



2017-2018

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

NEBRASKA
METHODIST
COLLEGE

THE JOSIE HARPER CAMPUS

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PURPOSE

The purpose of this manual is to provide the student with information, policies and procedures specific to the Physical Therapist Assistant Program. The policies and procedures contained in this handbook are subject to change without notice at the discretion of the Program Director with the approval of the Dean. Any changes made will be communicated to PTA students in a timely manner. This information is a supplement, not a substitute, for those policies present on the College Website. (<http://www.methodistcollege.edu/about/policies-and-guidelines>) It is the student's responsibility to become familiar with all program and institutional policies while a student at NMC.

Successful completion of the quiz and student signature at the back of the handbook indicate that you have read and understand all policies and that you agree to act in accordance with those policies and regulations.

WELCOME

We would like to welcome you to the PTA Program and hope you are as excited to be here as we are to have you. The program you have chosen is a rigorous one but is designed to make you a highly skilled, marketable, and respected member of the physical therapy team. Upon graduating from this program, you will enter a very rewarding career in which you play a major role in the recovery of patients. You will work with patients when they are at their worst, help them heal, and in the end see them at their best.

During your experience here you will apply information from the classroom into the laboratory and clinical settings. You will develop and draw on many skills, from critical thinking to empathy. In the clinical setting, every patient and situation is unique. You can't memorize all the answers, but you will be expected to apply the physical therapy skills that you have learned in the Program.

Your professional behavior is as important as the technical skills that you will learn. These qualities—over and beyond the knowledge you gain and the skills you learn— are essential for your success in school and in your later work as a physical therapist assistant. In broad terms, you will be expected to demonstrate respect for others, communicate effectively, cooperate with fellow workers, and display the dependability expected of a physical therapist assistant. Give 100 percent and treat your classmates, instructors, patients and co-workers as you would like to be treated.

The most successful students learn early on that the program faculty, clinical staff and instructors, and other college personnel are here to help you succeed, but it is up to you to take the initiative and embrace learning, with its difficulties and its rewards.

Welcome to the NMC PTA Program!

Shannon Struby, PTA, MA
Program Director

GENERAL PROGRAM INFORMATION

Accreditation

The Physical Therapist Assistant Program at Nebraska Methodist College is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE) 1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.

Commitment To Program Accreditation

Purpose

The purpose of this policy is to articulate the responsibilities of the PTA program that will ensure compliance with CAPTE accreditation policies and procedures.

Policy

NMC is committed to maintaining high standards of practice through program accreditation activities. The PTA Program will abide by the policies and procedures of CAPTE. The Program Director will:

- submit required fees and documentation, including reports of graduation rates, performance on state licensing or certification examinations and employment rates as required
- notify CAPTE of expected or unexpected substantive change(s) within the program, and of any change in institutional accreditation status or legal authority to provide postsecondary education
- be responsible for all activities necessary to remain in compliance with accreditation criteria.

DIRECTORY

Name	Position	Phone	Office
Shannon Struby,PTA, MA	Program Director	(402) 354-7104	Leinart 2082
Lane Sidebottom, PT, DHS, CPCRT	Academic Coordinator of Clinical Education	(402) 354-7048	Leinart 1066
Barb Fye, PTA	Adjunct Faculty	(402) 354-7746	
Emily Bateman, PTA, ATRIC	Adjunct Faculty		
Lisa Graham, PT, DPT	Adjunct Faculty		
Amanda Held, PT, DPT	Adjunct Faculty		
Laura Sedivy, PTA	Adjunct Faculty		
Madonna Klein, PT, MPT	Adjunct Faculty		
Ben Chrystak, PTA, BS	Adjunct Faculty		

NMC MISSION STATEMENT

As a health professions institution, Nebraska Methodist College provides educational experiences for the development of individuals in order that they may positively influence the health and well-being of the community.

PTA MISSION STATEMENT

The Physical Therapist Assistant Program provides educational experiences in a learner-centered environment to develop competent physical therapist assistants who are prepared for entry-level employment. Our graduates enter the workforce as educated citizens dedicated to meeting the diverse needs of the individuals and communities that they serve.

PHILOSOPHY

The philosophy of the Associate Degree Program for the Physical Therapist Assistant is reflective of the values and beliefs from which the NMC Mission and Core Values were formulated. The NMC Physical Therapist Assistant Program is dedicated to providing dynamic, high quality, integrative learning opportunities utilizing educational technology, didactic, laboratory and clinical experiences. The foundation for the education of the PTA students is based on criteria and performance expectations set forth by the Commission on Accreditation in Physical Therapy Education (CAPTE). The PTA program promotes opportunities for lifelong intellectual, professional, career and personal development.

PROGRAM GOALS

The Goals of the Physical Therapist Assistant Program are to:

1. Develop competent physical therapist assistants who are prepared for entry level employment, prepared to pass the national certification exam, and prepared to uphold professional ideals.
2. Develop an educated citizen with skills as Reflective Individual, Effective Communicator and Change Agent.

PROGRAM OBJECTIVES

Graduates of the Physical Therapist Assistant Program will be able to:

1. Demonstrate an understanding of the role and scope of practice of the physical therapist assistant.
2. Explain and demonstrate the use of all modalities as practiced by the physical therapist assistant.

3. Demonstrate professional verbal and written communication skills when interacting with colleagues, patients and peers.
4. Implement treatment planning techniques under the supervision of a Physical Therapist.
5. Be sensitive to cultural, ethnic, gender and life style differences among patient populations.
6. Respect patient confidentiality at all times.

CURRICULUM

Students who successfully complete the plan of study outlined in the curriculum below will be awarded the **Associate of Science Degree in Physical Therapist Assistant**.

Pre-requisites: 20 hours observation.

Year One

Fall Session		
Course		Credit Hours
SCI 200	Anatomy and Physiology	5
COM 101	English Composition	3
SCI 116	Medical Terminology*	1
PTA 100	Introduction to Physical Therapy and Clinical	2
PTA 105	Functional Anatomy (with lab)	3
PTA 115	Basic Skills in Patient Care Lab	2
Total		16

Spring Session

Course		Credit Hours
SCI 206	Pharmacology & Pathophysiology (T/F)	4
HUM	Humanities Elective: 210, 220, 255 or 270	3
HUM 150 Rhetoric	The World of Ideas:Critical Reasoning &	3
PTA 120	Therapeutic Exercise (with lab)	3
PTA 130	Therapeutic Modalities (with lab)	4
Total		18

Summer Session

Course		Credit Hours
PTA 190	Clinical I: Clinical Orientation	0
PTA 200	Clinical II	4
COM 245	Language and Culture in Healthcare: 230 or	3
SSC 235	Sociology of Culture	3
Total		10

Year Two

Fall Session

Course		Credit Hours
SSC 215	Life Span Psychology	3
PTA 210	Orthopedic Issues (with lab)	4
PTA 215	Pediatric & Neurologic Disorders (with lab)	4
PTA 220	Therapeutic Exercise II (with lab)	3
PTA 228	Special Topics (with lab)	3

Total	17
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Spring Session		
	Course	Credit Hours
PTA 230	Medical Ethics, Law & Health Care Administration	3
PTA 240	Clinical III	5
PTA 260	Clinical IV	6
PTA 280	PTA Seminar	1
COM 290	Portfolio Presentation	0
Total		15

75 Credits (47 technical/28 arts and sciences)

**English Comp and Medical Terminology are strongly recommended as transfer credits*

***High School students are encouraged to take Physics*

PROGRAM OUTCOMES

Goal 1:

Upon completion of the Physical Therapist Assistant Program, graduates will exhibit the following qualities and abilities:

1. Communication
 - Communicates verbally and non-verbally with the patient, the physical therapist, health care delivery personnel and others in an effective, appropriate and capable manner.
2. Individual and Cultural Differences
 - Recognizes individual and cultural differences and responds appropriately in all aspects of physical therapy services.
3. Behavior and Conduct
 - Exhibits conduct that reflects a commitment to meet the expectations of members of society receiving health care services.

- Exhibits conduct that reflects a commitment to meet the expectations of members of the profession of physical therapy.
- Exhibits conduct that reflects practice standards that are legal, ethical and safe.

4. Plan of Care

- Communicates an understanding of the plan of care developed by the physical therapist to achieve short and long term goals and intended outcomes.
- Demonstrates competence in implementing selected components of interventions identified in the plan of care established by the physical therapist.
- Demonstrates competency in performing components of data collection skills essential for carrying out the plan of care.
- Adjusts interventions within the plan of care established by the physical therapist in response to patient clinical indications and reports to the supervising physical therapist.
- Recognizes when intervention should not be provided due to changes in the patient's status and reports to the supervising physical therapist.
- Reports any changes in the patient's status to the supervising physical therapist.
- Recognizes when the direction to perform an intervention is beyond that which is appropriate for a physical therapist assistant and initiates clarification with the physical therapist.
- Participates in educating patients and caregivers as directed by the supervising physical therapist.
- Provides patient-related instruction to patients, family members, and caregivers to achieve patient outcomes based on the plan of care established by the physical therapist.
- Takes appropriate action in an emergency situation.
- Completes thorough, accurate, logical, concise, timely, and legible documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies.
- Participates in discharge planning and follow-up as directed by the supervising physical therapist.
- Reads and understands the health care literature.

