



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Course title and number	PTH 253 Clinical Practice II FALL 2018
Credit hours	3
Course Catalog description	This course involves the student's participation in the basic treatment techniques of physical therapy, intensified in both the clinic and classroom setting
Course pre-requisites	Prerequisites: PTH 240, PTH 242, PTH 252.
Course co-requisites	Corequisites: PTH 115, PTH 228, PTH 246, PTH 253
Department	Health Sciences Physical Therapist Assistant Program
Instructors	ACCE: Dr. Karen Monstein, PT, MS, DPT Program Director: Dr. Vicki Daniel, PT, DPT
Clock hours (lecture and laboratory)	Lecture: 0 Lab: 9
Lecture Schedule	Pre-Clinical and Post-Clinical Meetings TBA
Lab Schedule	As assigned by clinical site
Required textbook(s)/Reference	
Clinical Education Information Packets as required by specified clinical sites.	
TCL Clinical Education Manual	
CPI Web Tool https://cpi2.amsapps.com	
Recommended textbook(s)	
State Practice Act: http://www.apta.org/Licensure/StatePracticeActs/ CPI Web: https://help.liaisonedu.com/Clinical_Assessment_Suite_Help_Center/CPI/PTA	

INTRODUCTION

The syllabus is an outline of the course material, does not constitute a contract, and is subject to change with adequate notice.
User responsibility on use and duplication of computer software (TCL Procedure 7-1-702.5): Students are responsible for the legal use of computer software and applicable copyright laws and are prohibited from copying software on College computers and from installing personal software.
ADA statement: 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.

COURSE OBJECTIVES/LEARNING OUTCOMES



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Upon successful completion of this course, students will be able to:
1. Consistently exhibit professional/responsible behaviors as evidenced by adherence to the college attendance policy, and demonstrating punctuality at all times.*
2. Consistently exhibit professional/responsible behavior as evidenced by adherence to the policies and procedures of the college, health sciences division, and physical therapist assistant program.*
3. Consistently exhibit professional/responsible behavior as evidenced by timely assignment completion, and meeting of physical therapist assistant program deadlines.*
4. Consistently exhibit professional/responsible behavior as evidenced by adhering to the physical therapist assistant program dress code.*
5. Perform in a safe manner that minimizes risk to patient, self, and others in all aspects of physical therapy practice. †*
6. Demonstrate professional behaviors in the clinical setting.(7D5)(7D4)*
7. Consistently adheres to ethical and legal standards of physical therapy practice. (7D1) * †
8. Consistently interacts with others in a respectful manner by adapting delivery of physical therapy services with consideration for patients' differences, values, preferences, and needs. (7D8) *†
9. Demonstrates the ability to adapt communication skills to situational needs. (7D7) *†
10. Educate others using relevant and effective teaching methods. (7D12) †
11. Demonstrate clinical problem solving based on patient status and in accordance with the POC. (7D9) *†
12. Demonstrate competence in effective interviewing and/or chart review to collect current information related to prior and current level of function and general health status (e.g., fatigue, fever, malaise, unexplained weight change), mental function/changes in state of arousal/mentation/cognition (7D18) †
13. Documents all aspects of patient care concisely and accurately with minimal to moderate supervision from the clinical instructor. (7D25) †
14. Skillfully perform data collection techniques with minimal to moderate supervision from the clinical instructor. (7D24) * †
15. Skillfully perform intervention techniques with minimal to moderate supervision from the clinical instructor. (7D23) * †
16. Recognize the need for modification to the POC with moderate assistance from the clinical instructor.(7D20) *†
17. Demonstrate competence in recognizing the signs and symptoms that determine the need to stop therapy session(7D21)* †
18. Demonstrate competence in monitoring and adjusting/progressing therapy interventions in response to patient/client status and clinical indications. (7D19) *†
19. Respond effectively to patient/client environmental emergencies that commonly occur. (7D26) *†



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20. Participate in the provision of patient centered inter-professional collaborative care. (7D28) †
21. Describe accurate and timely information for billing and payment purposes. (7D31) †
22. Participate in performance improvement or quality assurance activities. (7D29) †
23. Participate in the financial management of the physical therapy service consistent with regulatory, legal, and facility guidelines. (7D1) †
24. Participate in self-assessment and learning opportunities to improve clinical and professional performance. (7D14) †
<i>*denotes crucial objective</i> <i>†CAPTE curriculum element</i>

