

# **Mercer County Community College Physical Therapist Assistant Program**



## **Clinical Education Handbook For Student/Learners**

**Class of 2018**

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## **Mercer County Community College Physical Therapist Assistant Program**

This Clinical Education Handbook has been prepared as a comprehensive reference for PTA student/learners who are preparing to participate or who are participating in the clinical education component of the PTA Program at Mercer County Community College.

Clinical Education is an integral part of the academic preparation of the entry-level Physical Therapist Assistant (PTA). It requires the dedication and cooperation of many parties including academic faculty, Clinical Instructors, clinical coordinators and other clinicians who interact with you during your quest to learn how to integrate all of the didactic knowledge with ease on a day to day basis. You will have the opportunity to work with Clinical Instructors in a variety of clinical settings after demonstrating competence in didactic courses. The clinical education courses provide clinical affiliations in area clinical sites to provide patient experience in the clinical setting to foster skill development.

One of the strengths of the physical therapy profession is the diversity that exists among the types of settings in which physical therapy services are delivered. The PTA program faculty members will make every effort to ensure that you have a variety of experiences through the three clinical education courses within the PTA program curriculum.

Each of the clinical education courses has a course handbook with specific objectives. Successful completion of the PTA program requires successful completion of all clinical education and classroom courses within the PTA program. Clinical education courses differ from traditional classroom based courses in that they take place off site from Mercer County Community College.

This handbook has been developed to help serve as a resource for you, the student/learner, for information regarding the Clinical Education component of the Physical Therapist Assistant Program at Mercer County Community College. The information contained within this handbook is in addition to the Student/Learner Handbook that has been provided. All information, policies, and procedures found in the Student/Learner Handbook also pertain to the clinical education component of the curriculum.

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## ABBREVIATIONS

Knowledge of the following abbreviations and terms will assist you in your understanding of this Clinical Education Handbook.

<b>Abbreviations &amp; Terms</b>	<b>Definition</b>	<b>Role/Explanation</b>
ACCE	Academic Coordinator of Clinical Education	Academic faculty member responsible for the clinical education curriculum within the PTA program.
APTA	American Physical Therapy Association	The professional association for Physical Therapists and Physical Therapist Assistants.
CCCE	Clinical Coordinator of Clinical Education	An individual designated at the clinical site to act as liaison between the clinical site and the academic institution. Also responsible for assigning a Clinical Instructor to the student/learner.
CI	Clinical Instructor	The practicing clinician, either a PT or PTA, responsible for providing you with supervision and mentorship throughout clinical education courses. Also responsible for providing feedback to you and assessing the your ability to demonstrate course objectives.
Clinical Affiliation	Synonymous with Clinical Education course.	
Clinical Site	A facility in which physical therapy is practiced. Examples include outpatient physical therapy, acute hospitals, skilled nursing facilities, acute rehab facilities, schools, and specialty clinics.	Clinical sites act as a host to PTA students for clinical education courses.
CPI	Clinical Performance Instrument	The document utilized by the Clinical Instructor to assess your performance for each clinical education course objective.
PT	Physical Therapist	
PTA	Physical Therapist Assistant	

## CLINICAL EDUCATION COURSE DESCRIPTIONS

### PTA 224 PTA Clinical Education I (3 cr)

**Course Description:** Supervised full-time clinical experience allows students to apply and practice skills learned in classes; to observe the clinic environment and PT/PTA interactions; develop professional deportment and communication; refine measurement and time management skills; and learn about patient chart information. Students are expected to write a case study. Experiences are shared with classmates and faculty in PTA Seminar I (PTA 226). Pre-requisite(s):PTA 107, PTA 112, Co-requisite(s): PTA 226.

### PTA 235 PTA Clinical Education II (4 cr)

**Course Description:** Supervised full-time clinical experience allows students to apply and practice skills learned in classes; to observe the clinic environment and PT/PTA interactions; develop professional deportment and communication; refine measurement and time management skills; and learn about patient chart information. Students are expected to conduct an “in-service” presentation to colleagues at the clinical site. Pre-requisite(s): PTA 210, PTA 211, PTA 224, PTA 226. Co-requisite(s): PTA 236.

### PTA 240 PTA Clinical Education III (5 cr)

**Course Description:** Supervised full-time clinical experience allows students to practice all of the techniques and procedures taught in the program, performing all of the activities normally expected of a physical therapist assistant. Students are expected to conduct an “in-service” presentation to colleagues at the clinical site and to write a case study. Pre-requisite(s): PTA 213, PTA 235. Co-requisite(s): PTA 241.

## PROVISIONS FOR THE PRIVILEGE OF PARTICIPATION IN CLINICAL EDUCATION COURSES

1. Clinical Education is a privilege, not a right for PTA program student/learners.
2. To maximize the opportunity for participation and success in clinical education courses, you have responsibilities prior to, during, and after each clinical education course. These responsibilities are outlined below. Fulfilling all of these responsibilities does not guarantee that you will earn a passing grade for each clinical education course.
3. **Exemption from any of these requirements is not permitted.**

## **PRIOR TO PARTICIPATION IN CLINICAL EDUCATION COURSES**

Many people play a role in preparing student/learners for participation in clinical education courses.

### **In preparation for clinical education, the ACCE is responsible for the following:**

1. Utilizing the college academic calendar each year to determine clinical education start and end dates for each clinical education course for each graduating class.
2. Securing clinical placement slots from current clinical sites. Additional information pertaining to the details of this process can be found in Appendix A.
3. Maintaining current clinical affiliation agreements (contracts) with an adequate number and variety of clinical sites to sustain program needs.
4. Placing each student/learner in three separate clinical sites, ensuring that each of you has at least one outpatient and at least one inpatient experience.
5. Sending each clinical site a Student Information Packet prior to the start of each clinical education course. Student Information Packets contain the following:
  - a. Introductory letter informing the facility of the student who has been assigned
  - b. Student Profile
  - c. Letter confirming that all PTA Program health records requirements have been fulfilled and are on file.
  - d. Additional clinical site-specific required checklists
  - e. Clinical Performance Instrument
6. Providing you with a Clinical Education Handbook, all clinical education paperwork, and hosting a clinical education meeting prior to each clinical education course.
7. Based on the Contact Summaries submitted by all student/learners prior to each clinical education course, creating a midterm visit schedule and providing each student/learner with a letter (pertaining to on-site midterm visits) to be handed to the Clinical Instructor on the first day of each clinical education course.
8. Developing a clinical performance instrument to be completed by the clinical faculty as a means of reporting to the PTA faculty with regard to the course objectives for the clinical education course.

### **In preparation for clinical education, YOU (the student/learner) are responsible for the following:**

1. Attending the mandatory PTA Program Orientation to the Professional Phase (May).
2. Submitting the signed Forms & Policies Packet (provided during the May Orientation) to the ACCE by the first day of the first summer semester. Clinical Education documents contained with the Forms & Policies Packet include:
  - a. Clinical Education Handbook form
  - b. Suspected Substance Abuse Policy
  - c. Notice regarding Criminal Background Check
  - d. Health Records Requirements Acknowledgement Form
  - e. Clinical Education Placement Form
3. Updating the Clinical Education Placement Form as needed to ensure that the ACCE has current and accurate information pertaining to your address, contact information, student visa information, and potential conflicts of interest. Additional information pertaining to potential conflicts of interest is contained in the section titled "Conflict of Interest" below.
4. Submitting hard copies of all health records requirements (including proof of medical insurance coverage, CPR certification, First Aid certification, a physical examination form completed and signed by a doctor, lab results, declination of Hepatitis B if applicable, medical malpractice insurance, criminal

background check application and proof of payment) directly to the ACCE as requested, by the first day of the fall semester, to ensure that all clinical sites receive their required confirmations of compliance. A black binder titled “Forms, Policies & Health Records Binder” was provided to you during the Professional Phase of the PTA Program Orientation in May. This binder was reviewed in detail by the ACCE. All health records requirements are due to the ACCE on the first day of the fall semester. Detailed instructions, requirements and forms are located in the binder.

