

PTA PROGRAM  
STUDENT  
HANDBOOK

2014-2016

PHYSICAL THERAPIST ASSISTANT PROGRAM  
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FINLANDIA UNIVERSITY  
 PHYSICAL THERAPIST ASSISTANT PROGRAM  
**STUDENT HANDBOOK**  
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## **STATEMENT OF PHILOSOPHY**

### **PTA Program Statement of Philosophy:**

At the turn of the last century thousands of Finnish families settled, along with other immigrants, in this pristine and beautifully rugged country known as the Upper Peninsula (U.P.) of Michigan. Most of them worked as farmers, lumberjacks, or miners. Finlandia University's early aim was to educate the Finnish youth in English and other skills that would provide job opportunities in their new land.

The U.P. remains extremely rural in nature. Many of its inhabitants are the third generation of these immigrants. The large dairy and beef farms, which once sustained communities, have diminished. Reduced resources and environmental regulations threaten to close down industries that once were the mainstay of the economy in the region. Large-scale manufacturing industries tend to not locate in the northern U.P. due to high transportation costs.

Small businesses/industries operating within the context of sustain-ability are prospering. Community leaders continue to look for creative ways to develop the region's economy within this framework. Finlandia University is committed to serving the region by contributing to this concept through its program development.

It is within this context that the health care industry in the U.P. is growing. Home health agencies are proliferating due to the large elderly population. Acute-care hospitals are changing to "systems" which provide physical therapy at all levels. Nursing homes are seeking (often through contracts) skilled rehabilitation services.

Physical Therapy is a profession, within the health care industry, which promotes optimal human health and function. The licensed physical therapist applies scientific principles to prevent, identify, alleviate, correct or reduce acute or prolonged movement dysfunction.

The Physical Therapist Assistant (PTA) is a skilled clinical practitioner who performs patient care under the supervision of a licensed physical therapist and carries out a treatment plan following established procedures.

Physical therapists and physical therapist assistants work as a team, treating clients with dignity and respect, allowing achievement of the highest level of independence.

Our PTA Program offers the opportunity for individuals from diverse educational, economic, and cultural backgrounds to receive highly personalized learning experiences. We strive to produce PTAs with open minds and excellent critical thinking skills, who can give quality care to those they serve.

## **PTA Program Mission Statement:**

The **mission** of the Physical Therapist Assistant (PTA) Program at Finlandia University is to give each student the necessary education to become a competent physical therapist assistant. This is achieved through professional education and training using sequential instruction, practical clinical experiences and strong leadership. Emphasized throughout the student experience are problem solving skills, scientific inquiry, ethics, and teamwork, as well as examination of the roles of the Physical Therapist and the Physical Therapist Assistant and the boundaries between them. Also emphasized is development of professional behaviors that facilitate and enhance positive therapeutic relationships with patients including respect and sensitivity for ethnic, cultural and spiritual differences. Qualified clinical sites further support these ideas.

The PTA faculty believes learning is a life long process that requires self-assessment of professional behaviors, clinical skill performance and service to society. This requires active participation in an open, supportive environment. The faculty demonstrates attitudes necessary to support individual learning styles maximizing each student's potential. Through the competency-based curriculum, the student is given the opportunity to learn the problem solving skills and professional behaviors necessary to become both a critical thinking PTA and a contributing member of society.

## **PTA Program Statement of Conduct and Ethical Standards**

The student will abide by the American Physical Therapy Association (APTA) *Standards of Ethical Conduct for the Physical Therapist Assistant* and *Guide for Conduct of the Physical Therapist Assistant*.

## **PTA Program Goals:**

The goal of the Physical Therapist Assistant program at Finlandia University is to enable the graduate to function effectively as a physical therapist assistant in any practice setting. By providing appropriate learning experiences, the successful student acquires the knowledge and skills necessary to be both an effective physical therapist assistant and a contributing member of society.

Based upon the mission and curriculum plan, the goals for the Physical Therapist Assistant Program are:

1. To develop clinicians who possess the necessary entry-level technical skills to practice as a physical therapist assistant in a variety of practice settings.
2. To develop clinicians that can apply knowledge of basic sciences and PT theory to the application and appropriate modification of selected PT procedures.
3. To develop clinicians who effectively communicate with patients, supervisors, support personnel and other health care team members using suitable verbal, non-verbal, and written skills.

