



# **INSTRUCTIONAL PACKAGE**

PTH 234

Clinical Education I

Effective Term

Fall 2023/Spring 2024/Summer 2024

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Spring 2024

COURSE PREFIX: PTH 234

COURSE TITLE: Clinical Education I

CONTACT HOURS: 40 hours/week x 4 weeks

CREDIT HOURS: 3 hours

### **RATIONALE FOR THE COURSE:**

This course allows the student insight into the practice of physical therapy by working directly under the supervision of a licensed physical therapist (PT) or physical therapist assistant (PTA). The course has scheduled rotations through a clinic offering the student an opportunity to put into practice the skills and techniques taught in previous course work.

### **COURSE DESCRIPTION:**

This course provides basic clinical experiences for the physical therapist assistant student within a physical therapy setting.

### **PREREQUISITES/CO-REQUISITES:**

A grade of C or higher in all previous PTH courses.

#### HIPPA Training

Purpose: To ensure confidentiality of patient protected health information to which students have access in the course of their clinical education experiences. The ACCE will review and reinforce training regarding HIPPA standards and regulations to all students involved in the clinical educational experiences. Students will sign a Confidentiality Form that states the date of the training. Signed forms will be kept in the student's permanent file. A student who does not receive HIPPA training will not be allowed to participate in clinical education experiences.

#### OSHA Training

Purpose: To protect the student from health hazards associated with blood borne pathogens. To prepare students for clinical education experiences which require that students are in compliance with Occupational Health and Safety Administration guidelines. Students will attend an annual OSHA/Blood Borne Pathogens training session. The ACCE will arrange and provide Blood Borne Pathogens instruction to all students enrolled in clinical education annually. Students will sign a form with the date of the training. Forms will be maintained by the ACCE in the student's permanent file.

Students who do not complete OSHA/Blood borne Pathogen training will not be able to participate in clinical education experiences.

### CPR Certification

Purpose: To ensure that all students are certified in Cardiopulmonary Resuscitation (CPR) prior to entering a clinical education experience. All students must complete a CPR certification course prior to entering a clinical education experience and provide documentation of same. The student is responsible for any expenses related to CPR training. A student who does not submit appropriate documentation to verify CPR certification prior to scheduled clinical education experiences will not be permitted to participate in the clinical education portion of the program.

### **REQUIRED MATERIALS:**

- Roy SH, Wolf SL, Scalzitti, DA. *The Rehabilitation Specialist's Handbook* 4<sup>th</sup> Ed. Philadelphia, PA: F. A. Davis Company; 2013.

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **ADDITIONAL REQUIREMENTS:**

#### Liability Insurance

All students must be covered by liability insurance before being allowed to enter the clinic. Proof of insurance must be documented before the student will be admitted to clinic and must be kept in the clinic papers folder.

#### Health Requirements

As a Physical Therapist Assistant student, you are involved in clinical instruction. You may be at risk for exposure to infectious or communicable diseases, including but not limited to illness common in childhood (measles, mumps, rubella, and chicken pox), hepatitis B, and tuberculosis. It is important that you have a current physical and documentation for common vaccinations received in childhood, along with a negative TB results (must provide documentation of negative TB results in past year), current flu vaccination, current status for hepatitis B vaccinations and a Tdap (tetanus, diphtheria, and pertussis) shot to meet the standards of fieldwork centers. This requirement is for your health and safety and that of the patients/clients served by the institution.

### BACKGROUND CHECK AND DRUG TESTING REQUIREMENTS:

Procedure: All clinical sites require the student to pass criminal background investigation and drug testing prior to or at the beginning of the clinical assignment. In addition, students may be required to take a drug test at any time during a clinical rotation.

#### Student Travel

Students can expect to travel to a variety of clinical sites within a 100-mile radius of HGTC.

Students are responsible for their individual travel to and from the HGTC campus or to any assigned clinical experience or field trip, see policy # 8.1.1. Field Trips/Student or Group Travel.

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

### **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students, patients, and your professor/clinical instructor, please turn off cell phones and other communication/entertainment devices before class/clinic begins. If you are monitoring for an emergency, please notify your professor/clinical instructor prior to class/clinical and switch cell phone ringers to vibrate.

## **Part II: Student Learning Outcomes**

After successfully completing the Horry-Georgetown Technical College Physical Therapist Assistant Program, the graduate will be able to achieve the program learning outcomes. The student is advised to view the program learning outcomes in the Student Manual. Reviewing the outcomes will assist the student in understanding how the terminal course objectives achieve the program learning outcomes.

Use the direct link below to find the Student Manual.

