Student Handbooks constitute Student Policy and are revised as needed. Please go to TCL.edu for updates.

Approved by Marge Sapp, Dean Health Sciences
PHYSICAL THERAPIST ASSISTANT PROGRAM CONTACTS
(843) 525-8267

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Telephone</th>
<th>Office</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifaye V. Greene, PhD, PT, NCS</td>
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<td>525-8230</td>
<td>4/113</td>
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</tr>
<tr>
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<td>Instructor</td>
<td>525-5956</td>
<td>4/125</td>
<td><a href="mailto:jculbreth@tcl.edu">jculbreth@tcl.edu</a></td>
</tr>
<tr>
<td>Marge Sapp, MSN, APRN, BC</td>
<td>Dean, Health Sciences Division</td>
<td>525-8276</td>
<td>4/109</td>
<td><a href="mailto:msapp@tcl.edu">msapp@tcl.edu</a></td>
</tr>
<tr>
<td>Denise Caesar</td>
<td>Administrative Specialist</td>
<td>470-8378</td>
<td>4/108</td>
<td><a href="mailto:dcaesar@tcl.edu">dcaesar@tcl.edu</a></td>
</tr>
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<td>525-8267</td>
<td>4/115</td>
<td><a href="mailto:jgriffin@tcl.edu">jgriffin@tcl.edu</a></td>
</tr>
</tbody>
</table>

Other Important Contact Information:

**American Physical Therapy Association (APTA)**
1111 North Fairfax Street
Alexandria, Virginia 22314-1488
703/684-APTA (2782) * 800/999-2782 * 703/683-6748 (TDD)
703/684-7343 (fax)
www.apta.org

**South Carolina Chapter of the American Physical Therapy Association (SCAPTA)**
3581 Centre Circle, Suite 104
Fort Mill, South Carolina 29715
803/802-5450
815/371-1499 (fax)
www.scapta.org

**State Board of Physical Therapy (South Carolina)**
South Carolina Department of Labor, Licensing, and Regulation
110 Centerview Drive
Synergy Business Park, Kingstree Building
P. O. Box 11329
Columbia, SC 29211-1329
803/896-4655
803/896-4719 (fax)
www.llr.state.sc.us/
The Physical Therapy Assistant Program Student Handbook

Part II of The Physical Therapist Assistant Program Student Handbook serves to supplement the College Catalog/Student Handbook and the Division of Health Sciences Handbook in order to provide additional guidance for students enrolled in the Physical Therapist Assistant Program at the Technical College of the Lowcountry. It thus outlines policies specific to the Physical Therapist Assistant student. It also provides a framework for student performance and behaviors. Students are expected to become familiar with the content of this handbook. Should a student have questions or concerns related to the content of this handbook, he or she should contact the Director of the Physical Therapist Assistant Program immediately for clarification and resolution. Students are required to sign a Student Handbook Agreement verifying that they have received, read and understand the contents of this handbook and that they agree to abide by the handbook during their tenure in the program. Students should however understand that as the PTA program continues to evolve, certain aspects of the program including but not limited to the curriculum plan, course work and clinical education may change. Students will be advised of such changes, but should also periodically check the TCL website for the latest updates.

Accreditation Status

The Technical College of the Lowcountry PTA Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE); 1111 North Fairfax Street, Alexandria, Virginia 22314 / 703-706-3245.

Statement of Non-Discrimination

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief. All programs, activities, rights and privileges generally accorded or made available are provided on a nondiscriminatory basis.

Americans with Disabilities Act

In accordance with the mission of the Technical College of the Lowcountry to provide quality affordable education to all citizens of the service area, the College complies with the requirements of the Americans with Disabilities (ADA). The President of the Technical College of the Lowcountry has appointed an ADA Coordinator and established an ADA committee to implement procedures in compliance with the Americans with Disabilities Act. The ADA contacts are: Director of Student Support Services (843-525-8228) and Vice President of Finance (843-525-8251).

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

Complaints

Concerns or complaints may arise that are outside the scope of the grievance procedure or that cannot be resolved by communication with the Technical College of the Lowcountry PTA Program faculty. Individuals may use the “Contact TCL” link on the TCL web page to file such concerns. Remarks submitted via the website are first read by a member of the TCL public relations department. The public relations department will forward the complaint to the appropriate personnel. Complaints against the PTA Program are forwarded to the Health Sciences Division Dean, who then discusses the issue with the PTA Program Director. Once an investigation is completed, the PTA Program Director, the Division Dean and the Vice President for Academic Affairs review the findings and determine the appropriate course of action. Documentation regarding complaints is stored with the Program Director and the Dean.
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The Physical Therapist Assistant Program

**Program Summary**

The Physical Therapist Assistant (PTA) Program at Technical College of the Lowcountry (TCL) is a two-year, five-semester program leading to an Associate Degree in Applied Sciences. Course work in the Program consists of classes in general education, health-related sciences and technical course work. Formal clinical education courses are scheduled during the third, fourth, and fifth semesters.

**Program Philosophy**

The philosophy of the Physical Therapist Assistant (PTA) Program is congruent with the mission of the Technical College of the Lowcountry (TCL). The PTA Program faculty serves the profession, community and society. Both TCL and the PTA Program strive to create an atmosphere of excellence in teaching and learning. Within the college’s open atmosphere of shared values, the PTA Program encourages creativity, innovation, and resourcefulness among its students and faculty. With these commitments, a positive, student-centered environment is created and individuals are empowered to learn and develop throughout their lifetimes.

Physical therapy is at once both a science and an art. Only through a careful blending of these two components can optimal patient care be provided. For this reason, the PTA Program strives to instill clinical decision making and technical skills into a strong framework of ethics and compassion. Theory and research drive the science of physical therapy while caring serves to promote dignity and creates a climate of support that is respectful and accepting of each person’s beliefs, culture and lifestyles. With these values in mind, the PTA Program at TCL has been created to prepare individuals to come into the healthcare arena with confidence and competence as entry-level practitioners.

Physical therapy education uses biological, behavioral, and physical therapy sciences to provide students with the opportunities to meet their learning needs. It is the responsibility of the faculty to develop, implement, and evaluate the program and to promote an environment that fosters mutual respect and the development of self-initiated personal and professional goals. It is the responsibility of the student to be an active, committed partner in the educational process by critically examining information and reflecting upon concepts, beliefs, and ideas. Only through this partnership will both student and program outcomes be achieved.

**Program Mission**

The mission of the Physical Therapist Assistant Program at Technical College of the Lowcountry is to provide the community with highly trained, competent Physical Therapist Assistants. To support this mission, the goal of the Physical Therapist Assistant Program is to provide a comprehensive curriculum to prepare the physical therapist assistant student with the knowledge and abilities necessary for entry-level practice and to provide eligibility to successfully sit for the National Physical Therapy Exam (NPTE) for Physical Therapist Assistants.

**PTA Core Performance Skills**

As part of your acceptance into the Physical Therapist Assistant Program it is important to understand that working as a PTA requires certain minimum functional abilities. Please review the list of skills on the following pages. If a student is unable to meet the required “Core Performance Skills” the student should consult with program faculty in order to determine, on a case by case basis, whether or not reasonable accommodations can be made that would permit the student to meet these “Core Performance Standards”.

Page 5 of 39
Speech:
* Must be able to speak with clarity
* Must be able to communicate with clarity

Hearing:
* Must engage in conversation with patients, families, and other health professionals

Sight:
* Must be able to see to read and to have good depth perception with either natural or corrected vision

Lifting:
* Must always be able to lift weights up to 10 pounds in 100% of all job situations
* Must frequently be able to lift weights of 50-100 pounds in 75% of all job situations
* Must occasionally be able to lift weights of 50-100 pounds in 30% of all job situations

Pushing/Pulling:
* Must always be able to push/pull weights of 10 pounds in 100% of all job situations
* Must frequently be able to push/pull weights of 25-50 pounds in 75% of all job situations
* Must occasionally be able to push/pull weight of 50-100 pounds in 30% of all job situations

Mobility:
* Must be able to stand, move about the facility, bend, crawl, crouch, rotate the trunk, walk (forward, sideways and backward) and climb stairs with handrail in 76-100% of all job situations

Balance:
* Must be able to maintain single limb support in both legs with eyes open for 30 seconds each in 30% of all job situations
* Must be able to reach forward 6 to 8 inches in 2 leg standing without loss of balance in 30% of all job situations

Movement Transitions:
* Must be able to perform the following movement transitions with ease on a daily basis
  - supine to/from standing position
  - supine to/from sitting position
  - sitting to/from standing position
  - kneeling on floor to/from standing position
  - squatting to/from standing position

Reaching:
* Must be able to reach overhead, in front of the body and down on a daily basis in 76-100% of all job positions

Grasping:
* Must be able to grasp in an overhead position, in front of the body and down on a daily basis in 76-100% of all job positions

Sitting:
* Must be able to sit for up to 15 minutes at a time on a daily basis in 30% of all job positions

Fine Motor Control:
* Must have fine motor control of the wrist and hands with finger dexterity and tactile sensation in 76 to 100% of all jobs

Coordination:
* Must have eye/hand and eye/hand/foot coordination in 76 to 100% of all job positions

Allergies:
* Must have tolerance to latex in 76 to 100% of all job positions

**Essential Cognitive/Mental Skills**

**Reasoning:**
* Must be able to deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions
* Must be able to interpret instructions furnished in oral, written, diagrammatic, or schedule form
* Must be able to deal with problems varying from standard to unpredictable situations
* Must be able to carry out simple to complex writing and oral instructions
* Must be able to perform complex or varied tasks
* Must be able to carry out at least one or two step instructions
* Must be able to make generalizations, evaluations, or decisions without immediate supervision

**Mathematics:**
* Must be able to perform simple to complex mathematical skills including addition, subtraction, multiplication, and division of whole numbers; fractions; calculation of time increments; and simple measurements

**Reading:**
* Must be able to comprehend medical records, manuals, journals, instruction in use and maintenance of equipment, safety rules and procedures and drawings.

