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MESSAGE TO CLINICAL INSTRUCTORS

Thank you for volunteering to be a clinical instructor for the Houston Community College System's Physical Therapist Assistant Program! Your role is vital in providing the clinical education necessary to prepare our students for entry-level patient care as a physical therapist assistant.

The Program faculty hopes that your experience as a clinical instructor will be a rewarding one. If you should find you need assistance with a student situation, completing the grading criteria, or in need of instructional strategies, please contact us for assistance at the phone numbers and addresses stated below.

The HCC PTA Program collaborates with the Texas Consortium of PT educators by sponsoring an annual Texas Consortium Clinical Educator Certification. All clinical instructors are encouraged to become a certified instructor. Annual date, time, and location will be provided by Program faculty during mid-term clinical visits. If additional clinical instructor professional development needs are identified, please inform the Program faculty during the clinical mid-term visit or contact the Program using the numbers below. Any Program complaint that falls out of due process should be directed to Michele Voight, Program Director at michele.voight@hccs.edu or Jeff Gricar, Dean of Health Sciences at jeff.gricar@hccs.edu

Houston Community College System’s Physical Therapist Assistant program is committed to providing a learning environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination and harassment on the basis of race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, or veteran status.

Physical Therapist Assistant Program
713-718-7391
FAX # 713-718-6495

Physical Therapist Assistant Program
Health Science Center of Excellence - Coleman Campus
1900 Pressler Street, Ste. 419
Houston, Texas 77030

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Room Number</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Michele Voight, PTA, MPA- Program Director and DCE</td>
<td>422</td>
<td>713-718-7368</td>
</tr>
<tr>
<td>Karen Somer, PT Instructor</td>
<td>418</td>
<td>713-718-7387</td>
</tr>
<tr>
<td>TBD-Instructor</td>
<td>417</td>
<td>713-718-7388</td>
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<td>Alan Park, PT, DPT - Instructor</td>
<td>420</td>
<td>713-718-7390</td>
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<td>Ashley Parikh, PTA, BS, MSHS,-Instructor</td>
<td>421</td>
<td>713-718-7386</td>
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<tr>
<td>Chariti Davis, Secretary</td>
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HCC PHYSICAL THERAPIST ASSISTANT PROGRAM

Statement of Purpose
The Physical Therapist Assistant (PTA) Program, leading to an Associate Degree in Applied Science, encompasses a two-year, five semester course of study requiring a total of 66 semester hours of credit. The program is designed to prepare skilled technical health workers to perform physical therapy procedures and related tasks under the direction and supervision of a physical therapist. The treatment procedures include, but are not limited to, physical agents (i.e. ultrasound, electrical stimulation, and massage), rehabilitation techniques, and therapeutic exercise. Enrolled students are required to successfully complete both the academic and clinical requirements of the program to receive the AAS degree. Graduates of the program take the National Physical Therapy Examination (NPTE) and become licensed by the Texas State Board of Physical Therapy Examiners.

Vision
The Physical Therapist Assistant Program within the Houston Community College System will be a leader in the field of physical therapy education by using high-quality, innovative instruction to prepare students to effectively serve the current and future healthcare needs of our diverse community.

Mission
The Houston Community College Physical Therapist Assistant Program uses an evidence-based curriculum founded on contemporary practice to consistently produce highly qualified, professional, and ethical physical therapist assistants committed to both a lifetime of learning and transforming our communities through optimal movement.

Goals
Graduate Goal #1: Grads will provide safe, effective, and ethical patient/client management using evidence-based practice.

Graduate Goal #2: Grads will exhibit professional behavior, cultural competence, and lifelong learning.

Program Goal: The program will produce students capable of obtaining licensure and employment as a physical therapist assistant.

Faculty Goal: Faculty will model professionalism through professional advancement, contemporary practice, and/or engagement in the profession of physical therapy.
Outcomes

Graduate Goal #1: Graduates will provide safe, effective, and ethical patient/client management using evidence-based practice.

Outcomes:

1. Graduate surveys will indicate that 100% of graduates feel adequately prepared or better to provide patient care in primary areas of practice.
2. Graduate surveys will indicate that 100% of graduates feel adequately prepared or better to employ clinical judgment and decision-making.
3. Employer surveys will indicate that 100% of employers agree that graduates are providing safe and effective patient/client management under the direction and supervision of a licensed physical therapist.
4. Employer surveys will indicate that 100% of employers agree that graduates display knowledge of and adherence to ethical, legal, and regulatory standards of practice.

Graduate Goal #2: Graduates will exhibit professional behavior, cultural competence, and lifelong learning.

Outcomes:

1. Graduate surveys will indicate that 100% of graduates feel adequately prepared or better to demonstrate cultural competency in clinic.
2. Graduate surveys will indicate that 100% of graduates are participating in lifelong learning activities (members of their professional organization, pursuing additional credentialing or education, community engagement, reading professional literature, etc.).
3. Employer surveys will indicate that 100% of employers agree that program graduates demonstrate professional behavior and cultural competence in all interactions.
4. Employer surveys will indicate that 100% of employers agree that program graduates seek out opportunities to gain new knowledge and experience.

Program Goal: The program will produce students capable of obtaining licensure and employment as a physical therapist assistant.

Outcomes:

1. A first time NPTE pass rate of at least 90% will be achieved annually as well as at least a 95% ultimate NPTE pass rate.
2. The employment rate will be at least 90% for all graduates who pursued employment as a physical therapist assistant within a year of graduation.
**Faculty Goal:** Faculty will model professionalism through professional advancement, contemporary practice, and/or engagement in the profession of physical therapy.

**Outcomes:**

1. Faculty performance evaluation plans (PEP) for full-time faculty will indicate that 100% of faculty set and achieve at least one professional advancement goal annually (involvement in professional organization, credential advancement, skill development, etc.).
2. All faculty (full-time and adjunct) will indicate education and/or work in contemporary practice and engagement in the profession of physical therapy on their faculty professional development document and curriculum vitae (CV).
3. Graduate surveys will indicate that 100% of graduates agree that faculty professionalism/role modeling was adequate or better.

**ACCREDITATION STATUS**

The Commission on Accreditation in Physical Therapy Education (CAPTE) is an accrediting agency that is nationally recognized by the US Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). CAPTE grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants. CAPTE does not accredit institutions and is not a Title IV gatekeeper.

For complaints regarding the HCC Program please contact:

The Commission on Accreditation of Physical Therapy Education  
1111 N. Fairfax ST,  
Alexandria, VA 22314-9991, 800.999.2782

Accreditation by CAPTE is a statement that a physical therapist or physical therapist assistant education program meets the standards for quality set by the profession. CAPTE accredits physical therapy programs that educate students for entry into the profession:

- Professional physical therapist programs at the clinical doctorate levels
- Technical physical therapist assistant programs at the associate's degree level.

The HCCS PTA Program was originally accredited in 1975 and was most recently re-accredited on October 29, 2008 for a period of 10 years.

CAPTE accreditation is important because:

- It helps students and their parents select programs that will provide the education necessary to enter the profession.
- It fosters quality educational experiences and helps to assure that the program is taught by qualified faculty, has the resources it needs to support the curriculum, meets its mission, has acceptable student outcomes, and provides accurate information to the public.
- It provides students and others a place to complain if an accredited program fails to meet its obligation to maintain compliance with CAPTE's Evaluative Criteria.
- Graduation from a CAPTE-accredited program is required for eligibility to sit for the licensing exam. It is also required in order to provide physical therapy services to patients/clients on Medicare.

**HEALTH SCIENCE CENTER ADMINISTRATION**

Dr. Phillip V. Nicotera, M.S.Ed, M.D  
President, Center of Excellence - Health Sciences, Health Science Center of Excellence  
Suite 285

Jeff Gricar, M.Ed., CPhT, PhTR.  
Interim Dean of Instruction, Center of Excellence - Health Sciences, Health Science Center of Excellence  
Suite 232

**ADVISORY BOARD**

The Program's Advisory Board is composed of Physical Therapists, Physical Therapist Assistants and administrators from various hospitals, academic settings, outpatient clinics, rehabilitation centers and home health agencies in the Greater Houston Area. The committee meets on a biannual basis to review and discuss the needs, progress and future of the program.

**ADMISSIONS COMMITTEE/PROCESS**

The Program utilizes a selective admission process due to the academic rigor and the desire for student success which includes graduation from the program, passing of the licensure examination, and future employment. Application requirements are found on the Program’s website and are discussed during all Program Information Sessions. The selective admission process is handled by the Admission Committee. The Admissions Committee is composed of Student Services, the PTA Program Director and faculty, physical therapists, and physical therapist assistants which are clinical instructors from the Houston area. The office of Student Services accepts all applications and forwards the complete applications to the Program Director for further admission processes. The faculty members of the Admission Committee review transcripts and score assignments/tests. The Physical Therapists, Physical Therapist Assistants, and Clinical Instructors from the area conduct interviews under faculty direction. The program receives approximately 150 – 170 applicants annually. The top 50-55 students are selected from a numeric scoring system and are invited to be a member of the class. Vacancies are filled from an alternate list up to the end of the first week of class. The class enrollment number is determined by the planned class size on record with CAPTE. The Program Director works in collaboration with Student Services to ensure the enrollment number does not exceed the planned class size at matriculation.
CORE PROGRAM FACULTY

Program Director &
Director of Clinical Education

Michele Voight, PTA, MPA, DCE
*Physical Therapy Education
  Associate of Applied Science
  Physical Therapist Assistant
  Belleville Area College
  Belleville, Illinois 1987

*Master of Public Administration
  Texas A&M Corpus Christi
  Corpus Christi, Texas, 2009

*Bachelor of Science in Kinesiology
  Texas A&M Corpus Christi
  Corpus Christi, Texas, 2000

*HCCS Faculty Spring 2011- present

Faculty

Karen Somer, PT, BS
*Physical Therapy Education
  Bachelor of Science
  Ithaca College
  Ithaca, New York 1978

*Associate of Applied Science
  Physical Therapist Assistant Program
  Nassau Community College 1972

*HCCS Faculty 1998 – present

Dr. Alan Park, PT, DPT
*Physical Therapy Education
  Bachelor of Science
  Medical University of South Carolina
  Charleston, SC – 1978

*Doctor of Physical Therapy
  College of Saint Scholastica
  Duluth, MN – 2011
  *HCCS Faculty Jan 2016 - present

Faculty (continued)

Ashlesha Parikh, PTA, MS, Asst. DCE
*Physical Therapy Education
  Associate of Applied Science
  Physical Therapist Assistant
  Essex County College 2000
  Newark, NJ

*Masters in Health Sciences-Movement Science
  Seton Hall University
  South Orange, NJ 2006

*Bachelor of Science-Exercise Science
  Rutgers University
  New Brunswick, NJ 1998

*HCCS Faculty 2013 – Present

TBD

*Physical Therapy Education
  Doctor of Philosophy in Physical Therapy (2016)
  Doctor of Physical Therapy (2014)
  Masters of Science in Physical Therapy (2005)
  Texas Woman’s University
  Houston, TX

*Bachelor of Arts
  Houston, TX 2003

*HCCS Faculty 2018 – Present
**Students with Disabilities (ADA): Didactic and Clinical Coursework**

HCCS recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment. Specific policies enable students with documented disabilities who are otherwise qualified, to request accommodations, which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990. Obtaining reasonable accommodations is an interactive process. It begins with the student’s disclosure of his/her disability directly with the ADA Counselor in Ability Services, which is located in room 101 of the Learning Success Center (LSC). The ADA Counselor may also be reached by phone at (713) 718-7376. Once accommodations are in place, instructors should receive a new, updated letter of accommodation within the first three days of each semester. For further questions, visit the disAbility Services webpage: [disAbility Services](http://disabilityservices.hccs.edu)

**Emergency Procedures:**

**Weather Emergencies/Closings:** For up to date information regarding the closure of the campus, please refer to:

- Updates on radio and television;
- Voice mail of Michele Voight: 713-718-7368/email: Michele.voight@hccs.edu;
- HCC 24 hr. Response: 713-718-8888; Text Messages via the college for enrolled students 911: In the event of an emergency, call 911 or 713-718-8888

**Fire drill:** Health Science Center of Excellence has announced fire drills throughout the year. When it occurs please proceed in an orderly manner to the nearest stairway and await further instructions.

**Title IX: Sex Discrimination and Sexual Misconduct**

The Houston Community College is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination and harassment on the basis of race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, or veteran status.

Sex discrimination includes all forms of sexual and gender-based misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. HCC is committed to the principle that the working environment of its employees and the classroom environment for students should be free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence by employees, students or third parties. Sexual and gender-based misconduct is unprofessional and will not be tolerated and is expressly prohibited. Individuals who engage in such conduct will be subject to disciplinary action.

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. Students who become pregnant during the program should consult with the Program Director as well as the Ability Services Counselor to be sure they understand their rights under Title IX. In situations that involve absence from class, this consultation may include a discussion about receiving Incomplete Grades instead of a full term withdrawal, the ability to voluntarily leave the program based on agreed terms for return, the opportunity to resume enrollment without being subject to a new admission process, and return with restrictions as long as accommodations provided through Ability Services effectively help the student meet the Program’s Essential Functions. Students should contact the Counselor in Ability Services for assistance with requesting and receiving academic accommodations due to pregnancy or parental status. Students who believe that they have been the victim of misconduct prohibited by these regulations may submit a compliant to initiate College action. More information regarding your rights under Title IX and compliant forms are available online at: [http://www.hccs.edu/district/departments/institutionalequity/title-ix-know-your-rights/](http://www.hccs.edu/district/departments/institutionalequity/title-ix-know-your-rights/)
American Physical Therapy Association and The Role of The PTA

A. AMERICAN PHYSICAL THERAPY ASSOCIATION (APTA)

This national physical therapy organization (APTA) serves physical therapists and physical therapist assistants by providing educational opportunities, updates of recent developments in the field, evaluations of political issues directly affecting the profession, and posting of available job openings around the country and in your area.

Membership in this organization also gives you membership in the State (Texas Physical Therapy Association, TPTA, www.tpta.org) and the local organization (Southeastern District, SED, information can be found at www.tpta.org, follow links to districts). This membership gives you access to national, state and local publications on physical therapy as well as web access to evidenced based research with all of the newest research on physical therapy and treatment techniques in physical therapy. All of this information will help you be better informed about your profession.

The HCC PTA program faculty support the professional association and are active in the local chapter. The PTA Program strongly encourages students to join the association by completing the application and submitting the application fee. You are eligible for a membership immediately. The telephone number for the American Physical Therapy Association is 1-800-999-APTA and the website is www.apta.org. Follow the student link to membership.

Another positive side effect of APTA membership is a chance to attend district, state and national conventions. Each year, as able, time is allocated in the PTA schedule for the class to attend the Texas Physical Therapy Association Annual Conference. Attendance to the conference provides you an opportunity to increase your knowledge of the profession and make professional contacts beneficial to you upon graduation.

B. DEFINITION AND UTILIZATION OF THE PHYSICAL THERAPIST ASSISTANT

DEFINITION

The physical therapist assistant is a health care worker who assists the therapist in the provision of physical therapy. The physical therapist assistant is a graduate of a physical therapist assistant associate degree program accredited by CAPTE, an agency recognized by the Secretary of the United States Department of Education or the Council on Post-secondary Accreditation.

UTILIZATION

The physical therapist assistant is required to work under the direction and supervision of the physical therapist. The physical therapist assistant may perform physical therapy procedures and related tasks that have been selected and delegated by the supervising physical therapist. Where permitted by law, the physical therapist assistant may also carry out routine operational functions, including supervision of the physical therapy aide or equivalent, and documentation.
of treatment progress. The ability of the physical therapist assistant to perform the selected and delegated tasks shall be assessed on an ongoing basis by the supervising physical therapist. The physical therapist assistant may, with prior approval by the supervising physical therapist, adjust a specific treatment procedure in accordance with changes in patient status.

When the physical therapist and the physical therapist assistant are not within the same physical setting, the performance of the delegated functions by the physical therapist assistant must be consistent with safe and legal physical therapy practice and shall be predicated on the following factors: complexity and acuity of the patient's needs; proximity and accessibility to the physical therapist; supervision available in the event of emergencies or critical events; and type of setting in which the service is provided. The physical therapist assistant shall not perform the following physical therapy activities: interpretation of referrals; physical therapy initial evaluation and re-evaluation; identification, determination or modification of plans of care (including goals and treatment programs); final discharge assessment/evaluation or establishment of the discharge plan; or therapeutic techniques beyond the skill and knowledge of the physical therapist assistant.

**SOURCE:** APTA Policies and Executive Council of Physical Therapy and Occupational Therapy Examiners.

**C. PHYSICAL THERAPIST ASSISTANT PROGRAM ESSENTIAL FUNCTIONS**

Houston Community College Physical Therapist Assistant Program Essential Functions complete document is located in the appendix.

The purpose of this document is to delineate the essential functions necessary to complete the AAS Program and to perform as a competent entry-level physical therapist assistant.

*Qualified applicants with disabilities are encouraged to apply to the program. If a student cannot demonstrate the following technical standards, it is the responsibility of the student to request information and an appropriate accommodation through the Ability Services Office.*

Accommodations are an obligation of Houston Community College under Section 504 of the Rehabilitation Act of 1973 and under the Americans with Disabilities Act of 1990 and its Amendments. Houston Community College recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment.

The processes of Houston Community College responding to the particular needs of a student with a disability include the following steps:

1. Documentation of the disability by providing adequate information from a licensed professional in the Office of Ability Services
2. Consultation with an ADA Counselor prior to enrolling in the Program and at the beginning of each semester to determine appropriate academic accommodations

**D. THE PHYSICAL THERAPY TEAM: ROLE CLARIFICATION**

Physical therapist, physical therapist assistants and physical therapy aides work together in the PT setting to provide optimal patient care. All members of this team must have a clear
understanding of the different roles and responsibilities. In Texas, **The physical therapy profession is governed by the Texas Board of Physical Therapy Examiners and the Texas Physical Therapy Practice Act and Rules.**

**Texas PT Act and Rules:** The 62nd Texas Legislature enacted the Physical Therapy Practice Act in 1971. The Act has been revised many times in the years since; most recently by the 76th Legislature, effective September 1, 1999. All rules adopted by the Board are based on the Act.

As mandated by the Practice Act, the PT Board adopts rules to govern the practice of physical therapy in the State. Rules are adopted, changed and repealed in response to developments in physical therapy practice, administrative changes, or legislative mandates. The rules are established as minimum standards, to ensure that the public is adequately protected.

The Practice Act and Rules for Texas may be found at: [http://www.ptot.texas.gov/](http://www.ptot.texas.gov/)

**ROLE DEFINITIONS:**

- **Physical Therapist** means a licensed professional who practices physical therapy.
- **Physical Therapist Assistant** means a technically trained licensed person who works under the supervision of a PT and assists in the practice of physical therapy.
- **Physical Therapy Aide** means a person who aids in the practice of physical therapy and requires on-the-job training and on-site supervision by the PT or PTA.

**SUMMARY:**
In all settings where physical therapy is provided, the **physical therapist** is the **PRIMARY DECISION MAKER** regarding patient treatment and is responsible for directing treatment. The **physical therapist assistant** has the responsibility to carry out the treatment that is determined by the therapist. However, the **physical therapist assistant** also assists with decision-making by gathering information and communicating during patient treatment to relay to the therapist and making suggestions to the therapist when decisions or interventions are necessary.

**PTA Program Academic Course Requirements**

**A. TECHNICAL COURSE SEQUENCING AND GRADUATION REQUIREMENTS**
The program technical courses are offered sequentially in that each PTA course must be completed with $\geq 75\%$ before progressing to the next PTA course. Specific sequencing is available in the HCCS program catalog. All PTA Program Curriculum courses must be completed with $\geq 75\%$ prior to graduation and prior to being eligible to sit for the National Physical Therapy Examination. A passing score on the NPTE is required prior to employment as a Physical Therapist Assistant.
B. COMPLETION REQUIREMENTS

1. All general academic courses are included in the PTHA degree plan for full-time study for the required five semesters; however, due to the selective admission criteria the general academic course are taken prior to the start of the program to earn points for the application process. All required general education courses must be completed with a C or better to fulfill the application criteria and requirements of the degree plan. These courses include 3 credit-Humanities Elective, BIOL 2301/2101, BIOL 2302/2102, PSYC 2301, and PSYC 2314. Cumulative GPA for pre-requisite courses must be 3.00 in order to apply for the program.

2. Students must complete all program courses ≥ 75%. Students are required to earn a ≥75% in each theory and lab portions in technical courses with a lab grade component. Please see the course syllabi for specific requirements.

3. Students will not be allowed to repeat any course in the curriculum including clinic more than once and remain in the program. Therefore failure or withdrawal* from the same course twice will result in dismissal from the program. Students repeating program courses, for credit or for (audit) review, must complete each course requirements with ≥75% to progress to the next course in the program. This policy also includes all clinical practicum courses.

4. Students who fail a course must follow the re-admission procedure and comply with all requirements to continue in the program. See specifics on the re-admission procedure on page 28 in the student handbook.