5. Education

- Under the direction and supervision of the physical therapist, instructs other members of the health care team using established techniques, programs, and

instructional materials commensurate with the learning characteristics of the audience.

- Educates others about the role of the physical therapist assistant.

6. Administration

- Interacts with other members of the health care team in patient-care and non-patient care activities.
- Provides accurate and timely information for billing and reimbursement purposes.
- Describes aspects of organizational planning and operation of the physical therapy service.
- Participates in performance improvement activities (quality assurance).

7. Social Responsibility

- Demonstrates a commitment to meeting the needs of the patients and consumers.
- Demonstrates an awareness of social responsibility, citizenship, and advocacy, including participation in community and service organizations and activities.

8. Career Development

- Identifies career development and lifelong learning opportunities.
- Recognizes the role of the physical therapist assistant in the clinical education of physical therapist assistant students.

Goal 2:

An Educated Citizen is competent in three primary areas: as a Reflective Individual, as an Effective Communicator, and as a Change Agent. Specific outcomes are designated for all courses in the General Education Curriculum.

1. Reflective Individual - A reflective individual routinely engages in habits of inquiry that influence ways of thinking and actions.
 - Develop habits of inquiry such as logic and critical thinking that support deliberate reflection.
 - Interpret, analyze, and articulate the perspectives of self and others using one or more humanities disciplines.
 - Apply the scientific method.
 - Interpret, analyze and articulate the perspectives of self and others using one or more social science disciplines.

- Analyze perspectives of holism.
2. **Effective Communicator** - An effective communicator uses critical thinking to generate, connect, and organize ideas in a written, oral or nonverbal manner that responds appropriately to rhetorical situations.
 - Use critical thinking to generate, connect, and organize ideas in a written manner that responds effectively to rhetorical situations.
 - Use critical thinking to generate, connect, and organize ideas in an oral and nonverbal manner that responds effectively to rhetorical situations.
 - Apply Spanish or other international languages in academic and community settings.
 3. **Change Agent** - A change agent uses the disciplines of the liberal arts and sciences to analyze historical and contemporary situations and systems, to develop cultural competence, and to take appropriate initiative to effect change.
 - Access information and resources.
 - Critically analyze current events using habits of inquiry unique to sociology, political science, history, religion and/or economics.
 - Analyze power dynamics from sociological and historical perspectives.
 - Respect others with alternative points of view.
 - Develop cultural competence.
 - Draw individuals and/or organizations together for a common purpose.
 - Create a voice for self and others.

STANDARDS OF ETHICAL CONDUCT

(Adopted by the APTA)

Preamble

The Standards of Ethical Conduct for the Physical Therapist Assistant delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health a wellness, and enhanced quality of life.

Standard 1

Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

Standard 2

Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.

Standard 3

Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

Standard 4

Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, and other health care providers, employers, payers, and the public

Standard 5

Physical therapist assistants shall fulfill their legal and ethical obligations.

Standard 6

Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

Standard 7

Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

Standard 8

Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

(http://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/HOD/Ethics/Standards.pdf)

METHODIST ALLIED HEALTH STUDENT ASSOCIATION

The Methodist Allied Health Student Association (MASHA) is composed of all students enrolled in an allied health program. Each program has its own chapter within MASHA and has a representative on the College Student Senate.

Throughout the academic year, MASHA is involved in leadership and professional development as well as community service activities and service-learning projects.

The Physical Therapist Assistant Chapter of MAHSA will operate under its general bylaws and in accordance with the bylaws of Student Senate. The Program Director and Academic Coordinator of Clinical Education serve as the Faculty Advisors for the PTA Chapter. Student officers include President, Vice President, Secretary and Treasurer.

It is the expectation of the Program that all students participate in this association to ensure community involvement, opportunity for continued growth and support of the profession.

I. PTA PROGRAM GENERAL POLICIES

Academic Dishonesty, Cheating And Plagiarism

Purpose:

It is expected and understood that academic dishonesty and plagiarism will not be tolerated within the Physical Therapist Assistant Program.

Policy:

Students caught cheating or plagiarizing will automatically receive a zero on the assignment, test or paper. Disciplinary action will also be taken in the form of a written warning as well as a report to the Academic Standards committee. If there is a repeated incident at any time during the student's general or technical education at NMC, the student can potentially fail the class and/or be removed from the program.

Please refer to the Academic Integrity Policy on the College Website. (<http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies>) Violations of this policy will result in disciplinary action ranging from a formal report to the Registrar's Office to dismissal from the College.

Attendance

Purpose:

To ensure all PTA students recognize and understand that attending classes, clinical and labs is a fundamental expectation.

Policy:

Students are expected to be present for all scheduled classes. In case of absence due to illness, death in the family, etc., students must notify the course instructor **prior** to class (if possible) **AND** the Program Director (402-354-7104) as soon as possible. The student is responsible for all work missed.

A separate Clinical Attendance policy is located in the Clinical Policies section of the PTA Program Handbook.

Attendance in lab courses is mandatory.

Refer to course syllabi for additional details regarding attendance policies.

A student's attendance record and the way a student handles unexpected absences says a great deal about his or her level of professionalism. The Professional Conduct policy states, "Professional conduct includes, but is not limited to, punctuality, respect for other people, their property, and their right to learn, as well as principles explained in the Standards of Ethical Conduct for the PTA." Students who violate this policy with frequent absences or tardiness risk dismissal from the program for deficiencies in professional behavior.

Communication Devices: (Personal Calls, Cell Phones And Pagers)

Purpose:

To support an academic atmosphere free from distractions caused by communication devices.

Policy:

No personal telephone call should be received while in educational settings except for emergencies. Departmental telephones may not be used for personal calls.

- All students must turn cell phones and pagers off during all educational activities (class, lab, off campus educational experiences). These devices are disruptive to the educational environment and should only be activated during breaks.
- Failure to follow the policy may result in dismissal from the educational site and could result in disciplinary action. Disciplinary action for use of communication devices in violations of the student code of conduct (privacy violations, photographing documents or individuals, text-messaging during an exam, etc) range from suspension to dismissal.

Communication Guidelines (Classroom/Lab)

Purpose:

To provide a clear chain of communication for the student to follow to seek resolution of a problem that may arise in the classroom or laboratory setting. In line with expectations for professional behavior, the student is always encouraged to seek immediate resolution by directly engaging the party involved. When this is not possible, the student is expected to use the following line of communication.

Policy:

1. Student should notify the course instructor of the issue or concern to seek resolution.
2. If the desired outcome is not reached the student should then report the issue/concern to the Program Director.
3. If the issue cannot be resolved by the Program Director, the Program Director will take the matter to the Dean of Health Professions. The student may take their concern directly to the Dean of Health Professions if the issue is with the Program Director.

4. The Vice President of Academic Affairs will be contacted if the matter is not successfully resolved by the Dean.
5. If the student feels that the matter has not been addressed to their satisfaction, he/she should refer to the processes for resolution of academic issues located on the College Website at <http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies>.

*Please note-the Program Director and Dean of Health Professions utilize an “open door” policy in regard to student issues and complaints. Students may unofficially seek advice (regardless of the chain of communication) if unsure how to handle the situation.

Disciplinary Actions

Purpose:

To describe possible interventions used to address student behavior that violates PTA Program policies.

Policy:

Any violation of Physical Therapist Assistant Program policies will warrant disciplinary action. Disciplinary action shall include one of the following interventions. These interventions are not in lock-step order, meaning that any type of disciplinary action may be initiated at any time depending on the seriousness and frequency of the infraction, circumstances surrounding the infraction and the student’s prior record.

1. **VERBAL WARNING** - The appropriate faculty member will notify the student that continuation or repetition of specified conduct may be cause for disciplinary action.
2. **WRITTEN WARNING** - A written reprimand may be given to a student whose conduct violates any part of these regulations or policies. Continuance of such behavior will result in a developmental plan or course failure/dismissal, depending on the nature of the infraction.
3. **COURSE CONTRACT/DEVELOPMENTAL PLAN** - This is a written plan that involves input from the student and Program faculty and is directed toward establishing strategies that will improve student behavior.
4. **COURSE FAILURE and/or DISMISSAL FROM PROGRAM** – Students who fail to abide by Program policies despite intervention, or are guilty of gross misconduct, are subject to course failure or dismissal from the PTA Program.

At any time during this process, a student may be referred to counseling in addition to, or in place of, other sanctions. In the event a student is believed to be in immediate danger to himself/herself or to others due to emotional or psycho-social issues, the student may be required to obtain professional evaluation and treatment in order to remain enrolled as a student.

Electronic Communication Policy

Purpose:

To ensure the privacy and appropriateness of all communications with the College.