**Writing:**
* Must prepare medical documentation, report summaries using the prescribed format and conforming to all rules of punctuation, spelling, grammar, diction and style

**Perception:**
* Must be able to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.
* Must be able to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line.

**Clerical:**
* Must be able to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation.

**Data:**
* Must be able to manipulate date in the following ways:
  - synthesis
  - coordination
  - analysis
  - compilation
  - computation
  - copying
  - comparison

**Personal Traits:**
Must be able to comprehend and follow instructions
Must be able to perform simple and repetitive tasks

Must be able to maintain a work pace appropriate to a given work load

Must be able to relate to other people beyond giving and receiving instructions
* Must be able to influence people

* Must be able to accept and carry out responsibility for direction, control and planning

**Program Outcomes**

Graduates of the Physical Therapist Assistant Program are able to:

1. Work under the direction and supervision of a licensed physical therapist in a safe and effective manner.

2. Comprehend the scientific basis for the physical therapy treatment plans established by the licensed physical therapist.

3. Collaborate with the supervising licensed physical therapist regarding patient progress.

4. Interact with patients and families in a manner that provides the desired psychosocial support including the recognition of cultural, developmental, and socioeconomic differences.

5. Communicate verbally and non-verbally with physical therapists and other health care professionals in a positive and effective manner.

6. Demonstrate ethical and professional behaviors that reflect a commitment to the profession of physical therapy.

7. Identify career development and lifelong learning opportunities.

**Program Goals**

1. At the conclusion of PTH 266 (final clinical education course), 100% of students will be rated as entry level on items number 1-16 of the CPI.

2. 80% of graduates will pass the National Physical Therapy Exam for Physical Therapist Assistants on the first attempt.

3. 75% of graduates who seek employment as a PTA will be employed with 6 months of passing the NPTE.

4. 85% for employers responding to the Employer Survey will rate TCL new graduate employees as consistently meeting expectations, sometimes exceeding expectations, or often exceeding expectations for all items listed under the ‘Patient Management’ portion of the survey.

5. 85% of employers responding to the Employer Survey will rate TCL new graduate employees as either consistently meeting expectations, sometimes exceeding expectations, or often exceeding expectations for all items listed under the ‘Clinical Decision and Judgment’ portion of the survey.

6. 85% of employers responding to the Employer Survey will rate TCL new graduate employees as either consistently meeting expectations, sometimes exceeding expectations, or often exceeding expectations for all items listed under the ‘Interpersonal Skills’ portion of the survey.
7. 85% of employers responding to the Employer Survey will rate TCL new graduate employees as either consistently meeting expectations, sometimes exceeding expectations, or often exceeding expectations for all items listed under the ‘Communication Skills’ portion of the survey.

8. 85% of employers responding to the Employer Survey will rate TCL new graduate employees as consistently meeting expectations, sometimes exceeding expectations, or often exceeding expectations for all items listed under the ‘Professional Behavior’ portion of the survey.

9. 85% of employers responding to the Employer Survey will rate TCL new graduate employees as consistently meeting expectations, sometimes exceeding expectations, or often exceeding expectations for all items listed under the ‘Professional Development’ portion of the survey.

**Program Curriculum**

The Physical Therapist Assistant (PTA) Program at Technical College of the Lowcountry (TCL) is a rigorous and challenging curriculum. The curriculum is designed as a progression of increasing complexity. Prerequisites and co-requisites thus have been established for each technical course within the program. All PTA courses (indicated with the course abbreviation PTH) must be taken in the semester indicated below:

<table>
<thead>
<tr>
<th></th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical Hours</th>
<th>Contact Hours</th>
</tr>
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<tr>
<td>BIO 210 Anatomy &amp; Physiology I</td>
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<tr>
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<tr>
<td>MAT 120 Probability &amp; Statistics</td>
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<tr>
<td>PTH 101 Physical Therapy Professional Prep.</td>
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<td>3</td>
<td>2</td>
<td>4</td>
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<tr>
<td><strong>SPRING SEMESTER</strong></td>
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<tr>
<td>BIO 211 Anatomy &amp; Physiology II</td>
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<td>4</td>
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<td><strong>SUMMER SEMESTER</strong></td>
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<td>PTH 252 Clinical Practice</td>
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<td>PTH 235 Interpersonal Dynamics</td>
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<td>PTH 228 Manual Therapy Techniques</td>
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<td>4</td>
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<tr>
<td>PTH 246 Neuro Rehabilitation</td>
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<td>PTH 266 Physical Therapy Practicum I</td>
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</table>

**TOTAL PROGRAM CREDITS: 69**
Standards for Progression and Graduation

In order for a student to receive endorsement for PTA licensure, the student must complete the last two semesters (25%) of PTA courses at TCL. Should the student believe he/she has extenuating circumstances that preclude meeting this policy; prior approval must be received from the Dean for the Division of Health Sciences and the Vice President for Academic Affairs at TCL.

1. All courses in the major of PTA must be completed within a three-year period from date of entry.

2. All courses must have prerequisites completed prior to progressing in the program. See the current college catalog and academic health science advisor.

Refer to the Health Sciences Division Handbook for further information on Standards for Academic Progress.

Re-entry into the PTA Program

In consideration for re-entry to the PTA program, the first preference is to residents of Beaufort, Jasper, Hampton, and Colleton counties. The second preference is to residents of other South Carolina counties, and finally residents from other states. All re-entry decisions are contingent on space availability. All health status requirements must be current or updated.

Withdrawal from program based on:

A. Student who left the PTA program for non-academic reasons
   1. Has GPA > 2.0
   2. Has not been out of program for > 1 academic year
   3. Must petition program director for re-entry.

B. Student who left the PTA program for academic reasons and has only one WF or failure in a PTH course
   1. Has GPA > 2.0
   2. Has not been out of program for > 1 academic year
   3. Must petition program director for re-entry.

C. Student who left the PTA program for academic reasons and has two WFs or failures in any level PTH course
   1. Not eligible for re-entry.
   2. May re-apply to the program.
   3. All PTA Program acceptance requirements must be met.

For re-entry, students must meet all program re-entry requirements.

1. Each request for re-entry will be considered as a unique situation, taking individual circumstances and merit into consideration. No precedent will be set by the decision of the faculty.

2. A student petitioning for re-entry must be able to rotate through any approved clinical site. The clinical facility utilized by the TCL program has the authority to deny a student the privilege of rotating through their facility. Rejection of a student by a clinical facility may result in denial of petition for re-entry.
3. Any student who applies for re-entry will be required to validate knowledge and skills as a condition for re-entry. This will be accomplished through clinical skills competency testing and written testing.

4. A student is eligible for reentry to the PTA Program one time only.

**Course Exam Procedures**

The following guidelines are enforced during examinations given in the classroom.

1. Calculator may not be used. No electronic devices are allowed on the desk.

2. If a student must leave the room during a test, the test is turned in as complete prior to leaving. Students may not leave and return.

3. If a student wishes to speak with a proctor during an exam, he/she must raise his/her hand and wait for the proctor to approach. The proctor/faculty will not answer questions about the test while it is being administered.

4. Testing accommodations for students with learning disabilities can only be made based on written documentation from the TCL ADA Officer. It is the student's responsibility to contact the ADA Officer (525-8219) to make an appointment for evaluation.

5. The proctor may institute additional testing procedures.

6. Students unable to attend a scheduled exam must notify the course coordinator prior to the exam administration. Students who arrive more than 10 minutes after an exam has started may not be allowed to take the exam and may receive a grade of 0.

**Course Grading Policies**

The final grade must be 75.00% or more in order to pass the course and progress in the program. In addition, each student must pass the final exam with a grade of 75.00% or above. If a student fails the final exam a second attempt will be given. The highest score a student can achieve on the second attempt is 75% and the final grade will be a C. Students may only retake two final exams while enrolled in the PTA program. If a student fails a third final exam they will be withdrawn from the program. Students absent from an examination or presentation will receive a "0" grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone. If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. The instructor will decide the time and method of make-up examinations on an individual basis. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor of the reason for the absence. Grades are posted on Blackboard within one week of administration of tests and examinations.

**Absentee Policies**

When a student will be absent from a scheduled class or lab period that student must contact the course instructor prior to the schedule session. The student may contact the instructor either by email or by phone. Absenteeism from more than 10% of any scheduled class is grounds for dismissal from the program.

