



SAN JACINTO COLLEGE SOUTH

PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM

CLINICAL HANDBOOK

Revised: June 2023

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PURPOSE OF CLINICAL HANDBOOK

To provide general information and guidelines to the student, the clinical instructor and other staff at the clinical sites in hopes of creating a seamless transition between the college didactic course work and the clinical experience.

The PTA program reviews and updates the PTA Student and Clinical Handbook annually. Throughout the academic year, the faculty and program director keep notes (in the Departmental Meeting Minutes) on policies and procedures that need to be added or changed. Every new policy applied to the Physical Therapist Assistant Program is cross-reference with the institutional policies. Significant additions or changes are presented to the Advisory Board Committee for approval. Changes are then made to the manuals and updated links are provided at the beginning of the following academic year.

*This is a companion manual to the San Jacinto College PTA Student Handbook.

INTRODUCTION

San Jacinto Community College District is a public community college in East Harris County, Texas, which serves a district defined by the combined areas of these independent school districts: Channelview, Clear Creek, Deer Park, Galena Park, La Porte, Pasadena, and Sheldon, as well as portions of Clear Creek and Humble. The college is accredited by the Commission on Colleges of Southern Association of Colleges and Schools to award the associate degree.

San Jacinto College District meets the needs of its community through high-quality education. As part of this mission, San Jacinto College designed the *Thinking and Beyond* Quality Enhancement Plan (QEP) to help students develop stronger critical thinking skills through intentional classroom activities and campus events. Employers actively seek job applicants who have the ability to troubleshoot issues, solve problems, and think critically in any environment. The QEP will respond to this workplace requirement by creating an innovative culture of critical thinking. Faculty across all disciplines will design course-specific critical thinking lessons and activities to challenge and support students in honing this crucial skill. The College-wide emphasis on the improvement of critical thinking skills will empower students to address any situation they encounter in academics, work, and life.

The Physical Therapist Assistant Program strives to promote congruent mission, vision and values statements with our college. Professionalism is the cornerstone of our program and our vocation. This is reiterated in the American Physical Therapy Associations' *Code of Ethics for the Physical Therapist, Standards of Ethical Conduct for the Physical Therapist Assistant, Guide for Professional Conduct, and Guide for Conduct of the PTA*, at www.apta.org.

The PTA program complies with the Executive Council of Physical Therapy and Occupational Therapy Examiners. San Jacinto College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The PTA Program at San Jacinto College is accredited by the Commission on Accreditation in Physical Therapy Education.

American Physical Therapy Association (APTA)

3030 Potomac Ave., Suite 100

Alexandria, Virginia 22305-3085

(703) 684-APTA (2782)

www.apta.org

Executive Council of Physical Therapy and Occupational Therapy Examiners

333 Guadalupe, Suite 2-510

Austin, TX 78701-3942

(512) 305-6900

www.ecptote.state.tx.us/

Commission on Colleges of Southern Association of Colleges and Schools

1886 Southern Lane

Decatur, GA 30033-4097

(404) 679-4501

www.sacscoc.org/

Commission on Accreditation in Physical Therapy Education

3030 Potomac Ave., Suite 100

Alexandria, Virginia 22305-3085

(703) 706-3245

www.capteonline.org

Equal Opportunity Institution

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status or veteran status in accordance with applicable federal and state laws.

No person including students, faculty, staff, part-time and temporary workers will be excluded from participation in, denied the benefits of or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed.

FACULTY STAFF DIRECTORY

Core faculty:

Kendall Gill, PT, DPT
Program Director
Phone: 281-929-4697 / 281-998-6150 ext. 3790
Fax: 281-929-4634
Kendall.Gill@sjcd.edu

Mina Cauthen, PTA
Director of Clinical Education
Phone: 281-998-6150 ext. 3519
Fax: 281-929-4634
Mina.Cauthen@sjcd.edu

Administrative Assistant:

Jamie Ward
Phone: 281-998-6150 ext. 3350
Fax: 281-929-4634
jamie.ward@sjcd.edu

Program Information

San Jacinto College – South Campus
Science/Allied Health (Building 1, room S-1.251i)
13735 Beamer Road
Houston, TX 77089
Phone: 281-484-1900 ext. 3350
Fax: 281-929-4634
998-6150 ext. 3350
ptaprogram@sjcd.edu
www.sanjac.edu/pta

Mission Statement

College

San Jacinto College is focused on student success, academic progress, university transfer, and employment. We are committed to opportunities that enrich the quality of life in the communities we serve.

PTA Program

To provide successful and competent clinicians who possess the knowledge, skills, and attitudes necessary to succeed in the profession in a variety of health care settings under the direction of a Physical Therapist. The graduate will have a commitment to self-directed lifelong learning and be of service to the community.

Vision Statement

College

San Jacinto College will advance the social and economic mobility of all members of our community. We will be known for our excellence in teaching and learning, our intentional student-centered support, and our commitment to every student. We will be the preferred workforce and economic development partner in the region and a champion for lifelong learning. San Jacinto College will inspire students to explore opportunities, define their educational and career paths, and achieve their goals and dreams.

PTA Program

The Physical Therapist Assistant Program will develop educational excellence in physical therapy and bring to the program students from diverse backgrounds, locations, and cultures. All students will have the opportunity to explore their unique interests with the support and encouragement of staff and faculty. Our desire is to create an environment to instill critical thinking, ethical behavior, and compassionate treatments in the classroom and on clinical rotations.

Values

Integrity: We Act Honorably and Ethically

Inclusivity: We Grow through Understanding

Collaboration: We Are Stronger Together

Innovation: We Embrace New Possibilities

Accountability: We Are Responsible Individually and Collectively

Sense of Community: We Care for Those We Serve

Excellence: We Strive for Outstanding Results

CURRICULUM OUTLINE

Pre-Requisites	Credits
ENGL 1301 – Composition I	3
BIOL 2301 – Human Anatomy & Physiology I (Lecture)	3
BIOL 2101 – Human Anatomy & Physiology I (Lab)	1
BIOL 2302 – Human Anatomy & Physiology II	3
BIOL 2102 – Human Anatomy & Physiology II (Lab)	1
MATH 1314 – College Algebra or higher	3
First Term	
PTHA 1305 – Basic Patient Care Skills	3
PTHA 1313 – Functional Anatomy	3
PTHA 1321 - Pathology for the PTA	3
PTHA 1201 – The Profession of Physical Therapy	2
Second Term	
PTHA 2301 – Essentials of Data Collection	3
PTHA 1431 – Physical Agents	4
PTHA 2409 – Therapeutic Exercise	4
Third Term	
PTHA 2217 – Issues in Healthcare	2
PTHA 2205 – Neurology	2
PTHA 1360 – Clinical I – PTA	3
PSYC 2301 – General Psychology	3
Fourth Term	
PTHA 2431 – Management of Neurological Disorders	4
PTHA 2435 – Rehabilitation Techniques	4
PTHA 2239 – Professional Issues	2
Fifth Term	
PTHA 2460 – Clinical II – PTA	4
PTHA 2461 – Clinical III – PTA	4
Humanities or Fine Arts	3
Associate of Applied Science	Degree Total
	66

CLINICAL EDUCATION

The Director of Clinical Education will place the student in various clinical settings during the three different rotations. Each student in at least one inpatient and one outpatient setting. This will be impacted by what sites are available at that time as well as student's interest and capabilities. As students progress in their clinical rotation, the patient population should also increase in degree of acuity and complexity as available.

The clinical education is designed to:

1. Develop communication skills between the student, physical therapists, physical therapist assistants, other staff as well as patients and families.
2. Apply techniques and principles learned in the classroom to actual patients/clients in the medical setting.
3. To assist the faculty in identifying strengths and weakens of the program.

CLINICAL REQUIREMENTS

1. *Immunizations*

All PTA students must present evidence of meeting the following immunization requirements **before beginning the clinical practicum**. The individual cost for immunizations is the responsibility of the student. *All records of immunization, background checks, drug screens and CPR are kept in a secured location and /or stored electronically.*

- **Tetanus, Diphtheria, and Pertussis (TDaP)** – one dose within the last ten years.
- **Measles/Mumps/Rubella (MMR)** – proof of either:
 - 1) MMR vaccine (two doses), or
 - 2) Blood test (titers) proving immunity.
- **Tuberculosis skin test (Mantoux)** – must be done within the past year and must be repeated annually (or more frequently if required by a specific clinic site). If positive, the student must have a chest x-ray within the past two years to confirm no active case of tuberculosis.
- **Hepatitis B series** – proof of:
 - 1) Hepatitis B vaccine (three doses),
 - 2) Blood test (titers) proving immunity
- **Hepatitis C** – Blood titer proving negative antibody
- **Bacterial Meningitis** – proof of vaccination required for students under the age of 22

- **Influenza (Flu)** – annual vaccination is required during the fall semester
- **Varicella (Chicken Pox)** – proof of:
 - 1) Physician-documented history of disease,
 - 2) Varicella vaccine (two doses), or
 - 3) Blood test (titers) proving immunity.