5. Keeping photocopies for yourself of all health records requirements that you submit to the college.
6. Fulfilling the academic requirements for participation in clinical education courses (as outlined below).
7. Attending all mandatory clinical education meetings prior to each clinical education course and submitting a completed Student Profile to the ACCE prior to each clinical education course by the due date.
8. Submitting hard copies of any *additional* facility-specific requirements to both the facility and the ACCE prior to the first day of the clinical course (e.g. drug test, flu shot, extra criminal background check, etc.)
9. Contacting the clinical facility to which you have been assigned and submitting a completed Contact Summary to the ACCE prior to the first day of each of the clinical education courses. The following information will be requested when contacting the clinical facility, and provided on the Contact Summary:
  - a. directions to the facility
  - b. attire requirements
  - c. hours of the facility and when they are expected to report to the facility for their affiliation there
  - d. the name of the Clinical Instructor (CI) at that facility
10. Arranging transportation to and from the clinical facility at your expense, and having a “transportation plan B” in place to ensure punctual arrival each day and consistent attendance.
11. Ensuring that you know how to get to your assigned clinical site (the exact route) prior to the first day of the clinical education course.
12. Ensuring that you have appropriate attire for the clinical education courses as designated by the clinical facility.
13. Purchasing and wearing a name tag that complies with the NJ State Practice Act of PT. The nametag must indicate:
  - a. Student/learner Name
  - b. “MCCC PTA Student”
13. Familiarizing yourself with the requirements and expectations of each clinical education course by reviewing the Clinical Education Handbook, and all documents provided during each clinical education meeting.

## **ACADEMIC REQUIREMENTS FOR PARTICIPATION IN CLINICAL EDUCATION COURSES**

To be eligible to participate in a clinical education course, student/learners must be deemed *safe* and *competent* by successfully passing all competency tests associated with lab courses and successfully demonstrating all of the Critical Safety Indicators that have been identified for each course. Student/learners must also:

- Have passed all prerequisite courses
- Be currently passing all co-requisite courses
- Be currently passing all other PTA prefixed courses to which he or she is enrolled with a minimum grade of 77 prior to commencing each clinical education course.

## CONFLICT OF INTEREST

Student/learners will not be placed in facilities that would constitute a conflict of interest, as these would not represent an optimum learning environment for PTA program student/learners and hence the goals of the PTA program's clinical education component may not be attained. The PTA program considers the following situations to represent conflicts of interest:

- Clinical facilities where the student/learner has been employed in the physical therapy department in any capacity
- Clinical facilities where the student/learner has been or is currently employed
- Clinical facilities where a significant other or family member related to the student/learner is employed or has a financial interest
- Clinical facilities where the student/learner has a signed contract for future employment upon completion of the PTA program

### Disclosure of Potential Conflict of Interest

Student/learners will have a formal opportunity to provide information pertaining to potential conflicts of interest to the ACCE by filling out the Clinical Education Placement Form. However, situations may change after the Clinical Education Placement Form has been provided to the ACCE. Therefore, at first knowledge that a situation could potentially be considered a conflict of interest, the student/learner shall disclose to the ACCE the precise nature of the interest or involvement in writing.

## DURING PARTICIPATION IN CLINICAL EDUCATION COURSES

Many people play a role in the student/learner's participation in clinical education courses.

### **During each clinical education course, the ACCE is responsible for the following:**

1. Maintaining communication with you, the student/learner.
2. Maintaining communication with your CI and/or facility CCCE.
3. Visiting each student/learner for a midterm visit during at least one clinical education course during the professional phase of the PTA program.
4. Acting as an advocate for the patients, student/learners and clinical facilities in the event that a conflict or concern is communicated by any party.

### **During each clinical education course, YOU (the student/learner) are responsible for the following:**

1. Knowing and adhering to all clinical education policies and procedures set forth by the PTA Program at Mercer County Community College.
2. Knowing and adhering to all policies and procedures set forth by the clinical site.
3. Practicing physical therapy in a legal and ethical manner, in accordance with the State Practice Act for PT and the APTA's Standards of Ethical Conduct for PTAs
4. Providing the midterm visit letter to your CI on the first day of your clinical affiliation
5. Contacting the ACCE via email during the first week of the clinical affiliation to provide a clinically meaningful communication regarding the clinical experience.
6. Contacting the ACCE at any time during the clinical education course to discuss any concerns or issues.



7. Wearing your name tag at all times and introducing yourself as a Physical Therapist Assistant Student. You **must** carry an MCCC ID badge with picture, at all times. On occasion, student/learners may be asked to identify themselves as a student and the MCCC picture ID will serve that purpose.
  - a. Certain clinical facilities require that facility badges be worn. Facility badges will be provided to you at the start of the clinical affiliation. **Failure to return it at the end of the affiliation may result in an incomplete grade for the course.**
8. Be aware that each patient has a right to decline treatment by a physical therapist assistant student, with no risks or repercussions to the patient. You are to treat all patients with respect, regardless of their decision to participate or decline participation in clinical education.
9. Maintaining patient confidentiality in accordance with federal guidelines and facility policies.
10. Adhering to the clinical site's dress code. See the section below titled "Guidelines for Appearance in the Clinical Setting."
11. Completing the Weekly Summary form each week with your CI.
12. Filling in your timesheet each week by entering your hours, totaling the weekly hours, initialing each week and having your CI initial each week. At the conclusion of the clinical education course, you will total all clinical hours and have your CI sign the bottom of the attendance sheet.
13. Arriving at least 10-15 minutes prior to the start of your schedule each and every day throughout the clinical affiliation. Failure to meet this requirement constitutes lateness. If you are late for any reason, contact your CI immediately and do not let it happen again. Chronic lateness will affect the student/learner's grade for the course and may result in disciplinary action.
14. Attending all days scheduled for the clinical education course. In the event that you are unable to attend, you will do the following:
  - a. Call your CI and/or clinical site immediately to report your absence
  - b. If you cannot get in touch with your CI or clinical site, you will call them again within 5 minutes of the time in which the clinical site opens for the day.
  - c. You will email the ACCE to report your absence.
  - d. If your absence is due to illness, you will provide a copy of a doctor's note clearing you to return to the clinic to both your CI (upon return to the clinic) and to the ACCE (upon return to school).
  - e. Upon return to the clinical site, you will discuss a plan to make up the missed hours with your CI. The missed hours will need to be made up prior to the last scheduled day of the clinical education course. You will need to email the ACCE your plan to make up the missed hours.
15. Once your midterm review has been scheduled by your CI, you will complete the Self Performance Evaluation Instrument in full prior to the scheduled midterm review, on your own time (outside of your scheduled clinical hours). You will mark your performance along the 0-10 scale and provide a clinically meaningful summary or narrative in each narrative box.
16. Once your final review has been scheduled by your CI, you will complete the Self Performance Evaluation Instrument in full prior to the scheduled final review, on your own time (outside of your scheduled clinical hours). You will mark your performance along the 0-10 scale and provide a clinically meaningful summary or narrative in each narrative box.
17. Bringing with you every day, photocopies of all health records requirements that you submitted to the college.
18. You will prepare, complete, and perform any additional requirements including case studies, in-services and additional assignments as assigned by your CI and/or ACCE.
19. Ask your CI questions if you do not know something. Your CI does not expect you to know everything. However, unless you need to know the answer immediately to safely/effectively provide patient treatment, do look up the answer to your own question so that you can present both the question and the answer to your CI for discussion.