5. Failure or withdrawal* from any THREE (3) courses in the program will result in dismissal from the program.

6. The entire PTA curriculum must be successfully completed within four years of the entry date to be eligible for licensure. If the program cannot be successfully completed within the four-year time frame, the student will be dismissed from the program. If a student is dismissed due to the four-year time frame policy, complete re-application to the program is required and if accepted, program courses will need to be re-taken and completed as any new student.

7. All students must have an updated PTA Program degree plan completed by the advisor by the end of the first fall semester.

8. Students must be enrolled for at least one semester hour course during the final semester before graduation.

If a student fails any class, he/she will be placed on probation within the PTA Program. An individual plan of action (POA) will be developed by the Program Director or designated faculty and implemented by the student. Non-compliance with the plan of action will be grounds for dismissal from the program.

*Withdrawal policy – If a student withdraws from a course due to a personal emergency and has a passing grade in the current withdrawn course, the student may write a letter of appeal to the PTA faculty requesting the withdrawal not count towards the “failure/withdrawal policy” as written in B. (3). PTA faculty must agree unanimously in favor of the appeal.
Paragraph B applies to Section PTA Program Dismissals (p.44) in the student handbook, and all other sections referencing completion requirements. In the event of clerical omission or error, students will be subject to Paragraph B as stated above.

C. TRANSFER COURSES
All courses transferred from other colleges must be of a "C" or better. These courses are cleared through the Program Director with input from the Program Advisor as to their equivalency to HCC courses. Foreign earned credits must be evaluated for U.S. equivalency prior to the Program Director or the Program Advisor evaluating equivalency to HCC courses. Transferring of previously earned PT/PTA credits must follow the Transfer Policy of page 29 of the Program Student Handbook.
All courses are web enhanced. A strong background in the use of computers is required.

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### First Year

#### First Semester (Fall)

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<td>51.0806 PTHA 1431</td>
<td>Physical Agents</td>
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#### Third Semester (Summer)

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### Second Year

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**TOTAL** 66 46 84 14 2208
Physical Therapist Assistant W.E.C.M Course Descriptions

First Year – First Semester (Fall)

PTHA 1405 - Basic Patient Care Skills
Course Description: The application of basic patient handling, functional skills, communication, and selected data collection techniques.
Learning Outcomes: Describe principles and techniques of patient handling and functional skills; demonstrate basic patient handling and functional skills; demonstrate selected data collection techniques; demonstrate communication skills.

PTHA 1413 - Functional Anatomy
Course Description: The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement.
Learning Outcome: Locate the musculoskeletal and neurological structures of the human body; differentiate between normal and abnormal movement.

HPRS 1206 – Medical Terminology
Course Description: A study of medical terminology, word origin, structure, and application.
Learning Outcome: Define, pronounce, and spell medical terms with the use of medical references as resource tools; utilize terms in context; analyze medical terms; examine word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols.

PTHA 1301 - The Profession of Physical Therapy
Course Description: Introduction to the profession of physical therapy and the role of the physical therapist assistant.
Learning Outcome: Describe the history, purpose, and scope of physical therapy; identify the roles and responsibilities of the physical therapist assistant.

First Year – Second Semester (Spring)

PTHA 1321 - Clinical Pathophysiology
Course Description: Study of the pathophysiology of diseases/conditions encountered in physical therapy
Learning Outcome: Describe the etiology, pathogenesis, signs/symptoms, and treatments of selected diseases/conditions; identify the impact of the pathologies in physical therapy.

PTHA 1431 - Physical Agents
Course Description: Biophysical principles, physiological effects, efficacy, and application of physical agents.
Learning Outcome: Describe the biophysical principles and efficacy of physical agents; relate indications, contraindications and precautions to interventions; apply physical agents; demonstrate communication skills.

PTHA 2301 – Essentials of data collection
Course Description: Data collection techniques used to assist in patient/client management.
Learning Outcomes: Perform data collection techniques; identify changes in data collected. Report results.
First Year – Third Semester (Summer)

HPRS 2232 – Health Care Communication
Course Description: Methods of communication with clients, client support groups, health care professionals, and external agencies.
Learning Outcomes: The student will communicate orally with clients, client support groups, health care professionals, and external agencies; and demonstrate accurate and effective written health care documentation. The student will demonstrate competency in the use of technology; and utilize date management techniques.

PTHA 2205 – Neurology
Course Description: Study of neuroanatomy and neurophysiology as it relates to neurological conditions.
Learning Outcomes: Identify the functions of the neuroanatomical structures; correlate lesions with clinical signs and symptoms; describe the pathogenesis and prognosis of neurological disorders treated in physical therapy.

PTHA 2509 - Therapeutic Exercise
Course Description: Concepts, principles, and application of techniques related to therapeutic exercise and functional training.
Learning Outcomes: Describe the principles of therapeutic exercise; formulate a rationale for the implementation of therapeutic exercise; demonstrate techniques therapeutic exercise and functional training; execute patient education; and demonstrate communication skills.

Second Year – First Semester (Fall)

PTHA 1266 - Practicum I
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Learning Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

PTHA 2435 - Rehabilitation Techniques
Course Description: Comprehensive rehabilitation of selected diseases and disorders.
Learning Outcomes: Describe the physical therapy management of patients with selected diseases and disorders; demonstrate rehabilitation techniques for diseases and disorders; and demonstrate communication skills.

PTHA 2431 - Management of Neurological Disorders
Course Description: Comprehensive rehabilitation techniques of selected neurological disorders.
Learning Outcomes: Describe management of patients with neurological disorders; demonstrate rehabilitation techniques for neurological disorders; demonstrate communication skills.

Second Semester (Spring)

PTHA 1267 – Practicum II
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Learning Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
PTHA 2266 – Practicum III
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Learning Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

PTHA 2339 - Professional Issues (Capstone Course)
Course Description: Discussion of professional issues and behaviors related to clinical practice; preparation for transition into the workforce.
Learning Outcomes: Prepare for licensure, employment, and professional development; identify legal, ethical, and professional behaviors.
**Houston Community College, PTA program**

**Summary of Academic Completion**

<table>
<thead>
<tr>
<th>End of second Semester</th>
<th>Academics Completed</th>
<th>Academics not Completed</th>
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<td>Modalities &amp; Basic Massage techniques</td>
<td>Therapeutic Exercises (strengthening, stretching, PRE, etc.)</td>
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<td>Transfers</td>
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<td>Passive ROM, Positioning, Draping</td>
<td>Acute care simulation &amp; clinical integration</td>
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<tr>
<td></td>
<td>Traction: intermittent, bedside-static</td>
<td>UE, LE, &amp; Spinal LE Pathology</td>
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<tr>
<td></td>
<td>Goniometry, Gross MMT</td>
<td>Respiratory Care</td>
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<tr>
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<td>Gross Posture &amp; Alignment</td>
<td>Orthopedic, Soft Tissue, Arthritic &amp; Post-Pathological Conditions, including neuropathology</td>
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<td>Pathological Conditions</td>
<td>Documentation &amp; Reimbursement</td>
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<td>ICU environment</td>
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<tr>
<td></td>
<td>Wound Care &amp; Pathology of Burns</td>
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<td>(i.e., NDT, Brunnstrom, Rood)</td>
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<td>Normal/Abnormal Reflexes</td>
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<td>Pediatric Problems &amp; Treatment</td>
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<td>CVAs &amp; Brain Injuries &amp; Treatment Procedures</td>
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<td>These topics are taught through distance education in PTHA 2339 during the final clinical affiliation.</td>
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CLINICAL AFFILIATION GUIDELINES

Clinical Expectations

Clinical Instructor:
1. Be a licensed physical therapist or physical therapist assistant and have at least 1 year of patient care experience post licensure – CI credentialing is encouraged
2. Be a positive role model by exhibiting behaviors you expect to see from your student
3. Demonstrate expertise in patient care
4. Be patient and hold the student accountable
5. Communicate to the student the facility’s and your expectations for a successful affiliation
6. Be consistent and fair with your written and verbal assessment
7. Complete the PTA MACS in a timely manner for the mid-term visit and final assessment
8. Provide informal constructive feedback on a per patient basis as feasible and formal feedback at least weekly
9. Collaborate with the student to create weekly goals
10. CIs are an extension of the Program faculty, it is expected that CIs “teach”, “communicate”, and provide “quality feedback” facilitate learning.

Student:
1. Be prepared for your scheduled day at least 15 min. before you are expected to start
2. Abide by the attendance policy of the Program and the facility
3. Abide by the clinical guidelines outlined in the Student Handbook
4. Follow HIPAA and Confidentiality policies at all times. Any breech will result in Program dismissal.
5. Be respectful and professional at all times. Smile!
6. No personal business is to take place while in your clinical unless you are on an approved break
7. No cell phone use unless required for communication purposes at the facility
8. All missed days are expected to be made up
9. You are expected to work the shift of your clinical instructor (this may include weekends or long days)
10. Follow the facility and/or Program dress code
11. All jewelry and perfume should be kept to a minimum and nails and hair (including beards) should be neat and clean and not be a safety issue during patient care
12. NO patient care is to be performed unless you have a licensed PT/PTA onsite providing supervision
13. Communicate with your CI any problems that you are having regarding the learning experience or anything that may affect your clinical experience
15. Create weekly goals and check with your CI weekly on the progress of goal achievement
16. Seek constructive feedback and apply in patient/client management
17. Complete the PTA MACS in a timely manner for the mid-term visit and final assessment.
18. Know your clinical grading criteria and how to complete the PTA MACS and your required paperwork
19. Be patient and understand that your CI has a job to do outside of being your clinical instructor
20. Put the patient first!
Placement in the Clinical Curriculum

Clinical affiliations are a full-time experience with schedules determined by the facility where students are assigned. Students may be required to work long days and weekends. The student is expected to work the same hours as their assigned clinical instructor. The student should not expect to have outside employment due to variations in clinical hours. Also, the 6 week clinical learning experience will be suited to educational needs and will be assigned using the Exxat Clinical Placement System. Assignments will be determined according to availability of a site during the time slot of the clinical affiliation, as well as specific student wish list, needs, or readiness for the experience as determined by the Faculty. Students will be placed at selected hospitals and clinics according to their educational and personal skills and NOT geographic desirability as perceived by the student. The student should expect to have a long commute to and from the facility for affiliations. The student should be prepared for out-of-district assignments. Arrangements for dependable transportation will be required of all students. Students will be responsible for all costs of travel and parking for each clinical experience including any facility observational visits. Students are given the opportunity to request desired clinical placements through the EXXAT clinical placement software. The DCE will consider the request however; the student will be placed based on their educational needs. Each student is required to have one in-patient and one outpatient experience. The third experience is based on student educational need/preference.

Competent and Safe in preparation prior to participating in clinical education: Faculty use the following documents to determine skills taught in the curriculum to prepare the student for clinical education and entry-level work as a PTA: CAPTE Standards and Elements, National Physical Therapy Examination Content Outline, Clinical Frequency Checklist; Clinical Instructor Communication, Student and Graduate Surveys, and annual faculty curriculum review. Faculty determines students are safe and competent to participate in clinical education through lab skill checkoffs, lab practical examinations, theory examinations, and Professional Behavior skills assessed during each lab examination.

Attendance Criteria

- Clinical attendance, punctuality, attitude, and participation are all evidence of professional behavior and commitment to learning the essential of giving quality health care.

- Students are expected to attend all scheduled days of each affiliation regardless of the number of hours accrued. Scheduled 10-hour days or week-end days may occur due to CI schedules. The student is required to work the schedule of their clinical instructor. When the student is informed of this schedule, the student is to receive consent of the DCE. The DCE will be the faculty member on-call when the college office is closed unless otherwise notified.

- On the Attendance Record, do not count lunch breaks as part of your attendance. Consider the Clinic’s full work day as 8 hours, unless otherwise designated by the administrator of the department of physical therapy. College holidays will be observed, and make-up will not be expected for these days only. Any variation in normal clinic hours worked or scheduled should be documented and approved by the CI and DCE.

- Full attendance is required during the affiliation. Any time missed due to absence must be made up. The time may be made up in partial or full days. The CI and DCE must approve the make-up time in advance. Points are deducted for ALL missed days, even though the day is made up.
• In the event of an occurrence that a day in the clinic will be missed, the student must directly notify and speak with his/her CI or facility as well as notify the DCE by email/phone/text prior to scheduled report time. The student must provide a reason for the absence to both the CI and DCE prior to the scheduled report time. The CI of the facility must be notified in advance of the student’s expected return to the Clinic. Absences are cumulative; 5 days of absence that are not made up over the 3 affiliations is the maximum number of days missed allowed.
  a. After the second consecutive day of absence a physician/physician’s office note is required.
  b. After the 3rd cumulative absence that is not made up, a written plan of action is required.
  c. The sixth day of (cumulative) absence, that is not made up will result in an automatic failure of the current Practicum and the course will need to be repeated.
• Three tardies (more than 15 min. late or leaving early) will constitute one absence.
• Attendance is required for all other scheduled class activities (orientation days, seminar days, or days scheduled by DCE to be on campus)
• Absences due to catastrophic medical and personal emergencies will be reviewed by faculty and will require appropriate official documentation upon return to class (example: Doctor’s note, police report). See Student Handbook pg. 16 for further clarification.

**Grading Criteria**

Each clinical practicum has grading criteria according to the specific level of practicum. The PTA MACS (Manual for Assessment of Clinical Skills) is the grading tool used by the student and the student’s clinical instructor. Other grading criteria used by the HCC Clinical Education faculty can be found in the specific course syllabi. Affiliation attendance requirements, grading criteria, objectives and skills learned prior to the affiliation are sent to the student and clinical instructor prior to each affiliation. The student will be required to review the grading criteria prior to each clinical practicum. Students may be required to repeat a clinical affiliation if they have failed to meet grading criteria or have specific deficits. The student may be assigned remediation of a skill to demonstrate competency of required entry-level skills if not achieved or available at the clinical site following the terminal clinical experience. The DCE will determine the final grade and/or need of remediation in all circumstances.

**Appeal of Clinical Evaluations**

Should the student disagree with any aspect of the Clinical Instructor's (CI) evaluation of his/her performance, he/she will talk with the Clinical Instructor. If this proves unsatisfactory, the Center Coordinator for Clinical Education and the Director of Clinical Education should then be contacted by the student to discuss this matter. The Director of Clinical Education in turn will set up a meeting of all 3 parties, should it be necessary. If the problem is not resolved at this meeting, the student may follow the Grade Appeal Procedure cited in the HCCS student handbook.

**Health Records and Clinical Requirements**

**Criminal Background Check Requirements and Drug Screens Are Mandatory!!** See Appendix p 40 for the Background Check and Drug Screen policy.
Cardio-pulmonary Resuscitation (CPR) certification is required by the end of the second semester in the program. The student is encouraged to be certified prior to entering the program; however, if not achieved, the program will bring in an instructor to provide certification. All costs for certification are the responsibility of the student.

Liability Insurance - No student will be allowed to attend clinic until his/her liability insurance premium is paid through registration of the clinical practicum. This insurance provides protection against malpractice suits involving the student and college during clinical practice or other learning experiences, which involve patients. During clinical practicums and site visits to facilities that provide additional learning experiences, the student must relinquish the right to hold said facility liable for personal injury incurred on any such visit or assignment. Emergency medical care will be available to students who become ill and/or injured at the clinical site, but the student assumes the responsibility for all costs of care. Students must also carry his/her own personal health insurance. Students will purchase as part of course fees, the College's Student Liability Insurance group plan. The liability fee is assessed in all classes in the PTA Program and Clinical Practicum courses (PTHA 1266, 1267, 2266). The student must remain enrolled in the clinical practicum throughout the designated affiliation dates.

Immunization requirements are based on the industry requirements as defined by the affiliating institutions and may change at any time. Currently, students are required to receive immunizations and/or titers for Varicella, MMR, HEP B series, HEP C titer, TDAP, B and flu when appropriate. See the Appendix p 43 for a list of requirements details regarding health records requirements and the Request for Clinical Records form.

All students will comply with the release of health records and complete clinical requirements as stated in the affiliation agreement and/or facility requirements. Students are responsible to submit health records and clinical requirements directly to the facility unless otherwise required by the facility. Students must sign an acknowledgement of release of health records and clinical requirements prior to each affiliation. Information released may include background check, immunization history, academic standing, status of citizenship, student identification, date of birth, CPR, personal health insurance, and liability coverage.

A student not meeting all health record requirements will not be allowed to attend the affiliation and may be withdrawn from an affiliation if any part of the records expires during the affiliation.

All documents will be secured within the secured electronic management system. Records will not be released without a signed Request for Clinical Records form. These forms can be reviewed in the PTA program office and are maintained by the Program Director in the students admission file. Changes in these requirements may occur after the student is enrolled in the PTA program at HCC. These changes are based on industry standards, facility requests, or regulatory requirements. HCC will inform students of these changes and it will be the student’s responsibility to comply in order to attend the affiliation.
Clinical Rules and Regulations

Rules and regulations concerning clinical practice must be closely adhered to in order to maintain professionalism and successful clinical practice. These rules and regulations cover such factors as conduct with patients, HIPAA, confidentiality, PTA student dress codes, attendance requirements, and performance and professional behavior expectations. Students will always introduce themselves as a student physical therapist assistant and we understand that patients have the right to refuse treatment by a student.

Each student must sign a statement prior to admission to the clinical practice courses (PTHA 1266, 1267, 2266) that he/she has read, understands, and agrees to follow the rules and regulations set forth in the syllabus for each clinical course and abide by the clinical contractual agreement.

Students will not contact or visit affiliation sites prior to or after affiliation dates without permission of the DCE.

The PTA faculty reserves the right to make minor changes in these rules and regulations as necessary. The student will be advised of any changes made. These rules and regulations will be superseded by any changes in the federal or state law governing the practice of Physical Therapy.

Houston Community College Clinical Code of Conduct

To prepare students for the high ethical standards of the health professions, The Health Science Center of Excellence expects absolute academic professional integrity, both in the classroom and in the clinical setting. Students are expected to demonstrate professional and ethical behaviors consistent with standards associated with health science professions. Students shall comply with all policies and procedures for the Health Science Center of Excellence, PTA Program, and HCCS Student Code of Conduct.

A student shall:

1. Provide safe and professional patient/client care at all times and implement measures to promote a safe environment for each patient/client.
2. Comply with policies, procedures, and rules related to academic and clinical performance that are issued by Health Science Center of Excellence, by a Coleman health science program, by HCCS, or by any clinical agency.
3. Not commit acts of omission or commission that cause or are likely to cause harm to patients/clients.
4. Not attempt care/activities without adequate orientation, theoretical preparation, assistance, or supervision.
5. Maintain patient/client confidentiality. When discussing a patient’s history or medical information with the patient or significant other, it is imperative that only information already known to them be discussed. NO NEW INFORMATION MAY BE GIVEN TO THEM. Any communication with others regarding the care of the client must be done in private. No information about a patient may be shared, except where that person has a need to know to provide care for that patient. No conversation or comment of matters pertaining to clients or the work place should take place in public areas (e.g. elevators, stairwells, hallways, reception areas). Absolutely no aspect of the patient’ medical record can be copied or removed from the original document (written or electronic) in any form at any time.
ADHERENCE TO THE POLICIES OF THE FACILITY REGARDING CONFIDENTIALITY OF INFORMATION AND DOCUMENTATION IS MANDATORY. VIOLATION OF HIPAA/CONFIDENTIALITY POLICY WILL RESULT IN PROGRAM DISMISSAL.

6. Take appropriate action to assure the safety of patients/clients, self, and others.
7. Provide care for the patient/client in a timely, compassionate, and professional manner.
8. Communicate with patient/client and healthcare team in a truthful, timely, and accurate manner.
9. Actively promote the highest level of moral and ethical principles, and accept responsibility for his/her actions.
10. Treat others with respect and promote an academic and clinical environment that respects human rights, values, and choice of cultural and spiritual beliefs.
11. Collaborate and cooperate in every reasonable manner with the academic faculty and clinical staff to assure the highest quality of client care.
12. Abstain from the use of substances that impair judgment.
13. Report and document all patient/client assessments or observations, the care/practice provided by the student for the patient/client, and the patient’s/client’s response to that care/practice.
14. Accurately and timely report to the appropriate practitioner errors in or deviations from the prescribed regimen of care/practice.
15. Not falsify any patient/client record or any other document prepared or utilized in the course of, or in conjunction with patient/client care/practice.
16. Delineate, establish, and maintain professional boundaries with each patient/client. When providing direct patient/client care the student shall provide privacy during treatment and care/practice; and treat each patient/client with courtesy, respect, and with full recognition of dignity and individuality.
17. Not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient/client; or engage in behavior toward patient/client that may reasonably be interpreted as physical, verbal, mental or emotional abuse.
18. Not misappropriate a patient/client's property or: engage in behavior to seek or obtain personal gain at the patient’s/client's expense; engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient’s/client's expense; engage in behavior that constitutes inappropriate involvement in the patient’s/client’s personal relationships; or engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient’s/client's personal relationships. For the purpose of this paragraph, the patient/client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
19. Not engage in sexual contact or romantic relationships with a patient/client; engage in conduct that may reasonably interpreted as sexual or romantic; engage in any verbal behavior that is seductive or sexually demeaning to a patient/client; or engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a patient/client. For the purpose of this paragraph, the patient/client is always presumed incapable of giving free, full, or informed consent to sexual or romantic activity with the student.
Unsafe/Unprofessional Practice

A student shall provide safe and professional patient/client care/practice at all times. Unsafe care/practice, unprofessional care/practice, or weak care/practice with potential for unsafe and/or unprofessional care/practice occurs when the student’s behavior in providing care/practice to patients/clients may call into question the student's professional judgment and accountability and may violate the current:

- Standards of care/practice in Physical Therapy; or
- State of Texas Physical Therapy practice act; or
- Code of ethics for Physical Therapy; or
- APTA Value-based behaviors; or
- HCCS and/or clinical agency policies and procedures; or
- The HCCS Physical Therapist Assistant program goals and/or course objectives.

