

Pennsylvania College of Technology
School of Nursing & Health Sciences
Department – PTA

Course Number: PTA275
Course Title: Level 2B Clinical Experience
Credits: 3 Credits
Date: Summer
Location: Clinical Education Site
Course Instructor: Christine Tilburg, PT
Office Location: ATHS W207B
Phone: 570 320-2400 ext. 7614
Email: cat19@pct.edu
Office hours: By scheduled appointment
PTA Secretary,
Lezli Zeafra: 570-329-4439

Course Description:

A minimum of seven weeks of full time clinical education experience in acute care, outpatient, long term care, or specialty facility (as approved by the department) to follow successful completion of Clinical Education 2A. This is the final supervised clinical experience for students and should be completed in a setting not previously utilized for clinical education. Practical experience encounters integrating and applying knowledge and skills with patients of varied ages and conditions. All activities will be performed in the presence of a licensed physical therapist. Completion of all coursework of the PTA curriculum, Level 2A Clinical Education, current CPI certification, and approval of the department prior to enrollment in this course are required. NOTE: Student is responsible for room, board, and all transportation to and from the clinical site. Minimum of 280 clinical education hours for the course. 3 Credits (0 Lecture - 9 Clinical) *Corequisite(s):* [PTA270](#). **Summer Only.**

Special Designator:

Credit Hours (Lecture – Lab/Clinical Experience/Internship): 0 Lecture/9 Clinical

Pre-Requisites:

Co-Requisites: PTA270

Scheduling (Optional): Fall 2020 Only

Rationale:

This is the third and final clinical opportunity for students to integrate skills and knowledge learned during the academic portion of study and apply techniques and skills to clinical situations. Completion of this course satisfies the CAPTE for clinical education in an accredited physical therapist assistant program and prepares the student to gain employment as an entry level physical therapist assistant. Additionally, this clinical experience provides the opportunity for the student to practice integration of the technical course work with emphasis on hands-on patient interactions.

Information Literacy:

Given a clinical problem, students will independently complete a chart review and any assigned reading or seek out additional research needed to fully understand the problem presented. Students will complete this process in an efficient and timely manner, while determining relevant information specific to the problem. The student will become proficient with communication skills, both verbal and written, with the supervising therapist, other health care professionals, the patient, and caregivers, sharing information appropriately. The student will be able to document accurate and measureable information in accordance to APTA and facility guidelines. The information literate student will incorporate new knowledge into the existing knowledge base and as an integral part of the professional ethics, will possess a sufficient knowledge of plagiarism to avoid it and its penalties.

Student Outcomes:

Upon successful completion of this course, the student should be able to:

1. consistently demonstrate Entry-Level professional behaviors during all interactions with patients, family, caregivers, physical therapy personnel, and other healthcare providers;
2. demonstrate the ability to safely and competently perform independent physical therapy data collection and treatment interventions as appropriate from within the physical therapist's plan of care with possible guidance for new or unusual situations;
3. demonstrate the ability to effectively and independently perform communication with the physical therapist or physical therapist assistant regarding all aspects of patient treatment;
4. compose written documentation independently that is compliant with regulatory agencies and includes appropriate information regarding all aspects of a patient's treatment, including their response to treatment;

5. demonstrate the ability to independently provide education to a patient, family member, or caregiver, other health care providers, consumers, or other physical therapy personnel;
6. demonstrate the ability to independently perform departmental administrative procedures, including scheduling, billing, insurance requirements and quality assurance activities;
7. demonstrate awareness of administrative responsibilities and duties through attendance at departmental meetings, committee meetings, care meetings, or case conferences as appropriate;
8. demonstrate the ability to independently perform technical skills and behaviors within legal and ethical guidelines;
9. demonstrate the ability to self-reflect on clinical or professional experiences while maintaining regard for patient confidentiality; and
10. demonstrate the knowledge base of an entry-level physical therapist assistant by achieving a passing grade in a practice NPTE.

Foundation and/or Perspective Course?

_____ Yes No

PCNow Course?

_____ Yes No

Special Course Designation (*if applicable*):

None

Course Crosswalk:

None

Required Text(s):

Dreeben-Irimia, Olga: Physical Therapy Clinical Handbook for PTAs, 2nd Edition, 2013
Jones and Bartlett Learning

It is expected that the student may need to use any textbooks, handouts, or class notes as reference during the clinical experience. The student may also need to complete literature searches for further information.