20. Strive to work at the pace of the clinic or the pace that your CI sets for you. Clinicians have productivity standards and physical therapy tends to be a fast paced field, even when working one-on-one with patients. While you should never compromise patient safety, an appropriate sense of urgency to keep the day/schedule moving is appropriate.
21. Students/learners are expected to complete the required number of clinical education hours indicated for each clinical education course. The specific schedule each week will be dependent upon the hours of operation of the clinical facility and clinical instructor availability. Daily hours can be discussed with the clinical facility and they rely heavily upon the requirements of *that* clinical facility.
  - a. All holidays observed by the college will be considered holidays for students/learners. Clinical sites that observe holidays that coincide with scheduled clinical days will also be regarded as holidays by those students/learners assigned to that facility.
  - b. When college classes are cancelled due to inclement weather, students/learners will not be *required* to attend clinical education. However, students who are able to attend their clinical affiliation may do so. Students/learners must check the MCCC website ([www.mccc.edu](http://www.mccc.edu)) and/or register their telephone number with MAlert for cancellations.
22. In the event of an injury that occurs while participating in a clinical education course, the following steps must be followed to assure that expenses for any insurance claim are handled appropriately.
  - a. Inform the clinical instructor and ACCE immediately of the injury.
  - b. The clinical site may have forms that you are required to complete.
  - c. Prepare an **Injury Report** and an **Insurance Claim Form**. Copies of both of these forms can be obtained from either the nursing office on the first floor of the MS building, or from Holly Kaiser in MS. Submit completed copies of the forms to the ACCE (Holly) and maintain the originals for your records.
  - d. Attach a copy of the incident report to the insurance claim form and follow the instructions on the form to file a claim. Student/learners are responsible for filing all claims and for any follow up necessary, directly with the insurance company.
23. Occasionally, a patient will cancel an appointment and the student will have unexpected “downtime”. Student/learners are expected to use “downtime” in the clinic appropriately. Appropriate use of clinical “downtime” includes following a different therapist (with permission), reviewing medical charts for patients who will be seen that day or the next, reading textbooks and professional journals, cleaning equipment, checking the hydrocollator level, doing laundry, restocking linens, and asking how you can help. Inappropriate use of “downtime” includes using your cell phone, reading an entertainment magazine, stepping outside of the clinic for a few minutes, socializing with the secretary, etc.
24. Student/learners are expected to comply with HIPAA rules and regulations at all times, including facility policies pertaining to patient confidentiality.
25. Student/learners are expected to contact the ACCE with issues, concerns, problems and questions as soon as they arise during each clinical affiliation.
26. Student/learners are expected to look things up. When clinical questions arise (that are not time sensitive), the student/learner is expected to demonstrate resourcefulness and initiative by seeking the information to his/her questions and presenting the findings to the clinical instructor for verification/discussion.
27. Student/learners are not permitted to visit any client in hospital settings while in uniform nor should they go to any area of the hospital, other than their assigned area, unless they have special permission from the clinical instructor.
28. Telephones in hospitals are not for personal use. **Student/learners do not make or receive telephone calls or text messages while in the clinic.** Emergency calls only can be returned during lunch breaks or at the end of the day with the permission of the clinical instructor. Cell phones are to be used only in designated areas.

29. **Chewing gum is not permitted and please** check with individual facility policies regarding areas where smoking is permitted. All clinical facilities are considered “smoke free” unless indicated otherwise by a clinical instructor.
30. Student/learners may not act as a witness for any consent form. The student/learner may not transact any business for clients or patients. The Business Office of the facility or hospital must handle this.
31. Student/learners are ***never*** permitted to deliver or receive medications for patients from the clinical unit if in a hospital setting.
32. Student/learners are not permitted to accept or offer gifts from or to patients. This is both unprofessional and unethical.
33. All breakage of equipment must be reported to the clinical instructor in the clinical facility.
34. Clinical evaluations are performed approximately at midpoint during every clinical affiliation. A clinical failure occurs when a majority of evaluations in any one objective is graded as unsatisfactory.
  - a. **However; the ACCE reserves the right to immediately dismiss a student/learner from the clinical area if his/her behavior is deemed unsafe. This dismissal may result in a clinical failure if the ACCE and or Clinical Instructor believe it is warranted.**
35. Any time lost due to illness may require a doctor’s note clearing the student/learner to return to the clinical environment. If the clinical site requires a doctor’s note for return to the clinic, this note must be presented to the clinical instructor upon returning to the clinic and a copy must be handed to the ACCE upon return to the MCCC campus with the evaluation materials.

*Remember, at all times that **you** are representing the college, the MCCC PTA Program and the profession of physical therapy. Your behavior affects more than just YOU! The use of the clinical site is a privilege.*

### **GUIDELINES FOR APPEARANCE IN THE CLINICAL SETTING**

Each learner in the Physical Therapist Assistant program is required to purchase a lab coat for use during competency testing and practical exams while on campus. However; in the clinical environment each site will have its own requirements regarding what is appropriate. These guidelines must be considered when there are no other guidelines provided by the clinical site or when the class goes off campus for an activity.

1. Clothes must not be provocative.
2. Pant or slack length must be to the ankle, not above or excessively below, which would be dangerous.
3. Denim jeans, sweatpants or stirrup pants ***are unacceptable.***
4. Shirts must be long enough to cover the abdomen and necklines must not be revealing.
5. Jewelry should be kept to a minimum. (no hoop earrings that could be caught in patient clothing)
6. Cologne, perfume, aftershave lotions, etc. should not be used due to allergies and patient sensitivities. Cosmetics should be kept to a minimum for the same reasons.
7. Hair must be kept clean, neat and away from the face. (long hair must be kept up and secured)
8. Finger nails must be kept short\*, neat, and clean. (*\*not extending beyond the end of the fingertips), (clear nail polish or no nail polish only!)*
9. Proper undergarments must be worn.
10. Name tags and required facility Identification must be worn while in the facility. Failure to do so may result in dismissal from the clinical affiliation at the discretion of the clinical coordinator and clinical instructor.

## **FOLLOWING YOUR PARTICIPATION IN CLINICAL EDUCATION COURSES**

Many people play a role in the student/learner's success in clinical education courses.

**At the conclusion of each clinical education course, the ACCE is responsible for the following:**

1. Grading students/learners for the clinical education courses, based on the Clinical Instructor's assessment of student performance as well as other factors. Please see the course handbook for each clinical education course. See the sections below titled "Clinical Education Course Grading" and "Course Grading".

**At the conclusion of each clinical education course, YOU(the student/learner) is responsible for the following:**

1. Completing and returning all clinical education evaluation instruments and documents at the conclusion of each clinical education course along with any additional forms that may have been requested by the Academic Coordinator of Clinical Education (ACCE)

## **CLINICAL EDUCATION COURSE GRADING**

Clinical education courses are graded by PTA program faculty members who are responsible for determining that course objectives have been met by the student/learner.

Holly Kaiser is the Academic Coordinator of Clinical Education (ACCE) for the PTA program. She assigns clinical rotations for student/learners based on the individual's interests, experiences, commute, and the sites available to meet the needs of the student/learner. It is the sole responsibility of the ACCE from the college, in this case, Holly Kaiser, to communicate directly with the clinical instructor(s) who will be working with the student/learner during the clinical course. She is also responsible for scheduling either a visit or telephone conference with the sites so that the clinical instructor, student/learner and ACCE have a chance to speak to each other regarding the progress of the student/learner. Each student/learner will be visited during at least one of their clinical affiliations. For those who are not visited, a telephone conference may be set up with the Clinical Instructor approximately halfway through the clinical education course.

After each clinical site visit, a form is completed that indicates the content of the discussions with the student/learner, the clinical instructor, and possibly the Center Coordinator of Clinical Education (CCCE). The form details any further actions that might need to be taken or concerns that were raised during the visit. This completed form is placed in the student/learner's file maintained by the PTA program.

Student/Learners are encouraged to contact the ACCE (Holly) at any time during the clinical education course to express concerns and questions. Those student/learners who are not scheduled for a site visit halfway through the course are encouraged to contact the ACCE (Holly) to discuss the clinical education experience, professional behavior, progress toward clinical education goals, safety, and competence level of the student/learner.

This activity is viewed as a powerful learning experience where the student/learner has the ability to self-evaluate and discuss self-assessment in a non-defensive environment. Essentially, the on-going communication provides all parties the opportunity to make sure that "they are all on the same page" in terms of student/learner progress.

