Faculty are responsible for preserving the privacy and confidentiality of all student records and personal information as per the Texas Open Records Act.

PROCEDURE

The confidentiality of the student's record is protected by the Physical Therapist Assistant Program. All student information and records are considered confidential and may not be given to anyone other than the student, designated clinical instructor or CCCE, or academic institution faculty/administration without written permission from the student.

Information will be released only to authorized members of the College. A student may authorize the PTA Program to release information regarding their academic record to outside sources upon written consent.

Student files, including current students and current applicant files and applicant degree plans, are kept in file cabinets located in the Program Director's office. PTA applicants not accepted and graduate files are kept in a locked storeroom located in the Program Director's office. When students graduate, their files are kept for two years. The file is then purged by destroying exams and papers and a thinner permanent file is maintained. PTA applicant files that were not accepted to the program are kept for one year. The files are then purged by shredding applicant paperwork and a thinner permanent file is maintained.

Faculty will not post grades, even at the request of the student, and will not give out grades over the phone or e-mail system. Students may meet with the faculty member or obtain their grades utilizing Canvas internet system set up by the college.

In addition to providing security for student files, private faculty offices provide confidentiality for phone calls and student conferences.

School officials, who act in student's educational interest within the limitations of their need to know, have access to student records without prior written consent.

CLASSROOM AND LAB SAFETY

POLICY

It is the policy of the PTA Program at Navarro College to provide the college community with a safe and healthy working environment. Serious attempts will be made to minimize recognizable hazards. It is the intent of the Program to comply with all occupational health, safety, and fire regulations and recommended practices.

PROCEDURE

The following are the recommended practices to maintain classroom and lab safety:

1. Standard precautions, as defined by the Occupational Safety and Health Administration (OSHA), are to be followed at all times.
2. Food (including gum/candy) and/or drinks are not allowed in any lab/classroom areas.
3. In case of accident and/or incident, refer to the Navarro College Crisis Management and Safety Plan located in each PTA classroom/lab. The document will be located in a labeled, red binder.
4. The PTA Program makes available a first aid kit located in the Program Director's office.
5. PTA faculty and staff shall not dispense or administer any medications, including common pain relievers.
6. In case of burn injuries, no ointments or creams will be applied. Use of ice, cold pack, or cold water is recommended.
7. In the case of accidental exposure to any hazardous materials, refer to the Material Safety Data Sheets (MSDS) for appropriate procedures. The MSDS can be found in NCM2 224.
8. Faculty shall be responsible for demonstrating proper use of any hazardous materials and appropriate use of department equipment. Students will be required to perform a return demonstration in proper use with faculty supervision and intervention as required for safety purposes.
9. Yearly inspection of all electrical equipment and fire extinguishers is completed by the maintenance department. Fire extinguishers are tagged to reflect the date of inspection.
10. All other department equipment is serviced by submission of a work order for service and/or repair and is to be submitted by the faculty member responsible for teaching the course. Equipment will not be used if unsafe until the work order has been completed.

11. Students are responsible for ensuring that any materials/equipment utilized in the classroom/lab will be returned to their appropriate place and the area cleaned at the completion of the lab activity.
12. PTA faculty and staff will become familiar with the Watchdog Alert System and will be responsible for updating contact information when necessary.

Procedures specified for students in the laboratory can be found in the Navarro College Physical Therapist Assistant Student Handbook.

EQUIPMENT USE

POLICY

Students will ONLY utilize equipment that is pertinent to subject matter for class time under supervision of the PTA faculty.

PROCEDURES

The PTA Faculty will instruct students on equipment utilization that is pertinent to the class prior to student use. Lab time will be available for students to practice on equipment ONLY after educated by faculty. Students will not be allowed to utilize equipment that is not pertaining to subject matter for course curriculum.

If a student is found in violation, the student will complete a plan of correction with PTA faculty. After one plan of correction with faculty in that course, an additional violation will result in dismissal from the program.

STUDENT OUT OF CLASSTIME LAB ACCESSIBILITY

POLICY

Students will have access to laboratory space outside of normal class time to practice lab skills.

PROCEDURE

Students can practice certain modalities only when a health sciences instructor is on site. (PTA/COTA instructor)

- Electrical Stimulation
- Ultrasound
- Iontophoresis
- Traction Unit
- Lasers
- Lights

A schedule will be posted outside of the lab identifying the appropriate cohort utilization time.

YEARLY INSPECTION/CALIBRATION OF LAB EQUIPMENT REPORTING OF ANY EQUIPMENT CONCERNS

POLICY

All Physical Therapist Assistant Program electrical equipment will be inspected and/or calibrated yearly. Any equipment deemed unsafe or malfunctioning in any way will not be utilized until repaired.

PROCEDURE

The Physical Therapist Assistant Program Director will schedule an inspection and calibration visit with a medical electronics servicing company to be performed prior to the start of PTHA 1531, Physical Agents.

A tag will be placed on each piece of working medical electronics equipment stating when it was last inspected.

A "DO NOT USE" tag will be placed on each piece of equipment that has been deemed as malfunctioning and/or unsafe until it has been repaired.

Navarro College will inspect the electrical system at least yearly.

SAFETY ON-CAMPUS AND OFF-CAMPUS EDUCATIONAL EXPERIENCES

POLICY

Navarro College PTA Program will ensure the safety of students, program faculty and members of the public when engaged in either on-campus or off-campus educational experiences, including laboratories, demonstrations, observations and clinical education experiences. These safety considerations include, but are not limited to, safety of persons when dealing with body substances and hazardous materials, security and evacuation procedures, access to emergency services and safety in the use of equipment in on-campus and off-campus settings.

PROCEDURE

Navarro College Department of Public Safety has developed a comprehensive safety plan. The plan is designed to prepare people on campus for unlikely events such as hostile situations, as well as likely events such as inclement or severe weather. A number of measures listed below have been implemented to notify the campus community in the event of a problem or emergency:

- Watchdog Alert System – Automatically alerts by phone, email, text message, pager, and PDA of emergency situation that could affect the campus.
- Fire Alarms – If this alarm sounds, leave the building quickly and move to the designated area.
- NC Website – In the event of an emergency, a special page with instructions will be available.

Several terms will be used when an alert is issued which will quickly instruct you on what to do next:

- Evacuation – Evacuate the buildings quickly and quietly following the evacuation plans in your classroom.
- Shelter in Place – In the event of a weather emergency or other situations, you may be instructed to move to a designated interior safe zone and remain there until all is clear and safe.

- Lockdown – This will be used in the event of a danger situation, such as a shooting or hazardous material release. Lock the door to your office or classroom (barricade if possible), turn off lights, turn off your cell phone volume, and stay quiet and out of sight. If a fire alarm goes off, do not leave unless you smell smoke. Stay in that location and until someone in authority that you recognize further advises. Do not open the door unless you recognize the person of authority on the other side.

Campus Safety Plans are located in every classroom, laboratory and lavatory.

Safety of persons when dealing with body substances and hazardous materials on and off campus is detailed below, Policy and Procedure for Standard Precautions.

Security and emergency procedures in an off-campus setting are the responsibility of the facility and are outlined as a responsibility in the Clinical Affiliation agreement.

Safety in the use of equipment in off-campus settings is the responsibility of the Clinical Instructor and has been added to the job description. Also, students are not to use equipment with a patient that they have not shown competence in either off or on campus.

When on a field trip, the college instructor and the off-campus facility contact will ensure the safety of the students, other visiting faculty, and other members of the public.

STANDARD PRECAUTIONS/INFECTION CONTROL

POLICY

All students will be instructed in blood borne pathogen precautions before entering first clinical rotation. With direct patient care, there is an increased risk of exposure to blood and bodily fluids of individuals with HIV and hepatitis B and C. Because of this reality, it is imperative to consider all patients as potentially infected with blood borne pathogens.

The Academic Coordinator for Clinical Education or designee will serve as the Infection Control Coordinator. The ACCE will be responsible for the administrative implementation of this policy including the maintenance of confidential records (documentation of the incident and follow-up procedures that were instituted).

PROCEDURES

The Navarro College Physical Therapy Assistant Program provides clinical experiences that may deliver care to individuals who have communicable diseases. Students will be expected to treat all patients with the same respect and dignity per professional standards of care. It is also required that the student follow all guidelines for prevention of blood borne pathogens transmission. Students or clinical faculty who have a communicable disease will be presented with information necessary to prevent the spread of that disease while giving patient care.

Prior to the initiation of the first clinical and prior to any patient contact, all students of the Navarro PTA Program will be provided with the following:

- Current literature on modes of acquiring and transmitting infectious disease.

- Instruction in standard precautions to minimize infectious disease transmission.
- Supervised practice of standard precautions in the lab setting prior to any patient contact.
- Close supervision and monitoring of precautions during clinical experiences.
- Education in isolation techniques related to the prevention of specific infectious diseases.

The following standard precautions are to be followed by all of Navarro College PTA Program faculty and students:

1. Gloves must be worn when touching:
 - a. Blood and body fluids
 - b. Mucous membranes
 - c. Non-intact skin
 - d. Handling items or surfaces soiled with blood or body fluids
2. Gloves shall be changed between patients and hand hygiene carried out.
3. Protective eyewear shall be worn when suctioning or at any time droplets of blood or other body fluids might contaminate the eyes of the caregiver.
4. Needles are not to be recapped after patient use but must be placed in a sharps (puncture resistant) container immediately after use.
5. Needles shall not be purposely bent, broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
6. Disposable syringes and needles, scalpel blades, and other sharp items shall be disposed of in the sharps container.
7. Reusable needles and syringes or other sharp items shall be left on the tray without washing and wrapped in plastic for transport to central supply.
8. Clinical affiliation's policy will be followed by students and faculty regarding ready access to CPR masks.
9. Any break in skin integrity of the caregiver will be covered by an occlusive/ protective covering.
10. Gloves that are punctured or torn while in use shall be removed as soon as possible. Hand hygiene is to be carried out and new gloves applied to proceed with the task.
11. Laboratory specimens shall be handled with gloves on and labeled appropriately. (Put in plastic bags for transport to the laboratory.)
12. Soiled linens will be put in bags at the bedside and are not to come in contact with the uniform.
13. Gloves shall be used for providing personal care for all patients and while doing any procedure where contact with blood, or body fluids may be expected (including all times when patient's skin will be punctured i.e. injections).
14. Spills shall be removed with gloved hands and paper towels. Then have housekeeping clean and disinfect the area.

In the event that exposure to a harmful substance occurs, the following Exposure Procedures will be instituted:

1. The responsible faculty member will ensure that the student involved in the exposure completes an occurrence report according to the facility's policy where the exposure occurred and the Health Professions Division Occurrence Report. Information on the Health Professions Division Occurrence Report should contain the same information as on the facility's incident report.
2. Testing of the source patient will be done according to agency protocol and state law. Copies of the source patient's lab work will be forwarded to the student's health care provider. Students

who do not have a personal health care provider will be given a list of facilities that can provide follow-up testing and counseling.

3. All expenses for any initial and follow-up testing and care of the exposed student will be paid by the student.
4. Neither the facility where the exposure occurred, nor Navarro College is responsible for initial and follow-up testing or counseling of the exposed student.
5. The completed Health Professions Division Occurrence Report will be forwarded to the Dean of Health Professions who, in turn, will forward a copy of the report to the Vice President of Student Services.
6. A Post Exposure Testing/Counseling Form must be completed by the student and kept in a file maintained by the Program Director/Coordinator.
7. Should a student experience exposure or potential exposure to blood and body fluids in a campus laboratory setting, supervising faculty will implement the appropriate policies and procedures.

MANAGEMENT OF CLINICAL DATABASE

POLICY

Each student is required to maintain their personal information in a Navarro College Clinical Database. This information is required by both Navarro College and by the health care and community facilities providing clinical experiences. **The student is responsible for maintaining current documents.** Failure to have the required information on file and **current** in the database will result in student inability to complete clinical rotation.

PROCEDURE

Due dates for maintaining the Navarro College Clinical Database are posted each semester. Students will be given ample time to complete any required activities. The database is confidential documentation and is only accessed by the student and NC faculty. Students attempting to view the databases of other students will be considered to be engaging in unethical conduct and will be subject to disciplinary action.

Requirements for Clinical Database:

1. Immunization Record (MMR, Hep B, DTap, Varicella)
2. Drug Screen (within last 6 months of clinical start date)
3. Criminal Background Check
4. Current CPR certification
5. Current two-step TB record
6. Liability Insurance
7. Health Insurance

MEDICAL SAFETY AND HEALTH

POLICY

Navarro College concerns itself with the safety of all students, faculty and staff. While performing physical therapy responsibilities in the clinical facilities, students and faculty may be exposed to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B, and HIV. Although there is a prevalence of these and other infectious diseases that increase the risk of health care workers who are exposed to bodily fluids of infected clients, it is the belief of the Health Professions Department that with proper education, skills, training and immunizations faculty and students can be reasonably protected from the risk of infections contracted during the Program. The student understands and assumes the risks involved in the clinical portion of the PTA Program and agrees to abide by the policies and procedures of each facility regarding exposure to infectious diseases and infection control.

PROCEDURE

STUDENT PHYSICAL EXAMINATIONS: Each student must undergo a physical health examination by a certified health professional **once admitted into the program**. Physical examination forms are included in the student handbook. The physical report will be kept on file in the PTA Program files. Please note, the health examination requires the student to read the "Performance Standards" beforehand, and both the student and the health professional must sign the form indicating the ability to perform as described and/or any limitations which may be present. Failure to provide this completed information to the Academic Coordinator of Clinical Education (ACCE) will result in non-placement for clinical and withdrawal from the Program.

IMMUNIZATIONS: Upon acceptance to the PTA program, the student is to submit required proof of current immunization status along with the signed Immunizations Form (found in the application and the student handbook). All immunizations should be completed prior to the Clinical I. It is recommended that the student have completed 2/3 of the Hepatitis B series prior to application to the program.

The student must complete the Hepatitis B series the semester before the first clinical assignment. A complete Hepatitis B series requires 4-6 months to complete. Student should be aware of the timeline to ensure completion of the series. *A student will be dropped from the program if they do not complete the Hepatitis B series.*

The responsibility for maintaining current health testing and immunizations, including costs, are the responsibility of the student.

CPR: All students must have current American Heart Association CPR card prior to and throughout all clinical experiences. A copy of such will be kept in the student's file. Students will not be allowed to attend clinical training until proof of current CPR card is provided.

COMMUNICABLE DISEASES: Consideration of the existence of AIDS, a positive HIV antibody test or any communicable disease is not a part of the initial admission decision for those applying to attend or be employees at Navarro College. Further, HIV screening of applicants is not required of applicants to Navarro College, and applicants will not be asked for their HIV status. Employees or students who have AIDS or a positive HIV antibody test, whether they are asymptomatic or not, shall be allowed regular classroom

attendance and entry into all facilities and programs in an unrestricted manner as long as they are physically able to attend classes; however Navarro College reserves the right to exclude any person who poses a health or safety risk to themselves or others.