Students will upload documentation of the above immunizations, into their individual student files for approval by [CastleBranch](#). Students are responsible for maintaining original documents regarding their immunizations, proof of personal health insurance, and CPR.

- **Covid** – Students enrolling into San Jacinto College health science programs will be required to comply with the immunization requirements and policies of the clinical sites in order to engage in all clinical learning experiences. Vaccination requirements at clinical sites are implemented pursuant to the independent authority of such healthcare facilities and are not mandated by San Jacinto College. Failure to meet the immunization requirements mandated by clinical sites may limit a student's ability to complete the program and/or may delay the student's graduation date. San Jacinto College cannot process exemptions, and students should address potential vaccination exemptions directly with the clinical site.

2. *Background Check and Drug Screen*

Students will have a background check and 10 panel drug test prior entering the PTA Program. (See PTA Student Manual). Some facilities may require an additional background check and/or drug test before coming to their facility. Background check and drug screen are at the expense of the student. The student has an obligation to notify the school of any criminal conviction which occurs after their initial background check and before they graduate and within 20 days after the occurrence.

*Any student that fails a drug test will be excluded from clinical placement at that time.

3. *CPR*

Students will be required to have a current CPR card covering dates of clinical rotations.

4. *Curriculum*

Students must pass with a "C" or better all prerequisite courses before going on each clinical rotation. All three clinical courses (PTHA 1360, PTHA 2460, and PTHA 2461) must be completed with a satisfactory grade prior to graduation. A student may only repeat one clinical course one time. A student must get permission from both the DCE and Program Director and must be in good standing with the program in order to have the privilege of repeating a clinical course.

- a) If PTHA 1360 is incomplete or not taken in sequence, the student will need to drop the course, and the HS department will create an independent study.
- b) PTHA 1360 make-up will be in the Spring Semester, when the remainder of the PTA class is scheduled for Clin II, PTHA 2460.

- c) If PTHA 2460 or PTHA 2461 are incomplete, or not taken in sequence, then their make-up time will be in the second summer session according to the school calendar.

5. Personal grooming

PTA students are expected to present themselves in a professional manner in the classroom, laboratory, and clinical settings. Personal cleanliness and hygiene are essential for engagement with others in the healthcare setting. Students should follow the guidelines below and the PTA faculty will counsel students in these areas when necessary. Failure of the student to follow these guidelines after counseling may result in dismissal from the PTA program.

- a) Hygiene should include daily bathing and brushing teeth. Only light fragrances or perfumes are to be worn. Offensive body odors will not be tolerated, including the lingering smell of tobacco on skin, hair, breath, or clothing.
- b) Moustaches/beards must be neatly trimmed and comply with mask standards.
- c) Hair must be clean and trimmed. Students with long hair must be able to tie hair back so that it does not fall loosely over shoulders and face.
- d) Fingernails must be clean and filed smoothly. The fingernails must not extend beyond the fingertips.
- e) Simple jewelry such as wedding bands/rings, watch, small chain necklace, and small stud earrings are acceptable. Oversized jewelry is not acceptable. Piercings anywhere other than the ear are not acceptable.

6. Clinical Orientation

Before Clinical I, students are required to attend and complete clinical preparation classes. This will include: professionalism, behaviors, safety, teaching and learning theory plus education on the PTA MACS. (See Appendix A).

7. Summer Skills Checkoffs

Prior to the start of PTHA 1360 (Clinical I), all students must demonstrate competency (Pass/Fail) in skills deemed necessary by the PTA faculty and previously learned skills. These skills may include, but are not limited to, guarding with transfers, gait training, data collection, and use of biophysical agents. Remediation may be implemented at this time with a Performance Counseling session and plan outlined.

STUDENT CLINICAL EVALUATION

The clinical process is to nurture student learning in the following ways:

Students will be evaluated in the following clinical courses:

PTHA 1360 - Clinical I
PTHA 2460 - Clinical II
PTHA 2461 - Clinical III

Clinical evaluations will consider the student's ability to apply theory to practice; conduct, appearance, interpersonal relationships and demonstrated competence in clinical performance (refer to PTA MACS).

Clinical evaluations will be completed by the clinical instructor using the PTA MACS. Progress reports will be made at the midpoint of the affiliation and at the end of the affiliation. Frequent meetings throughout the internship between the clinical instructor and student can lead to the best understanding for both participants.

Students will be aware of evaluations and be asked to acknowledge the information by their written comments in the Student Evaluation of Clinical Education Experience (green pages) of the PTA MACS and signature on the Progress Report form (pink pages) of the PTA MACS.

Final grades for a clinical will be determined by college faculty, usually the DCE, based on criteria in the syllabus for each course which is available to the student in BlackBoard.

CLINICAL (STUDENT) GRADING

Each student will purchase a Physical Therapist Assistant Minimal Assessment of Clinical Skills (PTA MACS) book. The PTA MACS will be used for all internships and the student's skills will be checked off at each facility. This ongoing tabulation summary allows the student, CI, and DCE to see where there are strengths and weaknesses. By **95% completion of the book** a student should be entry level and ready to take the National Physical Therapist Assistant Examination and practice safely with a variety of patients/clients under the supervision and direction of a physical therapist. **The DCE or faculty instructor from the school will be ultimately in charge of the final letter grade.**

Each PTA MACS book has general instruction pages contain instructions on how to fill out the book. A new CI can also request a one-on-one training session with the DCE to assist in filling out the PTA MACS.

Each PTA MACS has pink pages titled "Progress Report" where the CI completes midterm and final summary statements of the student's strengths and weaknesses.

The PTA MACS has green pages “Student Evaluation of Clinical Education Experience” (SECCE) form the student completes at the end of the rotation. The student obtains the CI signature. The CI has the opportunity to copy the SECCE form while the original is returned to the school for review.

The PTA MACS:

The book is divided into six sections: Professional Behaviors, Plan of Care, Interventions, Test and Measures, Healthcare Environment, and Site Specific Skills.

Professional Behaviors:

Each skill sheet will be filled out at each clinical experience. By the last clinical all skills must be checked off.

Plan of Care:

By the last clinical all skills in this section must be checked off.

Interventions:

In this section the student must meet the minimal number of skills:

Skill number	Check offs needed
17	25
18	10
20	12 (with at least 2 from 20.4)

Tests and Measures:

In this section there are two skills (21.8 and 21.10) with multiple check-offs. These two skills must be graded as entry level and recorded on the master log.

Skill number	Check offs needed
21.8	6
21.10	6

Healthcare Environment:

Skill 22 “Safety” must be graded at each clinical. Our program requires a final grade as (✓) or (+) to earn a passing grade. *Failure to earn entry level on skill 22 will result in remediation up to dismissal from the program.*

Skills 23 & 24 are required for graduation.

Skills 25 & 26 can be substituted with site-specific skills when calculating PTA MACS completion percentage.

Input from the CI is valued and other mitigating factors are considered when Final grades are determined by DCE.

Site Specific Skills:

Site Specific Skills are required for each setting as applicable but can be used where other intervention skills are lacking secondary to no opportunity at that facility. These skills can be utilized when calculating PTA MACS completion for graduation.

Each skill sheet will be completed at each clinical affiliation. If the skill is not appropriate for the clinical site, the clinical instructor will document a N/A for Not Applicable. *Please do not leave blank.*

ATTENDANCE POLICY: All absences must be reported to both the DCE and the CI prior to the start of the scheduled workday. **A student may have no unexcused absences. Any unexcused absences will result in failure** of the clinical course. The DCE will determine if the absence will be excused. If sick, the student will be advised to obtain a physician's letter of excused absence. Each day of **excused** absence will result in **5 points** removed from the student's final course grade. In order to receive a C or better in the final course grade, all excused absences are expected to be made up at the convenience of the CI.

HOMEWORK MAKE-UP POLICY: It is the student's responsibility to make up the missed clinical days.

DCE FINAL GRADE DEDUCTIONS:

ALL FINAL GRADES ARE THE RESPONSIBILITY OF THE DCE AND CAN BE MODIFIED AS NEEDED TO REFLECT THE STUDENT'S OVERALL PERFORMANCE ON THIS CLINICAL. ADDITIONAL DEDUCTIONS INCLUDE:

- 5 CI information reported by due date listed on course calendar
- 5 Not notifying DCE that you are not at your clinical site and the reason prior to the start of the clinical day
- 10 Paperwork not complete on debriefing day
- 3 Each late email journal per date listed on course calendar
- 2 Each Tardy
- 5 Each excused absence
- 10 Each facility initiated intervention
- 10 Each Unsatisfactory and/or Challenge rating in PTA MACS

EARLY TERMINATION OF CLINICAL

The PTA Program Director, DCE, and faculty may remove the student from the clinical site if it appears that the student is performing incompetently or poses a safety threat to the patients/clients or staff of the clinical site. This decision will be made based on input from the CCCE and/or student's CI.