**Skills Checks and Practical Exam Grading Policies**

Each student must demonstrate safety and competence in required laboratory skills. Students are responsible for insuring that laboratory skills are checked off by the instructor. The Laboratory Skills
Achievement List for this course can be found at the back of this syllabus. All laboratory skills must be passed with a minimum score of 75% in order to pass the course. Students will be given three opportunities to pass the each skill check. In addition, the student must pass the practical exam (score 75% or greater) in order to pass the course. Should the student fail the practical exam, they will be given one opportunity to retake the exam. The highest possible score on retaking the exam is 75%. Non-compliance with a critical safety criterion will result in an automatic failure on skills checks as well as practical exams.

**Skills Check List**

<table>
<thead>
<tr>
<th>Skills Check List</th>
<th>PTH 101</th>
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<tbody>
<tr>
<td><strong>Vital Signs</strong></td>
<td></td>
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<tr>
<td>Heart Rate</td>
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<tr>
<td>Blood Pressure</td>
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<td>Respiration Rate</td>
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<tr>
<td>O$_2$Saturation</td>
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<tr>
<td><strong>Infection Control</strong></td>
<td>PTH 101</td>
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<tr>
<td>Hand washing</td>
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<tr>
<td>Don/Doff PPE</td>
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<tr>
<td><strong>Functional Training</strong></td>
<td>PTH 101</td>
</tr>
<tr>
<td>Positioning/Draping</td>
<td></td>
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<tr>
<td>Bed Mobility</td>
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<tr>
<td>Transfer Techniques</td>
<td></td>
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<tr>
<td><strong>Gait Training with Assistive Device</strong></td>
<td>PTH 101</td>
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<tr>
<td>Crutches</td>
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<td>Walker</td>
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<td>Cane</td>
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<tr>
<td><strong>Wheelchair management</strong></td>
<td>PTH 101/246</td>
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<tr>
<td>Locomotion</td>
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<tr>
<td>Measure/Fit</td>
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<td><strong>Thermal Modalities</strong></td>
<td>PTH 202</td>
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<tr>
<td>Hot packs</td>
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<td>Paraffin</td>
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<td>Ice Massage</td>
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<td>Ultrasound</td>
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<td>Diathermy</td>
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<td><strong>Electrical Stimulation</strong></td>
<td>PTH 202</td>
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<td>TENS</td>
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<td>Interferential</td>
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<td>NMES</td>
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<td>Combo</td>
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<tr>
<td><strong>Goniometry</strong></td>
<td>PTH 240</td>
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<tr>
<td><strong>Manual Muscle Testing</strong></td>
<td>PTH 240</td>
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<tr>
<td><strong>Mechanical Traction</strong></td>
<td>PTH 228</td>
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<tr>
<td>Lumbar</td>
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<td>Cervical</td>
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<td><strong>Stump Wrapping</strong></td>
<td>PTH 240</td>
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<tr>
<td>Below knee wrap</td>
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<td>Above knee wrap</td>
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<tr>
<td><strong>Soft Tissue Mobilization</strong></td>
<td>PTH 228</td>
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<td>Effleurage</td>
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<td>Petrisagge</td>
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<td>Friction</td>
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<td>Tapotement</td>
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<td>Vibration</td>
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<td>Compression</td>
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<td>Stripping</td>
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<tr>
<td><strong>Reflex Testing</strong></td>
<td>PTH 246</td>
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</table>

Laboratory Practice

Many of the vital learning activities in the Physical Therapist Assistant Program will be conducted in the laboratory setting. In addition, review and practice time will be scheduled as needed. These sessions will be supervised by an on-site faculty member however the faculty member may not necessarily be in the lab during the entire review session. Rules regarding open lab sessions are as follows:

1. Students may not work alone in the laboratory.
2. Students are not allowed in the laboratory unless a faculty member is on-site.
3. Electrical equipment may not be used unless a faculty member is present in the lab.
4. Safety guidelines are to be followed at all times.
5. All equipment should be turned off, and the area cleaned after use.

Failure to comply with these rules may result in a student or students losing the privilege to utilize the laboratory without a faculty member present.

Program Expenses

Students are required to purchase the required text books and/or laboratory packets for each course. Texts and lab packets for professional courses (PTH prefix) will total approximately $750 for the entire program. Fees for Score Builders NPTE Preparation Exam, insurance while completing clinical education, and the online CPI will total approximately $100. Students may also be required to purchase textbooks for general education courses.

Graduation/Licensure Expenses

The following items are expenses above and beyond tuition and books that students may expect to incur related to completing their program of choice.
Graduation: Rental of cap and gown
Licensure: PTA NPTE examination fee; State licensing fee
Miscellaneous: If student chooses to complete an examination review course, related expenses may include registration fees and hotel fees for overnight stay during review course if applicable.

Physical Therapist Assistant Professionalism

American Physical Therapy Association (APTA)

PTA students are encouraged to join the American Physical Therapy Association (APTA) as their first professional organization. The purpose of student involvement in the APTA is to assume responsibility for contributing to the profession of physical therapy in order to provide for the highest quality of health care and to aid in the development of his/her professional role and responsibilities as a healthcare provider.

Guidelines for Professional Conduct

Students are expected to follow professional standards of conduct when in the classroom, laboratory, and clinical settings. Guidelines for these standards are as follows:
American Physical Therapy Association (APTA) Standards of Ethical Conduct for the Physical Therapist Assistant. (See Appendix A)
Policies and Procedures of the Division of Health Sciences and TCL.
Policies and Procedures of the clinical facility (for clinical experiences and scheduled laboratory sessions within a clinical setting).

Professional Conduct in Patient Care Environ

When laboratory sessions are held in patient care environments, students are expected to present a neat, professional appearance and to comply with the dress code. Students demonstrating inappropriate behaviors in a patient care setting will be dismissed from the facility, undergo disciplinary procedures including possible dismissal from the program, and may be assessed grading penalties related to the behavior. During full-time clinical experiences, students whose behavior does not conform to professional standards of conduct may be dismissed from the clinical setting. The student may be required to make-up clinical time missed under such circumstances at the convenience of the faculty and the clinical education site. A student whose behavior threatens or endangers the wellbeing of the patient will be terminated from the course and a grade of "F" will be issued for the course.

Personal Appearance

Throughout the physical therapy program, the development of professional behaviors is emphasized. This includes professional appearance. Because guests (lecturers, patients/clients, family members, prospective students, and more) frequently visit our department and program at a variety of times, it is necessary to put forth a professional image. It is equally important that students be appropriately attired when attending off-campus activities. Even though professional attire can vary significantly, the department views the following as a minimum standard for professional attire in courses/classes, and field trips; and laboratory attire for lab sessions. Appropriate attire during clinical education experiences is stated in the PTA Clinical Education Program section of this handbook.

Classroom and Field Trip Professional Attire

Male students are to wear neutral colored slacks and a collared shirt with sleeves. Female students are to wear slacks, skirts or capri length pants with a conservative top. Walking shorts are permissible during summer months. Jeans and tank tops are not acceptable. Clothing should not be transparent or see-through in any way. In all cases and at all times, except during lab sessions, students must be able to sit/stand, reach overhead, squat, and reach to the floor or toward the feet without exposing skin at the belly, back, buttocks, or bust (the 4 B’s). Clothing with political, social, religious, or advertising statements that may be offensive to others may not be worn. Students must wear name tags when completing off-campus field trips.

Laboratory Attire

T-shirts and gym shorts with the TCL logo are required for all laboratory sessions. The required shorts and tank tops can be purchased from the TCL Bookstore. Clothing must allow access to various parts of the body during specified laboratory activities. Female students will thus wear a sports bra, bathing suit top or halter top under their shirt. Male students may be required to remove their shirt. Fingernails must be clean and no longer than ¼ inch in length to allow students to practice techniques for the provision of physical therapy without risking damage to the skin of their laboratory partner. Failure to comply with the dress code will result in dismissal from the lab, resulting in an unexcused absence.

Scents: Avoid use of cologne, scented lotions, or other scented products as patients/clients, peers, or others may have sensitivity and/or allergies.

PTA Laboratory

Laboratory Partners

In the clinical setting, students will treat a wide variety of patients. To help prepare students for this diversity in clinical practice, students will be required to practice laboratory activities with all classmates.
PTA laboratory sessions are designed to recreate the clinical setting. It is thus important that each student in the laboratory setting be afforded the same courtesy, dignity and respect that would be provided to a patient receiving professional services. Lab sessions addressing specific areas of anatomy will require that the associated body parts be exposed. It is the obligation of each student to provide proper positioning and draping for his or her laboratory partner.

Photographs

Photographs of classmates may be taken during lab sessions if they do not disrupt the class. Any photographs taken during lab are for personal viewing only and may not be posted on any internet sites or other media outlets without written permission of the program director and all persons included in the photograph. Posting of photographs without such permission is grounds for dismissal from the program.

