

# Bay State College Physical Therapist Assistant Program Course Syllabus

**Course Title:** Clinical Education III

**Course Number:** PTA 250

**Year:** 2012

**Credits:** 4

**Note:** For each credit hour: One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester. For this course this means each student is expected to spend a minimum of 8 hours/week outside of class engaged in course work.

**Course Schedule and Hours:** This is a full-time, 6-week clinical experience. Students will be scheduled for a 6-week block from approximately the first week of April through the second week of May, depending on the availability of clinical sites. Daily hours may vary depending on the schedule and requirements of the clinical site to which the student is assigned. Students must complete a total of 240 hours (40 hours X 6 weeks).

**Name of Clinical Faculty:** To be determined. Each student will be assigned a Clinical Instructor (CI) by the Center Coordinator of Clinical Education (CCCE) at the facility. The CI must meet the minimum requirements for licensure, clinical experience, and preparation for clinical teaching (See BSC PTA Clinical Education Handbook). CIs may be either a physical therapist or a physical therapist assistant. When the CI is a PTA the PT(s) who provide supervision to the PTA CI are also involved in the clinical experience and the student becomes part of the PT/PTA team.

**Academic Faculty:** Kristen Forget, PTA, ACCE  
Jack Burkinshaw, PTA, ACCE

**Degree(s):** AS

**Degree(s):** AS, BS

**Office Location:** 31 St. James Ave.

**Office hours:** by appointment

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**Course location:** Varies dependent on the clinical site to which a student is assigned. Clinical sites may be located throughout New England. Students may be required to travel at least 1 hour to reach the clinical site

**Prerequisites:** PTA 221, T.B. test within 1 year of the end date of the affiliation, completed Bay State College Immunization form, completed Hepatitis B vaccine series or waiver form, documentation of professional liability insurance coverage, current CPR certification, CORI clearance, authorization of the PTA Program Chair. Individual clinical sites may have additional requirements.

**Note:** Students who do not comply with required deadlines for submission of required documentation will not be allowed to participate in Clinical Education III during this rotation. This means a student will drop back in the program, thus delaying graduation. Required documentation includes: the Student Self-Assessment form, the Learning Style Profile form, written personal goals for the clinical, and a letter of introduction to the clinical site approximately 1 month prior to the start of the clinical experience.

**Co-requisites:** none

**Course Description:** This is the last of three six-week clinical experiences in the Physical Therapist Assistant Program. Students enter the affiliation with all core academic course work completed. This clinical affiliation provides the opportunity to integrate knowledge and skills obtained in class and labs while working with patients in a clinical setting. Under the supervision of a Clinical Instructor, students practice all treatment techniques appropriate for the clinical setting in which they are placed and continue to develop their skills in communication, documentation, and patient/family education. They gain additional understanding of the health care system, administrative and reimbursement issues.

**Objectives:** The course objectives are aligned with the PTA Program Learning Objectives. For successful completion of this course the student will, at minimum, meet the following objectives.

1. Perform in a safe manner that minimizes risk to patient, self, and others.
2. Conducts self in a responsible manner.
3. Interacts with others in a respectful manner.
4. Adheres to ethical standards.
5. Adheres to legal standards.
6. Communicates in ways that are congruent with situational needs.
7. Produces documentation to support the delivery of physical therapy services.
8. Delivers established patient care to reflect respect for and sensitivity to individual differences.
9. Participates in patient status judgments within the clinical environment based on the plan of care established by the physical therapist.
10. Obtains accurate information by performing selected data collection consistent with the plan of care established by the physical therapist.
11. Discusses the need for modifications to the plan of care established by the physical therapist.
12. Performs physical therapy interventions in a technically competent manner.
13. Educates others (patients, family, caregivers, staff, students, other health care providers) using relevant and effective teaching methods.
14. Participates in activities addressing quality of service delivery.
15. Participates in addressing patient needs for services other than physical therapy.
16. Manages resources (e.g. time, space, and equipment) to achieve goals of the clinical setting.
17. Participates in fiscal management of the physical therapy clinical setting.