The DCE will meet with the student either in person or by phone within twenty-four hours to explain the reasons for removal from the clinical area and to inform the student that he/she is failing. All parties need to keep the DCE informed of any potential problems.

Prior to this action an informal meeting with the student, CI and/or CCCE, and DCE will be convened as soon as possible to discuss the student's status. If the removal from the clinical setting is upheld as a result of this meeting, the student receives a failing (F)

grade in the clinical component of the course and may be dismissed from the program.

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

Remediation Plans exist to help the student relearn and focus on skills and behaviors. This can be a clinical or additional time in the classroom to be determined by the DCE and PD. If the remediation plan is not satisfied, the student will be dismissed from the program.

AFFILIATIONS WITH CLINICAL AGREEMENTS

The contract process can begin either with the school or the physical therapy facility. The college has a standard contract (see Appendix B), or the facility can initiate their own which will be reviewed and revised by the college's attorney then sent back to the facility for their approval or additional changes. After both sides consider the contract acceptable both sides sign and date it along with the San Jacinto Board's approval. The length of term of the contract is decided by both parties.

Factors considered when initiating a contract are:

1. What type of learning experiences are offered and are there a variety of patients?
2. What needs does the school have for clinical rotation?
3. Strong professional role models.
4. CIs with excellent communication skills.
5. Facilities that want students and are eager to share their knowledge.
6. The facility's physical location.
7. Evidence of strong continuing education and learning.

Each year, the DCE reviews the Contract Term Log to determine which written agreements will expire that year and begins the process through the administrative support team. The DCE or school's attorney will review the written agreement. Recommended revisions would be forwarded to legal counsel of the college for review. Only those contracts which are current will be utilized for clinical rotations. In addition to this specific update, the DCE will utilize the Contract Term Log and Contracts in Progress Log to periodically determine if a contract requires renewal and address that site's agreement on an ongoing basis.

RESPONSIBILITIES OF THE DIRECTOR OF CLINICAL EDUCATION

Generally, the Director of Clinical Education (DCE) will place the students in their clinical, do the midterm site visit and meet with the student at the completion of the internship for their debriefing. The DCE works with other instructors at the college plus clinical staff to provide the best educational experience.

Responsibilities:

1. Seeks new clinical contracts in the area of acute care hospitals, rehabilitation facilities and outpatient departments.
2. Reviews existing contracts yearly and renews them as needed including ones that are about to expire plus contracts which need updated language.
3. Coordinates information between the school and clinical facilities.
4. Educates the student and clinical instructors on the PTA MACS.
5. Conducts midterm site visits at the facility in which they are doing their internship. Exceptions to in person meetings can be arranged as needed. At that time the DCE or the school's representative, meets with the CI and the student and reviews their progress, answers questions regarding the PTA MACS, and assists in developing strategies to increase the student learning experience.
6. Schedules individual final debriefing session. Student are scheduled for an individual 30-minute appointment with the DCE to turn in all related course content, along with a PTA MACS review. Based on the students PTA MACS book, the DCE plans and counsels on the needed clinical skills required for completion of the PTA MACS for graduation.
7. Inform of CI educational opportunities. The Program Director and DCE will sponsor and support clinical education learning experiences in the community.
8. Review students completed Preference Form (Appendix C). With the student's choices in mind, the student's strengths and weaknesses, the complexity of the facility, and its location, the DCE places the student.
9. Clinical placement is to include at least one inpatient and one outpatient of the three clinical rotations.
10. The DCE will send a copy of the insurance as requested by the facility. San Jacinto College provides liability insurance for students enrolled in clinical courses.
11. Every spring the DCE will send out the Facility Commitment Form for Clinical Affiliations (Appendix D) so facilities can let the school know what the availability for student placement will be for the next year.

SUGGESTIONS FOR CLINICAL INSTRUCTORS

- Familiarize yourself with the *Physical Therapist Assistant Manual for the Assessment of Clinical Skills* (PTA MACS) skills, objectives, and the grading criteria early in the rotation.
- Provide an orientation to your facility. Treat the student as you would a new employee and let them know what to expect from day one—what you expect from them and what they can expect from you. Also, ensure you discuss lunch and break times as well as how long the student is expected to stay at your clinic each day.
- Meet with the student within the first few days to discuss the skills that they have completed in the PTA MACS (if any), and the skills that they can work on with expectation to be checked off as entry-level at this clinical rotation site. Set goals and discuss any specific areas of concern.
- The student and the clinical instructor should meet on a regular basis. Choose a time of day that works. Weekly meetings will suffice as long as the student has ready access to you for questions that may arise.
- Help the student succeed by selecting patients that *can* help them meet the goals you have set. Update the goals as the student meets them and schedule other patients that may help them address the new goals.
- Encourage the student to review all completed patient evaluations and charts before treatment. Follow up by asking them questions concerning the proposed treatment plan and goals, as well as indications, contraindications and precautions.
- Please remember some students will require more supervision and feedback than others. All should receive encouragement as well as guidance for improvement.
- Once the clinical instructor feels that the student can safely work with patients, he or she should be allowed to do so. If the CI feels that the student cannot safely treat patients the DCE should be contacted to develop action plans and monitor progress.
- It is appropriate for more than one person to supervise and instruct the student, but make it clear to the student who will be rating them on the skills in the PTA MACS.
- A skill can be earned as entry level (✓) with the use of mock patients. Mock patients could include other staff members posing as patients to practice skills when specific patients' populations are not available.

- Initiate a team spirit between the PT, PTA, and student.
- Teach problem solving methods especially toward patient/client issues.
- Expose students to new ideas and different diagnoses.
- If a student rates an “NI” in a specific area at midterm, let him or her know your rationale. Discuss this with the student and devise a plan to be able to pass the skill at entry level, if possible. This may involve more practice, more study/research, or possibly counseling from the DCE.
- The clinical instructor should provide formal evaluations at mid-term and again at the end of the affiliation. The student and CI should discuss the evaluations after completion. These forms are the “pink pages” in the PTA MACS.
- If any student-related problem arises that cannot be easily resolved, please contact the DCE for assistance as soon as possible.

EXPECTATIONS FOR CLINICAL INSTRUCTORS

- Have at least one year of clinical experience as a licensed physical therapist or physical therapist assistant
- Become familiar with the *PTA Manual for the Assessment of Clinical Skills* (PTA MACS)
- Demonstrate a desire to work with students
- Plan a student orientation of the facility
- Provide the student with the facility policy and procedure information for review
- Adhere to legal and ethical practice standards
- Work with the student and review student weekly goals worksheet (Appendix E)
- Plan a variety of learning experiences for the student
- Provide formal and informal feedback to the student
- Guide and modify the student learning experiences based on the student’s performance
- Encourage the student to evaluate his/her own clinical experience

- Note areas that need improvement early in the rotation
- Discuss problem areas with the DCE
- Complete the mid-term and final progress reports in the PTA MACS. Meet with the DCE at mid-term to discuss students' progress and performance. Meet with the SPTA to discuss both progress reports.
- Pursue knowledge and skills in clinical teaching (see links below)
- Assess your ability as a clinical instructor and identify areas for further development (see American Physical Therapy Association link below)

CONTINUING COMPETENCY UNITS FOR CLINICAL INSTRUCTION

Service as a clinical instructor for five weeks or longer for full-time, entry-level PTA students enrolled in accredited educational programs and completed within the 24 months prior to license expiration is automatically approved for award of continuing competency units (CCU). The approval number is 90004TX. The program's six-week and seven-week rotations in the spring qualify for five CCUs each. PTs may submit a maximum of ten CCUs, and PTAs a maximum of eight CCUs for this activity. The program will provide the clinical instructor a certificate confirming clinical supervision and the number of weeks supervised. If audited, the licensee must provide this documentation.

CLINICAL EDUCATION FACULTY DEVELOPMENT

The following are ways in which clinical instructors (CI) can further develop their skills in clinical instruction:

- Familiarize yourself with this *SJC Clinical Handbook*.
- Improve your understanding of the use of the *Physical Therapist Assistant Manual for the Assessment of Clinical Skills* (PTA MACS) through one-on-one instruction with the academic coordinator of clinical education (simply call or email the ACCE at the contact information on page four of this document if you require assistance). An explanation of the use of the PTA MACS can be found on the gold pages Philosophy and General Instructions of the PTA MACS.
- Complete the Texas Consortium for Physical Therapy Clinical Education CI course to help you better understand teaching and learning, communication and feedback, and the use of the PTA MACS.
- Become a credentialed clinical instructor through:
 - the American Physical Therapy Association (APTA), or

- the two-part CI certification course through the Texas Consortium for Physical Therapy Educators.