PTA Clinical Education Program

Overview of the TCL Clinical Education Program

Fulltime clinical education experiences are an integral and vital part of preparing PTA students for clinical practice. Clinical education allows students to integrate theories from the basic and clinical sciences with patient care. At the same time, students involved in clinical education refine didactic skills, acquire knowledge, and develop professional values. When engaged in full-time clinical education, PTA students work with experienced physical therapists and physical therapist assistants who act as clinical instructors. To assist clinical instructors in their vital role, the PTA Program at TCL has developed a Clinical Instructor Manual that serves to guide the clinical education process. Copies of this manual are reviewed in pre-clinical education meetings prior to the onset of the fulltime clinical education experiences. Students are responsible for the information in the PTA Program Student Handbook. Please direct any questions regarding clinical education to the PTA Program's Academic Coordinator of Clinical Education (ACCE).

The following is a listing of the Fulltime Clinical Education courses within the PTA curriculum:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Duration</th>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTH 252:</td>
<td>Clinical Practice</td>
<td>5 weeks</td>
<td>part-time Clinical</td>
<td>80</td>
</tr>
<tr>
<td>PTH 253:</td>
<td>Clinical Practice II</td>
<td>4 weeks</td>
<td>full-time Clinical</td>
<td>160</td>
</tr>
<tr>
<td>PTH 266:</td>
<td>Physical Therapy Practicum I</td>
<td>8 weeks</td>
<td>full-time Clinical</td>
<td>320</td>
</tr>
<tr>
<td>Total Required Clinical Education Time:</td>
<td></td>
<td></td>
<td></td>
<td>560 Hours</td>
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</tbody>
</table>

Specific dates for each clinical will be provided to students at the start of the appropriate semester.

Attendance

In the event of an unavoidable clinical absence, the student must comply with the following protocol:

1. Students are required to follow the “call-out” procedures of the clinical facility to which they are assigned.
2. In addition, the student must telephone the ACCE no later than 8 am of the clinical day that will be missed.
3. Failure to follow these procedures will result in course failure. “No call, no show” during a clinical assignment is unprofessional conduct and the student will be withdrawn from the program.

In the event of missed clinical hours, students will be required to make-up clinical education time as deemed appropriate by the CI and the ACCE. TCL academic faculty encourage any missed clinical education hours to be made-up whenever possible. Make-up hours are scheduled at the convenience of the clinical site and must be approved in advance by the ACCE.

Clinical Education Schedule

Students are expected to attend all scheduled clinical education hours. The specific hours of each clinical education experience will be determined by the clinical instructor. For many clinical sites, scheduled hours will include weekend and evening hours. The clinical instructor has the final authority when determining a student’s schedule for clinical education.
Assignment of Clinical Education Sites

In order to provide students with varied and comprehensive clinical education experiences, various clinical sites within a wide geographical area are utilized as part of clinical education. Although clinical education sites are typically local, students may be placed in a 60 mile radius outside the local area or their home due to the availability of appropriate clinical slots. In such cases, the student will be responsible for all transportation. The ACCE will assign students to clinical facilities based on site availability and curricular needs. Student preferences for clinical sites will be considered during the assignment process. This does not guarantee that a student will be assigned to a requested facility. The final determination of clinical assignments is made by the ACCE. Students are not permitted to negotiate with clinical sites for placement. Should a student wish to have a clinical site added to the listing of available clinical sites, the student should make such a request in writing to the ACCE.

Family members attending the PTA program will not be assigned to the same clinical environment. In addition, students will not be assigned to the same clinical environment in which themselves or a family member is employed.

The ACCE will provide the clinical sites with student assignments and applicable student information prior to the scheduled start of a clinical education assignment. The student information packet will include the following items: a completed copy of the Student Data Sheet, student performance evaluation forms, a copy of the appropriate syllabus, pertinent health records, drug screen, CPR card and a completed background check.

Conviction of a Crime

Students in the PTA Program are required to have criminal background checks in order to complete clinical education assignments. Depending on the policies and procedures of the clinical site, conviction of a crime (other than a minor traffic violation) may make a student ineligible for scheduled clinical experiences. Students in the PTA program must be eligible to complete their clinical education at any available clinical education site.

Clinical Site Visits by TCL PTA Faculty

In addition to telephone communications, clinical site visits promote communication and interaction between the clinical education site and the TCL PTA Program. Clinical site visits can be made at anytime by the request of the clinical instructor, the CCCE or the student. For clinical sites within the TCL four-county service region, PTA faculty will make every effort to visit each student at least one time during each clinical education experience. Such visits will be scheduled at the convenience of the clinical facility. Faculty will document clinical site visits utilizing the Clinical Site Visit Form.

Clinical Education Roles and Responsibilities

Effective clinical education involves a cast of five key players: the patient, the student, the Clinical Instructor (CI), the Clinical Coordinator for Clinical Education (CCCE), and the Academic Coordinator of Clinical Education (ACCE). Each individual has responsibilities and obligations with regard to the delivery of appropriate patient care. The student, the CI, the CCCE and the ACCE, however also have responsibilities in preparing the student for ethical, legal, and safe entry-level patient care and professional skills. Integrating the responsibilities related to the student with those related to patient care can sometimes be a challenge for the CI. It is important to remember, however, that the CCCE and the ACCE have the responsibility to assist and support both the CI and the student such that both patient care and clinical education objectives can be successfully achieved.

The clinical education responsibilities of the ACCE, the CCCE, and the CI are quite involved and are listed as follows:

The responsibilities of the ACCE are to:

1. Establish relationships with clinical education sites and clinical education faculty.
2. Plan, implement and refine the clinical education components of the TCL PTA Program in collaboration with academic faculty, clinical education faculty, the TCL PTA Program’s Advisory Committee and students.
3. Facilitate communication between the clinical education sites and the TCL PTA Program before, during and after the clinical education experiences.
4. Maintain updated files related to each clinical education site including Clinical Site Date Sheets, Student Evaluations of the Clinical Education Experience and other pertinent information. (Memoranda of Agreement are maintained by the PTA Program Director)
5. Maintain updated student files related to clinical education including completed clinical performance evaluations, student information, student contact sheets and other necessary student information.
6. Facilitate problem-solving interventions during clinical education experiences as indicated.
7. Coordinate student clinical education site assignments.
8. Assign student grades for clinical education experiences based on the feedback provided from the clinical instructors through the clinical performance evaluations.
10. Assist in professional development activities for clinical education faculty.
11. Participate in professional development activities to further develop skills as an ACCE.
12. Assign the academic grade for all clinical education courses per the course syllabus and the Health Sciences Division policy.

The responsibilities of the CCCE are to:

1. Administer his/her facility’s clinical education program in accordance with the policies and procedures of the specific facility.
2. Coordinate student assignments at the clinical education site.
3. Select qualified clinical instructors for each student assignment.
4. Ensure that students are oriented to the individual facility.
5. Facilitate communication between the clinical education sites and the PTA Program before, during and after the clinical education experiences.
6. Distribute to the clinical instructors information related to the PTA Program.
7. Support the professional development of clinical instructors.
8. Assist the clinical instructor in developing, planning and evaluating student activities and performance.
9. Immediately communicate to the ACCE any concerns regarding student performance or behavior.
10. Seek assistance from the ACCE as needed.
11. Participate in professional development activities to further develop skills as a CCCE.

The responsibilities of the Clinical Instructor are to:

1. Provide effective clinical instruction for the PTA student.
2. Demonstrate and model ethical, legal, and competent physical therapy practice patterns.
3. Provide orientation to students regarding the facility including relevant polices, procedures and safety measures within the first few days of the clinical education experience.
4. Work with the student to outline objectives for the clinical education experience.
5. Provide feedback regarding student performance and behavior in a regular and appropriate manner that maintains student privacy within the clinical setting.
6. Ensure student competence in new techniques learned at the clinical facility.
7. Ensure that patients and families are informed when students are involved in patient care.
8. Perform mid-term and final assessments of student performance and behavior utilizing forms provided by the TCL PTA Program.
9. Seek assistance from the CCCE and the ACCE as needed.
10. Immediately communicate to the ACCE and CCCE any concerns regarding student performance or behavior.
11. Participate in professional development activities to further develop skills as a CI.

Of all the players in clinical education, it is the student who has the ultimate responsibility for insuring the success of his/her own clinical education experience. Students must present themselves to the clinical site each day ready and willing to learn. They must be open to constructive feedback and input from the CI. They must conduct themselves in an appropriate and professional manner at all times and be willing to stretch the limits of their abilities each and every day. They must also commit to preparing for each day of the clinical experience through study and review outside of the clinic setting. Perhaps most importantly, they must recognize that they are accountable for their own learning and development. In addition to these factors,

The responsibilities of the student are to:
1. Complete all necessary academic requirements leading up to the clinical education experience. Students not meeting these requirements as outlined in the PTA and TCL Student Handbooks will not be permitted to enroll in clinical education courses.

2. Complete all necessary pre-clinical education requirements as outlined in the course syllabus, and the PTA, Health Sciences Division, and TCL Student Handbooks.

3. Actively participate in the clinical site selection process.

4. Contact the clinical site to which they are assigned at least four (4) weeks prior to the start of the clinical education experience. With this initial contact, students should introduce themselves and request information from the clinical site regarding the clinical schedule, dress code, etc.

