

STUDENT COMPETENCE PRIOR TO CLINICAL

Purpose: To ensure that students are safe and competent to perform selected data collection and interventions prior to clinical assignment. Clinical sites are informed of these skills (see Appendix A – PTA Competencies).

In order to participate in clinical assignments, students must:

1. Achieve a passing grade of “C” or better in all technical and general education courses in the PTA curriculum.
2. Pass all lab practicums.

POLICY FOR CLINICAL EXPERIENCES

The Lake Land College PTA Program (see Appendix B – PTA Program Curriculum Model/Course Descriptions) consists of three out of house Clinical Practicums, ranging from 160 hours - 320 hours. Each student will have at least one experience in inpatient/acute care setting, inpatient sub-acute or extended care. The student is committed to perform clinical rotations during the summer semester, and fall and spring semesters of the second year on the assigned dates.

The Program offers the following types of clinical settings:

- Privately Owned Outpatient Clinic
- Hospital-based Outpatient Clinic
- Hospital with Skilled Nursing Facility
- Nursing Home
- General Hospital
- Home Health Care
- Rehabilitation Center
- Industrial Rehabilitation Center
- Sports Medicine Center
- Schools

Clinical Coordinators of Clinical Education (CCCEs) will receive a confirmation letter and competency lists (Appendix A) 2 – 3 months prior to the clinical dates. The Academic Coordinator of Clinical Education (ACCE) will make on-site visits during all Clinical Practicums. A student will be assigned to a Clinical Instructor (CI). The CI may be a PT or a PTA, but a PT must be on site.

Students will be assigned at three different clinical sites, with a minimum of two different clinical settings. Each of the three practicums will afford a different experience. Clinical Practicum I is in house, corresponding with Fundamentals of PTA I.

Students will be assigned to a clinical facility according to the practicum focus, location, and availability. Attempts will be made to keep travel distance no greater than 75 miles one way or 1.5 hours. On Clinical Practicum IV and V, out-of-state clinicals are available.

Students are limited to one (1) out-of-state clinical experience. Students will be expected to contact the CI two weeks prior to their Clinical Practicum.

Students are expected to report to the clinical area on **time**, properly attired, and prepared to carry out clinical assignments. The CI and the ACCE must be notified **prior to the expected arrival time** if a student is unable to attend a clinical day. **The hours that are missed will be made up at the convenience of the clinic.** If the student is late **two times**, the student will be dismissed from the Program, at the discretion of the ACCE. Clinical practicum guidelines (see Appendix C – Lake Land College PTA Program Clinical Practicum Guidelines) will be reviewed prior to Clinical Practicums III - V.

Students will be attending Clinical Practicums during school breaks, i.e., Fridays during the summer clinicals, Thanksgiving break or snow days. The student is informed by the ACCE of faculty availability. Faculty phone numbers are listed in the PTA Student Handbook.

Students are responsible for being able to carry out treatment procedures, which they have learned and practiced. Such procedures are to be carried out under the direction and supervision of the CI. If a student is asked to carry out a procedure for which they have **NO** instruction or practice, it is the responsibility of the student to notify the CI of the fact.

If there is an accident or injury to a patient or student during a clinical, the student must immediately notify the CI and ACCE. The student will complete the facility's incident report. A copy of this report will be placed in the student's file. The student is responsible for bringing this report to the ACCE. Any further action will depend on the nature of the accident. Any illness or injury sustained while on clinical assignment is the financial responsibility of the PTA student and their insurance coverage.

Due to policy changes at clinical sites, a criminal background check on each student is required. Students are responsible for the fee. Results will be kept on file in the ACCE's office and submitted to the clinical site. Some clinical sites are requiring drug testing prior to clinical affiliations as well.

Also due to policy changes at clinical sites, students will be required to provide proof of receiving a flu shot before PTA Clinical Practicum IV (PTA 097). Students are responsible for the fee. Results will be kept on file in the ACCE's office and submitted to the clinical site.

All health records (TB testing, immunizations, CPR) must be kept up to date.

POLICY FOR REMOVAL OF STUDENTS FROM CLINICAL EXPERIENCES

When a student is determined, by the CI or the ACCE, to be unacceptable due to unsatisfactory or unacceptable performance, unprofessional or unacceptable conduct, or for reasons of health which may interfere with the facility policy or patient care, the following procedure will be used:

1. The CI will document the incident(s). The CI will notify the ACCE.

2. The student will meet with the CI and/or Clinical Coordinator of Clinical Education (CCCE) and the ACCE. A written document will be drawn up by the ACCE defining the problem(s) and what the student must do to correct the problem(s) within a given time. This document will be reviewed with the student and he/she must sign the document (see Appendix D – PTA Student Counseling Form). Failure to comply with the conditions set forth in the agreement may result in an additional clinical or dismissal from the clinical.

If the student is removed from the clinical setting, the ACCE reserves the right to determine whether the student will be counseled, tutored in problem areas, rescheduled in another facility, or recommended for dismissal from the Program.

Attendance during the Clinical Practicums is mandatory. Two excused absences (16 hours) are allowed for Clinical Practicum III-V. Any unexcused absences will result in dismissal from the Program. If the student is late two (2) times, they may be dismissed from the Program. Failure to comply will result in dismissal from the Program. The student has the right to appeal this decision.

DRUG TESTING

Clinical sites may require drug testing prior to the start of a practicum. Drug testing will be done at the student's expense.

The Program reserves the right to require a student to undergo drug/alcohol testing at the student's expense if a clinical instructor suspects drug/alcohol use by the student impairing their ability to participate fully in the clinical assignment.

DRESS CODE FOR CLINICAL EXPERIENCES

The following guidelines for uniform dress are written to insure a neat professional appearance in the clinic. The student's uniform and appearance represents their school, the profession, and the student. Patients and co-workers tend to judge the student, the school, and the profession by the student's appearance. All PTA students are required to adhere to the dress code at all times while in the clinical facility. Failure to adhere to the dress code **WILL** result in expulsion from the clinic until proper attire is worn.