Required Materials:

PTA polo shirt to be purchased from local vendor (opportunity for purchase will be organized) or required site-specific uniform, Penn College PTA student name tag supplied by the College, any other books, articles, or notes that will provide complete information and enhance clinical experience.

Course Policies and Procedures:

The student will participate in a minimum seven week full time clinical experience at an assigned clinical education site under the direction of the clinical instructor (CI). The student is responsible for professional behavior as outlined in the APTA Guide for Conduct of the Physical Therapist Assistant, Standards of Ethical Conduct for the Physical Therapist Assistant, and Value Based Behaviors of the PTA. The student is also responsible for knowledge of all coursework presented during the academic curriculum of the PTA program at Penn College. He/she is responsible for all treatment implementation, documentation, and charging methods as directed to the student under the supervising CI. The student is responsible for investigation of knowledge and information of areas that will assist the patient/client and help to fully understand the patient problem. The student will be responsible for all "homework" given by the clinical instructor and any needed preparatory work for each day at the site. The student will also be responsible for a weekly entry in a "Self-Reflection Journal" to be submitted weekly to the Clinical Director. The journal will be graded according to completion, not content. The student will also be responsible for presentation of an in-service done at the site of the clinical experience. Topic and date will be discussed with the clinical instructor; preparation for the in-service will be done outside of clinical experience time.

Second PEAT Exam:

Students are required to participate in the second 'PEAT' prior to the final clinical education experience, even if they scored well on the first exam. Students who do not receive at least a 60% on the Total Percent Correct on either of the two exams, will be required to participate in a remediation program as determined by the program faculty, and complete a third examination prior to graduation.

PTA Program Manual:

Each student can access the PTA Program Manual via the Penn College portal under the Physical; Therapist Assistant program heading. All students are responsible for knowledge and implementation of all information included in the manual. Each student must "sign off" as an acknowledgement that they have read, understand, and will follow the contents of the manual. Please refer to the manual for further specific instructions.

Clinical Experience Requirements:

Students must be accountable for all required documentation supporting current and future clinical experiences. It is the responsibility of students to ensure that all requirements are complete, current, and submitted appropriately as they advance through the program. All documentation must also be maintained in a personal file for ready access to assigned clinical experience sites.

This documentation includes:

- Health Questionnaire, inoculation records, and blood work results
- Hepatitis B series (immunizations)
- Current flu shot documentation
- Completed drug screening
- 2 Step PPD test results (updated yearly)-2 step PPD test is offered at PCT Health Services for a fee
- COVID Vaccine

Completion of the approved vaccine dosage regimen defined by the clinical education site:

- Single dose of Johnson & Johnson or
- Two-dose Pfizer series or
- Two-dose Moderna series

**While Pennsylvania College of Technology does not require the COVID-19 vaccination, clinical sites are subject to the CMS vaccination mandate and, therefore, vaccination will be required for students in paramedic, physician assistant studies, nursing, physical therapist assistant, surgical technology, and radiography programs to be in compliance with our clinical site affiliation agreements.*

- Current clearances, updated yearly:
 - PA State Police Background Check
 - FBI Criminal Background Check with Fingerprinting (Cogent)
 - Child Abuse Clearance Form
- Proof of malpractice insurance coverage
- Personal health Insurance verification
- Current CPR Certification through the American Heart Association
- Completion of training in Standard Universal Precautions, TB transmission, and HIPAA Compliance
- Any other health requirements, documentation, orientation or application materials requested by the selected clinical site.

Clinical Education Paperwork:

Students are required to use a binder and electronic file to organize all of their necessary clinical education paperwork and requirements. Students must be able to produce documented proof of compliance with clinical education requirements for their clinical instructor, or other personnel at the clinical site if requested. A check off for verification of completeness will be done prior to the start of clinical education.

Students will also be mandated to also comply with any other site-specific requirements. The student will be made aware of these at the time of site selection. Failure to comply and maintain current documentation in the PTA Program office will result in disciplinary action of

a written warning per the process described in the PTA Program Manual. Failure to submit current records to assigned clinical experience site will also result in disciplinary action of a written warning.