Policy:

All students are required to utilize the Methodist College e-mail system for electronic communication with College/Program faculty and personnel. It is strongly encouraged that students check their e-mail daily as instructors use this for primary communication outside of class. Students are responsible for content of their email communication. Inappropriate material or material in bad taste sent may be subject to disciplinary action as determined by Program Director. This includes any disrespectful or denigrating comments about another person.

Electronic Communication Etiquette: Students are to use appropriate and professional etiquette when communicating with College faculty or personnel, or any representative of the Program including clinical instructors. This includes, but is not limited to:

- Appropriate salutation or greeting by name (i.e.- Hello, Dr. Smith, Hi Jane, etc)
- Full sentences with appropriate grammar —(no text-message shortcuts or jargon)
- Closure- (i.e.- Thanks, Mary; Regards, Tom)

Please refer to the College Website for specific institutional policies related to electronic communication. <http://www.methodistcollege.edu/about/policies-and-guidelines/online-communications-policies>

Off-Campus Non-Clinical Educational Experiences (Student Safety)

Purpose:

As a part of the student's curricular and co-curricular learning experience, students are required to travel off campus, which may include urban and rural hospitals and clinics, as well as participation in field trips and service-learning programs. To ensure student safety, the following policies exist.

Policy:

1. In most cases, students will be responsible for their own transportation to off-campus experiences.

2. Students are provided with instructions and guidelines prior to any off-campus experience.
3. Off-campus educational experiences, including laboratory experiences, will occur only at facilities with which a current memorandum of agreement exists regarding the nature of the educational experience.
4. If a student is injured or becomes ill while participating in a co-curricular experience, he/she is to notify the supervising faculty/staff and follow the student injury policy.

Outside Employment

Purpose:

To ensure separation of clinical education and student employment within the profession and to provide guidance on balancing employment with program rigor.

Policy:

Students may be employed outside the classroom and clinical times. However, employment within the discipline being studied will not substitute for program clinical time.

1. Outside employment must be arranged to not interfere with Program classroom, lab, off-campus experiences and clinical schedules.
2. Employment in the discipline being studied is a matter between the employee and the employer. The College is not a party to any such agreements.

Because of the rigorous nature of the PTA Program, it is generally advised that the student engage in part-time work if necessary. It is ultimately the student's decision whether and how much to work. Students should be advised that the course, clinical and lab schedules will not be altered to accommodate a student's employment schedule.

Patient Communication

Purpose:

To provide students a framework to communicate effectively with patients, family, faculty and each other. Our students will display an active commitment to the five fundamentals of service and have the dedication of providing excellent care to our patients and their families.

Policy:

Students receive instruction in the AIDET process of communicating with patients, and are expected to follow this process in the clinical environment. Students will make sure to acknowledge and introduce themselves to patients, and explain treatment procedures to patients. This communication process serves to increase the patient's trust in the student and the treatment, build the therapeutic relationship, decrease patient anxiety and improve clinical outcomes.

Professional Conduct

Purpose:

All students at NMC are being educated to serve the community in various health care disciplines; therefore, it is expected that they will conduct themselves in a professional manner in all settings in which they are representing the College, including but not limited to the classroom, laboratory and clinical areas. This policy provides guidance on what the College defines as professional behavior. This policy is in addition to, not a replacement for the Code of Conduct Policy explained on the NMC website at <http://www.methodistcollege.edu/about/policies-and-guidelines>.

Policy:

Professional conduct includes, but is not limited to, punctuality, respect for other people, their property, and their right to learn, as well as principles explained in the Standards of Ethical Conduct for the PTA. It also includes an appropriate respect for those in authority. As students of the Physical Therapist Assistant Program, such conduct is expected that will not bring criticism to oneself, the program or the school. As each affiliated clinical site has granted students the **privilege** of learning in their facility, students are expected to demonstrate professional behavior at all times.

In any public place the student is potentially exposed to the patients' relatives and friends. Things one says and the attitude one exhibits have impact on those around. We request the student observe the following:

1. **Honesty** – Being truthful in communication with others.
2. **Trustworthiness** – Maintaining the confidentiality of patient information; admitting errors and not intentionally misleading others or promoting self at the patient's expense.
3. **Professional Demeanor** – Being thoughtful and professional when interacting with patients and their families; striving to maintain composure under pressure or fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dressing in attire that is reasonable and accepted as professional to the patient population served.
4. **Respect for the Rights of Others** – Dealing with professional staff and peer members of the health team in a considerate manner and with a spirit of cooperation; acting with respect toward all persons encountered regardless of age, race, color, national origin, disability, religion, gender, sexual preference, socioeconomic status or veteran/Reserve/National Guard status; respecting the rights of patients and their families to be informed and share in patient care decisions; respecting patients' modesty and privacy.

5. **Personal Accountability** – Participating responsibly in patient care to the best of your ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if something interferes with your ability to perform clinical tasks effectively.
6. **Concern for the Welfare of Patients** – Treating patients and their families with respect and dignity both in their presence and in discussions with others; discerning accurately when supervision or advice is needed and seeking these out before acting; recognizing when your ability to function effectively is compromised and asking for relief or help; not using alcohol or drugs in a way that could compromise patient care of your own performance; not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient.
7. **Promptness** - It is expected that students arrive on time to classes, labs and clinical rotations at all times.

Program Progression

Purpose:

To articulate policies and procedures related to academic progression in the PTA Program.

Policy:

The PTA Program is a cohort program, meaning that it is designed to be completed by the student in a lockstep fashion from beginning to end according to the curriculum schedule. Satisfactory progression with the cohort is necessary to maintain one's position in the program.

Failure of One Physical Therapist Assistant or Prerequisite Course

If a student fails a technical course in the PTA Program (identified by the PTA course prefix), the student will be required to reapply to the Program. Most technical courses are only offered once per year, students are advised that progression may be delayed by as much as one year. A student who has failed one Arts and Sciences course (or more) in any single term will be placed on an Academic Development Plan and will be eligible to reenroll in the course the next time it is available. Students who fail an Arts & Sciences course that is a prerequisite (SCI 200, SCI 116, SCI 206) for a technical course will fall out of progression. Students who reapply and are accepted or fall out of progression, must complete the Program within 150% time of their initial enrollment (with the next incoming cohort) or be dismissed from the Program.

Furthermore, when students are unable to progress with their cohort, they forfeit their clinical positions. Therefore, enrollment in subsequent clinical courses will be determined by clinical space availability.

Program Progression after Course Failure

If the student makes the decision to reapply to the PTA Program after technical course failure, and is accepted, the student will meet with his or her academic advisor to establish a

developmental plan. Refer to Repeating Courses and Academic Development Plan policies at <http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies> under Course and Grading Policies. In accordance with the Repeating Courses policy, the student will be required to satisfy the terms of the developmental plan prior to reenrollment in the course or continued progression in the Program.

Students should be advised that if they are absent from the program for more than one semester, the student may be required to take a bridge course prior to their return. Refer to the Competency Assurance Following Absence Policy on the College Website (link above)

Failure of Two Physical Therapist Assistant and/or Prerequisite Courses

1. A student who fails two courses (either PTA or Prerequisite Arts and Science) in any one term or subsequent terms will be dismissed from the Program and not eligible to reapply.
2. If a student feels that extenuating circumstances contributed to the second failure, the student can appeal the dismissal through the Resolution of Academic Concerns Policy on the College Website at <http://www.methodistcollege.edu/about/policies-and-guidelines/personal-code-of-conduct>.

All Academic Affairs policies related academic progression are locate on the College Website at <http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies>:

Student Safety

Purpose:

Student safety is a primary concern of the College. Numerous policies and procedures exist to ensure that the student is able to learn in a safe and secure environment.

Policies:

Policies regarding the following conditions and matters can be found as described below:

- Campus safety and emergency procedures:
NMC Website: <http://www.methodistcollege.edu/about-nmc/policies-and-guidelines/campus-safety>
 - Campus Safety
 - Severe Weather
 - Fire and Disaster Guidelines
 - Tornado Watch/Warning
 - Disaster Plan
- Safety in dealing with body substances and hazardous materials

PTA Program Handbook:

- BBF/Occupational Exposure on the NMC Website at:
<http://www.methodistcollege.edu/about/policies-and-guidelines/campus-safety/accident-medical-emergency>
- Student Injury Policy and on the NMC Website at
<http://www.methodistcollege.edu/about/policies-and-guidelines/campus-safety/accident-medical-emergency>
- Safety regulations regarding use of equipment in the Program laboratory
 - Lab policies in PTA Program Handbook, pp.41-42
- Safety of students when in the role of subjects or patient-simulators
 - Lab policies in PTA Program Handbook, p.40
- Safety in student interactions in the classroom and laboratory settings

NMC Website

- Harassment
- Sexual Harassment
- Sexual Misconduct
- Personal Conduct
- Safety of student participating in off-campus experiences
 - Off-Campus Educational Experience—PTA Handbook, p.20

Technical Standards Of Performance

Students are required to perform respective duties of the Physical Therapist Assistant based on the necessary physical and emotional abilities as well as scholastic achievement. The College will make reasonable accommodations for all students who follow the College's Accommodations for Students with Disabilities policy, however, students admitted to the PTA program will be held to the same standards with or without reasonable accommodations.