Course content and schedules can be found on their respective web sites (listed below).

- Review the APTA document *Guidelines and Self-Assessments for Clinical Education* on the APTA website.

Websites for Clinical Education Development

American Physical Therapy Association: <http://www.apta.org/Educators/Clinical>

- Clinical instructor area:
 - *Guidelines and Self-Assessments for Clinical Education*
 - Credentialing courses

Texas Physical Therapy Association: www.tpta.org

Texas Board of Physical Therapy Examiners:

<https://www.ptot.texas.gov/page/act-and-rules>

- Practice Act and Rules – most current

Texas Consortium for Physical Therapy Clinical Education, Inc.

<http://texasconsortium.org/courses.html>

The Texas Consortium conducts a two-part 10-hour clinical instructor certification course

- The first part of the course is online. After completion of the first part of the course, the clinical instructor will earn six continuing competency units (CCU).
- The second part of the course is completed in person, with occasional online options recently added. It is designed to integrate and build upon the foundational knowledge learned in part 1. On completion of the second part of the course, the clinical instructor will earn four CCUs.

RESPONSIBILITIES OF THE STUDENT

Students are expected to communicate with their DCE and CI about any expectations, desires, or problems they have with their clinical.

Duties include:

1. Arrive timely and dressed appropriately
2. Bring your PTA MACS and materials.
3. Demonstrate professionalism, and act ethically at all times. Mannerisms this entails: No smoking, gum chewing, slouching, lying down on mats in the facility. **You are a guest at this facility and the CI is giving their experience and time to you for free so always be gracious and helpful.** Your attitude is the most important attribute you bring with you. Never say anything negative about the facility or your CI to friends, other students or on social media.
4. Keep cell phone use to only at lunch break.
5. Look up new material such as diagnosis, treatments, surgeries, etc., and be prepared by the next day for questions.
6. Utilize and be familiar with your PTA MACS as it is an education tool. This will include checking off your part at the top of each white page, develop a system with your CI so that she/he knows when you feel you are entry level and ready to be checked off, fill out the green sheets at the end of each clinical and show to your CI followed by a CI signature. It is your responsibility to get the skills checked off. You will need to constantly be thinking about the skills you are doing with your patients and remember to check them off when you feel you are entry level. Many times students do not keep up with these checks and will not get credit later at debriefing. Unfortunately, if you miss checking off at one clinical, you may not have that opportunity again. This may affect your grade or the need to do an extra clinical.
7. Complete the Preferences Form (Appendix C) providing input for clinical placement. Once the student has their assignment, they may contact the facility 2-3 weeks ahead of arriving. Students are not allowed to contact facilities and try to set up their own clinical rotation. The placing of students is complex, and students cannot shortcut the process.
8. Actively seek new learning experiences and acquire new skills.
9. Confirm DCE midterm meeting time offering in-person or other remote modality taking into consideration for the CI's schedule, preference, and facility policy. We recognize the pandemic changes a facility's policy and San Jacinto College PTA program wants to remain flexible. At the scheduled time the DCE or the school's representative, meets with the CI and the student and reviews their progress, answers questions regarding the PTA MACS, and assists in developing strategies to increase the student learning experience. The student meets with the DCE after completing the clinical and has a debriefing time.

10. Attend debriefing meeting at the end of each clinical. During this meeting between the DCE and the student the following forms are turned in: Your Clinical Instructor form (Appendix F), the green SECEE forms, the pink progress form, in service paperwork, weekly goal sheets, attendance sheet and a case study (for clinical II and III). The DCE and student review the rest of the PTA MACS and discuss areas of weakness or incompleteness. At this time a student is assigned a grade for that clinical.
11. Write email journals to the DCE dealing with professional issues every other week while on clinical allowing self-reflection.
12. Present an in-service or other project during each clinical. Subject of in-service or project will be determined by the CI and the student. Final topic approval required by DCE as topics are not allowed to be repeated amongst class.
13. Write a case study in clinical II and III, which the student will turn into the DCE at debriefing time. Email case study by due date on course calendar and turn in hard copy at debriefing.
14. Accurately complete weekly time sheet. Each week should be signed off by the CI and turned in at debriefing with the total number of hours recorded at the bottom. Students are expected to attend each scheduled day of their rotation. If time is missed the student is expected to make up the time when it is convenient to the clinical instructor. Holidays are regulated by the facility and not by the school so expect to work on a holiday. Students are expected to be at their clinical site **35-37 hours per week**.
15. Notify the CI and DCE if an unexpected absence occurs via telephone or email as soon as possible explaining the nature of the emergency. Make up time will be discussed and determined with the CI, CCCE and DCE at the CIs convenience.
16. Notify the DCE any time the student is not in the facility or with the clinical instructor during time established clinical hours.
17. Remain flexible and open to cite changes. At times students will find that clinical assignments must be changed. The DCE will try to place them in the same type of facility if possible, but location will probably change. Students may **not** cancel their clinical rotation.
18. Students **do not**:
 - Leave any clinical facility without instructor's permission.
 - Serve as a witness.
 - Take verbal/telephone orders.
 - Transcribe orders.
 - Provide care that jeopardizes patient safety.
 - Accept gratuities.
 - Treat patients without CI in close proximity.

Treat patients without a supervisory PT.

Dress unprofessionally.

Attend clinical with an expired CPR card, TB test, or immunizations. If any of these expire during the clinical, it is considered expired, thus placement will not occur.

19. Expect to assume travel and uniform expenses for each clinical experience
20. Demonstrate safe and competent practice of physical therapy during each clinical course. A student is required to discuss with his or her faculty and clinical instructor any physical limitations or injuries that may be aggravated by performing patient care in that setting so that appropriate safety measures can be taken. This discussion should occur prior to beginning any field experience. If problems of health develop during the rotation the student will let the DCE, CI and CCCE know immediately. When necessary, the student may be able to modify the clinical. Without medical clearance, the clinical will be on hold, or possibly terminated.
21. Performance of skills must be demonstrated in the lab prior to providing patient care in the clinical setting.
22. Follow the hours assigned to your Clinical Instructor, including extended hours, holidays, and weekends. San Jacinto College faculty will be available throughout all clinical experiences.
23. Contact the facility by phone or email ~2 weeks before the clinical starts. During this initial contact the student needs to know:
 - Address of facility
 - Hours and days they will be working
 - Dress code
 - Clinical instructor's name and contact information
 - Types of patients they will observe and treat
 - Types of treatments performed
 - First day instructions
 - Any additional informationFrom the above information the student should look up and study any of the disabilities they are unfamiliar with along with any treatments/procedures. By the time the student arrives they should be organized, professional and prepared to glean the most from this clinical experience.
24. Complete Student Personal Data Sheet (Appendix G) which will be sent to the facility in the student packet.
25. Complete updated background or drug test if your facility requires it before starting the rotation. These tests are at the student's expense.
26. Wear name badge during clinic hours. The college furnishes the student with a student ID and badge holder. If the facility requires their style badge, wear theirs.

27. Introduce yourself as a student physical therapist assistant to patients and staff. Remember patients have the right to refuse to participate in clinical education.
28. Check your attitude and patient safety. Always remember to **keep the patient safe**. Never leave a patient in an unsafe situation. One thoughtless action on your part could change your patient's life forever. **Never do harm**. If you feel you are not able to handle a patient either physically, cognitively, or emotionally tell your CI and do not treat the patient alone.

HEALTH INSURANCE AND EMERGENCY CARE

Students are required to have personal health insurance while on clinical affiliations. Health Insurance expenses are paid by the student. Neither the clinical facility nor the school assumes any responsibility for injury occurring during the clinical or any other time while the student attends San Jacinto College. Many facilities will not accept the student if they do not have health insurance.

All emergency care required by the student is at the student's expense. The CI or student should notify the emergency contact and the DCE or Program Director immediately if the student is injured during clinical hours.

Accommodations for Changes in Health Conditions

The Physical Therapist Assistant Program is a physically and mentally demanding profession. Critical skills are needed for the successful navigation of core experiences and include the ability to observe, communicate, perform motor functions, as well as to understand, integrate core knowledge and skills, and to behave appropriately in varied educational and professional situations.

Other Health conditions: In some instances, a student may be pregnant, or have an injury, communicable disease, or short-term impairment that temporarily prevents the student from attending class or participating in required program activities. Students with a temporary health condition or a change to a health condition that affects their ability to attend a class or clinical or to satisfy a program requirement shall report to their instructor as promptly as possible. The student shall provide documentation from his or her health provider (such as a return to school/clinical form) identifying necessary restrictions and expected duration of the conditions or restrictions to the Program Director and/or DCE.

Students are **NOT** to discuss personal medical problems with physicians or other medical professionals while on duty in their clinical courses.