## COURSE GRADING

Grade ranges are as follows:

A = 93-100	B = 83-86	C = 70-76
A- = 90-92	B- = 80-82	D = 60-69
B+ = 87-89	C+ = 77-79	F = 0-59

Grades below 77 are not considered passing grades for PTA program courses, and are therefore considered unacceptable. **All PTA program courses must be completed with a grade of "C+" or higher.** All PTA program courses may be attempted only twice. **A cumulative GPA of 2.5 is required for graduation.**

## ACADEMIC FAILURE OF A CLINICAL EDUCATION COURSE

In the event that a student/learner does not achieve the academic requirement of a C+ or higher during a clinical education course, he/she may plan on re-entering the program for the next semester in which that clinical education course is *regularly scheduled*. Clinical Education I (PTA 224) is regularly scheduled each fall semester. Clinical Education II (PTA 235) is regularly scheduled each spring semester. Clinical Education III (PTA 240) is regularly scheduled each summer semester.

- Please refer to the Practical Examination Policies in the Student/Learner Handbook
- Please refer to the "Repeating PTA Professional Phase Courses" Policy in the Student/Learner Handbook

*BJB, HB 05/12*

## STUDENT/LEARNER INJURIES DURING CLINICAL EDUCATION COURSES

In the event that a student/learner is injured while participating in a clinical education course the following steps must be followed to assure that expenses for any insurance claim are handled appropriately.

1. Advise the clinical instructor and course instructor immediately of the injury (Holly Kaiser ACCE)
2. Prepare an **Injury Report** and an **Insurance Claim Form**. Copies of both of these forms can be obtained from either the nursing office on the first floor of the MS building, or from Holly Kaiser in MS 157. Submit completed copies of the forms to the ACCE (Holly) and maintain the originals for your records.
3. Attach a copy of the incident report to the insurance claim form and follow the instructions on the form to file a claim. Student/learners are responsible for filing all claims and for any follow up necessary, directly with the insurance company.

## SAFETY IN ON-CAMPUS AND OFF-CAMPUS EDUCATIONAL EXPERIENCES

1. Mercer County Community College has a student body, faculty, administrative staff and personnel, who all commute to either the West Windsor or James Kerney (Trenton) campuses of the college. There are no provisions for dormitory facilities at either campus.
2. Whether student/learners are attending a class on one of the campuses or at an alternate location, every student/learner is individually responsible for his or her own transportation, and motor vehicle insurance coverage.
3. PTA program faculty members will not assume any additional risk by transporting student/learners to an off-campus activity. If a PTA student/learner requires minor medical assistance e.g. for a cut or abrasion, the PTA Lab MS 352 has a First Aid Kit, which contains bandages and first aid cream.
4. If a student/learner requires immediate medical assistance during a PTA program course on one of the MCCC campuses, then either a PTA program faculty member or designee will **call security at 570- 3503** or by picking up one of the **“red” telephones** located in the middle of the long hallways of the academic buildings. Security will dispatch an EMT to the scene.
5. Mercer has a security Hot Line which can be reached by dialing 609-570-3200 from any telephone or just 3200 from any telephone on campus that is part of the Mercer extension system.

## PREFERRED PTA CLINICAL FACULTY

Mercer County Community College PTA students learn that many of the attributes that they have admired in their clinical instructors are skills that can be mentored. They also learn that there is a real place in the clinical environment for PTA role models. At the PTA forum, clinical instructors often encourage PTA students to think about giving back to the profession as clinical instructors themselves, reflecting back on the preferred list of attributes that is included in the clinical education handbook, which follows:

Preferred PTA clinical faculty members will give evidence of/or demonstrate:

- PT or PTA degree with at least one year of clinical experience in the practice setting which the person serves as the clinical faculty or significant comparable experience.
- Effective interpersonal and communication skills with students by clearly articulating expectations, providing and receiving constructive feedback, and active listening.
- Professionalism; practicing in a professional, ethical and legal manner.
- Competency; demonstrating knowledge, skills, and safety required for effective delivery of care.
- Organizational and time management skills (e.g. setting priorities and planning learning experiences for students.)
- Enthusiasm for the role of clinical faculty in the program.
- Ability to evaluate a student’s performance, especially as it related to safe and unsafe practice, ethical and legal behaviors, and the achievement of specific clinical performance objectives.
- Supervision skills commensurate with the learner’s needs and the patient’s acuity (e.g. illness, impairment, disability)

## ASSIGNMENT OF STUDENT/LEARNERS TO CLINICAL SITES

Clinical assignments are made by the ACCE who considers each student/learner's request as well as the needs and expectations of the clinic sites, and the academic requirements of all student/learners. The placement of student/learners at clinical sites will have the primary purpose of providing student/learners quality experiences in both inpatient and outpatient settings. While every *attempt* will be made to ensure that clinical sites are not more than one hour from the student/learner's home, travel distance for students will **not** be a primary concern when assigning clinical sites. Proximity to the clinical site cannot be guaranteed. Due to limited availability of clinical sites, student/learners will be expected to travel to any site to which they are assigned. Student/learners must keep the ACCE abreast of address changes in writing as soon as they occur to offset unanticipated scheduling problems.

Depending on traffic, distance and other travel/time issues, student/learners may opt to find short term housing close to the clinical site. All costs incurred due to required clinical education experiences/assignments (including, but not limited to, fuel, car maintenance and repair, housing, food and appropriate attire) are the responsibility of the student/learner.

Each student/learner will have at least one inpatient experience and one outpatient experience. An inpatient experience is defined as an experience in which the student/learner will minimally be exposed to adult patients who are currently residing on the premises of the clinical site. These sites generally include acute care hospitals, rehabilitation centers, and skilled nursing facilities. An outpatient experience is defined as an experience in which the student/learner will minimally be exposed to adult patients who come to the clinical site at specified times for services. These sites are generally outpatient orthopedic facilities. In cases where an inpatient facility offers outpatient services, the ACCE will determine which type of affiliation the facility can currently offer based on communication with the CCCE of the facility.

Student/learners are not allowed to make contact with any clinic site without explicit prior approval from the ACCE. Clinical assignments can only be made once it is determined that the facility:

- a) Is accepting student/learners
- b) Meets the clinical education criteria and is able to provide the expected learning experiences.
- c) Establishes a clinical affiliation agreement with Mercer County Community College.

Student/learners will not be assigned to clinical sites where he/she has a prior or existing relationship with the site or the CI. This relationship may include previous work at the facility, familial or personal relationships. Student/learners must disclose any conflicts of interest to the ACCE when clinical assignments are given. Failure to do so could delay clinical site placement and progression through the program.

## STUDENT/LEARNER EXPENSES

As a student/learner in the PTA program, you are entitled to know approximately what costs are associated with the curriculum in addition to the tuition to the college. Costs are subject to change after the publication of this document; however, this should provide student/learners with a reasonable expectation for the amounts involved (*where known*).

### **Medical**

You, the student/learners are responsible for all costs incurred while having a physical with your family physician for the purpose of completing the necessary health information worksheet. You, the student/learner are also responsible for attaining and maintaining your own health insurance policy. Clinical Sites may also have their own additional requirements (such as drug testing and separate background investigations). It is the responsibility of the student to fulfill those requirements within the given timeframe and to incur all costs associated with those requirements.

All student/learners are financially responsible for medical treatment if illness or injury occurs while enrolled in the PTA program.

Due to the Patient Protection and Affordable Care Act (PPACA), health coverage requirements have changed significantly. As of July 2013, community colleges are no longer required to provide health insurance to full time students.

Anyone who was relying on the health insurance provided by Mercer will now be asked to secure their own healthcare coverage. You are being directed to the New Jersey Web site [http://www.state.nj.us/dobi/division\\_insurance/ihcseh/shop\\_ihc.htm](http://www.state.nj.us/dobi/division_insurance/ihcseh/shop_ihc.htm). This appears to be NJ's insurance exchange site from the NJ Department of Banking and Insurance, which will enable you to shop directly for insurance plans, find an insurer, policy rate information and a list of other programs which provide health insurance coverage.