5. Provide clinical sites with any required information including but not limited to contact information, immunization and health status, proof of insurance, etc.

6. Complete a Criminal Background Check.


8. Comply with all polices and procedures of the clinical site including those related to smoking, phone use, dress code, personal appearance and behavior standards.

9. Attend all scheduled clinical education experiences as directed by the CI including any weekend or evening hours as assigned by the clinical education site. Students must be on time for all clinical education experiences. Tardiness will not be tolerated.

10. Adhere to the ethical standards of practice and conduct as outlined by: the South Carolina Physical Therapy Practice Act, the American Physical Therapy Association (APTA) Standards of Ethical Conduct for the Physical Therapist Assistant (See Appendix A), Policies and Procedures of the Division of Health Sciences and TCL, and the policies and procedures of clinical facilities.

11. Participate openly and honestly in self-assessment activities.

12. Complete all required assignments and clinical evaluation forms per the course syllabus.

**Student Accountability**

During clinical education experiences, each student is a representative of the TCL PTA Program. As such, students must comply with all TCL and PTA Program policies when participating in clinical education. In addition, when students are at a clinical site, they are responsible for abiding by all policies and procedures of that clinical site.

**Student Use of Downtime**

Students will find that most of their time in a clinical facility is spent in direct patient care or in activities that relate directly to patient care, such as documentation. Should students find themselves in the position of having downtime while at a clinical site, they should offer their time to assist the clinical instructor or other members of the physical therapy department. Should a student’s assistance not be needed at that particular time, the student should engage in professional development activities such as reading a professional journal, learning about a specific intervention technique or condition, or if permitted, observing another rehabilitation professional at work. Students should not be making personal phone calls from the clinic, engaging in idle chatter while at the clinic or performing any other non-professional tasks (such as reading the paper, reading non-professional magazines, filing nails, etc) while at the clinical site. Students may not use cell phones except during scheduled breaks.

**Student Dress Code and Personal Appearance**

When in the clinical setting, students’ apparel and grooming must conform to health, sanitation, and safety standards. Students thus must adhere to the following requirements unless otherwise directed by the faculty or clinical instructor:

1. The required clinic attire for students includes wearing the TCL Student PTA name tag or other student ID badge as required by the clinical facility.

2. If the clinical site does not provide a dress code, students will follow these guidelines: khaki, black or navy pants and a collared shirt with sleeves. Clothing should not be transparent or see-through in any way. Clothing must be clean and free of stains and wrinkles, and must be of a type that does not limit the ability to perform patient care activities. Shoes must be worn with socks and must have closed toes and flat heels. Rubber soles are recommended for comfort in the clinic. Hair must be maintained off the collar and away from the face. Ornate hair fasteners are not appropriate. Students with a beard or mustache must keep it neat, clean and well trimmed. Fingernails must be clean and no longer than ¼ inch in length. Only clear or neutral colored nail polish is permitted and artificial nails of any type are not allowed. Jeans, mini-skirts, T-shirts, sandals are not acceptable clinical attire.

3. If the clinical site requires, students will comply with the clinical site policy of wearing scrubs.
4. Only the following items of jewelry are permitted: wedding bands, medical identification bracelets, and small, plain stud earrings in each ear; other visible forms of body jewelry may not be worn in the clinical setting. A watch with a second hand must be worn.
5. Tattoos and other forms of body art must be covered.
6. The close physical contact that is necessary in the clinic requires consistent attention to personal hygiene. To prevent offending patients or lab partners, students should use deodorant and maintain proper oral hygiene at all times.
7. Perfume or strong after-shave lotions are not appropriate in clinical settings.
8. Gum chewing and tobacco chewing are not permitted in clinical settings.
9. Failure to comply with the dress code will result in dismissal from the clinical area resulting in an unexcused absence.

**Evaluation of Student Clinical Performance**

For PTH 252, the CI will assess student clinical performance using weekly feedback sheets and the TCL PTH 252 Clinical Performance Tool. This tool focuses on assessment of basic data collection skills (goniometry, manual muscle testing, etc), application of select modalities, use of therapeutic exercise, and documentation as guided by the CI. For PTH 253 and PTH 266, student clinical performance is assessed by the Clinical Instructor as guided by the web-based *Physical Therapist Assistant Clinical Performance Instrument* (PTA CPI). The American Physical Therapy Association (APTA) developed this document, which allows for an objective assessment of the student's skills as performed at the clinical site. With the PTA CPI, the CI formally assesses student performance at the midpoint of the clinical experience and again on the conclusion of the clinical experience. In addition to these formal assessment periods, the PTA CPI can also serve as a tool to guide feedback sessions with students. The completed PTA CPI is submitted online so that the PTA Program Academic Coordinator of Clinical Education (ACCE) may review it. Clinical instructors should be familiar with the PTA CPI prior to using the tool with students. In-servicing regarding the PTA CPI can be scheduled by contacting the TCL PTA Program academic faculty and is available at www.APTA.org.

In addition to the clinical performance tools completed by clinical instructors, all students are required to submit to the PTA Program ACCE any assignments regarding their clinical experiences utilizing a format provided. Students must complete and submit all required clinical education paperwork per the course syllabus.

**TCL Criteria for Clinical Site Selection**

Clinical education sites for the TCL PTA Program are selected according to the following criteria:

1. A written, up-to-date *Memorandum of Agreement* (MOA) is on file.
2. The clinical facility demonstrates value for the role of clinical education in preparing physical therapy professionals for entry-level, competent practice.
3. Professionals at the clinical facility desire to participate in the PTA clinical education program.
4. The clinical site is able to meet student and program objectives for clinical education.
5. The clinical site is able to provide an active, stimulating environment that is conducive to student learning.
6. The clinical site is located within the school's geographical area. Clinical sites in other regions may be considered according to the educational or personal needs of the student.
7. The clinical facility engages in the safe, legal, and ethical practice of physical therapy.
8. The clinical facility employs an adequate number of physical therapists/physical therapist assistants willing to serve as clinical instructors.
9. The facility has an adequate number and variety of patients available to ensure that student learning objectives are achieved.
10. The clinical facility has a designated CCCE responsible for coordinating assignments and activities for TCL PTA students.
11. The CCCE maintains an open dialogue with the TCL ACCE regarding clinical education issues, concerns or questions.
12. Staff members at the clinical facility engage in professional development activities to further develop personal and technical skills.

**TCL Criteria for Clinical Instructor Selection**

Clinical Instructors for the TCL PTA Program are chosen by the CCCE of a Clinical Education site based upon the following
TCL criteria:

1. The CI must be a licensed physical therapist or physical therapist assistant.
2. The CI demonstrates a desire to participate in the PTA clinical education program.
3. Clinical instructors must have a minimum of one-year experience as a physical therapist or physical therapist assistant.
4. The CI engages in the safe, legal, and ethical practice of physical therapy.
5. The CI demonstrates effective clinical instruction skills.
6. The CI demonstrates effective communication skills.
7. The CI demonstrates the ability to effectively evaluate student performance.
8. The CI continually communicates with students regarding their clinical performance by providing students with information on their clinical skills, behaviors, professional conduct, etc.
9. The CI communicates with the ACCE and CCCE and will immediately communicate to the ACCE and CCCE any concerns regarding student performance or behavior.
10. The CI engages in professional development activities to further develop personal and technical skills. Each CI is encouraged to complete the Clinical Instructor Credentialing Program offered by the American Physical Therapy Association (APTA).

Clinical Facility Occurrence or Incident Reports

Should a TCL PTA student be involved in an incident that has potential professional liability or legal implications, the following procedures should be followed:

1. The student should immediately report the incident to his or her CI who will initiate the policies and procedures of the clinical education site with regard to such incidents.
2. The student must report the incident to the ACCE as soon as possible and provide the ACCE with written documentation related to the event. The TCL PTA Program academic faculty and the Health Sciences Division Dean will review the documentation.
3. Should a student receive any official document related to a compensable event, the student must immediately furnish a copy of the said document to the ACCE. The ACCE will provide copies of this document to the TCL PTA Program academic faculty and the Health Sciences Division Dean for review and necessary action regarding notification of the professional liability (malpractice insurance) carrier and other TCL personnel.

Procedures for Discontinuing a Clinical Education Experience

While it is the desire of the TCL faculty to work with the clinical site to remediate any issues or problems that occur in the clinic, it is sometimes necessary for a student to discontinue a clinical education experience. It is important that the following procedures be followed should a clinical education experience need to be discontinued:

1. If a student is unable to complete an assigned clinical education experience due to an unforeseen medical or significant family emergency, the student should contact the ACCE or other designated PTA Program faculty member immediately. The ACCE will work with the student and the clinical site to develop an individualized plan by which the student can attend to the medical or significant family emergency and then return to complete the clinical education experience. In some cases, the student may be required to complete the clinical education experience at another clinical site. Students should be aware that all clinical education courses must be successfully completed in order to continue in the PTA curriculum.