The following is a list of standard and/or technical skills required for performing duties of the Physical Therapist Assistant. These skills are not conditions for admission to the Program, but do indicate abilities and characteristics necessary to successfully complete the Physical Therapist Assistant Program, and to perform the duties of the career upon graduation.

Behavioral and Social Skills

Students should:

- possess qualities of motivation, compassion, integrity, empathy, honesty and good interpersonal skills;
- have the ability to develop mature, sensitive, and effective relationships with patients, colleagues, and physicians;
- be able to tolerate physical and emotional stress as well as adapt and be flexible;
- maintain overall good health and self-care as to not jeopardize the health and safety of classmates, self, instructors and patients;
- maintain high ethical standards in compliance with the American Physical Therapy Association;
- demonstrate professional behaviors and a commitment to didactic, clinical and lifelong learning.

Communication

A PTA student must be able to communicate effectively using speech, reading, and writing. He/she should be able to observe clinical staff and patients in order to elicit information, perceive nonverbal communication, describe changes in mood, activity and posture, and recognize and respond to an emergency situation. Students must be able to communicate quickly, effectively and efficiently in both oral and written English with classmates, instructors, patients, families, physicians and any other member of the health care team. Students must also have the ability to take part in lectures and discussions in didactic as well as clinical settings.

Motor and Functional Abilities

Students must be able to:

- freely move about the laboratory and clinic;
- move quickly in an emergency situation to protect the patient;
- stand for prolonged periods of time while in clinical experiences (up to 8 hours) as well as sit for prolonged periods during didactic work (2-10 hours);
- safely and effectively resist, guide, facilitate or inhibit movement of another person's body part(s) to illicit a desired position or outcome;
- lift or transfer another person's body weight using proper transfer techniques (30-100 lbs);

- detect changes in patient's muscle tone, skin quality, joint play, temperature and kinesthesia;
- engage in tasks requiring manual dexterity and hand-eye coordination as well as occasional pushing and pulling of up to 50 pounds, holding, manipulating, extending, rotating, kneeling, stooping and manually adjusting equipment found in a clinical setting.

Students must be able to see notes written on a whiteboard, videos and slide show/overhead presentations. They must be able to gather visual information from patients regarding movement, posture, body mechanics and gait to compare to normal standards as well as gather visual cues from the patient regarding tolerance of interventions.

Intellectual

Students should possess critical thinking and problem solving skills. They must be able to receive, interpret, remember and use information to solve problems as well as adjust patient's daily treatment within their plan of care when necessary. You will be required to have the knowledge to operate a variety of physical therapy modality and exercise equipment in a safe manner. Students must be able to comprehend information as well as accept constructive criticism and exercise sound judgment in the classroom and clinic.

In addition to the technical standards stated above, students must be able to successfully complete all required components of the curriculum consisting of tests and evaluations as well as clinical assessments.

It is your responsibility to understand the duties, responsibilities, skills and abilities required of your chosen program/profession. In addition to the technical standards as described above, please review the information regarding the Physical Therapist Assistant profession on the O*NET website at <http://www.onetonline.org/link/summary/31-2021.00>.

Furthermore, it ***is the student's responsibility to notify the Program Director if there is any reason they cannot meet these standards for the Physical Therapist Assistant Program.***

II. CLINICAL POLICIES

Alcohol & Drug Policy

(NMC Web Site: <http://www.methodistcollege.edu/about/policies-and-guidelines/personal-conduct>)

Practicing in a clinical setting or coming to class under the influence of alcohol and/or drugs (illegal or prescribed) is prohibited and warrants corrective action.

Procedure for Reasonable Suspicion Testing:

A student who reports to clinical and is reasonably suspected of being under the influence of alcohol/illegal drugs or who is reasonably suspected of impairment due to legally prescribed medication will be removed and will be required to provide specimens for a drug and/or alcohol analysis at that time. Student confidentiality will be maintained as much as possible.

If student is at a clinical site in Iowa or Nebraska*:

- Remove the student from patient care and arrange for student oversight based on the clinical site policy. The student is to remain in that location until drug testing is completed.
- Call the NMC Reception Desk at (402) 354-7000 to report suspected student impairment and provide the following information - name and contact phone number of person reporting the incident, clinical site location (include full address for clinical site and department), student name and program.
- The Receptionist will contact Midlands Testing Services (MTS) at (402) 658-1122 or (402) 657-5453 and notify them of the site and contact person. The Receptionist will also contact the Dean of Students at (402) 354-7213 to report the incident.
- MTS will come directly to the clinical site to complete the drug testing. Upon arrival, MTS will call the contact phone number for the location of the student.
- Following the testing, the clinical site supervisor/instructor will inform the student to contact a family member/friend for transportation. If needed, the supervisor/instructor will contact the NMC receptionist to arrange taxi service for the student (Omaha only).
- If the student appears to be impaired and refuses to be tested, assist the student in contacting a family member/friend or call a taxi to take the student home.** If the student tries to leave on their own, call the Omaha or local police department and, using reasonable judgment, attempt to detain the student if possible until they arrive. Do not use force to detain the student or do anything that might place yourself or others at risk.

*Clinical instructors/preceptors at sites **outside of Nebraska and Iowa**, or when the NMC campus is closed, who suspect student impairment due to drugs (illegal or prescription) or alcohol are to remove the student from patient care and contact the Program Director for further instructions.

Blood/Body Fluid Occupational Exposure Procedure

This procedure is to be followed if a student is involved in a blood/body fluid exposure incident.

1. Clinical instructor or designated supervisor immediately assists the student in cleansing the wound or affected area with soap and water, or irrigating splash area (i.e. eyes, mucus membranes) with normal saline or water. If eyes have been splashed, flush 15 minutes at eye wash station with wash bottle or saline.
2. If the exposure occurs Monday-Friday 6:30am-5pm., call Methodist Employee Health at 354-5684. When speaking to the secretary, the caller should identify him/herself as a Nebraska Methodist College student with a potential BBF exposure. The student will be directed to go to the closest Methodist Employee Health location.
3. If the exposure occurs at a time when Employee Health is closed, call the Methodist Hospital operator at 354-4000 and page the House Supervisor to report the exposure.
4. Employee Health will assist the student in filling out all necessary documentation forms, and will coordinate any necessary follow-up.
5. In addition to notifying the Methodist Health System Employee Health Department (as directed above) the student is to follow any institutional policies and procedures at the location where the exposure occurred.
6. Costs incurred by a student blood and body fluid exposure are paid by Nebraska Methodist College.

Cell Phone And Pager Use (Clinical)

Purpose:

To support a clinical environment free from distractions caused by communication devices.

Policy:

Students shall not have cell phones or pagers on their person during clinical activities, unless approved by the Clinical Instructor. These devices are disruptive to the educational environment and should only be utilized during breaks. Failure to follow the policy may result in dismissal from the clinical site and could result in disciplinary action.

Clinical Attendance

Purpose:

To provide the students with necessary policies and procedures related to clinical attendance in the PTA Program.

Clinical rotations provide the experience and practice necessary in developing clinical skills and problem solving abilities. Students will not be able to fulfill their competency requirements for the clinical portions of the courses if they are not in attendance at their clinical assignments. Failure of any clinical course will impact progression in the Program, with possible results ranging from delayed graduation to Program dismissal.

Policy:

1. **Transportation:** Students are responsible for their own transportation to assigned clinical sites. (Refer to Transportation and Parking Policy).
2. **Clinical Hours:** Students will be accountable for clinic attendance on the dates noted in the course syllabus and places designated on the Clinical Schedule, and are required to attend *all* scheduled clinical sessions. Minimum required hours for clinical rotations are as follows:

PTA 190	Clinical Experience I	12 hours
PTA 200	Clinical Experience II	204 hours
PTA 240	Clinical Experience III	228 hours
PTA 260	Clinical Experience IV	266 hours

Students are expected to work the same hours as the Clinical Instructor (CI) up to 40 hours per week. In cases where the CI works fewer hours than are required for the course, students should work with their CI to set up alternate supervised clinical experiences, and are encouraged to contact the ACCE for assistance in obtaining additional clinical experiences if needed.

Documentation of clinical hours should be completed by the student and initialed by the CI or other supervisory personnel on the Clinical Attendance Log. The clinical day is exclusive of lunch and break times. However, performance of clinically-related activities during lunch and break times will count toward total clinical hours.