The college shall not require a screening of students or employees for HIV; however, Navarro College shall refer students or employees requesting such testing. Navarro College will provide NO medical information to anyone outside the college without the prior specific written consent of the patient, including those living in residence halls. Knowledge shall be confined to those professional staff members with a direct need to know as determined by the college legal counsel; however, Navarro College must strictly observe anonymous public health reporting for AIDS. Please contact the local health department for more information.

Employees or students who have a diagnosed communicable disease, whether they are asymptomatic or not, will not be required to terminate affiliation with Navarro college and will be allowed participation in college activities as long as they are physically able to attend classes; however Navarro College reserves the right to exclude any person who poses a health or safety risk to themselves or others.

LIABILITY INSURANCE: Students will be required to have limited liability insurance and pay a predetermined fee to the Cashier's Office of Navarro College annually so that Navarro College can secure the limited liability insurance coverage. Students may wish to purchase additional liability insurance. **NOTE: The liability insurance that each student will have does not pay for injuries to the student – only for injuries to the patient. The student is completely responsible for personal medical costs incurred while at clinical sites. If a patient is injured by the student, the limited liability insurance may or may not cover all legal costs.**

HEALTH INSURANCE: Faculty and students are required to have health insurance and are responsible for their own individual or family insurance policies. Students enrolled in the PTA Program are required to have personal health insurance prior to the start of clinical courses. Students must provide documentation indicating that they are covered with “catastrophic or emergency care” and/or a county health card. The students who are accepted into this program will be required to sign a statement of understanding regarding personal health insurance.

ACCIDENT OR INJURY REPORTING: If a student is injured while in the classroom setting, the Program Director must be notified immediately. The Program Director will be responsible for completing all necessary documentation, including the Health Professions Occurrence Report with the assistance of the student and the appropriate instructor.

If a student is injured while in the clinical setting, the Academic Coordinator for Clinical Education (ACCE) must be notified immediately. The ACCE should be given a copy of the facility's incident report and may require that a Health Professions Occurrence Report be completed. The student is responsible for all expenses incurred by the facility rendering medical care. Navarro College and the clinical facility are not responsible for any claims or expenses that result from an action of the student or a patient/client in the clinical setting. Students must carry a personal health insurance policy. The Navarro College PTA Program also reserves the right to require a physician's statement authorizing that the student can safely resume/continue patient/client care at appropriate level of clinical requirements, after an illness or injury. Each case will be considered on an individual basis.

ACCIDENTAL SHARP INJURIES

POLICY

This policy is intended to provide students with information concerning steps to deal with accidental needle sticks, percutaneous sticks or sharps injuries.

PROCEDURE

Students must report any incident considered to place them at risk to faculty or appropriate clinical personnel. This includes, but is not limited to, needle sticks, punctures or cuts with exposure to a potentially contaminated source, splash injury to eyes or mucous membranes, secretion contact with non-intact skin. The student should wash the affected area with soap and water immediately. The student should notify the clinical instructor and program faculty. The student should complete an incident report. The student should consult their health care provider if testing and treatment becomes necessary. All cost incurred relative to the exposure incident, initial and follow-up, are the sole responsibility of the individual student.

TRANSFER STUDENTS IN GOOD STANDING

POLICY

Acceptance of transfer students and evaluation of allowable credit remains at the discretion of the Physical Therapist Assistant Program Director with the approval of the Dean of Health Professions at Navarro College.

PROCEDURE

Students requesting admission based upon previous physical therapist assistant courses from another PTA program are considered for transfer into an existing class **pending space availability**, transferability of previous PTA and general education courses, and status and dates of previous enrollment. A potential transfer student must meet all Navarro College requirements for enrollment and potential graduation (number of credit hours completed at Navarro College). A potential transfer student who is ineligible for re-admission to his/her previous PTA program or has failed more than one PTA course will not be eligible for admission. The previous program enrollment must be within the previous two years of the transfer request.

Transfer students selected for admission will be required to successfully demonstrate competency in selected skills before they are eligible to enroll. The student will be required to demonstrate the prerequisite PTA skills appropriate to the status in the PTA curriculum by written or oral exam, skill check-off, or clinical rotations in any combination. Students who do not demonstrate ability to satisfactorily perform previously acquired skills or who demonstrate deficiencies will not be eligible for re-admission. Satisfactory performance is defined as a grade of C (≥ 75) or better.

Each student with transfer of credits may need to follow-up with the Registrar for Transfer Evaluation.

WITHDRAWAL/DISMISSAL

POLICY

Navarro College reserves the right to request at any time the withdrawal or dismissal of any student whose health, conduct, clinical performance, and/or scholastic performance indicate that it would be inadvisable for the student to continue with the program.

PROCEDURE

A student may be dismissed from the program under the following situations:

- a. Excessive absences/tardiness and/or failure to notify faculty (clinical and academic staff) prior to the start of the day. Refer to the Attendance Policy.
- b. Unprofessional student behavior will result in a faculty (clinical and academic staff) recommendation for disciplinary action, failure, and/or dismissal. Professional behaviors are identified in Section 1 of the PTA MAC Skills assessment tool and Professional Behaviors Assessment Tool.
- c. Physical therapy practice that jeopardizes the patient's right to safe care.
- d. Inability or unwillingness on the part of the student to change behaviors to meet the objectives. (Ex: habitual absences or tardiness).
- e. Inappropriate behavior or fidelity during clinical education, including but not limited to:
 1. Revealing the details of professional services rendered or confidences of a client to the public.
 2. Falsification of clinical records or reports.
 3. Altering existing records or reports.
 4. Performing duties with a physical or mental impairment that could result in harm to the client.
 5. Any behavior that may be judged as detrimental to clients.
- f. Failure to adhere to established rules and procedures of the College or its clinical affiliates.
- g. Willful damage, destruction, or theft of property.
- h. Failure to maintain satisfactory working relationships with clients, supervisors, or colleagues.
- i. Cheating on assignments, projects, presentations, oral/written reports and/or examinations.
- j. Failure to maintain scholastic requirements including:
 - a. Inability to meet grade requirements, as defined by the Grading Policy.
 - b. Failure to meet the required objectives for the assigned clinical rotation.
 - c. Student fails to complete requirements of the Plan of Correction, as agreed upon by the student and faculty.
 - d. Inability to pass the comprehensive practical prior to beginning second clinical rotation.
- k. Inappropriate or negative comments or photographs related to the program and/or clinical on social networking sites (e.g. Facebook, Twitter, Instagram, personal blogs). See Social Network Policy.
- l. Failure of drug screen.
- m. Substance abuse while in class/clinical rotation.
- n. Failure to meet financial obligations for tuition
- o. Failure of the student to inform the PTA Program of any changes in the status of the criminal history after admission to the program within two (2) academic days following any incident resulting in arrest or pending arrest.

Voluntary withdrawal requires written notification by the student within three weeks of the withdrawal. This notification must be submitted to the PTA Program Director, and it must include the reasons for withdrawing. Withdrawal from the program must be done prior to the College final withdrawal date.

All students withdrawing from or dismissed from the PTA Program must have an Exit Interview with the PTA Program Director.

READMISSION

POLICY

A student who fails to obtain the minimum grade of a “C” in a PTHA course(s), drops a PTHA course(s), or voluntarily/involuntarily withdraws from the program in a single semester will not be allowed to progress in the program and must apply for readmission. Students are encouraged to re-enter the PTA Program within one year but must apply and be accepted to re-enter within two years to ensure continuity in learning. A student may request only one readmission to the program, however, an exception may be made by the program in certain circumstances, such as those defined by federal statute. Special consideration will not be given for students seeking multiple readmissions due to academic performance.

PROCEDURE

To be eligible for readmission, the student must initiate an exit interview with the PTA Program Director within three (3) weeks of dismissal or withdrawal. It is the student’s responsibility to initiate the interview, which can occur by phone, email, letter, or in person. During the exit interview, the student may give an explanation for withdrawal. The student may be asked to enter a contractual agreement in order to solve the problems or correct situations, which contributed to the withdrawal or dismissal. The student will be required to furnish proof of successful completion of the contractual agreement in order to be re-admitted to the program.

Re-admission for application to full program: Spring start- admission paperwork due by August 1st
Students choosing to apply for readmission into the program must complete an updated application form that meets all current application requirement for the cohort applying for, provide a current criminal history background check, and submit a letter of request for readmission to the program director. Interested students should complete the following:

- re-apply under the new criteria (volunteer hours - refer to the application online)
 - Students do not have to re-take the TEAS.
- If student does not meet the new criteria for application, student will forego spot in the program.
- Student who passed a co-requisite course, the student may:
 - choose to re-take all courses
 - take a comprehensive examination for each class passed
 - If student passes the comprehensive exam, student will be required to pass a comprehensive practical for all lab courses.
 - If student does not pass the comprehensive examination, student will be required to re-take the failed course.

- It is **the student's responsibility** to notify faculty within three (3) weeks if the student chooses to take the comprehensive test. The comprehensive examination date will be set by faculty.

Re-entry to subsequent semesters: Exam dates specified by Faculty.

Student selected for re-entry (student returning after successful completion of first semester). Student will be required to successfully demonstrate competency in selected skills before they are eligible to re-enroll. The student will be required to demonstrate the prerequisite PTA skills appropriate to the status in the PTA curriculum by written exam, skill practical, or clinical education in any combination. Students who do not demonstrate ability to satisfactorily perform previously acquired skills or who demonstrate deficiencies will not be eligible for re-entry. Satisfactory performance is defined as a grade of "C" or better. Students repeating clinical experiences will be subject to meet all affiliation requirements (ie. background check, drug screen).

Re-entrance to the program is always subject to space availability. Due to limited clinical experiences, PTA classes will not exceed 23 students. If more than one student applies for re-entry and meets all readmission criteria, the student will be placed on a waiting list and admitted according to space availability. Space availability takes into consideration classroom and lab space, faculty, and clinical education sites. Space availability may vary by both semester and freshmen/sophomore standing. "Space Available" for clinical rotations is defined as 100% of the number of students entering the second year of study of the year preceding normal practicum placements.

Students are encouraged to re-enter the PTA Program within one year but must apply and be accepted to re-enter within two years to ensure continuity in learning. A student may request one readmission to the program. If the student is granted readmission and fails to perform successfully in any PTA course, including clinical, throughout the duration of the program, he/she will not be eligible for readmission.

Students will be ranked according to priority guidelines listed below. Should a tie occur, grade point average rankings would determine the position on the waiting list.

Priority Guidelines

- First Priority:** Students who withdraw for personal/health reasons and are in good standing academically. (Example: family problems, personal health, finances)
- Second Priority:** Students who withdraw/fail a PTA course for poor academic performance.
- Third Priority:** Students who withdraw/fail a PTA course for clinical performance

Any behavior in the clinical setting that may be judged as detrimental to clients shall be considered reason for immediate withdrawal with a grade recorded as "F". A student who has been dismissed from a clinical experience for failure to adhere to the American Physical Therapy Association Code of Ethics, failure to adhere to safety regulations, or failure to use sound judgment in regard to safety of self and others WILL NOT be eligible for re-admission into the PTA Program.

INFORMED CONSENT

POLICY

To insure informed consent of human participants/subjects, any demonstrator associated with the Navarro College PTA program (including academic or clinical faculty member and students) must explain the nature and purpose of the demonstration or study, the length of time the subject will be used, and the procedures to be used during demonstration. Any persons anticipated to view, observe, or listen to live demonstration or its' recording, or read published material regarding the study must be made known to the subject. Subjects must inform the demonstrator of any known or perceived contraindications or precautions for a treatment procedure or skill.

Serving as a human subject during laboratory activities is fundamental for learning and evaluation of learning while in the Navarro College PTA Program. Therefore, it is recommended that PTA students serve as human subjects during program-related learning activities. Faculty will work with PTA students to accommodate any participation limitations due to medical or protected (e.g. religious) reasons.

Some learning activities may be videotaped, audiotaped or images of the subject may be produced for learning purposes.

Students and prospective students are informed of this expectation through the program website and PTA Student Handbook.

PROCEDURE

PTA program orientation will include education on the rights and responsibilities of serving as a patient simulator/human subject.

Non-PTA students will receive education on the rights and responsibilities of serving as a human subject prior to the demonstration and have the right to decline participation.

Participants will be asked to sign two copies of the Informed Consent Assumption of Risk and Release form. One copy will be filed in the PTA office and the participant will keep the second copy.

For each activity/demonstration in which the participant serves as a patient simulator/human subject:

- Participants will first receive education regarding the contra-indications and precautions associated with the procedure.
- Participants must inform the demonstrator of any known or perceived contraindications or precautions for a treatment procedure or skill.
- The demonstrator will explain the purpose of the demonstration or study, the length of time the participant will be used, and the procedures to be used during demonstration.
- The demonstrator will provide the participant with an opportunity to ask questions.

Participants are asked to sign the Informed Consent Form for Persons Volunteering to Participate in Classroom/Laboratory Participation. PTA students should notify the instructor of any perceived participation limitations due to medical or protected reasons.

The PTA student and instructor will meet privately to discuss the student's participation limitations and determine and document a participation plan. The Program Director and/or Disability Services Liaison may participate in the meeting and determination of the plan, as appropriate.

STUDENT CONDUCT

POLICY

Students in the Navarro College Physical Therapist Assistant Program are expected to conduct themselves in a mature, responsible, and professional manner at all times. Conduct which casts doubt on the ability of a student to fulfill the role of a professional in the Physical Therapist Assistant Program will subject the student to disciplinary action under policies established in the College Catalog.

PROCEDURE

The Navarro College Physical Therapist Program will provide each student with a complete and relevant education in becoming a Physical Therapist Assistant. To achieve this objective, the student should utilize program instructors and resources to resolve any learning problems in physical therapy and academic courses.

In resolving a problem, the student should follow the chain-of-command as listed below.

1. Clinical Instructor: available at clinical site (if clinical problem)
2. Program Faculty:
 - Lisa Rigsby – NCM2, Office 213 – Midlothian Campus
 - Teresa O'Neil– NCM2, Office 214 – Midlothian Campus
3. Program Director:
 - Sarah Austin – NCM2, Office 215 – Midlothian Campus
4. Dean of Health Professions:
 - Guy E. Featherston – Bain Center Office 226 – Corsicana Campus

Written complaints will be housed in the Program Director's office with an attached summary of the meeting and solutions.

ELECTRONIC DEVICES

POLICY

Students may not carry personal electronic devices or cellular phones devices into the classroom unless authorized by faculty. Cellular phones are not allowed in the clinical setting. These devices disrupt class and interfere with patient care.