This site will allow you to shop various individual markets and purchase a plan based on individual demographics, and also a specific time line as opposed to a year offered most group plans. The site also provides information on Medicaid options to cover people making under \$14,400 a year and also explains parameters for students to stay on their parents' health plans up to the age of 26.

### **Transportation Expenses**

Student/learners are responsible for their own transportation costs **to and from** all scheduled classes and clinical affiliations. This includes any other expenses incurred for food, parking, tolls etc., while attending PTA program classes.

In addition to previously mentioned criteria for clinical placements, the student/learner is expected to be responsible for:

- reliable transportation to and from the clinical site
- all expenses incurred with regard to transportation to and from the clinical site
- all expensed incurred with regard to parking if necessary for the clinical site
- all liability for incidents involved with transportation to and from the clinical site



### **Tuition and Fees**

Tuition and fees are established by the MCCC College Board of Trustees. Different rates apply to residents of Mercer County, other resident of New Jersey, out-of-state residents, and non-U.S. citizens. Tuition is charged based upon a credit (or credit equivalent) hour basis. The college has entered into an agreement with Bucks County College so that those individuals who reside in Bucks county PA, will be considered "out of county" and be charged accordingly for PTA prefixed courses. This also applies for those individuals who live in counties within NJ where their own county community college does not have a PTA program. The college reserves the right to change tuition or fees at any time by action of the Board of Trustees. In addition to tuition and fees, student/learners are responsible for their purchasing their books and supplies for classes. This information can be found on the PTA Program website at:

<http://www.mccc.edu/~behrensb/StudentExpensesforthePTAProgram.htm>

### **Lab Coats**

Lab Coats are required for competency testing and Clinical Education courses. The lab coat must have a patch on the Left shoulder that indicates Mercer County Community College Physical Therapy, and student/learners must also wear a name tag that indicates their name, and that they are an MCCC PTA Student. These items are available through various vendors. Vendor information will be provided once finalized. Together, these items cost approximately **\$40.00**.

## **AMERICANS WITH DISABILITIES ACT**

On July 26, 1990, the President of the United States signed the Americans with Disabilities Act (ADA). The ADA is intended to remove barriers against the more than 43 million people with disabilities in the United States. If a learner has a documented learning disability, psychological disability, physical disability, or other hidden disability that requires an accommodation, it is the responsibility of that individual to make an appointment to meet with the Course Instructor to provide documentation indicating the accommodation that supports that request that is being made. This meeting must occur ***prior to*** the due date for any course examinations or assignments to discuss what accommodations might be necessary. It is the responsibility of the student/learner to provide written documentation for the need.

A list of Essential Functions for PTA program student/learners and graduates is included in the PTA Program Student/Learner Handbook. Any student/learner in this class who has special needs because of a disability is entitled to receive accommodations. Eligible students at Mercer County Community College are assured services under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. If you believe you are eligible for services, please contact Arlene Stinson, the Director of Academic Support Services. Ms. Stinson's office is LB217, and she can be reached at (609) 570-3525. [stinsona@mccc.edu](mailto:stinsona@mccc.edu)

## DISMISSAL FROM A CLINICAL SITE

Faculty members are authorized to deny any student/learner the privilege of participation in clinical affiliations, competency tests, lab activities or classroom lectures when the student/learner is:

- 1) Unprepared (which would make him or her potentially dangerous to others),
- 2) presents a health hazard to clients or fellow classmates, or
- 3) when the student/learner's performance falls below a competent level with regard to patient safety
- 4) or, when the student/learner does not meet agency or facility health standards.

In such situations, participation in the experience will be discontinued until there is evidence that the student/learner's progress meets minimal criteria for safe clinical performance. This may require medical documentation from the student/learner's health care provider if indicated. Student/learners who are identified as not meeting clinical objectives with have an action plan for performance improvement developed by their clinical instructor.

**POLICY & PROCEDURE REGARDING STUDENT/LEARNER FILES – LOCATION & CONFIDENTIALITY**

Once someone has identified him or herself as a PTA Science major and had official copies of transcripts forwarded to MCCC’s Admissions office, those transcripts are evaluated by the PTA program coordinator. A copy of the transcript evaluation is maintained in alphabetical order under the student/learner’s last name in the PTA program coordinator’s office.

If that individual is accepted into the professional phase of the PTA program, the transcript is removed and a file is made, which will then include a copy of the Petition and transcripts. This file will then be the student/learner’s official file and repository for information generated while he or she is a student/learner enrolled in the Professional Phase of the PTA program.

An additional file for each learner will be maintained in the office of the Academic Coordinator of Clinical Education (ACCE). This file will contain all signed consent forms, health records information, competency testing sign off sheet packets, practical examination grading rubrics and all documents pertaining to clinical education courses.

These two student/learner files may contain several different types of information including but not limited to:

<b>Evaluative Information</b>	<b>Verification Information</b>	<b>Personal Information</b>
Transcript evaluations	Proof of Malpractice Insurance	Physician Evaluation/Exam
The original petition	Proof of CPR for Health Care Providers	Proof of Immunity to Rubella
FERPA waiver	Proof of First Aid Certification	Proof of Immunity to Rubeola
Photography Consent form	Criminal Background Check Notice & Criminal Background Check Application	PPD (Mantoux) testing
Student/Learner Handbook Receipt form	Proof of personal medical insurance coverage	Declination of Hep B if no immunity
Clinical Education Handbook form		
Results of Competency Tests		
Results of Practical Exams		
Results of Clinical Education evaluations		

Due to the highly sensitive nature of this information, these files will be maintained in locked file cabinets. The ACCE and the Program Coordinator both have keys to the program coordinator's office and file cabinet located in that office. However; the following policies apply to the contents of these files:

- The information contained in these files is considered CONFIDENTIAL and not to be shared with anyone, with the exception of the student/learner whose name is on that file.
  - The only exceptions to this would be:
    - In the instance where a potential employer has asked for a recommendation and the student/learner has granted the release of this type of information via the FERPA form within the file
    - When the ACCE needs to provide expiration dates for CPR certification and First Aid certification to clinical sites.
- Graded practical exams rubrics will be reviewed with the student/learner at the completion of all practical exams, but the documents remain the property of the PTA program and cannot be copied.
- Clinical evaluations generated during clinical education courses may be reviewed with the student/learner and the ACCE but the documents remain the property of the PTA program and cannot be copied.

Following graduation from the PTA program, these two files will be combined into one and are moved to another locked file cabinet in the PTA program coordinator's office for an additional year before being stored for 7 years in the PTA program lab in a locked file cabinet. Lastly, they are moved to the PTA program archive for storage. Any questions regarding these policies or procedures should be directed to the PTA program coordinator.

Bjb 11/12, HB 03/16

## CRITERIA FOR CLINICAL EDUCATION COURSE PASS, INCOMPLETE, AND FAIL

### **Criteria for PASS**

1. Perfect attendance is mandatory, and student/learners will abide by the facility's schedule, making every possible attempt to arrive at least 15 minutes prior to when he or she is expected to treat the first patient of the day. If this arrival time cannot be met, the student/learner is expected to notify both the CI and the ACCE of any change in arrival for clinical whenever it might occur. Any deviation in the schedule will need to be addressed and negotiated between the student/learner and the CI in advance.
2. Student/learner Self Performance Evaluations must be completed prior to both the midterm and final meetings with the Clinical Instructor.
3. It is the responsibility of the student/learner to make sure that the Clinical Performance Instrument (CPI) is completed by the Clinical Instructor and returned to the ACCE at Mercer.
4. Skills completed will vary based on the affiliation, and where the student/learner is within the curriculum. A list of acceptable skills to be addressed will be given to the student/learner and the Clinical Instructor prior to each affiliation.
5. Special assignments may be made at the discretion of the ACCE for each rotation and are due prior to being assigned a grade for that course. These may include, but are not limited to, case studies, journal entries, research projects, or in-service presentations. Clinical Instructors may also require special projects of a student/learner, which must be completed in the clinic. These may include in-service presentations, reading assignments, or other assignments that have been discussed and agreed to by the student/learner, the clinical instructor and the ACCE and are considered reasonable expectations.