COURSE REQUIREMENTS

CLASSROOM REQUIREMENTS

Technical requirements include, but are not limited to: <ul style="list-style-type: none">• PC or Mac computer access• Internet access with a 56K modem (but it is highly recommended that you have DSL or High-Speed Cable Internet Access)• 64 MB system RAM; 200 MB free hard-disk space or sufficient storage• Reliable e-mail account access and Internet provider• CD-ROM/DVD capabilities
For this course to run properly, the student is expected to be prepared for each class including, but not limited to: <ul style="list-style-type: none">• Completing assignments• Participation in class activities• Participating in service learning

TESTING PROCEDURES



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Students may be scheduled for testing at the TCL Testing center. Students will observe the following Testing Center Rules & Regulations:

1. Students **must present a photo I.D. prior to testing.**
2. Food and drinks are **not allowed** in the Testing Center.
3. Cell phones are to be **turned off** prior to entering the Testing Center and stored in a locker.
4. Children are **not allowed** to accompany students into the testing room and may not be left unattended in the lobby or hallway.
5. You must leave enough time to complete your test before the Testing Center closes.
6. If you have a documented disability and need special accommodations for placement testing, please contact the Associate Vice President of Student Affairs, at 843-525-8219.

Testing center information can be found here: <https://www.tcl.edu/admissions/placement-testing/>

In class exam procedures: can be reviewed in the PTA student handbook.

Additionally:

- During paper examinations, only answers transferred and completed on Scantron sheets will be graded electronically to count towards the test score.
- During examinations, students must remove watches and hats and place in the front of the classroom, along with all personal belongings and electronic devices.

Honorlock Online Proctoring and Technology Requirements:

TCL uses an online test proctoring service called Honorlock to monitor some online tests as an alternative to in-person proctoring. Your instructor may elect to have some of your tests proctored using Honorlock. If so, you will need to make sure that you have access to the necessary equipment in order to take your online-proctored tests:

- A computer with access to a high speed Internet connection
- A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests.
- Microsoft Office.

Microsoft Office can be downloaded for free by accessing the Office 365 link in your TCL email account.

COURSE POLICIES AND PROCEDURES



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Course Structure

Pre-clinical education activities will be conducted to prepare the student for the clinical education experience. Students are required to attend all such pre-Clinical Education activities in order to be eligible to attend clinical assignment. In order to maximize learning, students will be required to complete any assignments from the clinical education faculty and complete any indicated study and review outside of the clinical schedule. If a student is falling behind in clinical performance or achievement, it is imperative to seek immediate assistance from the PTA Program faculty and the clinical instructor (CI). Required post-clinical education activities will be conducted at the college to assist students in fully processing the depth of the clinical education experience.

Student Contributions

Each student is required to actively participate in all aspects of clinical education as directed by their CI. Appropriate and professional behavior is expected at all times in the clinical setting. Students demonstrating inappropriate behaviors in a patient care setting will be dismissed from the learning situation undergo disciplinary procedures including possible dismissal from the program and will be assessed grading penalties related to the behavior.

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 student ID badge or other student ID badge as required by the clinical facility.
2. Students must have with them a black ink pen and a notebook.
3. If the clinical site does not provide a dress code, students will follow these guidelines: khaki, black or navy pants with a belt 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 and sandals are not acceptable clinical attire.
4. If the clinical site requires, students will comply with the clinical site policy of wearing scrubs.
5. Only the following items of jewelry are permitted: wedding bands, medical identification bracelets, and one small, plain stud earring 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.



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6. Tattoos and other forms of body art must be covered.
7. The close physical contact that is necessary in the clinic requires consistent attention to personal hygiene. To prevent offending patients, students should use deodorant and maintain proper oral hygiene at all times.
8. Perfume or strong after-shave lotions are not appropriate in clinical settings.
9. Gum chewing and smoking/tobacco chewing are not permitted in clinical settings.
10. Failure to comply with the dress code will result in dismissal from the clinical area resulting in an unexcused absence.
11. Students may not use cell phones except during scheduled breaks, or based on the policy of the facility.

ELECTRONIC COMMUNICATION

The Technical College of the Lowcountry provides access to email for all students, faculty and staff. Email is an official method of communication at the Technical College of the Lowcountry.

Students **are held strictly responsible for the consequences of not reading College related communications** sent to their official Technical College of the Lowcountry email address. Students in the Physical Therapy Assistant program at the Technical College of the Lowcountry will utilize their Technical College of the Lowcountry email accounts for all communication with faculty and staff.