PROFESSIONAL BEHAVIOR IN THE CLINIC

POLICY

The student is expected to behave in a professional manner during interactions with faculty, clients, family members, peers and other professionals. This behavior is expected on the campus and in the clinical setting.

The client is the most important individual in physical therapy. Each client should be treated with dignity and respect. Professional conduct should inspire the confidence of the client. In addition, conduct reflects the profession of physical therapy and the Navarro College Physical Therapist Assistant Program. Professionalism, respect for the rights of the client to quality, individualized treatment, and respect for the health care team must be maintained at all times.

Clinical fieldwork is part of the curriculum of the Navarro College Physical Therapist Assistant Program. The PTA Academic Coordinator of Clinical Education (ACCE) may visit the student at any time during the experience. The student should contact the ACCE if any problem arises as soon as possible. **A facility or the College may terminate a student's fieldwork assignment at any time for unethical or unsafe behaviors, resulting in a grade of "F", disciplinary action, and/or dismissal from the program.**

PROCEDURE

PARKING

- Follow the facility rules, regulations, and procedures about parking or other use of an automobile.

IDENTIFICATION

- Navarro College nametag must be worn at all times.
- Identify self to clients and facility personnel by introduction, including name, school, and position (PTA student).
- Students are to clearly identify themselves as a **student** PTA to all patients and staff **BEFORE** having any direct patient contact, thereby giving the patient the opportunity to refuse treatment by a student. Patients have the risk-free right to refuse to participate in clinical education.
- Knock before entering all client rooms or treatment rooms.

DOCUMENTATION

- All documentation and other paperwork must be completed and turned in on time. Excuses of any kind are unacceptable.
- All client documentation or communication regarding a client or the facility must be approved and signed by the supervisor.
- Documentation must be accurate (neat, concise, accurate in content and format, spelling).

ENVIRONMENTAL ADJUSTMENT

- Delivery of client services requires the ability to adjust to changes in the environment on the part of the student.
- Follow the established chain of command in all activities. Clarify the chain of command during orientation.
- Be positive. Avoid petty gossip or negative situations.
- Respect the diversity of the client, the health care team, and the people around, including fellow students.

- Profanity in any form is not acceptable.
- Request guidance when needed. When asking questions, think out what information is needed or not understood. Try to be specific about the information sought.
- Follow standard precautions at all times.

LEGAL ISSUES

- Act ethically at all times.
- Remember client rights.
- All information concerning a client is confidential.
- Client records (including your progress notes) are the property of the facility. Do not remove any forms or client information from a facility. This includes electronic forms and documents. Clarify the procedures for reviewing master chart (removing charts from the nurse's station, etc).
- Photographs or videos may not be taken at clinical education sites.
- Do not transport clients in personal automobiles, including during personal time
- Do not engage in personal relationships (i.e. dating), do personal shopping, run errands, accept or make loans of either money or personal items, or take gifts from clients.
- Do not give clients personal identification information, such as phone number or address. Do not communicate with clients outside the facility.
- Do not return to clinical education sites during non-scheduled times, even if you personally know the client. Visiting a client that you have a previous relationship with, in a professional manner, without proper supervision may raise issues of misrepresentation and possible malpractice.
- Leaving the facility during duty hours for any reason other than a specific assignment is perceived as abandonment and will result in failure of the clinical.

BEHAVIOR

- Do not socialize with peers while at work.
- Do not congregate in semi-public areas. It gives the impression you do not take your work seriously or that you do not have enough to do.
- Keep personal phone calls to emergencies. **Cell phones, pagers, or any other electronic devices that may disrupt treatment are not permitted during clinical.**
- Any information concerning a client is confidential and not to be discussed (even with fellow students, instructors, or supervisors) in any area in which confidentiality cannot be ensured (lunch, elevators, lobbies, etc.). Client information should only be shared on a "need to know basis" per HIPAA guidelines.
- No conversation should take place in the presence of a client unless the client is part of the conversation. This includes speaking in another language not spoken or understood by the client.
- Verify all information. It is the student's responsibility to clarify verbal and written instructions from academic and clinical instructors.
- Acknowledge the presence of an unfamiliar person.
- Look up the information if there are questions. It is the responsibility of the PTA to ask only appropriate questions, not information covered in coursework.
- Eating (including chewing gum) is prohibited except in designated areas at designated times. No smoking or use of tobacco products (including electronic cigarettes) at clinical sites.
- Students **must** refrain from engaging in physical relationships with CI and/or facility staff due to possible interference with the clinical experience.

- Students are not to make fieldwork-related comments on social networking sites (e.g. Facebook, Twitter, personal blogs).
- A student is directly responsible to his/her Clinical Instructor (CI) and Academic Coordinator for Clinical Education (ACCE). All communication should be directed to these individuals unless informed differently.
- All accidents, injuries, or unusual occurrence regarding a student or a client must be reported immediately to the CI and the ACCE. Failure to do so not only affects the success of the student's clinical placement but may also affect future license application.
- It is the student's responsibility to keep his/her supervisor informed of their whereabouts at all times during the workday.
- Follow all standards outlined in the APTA Standard of Ethical Conduct for a PTA

DRESS CODE

POLICY

Students must maintain personal health such that there is no risk to self or the patient. Personal cleanliness and hygiene are essential for acceptable interpersonal activities such as those engaged in by health care personnel. The PTA faculty will counsel students in these areas if necessary.

PROCEDURE

DRESS CODE

Students must maintain personal health such that there is no risk to self or the patient. Personal cleanliness and hygiene are essential for acceptable interpersonal activities such as those engaged in by health care personnel. The PTA faculty will counsel students in these areas if necessary.

1. **Identification:** Navarro College identification badges must be worn at all times.
2. **Clothing:** The physical therapist assistant student is a representative of Navarro College and should dress accordingly. Clothing should be properly sized, clean, wrinkle-free, and non-revealing. Hats are not allowed in client areas.

CLASSROOM: Students are to wear program scrubs with the PTA monogram, closed-toe shoes (no heels, boots or croc styled shoes), and Navarro College nametag. Students may also choose to wear the professional dress uniform (stated below).

PROFESSIONAL: Instructors may request that students dress professionally, in class, at times during the semester. Professional dress includes casual (Dockers-type) dress pants with a collared shirt (tucked in), belt, closed-toe shoes (no heels or boots), and Navarro College nametag. No denim in any form is allowed.

LAB ATTIRE: Students will wear clothing that will allow access to bony landmarks and muscle identification. Faculty will advise students of appropriate lab attire prior to lab.

3. **Jewelry:** Jewelry should be limited. Wedding bands are permitted but should be removed during patient therapy procedures. Women are allowed to wear one stud earring in each ear (no bars or gauges) and men may not wear earrings at all. No other visible piercings (including tongue) are

allowed. Watches with a second hand are required.

4. **Hygiene:** Personal hygiene reflects professionalism. Personal cleanliness is important. This includes nails, teeth, hair, and body. Make-up is permitted in moderation. Sideburns, beards, or mustaches must be clean, neat, and trimmed. Hair should be neat, clean, and away from face so that the hair does not fall on the shoulder and does not fall forward into the face when bending forward. Strong perfume/cologne and aftershave is not permitted. Fingernails must be clean, short, and free of chipped polish. If polish is used, it must be a clear, no color polish. Artificial nails and tips are not permitted.
5. **Tattoos:** No visible body markings (i.e. tattoos).

STUDENT DRUG AND ALCOHOL USE

POLICY

Navarro College is a drug- and alcohol-free campus. Possession, sale and/or use of any type of illegal drugs, alcohol, or mood-enhancing substance by any person on any property owned, leased, or controlled by Navarro College is strictly forbidden. The Navarro College Department of Public Safety will enforce all federal, state, and local laws concerning underage drinking, drug and mood-enhancing substance violations.

PROCEDURE

A student found to be in possession or under the influence of any illegal drugs and/or alcohol or mood-enhancing substances on or off campus will be subject to disciplinary action and/or criminal proceedings. Incidents occurring off-campus will be assessed based on the College's Off-Campus Conduct procedures that hold all students to consistent standards defining acceptable forms of student conduct and maintaining civility and safety for the College community.

A student who has been convicted of any federal or state law involving the use, possession, or sale of a controlled substance shall lose their student aid eligibility for a specified period of time if they were receiving federal student aid when the offense occurred. The suspension of eligibility timetable depends on the violation and may resume upon the completion of a Department of Education approved rehabilitation program.

Navarro College offers drug and alcohol abuse screening/counseling programs to students. The College employs experienced and/or licensed professional counselors to assist with drug and alcohol abuse.

Because of the potential for harm, student use of recreational drugs and alcohol in a manner that carries over into the academic or clinical setting is considered unethical behavior. If there is substantial cause to suspect the student is under the influence of alcohol or drugs during classroom or lab education, the student will be escorted to the Navarro College Campus Police Department for interview and actions as appropriate. If a student in a clinical setting is suspected of being under the influence of drugs and/or alcohol, the ACCE or a representative from the PTA Program will be notified immediately. The student's emergency contact listed on the Personal Data Sheet will be notified to drive the student home. The student must follow up with the Navarro College Police Department within 24 hours or they will be immediately dismissed from the program. The student will be considered to be dismissed from the education site and will be subject to a drug screen and/or disciplinary action, up to and including dismissal from the PTA Program.

The Navarro College Physical Therapist Assistant Department Program Director reserves the right to institute random drug screens during the PTA student's enrollment in any PTA class, lab, clinical, clinical setting or College sponsored activity. The student will be responsible for any cost involved in a random or required (by any clinical education facility) drug screen. Failure to comply with the drug screen or to pay for the drug screen will result in dismissal from the PTA Program.

The drug screen will be Chain of Custody and will screen for a minimum of the following classifications of drugs: cannabis, opiates, cocaine, amphetamines, benzodiazepines, PCP, and barbiturates. Should a drug screen return to the program as "diluted", the PTA student will re-take a second drug test (which may include a hair follicle test) at the program director's discretion. Should a drug screen return to the program as "positive", the student will be dismissed from the PTA program immediately. Results of the drug screen will be maintained in the PTA Program Director's office in a secure location.

SMOKING

POLICY

The use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, and college owned buildings. **Smoking or electronic cigarettes are not allowed during field trips or clinical rotations.**

PROCEDURE

The Smoke and Tobacco-free policy is part of the College's commitment to creating a healthy and sustainable environment for all members of our campus community and is designed to be positive and health directed. Individuals noticing violations of the policy should strive to be non-confrontational and respectful to tobacco users when communicating our policy. Additionally, tobacco users are expected to adhere to the policy and likewise be respectful to ex-tobacco users and non-tobacco users. Enforcement of the policy will be achieved primarily through education, awareness and a spirit of cooperation.

ACADEMIC DISHONESTY

POLICY

The college expects all students to do their own schoolwork at all times. Any student guilty of dishonesty in academic work is subject to instructional consequences as defined in the course syllabus or departmental handbook and may include any of the following: a grade of zero, course failure, or removal from the program. A faculty member may begin such action if a student is accused of "cheating on academic work." Cheating includes, but is not limited to:

1. Copying from another person's test paper or academic work.
2. Using, during a test, materials not authorized by the person giving the test.
3. Collaborating without authority with another person during an examination or in preparing academic work.
4. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test prior to its being fully administered or without permission.
5. Substituting for another student or permitting another person to substitute for oneself to take a test or prepare other academic work; and
6. Stealing and deliberately using ideas or writings of others without giving written credit to them (plagiarism).

PROCEDURE

When a student is accused of academic dishonesty, the faculty member and the student will attempt to reach a resolution first and based on the course syllabus. If no resolution is achieved, the student may appeal to the appropriate instructional dean for review of the decision made by the instructor.

If the incident includes a violation of a departmental program requirement as stated in the course syllabus or departmental handbook, a student's written appeal should be reviewed through the instructional chain of command. If no resolution is reached at this point, the case may be referred to the discipline officer for disciplinary procedures and the student will be immediately withdrawn from the PTA program.

Cheating on coursework or on tests is considered unprofessional and unethical conduct. A student suspected to have cheated on a quiz, test, or examination will automatically receive a "0" on the assignment and will be subject to disciplinary action up to and including dismissal from the program.

STUDENT COMMUNICATION

POLICY

The Navarro College PTA program ensures that all students are successful in the PTA program and that students have all resources that they may need to be successful.

PROCEDURE

This policy provides for mandatory communication from faculty to students in the event that there are excessive absences or tardies. Also, this policy mandates communication in the event of two failed major exams for any given course. Program faculty will be responsible for initiating communication with the student completing a Plan of Correction form. Faculty will also initiate communication with students to discuss affective abilities. The meetings will include the ACCE and the Program Director. The purpose of the meeting is to discuss the affective abilities form and to give positive as well as constructive feedback to student before going to clinical.

Canvas, email, and phone are the primary ways to communicate with the Academic Coordinator for Clinical Education (ACCE) during clinical rotations. Canvas will function as if the student was enrolled in a regular academic course. It will be the student's responsibility to check for updates and keep a current Navarro College email address. Students are required to check Canvas and email daily for necessary updates. If the student needs to communicate with the ACCE, email would be the best option. If it is an emergency situation (a missed clinical day, an injury, etc.) then the student should leave a voicemail for the ACCE. Phone calls are returned on a priority basis and may be responded to by email.

STUDENT SOCIAL MEDIA

POLICY

Professionalism is an integral part of the physical therapy profession. Therefore, students will maintain professionalism in all social media encounters.

PROCEDURES

Students will be required to maintain professionalism on all social media. While faculty will not prevent students from social media, students are required to follow all program policies when engaged in social media encounters. Potential employers and clinical affiliation sites visit these sites often to determine interest in student education and employment opportunities.

Social media is defined as:

- Social networking sites that promote sharing of news and information. (i.e. Facebook, Friendster)
- Video and photo sharing sites. (i.e. YouTube, Flickr)
- Microblogging sites (i.e. Twitter)
- Business networks (i.e. LinkedIn)
- Forums and discussion boards

Per the APTA Standards of Conduct in the Use of Social Media students must:

- Be respectful of the principles of patient privacy and confidentiality.
- Not mis-represent the educational institution, clinical sites, or employers.
- Demonstrate appropriate conduct in accordance with the standards of ethical conduct for the physical therapist assistant.

Examples of inappropriate social media usage include:

- Discussion of a clinical site or patient on social media.
- Any posts that suggest behaviors that do not meet the standards of ethical conduct for the physical therapist assistant. (i.e. alcohol, drug use, sexual connotations, nudity)
- Inappropriate messages that the student is tagged in.

If a student is found in violation of social media policy, a plan of correction will be completed by PTA faculty. After one violation of this policy, any further violation regarding social media within the program will result in dismissal from the program.