1. Appropriately hemmed dress slacks with a LLC PTA Program polo shirt. Shirt must be tucked into waistband.
2. Uniforms are to be clean and free of stains and wrinkles and must fit appropriately. Very tight clothing or very loose fitting clothing is considered inappropriate.
3. White or dark closed shoes kept clean and polished. Clogs, sandals, and high heels are not permitted.

4. Stockings or socks will be worn at all times.
5. Lake Land College PTA Program's nametags must be worn in plain view on the left upper chest area of the shirt while on the facility premises.
6. APTA membership is a part of the student's obligation to professional growth and related patches or pins should be worn.
7. Sweatshirts, sweat pants and other casual sportswear are not permitted unless requested by the assigned facility.
8. Good oral/personal hygiene is a must. No smell of cigarette smoke on body or clothing.
9. Hair must be neat, clean and a natural hair color. Hair will not hang in the face nor be long enough to come in contact with and contaminate the patient or equipment. Men's hair length must be appropriate for clinical settings or must be tied back.
10. Men must be clean shaven or if a beard or mustache is worn, it must be neat, clean, and well-trimmed.
11. Fingernails are to be shorter than the end of the finger, so to be unable to scratch a patient. Fingernails shall also be clean and neatly manicured. Artificial nails are not permitted in the clinical area. Nail polish must be of an appropriate color and chip free.
12. All jewelry must not impede patient care or contaminate the patient or equipment. Jewelry should be kept to a minimum (watch, rings that will not catch or scratch, and non-dangling earrings).
13. No excessive visible body piercing.
14. Makeup may be worn in moderation. Perfumes, colognes, and excessive hair spray are not to be worn.
15. Gum chewing is not permitted.

GRADING FOR CLINICAL PRACTICUMS

Students will be assigned a letter grade on all Clinical Practicums by the Academic Coordinator of Clinical Education (ACCE) based on the Physical Therapist Assistant Clinical Performance Instrument scoring and comments, email communications, site visits, and other assignments. A student must maintain a grade of "C" or higher in all Clinical Practicums to remain in and graduate from the program. **The ACCE makes all final grade determination.**

The ACCE determines what constitutes satisfactory performance and assigns grades at

the end of the clinical practicum course.

- Clinical Practicum III (first clinical experience): Student performance ratings at final should be above Beginning level to Advanced Beginning level.
- Clinical Practicum IV (intermediate clinical experience): Student performance ratings are expected to progress along the continuum. Student performance ratings at midterm should be between Advanced Beginning and Intermediate. Student performance rating on all criteria at final including red flag areas should be at Intermediate level or above.
- Clinical Practicum V (Final clinical experience): Student performance rating at midterm should be at Advanced Intermediate on all objectives. Student performance rating at final should be at Entry level for red flag areas with the exception of one mark away from Entry level for problem solving. All other objectives should be at or one mark below Entry level.

The ratings on the Clinical Performance Instrument (CPI) at final is worth 75% of the grade and other assignments and completed forms are worth 25% of the grade.

CPI points:	Beginning =	1 point
	Advanced beginning =	2 points
	Intermediate =	3 points
	Advanced intermediate =	4 points
	Entry level =	5 points

Forms:	CI Survey (due at end of 1 st week) (See Appendix E)	5 points
	(if not received by Friday at 12:00 p.m., 0 points will be given)	

Site visit forms:	CI Report on Student at Site Visit (See Appendix F)	1 point
	Student Evaluation of Clinical Experience at Site Visit (See Appendix G)	1 point

(If form not completed by ACCE arrival time, 0 points will be given for that form)

Final forms:	APTA Clinical Experience and Clinical Instructor Survey	10 points
	Assignment for CP III (Soap Notes)	10 points
	Assignment for CP IV (See Appendix H- Case Study Outline and Consent Form)	10 points

Assignment for CP V
(pharmacology report) 10 points

(Each day late on APTA survey and assignments 1 point will be deducted and there will be a 2 point reduction on total points each day late)

Clinical Practicum III Grading

CPI: Red flag criteria (5 x 2) 10 points
 9 criteria (9 x 2) 18 points
 Maximum points 28 X .75 = 21

Forms: CI Survey 5 points
 Site visit forms 2 points
 APTA Clinical Experience & CI Survey 10 points

Assignments: SOAP notes 10 points

Maximum points on forms and assignments 27 points X .25 = 6.75
 27.75 points

Total points will be converted to a percentage.

Grading Scale for Clinical Practicum III

A (100-94%) 27.75-25.95 points
 B (93-86%) 25.94-23.73 points
 C (85-78%) 23.72-21.50 points
 D (77-70%) 21.49-19.28 points

Clinical Practicum IV Grading

CPI: Red flag criteria (5 x 3) 15 points
 9 criteria (9 x 3) 27 points
 Maximum points 42 X .75 = 31.5

Forms: CI Survey 5 points
 Site visit forms 2 points
 APTA Clinical Experience & CI Survey 10 points

Assignments: Case study outline 10 points

Maximum points on forms and assignments 27 points X .25 = 6.75
 38.25 points

Total points will be converted to a percentage.

Grading Scale for Clinical Practicum IV

A	(100-94%)	38.25-35.77 points
B	(93-86%)	35.76-32.71 points
C	(85-78%)	32.70-29.63 points
D	(77-70%)	29.62-26.57 points

Clinical Practicum V Grading

CPI:	Red flag criteria (5 x 5)	25 points	
	9 criteria (9 x 5)	<u>45 points</u>	
	Maximum points	70 X .75 =	52.50

Forms:	CI Survey	5 points
	Site visit forms	2 points
	APTA Clinical Experience & CI Survey	10 points

Assignments:	Pharmacology	10 points
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Maximum points on forms and assignments	27 points X .25 =	<u>6.75</u>
		59.25 points

Total points will be converted to a percentage.