Depending upon the degree of actual or potential harm a patient/client may suffer, a student's one-time deviation from safe care/practice may be sufficient to judge a student unsafe.

A student whose clinical care/practice is judged unsafe and/or unprofessional by HCC PTA Program faculty or clinical staff may be removed from the clinical experience. The removal of a student from their clinical experience will result in failure of the course. To resume the clinical experience, a student who has been removed must comply with written stipulations prescribed by the faculty for readmission to the clinical experience. The faculty responsible for the clinical experience will review the clinical care/practice of a student who exhibits weaknesses that may lead to unsafe practice and/or unprofessional practice. The faculty, with appropriate input from the student, will develop a set of expectations that the student is to attain to remedy those weaknesses in the current and/or subsequent semester.

Rationale: Faculty have a legal and professional responsibility that students can practice safely, effectively and professionally in their various clinical care/practice to assure the public’s well-being, the safety of other students, and the ability to abide by the professional documents of the American Physical Therapy Association.

Student Clinical behavior

Positive, consistent, appropriate, professional behavior is expected at all times and in all situations in the clinical setting!!!

Conduct

Smoking is prohibited except in designated areas and only in accordance with the policy of the facility. Drinking coffee or other beverages is permitted only in areas designated by the facility. Cell phone use is prohibited in the clinical setting unless allowed or required by facility. Inappropriate use of an electronic device may result is dismissal from the clinical facility.
Responsibility
You are at all times directly responsible to the PTA and PT to whom you are assigned. The supervising PT is ultimately responsible for all decisions made regarding patient care.

Incident Reports
All accidents or unusual occurrences must be reported to the CI, CCCE, and the DCE. The student present during the incident will be responsible for the written report. The incident report should be given to the CI in a timely fashion, and in accordance with the facilities policies and procedures.

See appendix for the Student Incident Report Policy and a copy of the form.

Dependability and Reliability
It is the responsibility of the student to consult the work schedule for the days and hours of each workday, and to report at the designated time. It is expected that the student will stay at the clinical affiliation for the entire designated time, unless given permission to leave early by the Clinical Instructor.

Tardiness and absenteeism place an undue hardship on others and demonstrates unprofessional behavior. Absence and the reason for the absence should be reported promptly by phone/text in the morning to the facility and DCE. Each subsequent day of absence should be reported to the facility and the DCE. If you will be late, you must phone/text the CI with the reason for being late, notifying both the DCE and the CI or CCCE within 20 minutes of the time in which you were to report. You must either speak to someone at your facility or receive confirmation that your notification was received. Actual time and reason for absence must be recorded on the clinical attendance record.

Unexplained and/or excessive absences will not be tolerated. Students may be dismissed from clinic for excessive absences or tardiness. Details of the absentee policy is in each clinical practicum syllabus. If a clinic requests that a student be removed from their facility, the student will fail the clinical affiliation.

Universal Precautions
Always adhere to body fluid and universal precautions. Remember to wash hands prior to leaving any room and/or prior to any patient care.

Dress Code
It is imperative that the students’ physical appearance be impeccable. Personal hygiene, appropriate dress and a smile are all important aspects of your presentation to the public. Many judgments are made on first sight, and one never has a second chance to make a first impression. You will also be representing a highly respected profession in the medical community; therefore, professional appearance is mandatory. Students are required to follow the facilities dress code at all times.

Personal Hygiene
Cleanliness, including hands, nails, teeth, hair, and body is expected. For proper safety during patient care, fingernails should be clean and trimmed to no further than the fingertips. Heavy make-up NEVER increases your professional appearance. Strong fragrances are offensive to many patients,
particularly those with allergies or compromised pulmonary systems. This applies to men and women alike. A "rule of thumb" is: if others notice your make-up, fragrance, nail enamel, or the length of fingernails and not your smile and your confidence, you may want to re-evaluate your professional appearance.

**Hair**
Must be clean and styled so that it does not require constant maintenance. Hair should be styled so that it does not fall across your face during treatment or become a safety issue with equipment. Hair that impedes your vision may be a safety issue because it is possible that you may miss seeing a vital signal from another staff member or a patient. Long hair must be secured back. All facial hair must look professional, be trimmed, and well-maintained and should not cause a safety concern with equipment use or patient care.

**Clothing**
Your clothing must be worn in good taste, remember, you represent physical therapy to the rest of the medical community. Exposing too much “skin” is unprofessional, this includes shirts and slacks. Clothing **MUST NOT** be too tight, wrinkled, or soiled. You are required to follow the guidelines of the clinical facility.

**All Students**
Appropriate clothing required for all clinical visits and clinical affiliations:
- Dress slacks with a belt (if applicable) in colors such as Khaki, navy, brown, grey or black.
- An HCC polo shirt or any polo shirt. Shirts must be tucked in when appropriate.
- A clean white lab jacket, over appropriate clothing, may be worn. Lab jackets should be jacket style and not be longer than the length of your fingertips.
- Appropriate fitting scrubs are permitted per clinical facility guidelines.
- All footwear is required to be closed-toe and non-slip. Socks must be worn. Students must follow clinical facility guidelines.
- Never assume blue jeans, tennis shoes, scrubs, or shorts are permitted unless informed otherwise by your clinical instructor.
- Clinical affiliation sites may have specific dress codes. In this case, the student must follow the clinical affiliation dress code.
- **ALWAYS** check with your facility what the required dress code will be.

**Name Badge:**
The students will obtain an HCC student ID at the start of the program. The HCC student ID must be displayed for all clinical visits and clinical affiliations. The facility to which you are assigned may also require you to wear the name badge of that facility.

**Jewelry**
A watch which displays second hand and is water resistant is essential. A wedding band and small earrings will be allowed. Earrings that dangle well below the ear (noticeably long) present a safety hazard to you and your patients and will not be tolerated in lab or the clinical setting.
Unacceptable Dress Code:

- Facial & tongue piercing is not acceptable for either male or female students.
- Body piercing of any type that could affect student safety is also unacceptable in class or clinic.
- Assume tattoos that are visible will need to be covered in the clinical setting. If the clinical setting allows visible tattoos, the student may follow the facility guidelines. Keep in mind, a professional appearance is expected at all times.
- Facial hair or long hair that is determined a safety concern will not be allowed in lab or the clinical environment.

Non-compliance with this dress code or violation of the facility’s dress code will result in counseling and possible dismissal from the clinic at the discretion of the faculty/clinical facility.

COMPLIANT PROCEDURE DURING CLINICALS

It is important for any student to understand that every organization has its "Chain of Command" that one must constructively work through to solve professional problems, whether it's a hospital or school. As a student, your grievances or problems should be resolved to your satisfaction in the following manner:

1. Bring the problem to your clinical instructor's/CCCE’s attention.
2. If your clinical instructor's answer does not satisfy you, present your complaint to:
   a) The Director for Clinical Education (DCE). If the DCE's answer does not satisfy you, present your complaint to the Program Director.
   b) If the Program Director’s answer does not satisfy you, present your complaint to the office of the Dean of Instruction and follow the HCC grievance policy Student Policy and Procedure

Student Safety

Students are expected to assume responsibility for their own safety by adhering to the guidelines listed below and discussing with the faculty situations, which the student believes to be unsafe prior to exposing him/herself to risk.

1. Student leaving clinical experiences after dark should travel in groups or obtain escort services from security guards in the agency.
2. Students who use cars should lock their doors at all times and park in well-lighted areas. Valuables including health-screening equipment, e.g., stethoscopes should always be secured out of sight.
3. Students should carry a minimum amount of money and valuables. Be sure know emergency numbers.
4. Students should be alert and observant for risks so that suspicious situations can be avoided. Do not enter a suspicious area - for example, where loitering, fighting or drunkenness is occurring or in a dark hallway or basement. If the student observes a suspicious situation, the student should leave immediately.
Transportation
Students must provide their own transportation to clinical assignments and costs incurred during their clinical experiences, including all off-campus expenses. Students are responsible for appropriate automobile insurance coverage. Students are not required to produce evidence of automobile insurance. However, students are reminded that mandatory auto insurance is a requirement of the State of Texas.

Weather Emergencies
In case of weather conditions that render traveling hazardous, students and faculty members are urged to exercise their best judgment in determining whether to attend clinical assignments. The clinical area must be notified promptly by the appropriate person, if students or faculty members are going to be absent or late. Faculty members will notify students if they are unable to make it to clinical practice areas. Information about changes in HCC schedules in case of a natural disaster or environmental accident can be obtained through the HCCS website, listening to radio and television news reports, and/or email notification from the Program Director.

When a student is on a clinical affiliation, the student will be under the weather closure guidelines of HCCS. If HCCS closes their campuses while students are on clinicals, the student is not required to attend the clinical. If the weather is clear where the student is attending clinical and the student can safely travel to the clinical facility, the student is required to contact the DCE prior to going to clinical to ensure a faculty member will be on call prior to going to the clinical facility. At no time is the student to put themselves at risk traveling to clinic under weather closure guidelines. The student must contact the site to inform the CI of the HCCS weather closure guidelines.

Dismissals from the PTA Program
A student is subject to immediate dismissal for any of the following reasons:

- Any behavior that would put a student’s right to licensure in question.
- Failure to maintain academic standards.
- Unprofessional, unethical, or dishonest behavior.
- Violation of confidentiality or HIPAA policy at school or a clinical facility (during clinical or field trip).
- Excessive or un-excused absences or tardiness.
- Dismissal from the institution due to academic dishonesty. “Academic Dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion.
  - Cheating on a test includes:
    - Copying from another student’s test paper/computer;
    - Texting, internet exchange, etc. of material;
    - Using materials during a test that are not authorized by the person giving the test;
    - Collaborating with another student during a test without authority;
    - Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part of the contents of an non-administered test;
    - Obtaining or revealing information about a lab test before all students have
completed the lab test;
- Bribing another person to obtain a test that is to be administered.
  - “Plagiarism” means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.
  - “Collusion” means the unauthorized written work offered for credit.
- Dismissal from the program due to serious violation of professional/ethical standards in clinical education facility
- Dismissal from the program due to a serious violation of safety and patient protection
- Dismissal from the institution due to the violation of the college code of conduct (i.e., drug or alcohol abuse, theft, etc.)
- Dismissal from the program due to insubordination.

If the student is dismissed from the program for any of the above reasons, the student may not apply for readmission. However, a student may file a grievance following the HCC Grievance Policy outlined in the PTA Student Handbook and the HCCS Student Handbook.

Eligibility for Licensure as a Physical Therapist Assistant
Eligibility is predicated on completion of a specific number of hours and having met the college's requirements for graduation. No student will be permitted to take the Licensure Exam unless he/she has fulfilled all clinical requirements and completed all academic requirements for graduation as outlined in the college and PTA Program Handbook.

Grounds for Denial, Suspension, or Revocation of a License
The Texas Board of Physical Therapy Examiners (referred to as the “board”) has the authority to deny an applicant a license or to suspend or revoke a license, to reprimand or otherwise discipline a licensee, or to place on probation a license whose license has been suspended. If a license is suspended, the licensee is placed on probation for the duration of the suspension.

Grounds for the board to deny a license to or discipline an applicant/respondent may include the following; this list is not intended to be inclusive as it is up the Texas Board of Physical Therapy Examiners to determine grounds for denial, suspension or revocation of a license.
- Attempting to obtain or obtaining a license by fraud, falsification, or deception of an application or examination procedure; or
- Having a license to practice physical therapy or a license to practice another health care profession revoked or suspended or had other disciplinary action taken against him or had his application for license refused, revoked, or suspended by the proper licensing authority of another state, territory, or nation;
- Failure to meet the qualifications for licensure as set forth in the Physical Therapy Practice Act, as applicable, and/or to any other rules or procedures set forth by the board relating to these sections; Cheating on the national examination.
- The board may deny a license to or discipline an applicant/respondent who is found grossly negligent in the practice of physical therapy or in acting as a physical therapist assistant
- The board may deny a license to or discipline an applicant/respondent who is found to be practicing in a manner detrimental to the public health and welfare. The board may deny a registration for a physical therapy facility to an applicant or discipline a physical therapy
facility required to be registered by the act, which is found to be practicing in a manner detrimental to the public health and welfare.

- The board may revoke or suspend an existing valid license, disqualify a person form receiving or renewing a license, or deny to a person the opportunity to be examined for a license because of a person's conviction of a felony or misdemeanor if the crime directly relates to the practice of physical therapy.

- The board may deny a license to or discipline an applicant/respondent who has been found to have a history of substance abuse. Check the Texas Executive Board of the Physical Therapy Examiner’s website for a Criminal History Review

- DWI, DUI, and MIP must be reviewed by the board before a person can be considered for a license. Check the Texas Executive Board of the Physical Therapy Examiner’s website for a Criminal History Review

- The board may deny a license to or discipline an applicant/respondent who has been adjudged mentally incompetent by a court of competent jurisdiction.

  In the event of differences between the Handbook and a course syllabus, students will be subject to the course syllabus
APPENDIX
HCC PHOTOGRAPHY / VIDEOTAPING RELEASE FORM

I hereby grant Houston Community College permission to make still photographs, video or audio recordings and/or use of verbal quotes from me. I also grant Houston Community College permission to use these completed audio-visual and print products for promotional or educational purposes for Houston Community College without compensation or remuneration to me in any manner; in like and related regard, HCC will not charge or assess me any fees or service charges for my voluntary participation in this audio-visual product production.

Further, I relinquish and give to the Houston Community College all rights, title and interest, if any, I may have in the completed videotapes, still photographs or audio recordings, negatives, prints, reproductions and copies of the masters, negatives, recordings, duplicates, prints and verbal quotes for print or electronic use. Witness our hands and concurrence to the above terms:

PLEASE PRINT CLEARLY

NAME ________________________________________________

STREET ADDRESS
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

CITY, STATE, ZIP: ________________________________________________

PHONE ________________________________________________

EMAIL ________________________________________________

SIGNATURE ________________________________________________

DATE ________________________________________________
CONSENT TO PHOTOGRAPH, FILM OR RECORD A STUDENT
FOR EDUCATIONAL USE

Printed Name of Student________________________________________

School:_______________________Class:_______________________Semester:______

I_______________________(Student’s Name), hereby consent to the participation in the
taking of video and audio recordings, film, and photographs of me in my school-related
work by Houston Community College (HCC). I understand that these recordings will be made
for the purposes of instruction, and that my grade may depend on the contents of the
recordings. I understand that HCC will maintain this video, audio, or film as it does other
project-related coursework under HCC’s record retention guidelines. Accordingly, it may
only be maintained for a limited time after my grade is entered, unless other policies apply.

_______I understand that this video recording will be considered part of my education
record. I understand that I may ask to view the recording and that it may contain images of
other students. To the extent my image is contained in recordings of other students in my
course, I consent to their viewing these recordings containing my unedited image.

_______I consent to HCC using recordings of me for educational purposes, such as showing
them to the rest of the class or future classes.

_______I also hereby release HCC and its agents, officers, employees, and assigns from all
claims, demands and liabilities whatsoever in connection with the above.

________________________________
Signature of Student

________________________________
Date
STUDENT AND FACULTY AGREEMENT

The Health Science Center of Excellence for Health Sciences of the Houston Community College System works to provide quality educational opportunities for all students. Please read the following paragraphs to know what you should expect from your instructor, and what your instructor expects from you in your class (es) this semester.

You should expect the following from the instructor:
- Inform you in the first week of class of course content, requirements and grading procedures, in writing, through the course syllabus. The course syllabus and handouts will contain information about dates of tests and assignments; make-up policies; attendance policies; the instructor’s office hours; the instructor’s telephone number; the method of determining the course grade and SCANS competencies.
- Be available to meet with you, either before or after class, or by appointment.
- Discuss with you any problems that you have that relate to the class.
- Treat you with courtesy, even when there is disagreement.
- Be on time and prepared for class.
- Conduct him/herself in a professional manner at all times.

The instructor expects the following from you:
- Be in class 100% of the time. If you are absent or late more than one day of the course, you may be dropped from the class. (Students should see the course syllabus for specific attendance requirements.)
- Be on time and prepared for class.
- Find out about work you have missed. Arrange to make up missed work, if possible or if permitted. Keep a copy of the course syllabus; bring syllabus and text to class.
- Behave appropriately in class. This means the following:
  - While the instructor is lecturing, there should be no talking to other students
  - Leaving the classroom during class is not acceptable
  - You are expected to be in class on time, except in emergencies, which should be discussed with faculty, prior to class.
  - Working on other class work during class lecture or discussion time is not acceptable.
  - Children are not allowed in class or computer labs.
  - Phones or beepers must be turned off during class, in computer labs, or the library.
  - Bringing food or drink into classroom, computer labs or library is forbidden.
  - Bringing visible or illegal weapons to class is not permitted.
  - Sleeping and dozing in class is not permitted.
  - Using derogatory or vulgar language is not permitted.
  - Purchase required textbook and other equipment during the first week of class.
  - Discuss with the instructor problems that you are having with the class before asking others for help in resolving the situation.
  - Check on grades often and discuss concerns early. **Do not wait until the last week of semester.**
  - Seek the assistance of available tutoring services.
  - Treat the instructor with courtesy, even when there is a disagreement. Also, treat other students with courtesy

HCCS offers computing resources for use by currently enrolled students and employees for educational research and administrative purposes. Access to this equipment, supplies and labs is a privilege granted to students and faculty to facilitate instruction, learning, research, and administration. All students have the responsibility to make use of these resources in an efficient, ethical, and legal manner.
- Anyone under 17 yrs of age is not allowed to use computers, except for Student Services events. Visitors (non-students) may use computers in the Library according to the library policies.
- The Health Science Computer Center reserves the right to monitor print jobs and manage instructional supplies with quotas and a fee system. Printing accounts are issued from course rosters submitted by faculty.
- No food or open drink containers are permitted inside the computer labs.
- Students will be respectful to staff and other students.
- Abuse of equipment, facilities, and policies will result in disciplinary action.
- Disruptive behavior may result in Security being called. Disruptive students will be removed from class and may be dismissed from class or program.

To inform yourself of all policies, the college expects you to read the college catalogue, college handbook and program handbook. If you experience any problems with your class, please discuss the problem with your instructor and/or advisor. If this is impossible, please contact the program director, whose telephone number is _____713-718-7368___________.

Faculty Signature/Date: _______________________________ Student Signature/Date: _____________________________
STUDENT ACCIDENT/INJURY
&
AIG CLAIM PROCEDURE

Insurance Carrier: AIG Life Insurance Company

Insured: Houston Community College System-Health Science Programs

Policy Number: SRG0009102439

Reporting Procedure:

HCCS Instructor, Supervisor or Dean’s Responsibility;

- In the event of an accident/injury, the instructor should meet with the student immediately, complete the HCCS Student Incident Report and determine if the student is going to file a claim with the AIG Life Insurance Company. The Notification Regarding Special Risk and Sickness Claim should be completed by the student declaring their intent. This policy is an excess plan, students must use their own health insurance first.
- If the student is not going to seek medical treatment and file a claim with AIG, the paperwork is complete. The Student Incident Report and Notification Regarding Special Risk and Sickness Claim form should be faxed to Dr. Dyaz Godfrey at (713) 718-7674 and Risk Management at (713) 718-5177. Originals are filed in the student’s file.
- If the student is going to seek medical treatment and file a claim the HCCS Instructor should immediately complete Section A and the student completes Section B of the AIG Life Insurance Company Proof of Loss Special Risk Accident and Sickness Claim Form.
- All information provided to the doctor or hospital should contain the student’s name and address and not HCCS.
- Fax the Student Incident Report, Notification Regarding Special Risk and Sickness Claim and Proof of Loss Special Risk Accident and Sickness Claim Form to AIG Insurance Services (866) 893-8574, Dr. Dyaz Godfrey (713) 718-7674 and HCCS Risk Management (713) 718-5177. AIG requires a Proof of Loss form be submitted no later than 20 days after an accident or injury. However, this form should be completed immediately since the student must take it with them to seek medical attention.
- Make two copies of the completed Proof of Loss Special Risk Accident and Sickness Claim Form and one copy of the completed HCCS Student Incident Report and Notification Regarding Special Risk and Sickness Claim. Keep a copy of the Proof of
Loss form, the original Student Incident Report Form and Notification Regarding Special Risk and Sickness Claim for the student’s file.

- Give the original Proof of Loss Form to the student to take to the medical facility of their choice. Also, give the student a copy of this Student Accident/Injury & AIG Claim Procedure so that they will know their responsibilities in this process.
- Instruct the student to seek medical attention at the medical facility of their choice.

NOTE: Please perform these first steps as quickly as possible since there is only a 4 hour window within which the student can receive prophylactic treatment for HIV from the time of injury to the time of receipt. The choice to take this treatment is left solely up to the student.