3. **Reporting Lateness/Absence:** Because of staffing and patient care responsibilities, the first responsibility is to the clinical site. Therefore, *if absent or more than 10 minutes late, students must contact the clinical site* and notify the CI or other designated staff providing as much notice as possible. After notifying the clinical site, the student should inform the ACCE of the late arrival or absence as soon as reasonably possible (but within that working day). *Failure to notify the clinical site may result in disciplinary action.*
4. **Tardiness:** Arriving after the appointed start time reflects a lack of respect for the clinical site, poor ethical conduct and inadequate internalization of employability skills. Tardiness in excess of one instance is recommended to be made up at the following rate, at the discretion of the CI:
 - a) 1 hour of make up for the first 15 minutes late
 - b) An additional half hour is added for every additional 15 minutes late

- c) Tardiness in excess of 1 hour may result in clinical dismissal for the entire day, with an additional 1 full-make-up day to be arranged at the Clinical Instructor's discretion based on clinic availability.
 - d) The student will receive a verbal warning after the second offence; a third offence will result in a written warning, and any offence beyond that will result in additional disciplinary actions ranging from a clinical contract to course failure.
5. **Scheduling Clinical Make-Up Time:** Students are responsible for completing the number of hours required for each clinical experience (see number 2 above). If the student missed hours for any reason (i.e. tardiness, clinic or college closure, short-term disabilities such as pregnancy, illness or injury) the student should arrange to make up needed hours with the CI. Hours missed and clinical make-up time must be documented on the Clinical Attendance Log. The ACCE may be contacted to assist with scheduling compensatory make-up hours with the clinic in cases which are outside of the student's control.
6. **College Closure:** The College may officially close for a weather or non-weather related emergency (i.e. Federal or State holiday, environmental crisis). College closure announcements are available through the Methodist College email, by text through [e2Campus](#) to emergency text-message subscribers, or at 402-354-7222. If the clinical site remains open you are allowed to attend clinical with permission from your clinical instructor and at your discretion for safely traveling to and from the clinical site. The student must contact the CI, and may contact the ACCE or Program Director, in deciding whether to go to the clinical site. Required hours must be made up.

Please note, students who attend clinical in locations not affected by adverse weather, utilities failure, or other emergency, which has caused the College to close or delay opening, are expected to work or attend clinical as normally scheduled.

7. **Pre-Approved Absence:** As noted previously, students are expected to attend all clinical sessions. However, in cases of unforeseen conflict, such as a family emergency or short-term disabilities such as pregnancy, injury or illness requiring isolation, the student must contact the CI and ACCE for prior approval of any change in the clinical rotation schedule (**i.e. hours, dates**). **Failure to follow procedure will be considered as an unexcused absence with appropriate consequences.**
8. **Permission to Leave Early:** Students leaving the area during the clinical day must have the approval of the clinical personnel to whom they are assigned. The student must reflect this absence on their Clinical Attendance Log and make up any required hours.
9. **Return to Clinic Post Absence:** The student must present documentation from their personal health care provider to the Campus Health Center prior to returning to the clinic following an absence caused by prolonged illness, orthopedic pain/injury including back/neck pain, surgery, pregnancy, delivery or other health related situation that may

impact the student's ability to safely engage in normal clinical experiences. Documentation must indicate the date that the student may return to clinical and must specify any restrictions if applicable. Students enrolled in a clinical experience must provide evidence that they satisfactorily meet the technical standards of performance for the PTA Program. Students with restrictions who no longer satisfy the technical standards will not be permitted to return to the clinical setting. Restrictions will be evaluated on a case-by-case basis depending on the clinical area at the time of the illness/injury.

Before returning to clinical from an absence related to an actual or probable infectious condition including, but not limited to, pink eye, diarrhea/vomiting, rash, draining wounds or influenza, the student must contact and may need to be seen by the Campus Health Center at the request of the faculty. The student may also be requested to present documentation from their personal health care provider stating that they are no longer infectious and may return to clinical.

All documentation related to the issues above shall be presented to the Campus Health Center to be placed in the student's medical file. Misrepresenting personal circumstances to a member of the Campus Health Center, clinical site, faculty, or College official constitutes academic dishonesty and is grounds for disciplinary action.

10. **Clinical Progression:** Clinical time missed must be made up prior to academic progression in subsequent clinical courses or graduation. Clinical make-up is not guaranteed in all circumstances due to the structure of the program. If clinical rotations are not complete by the end of the term and there is no clinical course contract in effect (or pending request for an Incomplete), the student will receive a "U" (unsatisfactory) for the course and must follow the Academic Progression Policy as stated on the NMC website. (<http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies>)
11. **Dress Code Violations:** A student may be dismissed from the clinical site for violations of the dress code, College Code of Conduct (<http://www.methodistcollege.edu/about/policies-and-guidelines/personal-conduct>), or other unprofessional behavior (Professional Conduct Policy in this Handbook). In addition to make-up time, such dismissals are subject to disciplinary action policy. ***Before a student is dismissed from a clinical site for unprofessional conduct/dress, the clinical site must notify the ACCE and/or Program Director.***

CLINICAL INSTRUCTION

Purpose:

To clarify for students and clinical faculty the role of Clinical Instructors in educating PTA students in techniques not taught in the Nebraska Methodist College PTA Program.

Policy:

Clinical Instructors may teach students techniques that are legal for PTAs to perform in states where clinical rotations occur.

CLINICAL PERFORMANCE EVALUATIONS

Purpose:

The PTA Program at Nebraska Methodist Collage relies on Clinical Instructors to give accurate evaluations of students based on objective performance, using the APTA Clinical Performance Instrument (CPI).

The CPI provides communication between the clinical staff, program faculty and student regarding the student's performance in the clinical setting. The evaluation is meant to effectively measure the performance (professional and technical) of a student and provide feedback at mid-term and at the completion of a clinical rotation. Feedback may include praise for noteworthy performance and analysis of deficient performance

Policy:

The student and Clinical Instructor (CI) will complete a CPI at midterm and at the completion of a student's clinical rotation. Please note PTA 190, Clinical Orientation, does not require a CPI evaluation.

1. The midterm evaluation will be completed separately by the student and Clinical Instructor and reviewed at the midpoint of the rotation. Any concerns of inadequate performance should be communicated by the CI to the ACCE at any time during the rotation, and need not wait until the midterm evaluation.
2. The final evaluation will be completed separately by the student and the CI, and reviewed at the conclusion of the rotation. The CI shall review student's assessment of performance and discuss areas of agreement and disagreement with the student. The student and CI sign the completed evaluation.
3. If the CI feels that more frequent reviews are necessary to give the student opportunity to correct or improve a deficiency, the CI is to inform the ACCE of the frequency of reviews and deficiencies being addressed.
4. A CI not using the online version of the CPI is requested to return the CPI to the ACCE within 3 days after the completion of the rotation. A stamped envelope is provided in the Student Clinical Manual for ease of return of the CPI and other clinical documentation to the ACCE. The CI may give the envelope to the student to return to the ACCE.
5. The ACCE will review clinical documentation and provide students with individual feedback regarding clinical progress after each rotation. If a meeting is not possible, the ACCE will communicate privately with each student via secure College email or by telephone with the approval of the student.

6. Students shall not approach clinical staff members regarding course grades. Determination of grades for clinical courses is the responsibility of the ACCE. Discussion of grades with other students and/or clinical staff is a violation of FERPA and is strictly prohibited. (FERPA Policy is available under General Student Policies section on the NMC website, (<http://www.methodistcollege.edu/about/policies-and-guidelines>) and in Clinical Instructor Section of PTA Program Clinical Education Handbook.) Grades are private and may only be discussed with the faculty and administration on a need to know basis. The Clinical Instructor shall not discuss evaluation grades with the student and the student is not to discuss the grading of the evaluation with the Clinical Instructor without the ACCE present.

CLINICAL SITE ASSIGNMENT

Purpose:

The program utilizes multiple clinical affiliates to ensure that the student receives a well-rounded experience in providing patient care. The purpose of this policy is to familiarize the student with the process for assigning clinical site rotations.

Policy:

1. Each student will be assigned to a variety of clinical sites to provide access to direct patient care. Students are required to complete at least one full-time rotation that includes inpatient treatment experiences and one full-time experience providing outpatient care. The use of multiple clinical settings allows students to obtain technical proficiencies required of the entry level PTA.
2. In order to obtain a variety of clinical experiences, sites outside of the Omaha metro area are utilized for full-time clinical rotations. Students should expect to complete one full-time clinical rotation at a site outside of the Omaha metro area.
3. The ACCE has responsibility for assigning students to clinical rotations. The ACCE will make the Rotation Site List available on the PTA Clinical Site Information group on My.MethodistCollege.edu. The Rotation Site List indicates what contracted sites have agreed to take one or more students for a specific rotation. Students use the Rotation Site List to select their top three choices for each clinical experience, and indicate their top three choices on the Clinical Preference Form, also available on the PTA Clinical Site Information group online. Students must include a clinical site outside the Omaha metro area in their list of choices for each clinical rotation, until they have completed a distant rotation. A student who has completed one distant rotation will not be required to complete another, but may request another if desired.
4. Students may request assignment at a new clinical site for the Program, particularly if there is a geographic consideration or a special area of interest. Students should take the following steps to request assignment at a new site:
 - a. Consult the ACCE to determine if the site already has a contract with the Program