STUDENT PHYSICAL THERAPIST ASSISTANT ASSOCIATION (SPTAA) HOURS

POLICY

Community service is an integral part of the physical therapy profession. Therefore, students are required to complete 20 community service hours for the first three semester enrolled in the program.

PROCEDURES

Students will be required to obtain 20 community service hours for the program: a minimum of 10 individual hours and a minimum of 10 group hours.

Individual hours are defined as those that:

- The student obtains on their own
- Must meet prior authorization from the SPTAA advisor
- Not designated by the SPTA community service committee

For each individual community service event, student will complete the SPTAA form entitled "Community Service Questions," found on Canvas for credit.

All group hours will be posted by the SPTA community service committee representative and will be available for viewing on Canvas at least one week prior to event.

Group hours are defined as those that are:

- Identified by community service committee and approved by the SPTA VP
- Organized by community service committee

Students must turn in form, "Community Service Log" at their final advisory meeting for credit.

If a student does not complete the community service hours and turn in appropriate form by the final advisory meeting, the student will receive a zero for designated course for completion of SPTA hours. A plan of correction will be completed by the PTA faculty. After one violation of this policy, any further violation of SPTA hours within the program will result in dismissal from the program.

**FACULTY RELATED
POLICIES AND PROCEDURES**

FACILITATION OF COMPLIANCE WITH CAPTE REQUIREMENTS

POLICY

The Program Director of the Physical Therapist Assistant (PTA) Program at Navarro College is responsible for the timely submission of CAPTE fees and requested documentation, bringing the program into compliance with Evaluative Criteria, and notifying CAPTE of any substantial changes to the program.

PROCEDURE

- **Initial accreditation-** Initial accreditation once received will be published in all student and college publications and will be updated as changes occur.
- **Progress reports-** Progress Reports that are requested for accreditation will be completed in a timely manner.
- **Annual Accreditation Report (AAR) -** Every year, the PTA Program will be required to complete the Annual Accreditation Report. This report is sent to CAPTE within the due date. This report requests information about the Program, the curriculum, the personnel, the students, the facilities, and the budget. Changes in a positive or negative direction are reported and the effects of the change are reported.
- **Self-Study for Reaccreditation-** The Self-Study Report for Reaccreditation will be completed in a timely manner.
- **Fees-** Annual fees for accreditation will be paid by Navarro College using budgeted money within the PTA Program, following the receipt of the invoice from CAPTE.
- **Reports for expected or unexpected substantive changes**
- **Change of Personnel-** The Program Director or the Dean of Health Professions will contact CAPTE, when substantive changes occur, within 10 days.
- **Change of Curriculum-** The Dean of Health Professions, Program Director of the PTA Program and the faculty shall recommend changes to the curriculum. The PTA Program Advisory Committee will review the curriculum changes. These changes will be presented to the Navarro College Academic Council and the Program Review Committee. CAPTE will be notified within 10 days when the changes are accepted by the Program Review Committee. The PTA Advisory Committee shall be informed about proposed changes and the actual changes.
- **Change of Accreditation (SACSCOC)-** If a change occurs in the Southern Association of Colleges and Schools Commission on Colleges (SACSCIC) accreditation status, the Program Director will notify CAPTE.
- **Reports requested by CAPTE-** Reports and requests from CAPTE will be completed within 90 days.
- **Registration and Employment Statistics-** Reports requested by the CAPTE about registration and employment will be completed by the Program Director within 90 days of receipt.
- **Awareness of Responsibility-** Navarro College PTA Program is aware of the responsibility of compliance with accreditation criteria. The Program Director and Dean of Health Professions will be responsible for the continued accreditation of the PTA Program.
- **Location-** All accreditation documents shall be housed in the PTA Program Director's office.

FACULTY EVALUATION

POLICY

The Navarro college PTA program, through visionary leadership, outstanding teaching and high-quality service, will assess the adequacy and effectiveness of the core faculty through analysis of data collected from faculty development activities and faculty evaluations.

PROCEDURE

The institution annually evaluates the effectiveness of each faculty using the following guidelines:

Planning

1. Present content in an orderly manner.
2. Present content which reflects course objectives.
3. Consistently begin and end class on time.
4. Provide the students with an appropriate up-to-date course syllabus/course outline at the beginning of each semester.
5. Update course materials as necessary.
6. Utilize in-service training and/or professional development to improve knowledge and understanding of subject area.
7. Document grades and grading practices.
8. Available to the student outside the classroom.
9. Establish a comfortable atmosphere which encourages the student to seek out of class assistance.
10. Share instructional techniques with colleagues.
11. Construct tests that are based on course objectives in the syllabus.
12. Use examples and illustrations to make the subject matter more meaningful.
13. Incorporate student responses and questions into the lesson.
14. Communicate effectively at levels appropriate to the student.
15. Fair and consistent in dealing with students.
16. Be well prepared for class.

Non-Classroom Responsibility

1. Communicate effectively and appropriately.
2. Keep current records on each student.
3. Encourage students to utilize services of the counseling/academic assistance centers.
4. Participate or serve as an advisor/resource person to students as the needs arise.
5. Meet deadlines for administrative offices, assistant dean, registrar, business office, deans, president.
6. Effectively contribute as a member of standing and ad hoc committees as assigned.
7. Be alert for ways that could increase institutional effectiveness and follow through with suggestions.
8. Be accurate and thorough in assigned work.

Job Knowledge

1. Demonstrate knowledge of area(s) of responsibility.
2. Ensure standards and requirements for area(s) of responsibility are adhered to.

Professionalism

1. Willing to assist student organization.
2. Represents self and Navarro College in a professional manner both to students and general public.
3. Work cooperatively with other departments.
4. Effectively separate job issues from personality issues.
5. Effectively recognize and contribute to solving problems.

Other

1. Develop new teaching methods.
2. Made progress toward the previous year's goals.
3. Developed goals for the upcoming year and have plans to accomplish these goals.
4. Have identified strengths and areas for improvements.
5. Have completed Faculty Service Report.

EVALUATION PROCESS FOR NEW FACULTY MEMBERS

Because of limited experiences, new faculty members may encounter situations that if not addressed early, may develop into serious problems for the instructor, for students, and/or for Navarro College. In an effort to identify and correct such potential problems as quickly as possible, the following steps will be taken during the instructor's first year of employment at Navarro College:

All new faculty should have at least two classroom/laboratory/clinical visits by the Dean of Health Professions (or Program Director/Department Chair as delegated by the Dean of Health Professions) in the first year of employment. The first visit should be scheduled by the faculty member and the second should be an unannounced visit. Both visits should be followed by a conference and letter/memo documenting the outcome of the visit. Additional visits may be scheduled by the Dean of Health Professions to follow-up on any problems/concerns.

1. Classroom Visits

During the employment interview process, prospective full-time faculty will be informed that a minimum of two (2) classroom visits will be conducted by the Dean of Health Professions during the first (1) semester/year of employment. Early in each semester of the first (1) year of employment, the Dean of Health Professions will meet with the instructor and provide the instructor with guidelines as to what will be evaluated during the visit. The Dean of Health Professions will also provide the instructor with copies of the forms to be used during the evaluation process. The day and time of the first classroom visit will be set by the instructor and as a general rule will occur during the first four (4) weeks of the semester. The second classroom visit will be an unannounced, random visit, and as a general rule will occur during the last eight (8) weeks of the semester. Other classroom visits may occur if the Dean of Health Professions deems them necessary or if requested by the instructor. The Dean of Health Professions will provide to the instructor a written assessment within one (1) week after each visit, addressing the strengths and areas for improvement observed during the visits. The Dean of Health Professions and the instructor will develop a plan to address areas of concern. The Dean of Health Professions will monitor the instructor's progress in correcting items of concern. New instructors will be notified early in the semester to inform them of the process and to begin arranging classroom visits.

2. Evaluation

At the end of the first semester of employment, the new instructor will complete a self-appraisal form for discussion with the Dean of Health Professions. The Dean of Health Professions will complete a faculty appraisal form during the regular evaluation period. The forms will address both in-class instructional performance and out-of-class responsibilities. The new faculty member and the Dean of Health Professions will have a face-to-face meeting to discuss the completed forms. Based on the evaluation of the instructor through this process, the Dean of Health Professions will recommend to the appropriate Instructional Dean the renewal of the instructor's contract, renewal with specific conditions, or non-renewal. The Dean will make recommendations to the Executive Vice President, who will notify the President of the recommendation. The President will inform the instructor in writing by April 10 of the decision regarding continuation of employment.

3. Time Frame

This process will be utilized for the first year of the new instructor's employment at Navarro College. If the instructor's performance is satisfactory after the one-year period, and he/she is recommended for renewal, the instructor will be evaluated under the same process used for other faculty members. If concerns regarding the instructor's performance persist, the Dean of Health Professions may conduct additional classroom visits and/or arrange conferences with the instructor during the second year of employment to address the concerns.

1. During the first three years of employment, faculty should have an annual appraisal consisting of a self-appraisal, appraisal by Dean of Health Professions, and conference. The conference discussion should be documented on a provided form.
2. Provided faculty have achieved good evaluations, following the third year of employment, the evaluation process may move to an "every three (3) years" cycle. At any time, if there is indication of concern expressed by students/student evaluations/colleagues, the Dean of Health Professions will conduct appropriate evaluation procedures, which may include classroom visits and/or conferences, in order to assess and facilitate resolution of the concerns/problems.

EVALUATION PROCESS FOR FULL-TIME FACULTY

One to Three-Year Faculty: During the first three (3) years of employment at Navarro College, full-time faculty will have an annual evaluation consisting of a self-appraisal, a written appraisal by the Dean of Health Professions, and a face-to-face conference between the faculty member and the Dean of Health Professions. The conference will be documented on a provided form. The following process will be used to conduct the evaluation.

- The faculty member completes the self-appraisal instrument and the Dean of Health Professions completes the Faculty Member Appraisal form.
- The Instructor and Dean of Health Professions meet to discuss the completed forms, noting areas of strengths, exceptional performance, areas for improvement, and general comments.
- The Dean of Health Professions will share his/her appraisal of the faculty member, indicating what recommendation will be made to the Dean. Recommendation will be one of the following: renewal, non-renewal, renewal with stated conditions.
- The faculty member responds by indicating "concurrence" or non-concurrence" with the appraisal. The faculty member may choose to attach comments related to the appraisal.

- Following the individual conferences with each faculty member, the Dean of Health Professions will provide complete appraisal packets to the appropriate Dean, at which time the Dean will prepare recommendations to be forwarded to the Executive Vice President. In conference with the Dean, the Executive Vice President follows the same procedure to make recommendations to the President.

Four Year and Above Faculty: After receiving positive evaluations for the first three (3) years of employment at Navarro College, a full-time faculty member will be evaluated on a three-year cycle. The Dean of Health Professions will determine the evaluation cycle, with one-third of the full-time faculty within the division being evaluated every year. If concerns arise during the three (3) year interval between evaluations of an individual instructor, the Dean of Health Professions will conduct an appropriate evaluation of that instructor. That evaluation may include classroom visits, conferences and/or written assessments and progress reports to resolve the concerns/problems.

The process outlined previously under “One to Three-Year Faculty” will be used at least every three years. At any time, if there are concerns expressed by students and/or colleagues, the Dean of Health Professions will conduct an evaluation prior to the designated time in the cycle. That procedure may include classroom visits and /or conferences to address the problem(s) and to facilitate resolution.

All program faculty will also be evaluated based upon End of Course Student Evaluations at the end of each semester.

FACULTY DEVELOPMENT PLAN

POLICY

Each Faculty member will prepare a faculty development plan based on the annual faculty evaluations by students, and the faculty performance reviews by the Health Professions Department Chair.

PROCEDURE

Each Faculty member will review all student evaluations to determine areas that need improvement and respond to any areas of concern regarding that class.

Each Faculty member will be reviewed utilizing the Performance Review at least once per year as per Navarro College guidelines. As a part of the Review process, each faculty member will submit a Faculty Development Plan to be included with the Review which states last year’s development activities and which areas will be addressed in the upcoming year.

The ACCE will review the Student Evaluation of Clinical Experience (SECEE) completed by the students for each clinical instructor each year. Based on feedback on the SECEE and clinical site visits, the ACCE will provide training for the clinical instructors in supervision, training, performance assessment, and any deficiencies noted from the annual review.

The ACCE will ensure each new clinical instructor receives training on the supervision and training and performance assessment of a PTA student prior to placing a student with the clinical instructor.

GUEST INSTRUCTORS

POLICY

Guest lecturers will be utilized in specialized areas of courses within the PTA program as appropriate.

PROCEDURE

The instructor for the course is responsible for all material presented within their course.

Guest lecturers may be utilized as appropriate; however, the faculty for the course is responsible for coordinating the lecture and communicating the course objectives to the guest lecturer. The primary instructor is also responsible for assuring that the guest lecturer has the credentials to teach that lecture.

COMMUNICATION WITH FACULTY

POLICY

PTA Program faculty are to communicate regularly with general education faculty, college personnel, and clinical education faculty to facilitate program assessment and improvement, facilitate program functions, and ensure all resources are made available to students and core faculty to ensure program success.

PROCEDURE

Program faculty will be responsible for initiating communication with general education faculty to clarify transfer requirements for general education courses included in the PTA curriculum, and general education course content.

Program faculty will be responsible for initiating communication with clinical faculty to monitor student progress in the clinical environment, schedule training for clinical faculty, and discuss concerns, program assessment, and program improvement. The ACCE will communicate with all clinical instructors responsible for supervising and training of PTA students at least once year via a PTA Program newsletter. All new clinical sites will be issued the PTA Program's Clinical Education Manual.

Canvas, email, and phone are the primary ways to communicate with the Academic Coordinator for Clinical Education (ACCE) during clinical rotations. Canvas will function as if the student was enrolled in a regular academic course. It will be the student's responsibility to check for updates and keep a current Navarro College email address. Students are required to check Canvas and email daily for necessary updates. If the student needs to communicate with the ACCE, email would be the best option. If it is an emergency situation (a missed clinical day, an injury, etc.) then the student should leave a voicemail for the ACCE. Phone calls are returned on a priority basis and may be responded to by email.

CONFIDENTIALITY OF FACULTY FILES

POLICY

Faculty personnel files in Human Resources are kept confidential according to Navarro College policy. Physical Therapist Assistant Faculty and administrative support are responsible for preserving the privacy and confidentiality of all personnel information located in the PTA Program files.

PROCEDURE

A file will be maintained in the Program Director's office which will include application materials, resume, licensure renewal information, continuing education coursework, Faculty Reviews, and Faculty Development Plans.

Access to the Faculty Personnel files will be limited to the individual faculty member, the program director and the PTA administrative assistant.

FACULTY ADVISOR ASSIGNMENTS

POLICY

Each student will be assigned to a specific faculty advisor that he/she will meet with at least once per didactic semester to discuss any issues that are impeding the learning process.