- Follow-up with the student after they have received medical treatment. The student should provide the instructor with a completed copy of the AIG Proof of Loss Claim Form. Section C should have been completed by a physician or healthcare provider.
- Remind the student that it is their responsibility to file all claims within 90 days of the incident.
- Keep a copy of the completed AIG Proof of Loss Form and forward one to Dr. Dyaz Godfrey (dyaz.godfrey@hccs.edu)

HCCS Student’s Responsibility:

- The student should take the Proof of Loss form to the medical facility of their choice. The student will be responsible for the $100 deductible. This plan will pay up to $5000 in benefits.
- The physician or healthcare provider needs to complete Section C of the Proof of Loss Form.
- When the medical evaluation is complete, the student should take the completed Proof of Loss Form with them. A copy of the form will be sufficient if the medical facility needs to retain the original. The student should make an additional copy of this form and return it to the instructor that completed Section A of this form.
- The student is then responsible for filing all claims with AIG Life Insurance Company. All bills and documentation should be sent directly to AIG with the completed Proof of Loss Claim Form. The address for AIG is on the top of the form.
- AIG requires the complete, signed form and bills within 90 days of the incident.
In compliance with contractual agreements and with accrediting agencies’ standards, Houston Community College - Health Science programs require criminal background checks and drug screening on all accepted students to the program. The cost of the background check and drug screening will be the responsibility of the student.

For Practicums, some facilities require background checks immediately prior to the affiliation. Students will be responsible for the additional background check if assigned to a facility with this requirement.

If a student is out of the program (due to course failure or withdrawal) more than one long semester (fall/spring), the student will be required to repeat the background check and drug screen. The cost of the background check and drug screening will be the responsibility of the student.

To ensure that HCCS complies with these requirements, the following guidelines have been established:

I. Guidelines for Background Checks:
   1. Background checks are required of all accepted students as a condition of clinical placement. Background checks are performed by CastleBranch – electronic record management system. The Background check is ordered through the CastleBranch system. Students will not start the program unless results of the background check have been received.
      a. Students with a background check indicating “record found” will be required to obtain a Criminal History Evaluation by the Executive Council of Physical Therapy Examiners. Costs to obtain the evaluation are the responsibility of the student. The results of the evaluation and ability to be licensed in TX must be received prior to the end of the first semester of the program.
      b. If the Executive Council of Physical Therapy Examiners approves the individual to take the licensing exam, the individual may participate in the clinical rotations unless the assigned clinical facility declines the student due the record found on the background check result.
      c. If the Executive Council of Physical Therapy Examiners denies the individual the ability to take the licensing exam, the individual will not be able to continue in the program due to the inability to participate in clinical rotations and inability to sit for PTA Licensure.
2. The accepted student will complete the required authorization forms and submit the form and payment directly to CastleBranch - the electronic health record management system. The form must be completed in its entirety.
3. The program will establish a deadline to ensure reports are received in timely fashion, prior to clinical assignments.
4. Refusal to complete a background check will prevent registration of the accepted student in the program.
5. An accepted student who provides misleading, erroneous, questionable, or deceptive information on the release form could immediately have his/her registration withdrawn.
6. Histories that will disqualify an individual from clinical placement include (but are not limited to) conviction or deferred adjudication of capital murder; murder; voluntary or involuntary manslaughter; any felony theft offense; indecency with a child; injury to a child, elderly or disabled individual; kidnapping; aggravated kidnapping; aggravated sexual assault; aggravated assault causing serious bodily injury; sexual assault of a child; aggravated robbery; any felony where a deadly weapon was used or exhibited; any felony related to the manufacture, delivery or possession of marijuana, a controlled substance, or a dangerous drug. Conviction of a misdemeanor involving moral turpitude will also prevent an accepted student from clinical placement. Moral turpitude is an act of baseness, vileness or depravity in the private or social duties that a person owes another member of society in general and that is contrary to the accepted rule of right and duty between persons. Other offenses, which may preclude licensure/certification are published in the credentialing agencies regulations.
7. HCCS shall maintain the verification of compliance with the standard for all accepted students. The PTA Program Director and DCE have access to the reports received from Castle Branch (electronic records management system). This documentation shall be maintained in a secure fashion with unique password access only.
8. If a student receives negative information found in the report, he/she can request a copy of the report from Castle Branch and will have an opportunity to demonstrate the inaccuracy of the information to Castle Branch.
9. If a conviction was wrongly reported, the students will be given 10 working days to request that the report be amended to change the mistake. During this time, a student will not be given a clinical assignment but will be allowed to remain in class until the report is amended.
10. HCCS will be provided a notification by Castle Branch to confirm to the clinical affiliate the student has passed a background check. If the affiliate wants a copy of the report, the student must sign a release in order for the DCE to release the report the affiliating institution.

II. Guidelines for Drug Screening:
1. Clean drug screens for accepted students must be completed prior to entrance to the PTA Program
2. For Practicums some facilities require drug screens immediately prior to the affiliation. Students will be responsible for the additional drug screen if assigned to a facility with this requirement.
3. The non-negative drug screen that is confirmed positive by the Medical Review Officer will be discussed with the student. The students can opt for a one-time repeat Drug Screen.

4. A student with a positive repeat drug screen will not be admitted to the program. The Program Director with input from the Dean of Health Sciences will make the final decision regarding admittance to the PTA program. The student is eligible for re-admittance the following year upon receipt of a negative drug screen. Prior to clinical placement, the student must provide proof of an additional negative drug screen.

5. HCCS requires pre-admission screening urinalysis in an effort to prevent the placement of individuals who use drugs or controlled substances or whose use of legal drugs or controlled substances indicates the potential for unsafe classroom or clinical performance. In addition, students may be required to have a second preclinical drug screen.

6. HCCS is fully dedicated to a drug-free environment for all students and employees at all College locations. The unlawful manufacture, distribution, dispensation, possession, sale, offer to sell, purchase and/or use of controlled substances or alcohol on campuses, at teaching sites, in vehicles, and on other property owned, leased, or under the control of HCCS and at all on-campus and off campus, school-sponsored activities is prohibited. Being under the influence of controlled substances or alcohol during class or lab is strictly prohibited and is means for immediate dismissal from the PTA Program.

7. As a condition of enrollment, all students are required to follow HCCS policy and regulations concerning alcohol and other drugs. College counselors are available to students for consultation on alcohol and other drug issues. Counselors will assist students personally or act as a referral source when necessary. All student-counselor relationships will be on a confidential basis to the extent permitted by law.

8. HCCS reserves the right to perform random drug screens.

9. If a PTA program student is not enrolled in a class for the PTA Program for more than one long semester (fall/spring), the student is required to repeat the drug screen prior to continuing in the program.
Authorization for Release of Information
To be completed by the student.

Student Name: ____________________________ Date: ________________

You are hereby authorized to furnish and release the designated below records to clinical facilities in which I am assigned.

All information and records under this release are indicated by my initials (see list below).

I understand that my records are protected under federal privacy laws and regulations and cannot be disclosed without my written consent except as otherwise provided by law.

I hereby release Houston Community College from all liability arising from this disclosure of my protected health information.

This authorization will expire upon my completion or withdrawal of the HCC PTA Program.

Date of expected completion of the PTA Program: ________________________________

Information and records:

________ CPR
________ Hepatitis B
________ Hep C titer
________ TB Test
________ MMR
________ Varicella zoster (chicken pox)
________ Tdap (tetanus, diphtheria, pertussis)
________ Background Check Results
________ Drug Screen Clearance
________ Meningitis Vaccine
________ Flu Shot
________ Personal Health Insurance
________ Academic Standing
________ Liability and Personal Insurance

_________________________________________                  _______________________
Student Signature        Date

7/07/18
Physical Therapist Assistant Program

STUDENT INFORMED CONSENT

During the education process for the student in the Physical Therapist Assistant Program, the student will be required to practice physical therapy techniques on classmates or faculty members. It is the nature of the profession that skills be acquired by practicing on healthy individuals before an attempt is made to become skilled with patient populations. Therefore, the following must occur:

1. each student must wear lab clothing that allows practice on and observation of parts of the body on which techniques will be applied,
2. each student must play the role of patient so that a lab partner may gain skill in the application of physical therapy techniques,
3. each student must touch, observe, and interact with classmates while playing the role of the physical therapist assistant and practicing physical therapy techniques, and
4. each student must conduct himself/herself in a respectful and considerate manner while touching, observing, and interacting with classmates or faculty members.

I, __________________________________________, understand that I will be asked to participate in laboratory and classroom activities as described above and understand that participation is required for student learning. Therefore, I willingly agree to participate fully. In addition, I hereby assume all risks in connection with and fully release Houston Community College, its agencies and/or employees from any injury, damage, embarrassment, or emotional discomfort that may result from participating in the Physical Therapist Assistant Program.

Signature:_____________________________ Date:___________________

6/12/18
Physical Therapist Assistant Program

Policy for Temporary Physical Restrictions

In the event of a temporary physical limitation (such as illness, injury, or pregnancy) that affects the student’s ability to fully participate and meet the class standards for course completion, including lecture, laboratory, and clinical requirements, the student must provide the following:

1. Signed physician verification of the physical limitation,

2. Signed physician statement of activities to be restricted (based on the Physical Therapist Assistant Program - Technical Standards in the Student Handbook), and

3. Anticipated date of release for full participation.

If any student cannot meet the class expectations for course completion the lead instructor and the Program Director will consult with the Ability Counselor to determine the next steps. Steps could include receiving a grade of Incomplete (I) as long as expectations for the course can be met within six months and are found reasonable to duplicate at a later time or it may be required that the student repeat the course. A specific schedule and requirements for completion will be established by the course instructor with input from the student, Program Director and Ability Counselor. If Title IX or accommodations are in place, the Ability Counselor will direct the student, instructor, and Program Director next steps.
Physician Statement of Physical Restrictions

By checking the following, I am recommending that the student RESTRICT these activities until released for full participation.

_____ Perform work that requires frequent standing, bending, reaching, squatting, kneeling, and lifting or moving people or objects with a weight range of 15 to 50 pounds

_____ Safely maneuver self or move another individual’s body parts to effectively perform treatment techniques

_____ Safely move another individual’s body in transfers, gait training, positioning, and exercise

_____ Other: ____________________________________________

Weight or activity restriction ______________________________________

Anticipated date for release for full participation:_______________________

Physician Name (PRINT):___________________________________________
Date:________________________

Physician Signature:________________________________________________

Address:_________________________________Phone:__________________________

City/State/Zip _________________________________________
# Physical Therapist Assistant Program

## Essential Functions

<table>
<thead>
<tr>
<th>Functional Capacity</th>
<th>Standards (Tasks)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Psychomotor Skills</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Gross Motor</strong></td>
<td>Perform work that requires frequent standing, bending, reaching, squatting, kneeling, moving, lifting of patients/clients and/or equipment.</td>
</tr>
<tr>
<td></td>
<td>Sit and maintain upright posture.</td>
</tr>
<tr>
<td></td>
<td>Stand and maintain upright posture.</td>
</tr>
<tr>
<td></td>
<td>Safely maneuver self or move another individual’s body parts to effectively perform assessment techniques.</td>
</tr>
<tr>
<td></td>
<td>Safely maneuver and manipulate clinical equipment from side to side, forward and backward, and from or to a lower or higher position.</td>
</tr>
<tr>
<td></td>
<td>Manipulate common tools used for screening tests of the cranial nerves, sensation, range of motion, and muscle testing procedures (e.g., cotton balls, safety pins, reflex hammer, and goniometer).</td>
</tr>
<tr>
<td><strong>Fine Motor</strong></td>
<td>Legibly record/document progress notes, in standard medical charts in hospital/clinical settings in a timely manner, and consistent with the acceptable norms of clinical settings.</td>
</tr>
<tr>
<td></td>
<td>Coherently and legibly express thoughts for written assignments and assessments.</td>
</tr>
<tr>
<td></td>
<td>Palpate changes in an individual’s muscle tone, soft tissues, skin quality, joint play, kinesthesia, and temperature in a timely manner, and sense that individual’s response to environmental changes and treatment.</td>
</tr>
<tr>
<td></td>
<td>Apply and adjust therapeutic modalities.</td>
</tr>
<tr>
<td></td>
<td>Apply and effectively position hands to apply soft tissue and mobilization techniques.</td>
</tr>
<tr>
<td></td>
<td>Key/type and otherwise operate common desktop computer accessories.</td>
</tr>
<tr>
<td><strong>Physical Strength &amp; Endurance</strong></td>
<td>Safely and effectively guide, facilitate, inhibit, and resist movement and motor patterns by using facilitation and inhibition techniques, including ability to give time-urgent verbal and sensory feedback.</td>
</tr>
<tr>
<td></td>
<td>Lift up to 50 pounds.</td>
</tr>
<tr>
<td></td>
<td>Competently perform Basic Life Support cardiopulmonary resuscitation.</td>
</tr>
<tr>
<td>Functional Capacity</td>
<td>Standards (Tasks)</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------</td>
</tr>
</tbody>
</table>
| **Mobility**        | Move within rooms as needed for changing groups, lab partners, and workstations, and to perform assigned clinical tasks.  
                      Safely move another individual’s body in transfers, gait, positioning, exercise, and mobilization technique.  
                      Safely manipulate and move equipment and items to aid in the assisting or treating of a patient/client effectively (e.g., bolsters, pillows, plinths, mats, gait assistive devices, other supports or chairs, IVs, monitors, etc.). |
| **Cognitive Skills**| Retain and use information in the cognitive, psychomotor, and affective domains in order to assess patients/clients, solve problems, and generate new ways of processing or categorizing symptoms.  
                      Perform a physical therapy assessment of patients’/clients’ posture and movement including analysis of physical, biomechanical, pathological, behavioral, and environmental factors in a timely manner, consistent with the acceptable norms of all clinical settings.  
                      Use information to execute a plan of physical therapy management in a safe and timely manner appropriate for the problems identified, and consistent with the acceptable norms of all clinical settings.  
                      Reassess the treatment plan as needed for effective and efficient management of physical therapy problems in a safe and timely manner, consistent with the acceptable norms of all clinical settings. |
| **Safety**          | Abide by safety policies and procedures in classroom, laboratory, and clinical facility settings.  
                      Maintain awareness of alarms and emergency signals, and respond appropriately (e.g., monitors, cries for help, fire alarms, hospital codes, etc.). |
| **Sensory Skills**  | Observe information from patients/clients (e.g., movement, posture, body mechanics and gait pattern for comparison to normal standards, for purposes of evaluation of movement dysfunction).  
                      Discern information from treatment environment (e.g., dials on equipment, assistive devices, furniture placement, and floor surfaces). |
<table>
<thead>
<tr>
<th>Functional Capacity</th>
<th>Standards (Tasks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perception</td>
<td>Receive and interpret written and verbal communication in both academic and clinical settings in a timely manner (e.g., review patient/client background information, acknowledge patient/client feedback to assess for pain/discomfort, etc.). Perceive vibrations, and differences in sizes, shapes, and surface characteristics (e.g., auscultate lungs, apical pulse, blood pressure, palpate pulses, assess muscular tone and muscle movement, identify body landmarks, and determine the characteristics of anatomic structures). Determine safe temperature levels and appropriate use of tools, splinting materials, and appliances.</td>
</tr>
<tr>
<td>Interpretation</td>
<td>Implement techniques learned through live demonstration, video, graphic, or picture for proper positioning, hand placement, and direction of force to ensure adequate patient/client intervention. Observe and interpret messages not solely based on visual cues (e.g., physical, emotional, and psychological responses from patients/clients).</td>
</tr>
<tr>
<td>Social-Behavioral Skills</td>
<td>Communication</td>
</tr>
<tr>
<td></td>
<td>Adaptability</td>
</tr>
<tr>
<td><strong>Functional Capacity</strong></td>
<td><strong>Standards (Tasks)</strong></td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------</td>
</tr>
</tbody>
</table>
| **Emotional Stability** | Demonstrate appropriate affective behaviors and mental attitudes in order not to jeopardize the emotional, physical, mental, and behavioral safety of patients/clients and other individuals with whom one interacts in the academic and clinical settings.  
Cope with the mental and emotional rigors of a demanding educational program in physical therapy that includes academic and clinical components, which occur within set time constraints and often concurrently (e.g., focus sustained attention on tasks).  
Monitor and appropriately regulate own emotions to maintain composure, without prompting from others (e.g., control anger and avoid aggressive behavior, even in very stressful or demanding situations).  
Recognize constructive criticism and performance feedback as avenues for improvement. |
| **Interpersonal Skills** | Maintain positive interactions with individuals, families, and groups from diverse socioeconomic and cultural backgrounds.  
Acknowledge and respect individual values and opinions in order to foster harmonious working relationships with colleagues, peers, and patients/clients. |
| **Ethics & Professionalism** | Arrive to lecture, lab, and clinical locations in a timely manner.  
Maintain general good health, self-care, and hygiene in order not to jeopardize the health and safety of self and individuals with which one interacts in the academic and clinical settings.  
Protect patients'/clients' privacy and confidential information (e.g., adhere to HIPPA restrictions).  
Comply with the ethical standards of the American Physical Therapy Association.  
PTA PROGRAM EVENT WAIVER AND RELEASE

In consideration for child/me, ______________________________________
Being allowed to participate in the _____________________________________
______________________________________________ (hereinafter the “Event”),

I agree to assume the risk to myself and/or my child(ren)/ward(s) in participating in this event
and I hereby expressly release and hold harmless, on my behalf an/or on behalf of my child
(ren)/ward(s), the Houston Community College System (“HCCS”), its trustees, agents and
employees and the sponsors and chaperones who participate in this Event, from all claims or
actions of whatever nature, which I or my child(ren)/ward(s) now have, or may have in the
future against HCCS, its trustees, agents and employees and the chaperones and sponsors of
this Event, resulting from or arising out of my and/or my child(ren)’s/ward(s)’ participation in
this Event. As further consideration, I agree to indemnify and hold harmless HCCS, its trustees,
agents and employees and the sponsors and chaperones who participate in this Event, from all
claims made by third parties against it or them which result from my and/or my
child(ren)’s/ward(s)’ action or inaction in the participation in this Event.

THIS WAIVER MUST BE SIGNED BY EACH PERSON AGE EIGHTEEN (18) OR OLDER WHO
PARTICIPATES IN THE EVENT, AND BY EACH PARENT OR LEGAL GUARDIAN OF EACH CHILD
UNDER EIGHTEEN WHO PARTICIPATES IN THE EVENT.

PARENT/GUARDIAN
(or student if 18 or older)

Signature: ____________________________ Date signed: ___________
Print Name: ____________________________
Address: ____________________________
__________________________________________

7/1/12
**Student Incident Report For Excessive Absences/Tardies**

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Student ID:</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Class:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Today’s Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Incident</th>
<th>Student Handbook Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excessive absences/tardies in a course</td>
<td>Attendance Requirements – page 26-28</td>
</tr>
</tbody>
</table>

**Absentee/Tardy Criteria : Must fulfill during the current semester:**

1. Attend all classes for the course(s) listed below without being late.
2. If an absence/tardy must occur due to an emergency situation/illness, the student **must** notify the instructor prior to class start time. Excused absences will be at the discretion of the faculty or student handbook guidelines.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Absences</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

3. If the student does not follow or complete any of the above criteria, they will lose another 5 points on the final course grade and will be in jeopardy of failure in the above course(s).

4. The student must follow Program Absentee Policy. If failure of a PTA program course occurs, the student will be required to follow the Program Readmission policy located in the Student Handbook.

**STUDENT’S NOTE**

<table>
<thead>
<tr>
<th>Student’s Comment</th>
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<tbody>
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</tbody>
</table>

___________________________   ____________________________
Student’s signature        Instructor/Staff Signature

__________________________
Administrative Signature
Houston Community College System
Student Incident Report-Early Alert

Student’s Name:         Student ID:  

Instructor:          Course:  

Program           Today’s Date:  
PTA  

Student Incident     Student Handbook Policy  
Early Alert – Course(s) grade concern       Early Alert– page 11  

Early Alert Criteria : Must fulfill during the current semester:
1. Meet with the course instructor to discuss plan of action to reach educational goals.
2. Meet with the Program Advisor in the Student Center within one week of receiving the Early Alert. Inform the course instructor post meeting with the Program Advisor.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Date of meeting Program Advisor</th>
<th>Plan of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. The student is the responsible party to follow and complete all of the above criteria.
4. If failure of a PTA program course occurs, the student will be required to follow the Program Readmission policy located in the Student Handbook.

*STUDENT’S NOTE

Student’s Comment

__________________________________________________________  
__________________________________________________________  

____________________________  ____________________________  
Students signature           Instructor/Staff Signature  

__________________________________________________________  
Administrative Signature
Houston Community College System
Student Incident Report-Accident/Personal Injury

Student’s Name:         Student ID:

Instructor:          Course:

Program           Today’s Date:
PTA

Student Incident     Student Handbook Policy

Detailed explanation of incident and injury: Must complete form within 24 hours of incident:
1. Meet with the Program Director or appropriate faculty to determine course of action.
2. Notify College Operations and HCC Police
3. Complete HCCS policy paperwork.