4. To develop clinicians with critical/creative thinking and analytical skills to make sound clinical judgments and proposals to enhance patient care.
5. To develop clinicians who possess the necessary professional behaviors to practice as a physical therapist assistant in a variety of practice settings. These behaviors include:
  - § Commitment to Learning (Use of Constructive Feedback)
  - § Interpersonal Skills
  - § Communication Skills
  - § Critical Thinking (Problem-Solving)
  - § Stress Management (Effective Use of Time and Resources)
  - § Professionalism (Responsibility)
6. To develop clinicians that deliver patient care in a respectful manner that reflects sensitivity to individual differences.
7. To prepare the student to pass the NPTAE examination allowing for state licensure to practice as a PTA.
8. To maintain a program accredited by CAPTE.

### **Physical Therapist Assistant Program Terminal Competencies\*:**

At completion of the PTA Program the student will demonstrate the following:

1. Performs in a safe manner that minimizes the risk to patient, self, and others.
2. Demonstrates expected clinical behaviors in a professional manner in all situations.
3. Performs in a manner consistent with established legal standards, standards of the profession, and ethical guidelines.
4. Adapts delivery of physical therapy services with consideration for patients' differences, values, preferences, and needs.
5. Communicates in ways that are congruent with situational needs.
6. Participates in self-assessment and develops plans to improve knowledge, skills, and behaviors.
7. Demonstrates clinical problem solving.
8. Performs selected therapeutic exercises\* in a competent manner.
9. Applies selected manual therapy\*, airway clearance\*, and integumentary repair and protection techniques in a competent manner.
10. Applies selected physical agents\* and mechanical modalities in a competent manner.
11. Applies selected electrotherapeutic modalities in a competent manner.
12. Performs functional training\* in self-care and home management and application and adjustment of devices and equipment in a competent manner.
13. Produces quality documentation\* in a timely manner to support the delivery of physical therapy services.
14. Participates in the efficient delivery of physical therapy services.

\*Physical Therapist Assistant Clinical Performance Instrument  
American Physical Therapy Association 2009

**FINLANDIA UNIVERSITY  
PTA PROGRAM FACULTY**

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*PTA Faculty and Staff are available to assist you  
We welcome any questions, comments or suggestions you may have*

## **SECTION 10      ADMISSION STANDARDS<sup>1</sup> FOR THE PHYSICAL THERAPIST ASSISTANT PROGRAM**

### **11      Introduction to Admission**

Graduates of the Finlandia University Physical Therapist Assistant (PTA) Program receive an associate in applied science (AAS) degree. The program consists of a minimum of 33 credits in general education (gen. ed. core) and 40 credits in PTA education (technical phase).

The number of graduates per year is limited to sixteen to twenty-four students. The exact number to be admitted is determined each year by the PTA Program Director and Academic Coordinator of Clinical Education. The number of students admitted must be 24 or less and must ensure that there is at least a 125% clinical placement to student ratio. In addition, student to faculty ratio and available resources are also considered when determining number of students to admit.

The student must apply to the University through the Office of Admissions, and declare “PTA” as their program of study (refer to College Catalog “Admissions”). Admission to Finlandia University does not guarantee acceptance to the PTA program. Enrolled students are assigned a faculty member to assist with their academic plan of study. Students enter under pre-PTA and are considered for entry to the PTA Major upon successful completion of the PTA admission requirements.

To enter the PTA Major, the student must file an application for admission to the PTA program after completion of at least 12 semester credits of college coursework including Finlandia courses BIO 171 and ENG 103 or their equivalents. Qualified students are considered for admission to the PTA program regardless of race, color, creed, sex, age, sexual orientation, national or ethnic origin or disability that does not interfere with the performance of physical therapy.

The PTA Program offers two schedules of study for program completion as outlined below. When applying, the student must designate which schedule of study they intend to follow. Based on the chosen option and if accepted, the student will be eligible for clinical education placement for the intended final year of study. If, after starting the program, the student changes their schedule of study, their eligibility for clinical education placement will be determined by the available class slots and clinical placement slots available.