Should a student not comply with the above requirements, the following will be applied:

1. If a student has failed to submit all necessary documentation by the due date, he/she will be issued a verbal warning.
2. A written warning will be issued if all necessary documents are not received within three days after the verbal warning.
3. A second and final written warning will be issued if all necessary documentation is not received within three days following the first written warning.

At the time of the second written warning, the student will be withdrawn from the course and receive a failing grade and will be subject to re-entry as noted in Program Manual, section 3.15 Academic Standing and Re-entry Procedure.

This applies to Pennsylvania College of Technology requirements and all site-specific requirements.

Exceptions for legitimate hardship or difficulty may be requested and granted by the PTA program director or PTA clinical director.

Clinical Education Attendance, Absences and Emergencies:

Attendance is required for all clinical experiences as per PCT Attendance Policy statement. If a student is ill or has an emergency, he/she must contact the clinical instructor and the clinical director as soon as possible by phone or email. If the clinical director is not reached by phone, contact the program secretary via phone. All phone calls must be followed up with an email to the clinical director. The clinical instructor must be contacted prior to the scheduled start time for the day, whenever possible. All absences from a part time clinical education, in excess of the PCT Attendance Policy must be remediated at the convenience of the clinical instructor, and with the approval of the clinical director. Excessive absences may result in failure of the clinical education experience.

In the event of a delay in arrival at the assigned time, the student must contact the clinical instructor **prior to the scheduled arrival time**. Students are required to contact the clinical director via e-mail or phone on the same day as the missed time occurs.

Any student missing more than three days or three tardy episodes will be considered to have excessive absences or tardy episodes and will result in disciplinary action and possible course failure. Tardy is considered any arrival 1 to 29 minutes after the designated starting time of clinical education. A late arrival of more than 29 minutes constitutes an absence and the time will need to be made up at the convenience of the clinical instructor.

Consideration will be given for extenuating circumstances.

In the event that Pennsylvania College of Technology has a closing, delay, or early dismissal during the academic portion of the curriculum, the student is not required to attend his/her clinical experience. If Penn College has a delay or the College closes (a snow day, for example), the student is permitted to attend his/her clinical affiliation at the discretion of the student and clinical instructor. If the College should close when the student is already at the facility, the student may leave the site. If the College delays opening and the student does not begin his/her clinical experience at the expected arrival time, the student will report to the site when the college is scheduled to open. Please note: The normal business day for the College begins at 8:00 a.m. Therefore, if a two hour delay is called, the student reports at 10:00 a.m., even if the normal start time is earlier. It is the student's responsibility to call the clinical instructor and notify him/her of a delayed start time or closing. Absences in the event of College delays and closings and facility closings are not counted against the student and any make-up time for these will be dealt with on a case-by-case basis.

If the clinical site recognizes a holiday and is closed or has limited staffing/treatments scheduled, students are not be expected to participate in clinical education, nor will a student be required to make up those hours. If any additional time off is scheduled by the clinical site, the student must inform the clinical director as soon as possible.

Guidelines for Attendance Requirements:

1. Students are responsible for their own transportation to/from clinical sites.
2. Students are required to attend all scheduled clinical education.
3. Students must be responsible first to the clinical instructor in the event that they cannot attend their scheduled clinical education. The student must notify the clinical instructor **prior to the scheduled arrival time** for the student. The student must notify the clinical director via e-mail or phone **on the same day** that the missed time occurs. Failure to notify the clinical site or the clinical director will result in disciplinary action of a written warning.
4. Students are expected to arrive on time for a clinical experience. Utilize the following guide: "Arriving on time is late; arriving 10 minutes early is on time."
5. In the event that the student misses clinical time without prior approval from the clinical instructor and without notification of the clinical instructor and the Clinical Director (unexcused absences), the student will be subject to disciplinary action.
6. If a student becomes ill or gets called away from a clinical experience due to an emergency, the clinical instructor is to be notified immediately and the clinical director is to be notified as soon as reasonably possible. The need for make-up time will be determined by the clinical staff and program faculty.
7. Missed clinical time due to pregnancy shall follow the School of Health Sciences Handbook Statement on Pregnancy and Childbirth, Student Absences for Pregnancy or Childbirth.