UNIVERSAL PRECAUTIONS & CONFIDENTIALITY

Caring for patients with a communicable disease is an occupational/professional challenge in health care. Students will be instructed in protocols and procedures to reduce their risk for acquiring an infection or communicable disease. However, all areas of health care practice have inherent risks and no area is completely risk free. Students will be trained in **Universal Precautions** prior to the start of their clinical course.

Confidentiality and Privacy Laws

FERPA

The Family Educational Rights and Privacy Act (commonly referred to as “FERPA”) affords all students certain rights and privacies with respect to their own education records. The college and program abide by this law and will not disclose any information about a student or his or her academic performance with any other person unless the student gives written permission.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (commonly referred to as “HIPAA”) provides data privacy and security requirements for safeguarding medical information. Students must adhere to confidentiality requirements in providing patient care at any healthcare facility to which they are assigned. The student may not access, use, disclose, or reproduce any confidential patient information other than what is required for the strict purposes outlined in the student’s clinical duties.

All students receive instruction in the role of the physical therapist assistant (PTA) according to:

1. Texas Practice Act and Rules,
2. Appropriate guidelines for supervision of the PTA and physical therapy aide in various clinical settings, and
3. American Physical Therapy Association Standards of Ethical Conduct for the Physical Therapist Assistant.

HIPAA Guidelines for Clinicals

Per Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines, students cannot report this information during clinical assignments such as case studies or presentations:

- Name
- Location - anything smaller than a state, such as street address
- Dates - all, including date of birth, admission, and discharge dates
- Telephone numbers
- Fax numbers
- Electronic e-mail addresses
- Social security numbers
- Medical record numbers

- Health plan beneficiary numbers
- Account numbers
- Certificate and/or license numbers
- Vehicle identification numbers and license plate numbers
- Device identifiers and their serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full face photographic images and any comparable images
- Any other unique identifying number, characteristic, or code.

For written reports, the following information **can** be shared:

- Age (age 90 and over must be aggregated to prevent the identification of older individuals)
- Race
- Ethnicity
- Marital Status
- Codes (a random code may be used to link cases, as long as the code does not contain, or be a derivative of, the person's social security number, date of birth, phone/fax numbers, etc.)

For more information on HIPAA, please check the following link- <https://www.aota.org/Advocacy-Policy/Federal-Reg-Affairs/News/2006-2011/HIPAA.aspx> Students, as well as therapists, often keep "working files" in their desk. This is still allowed under HIPAA guidelines; however, this information must be locked in a file cabinet when not in use, and must be shredded when no longer needed.

HIPAA Guidelines for Social Media

There is no better way for Physical Therapy as a profession to be widely recognized than using social media, but it must be done responsibly. Respect must be given to foremost to clients' privacy, to the profession and the fieldwork sites or potential future employers.

The above HIPAA guidelines also apply to the social media sites that the students use to communicate with their families, friends, and colleagues. It is a HIPAA violation to mention a client/patient with enough information that the person might be identified, even if you avoid personal health information (PHI). The legal consequences for violations may be severe.

It is important that you avoid posts or photos on Facebook social media platforms about your clinical experiences. Here are some specifics; names of supervisors, comments or criticism about the sites or information about what is happening at sites are not appropriate on Facebook, Twitter, or other public social network sites.

Be aware of your clinical site's social media policy, applicable privacy laws and ethical tenets. Some facilities do online research on students and prospective employees. The

students must self-monitor their online presence and know that only accurate and appropriate information is available.

Stating where you are on a clinical is permitted, but you compromise your own privacy from clients, patients, and staff.

Students will be trained in **HIPAA policies** throughout the program and reinforced during clinical orientation. They will sign the clinical orientation day form (Appendix A) that they have received training prior to the start of their clinical course.

EXPECTATIONS AND OBJECTIVES FOR CLINICAL ROTATIONS

Clinical I: 6 weeks/5 days a week/ 35 hours /week

Expectations: After approximately one year of classroom learning the student will precede to clinical I to initiate PT skills by observation then supervision by a PT or PTA.

Objectives: To have initial contact with patients in a physical therapy setting under the close supervision and direction of a PT or PTA. The student will use the tools and skills learned during the first year of classroom preparation.
(See Syllabus for specific SLO's)

Clinical II: 7weeks/5 days a week/35 hours /week

Expectations: Student will be progressing in their skills learned in the first year of education and clinical I as well as incorporating new material acquired during the fall of their second year.

Objectives: To increase confidence in skills learned in the first year and a half, to always present them in a professional and ethical manner, and to grow in critical thinking and problem solving.

Clinical III: 7 weeks/5 days a week 35 hours/week

Expectations: During this final clinical internship the student will integrate all the material from the classroom plus the three clinical rotations to become an entry level physical therapist assistant.

Objectives: As the Capstone course, the student will implement all of the knowledge acquired from didactic and clinical courses and to prepare themselves to be a graduate physical therapist assistant and a member of the physical therapy staff. Students should have all of the skills checked off in their PTA MACS except those skills not available to them. It will be at the DCE's discretion to determine if the skills are lacking and if the student needs to go to an additional facility to complete their PTA MACS. Additionally, it is at the DCE's discretion to determine the length of an additional clinical.

EVALUATION OF THE CLINICAL INSTRUCTOR

Evaluation of each clinical instructor will be done at the end of the clinical. The forms used will be the Student Evaluation of Clinical Education Experiences form (SECEE), midterm clinical site visit meeting and Your Clinical Instructor form. If there appears to be a problem during the rotation the DCE will speak to the student, speak to the clinical instructor, make a visit at any time, or withdraw the student from the clinical internship. There can be any combination of the above and action will be determined by the DCE.

The clinical instructor will have at least one year of clinical experience before taking a student. If they are unfamiliar with the PTA MACS the DCE will review the book either in person or be available by phone and email for questions. That information is gathered during the midterm site visit.

STUDENT LIABILITY INSURANCE

Liability insurance is included in student tuition. The limits are \$1,000,000 per incident and \$5,000,000 annual aggregate (See Appendix H).

COMPLAINT PROCESS/ PROCEDURE

Students with concerns or problems have informal and formal processes to seek answers. Informally, the PTA Program Director will meet with the student if issues about a classmate, or faculty. If the concern is about the program director, or if the program director is unable to make a resolution, he or she will seek advice from the department chair of Health Science.

The college has formal policies in place for academics:

Students in the PTA program are to follow the Policy and Complaint Procedures as outlined in the San Jacinto Community College District Student Handbook.

<https://publications.sanjac.edu/student-handbook/complaint-procedures/grade-appeals/>

For Title IX concerns, consult the SJC Title IX coordinator: www.sanjac.edu/incident-report.

For Counseling see the SJC EPCC website: <https://www.sanjac.edu/educational-planning-counseling-completion>

For Discrimination and Harassment Complaints: <https://publications.sanjac.edu/student-handbook/complaint-procedures/discrimination-harassment-complaints/>

NOTIFICATION OF UNLAWFUL BEHAVIOUR

If a student has any encounter with the police or law or is committed of a misdemeanor or any level of crime while in attendance of the PTA program, it is his or her responsibility to notify the program director immediately. The PTA faculty will meet and determine the appropriate actions that will be taken regarding the situation on an individual basis.

Failure to notify the program director immediately may result in dismissal from the PTA program.

SUSPECTED SUBSTANCE ABUSE

If a student is suspected of being under the influence of any substance during any school related activities including but not limited to class, laboratory, field trips, and clinical courses, the Program Director or DCE shall be notified by the instructor.

The student will meet with the Program Director. If it is determined that the student has participated in school related activities while under the influence of any substance, he or she will be removed from the program. He or she may be asked to complete a drug screen.

Refusal to take a drug screen or a positive drug screen will result in dismissal from the PTA program.

CLINICAL TRAVELING

Students need to be prepared to travel extended distances for one or more of their clinical rotations from the South campus. This is especially true for acute care hospitals or specialty rotations such as pediatrics.

PHYSICAL AND MENTAL REQUIREMENTS

The following skills are required in the Physical Therapist Assistant program. If a student is unable to meet these skills secondary to a disability, the PTA faculty will meet to determine if adaptations can be made to ensure successful completion of the program. A student may need to withdraw from the PTA program if the following physical and mental requirements cannot be met with or without appropriate modifications.

1. Adequate verbal, reading, and writing skills to communicate in English in an effective and prompt manner.
2. Adequate eyesight to be able to:
 - a) Read paper, computer generated materials, and instrument panels.
 - b) Monitor patient's adverse reactions to treatment.