18. Uses physical therapy aides and other support personnel according to legal standards and ethical guidelines.
19. Implements a self-directed plan for career development and lifelong learning.
20. Assists the physical therapists in addressing primary and secondary prevention needs of individuals and groups

**Attendance Policy:** Attendance and timeliness are crucial to the successful completion of the clinical affiliation. Clinical affiliations are full-time commitments. Students comply with the hours established for them by the clinical facility. Holidays are observed in accordance with the schedule of the clinical facility, not the Bay State College schedule. In the event of inclement weather, students are responsible for reporting to the clinical site unless otherwise instructed by the CI.

Students are not allowed days off during an affiliation to attend to personal business. Up to 2 days missed due to illness, inclement weather, or emergencies may be made up at the discretion of the CI. Make up of absence of three days or more will be negotiated on an individual basis between the student, the CI(s) and the ACCE.

It is the student's responsibility to provide both the clinic and the college with proper notification each day they must be absent due to illness or emergency. The CI must be notified as soon as the facility opens. The ACCE must be notified as soon as possible by calling (617) 217-9437. Students who are too ill to make such notification on their own should designate another person to do so on their behalf. The student may be asked by the CI and/or the ACCE to provide documentation to substantiate the need for the absence.

It is the student's responsibility to arrive on time each day. If the student must be late due to unavoidable circumstances s/he must notify the CI as soon as the facility opens. Habitual tardiness and/or attendance problems may jeopardize successful completion of the affiliation.

**Safety:** Safety in all aspects of clinical performance is the most important concern while students are engaged in this clinical education course. Students are required to demonstrate consistent safety in their judgments, behaviors, and performance of clinical skills. Students must adhere to all BSC safety policies. In addition, they are responsible for learning and following the safety policies and procedures of the clinical facility to which they are assigned. Behaving or performing patient care skills in an unsafe manner is grounds for immediate termination and failure of the clinical experience. (See also PTA Student Manual and Clinical Education Handbook.)

**Patient confidentiality:** Students are required to strictly observe HIPAA regulations while engaged in this clinical experience. In addition, they must observe any additional confidentiality regulations of the clinical site. Students are not to use social networking to post or discuss information regarding patients, patient families, clinical site and/or site staff. (See Clinical Education Handbook).

**Patient rights:** All patients have the right to be informed of and to refuse student involvement in their care. Students must wear a name tag with their full name and indication of student status clearly visible at all times. The Clinical Instructor, or other appropriate staff person, should inform patients of student involvement in advance and provide the opportunity for refusal with no negative consequences. In addition, students must clearly introduce themselves,

explain their student status, describe the supervision they are receiving, and ensure the patient understands their right to refuse student involvement in their care.

**Recommended Textbook:**

Skinner, S. & McVey, C. (2012). Pocket Notes for the Physical Therapist Assistant. Burlington: Jones and Bartlett. ISBN-13: 978-1449653415

Students should also have available previous course textbooks and class materials for review.

**Instructional Materials:**

1. Observation of patient interaction/treatment techniques and administrative procedures
2. Reading medical records and related materials
3. Discussion with clinical instructor and other health care staff
4. Progressive involvement in patient treatment
5. Formal and informal feedback from the clinical instructor and/or other clinicians on performance
6. Attendance at facility in-services
7. Progressive involvement in documentation of patient treatment

**Written Assignments:**

Email to ACCE with CI and CCCE contact information, suggested times for mid-semester conference visit, street address of the facility as well as telephone numbers and email addresses. Due 3 days after start of clinical

Student Evaluation of a Clinical Education Experience form

Due within 1 week of completion of clinical

Failure to complete the above assignments on time will result in a failing course grade.

**Reading Assignments:** May be assigned at the discretion of the individual CI.

**Other Assignments:** The student completes an in-service or special project, such as a quality assurance study. The project is determined in collaboration with the CI. This assignment is graded by the CI on a "pass/fail" basis. CIs base the grade on a grading rubric provided by the ACCE.

In addition to this assignment, students should expect to spend between 1 to 2 hours per night preparing for the next day. This may include activities such as researching diagnoses or treatment techniques, considering treatment options and the rationale for them as well as practicing documentation.