PROCEDURE

Each student will be assigned to a specific faculty advisor starting in the first year or upon re-admission to the program.

Students will be encouraged to discuss any concerns or challenges that may be interfering with the learning process with their advisor at any time during each semester. A formal midterm meeting will be scheduled with each student during the second semester.

If a student presents with a specific challenge or concern during the academic portion of the program, the advisor counsels the student to address that concern and will inform the program director of that discussion. If the concern is significant, this counseling session is documented on a Plan of Correction form and placed in the students' file, and a copy is given to the student.

Core faculty is responsible for advising potential applicants of admissions requirements, the Program curriculum, and issuing degree plans as needed. Advising/office hours are a minimum of ten (10) hours per week.

CORE FACULTY PARTICIPATION IN GOVERNANCE

POLICY

Navarro College policy states "Each member of the ranked faculty is expected to demonstrate institutional and community service."

PROCEDURE

Per Navarro College policy, core faculty is expected to:

- All instructors are required to attend Convocation and other faculty meetings unless they are excused by the person authorized to call the meeting.
- Instructors may volunteer to sponsor student clubs and organizations.
- All instructors must make continuing efforts to improve the quality of their course and their instruction.

- Instructors shall advise students about regulations of the College concerning sequence of courses, majors, minors, graduation requirements, transferring to senior colleges, and other such information
- Instructors should perform other appropriate duties as assigned by authorized personnel, i.e. Career Day, UIL activities, advising, graduation, student recruitment, etc.
- Instructors are required to attend the annual graduation ceremony unless excused by the Vice President for Academic Affairs
- Instructors are required to support and participate in the college Faculty Centered Student Advising Program

ADJUNCT SELECTION

POLICY

Job Description:

Must agree to job responsibilities.

Must have a minimum of three years' experience of clinical practice.

Competency in area that adjunct is responsible for teaching will be verified through review of CE courses, academic training, in-services, or number of years in specific area.

Adjunct faculty is those individuals who have classroom and/or laboratory teaching responsibilities in the program and who are employed by the institution. The adjunct faculty may or may not hold faculty appointments. The adjunct faculty may include, but are not limited to, contract faculty, instructors of course modules, laboratory instructors, teaching assistants, and tutors.

Navarro College is an Equal Opportunity/Affirmative Action Employer and Educational Institution. The College takes affirmative action to endeavor that no person shall be denied the benefits of equal employment or be subjected to discrimination in employment or educational programs and activities of Navarro College on the basis of race, color, sex, age, national origin, religion, disability, or any other constitutionally or statutorily impermissible reason.

All adjunct faculty (except guest lecturers) will complete application process prior to first date of instruction.

PROCEDURE

Adjunct faculty must contact the Program Director, Dean of Health Professions and Human Resources. At that time the faculty will receive application information to be completed and returned prior to start date. Adjunct faculty will be given the PTA Handbooks and PTA Program Policy and Procedure Handbook as reference.

ADVISORY COMMITTEE

POLICY

The Advisory Committee will consist of individuals who have special knowledge and expertise in a specific area. They will advise and assist in the planning, development, and evaluation of the PTA program.

The purpose of the committee is to provide advice and counsel to the PTA Program faculty as to general and specific objectives for the program in order to adequately train personnel for use in the physical therapy field.

Terms of Office for Chair shall be 2 years. New Chair elected in even numbered years.

Terms of Office for Members of Advisory Committee shall be indefinite unless member notifies Committee Chair that they wish to resign.

Absences shall be no more than two per year. Two absences will result in replacement of the member.

The Members of the PTA Advisory Committee may consist of the following:

- Community members that have been a consumer of PT
- PT and PTA Clinicians
- Clinical instructors PT and/or PTA
- Employers from Physical Therapy facilities
- At least one graduate of the Program

Meetings will occur 2 times per year.

PROCEDURE

The PTA Advisory Committee will meet at least two times per year to provide direction to curriculum development to ensure relevance to the workplace and supply specific information regarding the health care profession.

The PTA Advisory Committee will serve as a “sounding board” for community sentiment and provide public relations for the program in the community.

The PTA Advisory Committee will lend validity to proposals for new and expanded programs and assist with identifying available community resources.

INTEGRITY IN SERVING ON THE ADVISORY COMMITTEE OF THE PTA PROGRAM

PTA Advisory members elected or appointed to positions of trust in the program may, at times, be placed in situations in which there are real or perceived conflicts between the member’s personal interests and the interests of the Program.

1. Transactions Involving the Program - When a transaction, to which a member of the Advisory Committee is directly or indirectly a party, comes before the committee for approval, authorization, or ratification, the material facts of the transaction and the committee member’s interests shall be disclosed.
2. Decisions Involving Particular Persons- In situations in which the Advisory Committee has authority in a proceeding involving a particular person (whether an individual, company,

educational institution, organization, or other entity) to take action favorable or adverse to the affected person, a member of the committee should abstain for the record from participating in the deliberations and the voting if he or she has a close association or relationship with the affected person of any kind (whether familial, personal, financial, or business) that impairs the committee member's ability to act impartially or that reasonably would tend to cast doubt on the member's ability to act impartially.

3. General Decisions- Because the Advisory Committee's object includes promoting the Program and meeting the needs and interests of students and faculty, it is natural that the decision making activity often will promote the professional, personal, and financial interests generally. The interests of the Program will be served best by allowing open debate.
4. Privileged/Confidential Information- A member of the Advisory Committee or faculty who obtains access to privileged or confidential information in the course of carrying out responsibilities shall not disclose such information to any outside party. In addition, a person who thus obtains access to privileged or confidential information shall not use such information (i) in any way that would be adverse to the interests of the Program or its members, (ii) for his or her personal gain, or (iii) for the advantage of any non-member of the advisory committee.

COMPLAINTS

POLICY

The PTA program will review complaints related to program compliance with accreditation standards and Navarro College policy. The Navarro College PTA program is interested in the sustained quality and continued improvement of Physical Therapy education but does not intervene on behalf of individuals or act as court of appeals for individual matters of admission, appointment, promotion, or dismissal of faculty staff or students. The PTA Program believes that constant feedback is an important ingredient in self-improvement and raising standards. Students, employers, faculty, or clinical instructors who have concerns or complaints should feel that they can be voiced and will be considered seriously.

Complaints should be made as soon as possible after the event to which they relate. Generally the Program will investigate complaints that are:

- Made within six months of the event; or made within six months of the complainant realizing that they have cause for complaint,
- No more than twelve months after the event itself.
- The Program has discretion to extend these time limits where it would have been unreasonable for the complaint to have been made earlier and where it is still possible to investigate the facts. If this discretion is rejected, the complainant may appeal to the Dean.

FACULTY PROCEDURE

The college setting is a community of individuals working together for the benefit of the student clientele. Within this framework, the institution embodies the laws of the State and nation but maintains the authority to govern itself. As such, it produces its own format for adjudicating differences using the laws of the land as guidelines. As such, these procedures serve to provide due process in principle and in fact. In practice, the procedures are not viewed or intended to be courts; rather, they are procedures with hearings to air differences and seek solutions. In light of these principles, individuals may have witnesses for the committees to interview. If counsel is requested, their purpose is to guarantee rights of due

process. Should the complainant plan to have an attorney present, the institution must be informed in adequate time prior to the scheduled events.

All faculty, including core faculty, adjunct faculty, and clinical instructors should follow Navarro College policy as found in the policy manual located on the NC web site at http://www.navarrocollege.edu/attachments/administrative_policy_section06.pdf.

ALL OTHERS PROCEDURE

An employer, alumni, or any appropriate person who received treatment from a Navarro College PTA student or graduate, who wishes to bring forth a complaint may initially discuss the situation with the PTA Program Director. If resolution cannot be reached, the college administration will be informed of the issue and attempt to resolve it.

All complaints must be signed in order for the Program Director to act upon the complaint. The Program Director will review all signed complaints and report to the Dean of Health Professions as needed. Complaints are housed in the Program Director's office in a locked cabinet.

REVIEW OF PROGRAM MISSION, PHILOSOPHY, GOALS, OBJECTIVES AND STUDENT LEARNING OUTCOMES

POLICY

Annually the PTA Faculty will review the program mission, philosophy, goals, objectives and student learning outcomes.

PROCEDURE

The PTA Faculty will review the overall program goals, program objectives, and student learning outcomes using the assessment tool used by Navarro College and the Program Review Committee. In addition, the program goals and objectives are reviewed at the Advisory meeting. Development plans will be developed and initiated for each target that is not met. Development plan tracking will continue through the next academic year to verify if improvement has been made. A detailed assessment report will be completed each academic year that includes strength analysis, areas to improve, attainment of general education competencies, meets CAPTE criteria, budget implications, and executive summary. PTA faculty will seek out input from students, employers, alumni, clinical instructors, and NC administration, as needed, to ensure continuous improvement.

COURSE AND CURRICULUM REVIEW

POLICY

The program has a formal documented current plan for the review and revision of the foundational and physical therapy components of the curriculum. Each portion of the curriculum will be reviewed at various intervals during monthly faculty meetings and then annually in the summer. This Policy and Procedure is intended to provide a continuing system of review for the effectiveness of the Navarro College Physical Therapist Assistant Program. The systematic review process includes the PTA faculty and staff (full-time and part-time), the Dean of Health Professions, and the Administration of Navarro College. The review process should integrate the standards of other applicable bodies, such as the

Commission on Accreditation in Physical Therapy Education (CAPTE), Texas Higher Education Coordinating Board (THECB) and Southern Accreditation of Colleges and Schools Commission on Colleges (SACSCOC). The timing and type of review should relate to meeting the needs of the student body, program budget and planning cycles, and the administrative policy for institutional review.

PROCEDURE

1. Student evaluation of courses/clinical education sites:
 - a. Student course evaluations
 - i. Course evaluations can be found online in Canvas
 - ii. Course evaluations are made available to the Dean of Health Professions, the PTA program director and faculty.
 - iii. Each faculty member will review the course evaluations.
2. Program/Clinical Evaluation
 - a. The Student Evaluation of Clinical Experience
 - i. All PTA students must complete the Student Assessment of the Clinical Experience and Student Evaluation of the Clinical Instructor.
 - ii. The Academic Coordinator of Clinical Education will present a report on the responses of the previous 12 months at the fall PTA faculty meeting.
 - b. Graduate Survey
 - i. The Academic Coordinator of Clinical Education will meet with students at the completion of Clinical Rotation IV. The Graduate Survey is to be completed within 6 months of graduation.
 - ii. The Academic Coordinator of Clinical Education will present a report on the responses of the survey at the following fall PTA faculty meeting.
 - c. Site Visit Form
 - i. Site Visit Form will be completed during each clinical experience.
 - ii. The Academic Coordinator of Clinical Education will assess the data from the responses at the Faculty Meeting.
 - d. Employer Satisfaction Survey
 - i. The Academic Coordinator of Clinical Education will email the Employer Satisfaction Survey to employers of graduates within the past two years.
 - ii. The Academic Coordinator of Clinical Education will report on the responses of the survey at a PTA faculty meeting.
3. Student Progression/Retention
 - a. Student Progression/Retention Report
 - i. The Program Director will complete an Exit Interview with each student who leaves the program voluntarily/involuntarily as outlined in the PTA Student Handbook.
 - ii. At the beginning of each semester, the PTA Program Director will review course roles to identify those students who have not continued the program and when possible, identify the reason for discontinuing studies.

- iii. The Program Director will compile this information into a report and submit to the Dean of Health Professions and Advisory Committee annually.
 - b. Student Certification by National Exam
 - i. The PTA faculty will review student performance on the national certification exam from the previous 12 months during a faculty meeting and report to Advisory Committee.
 - ii. Faculty recommendations for actions to enhance student success will be sent to the Dean of Health Professions.
- 4. PTA Program Review
 - a. PTA Strategic Plan
 - i. The PTA faculty will conduct a SWOT analysis annually to be submitted to the Dean of Health Professions.
 - ii. The Strategic Plan will be reviewed annually and updated as appropriate. Reviews and amendments of the Strategic Plan will be submitted to the Dean of Health Professions.
 - b. Institutional Program Review
 - i. The PTA Program will complete the Navarro College Institutional Program Review annually according to Navarro College policy.
 - c. PTA Advisory Committee
 - i. The PTA Program Advisory Committee will complete the Program Review Form annually in accordance with the guidelines of the Texas Higher Education Coordinating Board (THECB).
 - d. Faculty Effectiveness
 - i. Faculty members will be evaluated in accordance with the Navarro College Employee Appraisal policy and procedure.
 - ii. Each faculty member will review and amend his or her Faculty Professional Development Form each fall, indicating status of previous objectives and setting new objectives as indicated.

HANDBOOK REVIEW

POLICY

The Policy and Procedure Manual, the Clinical Handbook, and the Student Handbook will be reviewed and/or revised annually.

PROCEDURE

The PTA program faculty will review and/or revise the PTA Student Handbook, the Clinical Handbook, and the Policies and Procedures to determine if new policies and/or procedures need to be updated.

Significant changes will be reviewed by the Physical Therapist Assistant Advisory Committee, program director and faculty, Navarro College Program Review Committee, and college administrators as appropriate. Program policies are cross referenced with institutional policies by the Program Director of the PTA program to assure consistency and congruency. Student handbooks are approved annually by the Board of Trustees.

If needed, changes will be implemented in the summer prior to the new incoming class of PTA students. New, updated, handbooks will be issued to faculty, students, and clinical instructors. All handbooks will be made available on the program web site.

BOOK SELECTION

POLICY

Cost of textbooks will be considered when selecting textbooks. Faculty will suggest textbook changes. Textbooks will be selected based on their usefulness throughout the course and as a reference after graduation. Texts will not be required unless at least 50% of content is used in the course.

PROCEDURE

PTA faculty review curriculum and select appropriate textbooks and learning materials. Students will be required to purchase access to Typhon database as part of their clinical learning requirements. PTA faculty will submit book selection to Navarro College bookstore annually.

REVIEW OF PROGRAM RESOURCES

POLICY

The PTA program faculty will annually review the program resources (to include student services, program budget, library and learning resources, administrative and technical support, classroom/lab/office space, equipment, supplies and technology for instructional services) and to determine the effectiveness of the those resources to support the success of the program's mission and philosophy.

PROCEDURE

The PTA faculty, Dean of Health Professions and Advisory Committee will review the program resources. In August, the PTA faculty will perform an annual program assessment and this information will be presented at the August meeting for the Advisory Committee for review. PTA students will complete an end of course evaluation after each semester and the information from this evaluation will be utilized to help determine the effectiveness of the program resources.

REVIEW OF THE ADMISSIONS PROCESS

POLICY

The Navarro PTA faculty will annually review and assess the effectiveness of the admissions process and criteria.