When using email as an official means of communication, students should apply the same professionalism, discretion, and standards that they would use in written business communication. Students should not communicate anything via email that they would not be prepared to say publicly.

ATTENDANCE

The College's statement of policy indicates that students must **attend ninety percent of total class hours** or they will be in violation of the attendance policy. Attendance in an online course is defined by; at least once weekly course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete weekly assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.



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Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for **NOT ATTENDING**.

- Students taking an online/internet class must sign in and complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for **NOT ATTENDING**.
- Reinstatement requires the signature of the Division Dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class.

- Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST withdraw the student** with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

Under **extenuating circumstances** and **at the discretion of the faculty member teaching the class**, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

In addition to the above:

Arrival to class, clinical, and lab by the published time is an expectation for all students. Class, clinical, and lab times are measured by the clock in these teaching areas.

- a. Arrival after the scheduled start time or leaving prior to dismissal counts as a tardy.
- b. Three tardies and/or early departures are considered as one absence unless stated otherwise.
- c. Instructor must be notified prior to start of class by call, text or email if the student is going to be late.

It is the student's responsibility to sign the roll sheet (if used) or verify attendance. Failure to sign the roll/verify attendance results in a recorded absence.

- a. **The student is responsible** for all material/ announcements presented, whether present or absent.



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Continuity of classroom and laboratory (**which includes clinical experiences**) is essential to the student's progress in providing safe and competent patient care.

- a. Students are expected to use appropriate judgment for participating in clinical activities.
- b. To evaluate the student's knowledge and skills, it is necessary **for the student to be present for all classroom, laboratory and clinical experiences.**

Students **must notify** the clinical site in addition to leaving a message on the administrative assistant's voice mail no later than **"30 minutes" PRIOR** to their **clinical start time** and follow proper steps outlined in the course syllabus and/or syllabus addendum in addition to the PTA Student Handbook depending upon the student's tardiness or being absent from the clinical setting.

- a. The Division of Health Sciences telephone number is (843-525-8267). **Failure to follow notification procedures WILL RESULT IN DISMISSAL FROM THE PROGRAM.**

Absences from the clinical area are strongly discouraged. The attendance policy applies to clinical activities.

- a. **"NO CALL, NO SHOW"*** while participating in a clinical rotation is unprofessional conduct and **THE STUDENT WILL BE DISMISSED FROM THE PROGRAM.**
***Please refer to the Division Handbook for clarification of the No Call/No Show process.**
- b. If an absence should occur, student will be required to make up missed clinical time. Makeup time is scheduled by the program faculty. Your makeup time will be scheduled following the last week of your clinical rotation. In order to receive a grade, clinical hours must be made up between December 2, 2017 and December 11, 2017.
- c. Missed clinical time that is not made up as indicated above will result in an incomplete for the course.

A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In the event of hazardous weather conditions, local radio and television stations will announce information concerning the cancellation of classes.

- Please tune to The River, 98.7 FM, for announcements of college closing due to hazardous weather.
- Tracking of any hazardous weather may also be found on the website at www.tcl.edu.
- With TCL's TextAlerts you can receive immediate notification of emergency events via text messaging on your cell phone. All students are strongly encouraged to register their cell phones with this service. Signing up is easy, just fill out the simple form on the TCL website (<https://tcl.reggroup.com/signup>).



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ACADEMIC MISCONDUCT

<p>The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. Academic dishonesty at TCL will not be tolerated.</p>
<p>The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center and are available on the College's website at www.tcl.edu as well as at http://www.sctechsystem.com/students/code-and-grievance.html</p>
<p>There is no tolerance at TCL for academic dishonesty and misconduct. It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.</p>
<p>Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected.</p>
<p>It is a fundamental requirement that any work presented by students will be their own. Cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action. Examples of academic misconduct include, but are not limited to:</p>
<ol style="list-style-type: none">1. Cheating on tests is defined to include the following:<ol style="list-style-type: none">a. Copying from another student's test or answer sheet.b. Using materials or equipment during a test not authorized by the person giving the test.c. Collaborating with any other person during a test without permission.d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.e. Bribing or coercing any other person to obtain tests or information about tests.f. Substituting for another student, or permitting any other person to substitute for oneself.g. Cooperating or aiding in any of the above.2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.



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In addition to the above:

5. Viewing another student's computer screen during a quiz or examinations.
6. Talking or communicating with another student during a test.
7. Violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment
8. Plagiarism in any form, including, but not limited to: copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials.
9. Knowingly aiding a person involved in academic misconduct.
10. Providing false information to staff and/or faculty.
11. Entering an office unaccompanied by faculty or staff.
12. Misuse of electronic devices.