School of Nursing & Health Sciences [Statement on Pregnancy and Childbirth](#)

During Clinical Experience 2B:

If the College has a closing at any time during the final two full time experiences, the student must follow the guidelines of the clinical facility. If the clinical facility is open, the student is expected to be present and gaining educational experience.

Cell Phones and other personal electronic devices:

The student is expected to remain in compliance with guidelines for cell phone and other electronic device usage of the clinical site. If the facility does not have specific policy regarding cell phone usage, all cell phones or other electronic devices must be turned off upon arrival at the clinical site and only utilized during lunch break. The student must discuss appropriate use of cell phone for the purpose of information retrieval as permitted by the CI and the facility.

Expectations for Behavior during Clinical Education:

The student is expected to be reliable, respectful, and responsible at all times. Professional behavior is of utmost importance and the student is expected to adhere to the Penn College Code of Conduct, as well as the rules, regulations, and procedures of the facility while on site. A critical part of the development of professional and ethical behavior is maintaining patient confidentiality, following standard safety procedures, and responding positively to supervisory feedback. While professors, supervisors, and other staff will provide guidance and direction to the development of professional behaviors, students are responsible for following through and committing to becoming a professional. Each student is responsible for reading and adhering to the APTA Guide for Conduct of the Physical Therapist Assistant, Standards of Ethical Conduct for the Physical Therapist Assistant, and the Value Based Behaviors of the PTA.

In addition, each student is expected to consistently demonstrate appropriate professional behaviors during interactions with patients, family, caregivers, physical therapy personnel, instructors, and classmates by displaying all professional behaviors at the Intermediate level on the Professional Behaviors Assessment Tool.

Code of Conduct:

Students are expected to comply with the PCT Code of Conduct and to maintain academic integrity in all endeavors related to their coursework and behavior. Students are expected to become familiar with PCT [Student Rights and Responsibilities](http://www.pct.edu/studentPolicy) as outlined at <http://www.pct.edu/studentPolicy>.

An important component of the student code of conduct is the expectation that students will comply with the College's expectation for honesty and integrity in all aspects of their work. For full details on the Academic Dishonesty Policy and Complaint procedure, you may access information at <https://www.pct.edu/campus-life/student-policy/academic-dishonesty-policy-and-complaint-procedure>. Suspected incidences of academic dishonesty will be handled swiftly and may result in program dismissal.

Academic Fairness Policy/Procedure (P/PR 4.23):

Students are to be evaluated solely on their academic performance, not on the basis of their opinions or conduct in matters unrelated to academic standards. Students are protected against improper/unfair academic evaluation or treatment through the Academic Fairness Policy [P 4.43](#)). A student who feels unfairly evaluated in an assignment, quiz, exam, or final grade or who feels that an instructor has infringed upon the student's right of verbal expression, has the right of complaint as provided in the Academic Fairness Complaint Procedure ([PR 4.43](#)).

Academic Dishonesty Policy/Procedure (P/PR 4.45):

Upon admission to Penn College, students make the unqualified commitment to responsible, ethical academic conduct. Academic dishonesty is contrary to the mission of the College and to the best interest of its members. Therefore, students are expected to represent themselves, their work, and the work of others with honesty and integrity as outlined in [P 4.45](#). This policy provides definitions of the different types of academic dishonesty, which go beyond cheating and plagiarism.

Charges of academic dishonesty will be taken seriously. Students found guilty of academic dishonesty will be subject to action and penalties as the circumstances justify, including suspension or expulsion from the College.

Any staff or faculty member who believes a student is guilty of academic dishonesty will follow the complaint procedure ([PR 4.45](#)).

Dress Code:

Students are expected to dress and maintain proper hygiene throughout the clinical education experience. All dress should be in accordance with the policy of the site. This includes good personal hygiene and being neatly dressed and groomed. Students are mandated to wear the Penn College PTA polo shirt (available in the college store) to all off campus outings and clinical education experiences. If the clinical setting permits wear of alternate professional clothing other than the Penn College PTA polo shirt, the student is permitted to follow the facility dress code for shirts. Likewise, if the site requires an alternate dress code, such as scrubs, or other, the student must follow the guidelines of the facility.