2. If a Clinical Instructor identifies serious or major concerns regarding student performance, behavior or conduct, it is important the CI take the following steps:
   a. The CI or the CCCE must contact the ACCE immediately. This is especially important for concerns and issues related to “Red Flag” items on the PTA CPI (Items 1-5) which address safety, conduct, respect, ethics, and legal issues.
   b. The ACCE and the TCL PTA Program academic faculty will consult with the CI and the CCCE and if possible, develop a comprehensive remedial plan to address learning needs of the student. Should it be indicated, the department director or other designated supervisory/administrative personnel from the clinical site may be asked to participate in developing the remedial plan. The student will then be informed of the plan and will sign a learning contract related to the remedial plan. The PTA academic faculty will assist the CI and the ACCE in implementing the remedial plan up to and including working one-on-one with the
student. The ACCE will also meet individually with the student and counsel the student regarding the performance issues. The ACCE will document the counseling session using the PTA Program’s Learning Contract.

c. Should the Clinical Instructor, CCCE and the ACCE determine that the student must be removed from the clinical site or if the CI is unwilling to allow the student to continue at the clinical site, the TCL PTA Program academic faculty will meet to determine an appropriate plan of action and will present such a plan to the Division of Health Sciences’ Admission-Progression and Graduation (APG) Committee for consideration and approval.

3. If a student has concerns regarding the safe, ethical or legal practice of a CI or clinical site, the student must contact the ACCE immediately. The ACCE will then investigate the student's concerns. The PTA academic faculty and the Health Sciences Division Dean in collaboration with the ACCE will determine a course of action that is in the best interest of the student, the program, and the clinical site. In the event that it is deemed necessary to remove that student from the clinical site, the student will be reassigned to an appropriate clinical site in a timely manner. PTA Program faculty and the Health Sciences Division Dean will determine the specifics of a reassignment.

Safety

For a complete overview of campus security procedures refer to the TCL Student Handbook which is available online at www.tcl.edu.

Laboratory Safety and Informed Consent

The purpose of laboratory-based clinical training in PTA education is to allow students to develop safe and competent performance in administering physical therapy measurement and intervention procedures before applying these techniques to patients in a clinic. Students in the PTA program thus participate in a variety of educational activities that require them to role play as a “therapist” and as a “patient”. Activities include, but are not limited to: treating and being treated with physical modalities (heat, light, water, sound, etc.); participation in physical activities such as lifting, carrying, falling, using crutches and wheelchairs; forms of physical exertion. Although carried out as a part of the typical coursework in a PTA program, participation in these activities may involve some degree of risk. It is the responsibility of each student to exercise common sense and judgment while engaged in learning activities. If for any reason a student is uncomfortable regarding the safety of an activity, it is the responsibility of that student to consult with an instructor prior to engaging in the activity. Students must sign the Laboratory Consent Form prior to participating in laboratory activities. A copy of this form is included in Appendix B of this handbook.

All laboratory equipment used for skill development must be used under the supervision, or with the approval of, PTA faculty members. PTA faculty members will check equipment safety prior to use in scheduled laboratory sessions. All equipment is to be inspected and necessary calibration performed on an as-needed basis (annually at minimum). All relevant operating instructions will be kept in the Equipment File.

The PTA Program maintains accessible Material Safety Data Sheets (MSDS) for all chemicals used within laboratory sessions.

General Safety Rules

1. Students should be aware of evacuation procedures and the location of fire extinguishers.
2. Hazardous conditions, broken equipment and defective tools should be reported to the instructor, the PTA Program Director, or the Division’s Administrative Assistant.
4. Never use chairs, carts, tables, counters, boxes, or other substitutes for ladders or work platforms.
5. Obtain operating instructions for all unfamiliar equipment. After use, put all equipment back in the proper place. Disconnect all electrical cords by grasping the plug and carefully disengaging.
6. Wipe up all spills immediately, regardless of who caused the spill. If unable to completely clean up the spill or if the floor remains slick after cleaning up the spill, report the area to the Division’s Administrative Assistant. She will then contact the appropriate personnel for the clean up.
7. The use of alcoholic beverages, narcotic drugs, or derivatives thereof on College property or at a college function is strictly prohibited.
8. If students are uncertain about any situation, they should consult with a faculty member before proceeding with an activity.

**Serious Injury or Illness Procedures**

In the event of a serious injury or illness requiring immediate, emergency medical attention while on campus, activate the Emergency system by dialing 9-911 from any College phone. After contacting 911, report the incident to Campus Security at 986-6971 or 525-8301. Please remember to dial 9 in order to obtain an outside line. If appropriate and the student has the background and training required, students should provide emergency first aid following universal precautions in handling body fluids including wearing of gloves and disposing of supplies properly. A small first aid kit is located in the Division’s Main Office on the first floor of the Health Sciences Building. Please refer to the TCL Student Handbook related to further requirements regarding accident reporting.

**Physical Plant/Building Problems**

For any building or physical plant problem, notify the Division's Administrative Assistant and she will notify the appropriate personnel. This would include plumbing problems, spills, blown fuses or other electrical problems, heating/air conditioning malfunctioning, and ventilation problems.

**Safety Procedures at Clinical Education Sites**

When attending a scheduled clinical education experience or a field trip at a clinical site, students should follow the fire and other safety procedures of each clinical site. Such procedures will be reviewed with the student as part of the student orientation process. In the event of an emergency during a clinical education experience, the clinical facility will provide access to health care services through the facility’s emergency room or through the 911 system. In the event that a student requires health care services, the student assumes all financial responsibility for those services.
Appendix A

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

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

Standards:

Standard #1: Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.

Standard #2: Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.

2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.

2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.

2D. Physical therapist assistants shall protect confidential patient/client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

Standard #3: Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

3A. Physical therapist assistants shall make objective decisions in the patient's/client's best interest in all practice settings.

3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapy interventions.

3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.

3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.
**Standard #4:** Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other healthcare providers, employers, payers, and the public.

4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.

4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients/clients, students, supervisees, research participants, or employees).

4C. Physical therapist assistants shall discourage misconduct by healthcare professionals and report illegal or unethical acts to the relevant authority, when appropriate.

4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.

4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.

4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

**Standard #5:** Physical therapist assistants shall fulfill their legal and ethical obligations.

5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.

5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.

5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.

5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

**Standard #6:** Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

6A. Physical therapist assistants shall achieve and maintain clinical competence.

6B. Physical therapist assistants shall engage in life-long learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.

6C. Physical therapist assistants shall support practice environments that support career development and life-long learning.

**Standard #7:** Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.

7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.

7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.
7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.

7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients.

**Standard #8: Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.**

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.

8C. Physical therapist assistants shall be responsible stewards of healthcare resources by collaborating with physical therapists in order to avoid over-utilization or under-utilization of physical therapy services.

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.
As a student in the Physical Therapist Assistant (PTA) Program, you will be participating in a variety of educational activities including, but not limited to, treating and being treated with physical modalities (heat, light, water, sound, etc.); participation in physical activities such as lifting, carrying, falling, using crutches and wheelchairs; and other forms of physical exertion. Although carried out as a part of normal coursework in the PTA program, participation in these activities may involve some degree of risk. It is each student’s responsibility to exercise common sense and judgment while engaged in learning activities. If you are for any reason uncomfortable regarding the safety of an activity, you are expected to consult with an Instructor prior to engaging in that activity.

I certify that I have read the above, and understand the hazards to be faced by program participants. Notwithstanding said dangers, I freely and voluntarily accept such risks involved in such activities, and agree to hold Technical College of the Lowcountry and all of their officers, staff, and faculty free from liability in the event I suffer either personal or property injury or damage, because of, or in the course of, participating in program activities.

____________________________________________________________________
Signature (in ink)                                                                 Date
### Appendix C

PTA Program Specific Statistics

<table>
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<th>Class of</th>
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<th>NPTE Pass Rate</th>
<th>Employment Rate</th>
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</table>
Student Handbooks constitute Student Policy and are revised as needed. Please go to TCL.edu for updates.

Approved by Marge Sapp, Dean Health Sciences May 29, 2014
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SECTION I: ACADEMIC INFORMATION

A. ACADEMIC ADVISEMENT

Each student in a Health Sciences Program is assigned a faculty advisor to assist in scheduling courses in the curriculum. It is the responsibility of the student to schedule an appointment with his/her advisor during each registration period, including when the student is registering on-line. Any student who has problems that interfere with satisfactory attendance, progress, and performance is encouraged to meet with their advisor to discuss these issues.

B. ACADEMIC MISCONDUCT (See TCL student handbook and course Syllabi)

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected. Academic misconduct may result in withdrawal for related health science courses.

C. PROGRESSION: STANDARDS FOR ACADEMIC PROGRESS

- The Health Sciences grading scale will be used to determine grades.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
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<td>70% - 74%</td>
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- Grading Methodology. The final grade must be 75.000 or more in order to pass the course and progress in the program. Grades will not be rounded up. A final grade of less than 75.00 is not passing in any Health Science Program, and does not meet progress requirements.
- Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given. Arrangements may be completed by telephone. If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor for the reason of the absence. Make up quizzes and/or examinations may be offered, at the instructor’s discretion, during the final examination period. Additional options for makeup testing include reweighting the final examination. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. The instructor will decide the method of examination. Grades are posted within one week of administration of tests and examinations.
- Students with concerns or questions regarding grades awarded for a graded activity should contact the course faculty within one week of the grade being posted.
- Students in the Health Sciences Programs are also subject to the standards detailed below:
  1. All required courses taken prior to acceptance into a Health Sciences program must be completed with a “C” or better.
  2. Program courses must be completed in the sequence outlined in the current TCL catalog. No co-requisite course may be delayed. A curriculum profile detailing required program courses in their sequence will be developed upon entry into the program. This profile must be adhered to; any deviation from the sequence may result in the student being withdrawn from the program.
  3. Students are eligible to reenter a program only one time. Conditions for re-entry in program student handbooks must be met.
4. Students with two failures within their program of study are not eligible for re-entry.