PROCEDURE

The process of assessment will encompass data from the performance of students within the program, cross referencing graduate passing rates and licensure with the admissions criteria. The admissions process review will take place in August, after graduation and possibly after students have taken their licensure examination. In addition, the PTA program faculty will ask prospective students to evaluate the information sessions and the effectiveness of the information that was given at each information session. The process will assess the following:

- TEAS scores
- Overall GPA
- Grades in pre-requisite course works and effectiveness of these courses
- Review of retention rates by cohorts
- Review of licensure pass rates

PERFORMANCE OF RECENT GRADUATES

POLICY

The Navarro College PTA faculty will annually review graduate performance to determine the effectiveness of the program to produce graduates who successfully pass the PTA licensure examination and achieve employment as a Physical Therapist Assistant within six months of graduation.

PROCEDURE

The PTA faculty will send out Graduate Surveys and Employer Satisfaction surveys six months after graduation. The information received from the survey will be reviewed in August and discussed at the Advisory Committee Meeting in August.

PROGRAM ENROLLMENT

POLICY

The Navarro College PTA program will assess program enrollment each semester.

PROCEDURE

Data is collected from the analysis of PTA Needs Assessment, the availability of classroom space and through the institutional budget that was developed for the PTA program. This data is utilized to assist the PTA program with number of PTA students accepted into the program.

EVALUATION OF ADJUNCT AND SUPPORTING FACULTY

POLICY

The Navarro College PTA program will assess the adequacy and effectiveness of adjunct and supporting faculty annually.

PROCEDURE

The Program Director will collect data from end of course evaluations, Performance Appraisal for Adjunct and the Performance Self-Appraisal. In addition, the ACCE will report to the Program Director on the CI Survey of Student Preparedness for Clinical and the Student Survey of the Preparedness for Clinical, as the data relates to the adjunct/supporting faculty.

CLINICAL RELATED POLICIES AND PROCEDURES

CLINICAL EDUCATION PROCESS

POLICY

The campus apartment and lab rooms serve as a simulation of the clinical setting during the didactic portion of the curriculum. These designated areas allow students to learn, practice, and develop physical therapist assistant behaviors and skills in a protected environment.

PROCEDURE

A variety of clinical experiences are vital to the students transfer from the skills learned in the academic setting to that in the clinic. Therefore, clinical affiliation sites are selected that are acute and rehabilitative, publicly and privately owned, in-patient and out-patient based, orthopedic, neurologically, or medically based, geriatric or pediatric oriented.

Clinical rotation experiences as above may occur in traditional practice areas including hospitals, inpatient rehab hospitals, nursing facilities, outpatient settings, and home settings.

While in the clinical setting, the student is expected to conform to the rules of that agency, i.e. parking, mealtimes, safety regulations or procedures, and complete the skill-based competencies as outlined in the PTA MACS. It is the student's responsibility to complete them in a timely fashion.

Physical therapist assistant students must satisfactorily complete: Two (2) PTA Clinical Rotations and one (1) PTA Practicum, comprised of 696 contact hours of supervised clinical practice prior to graduation. During these rotations, students will be in an area clinic working under the supervision of a licensed Physical Therapist and/or Physical Therapist Assistant. The PT or PTA will be the CI assigned to supervise, train, educate, and evaluate in the clinic.

The first clinical rotation will be during the third semester and will occur three times per week for six (6) weeks. The second clinical rotation and the PTA Practicum occur during the final semester. The second clinical rotation will be four (4) days per week for six (6) weeks. The PTA Practicum begins immediately following the second clinical rotation and involves a nine (9) week, 40-hour week rotation.

Students must:

- Attend all scheduled clinical days.
- Arrive at the clinic on time.
- Stay late in the clinic if needed, or if the student's work for that day is not completed.

Many clinical sites are open extended hours. Some clinics open before 8:00 a.m. and/or close after 5:00 p.m. *Students will work the schedule of the supervising Clinical Instructor.* Students must be prepared to attend clinical rotations that have extended hours.

The student must arrange for transportation and cover day care needs so that the student can attend out of town clinics and extended hours at clinical sites.

HIPAA - Privacy Act that protects patient privacy, became Federal Law in April 2003. Students must know the HIPAA requirements of the facility. Failure to comply could result in fines, penalties, etc., as it is a violation of federal law.

AFFILIATION AGREEMENTS WITH CLINICAL FACILITIES

POLICY

Written agreements (contracts) between the Navarro College Physical Therapist Assistant Program and the clinical facilities participating in the clinical education of our students will be current prior to any student placement at that site.

PROCEDURE

Written agreements will be reviewed by the Academic Coordinator of Clinical Education (ACCE) to determine that each contract has been properly executed and has not expired prior to student assignments being made.

A student will not be assigned to any facility that does not have a current written agreement in place prior to the start of the clinical as monitored by the Academic Coordinator of Clinical Education.

Annually, the Academic Coordinator of Clinical Education will review the written agreement utilized by the college and recommend revisions to the Program Director, Dean, and/or advisory committee as appropriate. At this time, the ACCE will make sure that all written agreements are current, accurate and are adequate for the needs of the program and clinical facility. Recommended revisions will be forwarded to legal counsel of the college for review. The ACCE will review the written agreements for rights and responsibility delineation of the clinical facility and the Navarro College PTA Program.

CLINICAL EVALUATION OF THE STUDENT

POLICY

Performance in the clinic is assessed by the clinical instructor assigned at the clinical site. The PTA Manual for the Assessment of Clinical Skills (MACS) will be used as the assessment tool. Students will satisfy clinical requirements through completion of required assignments/documents, hours per clinical rotation, as well as completion of listed PTA MACS skills.

PROCEDURE

PTHA 1260 – Clinical I

PASS/FAIL for this course will be based on the following 3 criteria. All 3 criteria must be satisfied to receive a PASS for the course. For further explanation for each component refer to description below.

GRADE COMPILATION

PTA MACS Skills
All documents (listed below turned in)
144 Completed Clinical Hours

CLINICAL II

PASS/FAIL
PASS/FAIL
PASS/FAIL

PTA MACS SKILLS: PASS/FAIL grade. Skills will be assigned a U, NI, a checkmark, or a plus (+), by the CI at *midterm* and *final evaluation*.

- Skills left blank will not count.
- An NI does not count towards a pass for a skill.
- If a U (unsatisfactory) is awarded at *midterm*, the ACCE must be notified immediately and plan of correction completed between CI/ACCE and student.
 - Midterm Evaluation: if awarded a U at this time, the ACCE must be notified immediately and a plan of correction completed between the CI/ACCE and student.
 - This plan may include but is not limited to: continuation of the current affiliation/completion of remediation plan, completion of the current type of rotation at another facility, repeating the clinical in completion at another facility, or dismissal depending on the circumstances surrounding the situation.
 - Final Evaluation: A U is not acceptable for entry level performance and will be a FAIL for that skill if awarded at final evaluation with possibility of removal from program.
- In order to pass this clinical experience, the student will demonstrate developing level competence in:
 1. **Skill 1-11:** Professional behaviors: achieves an NI, ✓ or + on at least 6 skills.
 2. **Skill 12-16:** Plan of Care: achieves an NI, ✓ or + on 2 skills.
 3. **Skill 17:** Therapeutic Exercise: achieves an, NI, ✓ or + on 4 skills.
 4. **Skill 18:** Functional Training: achieves an, NI, ✓ or + on 2 skill.
 5. **Skill 19:** Manual Therapies: achieves an, NI, ✓ or + on 1 skill.
 6. **Skill 20:** Physical Modalities: achieves an, NI, ✓ or + on 2 skills.
 7. **Skill 21:** Data Collections: achieves an, NI, ✓ or + on 4 skill.
 8. **Skill 22-26:** Healthcare Environment: achieves an NI, ✓ or + on 2 skills
 9. **Site specific skills 27-37:** if available by achieves an, NI, ✓ or + covering available areas.
- **No U's (unacceptable) at final assessment on any skill- this will result in a No Credit/Failure of the Clinical.**
 - **A U is defined as Unacceptable:** demonstrates an inability to perform the skill in a safe and effective manner; the student has received guidance and remains unable to perform the skill or components at or near entry-level; the student performs well below expectations at this facility.
 - **UNSAFE CLINICAL PRACTICE NOTE:** Despite completeness of assignments or mastery of other skills in the PTA MACS, if a student is deemed unsafe in clinical practice, the student may be removed from the affiliation. When unsafe practices are noted by the clinical instructor, the ACCE should be contacted immediately. The student will be informed and attempts to remediate the student will be undertaken by either the CI or the ACCE. If the student remains unsafe at any point in clinical practice after remediation occurs, the ACCE will be notified that the student will receive a U and be removed from the affiliation, will FAIL the course and will be withdrawn from the program.
- **NOTE: An NI (Needs Improvement) does not count toward passing requirements.**

- **An NI is defined as Needs Improvement:** performed the skill or components of the skill with supervision or assistance, requiring guidance or minor correction; the student is not yet independent in meeting applicable objectives.
- **NOTE: In order to PASS the course, the student must satisfy the 3 criteria (listed above):**
 - **EXAMPLE 1:** student receives a a blank, 2 NI's, 6 check marks on objective 3, the student would receive a PASS for that component of the course. The student passes all other objective requirements, turns in all assignments and completes appropriate logged hours for course.
 - **EXAMPLE 2:** student receives 5 blanks, 4 NI's, 2 check marks on objective 3, the student would receive a FAIL for that component of the course, and a FAIL for the course. (The student passes all other objective requirements, turns in all assignments and completes appropriate logged hours for course.)
 - **EXAMPLE 3:** student receives 2 blanks, 3 NI, 4 check marks and 1 U on objective 3, the student would receive a FAIL for that component, and a FAIL for the course. (The student passes all other objective requirements, turns in all assignments and completes appropriate logged hours for course.)
 - **EXAMPLE 4:** student receives NI or check marks for all objectives, student does not turn in completed Master Skill sheet or Clinical Hour Log Sheet verifying clinical hours by the deadline indicated. The student would receive a FAIL for that component, and a FAIL for the course.

REQUIRED DOCUMENTS: Students must turn in the following documents to PASS this component.

- Updated CSIF
- Progress reports mid-term
- Progress reports final
- Master Skills Sheet
- Student Eval of Clinical Experience (SECEE)
- Clinical Hour Log Sheet

COMPLETION OF CLINICAL HOURS: student will submit a signed log demonstrating completion of required hours.

PTHA 2360 – Clinical II

In order to receive a PASS for the course, the student must complete the required PTA MACS skills as listed above, receive a PASS on weekly assignments, turn in all required documents, and complete the designated clinical hours.

PASS/FAIL for this course will be based on the following 4 criteria. All 4 criteria must be satisfied to receive a PASS for the course. For further explanation for each component refer to description below.

GRADE COMPILATION

PTA MACS Skills

Weekly Assignments

All documents (listed below turned in)

192 Completed Clinical Hours

CLINICAL II

PASS/FAIL

PASS/FAIL

PASS/FAIL

PASS/FAIL

PTA MACS SKILLS: PASS/FAIL grade. Skills will be assigned a U, NI, a checkmark, or a plus (+), by the CI at *midterm* and *final evaluation*.

- Skills left blank will not count.
- An NI does not count towards a pass for a skill.
- If a U (unsatisfactory) is awarded at *midterm*, the ACCE must be notified immediately and plan of correction completed between CI/ACCE and student.
 - Midterm Evaluation: if awarded a U at this time, the ACCE must be notified immediately and a plan of correction completed between the CI/ACCE and student.
 - This plan may include but is not limited to: continuation of the current affiliation/completion of remediation plan, completion of the current type of rotation at another facility, repeating the clinical in completion at another facility, or dismissal depending on the circumstances surrounding the situation.
 - Final Evaluation: A U is not acceptable for entry level performance and will be a FAIL for that skill if awarded at final evaluation with possibility of removal from program.
- In order to pass this clinical experience, the student will demonstrate developing level competence in:
 10. **Skill 1-11**: Professional behaviors: achieves an NI, ✓ or + on at least 8 skills.
 11. **Skill 12-16**: Plan of Care: achieves an NI, ✓ or + on 3 skills.
 12. **Skill 17**: Therapeutic Exercise: achieves an, NI, ✓ or + on 7 skills.
 13. **Skill 18**: Functional Training: achieves an, NI, ✓ or + on 4 skill.
 14. **Skill 19**: Manual Therapies: achieves an, NI, ✓ or + on 2 skill.
 15. **Skill 20**: Physical Modalities: achieves an, NI, ✓ or + on 4 skills.
 16. **Skill 21**: Data Collections: achieves an, NI, ✓ or + on 7 skill.
 17. **Skill 22-26**: Healthcare Environment: achieves an NI, ✓ or + on 3 skills
 18. **Site specific skills 27-37**: if available by achieves an, NI, ✓ or + covering available areas.
- **No U's (unacceptable) at final assessment on any skill- this will result in a No Credit/Failure of the Clinical.**
 - **A U is defined as Unacceptable**: demonstrates an inability to perform the skill in a safe and effective manner; the student has received guidance and remains unable to perform the skill or components at or near entry-level; the student performs well below expectations at this facility.

- **UNSAFE CLINICAL PRACTICE NOTE:** Despite completeness of assignments or mastery of other skills in the PTA MACS, if a student is deemed unsafe in clinical practice, the student may be removed from the affiliation. When unsafe practices are noted by the clinical instructor, the ACCE should be contacted immediately. The student will be informed and attempts to remediate the student will be undertaken by either the CI or the ACCE. If the student remains unsafe at any point in clinical practice after remediation occurs, the ACCE will be notified that the student will receive a U and be removed from the affiliation, will FAIL the course and will be withdrawn from the program.
- **NOTE: An NI (Needs Improvement) does not count toward passing requirements.**
 - **An NI is defined as Needs Improvement:** performed the skill or components of the skill with supervision or assistance, requiring guidance or minor correction; the student is not yet independent in meeting applicable objectives.
- **NOTE: In order to PASS the course, the student must satisfy the 3 criteria (listed above):**
 - **EXAMPLE 1:** student receives a a blank, 2 NI's, 6 check marks on objective 3, the student would receive a PASS for that component of the course. The student passes all other objective requirements, turns in all assignments and completes appropriate logged hours for course.
 - **EXAMPLE 2:** student receives 5 blanks, 4 NI's, 2 check marks on objective 3, the student would receive a FAIL for that component of the course, and a FAIL for the course. (The student passes all other objective requirements, turns in all assignments and completes appropriate logged hours for course.)
 - **EXAMPLE 3:** student receives 2 blanks, 3 NI, 4 check marks and 1 U on objective 3, the student would receive a FAIL for that component, and a FAIL for the course. (The student passes all other objective requirements, turns in all assignments and completes appropriate logged hours for course.)
 - **EXAMPLE 4:** student receives NI or check marks for all objectives, student does not turn in completed Master Skill sheet or Clinical Hour Log Sheet verifying clinical hours by the deadline indicated. The student would receive a FAIL for that component, and a FAIL for the course.