Student’s Comment –Use back of form if necessary

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Students signature         Instructor/Staff Signature

________________________________________________________________________
Program Director Signature
Houston Community College System  
Student Plan of Action (POA) Form

Student’s Name:  

Student ID #  

Instructor:  

Class:  

Program Director  

Course Instructor-  

Program           Today’s Date:  

PTA  

Failure of PTHA ****-_________ requires the following readmission criteria to be completed.  

Readmission Criteria: To be completed prior to beginning the Summer 20** semester:  

1. Must enroll in PTHA 1391 Fall 20** and pass with a C or better  
2. Theory final passed with a 75 or better on any of the classes marked below that were successfully completed  

<table>
<thead>
<tr>
<th>Courses</th>
<th>Retakes</th>
<th>Grades on Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTHA ****</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTHA ****</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTHA ****</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. If exams are passed, continue with the courses needing to be retaken/taken:  

<table>
<thead>
<tr>
<th>Courses</th>
<th>Retake</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PTHA ****</td>
</tr>
</tbody>
</table>

4. If exams are not passed, students will sit in on the classes and/or labs and retest all theory exams and the lab cumulative final exam. All retests must be passed with a 75 or above.  
5. ******* is eligible to take PTHA 2205 Neurology Summer 20**.

*STUDENT'S NOTE  

Student’s Comment  

________________________________________  

________________________________________  

________________________________________  

________________________________________  

_________________________  ____________________________  

Students signature  

Program Director’s Signature
**Course requirement – Student must earn ≥ 75% in both theory and lab portions of the course and demonstrate competency (no remaining “zeros”) in all required course skills to earn a passing grade in the course.**
MEMORANDUM OF UNDERSTANDING
AFFILIATION AGREEMENT
BETWEEN
HOUSTON COMMUNITY COLLEGE SYSTEM
AND
___________________________________________________

THE STATE OF TEXAS
COUNTY OF HARRIS

The Agreement is between the Houston Community College System (COLLEGE) and
___________________________________________________ (AFFILIATING INSTITUTION).

WHEREAS, it is agreed by the parties to be of mutual advantage that students and faculty
of the College be given the opportunity to utilize designated facilities for training purposes.

NOW, THEREFORE, for and in consideration of the foregoing and for such other good
and valuable consideration, the parties to this agreement agree as follows:

I.

Attached to this Agreement, Exhibit A, titled “Program Specific Provisions”, describing
the programs and services that the College and the Affiliating Institution agree to perform as a part
of the Agreement. These exhibits are made a part of this Agreement by reference and are
incorporated into this Agreement for all purposes. Each exhibit shall contain the signature of the
Executive Dean or designated representative, and that of the appropriate Affiliating Institution’s
Administrator, signifying concurrence.

II.

The College seeks to provide equal educational opportunities without regard to race, color,
religion, national origin, sex, age, or disability and in compliance with all other applicable federal
and state laws and regulations. This policy extends to employment, admission, and all programs
and activities supported by the College.

III.

The College agrees that it will furnish the Affiliating Institution with evidence that each
student and faculty member has in effect specified medical professional liability insurance
included in the general liability coverage in the amount of not less than $1,000,000.00 per
occurrence, and $3,000,000.00 in the aggregate, to insure the student only while participating in
the activities which are a part of and a requirement of the student’s curriculum, such coverage to
continue in effect while such staff member, faculty member or student is assigned to the Affiliating
Institution. The College agrees to inform the Affiliating Institution promptly of each renewal,
cancellation, or change in the content or amount of such coverage. A certificate of Insurance will
be provided to the Affiliating Institution on an annual basis. By entering into this Agreement, and
complying with the terms and requirements hereof, it is recognized that the College is not waiving
the governmental immunity that the College, its agents or employees have under law or any other
rights, privileges and immunities belonging to the college under either state or federal law.
IV.

This Agreement is effective on ______________ and runs for three one-year annual periods through ______________. This Agreement may be terminated by either party. The terminating party must provide written notice of the same to the other party at least one hundred twenty (120) days or one full academic semester prior to the end of the one-year period. If this Agreement is terminated by either party, it is understood between the parties that the students enrolled in the course(s) and using the facilities of the Affiliating Institution at the time such written notice is given will have the opportunity to complete the full program offered in the curriculum during that academic term. Furthermore, as a condition precedent to this Agreement the parties agree to properly budget, on an annual basis, any and all necessary funds and resources to successfully fulfill each parties’ duties and obligations hereunder.

V.

It is expressly agreed between the parties that neither the students nor the faculty of the College shall be considered employees or agents of the Affiliating Institution and neither employees nor agents of the Affiliating Institution shall be considered employees or agents of the College.

VI.

It is further agreed by the parties that the Affiliating Institution is in charge of patient care in all programs in which both parties to the Agreement participate.

VII.

All College faculty assigned to Affiliating Institution will be appropriately licensed or certified in their particular discipline.

VIII.

College will maintain Health Science Programs in accredited status, and will notify the Affiliating Institution of any substantial change in the status.

IX.

College will be responsible for scheduling student assignments with the approval of the Affiliating Institution.

X.

At the request of the Affiliating Institution and based on good cause, College will withdraw any student whose conduct or work may have a detrimental effect on the Affiliating Institution.

XI.

College is responsible for the assessment of student’s clinical and technical skills.
XII.

College will provide instruction for students and faculty assigned to Affiliating Institution in order to comply with OSHA regulations for bloodborne and airborne pathogens and their responsibility to comply with the Affiliating Institution’s policies and procedures, including The Joint Commission, CARF and/or other regulatory agencies, in providing patient care.

XIII.

College shall direct its faculty and students to refrain from disclosing, directly or indirectly, any confidential information and/or records regarding patient care, Affiliating Institution and its business operations. The College shall dismiss any faculty or student from the program or class which is the subject of this Agreement if the faculty or student violates this prohibition. College agrees that all information pertaining to Affiliating Institution and all patients and physicians is confidential, and students and faculty members and other College representatives receiving information regarding such matters shall utilize such solely for treatment and education purposes and shall keep such information confidential in all circumstances, respecting the rights of the patients and Affiliating and physicians. College and students shall sign agreements as may be required by Affiliating Institution to comply with law or regulation regarding protected health information.

XIV.

This Agreement has been executed in, and shall be construed and enforced in accordance with, the laws of the State of Texas. Exclusive venue shall be in Harris County, Texas.

XV.

Notice shall be given by Registered or Certified Mail to the other party at the addresses shown below:

Houston Community College System
Attn: Phillip V. Nicotera, MD
President, Coleman College for Health Sciences
1900 Pressler Street
Houston, Texas 77030
(713) 718-7378

With a copy to:
Ramon Villegas, Jr., M. A
Coordinator, Community Placement
1900 Pressler
Suite 224
Houston, Texas 77030
(713) 718-6518

and
All notices to either party to the Agreement must be in writing and must be delivered by hand, facsimile, United States registered or certified mail, return receipt requested, United States Express Mail, Federal Express, UPS or any other national overnight express delivery service. The notice must be addressed to the party to whom the notice is given at its address set out below or other address the receiving party has designated previously by proper notice to the sending party. Postage or delivery charges must be paid by the party giving the notice.

IN WITNESS WHEREOF, this AGREEMENT has been duly executed by the authorized representatives of the organizations on the date shown opposite their respective names and signatures below.

Houston Community College System  Affiliate

By: __________________________  By: ______________________________
Phillip V. Nicotera, MD  
President, Coleman College  
Houston Community College System

Date:_____________________________ Date:_____________________________

Attest:      Attest:

By:__________________________  By:_______________________________
Date:_________________________  Date:______________________________
EXHIBIT A
PROGRAM SPECIFIC PROVISIONS

The following Program Specific Provisions are incorporated under the Memorandum of Understanding Affiliation Agreement between:

Coleman College-Houston Community College System
1900 Pressler Street
Houston, Texas 77030
(713) 718-8953

AND

Name
Address
City, State Zip Code
telephone

Specific Provisions:
1. College will:
   a. Provide qualified faculty who are appropriately licensed, registered and/or certified (as defined by program accreditation guidelines) to serve as didactic and/or clinical instructors.
   b. Identify a specific program instructor to coordinate the clinical education portion of the program and to collaborate with the Affiliating Institution in the preparation of rotation schedules.
   c. Assume full responsibility for the academic preparation of the student to include documented training, evaluation, qualifications, and competency level of each student.
   d. Notify students and faculty of their responsibilities to comply with Affiliating Institution policy and procedures, state law, and OSHA bloodborne and airborne pathogen regulations and their risk of exposure to these pathogens.
   e. Provide learning objectives, assessment instruments, and/or checklists to be used for evaluation of the performance of each student.
   f. Provide number, names and rotations for students to be assigned to the Affiliating Institution.
   g. Maintain CPR certification, immunization records, background checks and/or physical examination reports for each student. The background check will consist of Criminal record in all counties of residence for previous 10 years, Social Security trail, Sex offender regulatory check, Global terrorist watch list search and Screening annually for exclusionary status against the office of The Inspector General (OIG) and General Services Administration (GSA) list, Federal and State.
   h. Provide the Affiliating Institution with a copy of specific program policy related to dress codes, attendance, accountability, etc.

2. The Affiliating Institution will:
   a. Provide physical facilities and necessary staff cooperation to support clinical education for College students assigned to the Affiliating Institution.
   b. Provide emergency care for any student who requires first aid care for injuries or illnesses occurring while assigned to the Affiliating Institution. Any care provided under this agreement shall not create an implication of inference of liability on the part of the Affiliating Institution. The student will assume all responsibility for cost incurred as a result of such care.
   c. Provide a staff contact person/supervisor to assist in planning and implementing clinical assignments for the Affiliating Institution.
   d. Provide qualified staff (with appropriate credentials as identified by program accreditation guidelines) to assist in the supervision and training of students.
e. Assist with the evaluation of student performance during and at the completion of the student’s assignment.
f. Provide a suitable space/classroom for onsite classes or conferences as needed to support clinical education objectives.
g. Provide orientation to students/faculty assigned to the Affiliating Institution to include policy, procedures, general safety, and necessary guidelines related to performance of duties.

3. Miscellaneous:
   a. Students and faculty assigned to the Affiliating Institution will observe holidays as specified by the College calendar.
   b. The number of students assigned will be mutually agreed upon between College and Affiliating Institution.
   c. Students must provide their own transportation and parking expense.
   d. The Affiliating Institution will designate a qualified staff person to serve as the clinical supervisor at the affiliate. This person will be responsible for supervising each student’s clinical education and the completion of performance reviews.
   e. College will provide frequent visits to Affiliating Institution for review of students’ progress.
   f. The external learning experience will be an unpaid externship.

Signatures

COLLEGE INSTITUTION:

__________________________________  __________________________________
Jeff Gricar, M.Ed, CPhT    Name
Dean Health Sciences    title
Coleman College for Health Sciences    facility
Houston Community College System

Date: ____________________________  Date: ____________________________

__________________________________
Name Program Director
Program Director, Program
Coleman College for Health Sciences
Houston Community College System

Date: ____________________________
**CERTIFICATE OF LIABILITY INSURANCE**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy holder must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).  

**PRODUCER**

MILES INSURANCE AGENCY  
5302 Almeda Rd  
Houston, TX 77004

**INSURED**

HOUSTON COMMUNITY COLLEGE SYSTEM  
3100 Main St.  
P O Box 607517 Hou Tx 77266  
Houston, TX 77002

**COVERAGES CERTIFICATE NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVITY</th>
<th>LIMITS</th>
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<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>C20-13T</td>
<td>3/1/2018</td>
<td>1,000,000</td>
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<tr>
<td>AUTO LIABILITY</td>
<td></td>
<td></td>
<td>3,000,000</td>
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<tr>
<td>UMBRELLA LIABILITY</td>
<td>C20-13T</td>
<td>3/1/2018</td>
<td>4,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3,000,000</td>
</tr>
</tbody>
</table>

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**

ALLIED HEALTH LIABILITY: STUDENTS ARE INCLUDED AS INDIVIDUAL INSURED.

**CERTIFICATE HOLDER**

SYNERGY CARE  
127 WEST BROAD ST. SUITE 850  
LAKE CHARLES, LA 70601  
337-214-0372  
337-310-8501

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

[Signature]

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COLEMAN COLLEGE FOR HEALTH SCIENCES  
PHYSICAL THERAPIST ASSISTANT PROGRAM  

PTHA 1266: Practicum 1 (CE 1)  
Fall 2018 - CRN #: XXX1  

Practicum- various clinical settings offsite under contract  
Mon/Tues/Wed/Thurs./Fri 8:00 am – 4:00 pm  
(clinical times may vary depending on facility hours)  
2 credit hours: 14 Lab /224 hours per semester/6 weeks  

INSTRUCTORS  
Lead: Michele Voight, PTA, MPA  
CRN #: 37314  
Telephone: 713-718-7368  
Email: michele.voight@hccs.edu  
Office Hrs: M-TH 11:00 - 1:00 PM; Additional by Appt.  
Room 422  

Ashlesha Parikh, PTA, MSHS  
CRN #: 37314  
Telephone: 713-718-7386  
Email: ashlesha.parikh@hccs.edu  
Office Hrs: M-TH 11:00 - 1:00 PM;  
Room: 421  

COURSE DESCRIPTION  
The course offers supervised clinical practice at affiliated departments of physical therapy. Additional course work is a part of the course.  

COURSE GOAL  
This course provides clinical learning experiences at affiliated departments of physical therapy. Students will be supervised by a physical therapist or a physical therapist assistant under the direction and supervision of a physical therapist in the practice of physical therapy procedures, including the application of modalities and physical agents learned in PTHA 1431 and PTHA 1305. Students will also be responsible for therapeutic exercise techniques, and related assessments skills learned in PTHA 2509 and PTHA 2301  

END-OF-COURSE OUTCOMES  
The student will demonstrate entry – level performance for a physical therapist assistant in the assigned skills. The assessment tool is the Physical Therapist Assistant-Manual for the Assessment of Clinical Skills (PTA MACS) used by the student and clinical instructor. Assigned skills are listed on page 5 and 6 of the syllabus.  

CREDIT  
2 semester hours  

PREREQUISITES  
2205 and 2509  

INSTRUCTIONAL METHODS  
Clinical on-site training  

REQUIRED TEXTBOOKS  
ABBREVIATION  
1. Course materials and Eagle Online(EO)  
2. Physical Therapist Assistant-Manual for the Assessment of Clinical Skills (PTA MACS)
STUDENT LEARNING OUTCOMES AND OBJECTIVES
All outcomes, objectives, instruction, and activities assume that the student is working under the direction and supervision of a licensed physical therapist. Utilizing information taught and demonstrated in lecture, lab, assigned readings and assignments, the student will be able to demonstrate the following course objectives.

Global Course Objectives
1.0 Demonstrate effective and culturally sensitive communication skills with patients, caregivers, and other health care providers.
2.0 Adhere to federal and state legal and ethical practice standards, as well as facility practice guidelines regulating PT practice.
3.0 Demonstrate professional behaviors in interactions with patients, caregivers and other health care providers.
4.0 Demonstrate entry-level performance in required clinical skills as defined in the Physical Therapist Assistant: Manual and Assessment of Clinical Skills (PTA MACS) including data collection, treatment implementation, and treatment modification for patients with various diagnoses within the plan of care under the direction and supervision of the physical therapist.
5.0 Complete accurate and timely documentation that complies with federal and state regulations, professional guidelines, and facility requirements using the International Classification of Functioning, Disability, and Health (ICF).

Enabling Objectives
1.0 Demonstrate effective and culturally sensitive communication skills with patients, caregiver and other health care providers.
   1.1 Communicate verbally and in written form, with sensitivity to differences in race/ethnicity, religion, gender, age, sexual orientation and disability or health status.
   1.2 Provide appropriate and effective feedback to supervising physical therapist and other members of the interprofessional healthcare team.
   1.3 Use non-verbal communication consistent with the intended message.
   1.4 Develop and teach an educational in-service to other healthcare professionals that supports evidence based clinical decision-making and/or improves patient/healthcare provider safety.
2.0 Adhere to federal and state legal and ethical practice standards, as well as facility practice guidelines regulating PT practice.
   2.1 Identify sections of the Practice Act and/or Rules governing physical therapists and physical therapist assistants for the jurisdiction in which the clinical experience occurs.
   2.2 Exhibit appropriate levels of supervision of physical therapy aides/techs.
   2.3 Demonstrate ethical PTA scope of work consistent with the Standards of Ethical Conduct for the PTA, Guide for Conduct of the PTA, and/or the Values Based Behaviors for the PTA.
   2.4 Report suspected cases of financial fraud and abuse or abuse of vulnerable populations to appropriate authorities.
3.0 Demonstrate professional behaviors in interactions with patients, caregivers and other health care providers.
   3.1 Demonstrate entry-level for all professional behavior skills listed in the PTA MACS as well as behaviors consistent with APTA Value - based Behaviors for the PTA in all interactions with patients/clients, family members, caregivers and other health care providers.
   3.2 Collaborate with other members of the healthcare team to deliver comprehensive patient care.
4.0 Demonstrate entry-level performance in required clinical skills (see Table on page 5 of syllabus) as defined in the Physical Therapist Assistant: Manual and Assessment of Clinical Skills (PTA MACS) including data collection, treatment implementation, and treatment modification for patients with various diagnoses within the plan of care under the direction and supervision of the physical therapist.
   4.1 Apply the principles of critical thinking/problem solving in the delivery of patient/client care
   4.2 Analyze and integrate patient/client feedback into treatment decisions.
   4.3 Demonstrate entry-level performance in required course criteria defined in the PTA MACS
   4.4 Assess one’s own level of performance
5.0 Complete accurate and timely documentation that complies with federal and state regulations, professional guidelines, and facility requirements using the International Classification of Functioning, Disability, and Health (ICF).
   5.1 Effectively utilize the documentation system used in the clinical facility
   5.2 Demonstrate professional and technically correct written communication skills
   5.3 Document clinical encounters effectively

General Requirements
- The student is expected to attend all HCC seminar classes as required by this syllabus.
- The student is expected to meet all requirements for assignments as required by this syllabus.
- The student is required to meet all clinical site affiliation requirements for orientation, attendance and work hours required by this affiliation institution.
- The student is expected to be prepared for both the midterm faculty visit and PTA MACS Turn-in Day by completing all documentation, acquiring the necessary signatures and performing all required tasks in EXXAT.
- A grade of “Incomplete” will be submitted for the course until all documentation is satisfactorily completed.
- The student is required to maintain current immunization records, CPR and personal health insurance throughout the program, including clinical experiences. According to student handbook policy (Appendix pg. 60), all students are required to receive a clean drug screen and receive a background check prior to beginning the PTA Program. The student may be required to repeat a drug screen and/or background check at the request of a clinical facility prior to their affiliation start date. This may be at the student’s expense. The student will not be allowed to start or remain in a clinical course unless ALL program requirements listed above are met and maintained.
- The student will abide by all HIPAA and confidentiality guidelines as instructed in the program and required by the clinical facility. Any student violation of HIPAA or confidentiality guidelines during a clinical affiliation is automatic dismissal from the PTA Program.

GRADING POLICIES

<table>
<thead>
<tr>
<th>Grade Ranges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>75 – 79</td>
<td>C</td>
</tr>
<tr>
<td>0 – 74</td>
<td>F</td>
</tr>
</tbody>
</table>

Grading requirements to pass this course: 75 or higher

Withdrawal
The last day for administrative/student withdrawal is posted on the HCC website. Any student withdrawing after the HCC posted date will receive as grade of Withdrawal Fail (WF) or an Incomplete (I) depending on the circumstances causing withdrawal.

If the student is dismissed from the clinic secondary to safety or professional behavior concerns the student will be dismissed from the HCCS PTA program

The DCE is responsible for determining the final grade in all circumstances.
Practicum 1266
Grading Criteria: Passing grade: 75%

If a student receives a “U – Unsatisfactory” on any skill at the final rating the student will receive a failing grade for the course.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Value</th>
<th>Scoring</th>
<th>Student score</th>
<th>comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria Sheet/PTA MACS</td>
<td>70 pts.</td>
<td>See rubric “A”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly EO discussion posts. 2 required (1 original and 1 response to a classmate) due each Sunday by 5:00 pm</td>
<td>10 pts.</td>
<td>See discussion rubric posted on EO to determine quality post</td>
<td></td>
<td>No partial points given. Must post required amount of times to get credit</td>
</tr>
<tr>
<td>Clinical pre-assignments</td>
<td>5 pts.</td>
<td>See posted assignment rubric on EO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Assignment</td>
<td>5 pts.</td>
<td>See Rubric “B”</td>
<td></td>
<td>*inservice or case – study (others must be approved by the DCE)</td>
</tr>
<tr>
<td>Attendance</td>
<td>5 pts.</td>
<td>See grading rubric “C”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete and Accurate HCC paperwork/ forms (including clinical assignment such as inservice or case study)</td>
<td>5 pts.</td>
<td>See grading rubric “D”</td>
<td></td>
<td>No partial points given. Must have all paperwork completed.</td>
</tr>
<tr>
<td>Totals</td>
<td>100 pts.</td>
<td>xxxxxxxxxxxxxxx</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Grading Rubric A: PTA MACS/Criteria Sheet see specific skill requirements

<table>
<thead>
<tr>
<th>1266</th>
<th>criteria</th>
<th>value</th>
<th>Scoring (scored at final)</th>
<th>Student score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A √: 1,2,3,4,5,6,9,10,12,13,14,15,16,17.1,17.4,17.6,17.7,17.8,17.10,17.11,17.12,22,23,24,25</td>
<td>50</td>
<td>-2 pts. each skill not √d</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A √: in at least 10 other skills</td>
<td>20</td>
<td>-2 pt. each skill not √d</td>
<td>-26 pts for any skill with a “u”</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>70 pts.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1267</th>
<th>criteria</th>
<th>value</th>
<th>Scoring (scored at final)</th>
<th>Student score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A √: at least 10 other skills</td>
<td>15 pts</td>
<td>- 2 pt. each additional skill not √d</td>
<td>-26 pts for any skill with a “u”</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>75 pts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2266</th>
<th>criteria</th>
<th>value</th>
<th>Scoring (scored at final)</th>
<th>Student score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A √: 1-19 (all skills, excluding 18.5)20.3, 20.4, 20.6, 20.7, 20.8, 21 - 26 (all skills)</td>
<td></td>
<td>Must be √d on the last affiliation where skill was applicable to pass clinical affiliation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A √: In any of the 5 remaining skills not listed above: 18.5 20.1, 20.2, 20.5, 20.9, 20.10, 27 - 33</td>
<td>75 pts</td>
<td>15 pts. each skill &lt;5 not √d</td>
<td>-26 pts for any skill with a “u”</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>75%</td>
<td>Of final grade</td>
</tr>
</tbody>
</table>

The PTA MACS utilizes the following rating scale:

**Excellent (+):** surpassed entry-level standards in meeting all applicable objectives, practicing the skill independently, safely and effectively.