5. Students are required to maintain an overall TCL 2.0 grade point average (GPA) in order to progress and to graduate.

6. Two failures within the discipline (MTH, NUR, PTH, RAD, and SUR) will result in the student being withdrawn from the program.

7. All curriculum requirements must be met in order to successfully complete the program.

8. A no-call, no-show for any clinical experience will result in the student being withdrawn from their program.

9. All health forms, CPR, and health insurance requirements must be completed annually to participate in laboratory/clinical. In addition, a drug screen and background check is required upon entry into the program. It is the student’s responsibility to keep these requirements current and to submit the appropriate documentation to the Health Sciences office. Failure to do so will result in withdrawal from program.

10. A student will not be able to progress in the course sequence if:
   a. there is demonstration of a consistent pattern of negligence and/or unsafe clinical practice documented by the clinical instructor.
   b. there is professional negligence and/or verbal, physical or emotional abuse of a patient.
   c. there is a breach of professional standards of conduct. Such actions might include but are not limited to:
      1. failure to recognize the need for assistance when unprepared for clinical action.
      2. failure to take clinical action when such action is essential to the health and safety of the patient and is within the student’s scope of knowledge.
      3. arrest and/or criminal charges while enrolled in a health science program. It is the student’s responsibility to notify the dean or program director on the first class day after an arrest.
      4. attending clinical while under the influence of alcohol and/or drug(s). Use of substances that interfere with the judgment, mood, and/or motor coordination of health science students pose an unacceptable risk for patients, health care agencies, the College, and the faculty. Therefore, use of alcohol, illegal drugs or other substances and/or the misuse of legal therapeutic drugs by health science students while engaged in any portion of their educational experiences is strictly prohibited. Faculty members who suspect a violation of this TCL policy are required to take action. Students are required to be knowledgeable of and abide by this college policy.
      5. failure to manage one’s behavior in such a manner as to have an adverse effect on the relationship with a patient, significant other, clinical site, or colleague.
      6. deliberately giving inaccurate information or withholding pertinent information regarding clinical care.
      7. falsifying medical records
      8. performing clinical activities detrimental to the health and safety of the patient, outside the scope of knowledge/practice, or without appropriate supervision.
      9. failure to assume responsibility for completing clinical activities.
      10. breach of patient privacy or rights.
      11. failure to achieve satisfactory completion of clinical competencies designated for each program.
      12. failure to achieve a satisfactory laboratory/clinical evaluation
D. REQUIREMENTS FOR GRADUATION AND THE AWARD OF ASSOCIATE OF APPLIED SCIENCE DEGREE
1. Completion of the Health Sciences, general education and science courses as required by the program
2. Completion of each course with a minimum grade of “C” (2.0)
3. TCL GPA 2.0 or greater
4. Completion of the last two (2) semesters of Health Sciences courses at TCL
5. Completion of all Health Sciences courses within 3 years of beginning the program (including SMART courses)
6. Recommendation of the faculty

E. REQUIREMENTS FOR GRADUATION AND THE AWARD OF DIPLOMA OF HEALTH SCIENCE
1. Completion of Health Sciences, general education and science courses as required by the program
2. Completion of each course with a minimum grade of “C”
3. TCL GPA 2.0 or greater
4. Completion of the last two (2) semesters of Health Sciences clinical courses at TCL
5. Completion of all Health Sciences courses within 2 years of beginning the program
6. Recommendation of the faculty

F. REQUIREMENTS FOR GRADUATION AND THE AWARD OF CERTIFICATE OF HEALTH SCIENCE
1. Completion of the Health Sciences courses, and science courses as required by the program
2. Completion of each course with a minimum grade of “C” (2.0)
3. TCL GPA 2.0 or greater
4. Completion of all Health Sciences course at TCL
5. Completion of all Health Sciences courses within 2 years of beginning the program
6. Recommendation of the faculty

G. WITHDRAWAL FROM HEALTH SCIENCES PROGRAMS
The Withdrawal Policy of TCL will be followed as outlined in the current College Catalog and the course syllabus. In addition, the requirements of Health Sciences Programs stipulate that once the student is in the course sequence, course withdrawal may result in withdrawal from the program. It is the student’s responsibly to assure that all paperwork is completed and submitted. If the student does not initiate course withdrawal with their academic advisor and instructor, the student will be considered an enrolled student in the course and receive the grade that was achieved while enrolled.

SECTION II: GENERAL STUDENT INFORMATION
1. All pagers, cell phones and other electronic devices that may disrupt the environment must be turned off during lecture and lab periods.
2. No pagers or phones are allowed in the clinical area. No exceptions will be made (See program handbook).
3. Basic calculators are allowed for quizzes/tests/exams. No other mechanical, internet, recording, or messaging devices are allowed during testing.

4. Clinical site assignments are subject to change and registration in a particular section does not guarantee a particular clinical slot.

5. Students may not attend clinical on any unit on which they are employed.

6. Family members will not be assigned to the same clinical or campus laboratory sections.

**ATTENDANCE POLICY**

(Consult the college catalog for details regarding the current college attendance policy.)

The faculty of the programs in Health Sciences has a responsibility to assure that all Health Sciences students have an adequate background of knowledge and skills. The faculty must insure that each student is able to utilize this knowledge and skill in a safe, professional manner in their clinical practice. Clinical courses are organized to provide knowledge of patient care and opportunities to apply this knowledge toward developing skills in the clinical laboratory.

A. **Clinical Absence**

In the event of unavoidable clinical absence, the student must follow the protocol outlined in the course materials. A medical excuse may be required. Absences from the clinical area may result in the student’s inability to demonstrate mastery of the clinical outcomes for a course. “No call, no show” for clinical is unprofessional conduct and the student will be withdrawn from the program.

**Data and feedback collected from affiliated clinical sites**

The Massage Therapy, Nursing, Physical Therapist Assistant, Radiologic Technology and Surgical Technology Program Directors contacted clinical sites throughout the TCL service area to gather feedback on the “No Call/No Show” policy. Sites contacted included acute care and long term care facilities, freestanding providers, emergency clinics, surgical service facilities, and spas; these sites hire many graduates of TCL Health Science programs. Responses from affiliated clinical sites contacted voiced strong support of the “No Call/No Show” policy as it is currently written. Respondents cited the following reasons for supporting the policy: The policy

1. holds students accountable and promotes professional behavior enforcing a strong work ethic.
2. allows the clinical site to schedule procedures and activities to provide optimal learning experiences.
3. is imperative to providing quality patient care.

**Recommendation**

Program Directors unanimously recommend that the “No Call/No Show” policy be maintained as currently written.

**“No Call/ No” Show Process**

1. Student does not show up at clinical site and does not follow protocol outlined in syllabus.
2. Instructor contacts student informing he/she that they must meet with the instructor and program director prior to returning to class, campus laboratory, or clinical.
3. Instructor notifies Program Director and Dean that a potential “no call/no show” has occurred.

4. Instructor and Program Director meet with the student and provides student an opportunity to share his/her account of the events resulting in the potential “no call/no show”. At this meeting the student, the instructor and Program Director inform the student that:
   a. he/she did not follow protocol and is dismissed from program.
   b. that he/she should meet with the dean if they feel that actions taken were unfair.
   
   **OR**
   c. agree that student did not violate the “no call/no show” policy.

5. Student may schedule an appointment with Dean. At this meeting the student is provided with the opportunity to share his/her account of the events resulting in the potential “no call/no show” and actions taken. If, after meeting with the student and reviewing information related to the event the Dean determines:
   a. that the “no call/no show” policy was not violated the student will remain in the program while the Dean meets with all program faculty to review the related events and determine what action, if any, should be taken.
   b. that the “no call/no show” policy was violated the student is dismissed from program on the date of the meeting. The Dean provides the student with information on the grievance process and the VP of Student Affairs contact information; the dean informs the Vice President of Student Affairs that student may be contacting the VPSA office for an appointment.

**B. Tardiness**

Punctuality is an important element of professional behavior. Students are expected to arrive on time. The clock at the clinical agency/classroom/lab is used to determine tardiness. Should a pattern of tardiness develop, the problem will be handled by the instructor and may result in an unsatisfactory for the course, laboratory, or clinical.

**C. Hazardous Weather**

See course syllabus

**D. Jury Duty**

Students who are called for jury duty should request to be excused from jury duty if the duty interferes with classroom, laboratory, or clinical experiences. Delay in this process may jeopardize the chances of the student being excused by the court. All missed classroom, laboratory/clinical experiences must be addressed with the Dean for the Division of Health Sciences and the course coordinator. The student is responsible for obtaining the missed classroom materials from the course coordinator.