[Student Manual](#)

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

After successful completion of this course, the student will be able to meet the following terminal behavior outcomes:

1. The student will review the plan of care established by the physical therapist prior to initiating patient/client intervention with guidance from clinical instructor. ( i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
2. The student will provide safe interventions as directed in the plan of care and supervised by the physical therapist with guidance from clinical instructor. (i.e. Student confers with the clinical instructor prior to, or following an activity for the purpose of sharing information and/or validating decision making)
3. The student will complete documentation that follows professional guidelines, healthcare system, and physical therapy facility policies with guidance from clinical instructor. ( i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
4. The student will respond effectively to patient/client and environmental emergencies in the work

- setting with guidance from clinical instructor. ( i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
5. The student can expressively and receptively communicate in a culturally competent manner with physical therapists, patients/clients, family members, and caregivers, other health care providers, students, interdisciplinary team members, administrators, payers, and consumers with guidance from clinical instructor. ( i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
  6. The student can educate others about the role of the physical therapist assistant.
  7. The student participates in learning and development activities to ensure continued competence with guidance from clinical instructor. ( i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
  8. The student participates in and responds to self-assessment with guidance from clinical instructor. ( i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
  9. The student participates in the clinical education 100% of the time.
  10. The student adheres to federal and state legal practice standards and institutional regulations related to patient/client care and fiscal management with only confirmation from the clinical instructor. (i.e. Student confers with the clinical instructor prior to, or following and activity for the purpose of sharing information and/or validating decision making)
  11. The student acts in a manner consistent with the Standards of Ethical Conduct for the Physical Therapist Assistant and Guide for Conduct of the Physical Therapist Assistant with only confirmation from the clinical instructor. (i.e. Student confers with the clinical instructor prior to, or following and activity for the purpose of sharing information and/or validating decision making)
  12. The student can modify his/her behavior during patient or colleague interaction with guidance from clinical instructor. (l.e. Student needs verbal cueing or physical assistance from the clinical instructor)
  13. The student places patient's/client's needs above the physical therapist assistant's self-interests with guidance from clinical instructor. (l.e. Student needs verbal cueing or physical assistance from the clinical instructor)
  14. The student exhibits compassion, caring, and empathy in providing services to patients/clients with guidance from clinical instructor. (l.e. Student needs verbal cueing or physical assistance from the clinical instructor)
  15. The student promotes active involvement of the patient/client in his or her care with guidance from clinical instructor. (l.e. Student needs verbal cueing or physical assistance from the clinical instructor)
  16. The student identifies, respects, and acts with consideration for the patient's/client's differences, values, preferences, and expressed needs in all physical therapy activities.
  17. The student demonstrates behaviors, conduct, actions, attitudes, and values consistent with the roles, responsibilities, and tasks of the physical therapist assistant with guidance from clinical instructor. (l.e. Student needs verbal cueing or physical assistance from the clinical instructor)
  18. The student supports and participates in organizations and efforts that promote physical therapy with guidance from clinical instructor. ( i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
  19. The student demonstrate integrity in all interactions with patients/clients, family members, caregivers, supervising physical therapists, coworkers, other health care providers, students, other consumers, employers, and payers with guidance from clinical instructor. (l.e. Student

- needs verbal cueing or physical assistance from the clinical instructor)
20. The student values and supports the physical therapy profession in society and demonstrates citizenship guidance from clinical instructor. ( i.e. Student needs verbal cueing or physical assistance from the clinical instructor)

## **STUDENT UNIT LEARNING OUTCOMES PER MODULE**

Weekly student learning outcomes will vary to meet the overall course learning outcomes per clinical site. The student will develop an individual plan of action with his or her clinical instructor to meet the course learning outcomes.

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

## **Part III: Grading and Assessment**

The evaluation section should include broad areas and the percentage dedicated to each area. This should be consistent for all sections of the course. Specifics of evaluations, i.e., the number of tests, project details should be included in the Instructor’s Course Informational Sheet.

As the College’s Grading System and policies are written as percentage, if using a point system, please express as a percentage, as well.

### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*:**

Students’ performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

#### **EVALUATION\***

|  |      |
|--|------|
| Clinical Performance Assessment                    | 50%  |
| Clinic Project                                     | 25%  |
| Additional Assessments                             | 25%  |
| Weekly Journal                                     |      |
| Weekly Log Sheet                                   |      |
| Self-Assessment of the Clinical Assessment Tool    |      |
| Weekly Summary Form of Goals                       |      |
| APTA Student Assessment of the Clinical Experience |      |
| APTA Student Assessment of the Clinical Instructor |      |
| <u>Thank you Letter</u>                            |      |
| Total  | 100% |

***\*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

### **GRADING SYSTEM:**

A= 90%-100%

B= 80%-89%  
 C= 75%-79%  
 D= 69%-74%  
 F= 68% and below

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



## STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.



## HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

## STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online



proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

### **DISABILITY SERVICES:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

### **STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

### **TITLE IX REQUIREMENTS:**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

### **INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:**

**Student and prospective student** inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**

*Title IX, Section 504, and Title II Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

**Employee and applicant** inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**

*Affirmative Action/Equal Opportunity Officer and Title IX Coordinator*

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)