## **Schedules of Study**

Option 1: PTA major requirements can be completed in a three semester sequence (fall, spring, summer) as follows:

Fall	Spring	Summer
HSC 260 Pathological Conditions	PTA 211 Clinical Orthopedics	PTA 291 Clinical Education II (cont.)
PTA 200 Functional Anatomy	PTA 216 Therapeutic Modalities II	PTA 292 Clinical Education III
PTA 205 Functional Activities	PTA 217 Therapeutic Procedures	
PTA 210 Therapeutic Exercise	PTA 226 Clinical Preparation & Special Topics	
PTA 215 Therapeutic Modalities I	PTA 235 Patient Handling & Massage	
PTA 220 Tests and Measures	PTA 245 Neurological Rehabilitation Across the Lifespan	
PTA 223 Clinical Preparation	PTA 250 Geriatric PTA	
PTA 224 Clinical Practice	PTA 290 Clinical Education I	

Option 1 is available to those applicants that have completed the following Finlandia courses or their equivalents:

BIO 171	Anatomy & Physiology I
BIO 172	Anatomy & Physiology II
ENG 103	College English I
ENG 104	College English II
MAT ____	MAT 140 or above
HSC 112	Medical Terminology
PTA 101	Intro .to Physical Therapy
PSY 101	Introductory Psychology
PHL 212	Ethics: Theory & Practice
FNS/REL	Finnish or Religious Studies
Computers	CIS 102 or CPT 202
UNS 115	Sisu Seminar

Option 2: PTA major requirements can be completed in a five semester sequence (fall, spring, fall, spring, summer) as follows:

Fall	Spring
HSC 260 Pathological Conditions	PTA 217 Therapeutic Procedures
PTA 200 Functional Anatomy	PTA 235 Patient Handling & Massage
PTA 220 Tests and Measures	PTA 250 Geriatric PTA
*Gen ed 6 credits	*Gen ed 9 credits

\*Can include Finlandia courses PTA 101; PHL 212; CIS 102 or CPT202; FNS/REL or other general electives

Fall	Spring
PTA 205 Functional Activities	PTA 211 Clinical Orthopedics
PTA 210 Therapeutic Exercise	PTA 216 Therapeutic Modalities II
PTA 215 Therapeutic Modalities I	PTA 226 Clinical Preparation & Special Topics
PTA 223 Clinical Preparation	PTA 245 Neurological Rehabilitation Across the Lifespan
PTA 224 Clinical Practice	PTA 290 Clinical Education I

Summer
PTA 291 Clinical Education II (cont.)
PTA 292 Clinical Education III

Option 2 is available to those applicants that have completed the following Finlandia courses or their equivalents:

BIO 171	Anatomy & Physiology I	MAT 140 or above
BIO 172	Anatomy & Physiology II	HSC 112 Medical Terminology
ENG 103	College English I	PSY 101 Introductory Psychology
ENG 104	College English II	UNS 115 Sisu Seminar

## 12 Admissions Criteria for Pre-PTA Students<sup>1</sup>

To be eligible for admittance to the PTA major, pre-PTA all student must complete the following admissions requirements:

1. Completed a PTA Program Application for admission to the Finlandia University PTA Program. Students must designate their planned Schedule of Study on the application form.
2. Have earned a minimum of a 2.7 (B-) in the following courses: BIO 171 and BIO 172 or equivalent and must achieve at least a C (2.0) in any individual course but must have a cumulative GPA of 2.5 in the required general education core course work. **Required courses may be repeated only once. All prerequisite course work must be completed before the final year.**
3. Completed twelve documented hours of clinical observation in more than one physical therapy setting prior to the start of the technical phase coursework. (Use the form received in the original acceptance letter, or use a form provided by the clinical facility/s and have it signed by the supervising physical therapist or physical therapist assistant.)

### **In addition:**

- **All transfer student applicants** must participate in an interview with the PTA faculty in person or via telecommunications. The interview will assess the student's interpersonal, communication, problem solving, and essential functions skills. Interviews are typically scheduled in the early spring semester.
- **Finlandia student applicants** will be asked to participate in an interview on an as needed basis, as determined by the program faculty.

## 13 Admissions Decisions for Pre-PTA

The Finlandia University PTA Department strives to admit students who can provide evidence of adequate potential to succeed in the PTA program. Students considered for admission must meet the academic preparation requirements and demonstrate the ability to successfully complete college-level work. Students are selected for admission based on their GPA and interview content. The PTA faculty reserves the right to use professional judgment when selecting students for admission. Although GPA is strongly considered, other factors such as communication, interpersonal skills, and critical thinking ability are considered.

The deadline for application is **January 1<sup>st</sup>** in the winter following the semester in which the student has completed BIO171 (Anatomy & Physiology I) or equivalent before the intended year of entry to the technical phase of the PTA Program. If there are more qualified applicants than spaces available, 5 alternates will be selected (for options 1 and 2 as applicable) in the event that any of the accepted applicants decide not to attend or decline their position for the fall. Students on the alternate list will be notified when a class position is available. After classes start in the fall, the alternate list/s will be deleted and will not carry over to the next year. Students that meet the requirements but are not admitted because all positions have been filled will be encouraged to apply the following year.