- b. Contact the clinical coordinator at the site and verify interest on the part of the site in accepting PTA students for a clinical rotation.
 - c. Students should then provide site contact information to the ACCE as soon as possible within the first semester of the Program, to allow time for the ACCE to consider the site and pursue a Clinical Affiliation Agreement with the site. Site contact information provided to the ACCE includes name and address of clinical site, as well as name, phone number and email address of individual at clinical site responsible for coordinating student clinical rotations.
5. *Clinical Instructors must have a minimum of one year of clinical experience and be a licensed PT or PTA.* Students must complete their clinical education through scheduled utilization of approved clinical affiliates only.
6. If a student is a current employee at a clinical site, or has an immediate family member working at a clinical site such that a conflict of interest may be created, the student will not be assigned to that clinical site.
7. All students are required to maintain current health records in order to be eligible to attend clinical rotations. Some clinical sites have additional requirements that students must complete prior to the start of the clinical rotation. The requirements for clinical sites may include drug testing and background investigations in addition to those completed for entry into the PTA Program. Students will have access to the Clinical Requirements List, on the PTA Clinical Site Information group on My.MethodistCollege.edu. This file lists requirements for each clinical site that must be completed by students prior to the start of the clinical rotation.
8. Students will receive the clinical site assignment for each semester at least 12 weeks prior to the beginning of the clinical rotation. Students are guided by the ACCE to communicate with the Center Coordinator of Clinical Education (CCCE) and send the CCCE the Student Personal Data Form, with contact information and goals for each clinical rotation, as requested by the clinical site and indicated in the Clinical Requirements List.
9. Students should review the Student Personal Data Form with the CI at the start of the rotation. A discussion of learning style, feedback needs, goals and expectations for rotation is recommended to occur with the CI in the first few days of the clinical course. This discussion will assist the CI to determine areas of content to include in the rotation. **Clinical Instructors have the right to information on student academic performance to help in the design of the clinical course.** This information may be provided by the program faculty prior to or during the length of the clinical rotation.
10. If an affiliate site chooses to no longer permit a student access to its operations because of a violation of clinic rules, regulations, policies or procedures, (including breach of professionalism or violation of the student code of conduct), clinical placement at an alternate clinical site cannot be guaranteed.

COMMUNICATION GUIDELINES (Clinical)

Purpose:

To provide a clear chain of communication for the student to follow to seek resolution of a problem that may arise in the classroom, laboratory, or clinical setting. In line with expectations for professional behavior, the student is always encouraged to seek immediate resolution by directly engaging the party involved. When this is not possible, the student is expected to use the following line of communication.

Policy:

1. Students should notify the designated Clinical Instructor or a clinical staff member about the situation.
2. The designated Clinical Instructor will notify the ACCE about the situation.
3. The ACCE will inform the Program Director of any situations requiring her involvement.
4. The ACCE will schedule a meeting with the student involved, and the Clinical Instructor if necessary.
5. The Program Director will notify the Dean of Health Professions in situations requiring further involvement.
6. It is recommended that the appropriate hierarchy of communication be observed whenever possible.

The ACCE, Program Director, and the Dean of Health Professions utilize an “open door” policy in regard to student issues or complaints. Students may unofficially seek advice (regardless of the chain of communication) if unsure how to handle the situation.

****Before a student is dismissed from a clinical site for unprofessional conduct/dress, the clinical site must notify the ACCE and/or Program Director.***

COMPLAINT POLICY – EXTERNAL

Purpose:

Any person external to the College having a complaint against the College has a mechanism by which to report the complaint and seek resolution.

Policy:

External constituents with concerns or complaints against the College should call 402-354-7000. The receptionist will field the request and direct the concerned party to the appropriate administrator. The administrator taking responsibility for the concern will record the nature of the concern and also record any actions taken by the College to address the concern. All concerns reported to an administrator of the College are kept on file in the office of the Dean of Students for 10 years.

COMPLAINT POLICY – INTERNAL

Purpose:

To make explicit the process by which students and clinical faculty may voice a concern or complaint and seek resolution.

Policy:

Documentation of complaints will be kept on file in the office of the Program Director for a period of 10 years.

1. Student: Nebraska Methodist College has formal complaint policies for academic and non-academic student concerns. The policies are available on the NMC website. (<http://www.methodistcollege.edu/about/policies-and-guidelines>).

Refer to the Resolution Process policy under the General Student Policies section for the complete policy at <http://www.methodistcollege.edu/about/policies-and-guidelines/personal-code-of-conduct>.

2. Clinical Faculty

- a) Clinical Faculty having complaints regarding the students or the PTA Program at Nebraska Methodist College should contact the ACCE via phone or email to discuss the concern. The ACCE may contact the Clinical Faculty to clarify and/or resolve the issue.
- b) If resolution is not reached, the ACCE will contact the Program Director, and may involve the Associate Dean of Health Sciences, in determining how the issue should be resolved.
- c) Steps taken or planned to resolve the complaint will be communicated by the ACCE to the Clinical Faculty
- d) Documentation of complaints will be kept on file in the office of the Program Director for a period of 10 years.

DISCIPLINARY ACTION (Clinical)

Purpose:

The purpose of this policy is to inform the students of the steps taken when disciplinary action is deemed necessary.

Policy:

Any infraction of the policies of the Physical Therapist Assistant Program, NMC, and/or any infraction of the policies and regulations of the clinical site in which the student is assigned will warrant disciplinary action. The type of action taken will depend upon the seriousness and

frequency of the infraction, circumstances surrounding the infraction and the student's prior record.

1. If the problem should develop within the assigned clinical site, the clinical staff will notify the ACCE through the appropriate channels of communication (see Communication Guidelines Policy).
2. The ACCE will investigate the situation and decide the appropriate disciplinary action. Disciplinary action shall include one of the following interventions. These interventions are not in lock step order, meaning that any type of disciplinary action may be initiated at any time.
 - a) **VERBAL WARNING** - The appropriate faculty member will notify the student that continuation or repetition of specified conduct may be cause for disciplinary action.
 - b) **WRITTEN WARNING** - A written reprimand may be given to a student whose conduct violates any part of these regulations or policies. Continuance of such behavior will result in a developmental plan or course failure/dismissal, depending on the nature of the infraction.
 - c) **DEVELOPMENTAL PLAN/CLINICAL PERFORMANCE CONTRACT** - This is a written plan that involves input from the student and clinical faculty and is directed toward establishing strategies that will improve the student's behavior.
 - d) **COURSE FAILURE and/or DISMISSAL FROM PROGRAM** – Students who fail to abide by PTA Program policies despite intervention, or are guilty of gross misconduct, are subject to clinical course failure and/or dismissal from the Program.
3. At any time during this process, a student may be referred to counseling, in addition to or in place of other sanctions. In the event a student is believed to be in immediate danger to self or to others due to emotional or psycho-social issues, the student may be required to obtain professional evaluation and treatment in order to remain enrolled as a student.

DOCUMENTATION

Purpose:

Verification of experiences gained while in the clinical rotations is essential for maintaining and providing high quality education to the students. This policy provides information on proper documentation procedures.

Policy:

Students are required to complete various types of program documentation during clinical courses. It is the student's responsibility to maintain their own documentation and records.

Examples of forms utilized in the clinical setting are provided in the Student Clinical Manual as well as the Clinical Education Handbook for Clinical Instructors (see Forms for Clinical Experiences section).

1. Documentation is primarily the responsibility of the student.
2. Responsibility for documentation is as follows:

DAILY

Daily Attendance Log: The student is responsible for entering accurate date and time information, and obtaining CI initials and signature.

AS REQUIRED

5th Day Checklist: The student will complete the top part of the form, request the CI complete the bottom part of the form, and fax or email the form back to the ACCE by Friday of the first week in the clinic during PTA 240 and PTA 260.

Clinical Performance Instrument: The student is expected to complete the CPI for scheduled midterm and final review with the CI.

Mid-Clinical Report Sheet: The student gives page 1 to the CI to complete, and the student completes page 2. The form is sent to the ACCE by Monday of week 3.

PTA Student Evaluation of Clinical Experience/Instruction: will be completed by the student at the midterm and final review, and shared with the CI.

Student Personal Data Form: The student will complete and send to the CCCE approximately one month prior to the clinical rotation, or as requested by the Clinical Site and indicated in the Clinical Requirements List.

Student Self – Assessment via journaling or web assignment: as indicated in the clinical course syllabi.

- a) Students are expected to maintain their documentation up-to-date.
 - b) Documentation will be reviewed periodically and collected at the end of the rotation by program faculty.
 - c) If a student does not keep documentation current and available for review or collection, disciplinary action may result. Clear deadlines will be determined by the ACCE and will be communicated in the clinical course syllabus or via the on-line course.
3. The falsification, forgery, or misrepresentation of clinic documentation is a breach of the student Code of Conduct and will not be tolerated. Upon determination that a student has falsified any clinical records, disciplinary action may range from course failure to dismissal from the program. Falsification of records includes, but is not limited to,

signing out before the clinical day is completed or signing in for times that the student is not present in the clinic.

DRESS CODE

Purpose:

It is important that the student portray a professional image to those with whom he/she comes into contact. Inappropriate dress and grooming detracts from the patient's confidence in the quality of care provided. The purpose of this policy is to provide strict guidelines for appropriate attire in the clinic or when representing the College or Program in the community (for example at a Health Fair).