**Entry Level (√):** performed the skill independently, safely & effectively on a consistent basis, meeting all objectives applicable at this facility; the student is entry-level.

**Not Independent (NI):** (NEW) Below entry-level standards for this setting; does not meet all applicable objectives; practices this skill with supervision or assistance from the CI requiring guidance and/or correction. Requires comment by CI.

**Unacceptable (U):** demonstrated an inability to perform the skill in a safe and effective manner; the student 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.
<table>
<thead>
<tr>
<th>Entry Level – Required for CE 1</th>
<th>Entry Level in any 10 of the following skills (as defined by the clinical Experience). Requirements for CE 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Behaviors:</strong></td>
<td><strong>Professional Behaviors:</strong></td>
</tr>
<tr>
<td>• Professionalism</td>
<td>• Problem Solving</td>
</tr>
<tr>
<td>• Commitment to Learning</td>
<td>• Clinical decision-making</td>
</tr>
<tr>
<td>• Interpersonal Skills</td>
<td>• Colleague or Community Education</td>
</tr>
<tr>
<td>• Communication</td>
<td></td>
</tr>
<tr>
<td>• Effective Use of Time &amp; Resources</td>
<td></td>
</tr>
<tr>
<td>• Use of Constructive Feedback</td>
<td></td>
</tr>
<tr>
<td>• Responsibility</td>
<td></td>
</tr>
<tr>
<td>• Stress Management</td>
<td></td>
</tr>
<tr>
<td><strong>Plan Of Care:</strong></td>
<td><strong>Interventions/Patient Client Management</strong></td>
</tr>
<tr>
<td>• Patient History &amp; Chart Review</td>
<td>• Balance Activities</td>
</tr>
<tr>
<td>• Implementation of the POC</td>
<td>• Coordination Activities</td>
</tr>
<tr>
<td>• Modification within the POC</td>
<td>• Inhibition/facilitation</td>
</tr>
<tr>
<td>• Patient Related Instruction</td>
<td>• Motor Development Training</td>
</tr>
<tr>
<td>• Discharge Planning</td>
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<tr>
<td><strong>Interventions/Patient Client Management</strong></td>
<td><strong>Functional Training:</strong></td>
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<tr>
<td>• Aerobic Activities</td>
<td>• Adaptive Device Training</td>
</tr>
<tr>
<td>• Breathing Exercises</td>
<td>• Bed Mobility</td>
</tr>
<tr>
<td>• Relaxation</td>
<td>• Body Mechanics Training</td>
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<tr>
<td>• Manual Strengthening</td>
<td>• Gait</td>
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<tr>
<td>• Mechanical Strengthening</td>
<td>• Tilt Table</td>
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<tr>
<td>• Posture Awareness</td>
<td>• Transfers</td>
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<tr>
<td>• Range of Motion</td>
<td>• Wheelchair Mobility</td>
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<tr>
<td>• Stretching</td>
<td></td>
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<tr>
<td><strong>Healthcare Environment:</strong></td>
<td><strong>Manual Therapy</strong></td>
</tr>
<tr>
<td>• Safety</td>
<td>• Passive ROM</td>
</tr>
<tr>
<td>• Interprofessional Practice</td>
<td>• Therapeutic Massage</td>
</tr>
<tr>
<td>• Documentation</td>
<td>• Joint Mobilization</td>
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<tr>
<td>• Billing and Payment</td>
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<tr>
<td><strong>Biophysical Agents:</strong></td>
<td><strong>Biophysical Agents:</strong></td>
</tr>
<tr>
<td>• Biofeedback</td>
<td>• Biofeedback</td>
</tr>
<tr>
<td>• Continuous Passive Motion</td>
<td>• Cryotherapy</td>
</tr>
<tr>
<td>• Cryotherapy</td>
<td>• Electrotherapeutic Agents</td>
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<tr>
<td>• Hydrotherapy</td>
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<tr>
<td>• Compression Therapy</td>
<td>• Superficial Thermal</td>
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<td>• Deep Thermal</td>
<td>• Traction</td>
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<td>• Traction</td>
<td>• Light Therapies</td>
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<td>• Manual Therapy</td>
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<td>• Therapeutic Massage</td>
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<td>• Joint Mobilization</td>
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<td>• Joint Integrity and Mobility</td>
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<td><strong>Tests and Measures:</strong></td>
<td><strong>Tests and Measures:</strong></td>
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<td>• Anthropometric Measurements</td>
<td>• Anthropometric Measurements for Edema</td>
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<td>for Edema</td>
<td>• Arousal/Mentation</td>
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<td>• Assistive Technology</td>
<td>• Assistive Technology</td>
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<tr>
<td>• Gait, Locomotion &amp; Balance</td>
<td>• Gait, Locomotion &amp; Balance</td>
</tr>
<tr>
<td>• Functional Outcome Assessments</td>
<td>• Functional Outcome Assessments</td>
</tr>
<tr>
<td>• Skin Integrity</td>
<td>• Skin Integrity</td>
</tr>
<tr>
<td>• Joint Integrity and Mobility</td>
<td>• Joint Integrity and Mobility</td>
</tr>
<tr>
<td>• Muscle Performance: Strength,</td>
<td>• Muscle Performance: Strength, Power, Endurance</td>
</tr>
<tr>
<td>Power, Endurance</td>
<td>• Range of Motion</td>
</tr>
<tr>
<td>• Self-care/Home Management</td>
<td>• Self-care/Home Management</td>
</tr>
<tr>
<td>• Sensation/Pain Response</td>
<td>• Sensation/Pain Response</td>
</tr>
<tr>
<td>• Ventilation, Respiration, and</td>
<td>• Ventilation, Respiration, and Circulation</td>
</tr>
<tr>
<td>Circulation</td>
<td></td>
</tr>
</tbody>
</table>

**Site Specific Skills:**
- Airway Clearance
- Amputation and Prosthetic Management
- Aquatic Therapy
- Environmental Barriers
- Ergonomic Assessment/Work Conditioning
- Orthotic/Supportive/Protective Device Management
- Prevention/Wellness/Screening
- Wound Management
GRADING POLICIES (continued)

The following list of specific criteria in the PTA MACS must be met in order for designated skills to be checked off as entry-level (minimum requirement).

<table>
<thead>
<tr>
<th>Skill number</th>
<th>Specific skills required to be mastered after last practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Tests and Measures</td>
</tr>
<tr>
<td>21.8</td>
<td>Measure: Muscle Performance</td>
</tr>
<tr>
<td></td>
<td>Grading criteria: 5 different joints must be checked off,</td>
</tr>
<tr>
<td></td>
<td>A minimum of one LE, one UE, and one trunk</td>
</tr>
<tr>
<td>21.10</td>
<td>Measures: Range of Motion</td>
</tr>
<tr>
<td></td>
<td>Grading criteria: 5 different joints must be checked off,</td>
</tr>
<tr>
<td></td>
<td>A minimum of one LE, one UE, and one trunk</td>
</tr>
<tr>
<td>17</td>
<td>Therapeutic Exercise (you may add exercises other than those listed)</td>
</tr>
<tr>
<td>17.1</td>
<td>Grading Criteria: a minimum of 3 must be checked off</td>
</tr>
<tr>
<td>17.2</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.3</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.4</td>
<td>Grading Criteria: a minimum of 1 must be checked off</td>
</tr>
<tr>
<td>17.5</td>
<td>Grading Criteria: a minimum of 1 must be checked off</td>
</tr>
<tr>
<td>17.6</td>
<td>Grading Criteria: a minimum of 1 must be checked off</td>
</tr>
<tr>
<td>17.7</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.8</td>
<td>Grading Criteria: a minimum of 3 must be checked off</td>
</tr>
<tr>
<td>17.9</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.10</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.11</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.12</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>18</td>
<td>Functional Training (you may add activities other than those listed)</td>
</tr>
<tr>
<td></td>
<td>A minimum of one each of all individual skills must be checked off for Skill 18 to be checked off (excluding (18.5) - exception of 18.4 (see below)</td>
</tr>
<tr>
<td>18.4</td>
<td>Gait:</td>
</tr>
<tr>
<td></td>
<td>Grading Criteria: a minimum of 2 gait skills must be checked off</td>
</tr>
</tbody>
</table>

The DCE will determine the final grade in all circumstances.

** Each student is expected to check email and Eagle Online (Canvas) no less than every 48 hours for notices and updates.
GRADING POLICIES (continued)

Grading Rubric B: Clinical Assignment

- Requirement: A clinic assignment is required each of the 3 clinical affiliations. One in-service and one case study is required during your 3 clinical affiliations (see templates in Clinical Forms posted on EO under Resources). Once you have met this requirement, you may complete an assignment from the following list for your other affiliation(s):
  - Additional Case Study
  - CSIF – info to be provided by DCE and/or clinical facility
  - Other project as approved by CI and DCE
  - *This is the HCC requirement! If your CI asks you to do a second in-service or case study, then you will do it!

<table>
<thead>
<tr>
<th>Clinic Assignment</th>
<th>Points available</th>
<th>Student Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic identified at Mid-term</td>
<td>1</td>
<td></td>
<td>Topic identified</td>
</tr>
<tr>
<td>Written report submitted at Final</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CI Signature page completed</td>
<td>1</td>
<td></td>
<td>CI must sign-off on topic or case</td>
</tr>
<tr>
<td>Total</td>
<td>5 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grading Rubric C: Attendance

- Absences are cumulative for the 3 clinicals; the 6th absence will result in a failure of that clinical
- Missed clinic days must be made up – schedule makeup day with CI and DCE
- After the 3rd cumulative absence, a written plan of action is required
- After the second consecutive day of absence an physician/physician office note is required

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Points available</th>
<th>Student points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each absence</td>
<td>-1 point</td>
<td></td>
<td>Even if day is made up</td>
</tr>
<tr>
<td>Unexcused or No MD note</td>
<td>-4 points</td>
<td></td>
<td>If absence is not made up or no MD note</td>
</tr>
<tr>
<td>Perfect attendance</td>
<td>5 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grading Rubric D: HCC paperwork requirements

<table>
<thead>
<tr>
<th>Paperwork</th>
<th>Points available</th>
<th>Student points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA MACS completed with signatures of student and CI at final</td>
<td>-5 points for incomplete</td>
<td></td>
<td>Student will lose the points if the PTA MACS does not have the proper signature and they will receive an “I” as a final grade until all signatures have been obtained.</td>
</tr>
<tr>
<td>HCC Paperwork/forms completed</td>
<td>-5 points for any form not completed - no partial credit will be given.</td>
<td></td>
<td>All forms and HCC paperwork are included in “clinical forms” found in Resources on EO</td>
</tr>
<tr>
<td>Total</td>
<td>MAX - 5 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The DCE reserves the right to change these requirements as necessary.

**Weekly posting, pre-assignments, email and Eagle Online expectations**

- Each student is expected to check email and Eagle Online no less than every 48 hours for notices and updates.
- Grading rubric for both clinical pre-assignments are posted on EO PTHA 1266 under resources. Both assignments must be completed and turned in prior to the start of the affiliation or the student will be unable to attend clinic. The purpose of the pre-assignments is to prepare the student for the specific clinical setting environment and proper use of the PTA MACS.
- All students are required to post at least twice weekly. One post must be an original post and the second post must be in response to another student. All posts are required to be completed by Sunday at 8 PM to be counted for credit. Grading rubric for an acceptable post is on EO PTHA 1266 under resources.

**ATTENDANCE REQUIREMENTS**

- Clinical attendance, punctuality, attitude, and participation are all evidence of professional behavior and commitment to learning the essential of giving quality health care.
- Students are expected to attend all scheduled days of each affiliation regardless of the number of hours accrued. **Scheduled 10-hour days or week-end days may occur due to CI schedules. The student is required to work the schedule of their clinical instructor.** When the student is informed of this schedule, the student is to receive consent of the DCE. The DCE will be the faculty member on-call when the college office is closed unless otherwise notified.
- On the time sheet in EXXAT, do not count lunch breaks as part of your attendance. Consider the Clinic’s full work day as 8 hours, unless otherwise designated by the administrator of the department of physical therapy. College holidays will be observed, and make-up will not be expected for these days only. Any variation in normal clinic hours worked or scheduled should be documented and approved by the CI and DCE.
- Full attendance is required during the affiliation. Any time missed due to absence must be made up. The time may be made up in partial or full days. The CI and DCE must approve the make-up time in advance. Points are deducted for ALL missed days, even though the day is made up.
- In the event of an occurrence that a day in the clinic will be missed, the student must directly notify and speak with his/her CI or facility as well as notify the DCE by email/phone/text prior to scheduled report time. The student must provide a reason for the absence to both the CI and DCE prior to the scheduled report time. The CI of the facility must be notified in advance of the student’s expected return to the Clinic. Absences are cumulative; 5 days of absence that are not made up over the 3 affiliations is the maximum number of days missed allowed.
  a. After the second consecutive day of absence a physician/physician’s office note is required.
  b. After the 3rd cumulative absence that is not made up, a written plan of action is required.
  c. The sixth day of (cumulative) absence, that is not made up will result in an automatic failure of that Practicum and the course will need to be repeated.
- Three tardies (more than 15 min. late or leaving early) will constitute one absence.
- Attendance is required for all other scheduled class activities (orientation days, seminar days, or days scheduled by DCE to be on campus)
- Absences due to catastrophic medical and personal emergencies will be reviewed by faculty and will require appropriate official documentation upon return to class (example: Doctor’s note, police report). See Student Handbook pg.26 for further clarification.

**EARLY ALERT**

The Houston Community College Early Alert program has been established to assist in the overall effort to retain students who are at risk of failing, withdrawing, or dropping a course. This process requires instructional faculty and student support staff to identify students who are performing poorly as early as possible and provide relevant support services to help students overcome their deficiencies. A student is identified when an instructor notices academic or personal difficulties that affect student’s academic performance. The possible problem(s) could be tardiness, missed/failed test scores, excessive absences, or a number of other circumstances. Once a referral is made counselors will then contact students to discuss the issues and possible solutions to their academic difficulties.
COURSE EVALUATION

EGLS3 – Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of researched-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of Houston Community College Student System online near the end of the term.

SERVICES TO STUDENTS

Coleman College students have many resources available to help them succeed. The Learning Success Center on the first floor of the Coleman College campus offers many services including free tutoring services, Texas Medical Center Library Orientation, weekly workshops for remediation, stress management and test anxiety workshops. In addition, student success coaches are also available on the fifth floor to assist with any stresses, academic or personal, that may affect academic success. Students should seek out these services as needed.

SERVICES TO STUDENTS WITH DISABILITIES

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office http://www.hccs.edu/support-services/disability-services/ (or 713-718-7376 for Coleman. Please note that classroom accommodations cannot be provided prior to your Instructor’s receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester. However, if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

CAMPUS CARRY

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at http://www.hccs.edu/district/departments/police/campus-carry/.


Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid
these difficult situations. Log in to www.edurisksolutions.org Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

TEXAS HOUSE BILL 1508

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.

2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.

3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

The instructor reserves the right to modify the syllabus as needed during the semester. Any modifications will be announced through EO (Canvas) and email.
COLEMAN COLLEGE FOR HEALTH SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM

PTHA 1267: Practicum II
Spring 2019 - CRN #: xxx1

Practicum- various clinical settings offsite under contract
Mon/Tues/Wed/Thurs/Fri 8:00 am – 4:00 pm
(Clinical times may vary depending on facility hours)
2 credit hours: 14 Lab /224 hours per semester/6 weeks

INSTRUCTORS

Lead: Michele Voight, PTA, MPA
CRN #: 56979
Telephone: 713-718-7368
Email: michele.voight@hccs.edu
Office Hours: M-TH 11:00 - 1:00 PM; Additional by Appt.
Room 417

Adjunct:
CRN #: 
Telephone: 
Email: 

Faculty: Ashlesha Parikh, PTA, MSHS
CRN#: 56979
Telephone: 713-718-7386
Email: ashlesha.parikh@hccs.edu

COURSE DESCRIPTION
The course offers supervised clinical practice at affiliated departments of physical therapy. Additional course work is also required.

COURSE GOAL
This course provides clinical learning experiences at affiliated departments of physical therapy. Students will be supervised by a physical therapist or a physical therapist assistant under the direction and supervision of a physical therapist in the practice of physical therapy procedures, including the application of modalities and physical agents learned in PTHA 1431 and PTHA 1305. Students will also be responsible for therapeutic exercise techniques, and related assessments skills learned in PTHA 2509 and PTHA 2301 and rehabilitation/neuro techniques learned in PTHA 2435 and PTHA 2431.

END-OF-COURSE OUTCOMES
The student will demonstrate entry – level performance for a physical therapist assistant in the assigned skills. The assessment tool is the Physical Therapist Assistant-Manual for the Assessment of Clinical Skills (PTA MACS) used by the student and clinical instructor. Assigned skills are listed on page 5 and 6 of the syllabus.

CREDIT PREREQUISITES

2 semester hours PTHA 1266, PTHA 2431, PTHA 2435
Clinical on-site training

REQUIRED TEXTBOOKS

1. Course materials and Eagle Online (EO)
2. Physical Therapist Assistant-Manual for the Assessment of Clinical Skills (PTA MACS)
STUDENT LEARNING OUTCOMES AND OBJECTIVES
All outcomes, objectives, instruction, and activities assume that the student is working under the direction and supervision of a licensed physical therapist. Utilizing information taught and demonstrated in lecture, lab, assigned readings and assignments, the student will be able to demonstrate the following course objectives.

Global Course Objectives
1.0 Demonstrate effective and culturally sensitive communication skills with patients, caregivers, and other health care providers.
2.0 Adhere to federal and state legal and ethical practice standards, as well as facility practice guidelines regulating PT practice.
3.0 Demonstrate professional behaviors in interactions with patients, caregivers and other health care providers.
4.0 Demonstrate entry-level performance in required clinical skills as defined in the Physical Therapist Assistant: Manual and Assessment of Clinical Skills (PTA MACS) including data collection, treatment implementation, and treatment modification for patients with various diagnoses within the plan of care under the direction and supervision of the physical therapist.
5.0 Complete accurate and timely documentation that complies with federal and state regulations, professional guidelines, and facility requirements using the International Classification of Functioning, Disability, and Health (ICF).