HEALTH SCIENCES COMPUTER LABS
The Health Sciences Programs tutorial computer lab is available for Health Sciences student use Monday - Friday from 8:30 am to 4:00 PM. This lab is for computer assisted instruction purposes for components of Health Sciences curricula. Course materials may not be printed from this lab. Students are requested to follow the instructions for the operation of the computers and for each program carefully.

**GRADE REVIEW:** Refer to current TCL College Catalog/TCL Student Handbook

**CHANGE OF NAME, ADDRESS, EMAIL ADDRESS OR TELEPHONE NUMBER**
Any change of name, address, email address or telephone number must be reported immediately to the Division of Health Sciences and TCL Student Records. The Division of Health Sciences will not be held responsible for failure of students to receive essential information if an incorrect address/e-mail is on file. All students are required to maintain a TCL e-mail account throughout their program.

**PARKING**

A. **Campus Parking**
Students must park in designated parking areas and obey all parking regulations as established by the College. Violations are punishable by fines, towing of vehicle at the owner’s expense and/or loss of driving privileges on campus. Speed limit signs are posted around the buildings and parking areas. Students who exceed these limits will be denied the privilege of bringing their vehicles on campus. Students who expect to operate a motor vehicle on campus must register the vehicle upon enrolling at TCL. For more information, contact the TCL Security office.

B. **Clinical Facility Parking**
Students are to park in areas specified by the facility. Students are NOT to park in areas designated for visitors to the facility or physicians. Students assigned to Beaufort Memorial Hospital may park in TCL student parking areas only.

**TRANSPORTATION**
In order to provide students with a varied and comprehensive clinical experience, various clinical and observational sites within an approximate 60-mile radius of Beaufort are utilized. Students are required to provide their own transportation to these sites. Students are encouraged to carpool.

**TUITION/FEE PAYMENT**
No student will be permitted to attend classes until tuition is paid. Students should refer to the current TCL catalog.

**SECTION III: PROFESSIONAL CONDUCT**

**PRIVACY AND CONFIDENTIALITY**
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted to protect the privacy of all health information. It is the responsibility of the Health Sciences student to maintain the confidentiality of patient information. **Under no circumstances should a student convey confidential information to anyone not involved in the care of the patient.** Students are not allowed to have cell phones or cameras in clinical facilities. See guidelines for appropriate use of social networking. Students are also expected to maintain professional confidentiality regarding other students, hospital/facility employees and physicians.
Confidential information includes but is not limited to:

a. the identity and addresses of individuals served and services they received;

b. the social and economic conditions or circumstances of any person served;

c. agency evaluation of information about a person or health facility;

d. medical data, including diagnosis and past history of disease or disability, concerning a person, and confidential facts pertaining to health facilities;

e. the identity of persons or institutions that furnished health services to a person;

f. information identified as confidential by appropriate federal and state authorities;

g. special care needs to be taken to preserve the dignity and confidentiality of patients, including those patients with infectious diseases or conditions.

h. the patient has the right to every consideration of his/her privacy concerning his/her own medical care. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly.

i. the patient has the right to expect that all communications and records pertaining to his/her care should be treated as confidential. All patient information shall be regarded as confidential and available only to authorized users.

Breach of this policy may result in disciplinary action and/or termination from the program.

GUIDELINES FOR APPROPRIATE USE OF SOCIAL NETWORKING WEBSITES

1. Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Health Sciences Division, clinical sites or The Technical College of the Lowcountry. It is also important to ensure patient information is not made publicly available. The Health Sciences Division has adopted the following guidelines to assist students safely using these sites.

2. Personal Privacy
   A. We recommend setting your profiles on social networking sites so that only those individuals who you have provided access may see your personal information.
   B. We recommend evaluating photos of yourself that are posted to these sites and “untagging” photos that depict you in what may be construed as compromising situations.
   C. Be sure you are aware of the security and privacy options available to you at any sites where you post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with “Friends Only” access.

3. Protection of Patient Information
   A. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.
   B. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
   C. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine to whom you are referring based on the context.

4. Professionalism
A. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you or your colleague in an unprofessional manner can be used in court or other disciplinary proceedings.

B. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.

C. We recommend using discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lecture, lab, and clinical assignments is prohibited.

D. Keep in mind that photographs and statements made are potentially viewable by future employers.

E. Students may be subject to disciplinary actions within the College for comments that are unprofessional or violate patient privacy.

F. Keep in mind you are representing The Technical College of the Lowcountry Health Sciences Division when you log on to a site and make a comment or post a photograph.

**CONVICTION OF A CRIME**

Conviction of a crime (other than a minor traffic violation) may make a student ineligible to take the national certification or licensing examination(s) upon graduation or for application for licensure in South Carolina and other states. Early notification to the appropriate State Licensing/Credentialing Board is recommended.

Criminal conviction or pending criminal charges of any of the following will likely make the applicant ineligible to apply for licensure:

- A. Crimes of violence (e.g., murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill)
- B. Crimes involving the distribution of illegal drugs
- C. Crimes that involve Moral Turpitude

It is the responsibility of the applicant to contact the appropriate licensing board for clarification or advisement.

**SECTION IV: DIVISION REQUIREMENTS**

**CPR CERTIFICATION**

Students must have a current American Heart Association Basic Life Support health Care Provider CPR certificate. This certification must be kept current according to the expiration date of the card and maintained throughout the program. It is the student’s responsibility to complete CPR certification. Students will not be permitted in the clinical area without current certification.

**HEALTH STATUS**

Student health information is kept confidential. Release of health forms to clinical facilities may be required to be eligible for clinical rotations. The Health Science Division retains health files for 90 days after a student graduates or withdraws from a program; students no longer in a program may obtain their records from the division office.

1. **Health Examination**

Prior to entering Health Sciences program students must have a Division of Health Sciences history and health examination form completed, along with required immunizations/testing, by a licensed health care provider by the designated date. Results of the history and health examination must conclude that the student is mentally, physically and emotionally qualified for college classes and patient care. Students who do not submit the
required Division of Health Sciences health documentation by the designated date will not be permitted to continue in the program.

2. **Drug Screen**

Drug screens for illicit, mood altering, or non-prescribed substances are required prior to clinical experiences. Students with positive results will be excluded from the clinical setting and withdrawn from the program.

In addition to the initial screening that occurs prior to clinical experiences, students may be subject to testing per agency affiliation agreement and/or for cause, such as slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes. The suspected individual will be asked to have a drug screen done immediately, at his/her own expense, with a report sent to the Program Director within 24 hours. The student will be dismissed from all clinical activities until the issue is resolved.

Failure to submit to the drug screen or attempting to tamper with the sample or the results will result in the student not being allowed to satisfy clinical objectives, therefore completion of the course and progression in the program will not occur.

3. **Health Update**

Prior to beginning the second year, Health Sciences students must complete a health update that includes TB skin testing/or chest x-ray. Failure to do so will prevent the student from continuing in the program.

4. **Change in Health Status**

Students must notify the Dean of the Division of Health Sciences of any changes in health status that occur following admission to the program i.e. pregnancy, injuries, major illnesses or surgery. Documentation from a health care provider that the student is mentally, physically and emotionally capable to undertake the requirements of the program in which they are enrolled will be required on the **Changes in Health Status** form in order for the student to continue in the Health Sciences program.

5. **Pregnancy**

Any student who is pregnant must have her health care provider complete the division **Changes in Health Status** form regarding her ability to perform all expected clinical functions fully, safely, and without jeopardizing the health and wellbeing of the student, fetus, or patient before registration each semester. In order to resume her class and clinical activities after delivery, the student must bring a written statement from her healthcare provider on the **Changes in Health Status** form. Students who do not bring these statements will not be permitted to continue their clinical experience. If a student does NOT declare her pregnancy, the Division of Health Sciences will assume that a pregnancy does NOT exist.

**BACKGROUND SCREENING**

Students must complete a background screening, at the website provided, by the designated date. Failure to do so will result in withdrawal from the program. Conviction of a crime may make a student ineligible to participate in clinical experiences resulting in removal from the Health Sciences program.

**INSURANCE**

1. **Accident Insurance**

TCL students are provided with accident insurance coverage. Students are covered to and from classes and clinical, while on campus and while engaged in an assigned TCL clinical activity. A student who is injured on campus or while in the clinical setting must immediately notify the instructor. The clinical instructor will arrange for the student to receive appropriate care. The student and instructor must complete an accident form promptly for submission to the TCL Student Affairs Office. The accident form and copies of any charges incurred must be taken to the TCL Student Affairs Office promptly. The appropriate incident forms will be completed as indicated by the policy of the health care facility.

2. **Malpractice Insurance**

College students are covered by a college policy for a fee. The fee for the premiums is paid the beginning of each semester at the time of registration. No student will be permitted in the clinical area without this coverage. Re-entry students must confirm the correct major and that the proper fees are assessed.
OSHA’s Bloodborne Pathogens Standard
Health Sciences students will receive training on bloodborne pathogens and are expected to follow Center for Disease Control Standard Precautions at all times.