Grading Scale for Clinical Practicum V

A	(100-94%)	59.25-55.37 points
B	(93-86%)	55.36-50.63 points
C	(85-78%)	50.62-45.89 points
D	(77-70%)	45.88-41.14 points

The ACCE may also consider the following when determining a grade:

- Clinical setting
- Student experience with patients in that setting
- Expectations for the clinical experience
- Expectations of the clinical site
- Level of experience within the didactic and clinical components
- Whether significant concerns box or with distinction box was checked
- Congruence between the CI's midterm and final comments
- CI report on student at site visit

RESPONSIBILITIES & RIGHTS OF CLINICAL INSTRUCTORS

Responsibilities

To assist the student in achieving a valuable clinical experience, the Clinical Instructor is requested to:

1. Assure that the student is provided with responsible, on-going supervision and direction. If CI is a PTA, confirm that there is a PT on site at all times for the student. If PT is not available for a day, make other arrangements for the student; i.e., observe other departments, reading assignments, in-service report, etc.
2. Provide the College with appropriate facility information prior to the affiliation period.
3. Review the Lake Land College Clinical Instructor Handbook so as to be familiar with student's academic exposure and expected competency level.
4. Provide an on-site orientation to include appropriate introductions, tour, and review of hospital/department policies and procedures.
5. Discuss and review with the student the expectations of the facility for the affiliation.
6. Set up and discuss goals for the student.
7. Offer the student other learning opportunities such as observation in OT, speech, surgery, etc.
8. Complete the Program's forms for the ACCE.
9. Meet with ACCE at the scheduled site visit appointment.
10. Arrange a formal conference to discuss the student's mid-term and final evaluations.
11. Complete the PTA CPI at midterm and at final.
12. Contact the ACCE as soon as possible if problems or concerns develop during the affiliation.

See [Guidelines to Promote Excellence in Clinical Education Partnerships](#)

Rights

Clinical Instructors have the following rights:

1. To be able to change a student's assigned work hours taking into consideration the student's class schedule, to be consistent with the supervising PT or PTA.
2. To contact the ACCE at any time during the student's practicum to request an

emergency meeting if any type of problem is developing with the student.

3. To request the student to work on weekends or holidays so long as a PT is supervising. For example, if the student missed a day due to illness, the CI can request the student to work a Saturday to make up his/her time.
4. To request the Lake Land College PTA Program to withdraw any PTA student from the practicum whose progress, practices or adjustment does not justify his or her continuance in the affiliation. The CI and the ACCE must follow the procedures as stated in the "Policy of Removal of a Student from Clinical Experience".

The Lake Land College PTA Program will:

1. Provide continuing education for CIs up to 5 CEs per renewal period. (1 CE for every 120 student clock hours)
2. Provide the CI with clinical education faculty development as needed.
3. Offer continuing education opportunities if resources are available.

CLINICAL INSTRUCTOR BENEFITS POLICY

The Lake Land College Board of Trustees approved an incentive for clinical instructors.

On a yearly basis for each 120 clock hours of non-paid clinical supervision provided by an employee of a clinical site, a one (1) semester hour nontransferable tuition voucher will be provided to the clinical instructor by Lake Land College with a one-year expiration from the date of issuance; up to 3 credit hours per year. Contact Kay Foreman at 217-540-3552 to receive tuition waiver form.

CLINICAL EDUCATION FACULTY DEVELOPMENT POLICY

Purpose: To provide ongoing developmental activities that meet the needs of Clinical Instructors (CIs) and the Program.

This will be done via several mechanisms:

1. The ACCE will send information via email to CCCEs and CIs related to being an effective CI periodically. This information will also be put on the Lake Land College PTA Program web page.
 - a. Selection of articles will be based on the data collection of the APTA PTA Student Evaluation: Clinical Experience and Clinical Instruction and the CI Needs Survey.
 - b. The effectiveness of the development activity will be monitored every other September.

2. The ACCE will offer the APTA CI Credentialing Workshop every 2-3 years if there is sufficient need and will notify CIs of online courses available.
 - a. The ACCE will keep a record of all the Program's CCCEs and CIs via the Clinical Site Information form.
 - b. The ACCE will maintain and update all of the CCCEs and CIs that completed the APTA CI Credentialing Course. This will be done yearly via the Clinical Site Information form.
 - c. All non-credentialed CIs will be informed about this course, and will receive a formal invitation to attend. Documentation of these invitations and of attendance will be maintained by the ACCE.
 - d. All CIs who complete the APTA Clinical Instructor Credentialing workshop will be surveyed six months after the workshop in order to evaluate the effect of the workshop on the CI's student management and teaching skills. Documentation will be maintained by the ACCE.

3. The ACCE will collect and gather data from the APTA PTA Student Evaluation: Clinical Experience and Clinical Instruction after each clinical practicum.
 - a. Surveys will be compiled and reviewed after each practicum. This documentation will be maintained by the ACCE.
 - b. A response of "No" on Adequate Orientation, an average of 2/4 or lower on clinical experience/environment, an average lower than 3/5 on clinical instructor satisfaction and/or a response of "Some good learning experiences" or "student clinical education program is not adequately developed" will require the following procedure:
 - The ACCE will communicate with the student to receive more information if needed. The information will be documented and maintained by the ACCE.
 - The ACCE will then contact the CCCE/CI to discuss or set up a site visit to meet the goal of enhancing clinical faculty development, to improve the effectiveness of the CI and to meet the needs of the Program. This information will be documented and maintained by the ACCE.

4. The ACCE will conduct a CI Needs Survey. The form will assess the CI's knowledge of using the Clinical Performance Instrument (CPI), the effectiveness of the tool, and if there is any other needs for clinical teaching. CI development will take place during the site visit.
 - a. If Yes is marked on additional training is needed on the CPI, CI development will take place during the site visit. This information will be maintained by the ACCE.
 - b. The ACCE will also monitor areas of clinical teaching. If any clinical areas are marked, the ACCE will do one of the following:
 - Development during the site visit, if possible.
 - Send information/journal articles concerning the area. This information will be documented and monitored.

Clinical instructors will be offered an invitation to the PTA Program's CE offerings. An effort will be made to solicit requests from CIs related to the nature of the topics. Clinical Instructors who do attend Lake Land College CE offerings will be surveyed at the end of the workshop in order to identify their perceived learning needs.

A periodic assessment of the effectiveness of the current CIs will be conducted by the PTA core faculty as part of the PTA Program's Systematic Self-Evaluation Plan in the month of September.