- c) Make visual observations regarding patient's posture, exercise performance, and functional abilities.
- d) Make adjustments to equipment.
- 3. Adequate hearing to communicate with human beings and to monitor signals and alarms of instruments.
- 4. Adequate smell to assess status of patient and to maintain a safe practice environment.
- 5. Adequate fine touch discrimination to palpate anatomical sites and to determine pathological changes in soft tissue.
- 6. Adequate motor coordination to operate equipment and perform manual treatment and assessment techniques.
- 7. Maintain and assume a variety of positions including sitting for up to 2 hours continuously, frequent standing, walking, bending, squatting, kneeling, stair climbing, reaching forward, reaching overhead, turning, and movement of the trunk and neck in all directions.
- 8. Adequate strength to transport, move, or lift, and guard patients requiring all levels of assistance during transfers, gait training (including stair training) and other appropriate activities. Specifically, a student must be able to:
 - a) Safely lift up to 50 lbs. independently
 - b) Safely lift up to 200 pounds with assistance
 - c) Safely push and pull up to 200 lbs.
 - d) Demonstrate strong bilateral grasp during joint mobilization/manipulation and manually resisted exercise, bilateral gross and fine motor control and strength to perform therapeutic massage, fine motor control to manipulate testing instruments/equipment/writing instruments/computers
 - e) Manually palpate various structures during data collection and intervention procedures.
 - f) Balance self and provide support and balance to patients on a variety of surfaces including level and uneven ground, ramp, curbs, and stairs.
 - g) Have sufficient endurance to continue performing a variety of exertional activities for up to 8-12 hours with occasional rest breaks.
 - h) Respond quickly to emergency situations by lifting/pushing/pulling patients, applying force to perform CPR, assist with transporting patients.
- 9. Adequate intellectual, emotional, and interpersonal skills to ensure patient safety, to exercise appropriate and independent judgment in rendering of patient care, and to interact with peers, patients, families, and health care workers.

<i>PTA PROGRAM POLICY STATEMENT</i>
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All unusual or unique circumstances not identified in the previous pages, will be addressed by the program director or DCE.

APPENDIX A

**CLINICAL ORIENTATION/CLINICAL HANDBOOK
CONFIRMATION OF STUDENT’S UNDERSTANDING
AND AGREEMENT**

This is to certify that I have attended the entire SJC PTA Clinical Orientation. I have had the opportunity to ask questions, and I fully understand the information provided throughout my orientation. I have read and understand the information found in the San Jacinto College PTA Clinical Handbook 2022-2023 Edition. I understand all the rules set forth in the clinical handbook & student orientation. I agree to abide by all the rules, regulations and guidelines, and requirements contained herein.

I also understand that failure to abide by these rules and regulations may serve as grounds for disciplinary action that could lead to withdrawal from the San Jacinto College Physical Therapist Assistant Program.

Additionally, I understand that I may be required to submit an additional information (medical records, background verification, drug screens, etc.) as required by assigned clinical sites.

I acknowledge that I have been issued my copy of the PTA MACS. I accept responsibility for returning the manual in good condition with my completed skills, as graded by my CI. I understand that if I need to replace my PTA MACS, it will result in a \$95.00 replacement fee that must be paid before my clinical grade can be finalized.

My Initials below indicate that I have received the training and understand the content.

_____ HIPAA Training & Competency

_____ Universal Precautions Training & Competency

_____ Student Signature

_____ Student Printed Name

_____ Date

APPENDIX B

STUDENT AFFILIATION AGREEMENT
BETWEEN
_____ AND
SAN JACINTO COMMUNITY COLLEGE DISTRICT

This Agreement is executed on the _____ day of _____, 2009, between SAN JACINTO COMMUNITY COLLEGE DISTRICT, for and on behalf of its _____ Campus (SJCD) Department of _____, hereinafter referred to as "College" in this Agreement, and _____, hereinafter referred to as "Facility" in this Agreement,

WITNESSETH:

WHEREAS, College offers to enrolled students a degree program in the field of _____; and

WHEREAS, the proper training of such professionals requires exposure to practical clinical problems, which is primarily attainable through the application of knowledge and skills in actual patient-centered situations in a health care facility; and

WHEREAS, Facility has the environment and facilities within and through which the students of College can acquire such practical, clinical experience; and

WHEREAS, it is agreed by the parties to be of mutual interest and advantage that the students and faculty of the College be given the opportunity to utilize the facilities of the Facility as a practice laboratory and for educational purposes:

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenant and premises hereinafter contained, the parties agree as follows:

1. **RESPONSIBILITIES OF COLLEGE:**

- a. **Clinical Program.** College shall be responsible for the implementation and operation of the clinical component of its programs at Facility, which programs shall be approved in advance by Facility. This Agreement shall cover the following clinical program(s) at Facility: _____ ("Program"), as outlined in Exhibit A, attached hereto. Such responsibilities shall include, but not be limited to, the following:
 - (i) Provision of classroom theory and practical instruction to students prior to their clinical assignments at Facility;
 - (ii) Preparation of student/patient assignments and rotation plans for each student and coordination of same with Facility;
 - (iii) Continuing oral and written communication with Facility regarding student performance and evaluation, absences and assignments of students, and other pertinent information;
 - (iv) Supervision of students and their performance at FACILITY;
 - (v) Performance of such other duties as may from time to time be agreed to between College and Facility;
 - (vi) Provide adequate documentation attesting to competency of each instructor.
All students, faculty, employees, agents and representatives of School participating in the Program at Facility (the "Program Participants") shall be accountable to the Facility's

Administrator.

- b. **Insurance**. College will procure and maintain throughout the term of this Agreement professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) in the aggregate for its faculty members and students assigned to the Facility which shall cover all their activities at Facility. College shall provide Facility with Certificates of Insurance evidencing said coverage and any renewals thereof at the commencement, and upon the renewal, of this Agreement. College shall notify Facility at least thirty (30) days in advance of any proposed cancellation or change in said coverage. By entering into this Agreement, and complying with the terms and requirements hereof, it is recognized that College is not waiving the governmental immunity that College, its agents or employees have under law or any other rights, privileges and immunities belonging to or ascertainable by College under either state or federal law.

- c. **Health of Program Participants**. College shall inform all Program Participants of the necessity to maintain documentation of their health records, including updated immunization records which may include the following:
 - (i) Tuberculin skin test within the past 12 months or documentation as a previous positive reactor or a chest x-ray taken within the past 12 months; and
 - (ii) Proof of Rubella and Rubeola immunity by positive antibody titers or 2 doses of MMR; and
 - (iii) Varicella immunity, by positive history of chickenpox or proof of Varicella immunization; and
 - (iv) Proof of Hepatitis B immunization or completion of a certification of declination of vaccine, if patient contact is anticipated.

- d. **Background Checks**. College shall, in a timely manner at the Program Participant's expense, conduct (or have conducted) a background check on each and every student assigned to the Program and every member of the staff/faculty responsible for supervision and/or instruction. If College has students or staff/faculty on-site at Facility prior to the execution of this Agreement, then College shall immediately require a retrospective background check on such persons. The background check shall include, at a minimum, the following:
 - (i) Social Security number verification, if applicable;
 - (ii) Criminal Search (7-years or up to 5 criminal searches);
 - (iii) HHS/OIG List of Excluded Individuals/Entities;
 - (iv) GSA List of Parties Excluded from Federal Programs;
 - (v) Texas HHS List of Excluded Individuals/Entities
 - (vi) Violent sexual offender and predator registry search; and
 - (vii) U.S. Treasury, Office of Foreign Assets Control (OFAC), List of of Specially Designation Nationals (DSN) search.

The background check for staff/faculty, if licensed or certified caregivers, shall include all of the above and in addition, shall include the following:

- (i) Education verification (highest degree);
- (ii) Professional License Verification;
- (iii) Certifications and Designation Checks;

- (iv) Professional Disciplinary Action Search;
- (v) Department of Motor Vehicle Driving History, as applicable based on responsibilities: and
- (vi) Consumer Credit Report, as applicable based on responsibilities.

Upon the receipt of a written consent and release to disclosure executed by the Student, the Facility may review the written results of the student's criminal background check. If Facility determines, pursuant to its own eligibility standards, that a Student shall not participate at its facility, Facility shall so notify that individual and the College. Facility shall inform Students excluded from placement on the basis of a background check of any review or appeal process available pursuant to the Fair Credit Reporting Act or any other law or policy, if any. Facility shall also maintain the confidentiality of these records, pursuant to any applicable state or federal law, rule and/or regulation.