Enabling Objectives
1.0 Demonstrate effective and culturally sensitive communication skills with patients, caregiver and other health care providers.
   1.1 Communicate verbally and in written form, with sensitivity to differences in race/ethnicity, religion, gender, age, sexual orientation and disability or health status.
   1.2 Provide appropriate and effective feedback to supervising physical therapist and other members of the inter-professional healthcare team.
   1.3 Use non-verbal communication consistent with the intended message.
   1.4 Develop and teach an educational in-service to other healthcare professionals that supports evidence based clinical decision-making and/or improves patient/healthcare provider safety.
2.0 Adhere to federal and state legal and ethical practice standards, as well as facility practice guidelines regulating PT practice.
   2.1 Identify sections of the Practice Act and/or Rules governing physical therapists and physical therapist assistants for the jurisdiction in which the clinical experience occurs.
   2.2 Exhibit appropriate levels of supervision of physical therapy aides/techs.
   2.3 Demonstrate ethical PTA scope of work consistent with the Standards of Ethical Conduct for the PTA, Guide for Conduct of the PTA, and/or the Values Based Behaviors for the PTA.
   2.4 Report suspected cases of financial fraud and abuse or abuse of vulnerable populations to appropriate authorities.
3.0 Demonstrate professional behaviors in interactions with patients, caregivers and other health care providers.
   3.1 Demonstrate entry-level for all professional behavior skills listed in the PTA MACS as well as behaviors consistent with APTA Value based Behaviors for the PTA in all interactions with patients/clients, family members, caregivers and other health care providers.
   3.2 Collaborate with other members of the healthcare team to deliver comprehensive patient care.
4.0 Demonstrate entry-level performance in required clinical skills (see Table on page 5 of syllabus) as defined in the Physical Therapist Assistant: Manual and Assessment of Clinical Skills (PTA MACS) including data collection, treatment implementation, and treatment modification for patients with various diagnoses within the plan of care under the direction and supervision of the physical therapist.
   4.1 Apply the principles of critical thinking/problem solving in the delivery of patient/client care
   4.2 Analyze and integrate patient/client feedback into treatment decisions.
   4.3 Demonstrate entry-level performance in required course criteria defined in the PTA MACS
   4.4 Assess one’s own level of performance
5.0 Complete accurate and timely documentation that complies with federal and state regulations, professional guidelines, and facility requirements using the International Classification of Functioning, Disability, and Health (ICF).
   5.1 Effectively utilize the documentation system used in the clinical facility
   5.2 Demonstrate professional and technically correct written communication skills
   5.3 Document clinical encounters effectively

**PTHA 1267**
**PHYSICAL THERAPIST ASSISTANT PRACTICUM II**

**General Requirements**
- The student is expected to attend all HCC seminar classes as required by this syllabus.
- The student is expected to meet all requirements for assignments as required by this syllabus.
- The student is required to meet all clinical site affiliation requirements for orientation, attendance and work hours required by this affiliation institution.
- The student is expected to be prepared for both the Midterm faculty visit and PTA MACS Turn-in Day by completing all documentation and acquiring the necessary signatures.
- A grade of “Incomplete” will be submitted for the course until all documentation is satisfactorily completed.
- The student is required to maintain current immunization records, CPR and personal health insurance throughout the program, including clinical experiences. According to student handbook policy (Appendix pg. 58), all students are required to receive a clean drug screen and receive a background check prior to beginning the PTA Program. The student may be required to repeat a drug screen and/or background check at the request of a clinical facility prior to their affiliation start date. This may be at the student’s expense. The student will not be allowed to start or remain in a clinical course unless ALL program requirements listed above are met and maintained.
- The **student WILL** abide by all HIPAA and confidentiality guidelines as instructed in the program and required by the clinical facility. Any student violation of HIPAA or confidentiality guidelines during a clinical affiliation is automatically dismissal from the PTA Program.

**GRADING POLICIES**

*Grade Ranges*

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>75 – 79</td>
</tr>
<tr>
<td>F</td>
<td>0 – 74</td>
</tr>
</tbody>
</table>

**Grading requirements to pass this course:** 75 or higher

*Withdrawal*

The last day for administrative/student withdrawal is posted on the HCC website. Any student withdrawing after the HCC posted date will receive as grade of Withdrawal Fail (WF) or an Incomplete (I) depending on the circumstances causing withdrawal.

**If the student is dismissed from the clinic secondary to safety or professional behavior concerns the student will be dismissed from the HCCS PTA program**

*The DCE is responsible for determining the final grade in all circumstances.*
If a student receives a “U – Unsatisfactory” on any skill at the final rating the student will receive a failing grade for the course.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Value</th>
<th>Scoring</th>
<th>Student score</th>
<th>comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria Sheet/PTA MACS</td>
<td>75 pts.</td>
<td>See rubric “A”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly EO discussion posts. 2 required (1 original and 1 response to a classmate) due each Sunday by 5:00 pm</td>
<td>10 pts.</td>
<td>See discussion rubric posted on EO to determine quality post</td>
<td>No partial points given. Must post required amount of times to get credit</td>
<td></td>
</tr>
<tr>
<td>Clinical assignments</td>
<td>5 pts.</td>
<td>See Rubric “B”</td>
<td></td>
<td>*inservice or case – study (others must be approved by the DCE)</td>
</tr>
<tr>
<td>Attendance</td>
<td>5 pts.</td>
<td>See grading rubric “C”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete and Accurate HCC paperwork/ forms (including clinical assignment forms such as inservice or case study)</td>
<td>5 pts.</td>
<td>See grading rubric “D”</td>
<td>No partial points given. Must have all paperwork completed.</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>100 pts.</td>
<td>xxxxxxxxxxxxxx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1266</td>
<td>criteria</td>
<td>value</td>
<td>Scoring (scored at final)</td>
<td>Student score</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>-------</td>
<td>---------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>A √: 1,2,3,4,5,6,9,10,12,13,14,15,16,17.1,17.4,17.6,17.7,17.8,17.10,17.11,17.12,22,23,24,25,26</td>
<td>50</td>
<td>-2 pts. each skill not √'d</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A √: in at least 10 other skills</td>
<td>20</td>
<td>-2 pt. each skill not √'d</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>70 pts.</td>
<td>-26 pts for any skill with a “u”</td>
<td></td>
</tr>
</tbody>
</table>

|      | A √: at least 10 other skills | 15 pts | - 2 pt. each additional skill not √'d |               |
|      | Total | 75 pts | -26 pts for any skill with a “u” |               |

| 2266 | A √: 1-19 (all skills excluding 18.5)20.3, 20.4, 20.6, 20.7, 20.8,21 - 26 (all skills) | Must be √’d on the last affiliation where skill was applicable to pass clinical affiliation |               |
|      | A √: In any of the 5 remaining skills not listed above: 18.5 20.1, 20.2, 20.5, 20.9, 20.10, 27 - 33 | 75 pts | 15 pts. each skill <5 not √’d |               |
|      | Total | 75% | -26 pts for any skill with a “u” |               |

|  | 75% Of final grade |  |  |
Skills must be completed as outlined in the table below for Practicum II:

<table>
<thead>
<tr>
<th>Entry Level</th>
<th>Entry Level in any 10 of the following (as defined by the clinical Experience)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Behaviors:</strong></td>
<td><strong>Tests and Measures:</strong></td>
</tr>
<tr>
<td>• Professionalism</td>
<td>• Anthropometric Measurements for Edema</td>
</tr>
<tr>
<td>• Commitment to Learning</td>
<td>• Arousal/Mentation</td>
</tr>
<tr>
<td>• Interpersonal Skills</td>
<td>• Assistive Technology</td>
</tr>
<tr>
<td>• Communication</td>
<td>• Gait, Locomotion &amp; Balance</td>
</tr>
<tr>
<td>• Effective Use of Time &amp; Resources</td>
<td>• Skin Integrity</td>
</tr>
<tr>
<td>• Use of Constructive Feedback</td>
<td>• Joint Integrity and Mobility</td>
</tr>
<tr>
<td>• Problem Solving</td>
<td>• Muscle Performance: Strength, Power, Endurance</td>
</tr>
<tr>
<td>• Clinical decision-making</td>
<td>• Sensation/Pain Response</td>
</tr>
<tr>
<td>• Responsibility</td>
<td>• Range of Motion</td>
</tr>
<tr>
<td>• Stress Management</td>
<td>• Ventilation, Respiration, and Circulation</td>
</tr>
<tr>
<td>• Colleague or Community Education</td>
<td>• Aerobic Capacity and Endurance</td>
</tr>
<tr>
<td><strong>Plan Of Care:</strong></td>
<td><strong>Healthcare Environment:</strong></td>
</tr>
<tr>
<td>• Patient History &amp; Chart Review</td>
<td>• Safety</td>
</tr>
<tr>
<td>• Implementation of the POC</td>
<td>• Interprofessional Practice</td>
</tr>
<tr>
<td>• Modification within the POC</td>
<td>• Documentation</td>
</tr>
<tr>
<td>• Patient Related Instruction</td>
<td>• Billing and Payment</td>
</tr>
<tr>
<td>• Discharge Planning</td>
<td><strong>Tests and Measures:</strong></td>
</tr>
<tr>
<td><strong>Interventions/Patient Client Management</strong></td>
<td>• Balance Activities</td>
</tr>
<tr>
<td>• Aerobic Activities</td>
<td>• Coordination Activities</td>
</tr>
<tr>
<td>• Breathing Exercises</td>
<td>• Inhibition/facilitation</td>
</tr>
<tr>
<td>• Relaxation</td>
<td>• Adaptive Device Training</td>
</tr>
<tr>
<td>• Manual Strengthening</td>
<td>• Bed Mobility</td>
</tr>
<tr>
<td>• Mechanical Strengthening</td>
<td>• Gait</td>
</tr>
<tr>
<td>• Posture Awareness</td>
<td>• Transfers</td>
</tr>
<tr>
<td>• Range of Motion</td>
<td>• Wheelchair Mobility</td>
</tr>
<tr>
<td>• Stretching</td>
<td>• Therapeutic Massage</td>
</tr>
<tr>
<td>• Body Mechanics Training</td>
<td>• Joint Mobilization</td>
</tr>
<tr>
<td>• Passive ROM</td>
<td>• Cryotherapy</td>
</tr>
<tr>
<td></td>
<td>• Electrotherapeutic Agents</td>
</tr>
<tr>
<td></td>
<td>• Compression Therapy</td>
</tr>
<tr>
<td></td>
<td>• Superficial Thermal</td>
</tr>
<tr>
<td></td>
<td>• Deep Thermal</td>
</tr>
<tr>
<td></td>
<td>• Tilt Table</td>
</tr>
<tr>
<td></td>
<td>• Biofeedback</td>
</tr>
<tr>
<td></td>
<td>• Continuous Passive Motion</td>
</tr>
<tr>
<td></td>
<td>• Hydrotherapy</td>
</tr>
<tr>
<td></td>
<td>• Traction</td>
</tr>
<tr>
<td></td>
<td>• Light Therapies</td>
</tr>
</tbody>
</table>

**Tests and Measures:**
- Functional Outcome Assessments
- Neuromotor Function
- Self-care/Home Management

**Site Specific Measures & Interventions**
- Airway Clearance
- Amputation and Prosthetic Management
- Aquatic Therapy
- Environmental Barriers
- Ergonomic Assessment/Work Conditioning
- Orthotic/Supportive/Protective Device Management
- Prevention/Wellness/Screening
- Wound Management
- Other Skills
**GRADING POLICIES (continued)**

The following list of specific criteria in the PTA MACS must be met in order for designated skills to be checked off as entry-level (minimum requirement).

<table>
<thead>
<tr>
<th>Skill number</th>
<th>Specific skills required to be mastered after last practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>21</strong></td>
<td><strong>Tests and Measures</strong></td>
</tr>
<tr>
<td>21.8</td>
<td>Measure: Muscle Performance</td>
</tr>
<tr>
<td></td>
<td>Grading criteria: 5 different joints must be checked off,</td>
</tr>
<tr>
<td></td>
<td>A minimum of one LE, one UE, and one trunk</td>
</tr>
<tr>
<td>21.10</td>
<td>Measures: Range of Motion</td>
</tr>
<tr>
<td></td>
<td>Grading criteria: 5 different joints must be checked off,</td>
</tr>
<tr>
<td></td>
<td>A minimum of one LE, one UE, and one trunk</td>
</tr>
<tr>
<td><strong>17</strong></td>
<td><strong>Therapeutic Exercise</strong></td>
</tr>
<tr>
<td></td>
<td>(you may add exercises other than those listed)</td>
</tr>
<tr>
<td>17.1</td>
<td>Grading Criteria: a minimum of 3 must be checked off</td>
</tr>
<tr>
<td>17.2</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.3</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.4</td>
<td>Grading Criteria: a minimum of 1 must be checked off</td>
</tr>
<tr>
<td>17.5</td>
<td>Grading Criteria: a minimum of 1 must be checked off</td>
</tr>
<tr>
<td>17.6</td>
<td>Grading Criteria: a minimum of 1 must be checked off</td>
</tr>
<tr>
<td>17.7</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.8</td>
<td>Grading Criteria: a minimum of 3 must be checked off</td>
</tr>
<tr>
<td>17.9</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.10</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.11</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.12</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td><strong>18</strong></td>
<td><strong>Functional Training</strong></td>
</tr>
<tr>
<td></td>
<td>(you may add activities other than those listed)</td>
</tr>
<tr>
<td></td>
<td>A minimum of one each of all individual skills must be checked</td>
</tr>
<tr>
<td></td>
<td>Skill 18 to be checked off (excluding (18.5) - exception of 18.</td>
</tr>
<tr>
<td></td>
<td>below)</td>
</tr>
<tr>
<td>18.4</td>
<td>Gait:</td>
</tr>
<tr>
<td></td>
<td>Grading Criteria: a minimum of 2 gait skills must be checked</td>
</tr>
</tbody>
</table>

The DCE will determine the final grade in all circumstances.

** Each student is expected to check email and Eagle Online (Canvas) no less than every 48 hours for notices and updates.
GRADING POLICIES (continued)

Grading Rubric B: Clinical Assignment

- Requirement: A clinic assignment is required each of the 3 clinical affiliations. One in-service and One case study is required during your 3 clinical affiliations (see templates in Clinical Forms posted on EO under Resources). Once you have met this requirement, you may complete an assignment from the following list for your other affiliation(s):
  - Additional Case Study
  - CSIF – info to be provided by DCE and/or clinical facility
  - Other project as approved by CI and DCE
- *This is the HCC requirement! If your CI asks you to do a second in-service or case study, then you will do it!

<table>
<thead>
<tr>
<th>Clinic Assignment</th>
<th>Points available</th>
<th>Student Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic identified at Mid-term</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written report submitted at Final</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CI Signature page completed</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>5 points</td>
<td></td>
<td>CI must sign-off on topic or case</td>
</tr>
</tbody>
</table>

Grading Rubric C: Attendance

- Absences are cumulative for the 3 clinicals; the 6th absence will result in a failure of that clinical
- Missed clinic days must be made up – schedule makeup day with CI and DCE
- After the 3rd cumulative absence, a written plan of action is required
- After the second consecutive day of absence a physician/physician office note is required

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Points available</th>
<th>Student points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st absence</td>
<td>-1 point</td>
<td></td>
<td>Even if day is made up</td>
</tr>
<tr>
<td>excused or No MD note</td>
<td>-4 points</td>
<td></td>
<td>If absence is not made up or no MD note</td>
</tr>
<tr>
<td>Perfect attendance</td>
<td>5 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grading Rubric D: HCC paperwork requirements

<table>
<thead>
<tr>
<th>Paperwork</th>
<th>Points available</th>
<th>Student points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA MACS completed with signatures of Student and CI at final</td>
<td>-5 points for incomplete</td>
<td>Student will lose the points if the PTA MACS does not have the proper signature and they will receive an “I” as final grade until all signatures have been obtained.</td>
<td></td>
</tr>
<tr>
<td>CC Paperwork/forms completed</td>
<td>-5 points for any form not completed - no partial credit will be given.</td>
<td>All forms and HCC paperwork are included “clinical forms” found in Resources on EO</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>MAX - 5 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Weekly posting, assignments, email and Eagle Online expectations

- Each student is expected to check email and Eagle Online no less than every 48 hours for notices and updates.
- All students are required to post at least twice weekly. One post must be an original post and the second post must be in response to another student. All posts are required to be completed by Sunday at 8 PM to be counted for credit. Grading rubric for an acceptable post is on EO PTHA 1267 under resources.

ATTENDANCE REQUIREMENTS

- Clinical attendance, punctuality, attitude, and participation are all evidence of professional behavior and commitment to learning the essential of giving quality health care.
- Students are expected to attend all scheduled days of each affiliation regardless of the number of hours accrued. Scheduled 10-hour days or week-end days may occur due to CI schedules. The student is required to work the schedule of their clinical instructor. When the student is informed of this schedule, the student is to receive consent of the DCE. The DCE will be the faculty member on-call when the college office is closed unless otherwise notified.
- On the Attendance Record, do not count lunch breaks as part of your attendance. Consider the Clinic’s full work day as 8 hours, unless otherwise designated by the administrator of the department of physical therapy. College holidays will be observed, and make-up will not be expected for these days only. Any variation in normal clinic hours worked or scheduled should be documented and approved by the CI and DCE.
- Full attendance is required during the affiliation. Any time missed due to absence must be made up. The time may be made up in partial or full days. The CI and DCE must approve the make-up time in advance. Points are deducted for ALL missed days, even though the day is made up.
- In the event of an occurrence that a day in the clinic will be missed, the student must directly notify and speak with his/her CI or facility as well as notify the DCE by email/phone/text prior to scheduled report time. The student must provide a reason for the absence to both the CI and DCE prior to the scheduled report time. The CI of the facility must be notified in advance of the student’s expected return to the Clinic. Absences are cumulative; 5 days of absence that are not made up over the 3 affiliations is the maximum number of days missed allowed.
  a. After the second consecutive day of absence a physician/physician’s office note is required.
  b. After the 3rd cumulative absence that is not made up, a written plan of action is required.
  c. The sixth day of absence, that is not made up will result in an automatic failure of that Practicum and the course will need to be repeated.
- Three tardies (more than 15 min. late or leaving early) will constitute one absence.
- Attendance is required for all other scheduled class activities (orientation days, seminar days, or days scheduled by DCE to be on campus)
- Absences due to catastrophic medical and personal emergencies will be reviewed by faculty and will require appropriate official documentation upon return to class (example: Doctor’s note, police report). See Student Handbook pg.26 for further clarification.

EARLY ALERT

The Houston Community College Early Alert program has been established to assist in the overall effort to retain students who are at risk of failing, withdrawing, or dropping a course. This process requires instructional faculty and student support staff to identify students who are performing poorly as early as possible and provide relevant support services to help students overcome their deficiencies. A student is identified when an instructor notices academic or personal difficulties that affect student’s academic performance. The possible problem(s) could be tardiness, missed/failed test scores, excessive absences, or a number of other circumstances. Once a referral is made counselors will then contact students to discuss the issues and possible solutions to their academic difficulties.
COURSE EVALUATION

EGLS3 – Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of researched-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of Houston Community College Student System online near the end of the term.

SERVICES TO STUDENTS

Coleman College students have many resources available to help them succeed. The Learning Success Center on the first floor of the Coleman College campus offers many services including free tutoring services, Texas Medical Center Library Orientation, weekly workshops for remediation, stress management and test anxiety workshops. In addition, student success coaches are also available on the fifth floor to assist with any stresses, academic or personal, that may affect academic success. Students should seek out these services as needed.

SERVICES TO STUDENTS WITH DISABILITIES

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office http://www.hccs.edu/support-services/disability-services/ or 713-718-7376 for Coleman. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester. However, if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

CAMPUS CARRY

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at http://www.hccs.edu/district/departments/police/campus-carry/.”

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to www.edurisksolutions.org Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

TEXAS HOUSE BILL 1508

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.

2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual’s eligibility to apply for a license or certification.

3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

The instructor reserves the right to modify the syllabus as needed during the semester. Any modifications will be announced through EO (Canvas) and email.
COLEMAN COLLEGE FOR HEALTH SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM

PTHA 2266: Practicum III
Spring 2019 - CRN #: xxx1

Practicum- various clinical settings offsite under contract
Mon/Tues/Wed/Thurs/Fri 8:00 am – 4:00 pm
(Clinical times may vary depending on facility hours)
2 credit hours: 14 Lab /224 hours per semester/6 weeks

INSTRUCTORS

Lead: Michele Voight, PTA, MPA
Faculty: Ashlesha Parikh, PTA,
MSHS
CRN #:
Telephone: 713-718-7368
Email: michele.voight@hccs.edu
Office Hours: M-TH 11:00 - 1:00 PM; Additional by Appt.
Room 417

COURSE DESCRIPTION
The course offers supervised clinical practice at affiliated departments of physical therapy. Additional course work is also required.

COURSE GOAL
This course provides clinical learning experiences at affiliated departments of physical therapy. Students will be supervised by a physical therapist or a physical therapist assistant under the direction and supervision of a physical therapist in the practice of physical therapy procedures, including the application of modalities and physical agents learned in PTHA 1431 and PTHA 1305. Students will also be responsible for therapeutic exercise techniques, and related assessments skills learned in PTHA 2509 and PTHA 2301 and rehabilitation/neuro techniques learned in PTHA 2435 and PTHA 2431.

END-OF-COURSE OUTCOMES
The student will demonstrate entry - level performance for a physical therapist assistant in the assigned skills. The assessment tool is the Physical Therapist Assistant-Manual for the Assessment of Clinical Skills (PTA MACS) used by the student and clinical instructor. Assigned skills are listed on page 5 and 6 of the syllabus.

CREDIT
2 semester hours

PREREQUISITES
Instructional Methods
PTHA 1266, PTHA 1267, PTHA 2431, PTHA 2435
Clinical on-

REQUIRED TEXTBOOKS/ABBREVIATION
1. Course materials and Eagle Online (EO)
2. Physical Therapist Assistant-Manual for the Assessment of Clinical Skills (PTA MACS)
STUDENT LEARNING OUTCOMES AND OBJECTIVES

All outcomes, objectives, instruction, and activities assume that the student is working under the direction and supervision of a licensed physical therapist. Utilizing information taught and demonstrated in lecture, lab, assigned readings and assignments, the student will be able to demonstrate the following course objectives.

Global Course Objectives

1.0 Demonstrate effective and culturally sensitive communication skills with patients, caregivers, and other health care providers.

2.0 Adhere to federal and state legal and ethical practice standards, as well as facility practice guidelines regulating PT practice.

3.0 Demonstrate professional behaviors in interactions with patients, caregivers and other health care providers.

4.0 Demonstrate entry-level performance in required clinical skills as defined in the Physical Therapist Assistant: Manual and Assessment of Clinical Skills (PTA MACS) including data collection, treatment implementation, and treatment modification for patients with various diagnoses within the plan of care under the direction and supervision of the physical therapist.