- Shirts must fit loosely and conservatively. They may be tucked into pants or worn out, but must be long enough to cover the top pant line even when bending or reaching above the head.
- Jeans are not permitted. Dress slacks or casual pants, i.e. "Dockers" are acceptable. Pants must not be tight fitting or low rise such that they do not thoroughly cover all body parts, even when bending and reaching over head. Pants that are too loose to expose underwear are not acceptable.
- Shoes must be closed toed and with no more than ½" heel. Socks or stockings must be worn. Clean athletic shoes are permitted in accordance with the site regulations.
- Hair should be clean and not interfere with provision of care. Hair color and hair style must be of natural appearance. Long hair must be pulled back if interfering with treatment implementation.

- Perfume or cologne should be avoided as patients may have heightened sensitivity to smells during illness.
- Length of fingernails and use of artificial nails must not interfere with patient treatment. Recent studies have verified that long nails can harbor bacteria that can be spread to patients.
- The student should not wear any jewelry that may interfere with treatment. Students are required to remove jewelry from eyebrows, nose, tongue, tragus, etc. The only visible piercings permitted are two per ear. All tattoos must be covered.

Not Acceptable:

- The “No B” rule applies – NO bellies, butts, b**bs, boxers, briefs, or bras should be visible
- Tee shirts, blue jeans, halter, tank, spaghetti strap, or low cut tops, rib leggings, sweatshirts, shorts, or other recreational clothing. Headwear such as hats, caps, visors, sweatbands, or bandanas inside buildings (except for religion-related caps or turbans)
- Pants/tops that are skin tight
- Sandals, flip flops, open-toe shoes, and high heels
- Stained or torn clothing

Clothing and appearance contribute to the professional image of healthcare workers, influencing how the worker is perceived. First impressions are lasting impressions, and many times, fair or not, a person is initially judged by his/her outward appearance. Students are representing the College, the PTA program, and themselves. Dress should be professional.

If a student is not dressed appropriately, the clinical instructor may opt to send the student home to change. The student must make up the work at the convenience of the clinical instructor. Disciplinary action in the form of a Written Warning will be administered. The clinical director must be notified as soon as reasonably possible for proper disciplinary action to be taken.

Students with Disabilities:

Reasonable effort will be made to accommodate students who require special assistance in this class due to disability, in keeping with College Policy. Please refer to [Disability Services](#) for the procedure to request accommodations. Please refer to Standard 3.1 in the PTA Program Manual for the Essential Functions of the PTA student.

Students are responsible for disclosing any disabilities or needs to their clinical instructor as necessary.

Student Support Services:

Students requiring assistance with personal counseling, career counseling, or academic counseling should contact [Counseling Services](#) or by phone at 570-327-4765, or visit them in the Campus Center, Rm. 204.

Course Withdrawal Policy:

In keeping with college policy as stated at [Terminations, Drops and Withdrawals](#), (P/PR 4.31) a student may withdraw from this course between the third week through the thirteenth week of the regular semester. The course will remain part of the student's schedule and will appear on their official transcript. Because this course is only offered in the fall semester, students who withdraw from this class will no longer be able to continue in the PTA major. Students may be considered for acceptance back into the program with the next cohort of students. See section 1.25 of the PTA Program Manual for additional details.

Homework and Self-reflection Journal:

The student is expected to come to the clinic prepared each day. At the discretion of the clinical instructor, the student is responsible for any and all "homework" that the instructor feels will enhance the learning experience in the clinic. This may be related to a specific patient seen, diagnosis, or treatment intervention. The student is responsible for investigation of knowledge and information of areas that will assist the patient/client and help to fully understand the patient problem. The instructor will take responsibility for homework and discussions related to homework.

In addition, each student is required to complete a weekly reflection entry in a "Self – Reflection Journal". The purpose of this journal is to help each student synthesize the material learned in the classroom with patient interventions in the clinical setting in "real-life" situations. Although the population of customers being served will be similar, the experiences each student will have will be vastly different. This will also provide an opportunity for the student to articulate thoughts regarding the clinical experience in order to achieve the best possible learning opportunity. This weekly entry will be submitted to the clinical director. It will be graded according to completion, not content.