- e. **Performance.** All faculty provided by College shall be duly licensed, certified or otherwise qualified to participate in the Program at Facility. College shall have a specially designated staff for the performance of the services specified herein. College and all Program Participants shall perform its and their duties and services hereunder in accordance with all relevant local, state, and federal laws and shall comply with the standards and guidelines of all applicable accrediting bodies and the bylaws, rules and regulations of Facility and any rules and regulations of College as may be in effect from time to time. Neither College nor any Program Participant shall interfere with or adversely affect the operation of Facility or the performance of services therein.
- f. **College Status.** College represents and warrants to Facility that College and its Program Participants participating hereunder: (i) are not currently excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 U.S.C. Section 1320a-7b(f) (the "Federal health care programs"); (ii) are not convicted of a criminal offense related to the provision of health care items or services but has not yet been excluded, debarred or otherwise declared ineligible to participate in the Federal health care programs, and (iii) are not under investigation or otherwise aware of any circumstances which may result in College or a Program Participant being excluded from participation in the Federal health care programs. This shall be an ongoing representation and warranty during the term of this Agreement and College shall immediately notify Facility of any change in status of the representation and warranty set forth in this section. Any breach of this Paragraph 1(h) shall give Facility the right to immediately terminate this Agreement for cause.
- g. **Bloodborne Pathogens.** College will ensure that all Program Participants who may be at risk for occupational exposure to blood or other potentially infectious materials will be:
 - (i) Trained in accordance with the Occupational Safety and Health Administration's (OSHA) Occupational Exposure to Bloodborne Pathogens (as published in Friday, December 6, 1991 *Federal Register*) and any amendments thereto;
 - (ii) Trained in the modes of transmission, epidemiology and symptoms of Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV) and other bloodborne pathogens;
 - (iii) Trained in the methods of control that prevent or reduce exposure including universal precautions, appropriate engineering controls, work practices and personal protective equipment;
 - (iv) Provided information on the Hepatitis B vaccine, its efficacy, safety, method of administration and benefits of being vaccinated; and
 - (v) Provided proper follow-up evaluation following any exposure incident.
- h. **College Liaison.** College shall designate an individual to serve as liaison with the Facility as it relates to the Program. The College liaison will cooperate with and facilitate communication

between the Facility and College. The College liaison will meet with the Facility liaison and other representatives as may be needed to support the Program at the Facility.

2. RESPONSIBILITIES OF FACILITY.

- a. Facility shall accept the Program Participants assigned to the Program by College and reasonably cooperate in the orientation of all Program Participants to Facility. Facility shall provide reasonable opportunities for such Program Participants, who shall be supervised by College and Facility, to observe and assist in various aspects of patient care to the extent permitted by applicable law and without disruption of patient care or Facility operations. Facility shall coordinate College's rotation and assignment schedule with its own schedule and those of other educational institutions. Facility shall at all times retain ultimate control of the Facility and responsibility for patient care.
- b. Upon the request of College, Facility shall assist College in the evaluation of each Program Participant's performance in the Program. However, College shall at all times remain solely responsible for the evaluation and grading of Program Participants.
- c. Facility shall cooperate with College's faculty members in the coordination of Program Participants' assignment to clinical areas in the Facility.
- d. Facility shall cooperate with College in the scheduling and in the participation of conferences and meetings with College representatives as it relates to the Program.
- e. Facility shall designate an individual to serve as liaison with the College as it relates to the Program. The Facility liaison will cooperate with and facilitate communication between the Facility and College. The Facility liaison will meet with the College liaison and other representatives as may be needed to support the Program at the Facility.
- f. Facility shall provide basic medical care and treatment to Program Participants and/or College faculty members in the event of injury or illness while at the Facility until other arrangements, as may be appropriate, for such person's medical care can be made. Any Facility or medical expenses incurred for the provision of medical services shall be the responsibility of the injured or ill Program Participant or College faculty member.

3. MUTUAL RESPONSIBILITIES.

The parties shall cooperate to fulfill the following mutual responsibilities:

- a. Program Participants shall be treated as trainees who have no expectation of receiving compensation or future employment from the Facility or the College.
- b. Any courtesy appointments to faculty or staff by either the College or Facility shall be without entitlement of the individual to compensation or benefits for the appointed party.

4. WITHDRAWAL OF PROGRAM PARTICIPANTS.

Facility may request College to withdraw or dismiss a student or other Program Participant from the Program at Facility when his or her clinical performance is unsatisfactory to Facility or his or her behavior, in Facility's discretion, is disruptive or detrimental to Facility and/or its patients. In such event, said Program Participant's participation in the Program at Facility shall immediately cease. It is understood that only College can dismiss the Program Participant from the Program.

5. INDEPENDENT CONTRACTOR; NO OTHER BENEFICIARIES.

The parties hereby acknowledge that they are independent contractors, and neither the College nor any of its agents, representatives, Program Participants, or employees shall be considered agents, representatives, or employees of Facility. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto. College shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding,

social security and other taxes or benefits. Program Participants are assigned to Facility to engage in an unpaid clinical externship for educational purposes only. No Program Participant shall look to Facility for any salaries, insurance or other benefits. No Program Participant or other third person is entitled to, and shall not, receive any rights under this Agreement.

6. NON-DISCRIMINATION.

There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, veteran status, or handicap in either the selection of students for participation in the Program, or as to any aspect of the clinical training; provided, however, that with respect to handicap, the handicap must not be such as would, even with reasonable accommodation, in and of itself preclude the Program Participant's effective participation in the Program.

7. INDEMNIFICATION.

To the extent authorized under the constitution and laws of the State of Texas, College shall hold Facility harmless from liability resulting from College's acts or omissions within the terms of this Agreement provided, however, College shall not hold Facility harmless from any claims, demands or causes of action arising in favor of any person or entity resulting directly or indirectly from negligence (whether sole, joint, concurring or otherwise) of Facility, its officers, agents, representatives or employees, or any person not subject to College's supervision or control. Facility shall indemnify College against liabilities, claims, damages and expenses, including reasonable attorneys' fees, incurred by College in defending or compromising actions brought against College arising out of or related to the Facility's performance of duties hereunder.

8. CONFIDENTIALITY.

College and its agents, Program Participants, faculty, representatives and employees agree to keep strictly confidential and hold in trust all confidential information of Facility and/or its patients and not disclose or reveal any confidential information to any third party without the express prior written consent of Facility. College shall not disclose the terms of this Agreement to any person who is not a party to this Agreement, except as required by law or as authorized by Facility. Unauthorized disclosure of confidential information or of the terms of this Agreement shall be a material breach of this Agreement and shall provide Facility with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to College.

9. TERM; TERMINATION.

This Agreement shall continue in effect for an initial period ending one (1) year after the date and year stated in the first paragraph ("Term"). After such initial Term, this Agreement shall automatically renew from year to year unless one party shall give the other 180 days prior written notice of intention to terminate. If such notice is given, this Agreement shall terminate: (a) at the end of such 180 days; or (b) when all students enrolled in the Program at the time such notice is given have completed their respective courses of study under the Program, whichever event occurs last.

10. ENTIRE AGREEMENT.

This Agreement and its accompanying Exhibits set forth the entire Agreement with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

11. SEVERABILITY.

If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

12. CAPTIONS.

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

13. NO WAIVER.

Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

14. GOVERNING LAW.

This Agreement shall be governed and construed in accordance with the laws of the State of Texas.

College may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of Facility. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

16. NOTICES.

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

COLLEGE:

San Jacinto Community College _____ Campus
Provost
Address
Address

FACILITY:

Facility
Address
Address

COPY TO:

San Jacinto College District
Chancellor
4624 Fairmont Parkway, Suite 200
Pasadena, Texas 77504

or to such other persons or places as either party may from time to time designate by written notice to the other.

17. EXECUTION OF AGREEMENT.

This Agreement shall not become effective or in force until all of the below named parties have fully executed this Agreement.

18. HIPAA REQUIREMENTS.

To the extent applicable to this Agreement, the parties agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and any current and future regulations promulgated thereunder, including, without limitation, the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 ("Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Parts 160, 162 and 164 ("Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162 ("Federal Electronic Transaction Regulations"), all as may be amended from time to time, and all collectively

referred to herein as "HIPAA Requirements". The parties agree not to use or further disclose any Protected Health Information (as defined in the Federal Privacy Regulations) or EPHI (as defined in the Federal Security Regulations), other than as permitted by the HIPAA Requirements and the terms of this Agreement. The parties agree to make their internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the HIPAA Requirements. In addition, the parties agree to comply with any state laws and regulations that govern or pertain to the confidentiality, privacy, security of, and electronic and transaction code sets pertaining to, information related to patients.

The College shall direct its Program Participants to comply with the policies and procedures of Facility, including those governing the use and disclosure of individually identifiable health information under federal law, specifically 45 CFR parts 160 and 164. Solely for the purpose of defining the Program Participants' role in relation to the use and disclosure of Facility's protected health information, the Program Participants are defined as members of the Facility's workforce, as that term is defined by 45 CFR Section 160.103, when engaged in activities pursuant to this Agreement. However, the Program Participants are not and shall not be considered to be employees of Facility.

19. FERPA.

For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C §1232g; 34 CFR Part 99), the College hereby designates the Facility as a school official with a legitimate educational interest in the educational records of the Students who participate in the Program to the extent that access to the records are required by the Facility to carry out the Program. Facility agrees to maintain the confidentiality of the educational records in accordance with the provisions of FERPA.