CRITERIA FOR CLINICAL SITE SELECTION

FACILITY

1. Full-time PT on site.
2. Sufficient variety of learning experiences.
3. Diversity of patient diagnoses.
4. Allow students to provide direct patient care.
5. Opportunities to interact with other healthcare providers and family members (interprofessional practice).
6. Provisions for ethical and legal services to patients.
7. Provide PT and PTA interactions.
8. Willingness to provide students a positive clinical experience.
9. Encouragement for CI training and development.
10. Willing to sign and carry out the responsibilities of the Cooperative Agreement (see Appendix I - Cooperative Agreement).

STAFF

1. Minimum of one (1) Physical Therapist licensed on site.
2. At least one (1) Physical Therapist Assistant preferred - as appropriate.
3. Clinical Instructors should have at least one (1) year of clinical experience.
4. Clinical Instructors must want to work with students and treat the students with respect.
5. Clinical Instructors must maintain appropriate professional growth.

6. Must agree to abide by the terms of the Cooperative Agreement between the facility and Lake Land College. (Appendix I)
7. Clinical Instructors practice legally and ethically.
8. Effective time management skills.
9. Communication that is clear, consistent and coherent.
10. An effective collaborative approach.
11. Evidence of appropriate supervisory staff.
12. Ability to perform formative and summative evaluations.

See [Guidelines to Promote Excellence in Clinical Education Partnerships](#)

APPENDIX A

PTA085

PTA Student Competencies

1. Perform and measure vital signs: blood pressure, pulse and respiration.
2. Calculate maximum heart rate and target heart rate.
3. Wash hands aseptically according to universal precautions.
4. Demonstrate proper application and removal of sterile gloves.
5. Prepare a sterile field.
6. Apply effective bloodborne pathogen precautions.
7. Drape patient appropriately for treatment procedures.
8. Position patient with correct bed positioning techniques.
9. Instruct patient in bed mobility.
10. Perform and demonstrate proper body mechanics for all treatments.
11. Measure and fit wheelchair.
12. Instruct patient in correct wheelchair mobility.
13. Perform a safe patient transfer: pivot, two-person lift, sliding board and mechanical lift.
14. Measure and fit ambulatory assistive devices: walker, canes and crutches.
15. Instruct patient in appropriate gait pattern for level surfaces and on stairs.
16. Perform passive range of motion, active assistive range of motion and active range of motion with proper hand placement.
17. Locate bony landmarks and muscles of upper and lower extremities.
18. Use effective verbal and written communication with the physical therapist.
19. Describe components of SOAP note documentation and Patient Client Management format.
20. Document relevant aspects of patient treatment using the SOAP note format.
21. Perform physical therapy procedures under the supervision of a licensed physical therapist according to the state's statute for physical therapy practice.
22. Perform treatments according to the American Physical Therapy Association guidelines for the ethical practice of physical therapy.
23. Use effective verbal and non-verbal communication with the patients and families.
24. Use appropriate medical terminology in oral and written communication.
25. Respect individual cultural, religious and socioeconomic differences.
26. Implement a tilt table treatment program.
27. Knowledge of wound and burn care.
28. Instruct patient with common therapeutic exercises.
29. Administer therapeutic massage.
30. Administer mechanical therapeutic traction: cervical and pelvic.
31. Administer superficial heats: hydrocollator, fluidotherapy, paraffin, whirlpool and infrared.
32. Administer cryotherapy: cold packs, contrast baths, and ice massage.
33. Administer ultrasound.
34. Administer ultraviolet.
35. Administer diathermy.
36. Perform a Jobst treatment.
37. Perform electrical stimulation and biofeedback.
38. Perform Electrical Stimulation with ultrasound.
39. Administer iontophoresis.
40. Perform TENS treatment.
41. Perform laser.
42. Perform goniometry measurements.
43. Perform treatments in a logical sequence according to the plan of care.
44. Knowledge of various dressings used for wound care.
45. Describe components of normal gait.
46. Identify correct alignment for normal posture.
47. Knowledge of kinesiology.
48. Perform limb circumference measurements to document changes in limb size.
49. Knowledge of compression therapies.

Entry level competencies (knowledge and skills) of the PTA student for PTA097 – Clinical Practicum IV

The following is a listing of competencies which the student is prepared to demonstrate during their clinical rotation.

1. Perform and measure vital signs: blood pressure, pulse and respiration.
2. Calculate maximum heart rate and target heart rate.
3. Wash hands aseptically according to universal precautions.
4. Demonstrate proper application and removal of sterile gloves.
5. Prepare a sterile field.
6. Apply effective bloodborne pathogen precautions.
7. Drape patient appropriately for treatment procedures.
8. Position patient with correct bed positioning techniques.
9. Instruct patient in bed mobility.
10. Perform and demonstrate proper body mechanics for all treatments.
11. Measure and fit wheelchair.
12. Instruct patient in correct wheelchair mobility.
13. Perform a safe patient transfer: pivot, two-person lift, sliding board and mechanical lift.
14. Measure and fit ambulatory assistive devices: walker, canes and crutches.
15. Instruct patient in appropriate gait pattern for level surfaces and on stairs.
16. Perform passive range of motion, active assistive range of motion and active range of motion with proper hand placement.
17. Locate bony landmarks and muscles of upper and lower extremities.
18. Use effective verbal and written communication with the physical therapist.
19. Describe components of SOAP note documentation and Patient Client Management format.
20. Document relevant aspects of patient treatment using the SOAP note format.
21. Perform physical therapy procedures under the supervision of a licensed physical therapist according to the state's statute for physical therapy practice.
22. Perform treatments according to the American Physical Therapy Association guidelines for the ethical practice of physical therapy.
23. Use effective verbal and non-verbal communication with the patients and families.
24. Use appropriate medical terminology in oral and written communication.
25. Respect individual cultural, religious and socioeconomic differences.
26. Implement a tilt table treatment program.
27. Knowledge of wound and burn care.
28. Instruct patient with common therapeutic exercises.
29. Administer therapeutic massage.
30. Administer mechanical therapeutic traction: cervical and pelvic.
31. Administer superficial heats: hydrocollator, fluidotherapy, paraffin, whirlpool and infrared.
32. Administer cryotherapy: cold packs, contrast baths, and ice massage.
33. Administer ultrasound.
34. Administer ultraviolet.
35. Administer diathermy.
36. Perform a Jobst treatment.
37. Perform electrical stimulation and biofeedback.
38. Perform Electrical Stimulation with ultrasound.
39. Administer iontophoresis.
40. Perform TENS treatment.
41. Perform laser.
42. Perform goniometry measurements.
43. Perform treatments in a logical sequence according to the plan of care.
44. Knowledge of various dressings used for wound care.
45. Describe components of normal gait.
46. Identify correct alignment for normal posture.
47. Knowledge of kinesiology.
48. Perform limb circumference measurements to document changes in limb size.
49. Knowledge of compression therapies.