Policy:

All students will be expected to adhere to the following dress code policy and the policies of their clinical sites.

1. Personal Grooming - Good taste indicates that haircuts, hairstyling, and personal grooming be neat and conservative rather than ostentatious. Grooming and style should also be practical so as to enable one's duties to be performed without embarrassment or inconvenience.
 - a) Hair must be neat. If long, it may be required to tie it back.
 - b) Mustaches and beards, if worn, must be neat and trimmed.
 - c) Excessive make-up and fragrances are not appropriate.
 - d) Fragrances should *NOT* be worn to clinical sites due to possible patient allergies.
 - e) Rings, if worn, should be low profile and limited to one finger per hand.
 - f) One necklace is allowed and should be worn close to the neck.
 - g) Earrings, if worn, should not exceed 1 inch in diameter and are limited to no more than two per year.
 - h) No other pierced jewelry on any other visible part of the body is permitted to be worn while in the clinical setting.
 - i) Fingernails should be maintained in a professional manner, be closely trimmed, and should not interfere with patient care. False fingernails are strictly prohibited. Nail polish, if worn, should be subdued in color.
2. Dress – All students will arrive at the clinical site in accordance with that clinic's dress code.
3. In addition to the above:
 - a) A short white laboratory jacket may be required.

- b) Name badges must be worn at ALL TIMES and shall be worn so that the student's identity is readily visible to the patient. Students are not allowed to wear name tags at waist level.
 - c) Clean shoes are required. Athletic shoes are acceptable. High heels, sandals or opened toed shoes are not allowed as they pose a safety risk.
 - d) Long pants should be worn. No shorts, Capri's, or jeans should be worn unless otherwise approved by clinic site.
 - e) Students should not wear t-shirts, sleeve-less shirts or shirts that cannot be tucked in.
4. Students will be dismissed from clinical if they are **NOT** in compliance with the dress code. The ACCE and/or Program Director must be notified prior to dismissing a student for any reason.
 5. All clinical time lost in this manner will have to be made up. (See Clinical Attendance Policy.)

EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICY

(NMC Website: <http://www.methodistcollege.edu/about/policies-and-guidelines/general-policies>)

Nebraska Methodist College is an equal opportunity, affirmative action employer and educational institution committed to creating an environment for all students and employees that promotes fairness, responsibility, ability and performance. NMC provides educational and employment opportunities without regard to, and does not discriminate on the basis of age, color, disability, family responsibilities, familial status, gender identity or expression, marital status, national origin, political affiliation, race, religion, sex, sexual orientation, source of income, veteran status or other prohibited by law in its educational programs and activities. All programs and procedures are designed and administered in a manner intended to enhance, not limit, equal access.

The College is committed to complying with all applicable federal, state and local laws relating to equal opportunity, including the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), as applicable. The foregoing Federal civil rights laws make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. The ability of individuals to oppose discriminatory practices, and to participate in investigations conducted by the Office of Civil Rights (OCR) and other proceedings, is critical to ensuring equal opportunity in accordance with Federal civil rights laws. It is unlawful to retaliate against an individual because he or she made a complaint, testified, or participated in any manner in an OCR investigation or proceeding. Thus, once a student, instructor, staff or administration member complains formally or informally to NMC about a potential civil rights violation or participates in an OCR investigation or proceeding, the recipient (NMC) is prohibited from retaliating (including intimidating, threatening, coercing, or in any way

discriminating against the individual) because of the individuals complaint or participation.

Under Title IX, discrimination on the basis of sex may constitute sexual harassment or violence - including, but not limited to, rape, sexual assault, sexual battery and sexual coercion. Compliance with Title IX is a shared responsibility of an entire institution, from top-level administration to individual staff members. NMC is required to investigate any complaints of gender discrimination. Any and all complaints or inquiries related to gender discrimination should be reported immediately to the Title IX Coordinator (Education Compliance Director), so an investigation and corrective action can be taken. Any student, faculty or staff member who engages in gender discrimination under Title IX may be subject to disciplinary action, which may include termination of employment, dismissal from the College, and criminal penalties. (See the Title IX Sexual Harassment Policy for more information).

HIPAA- PATIENT CONFIDENTIALITY

Please refer to the College Website for the complete HIPAA policy at:

<http://www.methodistcollege.edu/about/policies-and-guidelines/general-policies>

INFORMED CONSENT – Patient Consent

Purpose:

To provide a mechanism to ensure patients are informed when students are involved in patient care and to ensure the risk-free right of patients to refuse to participate in clinical education.

Policy:

1. Students are to introduce themselves to the patient as a PTA student with Nebraska Methodist College
2. In accordance with the dress-code policy, students are required to wear appropriate identification badges provided by the College or as determined by the clinical site.
3. If a patient refuses to allow the student to participate in their care, the student is to respond appropriately and respectfully to the patient and seek out the supervising Clinical Instructor, after ensuring that the patient's safety is secured.

MEDICAL ERROR REPORTING

Purpose:

It is a professional obligation to immediately report and actively prevent medical errors. Because students will be working with patients in a health care setting, there is the potential for error, and the possibility of identifying the potential for error. Students have an obligation to report any errors that may have gone unnoticed so that patient safety can be maximized. The

purpose of reporting error, in addition to its direct impact on the patient affected, is to develop a plan to prevent such errors in the future.

Policy:

When a student feels that an error in practice has occurred (whether or not the student made the error), it is the student's responsibility to inform the Clinical Instructor or Center Coordinator of Clinical Education as soon as reasonably possible. If the student fears possible repercussions from reporting the error, the ACCE or Program Director should be contacted immediately. If the student has committed an error, a plan for remedial education may be required.

PATIENT COMMUNICATION

Purpose:

To provide students a framework to communicate effectively with patients, family, faculty and each other. Our students will display an active commitment to the five fundamentals of service and have the dedication of providing excellent care to our patients and their families.

Policy:

Students receive instruction in the AIDET process of communicating with patients, and are expected to follow this process in the clinical environment. Students will make sure to acknowledge and introduce themselves to patients, and explain treatment procedures to patients. This communication process serves to increase the patient's trust in the student and the treatment, build the therapeutic relationship, decrease patient anxiety and improve clinical outcomes.

PERSONAL PHONE CALLS (Clinical)

No personal telephone call should be received while in the clinical area except for emergencies. Departmental telephones may not be used for personal calls.

PROFESSIONAL CONDUCT (Clinical)

Professional conduct is expected of students at all times throughout their tenure at NMC. Therefore, this policy is referred to in the Program Policies Section and Clinical Section of the PTA Program Handbook.

Purpose:

All students at NMC are being educated to serve the community in various health care disciplines; therefore, it is expected that they will conduct themselves in a professional manner in all settings in which they are representing the College, including but not limited to the classroom, laboratory and clinical areas. This policy provides guidance on what the College

defines as professional behavior. This policy is in addition to, not a replacement for the Code of Conduct explained on the NMC website.

Policy:

Professional conduct includes, but is not limited to, punctuality, respect for other people, their property, and their right to learn, as well as principles explained in the Standards of Ethical Conduct for the PTA. It also includes an appropriate respect for those in authority. As students of the Physical Therapist Assistant Program, such conduct is expected that will not bring criticism to oneself, the program or the school. As each affiliated clinical site has granted students the **privilege** of learning in their facility, students are expected to demonstrate professional behavior at all times.

In any public place the student is potentially exposed to the patients' relatives and friends. Things one says and the attitude one exhibits have impact on those around. We request the student observe the following:

1. **Honesty** – Being truthful in communication with others.
2. **Trustworthiness** – Maintaining the confidentiality of patient information; admitting errors and not intentionally misleading others or promoting self at the patient's expense.
3. **Professional Demeanor** – Being thoughtful and professional when interacting with patients and their families; striving to maintain composure under pressure or fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dressing in attire that is reasonable and accepted as professional to the patient population served.
4. **Respect for the Rights of Others** – Dealing with professional staff and peer members of the health team in a considerate manner and with a spirit of cooperation; acting with respect toward all persons encountered regardless of age, race, color, national origin, disability, religion, gender, sexual preference, socioeconomic status or veteran/Reserve/National Guard status; respecting the rights of patients and their families to be informed and share in patient care decisions; respecting patients' modesty and privacy.
5. **Personal Accountability** – Participating responsibly in patient care to the best of your ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if something interferes with your ability to perform clinical tasks effectively.
6. **Concern for the Welfare of Patients** – Treating patients and their families with respect and dignity both in their presence and in discussions with others; discerning accurately when supervision or advice is needed and seeking these out before acting; recognizing when your ability to function effectively is compromised and asking for relief or help; not using alcohol or drugs in a way that could compromise patient care of your own performance; not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient.

7. **Promptness** - It is expected that students arrive on time to classes, labs and clinical rotations at all times.

STUDENT INJURY

If a student is involved in an accident or unusual occurrence which may cause actual or potential harm, proper documentation of the accident must be made within 24 hours. The completed **Incident Report Form*** documenting the incident will be filed in the Student Health Office.