20. NO REQUIREMENT TO REFER.

Nothing in this Agreement requires or obligates College to admit or cause the admittance of a patient to Facility or to use Facility's services. None of the benefits granted pursuant to this Agreement is conditioned on any requirement or expectation that the parties make referrals to, be in a position to make or influence referrals to, or otherwise generate business for the other party. Neither party is restricted from referring any services to, or otherwise generating any business for, any other entity of their choosing.

THE PARTIES HERETO have executed this Agreement as of the day and year first above written.

COLLEGE

FACILITY

SAN JACINTO COLLEGE DISTRICT
8060 Spencer Highway
P. O. Box 2007
Pasadena, Texas 77501-2007

FACILITY
Address

Brenda Hellyer, Ed.D.
Chancellor

Name
Title

_____, Provost
San Jacinto College - _____ Campus

APPENDIX C

PREFERENCE FORM FOR CLINICAL

Student Name: _____ Date: _____
Address: _____ City: _____ Zip: _____
Phone: _____ Work: _____ Cell: _____

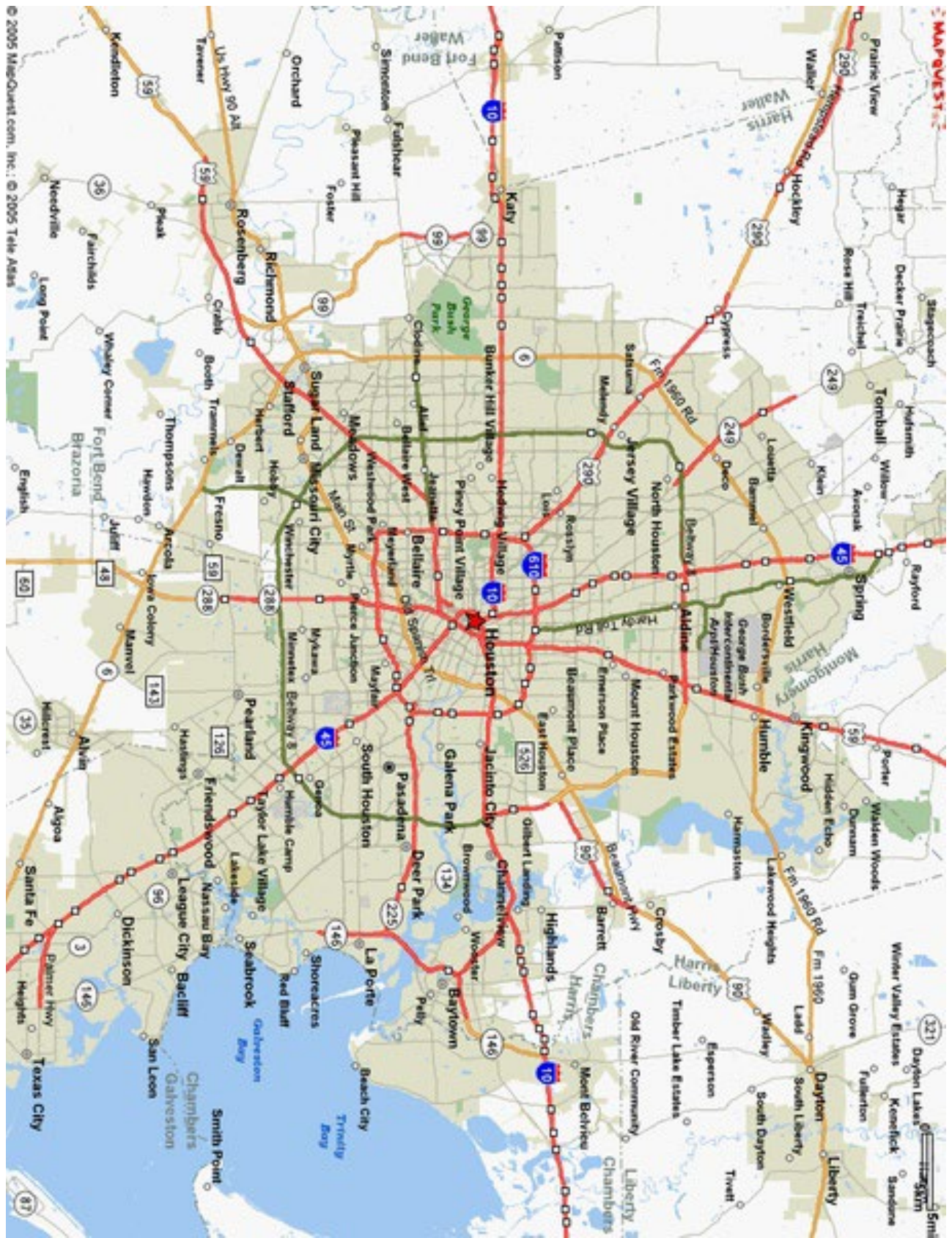
List prior Physical Therapy experience (include observation sites, clinical I placement and employment).

List any special considerations that may be relevant to the location of your assignment:

List your preferences regarding your assignment:

- 1.
- 2.
- 3.

Comments: _____



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APPENDIX D

**Physical Therapist Assistant Program
San Jacinto College South
13735 Beamer Road
Houston, TX 77089**

FACILITY COMMITMENT FORM for CLINICAL AFFILIATIONS

2023

<u>Affiliation</u>	<u>Dates</u>	<u>Number of Students</u>
Clinical II	Jan 16 – Mar 3, 2023	____ Out pt. ____ Rehab ____ Acute
Clinical III	Mar 20 - May 5, 2023	____ Out pt. ____ Rehab ____ Acute
Clinical I	July 3 - Aug 9, 2023	____ Out pt. ____ Rehab ____ Acute

Students will have completed all academic courses prior to Clinical II and III. Clinical I students will have completed Data Collection, Therapeutic Exercise, Pathology, Neuroanatomy, Neuroscience and Physical Agents ,but not The Management of Neurological Disorders or Rehabilitation Techniques.

Please indicate the number of students that your facility may accommodate for each affiliation and return this form to Mina Cauthen. If you have any questions, please call me at 281-484-1900 ext. 3519 or email Mina.Cauthen@sjcd.edu. Forms can be faxed to 281- 929-4634 or emailed to Mina.Cauthen@sjcd.edu. Thank you for your participation!

Go to our website to see our clinical handbook www.sanjac.edu/pta.

Name of Facility: _____

Address: _____

Type(s) of Setting: _____

Phone: _____ **Date:** _____

Email address: _____ **Fax:** _____

Center Coordinator of Clinical Education: _____

(Signature)

APPENDIX E

Weekly Goals

Date: _____

Student Strengths (“Three things I did well this week”)

Student Needs Improvement (“Three things I need to work on”)

Student Goals (to be completed by the student)

Overall Student Summary _____

Overall Goals for next week

Student Comments

Clinical Instructor Comments

Clinical Instructor Signature _____ Date _____

APPENDIX F

Your Clinical Instructor

On a scale of 1-10, rate the following: (10 being the best)

1. Clinical instruction: including hands-on teaching and guidance
1 2 3 4 5 6 7 8 9 10
2. Professional Behavior
1 2 3 4 5 6 7 8 9 10
3. Communication with CI
1 2 3 4 5 6 7 8 9 10
4. Mutual respect between you and your CI
1 2 3 4 5 6 7 8 9 10
5. CI assists to develop your critical thinking and problem solving skills
1 2 3 4 5 6 7 8 9 10
6. Confidentiality with HIPPA at the facility and your CI
1 2 3 4 5 6 7 8 9 10
7. Knowledge of PTA MACS by CI
1 2 3 4 5 6 7 8 9 10
8. Constructive feedback includes areas you need improvement from CI
1 2 3 4 5 6 7 8 9 10
9. Positive feedback from CI
1 2 3 4 5 6 7 8 9 10
10. Frequency of feedback: (circle) after pt tx daily at the end of the week
11. Did your CI assist you to develop professional behaviors in the clinical setting? Which ones?
12. What were your CI's strengths? Weaknesses?
13. Is there anything else you would like to share about your CI?

APPENDIX G

San Jacinto College South
PHYSICAL THERAPIST ASSISTANT PROGRAM
Student Personal Data Sheet

Student Name: _____ **Age:** _____

When sending information prior to the clinical, please send to the following:

Address: _____
Street City State Zip

Email Address: _____

Phone: _____
Home Cell

❖ **Previous colleges or universities attended (please include degrees earned):**

❖ **Clinical experience prior to this rotation (briefly describe volunteer, work, and any other clinical experience):**

❖ **Special skills and interests (please include interests related to PT, foreign language skills, other interests):**

In case of an emergency, please notify:

Name: _____ Relationship: _____
Address: _____ Phone: _____
_____ Alternate Phone: _____