- One entry is due weekly during each of the clinical experiences
- Prompts will be provided weekly on PLATO as a guide for journal entry.
- Each entry shall be no more than two pages, double spaced, size 12 font
- Entry should be submitted to the clinical director in the corresponding drop box on PLATO by 11:59 PM on the date assigned on the course outline calendar in the syllabus

Reflection Journal Rubric

Grading Category	1 Point	0 Points	Score
Reflection responds to prompt provided by instructor and is written with minimal to no grammatical or spelling errors	Yes	No	
Reflection is submitted by deadline via Dropbox on PLATO	Yes	No	
Total Score			/2

Student In-Service:

Students are required to present an in-service during each of their two full time clinical education experiences, or as directed by the facility. Topic and date of presentation will be chosen in collaboration with the clinical instructor.

The in-service should focus on a **professional topic** of interest related to physical therapy.

Evaluation will include content of material presented and ability to teach the chosen topic. Following the in-service, the student should have the clinical site staff in attendance evaluate and provide feedback using the Student In-Service Feedback Form located in the appendices section of the Clinical Instructor Manual.

Clinic Visits and Phone Interviews:

The clinical director will attempt to visit each student at least one time during the course of their three clinical experiences. The purpose of the visit is three-fold:

1. to determine if the student is able to integrate learned material into the clinical setting
2. observe the facility and operations
3. assess the competency of the clinical instructor

A phone call interview will be made during each clinical experience that a site visit was not made. Further phone calls and/or visits will be made at the discretion of the clinical director, clinical instructor, or the student as deemed necessary.

Monitoring Student Performance during Clinical Education:

In order to ensure that students are contacted by program faculty (clinical director) while performing clinical education off campus and that student performance is addressed.

1. Students will participate in one integrated clinical education experience which takes place one day a week for a semester. During this experience, students will have the opportunity to speak with the clinical director during office hours and as needed by prior arrangement. A site visit and/or phone call will be made to the clinical site at least once during the clinical experience during which the CI will have the opportunity to address the student's progress and performance. If a visit is requested by the clinical instructor, the clinical director must be notified. A log of each phone call and site visit will be maintained in the student's confidential program file.
2. Students will participate in two seven week, full time clinical affiliations. The program clinical director will contact the student and the CI by phone prior to mid-term of each clinical experience. An on-site visit will be made if possible as requested by the student, by the CI, or if the program faculty deems necessary. Every attempt will be made to make a site visit under the following circumstances:
 - The CI indicates that the student is having difficulty with clinical performance, attendance, behavior, safety, or any other problem that may cause the student to be unsuccessful in clinical education.
 - The CI or CCCE requests a visit from the program faculty
 - Program faculty has concerns about the quality of the clinical experience
 - Student requests a visit from the program faculty
3. A visit log will be completed for each clinical site visit and maintained in the student's confidential file.
4. Follow-up communication via repeat site visit or phone calls will be determined by the clinical director in conjunction with the clinical instructor and/or student and will be facilitated by the clinical director. Confidential records will be maintained of all communications.

Grading System and Procedures:

All clinical experiences are graded on a *Satisfactory/Pass or Unsatisfactory/No-Pass* basis. The APTA PTA Clinical Performance Instrument (CPI) is completed by the clinical instructor, but the clinical instructor does not make the final determination of *Satisfactory/Pass or Unsatisfactory/No-Pass* grade. Students are required to meet the basic competencies in a satisfactory manner as outlined below. The student must also complete all assignments made by the clinical instructor at the facility, have satisfactory attendance for the clinical experience as outlined in the PTA program policy, provide in-service at the two full-time experiences, and submit all entries for the Self-Reflection Journal. The student must pass all clinical education experiences in order to meet the requirements for graduation. This decision for *Satisfactory/Pass or Unsatisfactory/No-Pass* is a professional judgement based on the following:

1. "Significant Concerns" boxes are checked on the final CPI form. If one or more "significant Concerns" boxes are checked on the final evaluation, the student may receive an *Unsatisfactory/No-Pass* grade for the clinical experience.

2. Problems or concerns raised by the student and clinical faculty during the clinical experience that have not been effectively resolved.
3. How the problems in #2 affected patient care and safety as well as the student's chances of performing at entry-level by graduation
4. Whether the problems in #2 fit a pattern of problems that were evident during the student's academic coursework and/or prior clinical experiences.
5. Clinical director consultation with the student, CI, CCCE, and PTA Director
6. The uniqueness or complexity of the clinical site
7. Whether or not all outcomes on the course syllabus have been met (such as expected professional behavior levels.)