### **Criteria for a Grade of INCOMPLETE**

If time is missed during the clinical affiliation which inhibits the student/learner's ability to successfully complete the objectives for that clinical education course due to medical reasons or personal emergencies, then the student/learner will receive a grade of Incomplete for the course and may be able to complete the course during the next semester depending on the availability and cooperation of clinical sites. This will delay the graduation date by one semester or more depending upon the individual circumstances of the student learner.

*HB 05/12*

### **Criteria for a FAILING Grade**

A student/learner will receive a grade of C for a clinical education course if:

- He or she is removed from the clinical setting for violating the rules and regulations of the clinical facility for disclosing confidential information, engaging in conduct that disrupts the activities of the facility, or threatens the safety of the facility personnel or patients
- He or she engages in unprofessional or unethical behavior in accordance with professional guidelines or Code of Ethics as defined by the profession
- He or she fails to meet the necessary academic requirements to pass the course as stated in the course handbook
- He or she is found to be involved in criminal activity within the clinical site or hospital
- He or she uses alcohol, drugs or other toxic or foreign agents, which tend to limit or adversely affect the student/learner's duties and responsibilities
- He or she engages in any behavior which violates a hospital/clinical site regulation and/or resulting in denial by the hospital/clinical site of clinical privileges
- He or she takes any action which knowingly endangers the health or well being of the student/learner, a fellow student/learner, patient or hospital personnel or visitor
- He or she vandalizes or abuses clinical equipment

If a student/learner is removed from a clinical education site, he or she may be dismissed from the PTA education program.

## CLINICAL EDUCATION DISCIPLINARY POLICY

Although it is presumed that all medical laboratory technology, nursing, physical therapist assistant, and radiography students/learners exercise maturity and sound judgment in the process of becoming productive members of the health care community, there are occasions when it becomes necessary to address matters of conduct and discipline. In the event that disciplinary action becomes necessary, the program faculty will exercise fairness, utilizing progressive discipline when possible.

The type of disciplinary action taken will depend on the seriousness and nature of the offense, and the student/learner's history of problems.

### **Disciplinary action may include one or more of the following:**

1. Verbal counseling when the infraction is relatively minor or a first offense.
2. Written warning which may become part of the student's permanent file when verbal counseling fails to achieve the desired change in behavior.
3. Removal from the clinical site when previous disciplinary actions fail to produce desired changes in behavior, or conduct presents a danger to self and others.

**Remember**, the aim is to promote those behaviors, which best serve the needs of patients, the health care institution and the community.

### **THE FOLLOWING ARE CONSIDERED JUST CAUSE FOR DISMISSAL FROM CLINICAL EDUCATION:**

- Unprofessional or unethical behavior on the part of the student in accordance with professional guidelines or Code of Ethics as defined by the profession
- Failure on the part of the student/learner to meet any necessary academic requirements
- Criminal activity within the clinical site or hospital
- Use of alcohol, drugs or other toxic or foreign agents, which tend to limit or adversely affect the student/learner's duties and responsibilities
- Any behavior which violated a hospital/clinical site regulation and/or resulting in denial by the hospital/clinical site of clinical privileges
- Action which knowingly endangers the health or well being of the student/learner, a fellow student/learner, patient or hospital personnel or visitor
- Vandalism or abuse of clinical equipment

**When a student/learner is removed from a clinical education site, he or she may be dismissed from the education program.**

## DUE PROCESS AND GRIEVANCE PROCEDURE

Please refer to the college's student handbook for an explanation of student due process procedures. The procedures applicable to campus activities are also applicable to medical laboratory technology, nursing, physical therapist assistant, and radiography program clinical education.

Clinical Education Disclosure Form

One of the tasks of the clinical education component of the PTA curriculum is to provide student/learners with the opportunity to work in a clinical setting with a diagnosed patient population. Through contractual arrangement, facilities have agreed to allow MCCC PTA student/learners to work directly with their patients under the supervision of a clinical instructor who is employed by the clinical facility. This type of agreement relies heavily on the trust between the clinical facility and the PTA program's academic preparation of the student/learner to be able to successfully integrate him or herself into the clinical environment.

Faculty and clinical instructors are committed to student/learners' successful completion of the clinical education component of the curriculum. In the event that a student/learner must re-take a clinical education course some decisions need to be made.

1. What remediation needs to take place for the student/learner to be more successful in the clinical setting?
2. Whether or not to disclose the reasons that the student/learner was not successful in the first attempt with the clinical education course.
3. Which clinical sites would provide an opportunity for a student/learner to repeat a clinical education course?

Every student/learner has the right to privacy with regard to his or her academic and clinical performance. This information is not disclosed to anyone without the expressed consent of the student/learner. When a student/learner needs to re-take a clinical education course it is the opinion of the PTA faculty that this information would be very helpful to disclose. Once the information is disclosed to the clinical instructor, a remediation plan can be developed by the PTA program faculty and implemented. This plan would be designed to assist the student/learner to become more successful as he or she re-takes the clinical education course.

Please indicate whether or not you agree to let the PTA program faculty members disclose this information on your behalf and develop a remediation plan for you. Failure to grant this permission will make you ineligible for the development of any remediation when you re-take this clinical education course.

I agree to have the PTA program faculty disclose that I am re-taking this clinical education course, and the reasons that I need to re-take this course. I understand that the purpose of this disclosure is to help me be more successful.

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Name

I do not want the PTA program faculty to disclose any information about my re-taking this clinical education course. I understand that this makes me ineligible for the development of a remediation plan for this course.

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Name

# Disciplinary Action Form

Program of Study: Medical Laboratory Technology, Nursing, Physical Therapist Assistant, Radiography

Student Name: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Nature of offense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

## Written Warning:

This offense was originally discussed with you on \_\_\_\_\_. Recommended changes in behaviors or actions have not been demonstrated.

This copy serves as your written notice that the desired effect has not yet been achieved. Failure to produce the agreed upon change(s) within \_\_\_\_\_ will result in your removal from the clinical education site.

Student Name: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

Notice Date: \_\_\_\_\_

*A copy of this page is to be retained by both the student and the Program Coordinator or their designee.*



Mercer County Community College  
Physical Therapist Assistant Program

**ANECDOTAL RECORD**

Student's Name:

Date:

Evaluator/Observer:

Setting (place, persons involved, atmosphere, etc):

Student Action or Behavior:

Evaluator Interpretation:

Student's Signature: \_\_\_\_\_ Evaluator's Signature: \_\_\_\_\_

Student's Comments:

Mercer County Community College  
Physical Therapist Assistant Program

**CRITICAL INCIDENT REPORT**

**Directions:** Record each entry clearly and concisely without reflecting any biases.

Student's Name:

Evaluator/Observer:

	Antecedents	Behaviors	Consequences
Date/Time: Student Initials: Evaluator Initials:			
Date/Time: Student Initials: Evaluator Initials:			
Date/Time: Student Initials: Evaluator Initials:			

Student's Signature:

Evaluator's Signature:

Mercer County Community College  
Division of Math, Science & Health Professions

## Student Injury Report

INJURED

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date Injured: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

INJURY

Describe the injury: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Referred to: \_\_\_\_\_

By Whom: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MCCC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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WAIVER:

I, \_\_\_\_\_ decline treatment

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MCCC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mercer County Community College  
Physical Therapist Assistant Program**

**Probation from Clinical Education**

**Notification of Safety Related Clinical Probation**

Based upon both written and verbal information received by MCCC faculty, you have been placed on Clinical Probation. This decision was not made without considerable thought and concern for your ability to successfully complete the PTA program curriculum. Probation will last for a time period agreed to between yourself, your clinical instructor, the academic coordinator of clinical education, and the PTA program coordinator.

Start Date:	Completion Date:
-------------	------------------

Successful completion of the probation indicates that the student/learner has performed in a safe and appropriate manner throughout the probationary period. At that point, the student/learner may continue in the clinical education course as described in the clinical education course handbook.

Unsuccessful completion of the probationary period may result in a student/learner's inability to progress within the academic courses of the PTA program curriculum. This decision will be based upon individual student/learner records, and in accordance with the PTA program student handbook.