50. Identify faulty postures.
51. Perform passive and active stretching.
52. Perform manual resistance exercises.
53. Perform length testing.
54. Assess balance and perform balance training.
55. Apply general exercises in an aquatic environment.
56. Perform fundamental spinal stabilization training.
57. Perform isometric and dynamic exercises.
58. Instruct on diaphragmatic, segmental and pursed lip breathing.
59. Perform progressive resistance exercises.
60. Develop a therapeutic exercise program for the UE and the LE.
61. Perform strengthening exercises for the UEs and LEs.
62. Perform joint mobilization.
63. Perform kinesiotaping and McConnell taping techniques.
64. Perform manual muscle testing to major muscle groups.
65. Develop a therapeutic exercise program.
66. Perform therapeutic exercises to all joints of the body.
67. Identify orthopedic disorders and surgeries.
68. Identify treatment plan for orthopedic conditions.
69. Identify common test procedures for orthopedic conditions.
70. Instruct patient in self ROM exercises.
71. Perform PNF techniques.

Entry level competencies (knowledge and skills) of the PTA student for PTA099 – Clinical Practicum V

The following is a listing of competencies which the student is prepared to demonstrate during their clinical rotation.

1. Perform and measure vital signs: blood pressure, pulse and respiration.
2. Calculate maximum heart rate and target heart rate.
3. Wash hands aseptically according to universal precautions.
4. Demonstrate proper application and removal of sterile gloves.
5. Prepare a sterile field.
6. Apply effective bloodborne pathogen precautions.
7. Drape patient appropriately for treatment procedures.
8. Position patient with correct bed positioning techniques.
9. Instruct patient in bed mobility.
10. Perform and demonstrate proper body mechanics for all treatments.
11. Measure and fit wheelchair.
12. Instruct patient in correct wheelchair mobility.
13. Perform a safe patient transfer: pivot, two-person lift, sliding board and mechanical lift.
14. Measure and fit ambulatory assistive devices: walker, canes and crutches.
15. Instruct patient in appropriate gait pattern for level surfaces and on stairs.
16. Perform passive range of motion, active assistive range of motion and active range of motion with proper hand placement.
17. Locate bony landmarks and muscles of upper and lower extremities.
18. Use effective verbal and written communication with the physical therapist.
19. Describe components of SOAP note documentation and Patient Client Management format.
20. Document relevant aspects of patient treatment using the SOAP note format.
21. Perform physical therapy procedures under the supervision of a licensed physical therapist according to the state's statute for physical therapy practice.
22. Perform treatments according to the American Physical Therapy Association guidelines for the ethical practice of physical therapy.
23. Use effective verbal and non-verbal communication with the patients and families.
24. Use appropriate medical terminology in oral and written communication.
25. Respect individual cultural, religious and socioeconomic differences.
26. Implement a tilt table treatment program.
27. Knowledge of wound and burn care.
28. Instruct patient with common therapeutic exercises.
29. Administer therapeutic massage.
30. Administer mechanical therapeutic traction: cervical and pelvic.
31. Administer superficial heats: hydrocollator, fluidotherapy, paraffin, whirlpool and infrared.
32. Administer cryotherapy: cold packs, contrast baths, and ice massage.
33. Administer ultrasound.
34. Administer ultraviolet.
35. Administer diathermy.
36. Perform a Jobst treatment.
37. Perform electrical stimulation and biofeedback.
38. Perform Electrical Stimulation with ultrasound.
39. Administer iontophoresis.
40. Perform TENS treatment.
41. Perform laser.
42. Perform goniometry measurements.
43. Perform treatments in a logical sequence according to the plan of care.
44. Knowledge of various dressings used for wound care.
45. Describe components of normal gait.
46. Identify correct alignment for normal posture.
47. Knowledge of kinesiology.
48. Perform limb circumference measurements to document changes in limb size.
49. Knowledge of compression therapies.

50. Identify faulty postures.
51. Perform passive and active stretching.
52. Perform manual resistance exercises.
53. Perform length testing.
54. Assess balance and perform balance training.
55. Apply general exercises in an aquatic environment.
56. Perform fundamental spinal stabilization training.
57. Perform isometric and dynamic exercises.
58. Instruct on diaphragmatic, segmental and pursed lip breathing.
59. Perform progressive resistance exercises.
60. Develop a therapeutic exercise program for the UE and the LE.
61. Perform strengthening exercises for the UEs and LEs.
62. Perform joint mobilization.
63. Perform kinesiotaping and McConnell taping techniques.
64. Perform manual muscle testing to major muscle groups.
65. Develop a therapeutic exercise program.
66. Perform therapeutic exercises to all joints of the body.
67. Identify orthopedic disorders and surgeries.
68. Identify treatment plan for orthopedic conditions.
69. Identify common test procedures for orthopedic conditions.
70. Instruct patient in self ROM exercises.
71. Identify different cardiac/pulmonary conditions and treatments.
72. Perform postural drainage.
73. Assess sensory and motor function.
74. Assess coordination and balance.
75. Identify and perform sensory, motor and coordination tests.
76. Describe components of abnormal gait.
77. Describe the components of home and environmental assessments.
78. Identify and perform PNF techniques.
79. Identify other neuromuscular techniques.
80. Describe other neuromuscular, vascular and lymphatic diseases and treatments.
81. Perform manual soft tissue techniques.
82. Describe different spinal cord, head injury, and cerebral conditions.
83. Identify and perform treatment of a patient with a SCI, TBI, CVA.
84. Identify normal and abnormal pediatric development.
85. Identify pediatric diagnoses and treatment.
86. Identify different amputations and treatments
87. Identify different prosthesis and orthotics.
88. Identify normal and abnormal gait of an amputee.
89. Knowledge of women's health.
90. Knowledge of OB-GYN issues.
91. Knowledge of pathologies of all systems of the body.
92. Knowledge of pharmacologic agents for various pathologies.
93. Knowledge of laboratory tests.
94. Knowledge of the Illinois Practice Act.
95. Knowledge of Medicare, coding and billing.