WEEKLY ASSIGNMENTS: A rubric is provided that indicates requirements for a PASS/FAIL on the assignment. A PASS requires 15/20 points for each assignment. If the student does not pass the assignment, the student has one additional opportunity to repeat the assignment to achieve a PASS. **If the student fails to complete and pass the assignment, the student clinical affiliation will be discontinued, and the student will be dismissed from the PTA Program.**

REQUIRED DOCUMENTS: Students must turn in the following documents to PASS this component.

- Weekly Clinical Assignments
- Updated CSIF
- Progress reports mid-term
- Progress reports final
- Master Skills Sheet
- Student Eval of Clinical Experience (SECEE)

- Clinical Hour Log Sheet

COMPLETION OF CLINICAL HOURS: student will submit a signed log demonstrating completion of required hours.

PTHA 2366 – PTA Practicum

In order to receive a PASS for the course, the student must complete the required PTA MACS skills as listed above, turn in all required documents, and complete the designated clinical hours.

PASS/FAIL for this course will be based on the following 3 criteria. All 3 criteria must be satisfied to receive a PASS for the course. For further explanation for each component refer to description below.

<u>GRADE COMPILATION</u>	<u>CLINICAL II</u>
PTA MACS Skills	PASS/FAIL
All documents (listed below turned in)	PASS/FAIL
192 Completed Clinical Hours	PASS/FAIL

PTA MACS SKILLS: PASS/FAIL grade. Skills will be assigned a U, NI, a checkmark, or a plus (+), by the CI at *midterm* and *final evaluation*.

- Skills left blank will not count.
- An NI does not count towards a pass for a skill.
- If a U (unsatisfactory) is awarded at *midterm*, the ACCE must be notified immediately and plan of correction completed between CI/ACCE and student.
 - Midterm Evaluation: if awarded a U at this time, the ACCE must be notified immediately and a plan of correction completed between the CI/ACCE and student.
 - This plan may include but is not limited to: continuation of the current affiliation/completion of remediation plan, completion of the current type of rotation at another facility, repeating the clinical in completion at another facility, or dismissal depending on the circumstances surrounding the situation.
 - Final Evaluation: A U is not acceptable for entry level performance and will be a FAIL for that skill if awarded at final evaluation with possibility of removal from program.
- In order to pass this clinical experience, the student will demonstrate developing level competence in:
 1. **Skill 1-11:** Professional behaviors: achieves an NI, ✓ or + on 11 skills.
 2. **Skill 12-16:** Plan of Care: achieves an NI, ✓ or + on 5 skills.
 3. **Skill 17:** Therapeutic Exercise: achieves an, NI, ✓ or + on 10 of 12 skills.
 4. **Skill 18:** Functional Training: achieves an, NI, ✓ or + on 6 of 7 skill.
 5. **Skill 19:** Manual Therapies: achieves an, NI, ✓ or + on 3 skills.

6. **Skill 20:** Physical Modalities: achieves an, NI, ✓ or + on 4 skills AND receive NI on 3 others.
 7. **Skill 21:** Data Collections: achieves an, NI, ✓ or + on 11 of 14 skills.
 8. **Skill 22-26:** Healthcare Environment: achieves an NI, ✓ or + on 5 skills
 9. **Site specific skills 27-37:** if available by achieves an, NI, ✓ or + covering available areas.
- **No U's (unacceptable) at final assessment on any skill- this will result in a No Credit/Failure of the Clinical.**
 - **A U is defined as Unacceptable:** demonstrates an inability to perform the skill in a safe and effective manner; the student has received guidance and remains unable to perform the skill or components at or near entry-level; the student performs well below expectations at this facility.
 - **UNSAFE CLINICAL PRACTICE NOTE:** Despite completeness of assignments or mastery of other skills in the PTA MACS, if a student is deemed unsafe in clinical practice, the student may be removed from the affiliation. When unsafe practices are noted by the clinical instructor, the ACCE should be contacted immediately. The student will be informed and attempts to remediate the student will be undertaken by either the CI or the ACCE. If the student remains unsafe at any point in clinical practice after remediation occurs, the ACCE will be notified that the student will receive a U and be removed from the affiliation, will FAIL the course and will be withdrawn from the program.
 - **NOTE: An NI (Needs Improvement) does not count toward passing requirements.**
 - **An NI is defined as Needs Improvement:** performed the skill or components of the skill with supervision or assistance, requiring guidance or minor correction; the student is not yet independent in meeting applicable objectives.
 - **NOTE: In order to PASS the course, the student must satisfy the 3 criteria (listed above):**
 - **EXAMPLE 1:** student receives 2 NI's, 10 check marks on objective 3, the student would receive a PASS for that component of the course.
 - **EXAMPLE 2:** student receives 4 NI's, 8 check marks on objective 3, the student would receive a FAIL for that component of the course, and a FAIL for the course.
 - **EXAMPLE 3:** student receives 1 NI, 10 check marks and 1 U on objective 3, the student would receive a FAIL for that component, and a FAIL for the course.
 - **EXAMPLE 4:** student receives check marks for all objectives, student does not turn in completed Master Skill sheet or Clinical Hour Log Sheet verifying clinical hours by the deadline indicated. The student would receive a FAIL for that component, and a FAIL for the course.

REQUIRED DOCUMENTS: Students must turn in the following documents to PASS this component.

- Evidence of EBP presentation (complete the EBP Patient Case Presentation Worksheet)
- Updated CSIF
- Progress reports mid-term

- Progress reports final
- Master Skills Sheet
- Student Eval of Clinical Experience (SECEE)
- In-service (during rotation if required before Practicum)
- Clinical Hour Log Sheet

COMPLETION OF CLINICAL HOURS: student will submit a signed log demonstrating completion of required hours.

The final PASS/FAIL will be determined by the ACCE. The final PASS/FAIL for the clinical will not be the sole responsibility of the clinical instructor; however, will be determined by satisfying the course criteria (as stated above in each course layout).

STUDENTS EXPERIENCING DIFFICULTY IN CLINICAL ROTATIONS

POLICY

The Navarro College PTA Program faculty will assist students in success within the clinical rotations.

PROCEDURE

Students experiencing difficulty with clinical rotations are expected to do their best to work within the guidelines of their Clinical Instructor (CI) and to comply with all NC PTA Program requirements to PASS. If the student is experiencing difficulty in the clinical rotation, the following procedure will occur:

1. Student will contact the ACCE immediately to report the difficulty.
2. As directed by the ACCE, the student will discuss difficulties with the assigned CI.
3. If the student and the CI are unable to find a resolution or answer within 1 business day from time of report to the ACCE, a meeting will be arranged between the student, the CI/CCCE, and the ACCE.
4. If a meeting is warranted, the ACCE, CI and student will develop a plan of correction to be implemented immediately.
5. If a resolution is not obtained through the procedures listed above, the student may be dismissed from that clinical site and course, causing delay in progression within the program, resulting in one of the following:
 - a) Failure of clinical- student receives a rating of "U" on a PTA MAC Skill.
 - b) Incompletion of clinical- student does not receive the required hours for clinical and/or student does not turn in the required documents as assigned in Canvas.

******NOTE: Thorough documentation by the Clinical Instructor in the PTA MACS is required to uphold a grade if the student were to challenge the grade.*** See PTA MACs "Documenting Student Performance" within the instructions section.***

STUDENTS EXPERIENCING DIFFICULTY IN PRACTICUM

POLICY

The Navarro College PTA Program faculty will assist all students in meeting entry level within the Practicum.

PROCEDURE

Students experiencing difficulty with the Practicum are expected to do their best to work within the guidelines of their Clinical Instructor (CI) and to comply with all NC PTA Program requirements to PASS. If the student is experiencing difficulty in the practicum, the following procedure will occur:

1. Student will contact the ACCE immediately to report the difficulty.
2. As directed by the ACCE, the student will discuss difficulties with the assigned CI.
3. If the student and the CI are unable to find a resolution or answer within 1 business day from time of report to the ACCE, a meeting will be arranged between the student, the CI/CCCE, and the ACCE.
4. If a meeting is warranted, the ACCE, CI and student will develop a plan of correction to be implemented immediately.
5. If a resolution is not obtained through the procedures listed above, the student may be dismissed from that clinical site and course, causing the following possibilities:
 - a) Additional clinical opportunities will be provided for student to meet entry level performance prior to graduation.
 - b) Incompletion assigned- Student will receive incomplete in Practicum and be required to repeat Practicum.
 - c) Failure of clinical- student receives a rating of "U" on a PTA MAC Skill and/or does not meet the course criteria for PASS, and therefore will not graduate.

*****NOTE: Thorough documentation by the Clinical Instructor in the PTA MACS is required to uphold a grade if the student were to challenge the grade.*** See PTA MACs "Documenting Student Performance" within the instructions section.**

CLINICAL SITE SELECTION CRITERIA

POLICY

Navarro College strives to provide clinical sites to students that will enrich the overall growth of the PTA practitioner.

PROCEDURE

Navarro College Physical Therapist Assistant Program will utilize the following criteria when considering potential clinical education sites:

Criteria (based on APTA Guidelines and Self-Assessment for Clinical Education)

- Navarro College clinical education program and clinical site demonstrate compatible philosophy of patient care and clinical education.

- Clinical site provides an active, stimulating learning environment.
- Navarro College clinical education program planning includes academic, student & clinic objectives.
- Clinical site provides quality learning experiences with adequate patient census to provide an educational program.
- Clinical site demonstrates ethical/legal practice and is an equal opportunity employer.
- Clinical site maintains appropriate certifications/licensure when applicable.
- Clinical site staffing levels/experience are adequate to provide for clinical instruction.
- Center coordinator of clinical education and clinical instructor have appropriate qualifications or demonstrate the desire to develop appropriate resources/skills.
- Staff development programs, including clinical education, are encouraged and facilitated by the clinical site.
- Special clinical expertise is available to students.
- Clinical site clearly defines physical therapy personnel roles.
- Clinical site conducts quality assurance programs.
- Physical therapy staff members are active in professional activities.
- Clinical site provides support services to students as needed.

CLINICAL INSTRUCTOR SELECTION

POLICY

The program will provide exceptional educational experiences that reflect contemporary practice, through selection of qualified clinical instructors (CI).

PROCEDURE

The ACCE will manage the qualifications of each clinical instructor. The clinical instructor will meet the following criteria:

1. Possess a current PT license or PTA license/certification in the state in which he/she practices.
2. Be interested in developing knowledge and skills to provide clinical teaching.
3. Possess the ability to plan, conduct and evaluate a clinical education experience based on sound educational principles.
4. Possess the ability to develop written objectives for a variety of learning experiences.
5. Demonstrate professional skills acting as a role model for students.
6. Demonstrate effective communication skills.
7. Demonstrate effective skill in interpersonal relationships.
8. Communicate in a timely manner with the CCCE and ACCE/DCE as needed.
9. Seek assistance/resources as needed to manage issues of clinical education.
10. Participate in a multifaceted process for evaluation of the clinical education program.
11. Works collaboratively with the physical therapist to supervise physical therapist assistant students (in the case of a PTA).
12. 1-year minimum clinical practice
13. Must agree to job responsibilities
14. Must be licensed PT or PTA in Texas

CLINICAL RESPONSIBILITIES

POLICY

Each member of the clinical team will have clinical responsibilities.

PROCEDURE

RESPONSIBILITIES OF CLINICAL COORDINATORS

Each facility may assign a Center Coordinator for Clinical Education (CCCE) as the clinical instructor coordinator, while other facilities will assign a Clinical Instructor (CI) as the coordinator. Either the CCCE or CI will be the contact between Navarro College and their physical therapy department.

When the PTA is the Clinical Instructor for the PTA student, clinical placement will be made where the PT is responsible and accountable for the delivery of physical therapy services, including the delegation and supervision of all patient-related tasks.

**** NOTE: The Commission on Accreditation in Physical Therapy Education, APTA states that the overall supervision of students must be performed by a PT (clinical supervisor). That therapist must be registered in the State of Texas and have one year of physical therapy work experience. The exceptions to Texas licensure are: ****

- *PT's working for the Federal Government in Texas who may retain registration in their home state.*
- *PT's who have recently applied for registration in Texas and who possess licensure in another state.*

RESPONSIBILITIES OF CLINICAL INSTRUCTOR

The clinical instructor (CI) is the individual responsible for:

- Providing direct supervision of the student while in the clinical setting
- Facilitating the clinical instruction and supervision of Navarro College PTA students who are assigned within that clinical affiliation
- Identifying of student and program strengths and weaknesses
- Serving as a resource to the student
- Acting as a positive role model
- Respecting student confidentiality
- Conferring and consulting in a timely manner, with the ACCE, regarding student learning needs
- Progressing students towards meeting objectives
- Providing ongoing written and verbal feedback to student and program
- Seeking assistance/resources as needed to manage issues of clinical education.

RESPONSIBILITIES OF ACADEMIC COORDINATOR OF CLINICAL EDUCATION (ACCE)

The Physical Therapist Assistant Program ACCE is responsible for:

- Maintaining regular communication between Navarro College and the affiliated clinical education site concerning student, program goals and needs for accreditation compliance, maintenance of clinical education manual and development opportunities including education seminars on an ongoing basis.
- Placing, confirming, and supervising students with affiliated clinical site.
- Facilitating quality learning experiences for students during clinical education.
- Evaluating each clinical affiliation site through student evaluation forms, on-site visits and ongoing communications. The ACCE shares this information with Navarro College and all stakeholders.

- Ensuring each new CI receives training on supervision of a PTA student prior to placing a student with a CI.
- Assessment and determination of student readiness for clinical experience.
- Determination of the final written grade for each student based on the grading criteria as set forth in the course syllabus and PTA MACS.
- Maintain a current CSIF on each clinical site.
- Maintain an updated clinical site agreement.
- Student placement in clinical experiences.
- Maintain updated student clinical database.
- Providing the necessary clinical education paperwork to CI and student

RESPONSIBILITIES OF STUDENT

The PTA student is responsible for:

- Providing input on clinical affiliation sites of interest
- Documentation and management of clinical hours
- Management of the PTA MAC skills
- Completion of the requirements to pass each clinical experience
- Maintaining professionalism
- Accessing learning management system daily
- Communication with ACCE and CI frequently
- Evaluating clinical site, ACCE and program

RESPONSIBILITIES OF THE PROGRAM:

The program is responsible for:

- Providing liability insurance through student fees
- Protecting student confidentiality
- Maintaining policies that provide a safe learning environment for students.
- Ensuring quality learning experiences
- Providing contemporary curriculum that prepares students for success in the clinical settings.