Your signature represents that you understand the information that has been explained to you.

Student Name:		Date:	
Student Signature:			

Signatures of the clinical instructor, academic coordinator of clinical education (ACCE) and the PTA program coordinator indicate that they too understand the gravity (*severity*) of this decision, and that this has been explained to you.

CI Name:		Date:	
CI Signature:			

Signature:		Date:	
Holly Kaiser, PT, MPT, ACCE	<a href="mailto:Kaiserh@mccc.edu">Kaiserh@mccc.edu</a>	609-570-3478	

Signature:		Date:	
Barbara J. Behrens, PTA, MS, PTA Program Coordinator	<a href="mailto:behrensb@mccc.edu">behrensb@mccc.edu</a>	609-570-3385	

## CONTACT INFORMATION

<b>PTA Program Coordinator</b>	Barbara J. Behrens, PTA, MS <i>NJ License # 40 QB 00015400</i> <a href="mailto:Behrensb@mccc.edu">Behrensb@mccc.edu</a> MS 350	609-570-3385
<b>Academic Coordinator of Clinical Education</b>	Holly Kaiser, PT, DPT <i>NJ License # 40QA01114200</i> <a href="mailto:Kaiserh@mccc.edu">Kaiserh@mccc.edu</a> MS 157	609-570-3478
<b>Division Dean</b>	Dr. Robert J. Schreyer, PT, DPT <a href="mailto:schreyer@mccc.edu">schreyer@mccc.edu</a> MS 131	609-570-3325
<b>Executive Assistant Division of Science &amp; Health Professions</b>	Barbara Pieslak <a href="mailto:pieslakb@mccc.edu">pieslakb@mccc.edu</a> MS 126	609-570-3383
<b>Fax: 609-570-3831</b>	<b>mailing address:</b> Physical Therapist Assistant Program Mercer County Community College P.O. Box 17202 Trenton, NJ 08690	<b>Shipping Address:</b> Physical Therapist Assistant Program Mercer County Community College 1200 Old Trenton Rd. West Windsor, NJ 08550-3407

**These forms are blanks copies for you to keep for your records. The forms that you need to sign and hand in to Holly are in the Black “Forms, Policies & Health Records” Binder**

**Mercer County Community College  
Physical Therapist Assistant Program**

**Notice Regarding Criminal Background Checks**

The events of September 11, 2001 have caused many organizations to review their screening processes in order to strengthen institutional security. Of particular concern is the screening of health care professionals.

As a consequence, anyone who will have patient care responsibilities may be subject to criminal background checks by prospective employers, state licensing and certification boards. Included among those who are subject to background checks are students-in-training.

Please be advised that the hospitals and outpatient centers to which the Physical Therapist Assistant Program is affiliated may require background checks of its student/learners. An unfavorable report could bar a student/learner from clinical attendance at one or more of our affiliates. If this occurs, it is unlikely that the college will be able to identify a suitable alternative clinical placement. These student/learners may continue taking the lecture and laboratory courses, but will not be able to obtain a satisfactory grade in courses where clinical education is a required component.

Student/learners who choose to continue with registration for each semester's PTA-designated courses do so with the understanding that a criminal record could prevent successful completion of the educational program and, indeed, licensure as a physical therapist assistant.

Acknowledgment:

I, \_\_\_\_\_, have read and received a copy of this notice.  
(Print name)

\_\_\_\_\_  
(Student/learner Signature)

\_\_\_\_\_  
(Date)

11/04





**Mercer County Community College  
Physical Therapist Assistant Program**

I, the undersigned, have received a copy of the **Clinical Education Student/Learner Handbook**. My signature acknowledges that this information has been explained to me and that I have been given the opportunity to ask questions about the content of the handbook. I understand that I will be held accountable for the expectations of students within this handbook and the PTA program handbook as stated or implied within them. My signature is provided voluntarily.

There were a total of 43 pages. I have retained my copy of all pages. I will keep this Clinical Education Student Handbook as my guide throughout the PTA Program.

\_\_\_\_\_  
**Student/learner name**

\_\_\_\_\_  
**signature**

\_\_\_\_\_  
**date**



**MERCER COUNTY COMMUNITY COLLEGE  
PHYSICAL EXAMINATION REPORT PHYSICAL THERAPIST ASSISTANT PROGRAM**

The individual presenting this form has been accepted into the **PTA** program at Mercer County Community College. PTA program students are required to meet the same health requirements mandated by the NJ Department of Health and JCAHO as employees of any health care facility. Thus, some requirements are in addition to those usually performed as part of a physical examination.

NAME: \_\_\_\_\_ PROGRAM: Physical Therapist Assistant  
MCCC PERSONAL IDENTIFICATION NUMBER: \_\_\_\_\_

**IMMUNIZATIONS**

Polio (if known)	Date		
Tetanus/ Diphtheria booster (Must be within 10 yrs)			
<b>Hepatitis B Series</b>	Dose 1 Date:	Dose 2 Date:	Dose 3 Date:
	Screening/Titer Date*:		
	Immune /Non immune		

NOTE: ONCE SERIES IS COMPLETED, TITER\* MUST BE DRAWN AND RESULTS SUBMITTED.  
IF CLIENT IS NON-IMMUNE, SERIES MUST BE REPEATED.\*Quantitative test results required

**LABORATORIES**

	DATE	Results	Circle One
CBC		Within Normal Limits	Yes / No
Urinalysis		Within Normal Limits	Yes / No
Rubella Antibody Detection (HAI)**		Immune	Yes / No
Rubeola Antibody Detection**		Immune	Yes / No
Varicella Antibody Titer**		Immune	Yes / No

**NOTE:** The rubella, rubeola and varicella screening tests must be performed regardless of client's history.

- if non-immune to rubella and rubeola, then MMR must be given.
- if non-immune to varicella, vaccine is recommended.

**ALL LABORATORY REPORTS MUST BE SUBMITTED.**

\*\*IGG titers required

<b>TWO STEP MANTOUX (PPD)</b>	
#1 STEP ADMIN DATE:	#1 STEP RESULTS:
#2 STEP ADMIN DATE:	#2 STEP RESULTS:

**NOTE; IF POSITIVE OR CLIENT RECEIVED BCG, A CHEST X-RAY MUST BE TAKEN AT THIS TIME UNLESS ONE WAS PERFORMED WITHIN THE PAST TWO MONTHS. THE RADIOLOGY REPORT MUST BE SUBMITTED.**

*The tine or multiple puncture tests are not sufficient*

## PHYSICAL EXAMINATION

Pulse: \_\_\_\_\_ Blood Pressure: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

**Hearing:**      Normal                      Abnormal      Corrected  
**Vision:**        Normal                      Abnormal      Color Blind      Corrected with Glasses

ARE THERE ANY ABNORMALITIES IN THE FOLLOWING?

	No	Yes	If yes, please explain
EENT			
Cardiovascular			
Pulmonary			
Gastrointestinal			
Hernia			
Endocrine			
Musculoskeletal			
Neurological			
Genitourinary			
Emotional			
Physical Handicap			

## PHYSICIAN'S STATEMENT

Upon review of the physical exam and lab results, I certify that this student is medically able to perform all clinical activities without restrictions.

MD/NP Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

License # \_\_\_\_\_

Address:

Telephone # \_\_\_\_\_

6/08 PTAP

# Mercer County Community College Disclosure and Release Form

As part of the requirements for clinical participation through **Mercer County Community College**, I authorize an investigation of my personal information. The investigation might include, but is not limited to criminal history records (from state, federal and other agencies). I understand that these records may be used for the participation of clinical into the aforementioned school's nursing or any of its health professions programs. I authorize without reservation the full release of these records and for American DataBank and/or its agents contacted by American DataBank to obtain information.

In addition, I release and discharge American DataBank, and all of its agents and associates, any expenses, losses, damages, liabilities, or any other charges or complaints for the investigative process. I also authorize the full release of the information described above, without any reservation, throughout any duration of my enrollment at **Mercer County Community College**. I also certify that all information provided is correct on the application to the best of my knowledge. Any false statements provided will be considered just cause for denial of acceptance.