APPENDIX B

LAKE LAND COLLEGE PTA PROGRAM CURRICULUM MODEL FIRST YEAR

1st Semester		Hours
Fundamentals of PTA I	PTA080	4.0
PTA Clinical Practicum I	PTA081	1.0
Medical Terminology for the PTA	PTA083	2.0
Composition I	ENG120	3.0
Human Anatomy & Physiology I	BIO225	4.0
Concepts of Physics	PHY110	<u>4.0</u>
TOTAL		18.0

2nd Semester		Hours
Fundamentals of PTA II	PTA082	6.0
Human Anatomy & Physiology II	BIO226	4.0
Kinesiology	PED244	4.0
PTA Pathology	PTA084	<u>3.0</u>
TOTAL		17.0

Summer		Hours
PTA Clinical Practicum III (4 weeks)	PTA085	2.0
Neuro for the PTA	PTA086	<u>2.0</u>
TOTAL		4.0

SECOND YEAR

1st Semester		Hours
Fundamentals of PTA III	PTA094	6.0
Orthopedic Concepts & Applications	PTA095	4.0
PTA Clinical Practicum IV	PTA097	<u>3.0</u>
TOTAL		13.0

2nd Semester		Hours
Fundamentals of PTA IV	PTA096	5.0
PTA Clinical Practicum V	PTA099	4.0
PTA Seminar	PTA098	2.0
Human Development/Life Span	PSY279	<u>3.0</u>
TOTAL		16.0

OVERALL TOTAL	66.0
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Lake Land College PTA Program Course Descriptions

PTA 080

Fundamentals of PTA I

An introduction to the profession of Physical Therapy and the role of the PTA within the health profession. This course provides basic physical therapy skills including: body mechanics, transfers, bed mobility, gait training, aseptic techniques, and assessment of vital signs.

PTA 081

PTA Clinical Practicum I

An in-house laboratory practice of skills and techniques corresponding with Fundamentals of PTA I (PTA080). Students will observe in physical therapy settings.

PTA 082

Fundamentals of PTA II

This course provides physical therapy skills including wound management, the use of modalities of therapeutic heat and cold, electrotherapy, massage techniques, goniometry, prosthetics/orthotics, and laboratory practice.

PTA 083

Medical Terminology for the PTA

This course is designed for PTA students to learn word-building methods, to analyze medical terms by breaking them down into their basic components, PT abbreviations, and pronunciation of medical terminology.

PTA 084

PTA Pathology

This course will discuss the etiology, symptoms, risk factors, pathogenesis, and prognosis of specific diseases. Medical practices for treatment of these diseases and illness will be discussed along with implications for the PTA. Pharmacology will also be discussed.

PTA 085

PTA Clinical Practicum III

A full time, supervised clinical practice in a physical therapy facility. Students will participate in selected patient care skills and techniques learned in Fundamentals of PTA I (PTA080), Clinical Practicum I (PTA081) and Fundamentals of PTA II (PTA082).

PTA 086

Neurology for the PTA

This course will focus on the specific neuroscience concepts and principles that support rehabilitation therapy.

PTA 094

Fundamentals of PTA III

This course is a continuation of the skills and knowledge used by a PTA. Concentration

is on muscle testing, length testing, therapeutic exercise, and postural analysis.

PTA 095

Orthopedic Concepts and Applications

The course focuses on different types of tissue healing and orthopedic diagnoses and rehabilitation.

PTA 096

Fundamentals of PTA IV

This course emphasizes assessment and treatment of specific areas. These areas include: neurological conditions, pediatrics, geriatrics, obstetrics, cardiopulmonary, industrial, and manual therapy.

PTA 097

PTA Clinical Practicum IV

Full time, supervised clinical practice experience at a physical therapy facility. Students will practice newly acquired skills from Fundamentals of PTA III (PTA094) and Orthopedic Concepts and Applications (PTA095) while continuing to progress previously learned skills.

PTA 098

PTA Seminar

Preparation to enter into the work force as a Physical Therapist Assistant. This course emphasizes liability issues, Medicare guidelines, administration, health insurances, and ethical aspects. Licensure preparation and the exchange of clinical experiences are incorporated.

PTA 099

PTA Clinical Practicum V

Final full time, supervised clinical practicum experience at a physical therapy facility to prepare as an entry level Physical Therapist Assistant. Student will refine all learned skills.

APPENDIX C

Clinical Practicum Guidelines

1. Attend all scheduled clinical practicum experiences at the scheduled time of day according to CI. It is the student's responsibility to notify the CI at the beginning or before scheduled time in case of illness or emergency. He/she must also contact the ACCE the same time of day at 217-540-3552. It is required that all absences must be made up on days that are acceptable with the CI. Two **excused** absences are allowed. Any **unexcused** absences will result in dismissal from the program. **More than 2 absences will result in dismissal from program. If you are late two times, you may be dismissed from the program.**

As per the student handbook, lunch/break and prior arrival to start of day does not count toward clinical hours.

In some settings, the work week may exceed 40 hours. Students will be expected to complete the full clinical practicum dates.

2. Wear appropriate clinical practicum attire: dress slacks, red or black polo shirt with Lake Land College PTA program on shirt, clean tennis shoes and name tag. Shirt must be tucked in. Few clinical facilities will have its own attire policy. Per the dress code in the LLC PTA Student Handbook:
 - No excessive visible body piercing
3. Receive no unacceptable reports from CIs based on behavior, attendance, dress attire, or clinical skill performance.
4. Complete all clinical assignments satisfactorily in a timely, safe, legal and ethical manner.
5. Complete a 15 minute in-service at the clinical facility for CP IV and CP V.
 - CP IV = in-service on journal literature
 - CP V = in-service on topic approved by CI
6. Abide by the Health Insurance Portability and Accountability Act (HIPAA).
7. Demonstrate appropriate professional behavior at all times.
8. Complete the online CPI at final for CP III and for midterm and final for CP IV & V.
9. Return completed course work on due date.