RIGHTS OF CLINICAL EDUCATION FACULTY

POLICY

The rights and privileges of the clinical education faculty are commensurate with those with similar appointments within the college. These rights and privileges are communicated to the clinical education faculty by the Academic Coordinator of Clinical Education (ACCE).

PROCEDURE

Clinical faculty are invited to provide comments regarding the program during each supervisory visit for clinical, on any surveys sent to clinical instructors, and at any other time they wish.

Clinical faculty are included on the program's Advisory Committees and will be included in the program review process.

Clinical Instructors have the rights to:

1. Provide comments regarding the program during each supervisory visit for clinical or on any surveys sent to clinical instructors.
2. Request the removal of an inappropriate student; Documentation of any inappropriate behavior must be submitted immediately to the ACCE as well as documentation supporting counseling sessions.
3. Request the involvement of the ACCE during the counseling sessions and may request that the ACCE be present during the student's clinical hours as an observer.
4. Clinical faculties have the opportunity to be involved on the program's Advisory Committees and will be included in the program review process.

The ACCE has the right to remove the student from a clinical setting that is not providing the student with a learning experience adequate to meet their needs. These conditions may be caused by such causes as lack of staffing, personality differences too great to rectify, a decline in treatment volume which prohibits adequate hands on experience, or a situation in which the ethics of the PT or PTA have been proven to not be upheld. Such removal will occur only after appropriate discussion between the CCCE and ACCE has taken place.

REQUIREMENTS FOR INITIATION OF CLINICAL EXPERIENCE

POLICY

The Academic Coordinator of Clinical Education (ACCE) will place students in various clinical settings during the two rotations and practicum. The clinical rotation courses for the program are arranged in order to enhance didactic coursework covered in previous and concurrent semester courses. The clinical rotations are arranged to best build upon comprehension and application of the knowledge and skills needed for competency so that they are expected to meet progressively more difficult patients and techniques in the final practicum.

PROCEDURE

1. Students are not to contact a clinic affiliation site to arrange a clinical assignment. Assignment of clinical education is the responsibility of the ACCE based on the individual educational and learning needs of each student and available sites within the geographic area of student residence.
2. Students are made aware of PTA educational practice areas and of the financial and logistical implications of clinical education through orientation to clinical rotation during the semester prior to enrollment in a clinical course.
3. Each student is responsible for all financial obligations related to clinical education. Some clinical affiliation sites may have additional conditions the student will be required to meet.
4. Students who have not attended an orientation to clinical education during the semester prior to the desired date of enrollment will not be eligible to begin a clinical course.

5. A student will not be considered for enrollment or assignment to a clinical without a current and complete information on file in the clinical database by the assigned date.
6. A student must have evidence of malpractice insurance prior to enrolling in any courses requiring external labs and clinical education. It will be the student's responsibility to pay the premium for malpractice insurance at the Cashier's office **ANNUALLY**. The student will provide the ACCE with a paid receipt provided by the Cashier's office.
7. Students will be asked to provide written input on the types or specific sites desired for clinical education during the second semester. The student is expected to consider all physical, temporal, financial, and family factors associated with his/her choices for clinical rotations. The ACCE will have the final say in assigning clinical assignments and student requested sites cannot be guaranteed.
8. If a clinical site cancels a student placement or Navarro College finds it necessary to withdraw the student for ethical, legal, dropped from program, or other reasons, the ACCE will make a concerted effort to find an acceptable alternative site during the enrollment dates. If this is not possible, the student will receive a grade of Incomplete (I) and will be placed as soon as an appropriate site can be identified.
9. Students who fail to pay tuition for clinical courses by the required due date as posted by Navarro College will not be allowed to remain in the facility and will be asked to leave promptly. A student will not be allowed to return until the ACCE has proof the student has been re-enrolled into the course. Penalties may occur, including but not limited to withdrawal from the clinical and/or failure from the course.
10. Students are to follow the schedule provided by the ACCE for days and times. In the instance a student is asked to exceed their time in a facility (i.e. arriving early or leaving late) by the Clinical Instructor (CI), the student must comply. A student may not ask the CI permission to arrive late or leave early for any reason or to rearrange clinical days. All requests for rearrangements must be made through the ACCE.

CLINICAL PROGRAM ASSESSMENT

POLICY

The Navarro College PTA program utilizes several mechanisms to document assessment of the clinical education experience. These include clinical surveys that are developed by the college and completed by the students and clinical instructors, assessment forms found within the PTA MACS, and an assessment completed when a site visit is performed.

PROCEDURES

The primary way to assess student performance is by the proper use of the PTA MACS. Additional correspondence regarding student performance can be attached to the PTA MACS or communicated

directly to Navarro College PTA Program. The clinical faculty is required to review and sign the assessment completed by the student. The clinical faculty has the right to read any assessment of their site by Navarro College PTA Program faculty. Copies of the completed assessments are kept on site and they are available by contacting the Academic Coordinator of Clinical Education. Copies of the various assessment forms are located in the appendix section of this Handbook.

PROGRAM EVALUATION BY CLINICAL INSTRUCTORS

Clinical instructors will evaluate the ACCE, the student and the PTA program after every clinical rotation utilizing the following forms:

- Clinical Instructor Survey of Student Preparedness for Clinical
- Progress Report Midterm and Final Evaluations

PROGRAM EVALUATION BY ACCE

The ACCE will evaluate the CI and the student after every clinical rotation, utilizing the following forms:

- SECEE data
- Site visits

PROGRAM EVALUATION BY STUDENT

The student will evaluate the CI and the program after every clinical rotation, utilizing the following forms:

- SECEE
- Site visit (student portion)
- Graduate Survey

OTHER RESOURCES

In addition, the APTA has published three tools that provide a mechanism to perform a self-assessment for Clinical Centers, Center Coordinators of Clinical Education and Clinical Instructors. The purposes of the assessment tools are threefold:

1. To empower clinical centers, CCCEs, and CIs to engage in the self-assessment process for the purpose of enhancing the development and growth of student clinical education experiences.
2. To provide developing and existing clinical centers with objective measures to evaluate their clinical education program's assets and areas for growth; and,
3. To provide clinical centers with objective measures for the selection and development of CCCEs and CIs who serve as clinical teachers.

These documents are located in the APTA publication titled *Clinical Education Guidelines and Self-Assessment*.

DEVELOPMENT OF THE CLINICAL AFFILIATION

POLICY

The clinical education program assessment is a performance enhancement process designed to guide the PTA faculty in adjustments to the clinical education program if the mission, philosophy, goals and/or objectives are not mastered.

PROCEDURE

The ACCE will review the Student Evaluation of Clinical Experience (SECEE) completed by the students for each clinical instructor after each clinical experience. Based on feedback on the SECEE and clinical site visits, the ACCE will provide training for the clinical instructors in supervision, training, performance assessment, and any deficiencies noted from the annual review.

The ACCE will ensure each new clinical instructor receives training on the supervision and training and performance assessment of a PTA student prior to placing a student with the clinical instructor. ACCE will review the student clinical orientation forms.

Lifelong learning is best provided for students by lifelong learners. Professional development takes many forms. It may involve challenging work assignments such as course/program development, or formal or informal study or practical experience in a field or on a particular topic, or careful research on how your students learn.

Numerous resources related to clinical education are available through the PTA Program. They include:

- The APTA resource [Clinical Education Guidelines and Self-Assessment](#)
- APTA guidelines on topics such as supervision and delegation, documentation, and Ethical Conduct
- Lecture materials and access to texts used in the PTA Program
- An Instructional power point presentation on using the PTA MACS
- APTA Clinical Education and Credentialing Program

PATIENT RELATED POLICIES AND PROCEDURES

PATIENT CONFIDENTIALITY

POLICY

The student will protect the privacy and confidentiality of the individual medical record and will avoid disclosure of personal identifiable medical and social information, or any professional medical judgments.

Students will abide by the HIPAA regulations in all agencies in which they participate in clinical experiences. Each student will be asked to sign a Health Information Confidentiality agreement for each applicable clinical agency.

PROCEDURE

Any information concerning a client is confidential and not to be discussed (even with fellow students, instructors, or supervisors) in any area in which confidentiality cannot be ensured (lunch, elevators, lobbies, etc.). Client information should only be shared on a “need to know basis” per HIPAA guidelines.

No conversation should take place in the presence of a client unless the client is part of the conversation. This includes speaking in another language not spoken or understood by the client.

Any required paperwork such as the PTA MACS, clinical reflection, timesheets, etc., should not include the patient’s name, or any description that could identify the patient. Written consent is required for persons (students, patients/ clients, etc.) to participate in case studies, videotaping, etc., either on campus or at the clinical site. The student will respect the confidentiality of patient information regardless of source (patient, therapist, records, electronic records, and charts). Students shall not repeat confidential information or use any part of a patient’s name outside of the classroom, clinic, or facility.

Students who violate the provisions of the Health Insurance Portability and Accountability Act (HIPAA), such as accessing private patient information not pertinent to their role as a student health care provider or violating patient confidentiality, may be dismissed from the program.

A sample HIPPA agreement follows:

THE NAVARRO COLLEGE PTA STUDENT
HEALTH INFORMATION CONFIDENTIALITY AGREEMENT

This Health Information Confidentiality Agreement (“Agreement”) applies to the student whose signature appears below (“Student”) and who has access to protected health information (“PHI”) maintained, received, or created by FACILITY. As used in this Agreement, “FACILITY” includes any and all facilities listed in Attachment A, attached hereto, and made a part hereof by reference, where Student receives training. Attachment A may be updated by The Navarro College upon at least ten (10) days’ written notice to students. This Agreement shall be effective from the date listed below (the “Effective Date”) until Student completes training at every applicable FACILITY.

Please read all sections of this Agreement, in addition to FACILITY’s privacy and security policies and procedures, before signing below.

FACILITY has a legal and ethical responsibility to safeguard the privacy of all FACILITY patients and to protect the confidentiality of their health information. In the course of your training at FACILITY, you may hear information that relates to a patient’s health, read, or see computer or paper files containing PHI and/or create documents containing PHI. Because you may have contact with PHI, FACILITY requests that you agree to the following as a condition of your training:

1. Confidential PHI. I understand that all health information which may in any way identify a patient or relate to a patient’s health must be maintained confidentially. I will regard confidentiality as a central obligation of patient care.

2. Prohibited Use and Disclosure. I agree that, except as required for training purposes or as directed by FACILITY, I will not at any time during or after my training at FACILITY speak about or share any PHI with any person or permit any person to examine or make copies of any PHI maintained by FACILITY. I understand and agree that personnel who have access to health records must preserve the confidentiality and integrity of such records, and no one is permitted access to the health record of any patient without

a necessary, legitimate, work or training-related reason. I shall not, nor shall I permit any person to, inappropriately examine or photocopy a patient record or remove a patient record from FACILITY.

3. Safeguards. When PHI must be discussed with other healthcare practitioners in the course of my training at FACILITY, I shall make reasonable efforts to avoid such conversations from being overheard by others who are not involved in the patient's care. I understand that when PHI is within my control, I must use all reasonable means to prevent it from being disclosed to others, except as otherwise permitted by this Agreement. I will not at any time reveal to anyone my confidential access codes to FACILITY's information systems, and I will take all reasonable measures to prevent the disclosure of my access codes to anyone. I also understand that FACILITY may, at any time, monitor and audit my use of the electronic/automated patient record and information systems. Protecting the confidentiality of PHI means protecting it from unauthorized use or disclosure in any form: oral, fax, written, or electronic. If I keep patient notes on a handheld or laptop computer or other electronic device, I will ensure that my supervisor knows of and has approved such use. I agree not to send patient identifiable health information in an email, or email attachment, unless I am directed to do so by my supervisor.

4. Training and Policies and Procedures. I certify that I have read FACILITY's policies and procedures, completed the training courses offered by FACILITY, and shall abide by FACILITY's policies and procedures governing the protection of PHI.

5. Return or Destruction of Health Information. If, as part of my training, I must take PHI off the premises of FACILITY, I shall ensure that I have FACILITY's permission to do so, I shall protect the PHI from disclosure to others, and I shall ensure that all of the PHI, in any form, is returned to FACILITY or destroyed in a manner that renders it unreadable and unusable by anyone else.

6. Termination. At the end of my training at FACILITY, I will make sure that I take no PHI with me, and that all PHI in any form is returned to FACILITY or destroyed in a manner that renders it unreadable and unusable by anyone else.

7. Sanctions. I understand that my unauthorized access or disclosure of PHI may violate state or federal law and cause irreparable injury to FACILITY and harm to the patient who is the subject of the PHI and may result in disciplinary and/or legal action being taken against me, including termination of my training at FACILITY.

8. Reporting of Non-Permitted Use. I agree to immediately report to FACILITY any unauthorized use or disclosure of PHI by any person. The persons to whom I report unauthorized uses and disclosures for FACILITY is listed in Attachment A.

9. Disclosure to Third Parties. I understand that I am not authorized to share or disclose any PHI with or to anyone who is not part of FACILITY's workforce, unless otherwise permitted by this Agreement.

10. Agents of the Department of Health and Human Services. I agree to cooperate with any investigation by the Secretary of the U.S. Department of Health and Human Services ("HHS"), or any agent or employee of HHS or other oversight agency, for the purpose of determining whether FACILITY is in compliance federal or state privacy laws.

11. Disclosures Required by Law. I understand that nothing in this Agreement prevents me from using or disclosing PHI if I am required by law to use or disclose PHI. By my signature below, I agree to abide by all the terms and conditions of this Agreement.

DUE PROCESS FOR PATIENTS

POLICY

Due process for patients will be provided via a series of discussions between the student, clinical instructor, and faculty member.

PROCEDURE

A patient who wishes to bring forth a complaint regarding a specific student may initially discuss the situation with the clinical instructor. If resolution cannot be reached, the program faculty for the clinical course will be informed of the issue and attempt to resolve it. At this time, the patient may complete a complaint form to be placed in the Complaints folder maintained in the Program Directors office.

The Academic Coordinator of Clinical Education, Department Chair, and Dean will review all complaints and address the situation as appropriate to prevent reoccurrence.

PATIENT REFUSAL OF CARE BY STUDENT

POLICY

Navarro College PTA Students are to clearly identify themselves as a **student** PTA to all patients and staff **BEFORE** having any direct patient contact, thereby giving the patient the opportunity to refuse treatment by a student. Navarro College PTA students must wear a name badge at all times and identify themselves as a student prior to treatment/care. Patients have the risk-free right to refuse to participate in clinical education.

PROCEDURE

Student will wear name badge and verbally identify themselves as a Navarro College PTA student prior to student engagement with a patient. Should patient choose not to participate in student learning activities/treatment/care, the patient can deny services by the student, risk free. Student will then notify the clinical instructor of patient's request.