Upon Request, American DataBank will supply a copy of my report and my rights under the Fair Credit Reporting Act. Requests may be directed to: American DataBank, 820 Sixteenth St. 8th Fl., Denver, CO 80202 or by contacting us at 1-800-200-0853.

**Please remember to go online at [www.mercercollegecx.com](http://www.mercercollegecx.com) and input your information.**

< Please Print >

**Applicant's Name:** \_\_\_\_\_  
First M.I. Last

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_mm/\_\_\_\_dd/\_\_\_\_yy

**Date of Birth:** \_\_\_\_mm/\_\_\_\_dd/\_\_\_\_yy (this is used for only criminal and driving records retrieval.)

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip **Length of Residency:** \_\_\_\_Yr

Have you ever been convicted of a crime: Misdemeanor: Yes \_\_\_\_\_ No \_\_\_\_\_ or a Felony: Yes \_\_\_\_\_ No \_\_\_\_\_

**Please fax this form to: 1-303-573-1779**

**(Confidential)**

**American DataBank**  
820 Sixteenth St., 8<sup>th</sup> Fl., Denver, CO 80202 Tel: 800-200-0853  
**Fax: 1-303-573-1779**



**MERCER COUNTY COMMUNITY COLLEGE  
DIVISION OF SCIENCE AND HEALTH PROFESSIONS  
HEALTH PROFESSIONS PROGRAMS**

**HEPATITIS B VACCINE DECLINATION FORM**

I understand that as a student in a Health Profession Program at Mercer County Community College, I may experience exposure to blood or other potentially infectious materials and may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been encouraged to be vaccinated with Hepatitis B vaccine as part of the admission physical examination procedure. I have been given information regarding transmission, symptoms, risk, etc. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I decide to have the vaccination, I may do so at any time and must inform the health coordinator of the Health Profession program of which I am enrolled of this change.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date

**MERCER COUNTY COMMUNITY COLLEGE  
DIVISION OF SCIENCE & HEALTH PROFESSIONALS**

**HEPATITIS B INFORMATION**

<b>DEFINITION</b>	Hepatitis is a viral infection of the liver. There are several types of infectious hepatitis: A, B, Non-A, Non-B, C, Delta and E. Hepatitis B presents the greatest risk to healthcare workers.
<b>TRANSMISSION</b>	Hepatitis B is transmitted by sexual contact, sharing needles and through contaminated blood and blood products. Hepatitis B is NOT transmitted through casual contact.
<b>SYMPTOMS</b>	Many people who are infected with the Hepatitis B virus never have any symptoms. Hepatitis is often an acute illness characterized by flu-like symptoms including fatigue, mild fever, muscle and joint aches, loss of appetite, nausea, vomiting, diarrhea, abdominal pain and jaundice. Severe infections may be fatal. Chronic carriers of Hepatitis B may develop cirrhosis or liver cancer.
<b>OCCUPATIONAL RISKS</b>	Everyone who has contact with potentially infected blood or body fluids is at risk. The Hepatitis B antigen is found in blood, saliva, urine, semen and vaginal secretions. Healthcare workers are at 20 times greater risk of contracting the virus that is the general public. Every year approximately 18,000 healthcare workers contract Hepatitis B. According to the proposed OSHA regulation on occupational exposure to infectious blood borne diseases, exposure average of one time per month is considered to be "at risk."
<b>VACCINE</b>	A Hepatitis B vaccine is available that is safe and effective in the prevention of Hepatitis B infection. The Engerix-B vaccine contains NO HUMAN COMPONENTS – it is 100% synthetic. The vaccine is administered in three doses at 0, 1, and 6 months. Adverse reactions include local reactions such as soreness, redness and swelling at the injection site. The vaccine is contraindicated in individuals who are hypersensitive to yeast.

A signed "**Notice of Declination**" must be included with the PE form if you choose not to have the Hepatitis B Vaccine and you are not immune.



**Mercer County Community College  
Physical Therapist Assistant Program**

**Health Records Requirements Acknowledgement**

By signing this document, I, the undersigned, fully understand that my participation in PTA 224 (PTA Clinical Education I) in the fall of 2017 is **provisional** based upon the following. I must provide a hard copy of all of the items on the list of health records requirements on this form, which must be completed *according to the instructions provided* in the Clinical Education Binder, to the Academic Coordinator of Clinical Education by August 28, 2017.

My signature acknowledges that this information has been explained to me and that I have had the opportunity to ask questions about it prior to signing this form. I understand that I will be held accountable for the expectations of the health records requirements and all preparatory handouts and assignments prior to the clinical education component of the Professional Phase of the PTA program. My signature is provided voluntarily.

Document	Location	Due Date
Student/Learner Handbook Form	Policy, Forms & Health Records Binder	Tuesday, 5/23/17
Clinical Education Handbook Form		
Privacy Waiver		
Photo Consent Form		
Lab Safety & Open Lab Policy		
Suspected Student/Learner Substance Abuse Policy		
Notice of Criminal Background Check		
Health Records Requirements Acknowledgement		
Informed Consent Form		
Confidentiality & Professional Integrity		
Student/Learner History Questionnaire		
Essential Functions Form (Yellow)		
Clinical Placement Form (Blue)		
Proof of Medical Insurance Coverage	Monday, 8/28/17	
CPR & First Aid Cards		
Physical Exam, Lab Results, and Declination of Hep B (if applicable)		
Certificate of Medical Malpractice Insurance Coverage		
Criminal Background Check: confirmation of payment and application submission		
Student Profile Form	Provided during Clinical Education I meeting (fall)	Within 1 week of Clinical Education I meeting in the fall
Contact Summary Form	Provided during Clinical Education I meeting (fall)	Hard copy prior to fall Practical Exam Day or via email/fax no later than day 2 of Clinical Education I

Participation in PTA 224 (PTA Clinical Education I) is also dependent on other factors outlined in the Student/Learner Handbook and Clinical Education Handbook, such as successful completion of all courses currently being taken, maintaining a 77 or higher, and registration of and payment for the course by the assigned deadline. I have read and understand the requirements set within this document. **I understand I will not be participating in PTA 224 (PTA Clinical Education I) unless the above requirements have been met.**

**Exemption from any of these requirements is not permitted.**

\_\_\_\_\_  
Student/Learner Name  
BJB, HB 10/13

\_\_\_\_\_  
Student/Learner Signature

\_\_\_\_\_  
Date



# Mercer County Community College Physical Therapist Assistant Program

## Suspected Student/Learner Substance Abuse Policy

Everyone's personal safety is of the utmost importance and in the forefront of our thoughts. The purpose of this policy is to ensure the safety of all persons involved with the physical therapist assistant program, including but not limited to, student/learners, patients, clinical instructors and faculty.

- Academic and clinical faculty members of MCCC's PTA program, have the right to require a drug test of a student/learner if the faculty member, clinical faculty or clinical instructor personally observes impairments in behavior as compared to the normal behavior of that particular student/learner that in the opinion of the faculty member could place others at risk of potential injury. (*"Faculty member" refers to individuals identified above.*)
- The identified student/learner will not be permitted to return to the clinical site or to continue in the physical therapist assistant program until he or she has received a clean and clear drug and alcohol test and has provided written copies of those results to both the college and clinical site if applicable.
- Any time lost due to this incident must be made up and will not be considered an excused absence. A plan for making up the lost time must be submitted to both the instructor for the course and Clinical Instructor if applicable and be agreed to by all parties. Signed copies of the plan will be part of the student/learner file maintained in the PTA program office.
- The cost of any required tests will be incurred solely by the student/learner.

This policy has been provided to each clinical site and faculty member within the PTA program and each student/learner prior to the placement of a student/learner from the PTA program into a clinical site.

I have received a copy of the Suspected Student/Learner Substance Abuse Policy. By signing below I acknowledge that I have read, understand, agree with and have had an opportunity to ask questions about this policy.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

BJB 3/13