Cell Phone Policy: Cell phones must be turned off during clinical hours. No cell phone use in patient care area or office will be permitted. Student will be allowed to use phones during breaks and lunch hour only.

Late Policy: All course work is expected to be completed and turned in by 12:00 p.m. at the Kluthe Center the following work day after the last day of clinical unless other arrangements have been made by the ACCE. **For each day late, 5 hours of observation at a physical therapy setting is required along with a grade reduction of one (1) letter grade.**

APPENDIX D
LAKE LAND COLLEGE
PTA STUDENT COUNSELING FORM

I have been counseled regarding _____

I understand that I must _____

in order to continue in the Physical Therapist Assistant Program.

This must be completed prior to _____.

Student Signature / Date

Faculty Signature / Date

APPENDIX E

**Lake Land College PTA Program Clinical Instructor Survey
Fax to 217-540-3599 within 1 week**

CI's Name _____ Facility _____
CI's Email _____ Year: _____
State of Licensure _____ License Number _____

To meet your needs as a Clinical Instructor, please complete the following survey. Please circle the best response to each statement.

1. Do you feel the CPI is a good evaluation tool for clinicals?
Yes _____ No _____

2. I need to have additional training on using the online Clinical Performance Instrument.
Yes _____ No _____
If yes, please indicate the area(s) you need assistance: _____

3. Are there any areas of clinical teaching that you would like information on: YES NO
If yes, please indicate what areas. _____ Role of the CI _____ Legal Issues
_____ Orienting students _____ Evaluating students
_____ Communicating with students _____ Ethical Issues _____ Goal Writing
_____ Supervising students _____ Dealing with exceptional students
_____ Facilitating learning _____ Learning Styles
_____ Minimum required skills of a PTA
_____ Assessing and documenting student deficits and unsafe practices
Other _____

4. Are you an APTA Credentialed Clinical Instructor? YES NO
If no, are you interested in attending an APTA Clinical Instructor Credentialing Workshop?
YES NO

5. Please list other specialist certifications that you have: _____

6. If a PTA, have you obtained the APTA Recognition of Advanced Proficiency? Yes NO
If yes, what area? _____

7. How many years of experience do you have as a PT or PTA?
Less than 1 year 1-5 years 5-10 years 10-15 years 15-20 years over 20 years

8. How many years of experience do you have as a Clinical Instructor?
Less than 1 year 1-5 years 5-10 years 10-15 years 15-20 years over 20 years

9. Area(s) of Expertise: _____

10. Do you use the Lake Land College CI Development webpage listed below? YES NO
<https://www.lakelandcollege.edu/academic-programs/clinical-instructor-information/>

APPENDIX F
CI Report on Student at Site Visit

Date _____

Student's Name: _____

CP III, CP IV, CP V
Please circle

Facility: _____ Phone: _____

Clinical Instructor Name: _____

Do you have Significant Concerns on any item of the Clinical Performance Instrument (CPI) that may result in the student failing?

Yes ___ No ___

(If yes, identify which item number(s), and briefly describe the problem on the midterm evaluation.)

Are the first 5 "red flag" items (Safety, Punctuality, Responsibility, Ethical, Respectful) of the CPI currently in the appropriate level for this clinical on the Visual Analog Scale (VAS)?

Yes ___ No ___

Is the student aware of the areas of performance that they should work on for the remainder of the clinical?

Yes ___ No ___

Is the student's performance appropriate for a student of this level?

Yes ___ No ___

What types of patients is the student treating?

What are your goals for the student for the remainder of the clinical?

Will the student conduct an in-service?

Yes ___ No ___

Do you need any training on the use of the PTA CPI?

Yes ___ No ___

COMMENTS:

CONCERNS and/or STRENGTHS:

THANK YOU FOR YOUR COMMITMENT TO CLINICAL EDUCATION!

APPENDIX G
Student Evaluation of Clinical Experience at Site Visit

Date: _____

CP III, CP IV, CP V
Please circle

Name: _____

Facility: _____ Phone: _____

Clinical Instructor: _____ PT / PTA _____

Did your CI use the orientation check off form? Yes ___ No ___

Are you comfortable with the amount of feedback/supervision you are receiving from your CI? Yes ___ No ___

If your CI is a PTA, are you receiving appropriate interaction with the supervising PT? Yes ___ No ___

Provide examples of PT/PTA interactions.

Communication with PT _____

Review evaluation/assessment with PT _____

Observe initial eval _____

Other _____

Is this learning experience challenging? Yes ___ No ___

What are the strengths of this clinical site?

What are the weaknesses of this clinical site?

Were there any problems with your midterm conference? Yes ___ No ___

If yes, please comment: _____

Have you had opportunities for direct patient care? Yes ___ No ___

List: _____

Have you had opportunities to observe/participate in other areas? Yes ___ No ___

List areas: _____

Have you had opportunities for involvement in interprofessional practice (interacting with multiple healthcare workers from other professional backgrounds working together with patients, families)?

Yes ___ No ___

Give examples: _____

Have you established/revised goals for the remainder of the clinical? Yes ___ No ___

Is your CI using the Weekly Goal form? Yes ___ No ___

COMMENTS:

APPENDIX H
Case Study
Factors to Report

1. **History of the presenting problem, complaints, and precautions (including onset date).** Describe why the patient received physical therapy. Relevant information of the history of the problem should be included. Include the reason for the current physical therapy session.
2. **Pertinent diagnoses and medical history.** Include the physician's diagnosis of the problem and any other diagnoses or history that could influence the course of physical therapy or the outcomes. Do research on the diagnosis and explain the course of disease, the cause, signs and symptoms, and the textbook's prognosis. Current medication, previous surgery and prior physical therapy for other problems are examples of information that could be important.
3. **Demographic characteristics, including pertinent psychological, social, home life and environmental factors.** It is beyond our scope of practice to diagnose psychological or mental factors, however, describe the patient behavior and social and environmental factors that may affect physical therapy and outcomes. A supportive family, the desire to go back to school the rewards of Workers' Compensation, and a home with barriers are examples of factors that enter into the clinical care process and have a critical influence on outcomes.
4. **Description of physical therapy treatment. Prior or concurrent services related to the current episode of physical therapy care.** Describe the services and care that the patient is receiving in physical therapy. Describe the exercises, treatment and any other physical therapy skills the patient is receiving. If the patient is receiving other rehab services, go into detail the care they are receiving. Describe what the patient was like at the beginning of therapy and at the end.
5. **Discuss the goals the physical therapist has set for the patient.** Report any problems or conditions that patient has that could influence the goals and the means to achieve them. Is the patient overweight? Does the patient have a serious cognitive deficit? These and other problems could influence physical therapy and its effectiveness. What does the PT hope the patient will accomplish in physical therapy? Are the goals functional? Do you feel the goals are realistic? Explain why or why not.
6. **Goals of the patient and family members.** What does the patient want to accomplish? What does family members hope the patient will accomplish? Discuss these goals and explain why they are important to the patient. Do these goals correlate to the goals that the PT has set?
7. **State your prognosis.** Discuss your prognosis of the patients. Will the patient make a full recovery? What will the future be like for the patient? Explain completely your reasons.

**APPENDIX I
COOPERATIVE AGREEMENT
LAKE LAND COLLEGE
PHYSICAL THERAPIST ASSISTANT
COMMUNITY COLLEGE DISTRICT NO. 517
MATTOON, IL 61938**

The following is the Cooperative Agreement between LAKE LAND COLLEGE (LLC) PHYSICAL THERAPIST ASSISTANT PROGRAM and the Cooperative Agency. This Agreement made and

entered into this _____ day of _____, 20____ by and between the LLC PHYSICAL THERAPIST ASSISTANT PROGRAM and _____.

- I. The Cooperative Agency will agree to:
 - A. Accept Physical Therapist Assistant students for instruction and experience as scheduled by the Lake Land College ACCE and the Cooperative Agency CCCE.
 - B. Plan for and provide facilities for the Clinical Instructor to use for the instruction, supervision, rotation and record keeping of the Physical Therapist Assistant students during the cooperative period.
 - C. Plan for and permit a plan of rotation of the Physical Therapist Assistant students through the required services, as appropriate for the facility.
 - D. Observe the following policies of the Lake Land College Physical Therapist Assistant Program during the cooperative period.
 1. The school day shall not exceed eight (8) hours a day, five (5) days a week, Monday through Friday, unless prior arrangements have been made. The school day shall include clinical instruction, observations, practice, independent study, counseling and guidance, and other experiences as designated by the instructor.
 2. Physical Therapist Assistant students must wear appropriate attire as deemed by the Program's dress code policy.
 - E. Be in current good standing with appropriate regulatory institutions.
 - F. Provide the school with any applicable policies and procedures and inform the school Clinical Coordinator of any new or changes in procedures and/or policies.

- G. The Clinical Instructor assigned to the student can be a licensed Physical Therapist Assistant as long as a licensed Physical Therapist is present at the facility during the cooperative period. A licensed Physical Therapist is responsible for the student's supervision and evaluation.
 - H. The Clinical Instructor will assign patients that meet the needs of the Physical Therapist Assistant students.
 - I. The Cooperative Agency retains full responsibility for patient care.
 - J. The right to request the Lake Land College Physical Therapist Assistant Program to withdraw any Physical Therapist Assistant student from the cooperating agency whose, progress, practices, or adjustment does not justify his/her continuance in the cooperating agency.
 - K. Provide emergency medical care to students or faculty members at the **individual's own expense** while at the cooperating agency.
- II. The Lake Land College Physical Therapist Assistant Program agrees to:
- A. Provide intensive instruction in the Physical Therapist Assistant curriculum prior to the assignment of the Physical Therapist Assistant students to the cooperating agency.
 - B. Provide a Physical Therapist Assistant Clinical Coordinator for the cooperative period.
 - C. Meet with facility personnel at such times as either party deems appropriate to evaluate student's performance.
 - D. Withdraw any Physical Therapist Assistant student from the cooperating agency whose progress, practices, or adjustment does not justify his/her continuance with the cooperating agency.
 - E. Assume full responsibility for the program and the Physical Therapist Assistant students' education with the assistance of the cooperating agency personnel.
 - F. All students and faculty participating in the Program at the Cooperative Agency shall have and maintain, at no cost to the Cooperative Agency, professional liability insurance with limits of at least \$1,000,000 per claim and \$3,000,000 aggregate.
 - G. Ensure all students have received the required immunizations, Hepatitis B series, blood-borne pathogens and CPR training before the beginning date of the student's assignment.
 - H. Provide facility with student's contact information prior to the beginning date of a clinical assignment.

- I. Students will be required to follow the clinical guidelines as established between the agency staff and Lake Land College Faculty.
- J. Be responsible for assuring that all students and faculty in the program preserve and respect the confidential nature of all information which they may acquire regarding patients and medical records.
- K. Make provision for a cooperative agency, faculty, and student evaluation process.

III. Term and Termination

This Agreement shall commence upon full endorsement and shall be automatically renewed on the anniversary date each year unless either party gives written notice of intent to terminate at least sixty (60) days prior to the annual renewal date. Additionally, either party may terminate this Agreement without cause at any time during a term by giving ninety (90) days prior written notice, effective on the date stated therein. Students assigned to the Cooperative Agency shall be given an opportunity to complete their affiliation if reasonably practicable.

IV. Liability

Each Party to this Agreement shall indemnify and hold harmless the other Party and its affiliated corporations and entities, and its directors, trustees officers, agents and employees against any and all damages, losses, costs and expenses (including reasonable attorneys' fees) incurred in connection with claims or demands for injury or damage arising from or caused by the indemnifying Party's negligent or willful acts or failure to act or the negligent or willful acts or failure to act of its directors, trustees, officers, agents and employees in connection with the subject matter of this Agreement.

 Dr. Jonathan Bullock
 President, Lake Land College

 Cooperating Agency Representative

 Jon Althaus
 Vice President, Academic Services

 Date