The Final decision as to whether or not a student passes the clinical education experience is made by the PCT PTA clinical director. If the clinical director determines that there is a question about whether a student's performance is acceptable, the clinical director consults with the PTA faculty and PTA program director for further consideration.

If a student is required to repeat a clinical education experience, details about site, length, and objectives will be determined by the clinical director.

Early Termination of a Clinical Experience:

The Penn College PTA Program Clinical Director, with input from the clinical site CCCE and/or clinical instructor may choose to have early termination of a student's clinical experience if the student is demonstrating unsatisfactory clinical performance or poses a safety threat at the clinical site. This decision will be based on written warnings and disciplinary action with input from the CCCE and/or clinical instructor. If at all possible, the clinical director will meet in person with the student and the clinical instructor. Final decision to terminate a clinical experience will be made by the PCT PTA clinical director.

Clinical instructors must keep the clinical director informed of any potential or observed problems. Documentation of the unsatisfactory performance episodes, safety issues, and/or professional behavior issues are a requirement. **If it is felt that a student needs to be removed from a clinical experience, please notify the clinical director immediately.**

Clinical Reassignment:

If a student is not able to complete the required hours for a clinical education experience, an alternate clinical experience may be provided. Possible reasons for this include:

1. Family crisis
2. Health status
3. Conflict with the clinical instructor
4. Insufficient patients at a clinical site to provide an adequate clinical experience

The clinical director and PTA program director will decide whether a student is eligible for a clinical reassignment on an individual basis. A student is permitted just one opportunity to be considered for a clinical reassignment during participation in the PTA program.

Program Dismissal due to Purposeful or Reckless Behavior during Clinical Education:

The School of Health Sciences utilizes an investigation algorithm to determine student culpability and resulting sanctions for incidents occurring within patient-care settings. As noted in the investigation algorithm, certain behaviors are mapped directly to program dismissal with no option for remediation or deceleration. These are **conscious** behaviors that are carried out with the intent to do harm or with knowing disregard for substantial and unjustifiable risk to self or others. Within the PTA program, *examples* of such behaviors include the following:

- Disregard to patient confidentiality

- Fabrication and/or falsification in any documents/communications pertaining to patient care

Students charged with these types of behaviors will face immediate removal from all patient-care settings while the investigation is underway, as explained in the [Penn College Health Sciences' Investigation Algorithm](#).

Course Structure and Calendar:

WEEK	DESCRIPTION	ASSIGNMENT
1	Start of Clinical experience	Review of Syllabus and Clinical Education Handbook, request copy of site's mission, philosophy, and vision. Discuss expectations with CI. <ul style="list-style-type: none"> • Self- Reflection Journal Entry • Clinical assignments
2-3	Clinical Experience	<ul style="list-style-type: none"> • Self- Reflection Journal Entry • Clinical assignments
4	Clinical Experience MIDTERM	<ul style="list-style-type: none"> • Self- Reflection Journal Entry • Clinical assignments MIDTERM-CPI
5-6	Clinical Experience	<ul style="list-style-type: none"> • Self- Reflection Journal Entry • Clinical assignments
7	Clinical Experience FINAL	<ul style="list-style-type: none"> • Self- Reflection Journal Entry • Clinical assignments IN-SERVICE PRESENTATION FINAL-CPI SITE EVALUATION
7-Final Day	Entire Class Reconvenes: Reflection/Focus group	

In addition, the student is responsible for preparation and presentation of an in-service to the clinical site staff during the clinical experience on a date discussed with the CI. See guidelines above.

Note: The instructor reserves the right to modify this syllabus in regard to course policies and procedures issues at any time during the semester with timely notification to enrolled students.

Syllabus Sign-off

After reading through the syllabus, fill out this page, tear it off, and submit to the instructor via the Dropbox on PLATO.

Class: _____

Semester: _____

I _____ (print name) have read the syllabus and all documents the syllabus refers to. I understand the entirety of the syllabus including policies, procedures, grading and required outcomes. I do not have any questions or concerns with the syllabus that I have not already brought to the attention of the instructor. All questions or concerns with the syllabus have been answered to my satisfaction.

Signature: _____

Date: _____