**Course Grade: Pass or Fail**

The pass/fail grade while on clinical affiliation is determined in part by the following minimum scores students must achieve on the Bay State College PTA Program Student Clinical Education Experience Performance Evaluation tool:

- |   |     |
|---|-----|
| I. Professional Behavior                    | 4   |
| II. Safety                                  | 4   |
| III. Communication and Interpersonal Skills | 3.9 |
| IV. Procedures                              | 3.3 |
| V. Critical Thinking Skills                 | 3.8 |
| VI. Organizational & Administrative Skills  | 3.8 |

In addition, students must complete all pre-clinical assignments on time, achieve a passing score in the in-service/special project; and submit in a timely fashion all ACCE required assignments.

**Note: Students must PASS this course in order to progress in the PTA program. Students who fail will be allowed one opportunity to repeat the course at another facility arranged by the ACCE.** Under some circumstances the ACCE and the PTA Program Director may require a remediation process prior to allowing the student to retake the course. In some cases, depending on the timing of the clinical assignment and the availability of an appropriate clinical site at which to retake this course the student may be delayed in taking third semester course work. This would result in a delay of graduation by at least one year. Repeating this course will result in additional tuition charges. Students should refer to the Clinical Education section of the PTA Program Student Manual for additional information on this and all other clinical education course policies.

**Academic Integrity:** Students are expected to demonstrate personal and academic integrity at all times. Incidents of dishonesty will be dealt with harshly. Students are referred to the Bay State College policy on academic dishonesty in the Student Handbook. Students are expected to utilize The Pocket Wadsworth Handbook by Kirszner and Mandell, Wadsworth Cengage Learning, ISBN-10: 0495912956, to assist in properly citing all references and sources for their work.

Cheating includes seeking information about a quiz, test, or exam from an individual who has taken it or providing information about a quiz, test, or exam to a student who has not yet taken it. Plagiarism includes submission of another individual's written work or ideas as your own. It also includes using sources without proper citation. Students must also take special care when paraphrasing from a source.

Cheating and plagiarism are serious offenses. If you have any questions or concerns regarding cheating or plagiarism, it is entirely your responsibility to ask your instructor, academic advisor or Program Chair as soon as possible. Ignorance regarding what is and what is not cheating or plagiarism is not an excuse. It is imperative that you seek guidance to be certain.

**Special Accommodations:** Students requiring special accommodations due to learning disability or physical limitation must follow the procedures in the Bay State College Student Handbook so that the course instructors are informed in a timely manner. Students who are unsure how to proceed should speak with their academic advisor for assistance. Exams, quizzes or assignments completed before notification cannot be retaken or changed in any way.

Bay State College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you are a student who is seeking accommodations based on your disability, please contact the appropriate Disability Support Services Coordinator to discuss reasonable accommodations:

**Karen Keough, MSW**  
*Disability Support Services Coordinator*  
*Student Success Coordinator*  
BA, CJ, ECE, NUR, PTA programs  
35 Commonwealth Ave., 1<sup>st</sup> floor  
617-217-9209  
[kkeough@baystate.edu](mailto:kkeough@baystate.edu)

**Sarah Wood, MEd.**  
*Disability Support Services Coordinator*  
*Student Success Coordinator*  
EM, FM/D, HS, MA programs  
35 Commonwealth Ave., 5<sup>th</sup> floor  
617-217-9246  
[swood@baystate.edu](mailto:swood@baystate.edu)

**Cheryl Raiche, LICSW\*\***

*Disability Support Services Coordinator  
School Counselor*

Day, Evening and Online Students

35 Commonwealth Ave., 2<sup>nd</sup> floor

617-217-9212

[craiche@baystate.edu](mailto:craiche@baystate.edu)

**Marcia Brathwaite**

*Disability Support Services Coordinator  
Student Success Coordinator*

Evening and Online Students

31 St. James St.

617-217-9436

[mbrathwaite@baystate.edu](mailto:mbrathwaite@baystate.edu)

\*\*Students who have a psychiatric, emotional, or behavioral disorder must contact Cheryl Raiche.

**Other policies and procedures:** Students and Clinical Instructors are expected to adhere to the policies and procedures contained in the *Bay State College Physical Therapist Assistant Program Clinical Education Handbook*. A copy of this document is given to each student and is sent to each clinical education facility. Please contact the ACCE for any clarifications needed or to request additional copies of the handbook.

*Course syllabus may be subject to change.*