Protocol for clinical occurrences:

1. The student reports any accident or unusual occurrence to the CI or designated supervisor, who initiates reporting and treatment.
2. The student receives immediate first aid or medical attention at the clinical site as needed, and receives information related to the nearest emergency services if necessary.
3. The student must report the incident to the Student Health Center within 24 hours by faxing completed Incident Report to 402-354-7265 and calling 402-354-7210. If leaving a message, provide student name and contact information as well as the nature, date, and location of the incident.
4. If necessary, the student will seek further treatment from the provider/agency of their choice. The exception is a blood/body fluid exposure which requires immediate treatment (Refer to Blood/Body Fluid Occupational Exposure Procedure). Any costs incurred are the responsibility of the student.
5. Student Health will notify the student's Program Director and follow-up with the student as necessary

*A copy of the Incident Report form is included in the Forms section of the Clinical Education Handbook.

STUDENT SAFETY (Clinical)

Purpose:

The purpose of this policy is to provide the student with a list of policies pertaining to student safety in the clinical setting.

Policies:

Information regarding student safety in the clinical setting can be found in the following policies contained in this document and on the College Website:

Alcohol and Drug Policy

Blood and Body Fluid/Occupational Exposure

Clinical Attendance – specifically college closure and return to clinic subsections

Student Injury

Student Supervision

Transportation and Parking

STUDENT SUPERVISION

Purpose:

The purpose of this policy is to provide the student with guidance on the level of supervision needed when completing clinical procedures.

Policy:

Student physical therapist assistants must provide patient care services under the direct supervision of a licensed physical therapist or physical therapist assistant.

Direct supervision requires that the supervising practitioner is physically present and within line of sight.

Please note: State rules and regulations pertaining to the supervision of a student physical therapist assistant vary. The student is responsible for adhering to College policy and to state law applicable to the clinical site(s) in which they are completing their rotation.

Students who find themselves without proper supervision must immediately contact the Clinical Instructor, CCCE, ACCE, or Program Director.

TRANSPORTATION AND PARKING

Purpose:

To provide students with the expectations and guidelines related to student transportation to, and parking at, clinical sites.

Policy:

1. Transportation

Students are responsible for their own personal transportation. In order to obtain specific clinical experiences, students may be required to travel to clinical settings in a variety of geographic settings. Students should be aware of the possibility of direct and indirect expenses associated with travel. Public transportation may be available to and from clinical sites. If public or alternative transportation is needed, it is the student's responsibility to make the necessary arrangements.

2. Parking

Students should contact the clinical coordinator or clinical instructor for parking instructions and guidelines prior to any clinical experience. Students are expected to abide by the rules and regulations of the assigned clinical facility and park only in designated lots.

III. LABORATORY POLICIES

INFORMED CONSENT- laboratory/clinical patient- simulators

Purpose:

To provide guidelines for obtaining informed consent of students or non-students when participating as subjects or as patient-simulators during laboratory and clinical experiences. The role of these volunteers during laboratory and clinical experiences may include participation in exercise, treatment, videotaping, audio-taping, or photographing of individuals for instructional purposes.

Policy:

1. Each PTA student will be required to sign an informed consent form prior to the first day of their initial lab class. Signed informed consent forms will remain active throughout the student's enrollment in the PTA Program or until otherwise revoked
2. All other persons volunteering to participate as a patient-simulator in lab will be required to sign the informed consent in advance of the lab session. This consent will be valid throughout the term of the course in which the individual is volunteering.
3. Signed forms will be maintained by the Program Director in a locked file cabinet.

Laboratory Attire

Laboratory attire is required for **ALL** classes and skill demonstration in which the student will play the role of a simulated patient. Lab clothes must be kept clean. Appropriate lab dress for men include: shorts and t-shirts. Women will wear shorts, a t-shirt, and a sports bra, halter top or swimsuit top.

Laboratory Grading Policies And Procedures

Laboratory evaluations are required to ensure each student possesses a level of acceptable skill when performing physical therapy related techniques prior to beginning a clinical experience.

Policies and Procedures for Competency Based Testing

1. In courses that have skill competencies, the student must achieve all skill competencies to pass the course and take lab practical exams.
2. The instructor will assign a time for the student to be tested.
3. The student must satisfactorily perform all critical elements in order to pass each individual skill.
4. The student will be provided the opportunity to retest a skill should he/she fail to meet the designed criteria for the specified skill on the first trial.

Testing Format & Grading Procedures for Practical Examinations

Students have two chances to pass a skills competency.

Exam1 100% of total points can be achieved, if **exam 1 performed correctly** with absolutely NO verbal cuing from instructor. If a student requires verbal cuing, the most they can receive is a 75% on that specific skill.

Students who miss a CRITICAL SAFETY ELEMENT will receive a failing grade and be required to retake the exam.

Students who achieve less than a 75% on a practical exam will be **REQUIRED TO RE-TAKE THE EXAMINATION AT A LATER DATE.**

Exam 1 failed Student will receive a failing grade on the practical exam and **will be required to repeat the test at a later date.** The instructor may also assign additional homework or study if deemed appropriate.

Second Exam 75% of total points can be achieved provided that the student successfully passes the examination on the second testing date

A student who is unable to successfully pass the practical exam on a second examination date will receive a failing grade in the course (see Progression policy). Students may not take a practical exam more than two times.

LABORATORY SAFETY

Purpose:

To provide guidelines for the safe operation and maintenance of PTA lab equipment.

Policy:

Laboratory equipment safety is a collaborative effort between NMC and Methodist Health System. PTA program faculty and students are all responsible to ensure safe operation of equipment by doing the following:

1. Visually inspect equipment for damage and current Preventive Maintenance (PM) sticker (some equipment may not require a PM sticker).
2. Pre-check equipment prior to use.
3. If PM sticker is not current, inform lab instructor or Program Director and do not use the equipment.

When a piece of equipment fails or malfunctions:

1. Attend to the immediate needs of the subject
2. Report the incident to the lab instructor or Program Director
3. Assist lab instructor in filing out an incident report
4. Remove the equipment from the area and label it as “out of service”
5. Biomed will be contacted by lab instructor or Program Director by calling x4111

LAB USE

The use of PTA equipment is restricted to the PTA Program faculty and the students enrolled in the PTA Program. Use of equipment by any other nursing or allied health students is expressly prohibited and may result in disciplinary action.

1. PTA students have access to the lab anytime the College is open.
2. Students are expected to conduct themselves as though they are in the clinical setting. Inappropriately loud talking or joking, use of foul language, or other disruptive behavior will cause the student to be dismissed from the lab session and will result in a disciplinary action.
3. Students are only authorized to use modality equipment or work with volunteers in the presence of an instructor. It is advised that the student utilize open lab time when an instructor is scheduled to oversee practice.
4. Students may practice manual and therapeutic techniques with volunteers over the age of 18 years of age without being under the direct supervision of an instructor in the lab.
5. All volunteers must sign an informed consent that indicates that the sole purpose of the experience is for education and instruction. **This form must be on file with the instructor prior to the volunteer being treated.** Refer to Informed Consent Policy for more information.

6. When a volunteer is to be treated, the student will introduce him or herself to the volunteer and explain the procedure. The student will conduct themselves as they would in the clinical site. All volunteers shall be treated with the same respect and courtesy as patients in the clinical setting.
7. Students may have a beverage and food in the lab but must comply with the following:
 - a) All food must be in a covered container or to-go box
 - b) All beverages (pop, coffee, juice, etc.) must be covered.
 - c) At no time should there be food or drink by computers or modality equipment.
 - d) All food/drink must be disposed of prior to leaving the lab.
 - e) These privileges are ultimately at the discretion of the program faculty and may be altered.

USE OF LEARNING RESOURCES

Students have open access to all learning resources in the lab. Learning resources are there to enhance the educational experience. However, these supplies are also expensive. If this policy is not adhered to, the result will be a closed system whereby all materials will be locked up and require the presence of an instructor for check-out. It is the expressed wish of the department that this would not have to happen.

1. Lab doors will be locked when students are not present. Access to the lab gives students open access to all learning resources.
2. If a class is in progress, the student may ask the instructor for permission to enter and utilize material.
3. All material is to be used in the lab. Removal of material will result in loss of privilege.

PTA PROGRAM HANDBOOK QUIZ

1. What is the penalty for getting caught cheating or plagiarizing an assignment, test or paper?
2. It is ok to have your cell phone on during class. True False
3. How often should you check your college e-mail?
4. Professional attire would be required when a student is representing the College and/or Program. True False
5. Which are not considered professional attire? Circle all that apply.
 - a) Flip Flops
 - b) Visible tattoos
 - c) Cargo pants
 - d) Low riding pants
 - e) Low cut tops
 - f) Dress pants
6. Answer the following questions about grading of lab practicals.
 - a) What is the highest grade you can get with verbal cueing?
 - b) What is the highest grade you can get on your second exam?
 - c) How many retakes are you allowed?
 - d) What happens if you don't pass a lab practical?
7. When are students allowed to practice on modality equipment?

Your signature indicates that you have read and understand all policies presented in this handbook and that you agree to act in accordance with those policies and regulations.

NAME

DATE