APPROPRIATE USE OF ELECTRONIC DEVICES

TCL recognizes the importance of providing the best learning environment for its students.

- To eliminate class disruptions and protect the integrity of the classroom and instruction, **the use of electronic devices such as cellular phones, pagers, smart watches and other electronic devices is not permitted in classrooms/labs, the Learning Resources Center, computer laboratories, testing centers, and other instructional locations at TCL.**

Such devices **must be maintained in "silent" mode**. Students are **not permitted to use the "text" function** of these devices in instructional locations.

On-call personnel who must maintain these devices in "active" mode in the interest of public safety must notify the instructor of their need for an exception at the beginning of classes for the term. The instructor may request documentation from these students verifying employment.

The student will receive a **grade reduction per violation** of this policy after the **first** warning.

Students **are not allowed** to have their **cellular phones, pagers, smart watches, and other electronic devices** at their clinical rotations unless otherwise directed. Violation of the rules/requirements listed above **will be reason for dismissal from the Physical Therapy Assistant program.**



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DRESS CODE

Failure to comply with the dress code will result in dismissal from the clinical area resulting in an unexcused absence

1. The required clinic attire for students includes wearing student ID badge 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 with a belt 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 and 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 one small, plain stud earring 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, 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 smoking/tobacco chewing are not permitted in clinical settings.



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COURSE STANDARDS, EVALUATION METHODS/CRITERIA, GRADING POLICY

COURSE EVALUATION

EVALUATION	
Complete 137 Hours	S/U
Complete Weekly Reflective Journal/SOAP Assignments	S/U
Complete Discussion Board Assignments	S/U
Safe/Satisfactory on CPI Midterm Tool	S/U
Safe/Satisfactory on CPI Final Tool	S/U
Total	S

GRADING SCALE

Grading scale	
S=SATISFACTORY COMPLETION OF ALL ITEMS DESCRIBED ABOVE	W withdraw WP withdraw with passing grade WF withdraw with failing grade I Incomplete



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GRADING POLICY

Grading Methodology. The final grade must be **75.00%** 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.
 - 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.**
- It is the **student’s responsibility** to turn in assignments by the scheduled due date to earn full credit for the assignment. **Late assignments will be subject to grade reduction.**

CLASS INFORMATION

COURSE COORDINATOR: Dr. Karen Monstein, PT, MS, DPT
OFFICE LOCATION: 4/110
PHONE NUMBER: 843-525-8218
OFFICE HOURS: As posted, by appointment
E-MAIL: kmonstein@tcl.edu

FACULTY

Faculty will respond to student inquiries within 3 business days.



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ADDITIONAL RESOURCES:

TCL Student Handbook: http://catalog.tcl.edu/content.php?catoid=2&navoid=66
Student services: https://www.tcl.edu/student-services/
Health Sciences Division Handbook (see Other Resources): https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/
PTA Student Handbook (see Other Resources): https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/
Academic Calendar: http://catalog.tcl.edu/content.php?catoid=2&navoid=65
Tutoring Services: https://www.tcl.edu/student-services/tutoring/
Library and Learning Resources Center: https://www.tcl.edu/library/
APA citation guide: http://libguides.tcl.edu/citationhelp
Online paper review: http://libguides.tcl.edu/paper
Office of Retention: https://www.tcl.edu/student-services/retention/

ATTACHMENTS

1. Course Syllabus and /or Addendum Acknowledgement
2. Class assignments and due dates: to be posted to Black Board



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Technical College of the Lowcountry ▪ Division of Health Sciences ▪
Physical Therapist Assistant Program
Course Syllabus and /or Addendum Acknowledgement

Acknowledgement of PTH 253 – CLINICAL PRACTICE II Syllabus

Instructor Name: Dr. Karen Monstein, PT, MS, DPT

I _____, understand it is my responsibility to read the FA2018 PTH 253– CLINICAL PRACTICE II. Students should read the Syllabus and/or Addendums and make notes of any questions they may wish to ask. This will allow the students to have a better understanding of the expectation of class, program, and its faculty. Students are always notified when updates have been made as they will be asked to sign additional Acknowledgement Sheets.

Students will be required to print a copy of the entire Syllabus and/or Addendum to be included in their clinical education notebook.

Students will be expected to sign this statement indicating they have read and understand the FA2018 PTH 253- CLINICAL PRACTICE II Syllabus and/or Addendum.

Signature

Date