5.0 Complete accurate and timely documentation that complies with federal and state regulations, professional guidelines, and facility requirements using the International Classification of Functioning, Disability, and Health (ICF).

Enabling Objectives

1.0 Demonstrate effective and culturally sensitive communication skills with patients, caregiver and other health care providers.

1.1 Communicate verbally and in written form, with sensitivity to differences in race/ethnicity, religion, gender, age, sexual orientation and disability or health status.

1.2 Provide appropriate and effective feedback to supervising physical therapist and other members of the inter-professional healthcare team.

1.3 Use non-verbal communication consistent with the intended message.

1.4 Develop and teach an educational in-service to other healthcare professionals that supports evidence based clinical decision-making and/or improves patient/healthcare provider safety.

2.0 Adhere to federal and state legal and ethical practice standards, as well as facility practice guidelines regulating PT practice.

2.1 Identify sections of the Practice Act and/or Rules governing physical therapists and physical therapist assistants for the jurisdiction in which the clinical experience occurs.

2.2 Exhibit appropriate levels of supervision of physical therapy aides/techs.

2.3 Demonstrate ethical PTA scope of work consistent with the Standards of Ethical Conduct for the PTA, Guide for Conduct of the PTA, and/or the Values Based Behaviors for the PTA.

2.4 Report suspected cases of financial fraud and abuse or abuse of vulnerable populations to appropriate authorities.

3.0 Demonstrate professional behaviors in interactions with patients, caregivers and other health care providers.

3.1 Demonstrate entry-level for all professional behavior skills listed in the PTA MACS as well as behaviors consistent with APTA Value - based Behaviors for the PTA in all interactions with patients/clients, family members, caregivers and other health care providers.

3.2 Collaborate with other members of the healthcare team to deliver comprehensive patient care.

4.0 Demonstrate entry-level performance in required clinical skills (see Table on page 5 of syllabus) as defined in the Physical Therapist Assistant: Manual and Assessment of Clinical Skills (PTA MACS) including data collection, treatment implementation, and treatment modification for patients with various diagnoses within the plan of care under the direction and supervision of the physical therapist.

4.1 Apply the principles of critical thinking/problem solving in the delivery of patient/client care

4.2 Analyze and integrate patient/client feedback into treatment decisions.

4.3 Demonstrate entry-level performance in required course criteria defined in the PTA MACS

4.4 Assess one’s own level of performance
5.0 Complete accurate and timely documentation that complies with federal and state regulations, professional guidelines, and facility requirements using the International Classification of Functioning, Disability, and Health (ICF).

5.1 Effectively utilize the documentation system used in the clinical facility
5.2 Demonstrate professional and technically correct written communication skills
5.3 Document clinical encounters effectively

PTHA 2266
PHYSICAL THERAPIST ASSISTANT PRACTICUM III

General Requirements
- The student is expected to attend all HCC seminar classes as required by this syllabus.
- The student is expected to meet all requirements for assignments as required by this syllabus.
- The student is required to meet all clinical site affiliation requirements for orientation, attendance and work hours required by this affiliation institution.
- The student is expected to be prepared for both the Midterm faculty visit and PTA MACS Turn-in Day by completing all documentation and acquiring the necessary signatures.
- A grade of “Incomplete” will be submitted for the course until all documentation is satisfactorily completed.
- The student is required to maintain current immunization records, CPR and personal health insurance throughout the program, including clinical experiences. According to student handbook policy (Appendix pg. 60), all students are required to receive a clean drug screen and receive a background check prior to beginning the PTA Program. The student may be required to repeat a drug screen and/or background check at the request of a clinical facility prior to their affiliation start date. This may be at the student’s expense. The student will not be allowed to start or remain in a clinical course unless ALL program requirements listed above are met and maintained.
- The student will abide by all HIPAA and confidentiality guidelines as instructed in the program and required by the clinical facility. Any student violation of HIPAA or confidentiality guidelines during a clinical affiliation is automatically dismissal from the PTA Program.

GRADING POLICIES

Grade Ranges

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>75 – 79</td>
</tr>
<tr>
<td>F</td>
<td>0 – 74</td>
</tr>
</tbody>
</table>

Grading requirements to pass this course: 75 or higher

Withdrawal
The last day for administrative/student withdrawal is posted on the HCC website. Any student withdrawing after the HCC posted date will receive as grade of Withdrawal Fail (WF) or an Incomplete (I) depending on the circumstances causing withdrawal.

If the student is dismissed from the clinic secondary to safety or professional behavior concerns the student will be dismissed from the HCCS PTA program

The DCE is responsible for determining the final grade in all circumstances.
PTHA 2266 – CE III  
Grading Criteria: Passing grade: 75%

If a student receives a “U – Unsatisfactory” on any skill at the final rating the student will receive a failing grade for the course.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Value</th>
<th>Scoring</th>
<th>Student score</th>
<th>comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria Sheet/PTA MACS</td>
<td>75 pts.</td>
<td>See rubric “A”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Assignments for 2266</td>
<td>10 pts.</td>
<td>See specific rubric posted on EO</td>
<td></td>
<td>No partial points given. Must complete both assignments.</td>
</tr>
<tr>
<td>*Professional Behavior Paper</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Pharmacology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical assignments</td>
<td>5 pts.</td>
<td>See Rubric “B”</td>
<td></td>
<td>*inservice or case – study (others must be approved by the DCE)</td>
</tr>
<tr>
<td>Attendance</td>
<td>5 pts.</td>
<td>See grading rubric “C”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete and Accurate HCC paperwork/ forms</td>
<td>5 pts.</td>
<td>See grading rubric “D”</td>
<td></td>
<td>No partial points given. Must have all paperwork completed.</td>
</tr>
<tr>
<td>(including clinical assignment forms such as</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>inservice or case study)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>100 pts.</td>
<td>xxxxxxxxxxxxxxx</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Grading Rubric A: PTA MACS/Criteria Sheet see specific skill requirements

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Value</th>
<th>Scoring (scored at final)</th>
<th>Student score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A √: 1,2,3,4,5,6,9,10,12,13,14,15, 16, 17.1, 17.4, 17.6, 17.7, 17.8, 17.10, 17.11, 17.12,22,23,24,25,</td>
<td>50</td>
<td>-2 pts. each skill not √'d</td>
<td></td>
</tr>
<tr>
<td>A √: in at least 10 other skills</td>
<td>20</td>
<td>-2 pt. each skill not √'d</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>70 pts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A √: at least 10 other skills</td>
<td>15 pts</td>
<td>- 2 pt. each additional skill not √'d</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>75 pts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A √: 1-19 (all skills excluding 18.5)20.3, 20.4, 20.6, 20.7, 20.8, 21 - 26 (all skills)</td>
<td></td>
<td>Must be √'d on the last affiliation where skill was applicable to pass clinical affiliation</td>
<td></td>
</tr>
<tr>
<td>A √: In any of the 5 remaining skills not listed above: 18.5 20.1, 20.2, 20.5, 20.9, 20.10, 27 - 33</td>
<td>75 pts</td>
<td>15 pts. each skill &lt;5 not √'d</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>-26 pts for any skill with a “u”</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>75% Of final grade</td>
<td></td>
</tr>
</tbody>
</table>

The PTA MACS utilizes the following rating scale:

- **Excellent (+)**: surpassed entry–level standards in meeting all applicable objectives, practicing the skill independently, safely and effectively.
- **Entry Level (√)**: performed the skill independently, safely & effectively on a consistent basis, meeting all objectives applicable at this facility; the student is entry-level.
- **Needs Experience (NE)**: performed the skill or components of the skill independently, safely & effectively; s/he needs more opportunity to demonstrate
- **Needs Improvement (NI)**: 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 (requires comment)
- **Unacceptable (U)**: demonstrated an inability to perform the skill in a safe and effective manner; the student 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.
Skills must be completed as outlined in the table below for Practicum III:

<table>
<thead>
<tr>
<th>Professional Behaviors:</th>
<th>Entry Level in any 5 of the following remaining applicable skills are required by the student by the end of CE 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Professionalism</td>
<td>Compression Therapy</td>
</tr>
<tr>
<td>• Commitment to Learning</td>
<td>• Superficial Thermal</td>
</tr>
<tr>
<td>• Interpersonal Skills</td>
<td>• Deep Thermal</td>
</tr>
<tr>
<td>• Communication</td>
<td>Tests and Measures:</td>
</tr>
<tr>
<td>• Effective Use of Time &amp; Resources</td>
<td>• Anthropometric Measurements for Edema</td>
</tr>
<tr>
<td>• Use of Constructive Feedback</td>
<td>• Arousal/Mentation</td>
</tr>
<tr>
<td>• Problem Solving</td>
<td>• Assistive Technology</td>
</tr>
<tr>
<td>• Clinical decision-making</td>
<td>• Gait, Locomotion &amp; Balance</td>
</tr>
<tr>
<td>• Responsibility</td>
<td>• Functional Outcome Assessments</td>
</tr>
<tr>
<td>• Stress Management</td>
<td>• Skin Integrity</td>
</tr>
<tr>
<td>• Colleague or Community Education</td>
<td>• Joint Integrity and Mobility</td>
</tr>
<tr>
<td>Plan Of Care:</td>
<td>• Muscle Performance: Strength, Power, Endurance</td>
</tr>
<tr>
<td>• Patient History &amp; Chart Review</td>
<td>• Neuromotor Function</td>
</tr>
<tr>
<td>• Implementation of the POC</td>
<td>• Range of Motion</td>
</tr>
<tr>
<td>• Modification within the POC</td>
<td>• Self-care/Home Management</td>
</tr>
<tr>
<td>• Patient Related Instruction</td>
<td>• Sensation/Pain Response</td>
</tr>
<tr>
<td>• Discharge Planning</td>
<td>• Ventilation, Respiration, and Circulation</td>
</tr>
<tr>
<td>Interventions/Patient Client Management:</td>
<td>• Aerobic Capacity and Endurance</td>
</tr>
<tr>
<td>• Aerobic Activities</td>
<td>Site Specific Measures &amp; Interventions</td>
</tr>
<tr>
<td>• Balance Activities</td>
<td>• Airway Clearance</td>
</tr>
<tr>
<td>• Coordination Activities</td>
<td>• Amputation and Prosthetic Management</td>
</tr>
<tr>
<td>• Breathing Exercises</td>
<td>• Aquatic Therapy</td>
</tr>
<tr>
<td>• Inhibition/facilitation</td>
<td>• Environmental Barriers</td>
</tr>
<tr>
<td>• Relaxation</td>
<td>• Ergonomic Assessment/Work Conditioning</td>
</tr>
<tr>
<td>• Manual Strengthening</td>
<td>• Orthotic/Supportive/Protective Device Management</td>
</tr>
<tr>
<td>• Mechanical Strengthening</td>
<td>• Prevention/Wellness/Screening</td>
</tr>
<tr>
<td>• Motor Development Training</td>
<td>• Wound Management</td>
</tr>
<tr>
<td>• Posture Awareness</td>
<td>• Other Skills</td>
</tr>
<tr>
<td>• Range of Motion</td>
<td></td>
</tr>
<tr>
<td>• Stretching</td>
<td></td>
</tr>
<tr>
<td>• Adaptive Device Training</td>
<td></td>
</tr>
<tr>
<td>• Bed Mobility</td>
<td></td>
</tr>
<tr>
<td>• Body Mechanics Training</td>
<td></td>
</tr>
<tr>
<td>• Gait</td>
<td></td>
</tr>
<tr>
<td>• Transfers</td>
<td></td>
</tr>
<tr>
<td>• Wheelchair Mobility</td>
<td></td>
</tr>
<tr>
<td>• Passive ROM</td>
<td></td>
</tr>
<tr>
<td>• Therapeutic Massage</td>
<td></td>
</tr>
<tr>
<td>• Joint Mobilization</td>
<td></td>
</tr>
<tr>
<td>• Cryotherapy</td>
<td></td>
</tr>
<tr>
<td>• Electrotherapeutic Agents</td>
<td></td>
</tr>
<tr>
<td>Healthcare Environment:</td>
<td></td>
</tr>
<tr>
<td>• Safety</td>
<td></td>
</tr>
<tr>
<td>• Interprofessional Practice</td>
<td></td>
</tr>
<tr>
<td>• Documentation</td>
<td></td>
</tr>
<tr>
<td>• Billing and Payment</td>
<td></td>
</tr>
<tr>
<td>• Quality Assurance/Performance Improvement</td>
<td></td>
</tr>
</tbody>
</table>
The following list of specific criteria in the PTA MACS must be met in order for designated skills to be checked off as entry-level (minimum requirement).

<table>
<thead>
<tr>
<th>Skill number</th>
<th>Specific skills required to be mastered after last practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>21</strong></td>
<td><strong>Tests and Measures</strong></td>
</tr>
<tr>
<td>21.8</td>
<td><strong>Measure: Muscle Performance</strong></td>
</tr>
<tr>
<td></td>
<td>Grading criteria: 5 different joints must be checked off,</td>
</tr>
<tr>
<td></td>
<td>A minimum of one LE, one UE, and one trunk</td>
</tr>
<tr>
<td>21.10</td>
<td><strong>Measures: Range of Motion</strong></td>
</tr>
<tr>
<td></td>
<td>Grading criteria: 5 different joints must be checked off,</td>
</tr>
<tr>
<td></td>
<td>A minimum of one LE, one UE, and one trunk</td>
</tr>
<tr>
<td><strong>17</strong></td>
<td><strong>Therapeutic Exercise</strong></td>
</tr>
<tr>
<td></td>
<td><em>(you may add exercises other than those listed)</em></td>
</tr>
<tr>
<td>17.1</td>
<td>Grading Criteria: a minimum of 3 must be checked off</td>
</tr>
<tr>
<td>17.2</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.3</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.4</td>
<td>Grading Criteria: a minimum of 1 must be checked off</td>
</tr>
<tr>
<td>17.5</td>
<td>Grading Criteria: a minimum of 1 must be checked off</td>
</tr>
<tr>
<td>17.6</td>
<td>Grading Criteria: a minimum of 1 must be checked off</td>
</tr>
<tr>
<td>17.7</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.8</td>
<td>Grading Criteria: a minimum of 3 must be checked off</td>
</tr>
<tr>
<td>17.9</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.10</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.11</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td>17.12</td>
<td>Grading Criteria: a minimum of 2 must be checked off</td>
</tr>
<tr>
<td><strong>18</strong></td>
<td><strong>Functional Training</strong></td>
</tr>
<tr>
<td></td>
<td><em>(you may add activities other than those listed)</em></td>
</tr>
<tr>
<td>18.4</td>
<td>Gait:</td>
</tr>
<tr>
<td></td>
<td>Grading Criteria: a minimum of 2 gait skills must be checked off</td>
</tr>
</tbody>
</table>

The student may be assigned remediation of a skill to demonstrate competency of required entry-level skills if not achieved or available at the clinical site following the terminal clinical experience.

The DCE will determine the final grade and/or need of remediation in all circumstances.

** Each student is expected to check email and Eagle Online (Canvas) no less than every 48 hours for notices and updates.
GRADING POLICIES (continued)

Grading Rubric B: Clinical Assignment

- Requirement: A clinic assignment is required each of the 3 clinical affiliations. **One in-service** and **One case study** is required during your 3 clinical affiliations (see templates in Clinical Forms posted on EO under Resources). Once you have met this requirement, you may complete an assignment from the following list for your other affiliation(s):
  - Additional Case Study
  - CSIF – info to be provided by DCE and/or clinical facility
  - Other project as approved by CI and DCE
- *This is the HCC requirement! If your CI asks you to do a second in-service or case study, then you will do it!

<table>
<thead>
<tr>
<th>Clinic Assignment</th>
<th>Points available</th>
<th>Student Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic identified at Mid-term</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written report submitted at Final</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CI Signature page completed</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>5 points</td>
<td></td>
<td>CI must sign-off on topic or case</td>
</tr>
</tbody>
</table>

Grading Rubric C: Attendance

- Absences are cumulative for the 3 clinicals; the 6th absence will result in a failure of that clinical
- **Missed clinic days must be made up** – schedule makeup day with CI and DCE
- After the 3rd cumulative absence, a written plan of action is required
- After the second consecutive day of absence a physician/physician office note is required

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Points available</th>
<th>Student points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each absence</td>
<td>-1 point</td>
<td></td>
<td>Even if day is made up</td>
</tr>
<tr>
<td>Unexcused or No MD note</td>
<td>-4 points</td>
<td></td>
<td>If absence is not made up or no MD note</td>
</tr>
<tr>
<td>Perfect attendance</td>
<td>5 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grading Rubric D: HCC paperwork requirements

<table>
<thead>
<tr>
<th>Paperwork</th>
<th>Points available</th>
<th>Student points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA MACS completed with signatures of student and CI at final</td>
<td>-5 points for incomplete</td>
<td></td>
<td>Student will lose the points if the PTA MACS does not have the proper signature and they will receive an “I” as a final grade until all signatures have been obtained.</td>
</tr>
<tr>
<td>HCC Paperwork/forms completed</td>
<td>-5 points for any form not completed - no partial credit will be given.</td>
<td></td>
<td>All forms and HCC paperwork are included “clinical forms” found in Resources on EO</td>
</tr>
<tr>
<td>Total</td>
<td>MAX - 5 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The DCE reserves the right to change these requirements as necessary.
Weekly posting, assignments, email and Eagle Online expectations

- Each student is expected to check email and Eagle Online no less than every 48 hours for notices and updates.
- Grading rubric for both clinical assignments are posted on EO PTHA 2266 under resources.

ATTENDANCE REQUIREMENTS

- Clinical attendance, punctuality, attitude, and participation are all evidence of professional behavior and commitment to learning the essential of giving quality health care.
- Students are expected to attend all scheduled days of each affiliation regardless of the number of hours accrued. **Scheduled 10-hour days or week-end days may occur due to CI schedules. The student is required to work the schedule of their clinical instructor.** When the student is informed of this schedule, the student is to receive consent of the DCE. The DCE will be the faculty member on-call when the college office is closed unless otherwise notified.
- On the time sheet in EXXAT, do not count lunch breaks as part of your attendance. Consider the Clinic's full work day as 8 hours, unless otherwise designated by the administrator of the department of physical therapy. College holidays will be observed, and make-up will not be expected for these days only. Any variation in normal clinic hours worked or scheduled should be documented and approved by the CI and DCE.
- Full attendance is required during the affiliation. Any time missed due to absence must be made up. The time may be made up in partial or full days. The CI and DCE must approve the make-up time in advance. Points are deducted for ALL missed days, even though the day is made up.
- In the event of an occurrence that a day in the clinic will be missed, the student must directly notify and speak with his/her CI or facility as well as notify the DCE by email/phone/text prior to scheduled report time. The student must provide a reason for the absence to both the CI and DCE prior to the scheduled report time. The CI of the facility must be notified in advance of the student’s expected return to the Clinic. Absences are cumulative; 5 days of absence that are not made up over the 3 affiliations is the maximum number of days missed allowed.
  a. After the second consecutive day of absence a physician/physician’s office note is required.
  b. After the 3rd cumulative absence that is not made up, a written plan of action is required.
  c. The sixth day of absence, that is not made up will result in an automatic failure of that Practicum and the course will need to be repeated.
- Three tardies (more than 15 min. late or leaving early) will constitute one absence.
- Attendance is required for all other scheduled class activities (orientation days, seminar days, or days scheduled by DCE to be on campus)
- Absences due to catastrophic medical and personal emergencies will be reviewed by faculty and will require appropriate official documentation upon return to class (example: Doctor’s note, police report). See Student Handbook pg. 26 for further clarification.

EARLY ALERT

The Houston Community College Early Alert program has been established to assist in the overall effort to retain students who are at risk of failing, withdrawing, or dropping a course. This process requires instructional faculty and student support staff to identify students who are performing poorly as early as possible and provide relevant support services to help students overcome their deficiencies. A student is identified when an instructor notices academic or personal difficulties that affect student's academic performance. The possible problem (s) could be tardiness, missed/failed test scores, excessive absences, or a number of other circumstances. Once a referral is made counselors will then contact students to discuss the issues and possible solutions to their academic difficulties.

COURSE EVALUATION

EGLS3 – Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of researched-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of Houston Community College Student System online near the end of the term.
SERVICES TO STUDENTS

Coleman College students have many resources available to help them succeed. The Learning Success Center on the first floor of the Coleman College campus offers many services including free tutoring services, Texas Medical Center Library Orientation, weekly workshops for remediation, stress management and test anxiety workshops. In addition, student success coaches are also available on the fifth floor to assist with any stresses, academic or personal, that may affect academic success. Students should seek out these services as needed.

SERVICES TO STUDENTS WITH DISABILITIES

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office http://www.hccs.edu/support-services/disability-services/ or 713-718-7376 for Coleman. Please note that classroom accommodations cannot be provided prior to your Instructor’s receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester. However, if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

CAMPUS CARRY

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at http://www.hccs.edu/district/departments/police/campus-carry/.


Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to www.eduriskosolutions.org Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

TEXAS HOUSE BILL 1508

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual’s eligibility to apply for a license or certification.

3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

The instructor reserves the right to modify the syllabus as needed during the semester. Any modifications will be announced through EO (Canvas) and email.