Students applying after the deadline who meet the admission criteria will be admitted on a space available basis.

Once a student receives notification of acceptance into the PTA Program's "technical phase," a non-refundable tuition deposit of \$100 is due by **April 15<sup>th</sup>** in the spring before the intended year of entry in order to secure placement. If this deposit is not submitted prior to **April 15<sup>th</sup>** the student's position **may** be forfeited.

*<sup>1</sup>Admissions requirements may be revised at the discretion of Finlandia University PTA Faculty in accordance with college policies or for extenuating circumstances.*

## **14 Information for Specific Populations of Students**

### **Transfer Students:**

Students who have attended a college elsewhere may apply as transfer students. Qualified students that meet the PTA admission requirements and meet the application deadline will be considered although preference is given to Finlandia students, but enrollment is not limited to such applicants. Qualified students that meet the PTA admission requirements and apply after the deadline will be accepted on a space available basis. Transfer students must be in good standing and eligible to return to all institutions previously attended and have earned a cumulative GPA of 2.5 or better (on a 4.0 scale or its equivalent) on all work attempted. Transfer students must satisfy the pre-PTA curriculum in order to transfer directly into the professional PTA Major.

## **15 Additional Requirements for all PTA Students**

The following are additional requirements that must be completed and submitted before the start of the first semester of the "technical phase" of the program. Students must meet all requirements with documented evidence to participate in clinical education experiences.

1. Evidence of current training/certification in basic First Aid and CPR.  
Both training courses are available through the local chapter of the Red Cross. Also, YMCA/YWCA, hospital, and health and fire department courses resulting in certification will be accepted. These certificates must be valid.
2. Physical examination form completed by a physician.  
Form must indicate that no limitations were found that would interfere with successfully performing physical therapy interventions required by the PTA program during the "technical phase". This examination is at the student's cost.
3. Immunizations/Health Tests (Student's Cost)  
The student is required to provide a current record of a negative tuberculosis skin test. If a TB test is positive, a negative chest x-ray no older than twelve months is required. Also required is proof of immunization for Rubella, Rubeola (measles), mumps and chicken pox. In addition, it is recommended that the student be immunized for Hepatitis B. However, in the event that she / he does not want this

immunization, the student must sign a Hepatitis B Immunization Information and Release From Responsibility Form.

Forms are available in the PTA Department Office and include the following:

- Physical Examination and Immunization Form
- Personal Health and Medical History
- Hepatitis B Immunization Information and Release From Responsibility Forms
- Influenza Declination Form

4. Health Insurance

During the "technical phase" of the PTA program the student is required to provide evidence of basic health insurance. If a student does not have such insurance, the PTA program can recommend short-term policies and provide information from different vendors. This insurance is at the student's cost.

Additional Requirements for Clinical Education

5. Uniforms

During the clinical education experiences of the "technical phase" the student may be required to purchase a "lab" coat to be worn during the experience. One lab coat costs approximately \$30 - \$40 and is the student's responsibility.

6. Criminal History Check

This is required prior to clinical placement for all PTA students. This will be organized by the Academic Coordinator of Clinical Education (ACCE) during the "technical phase". Students are responsible for the costs.

7. Liability insurance

Finlandia University provides students with the necessary malpractice insurance and the premium is included in tuition fees.

## **SECTION 20 PROGRAM OF STUDY**

### **21 SCHEDULE**

The PTA program offers two different schedules for completion of study, a preferred three-year schedule and an accelerated two-year schedule for the exceptional student. The faculty highly recommends the preferred three-year schedule due to the intensive laboratory portion of the technical phase of the program. Successful graduates will be awarded an Associate of Applied Science Degree.

## 22 3-Year Track (Preferred)

<b>1<sup>st</sup> Semester (General Education Core)</b> <u>12 Credits</u> *BIO 171 Anatomy & Physiology I 4 *ENG 101 College English I 3 PTA 101 Intro to Physical Therapy* 1 PSY 101 Introductory Psychology 3 ***UNS 115 Sisu Seminar 1	<b>2<sup>nd</sup> Semester (General Education Core)</b> <u>12 Credits</u> BIO 172 Anatomy & Physiology II 4 *ENG 104 College English II 3 *MAT 140 Intermediate Algebra or above 4 HSC 112 Medical Terminology 1
<b>1<sup>st</sup> Semester (Technical Phase)</b> <u>12 Credits</u> PTA 200 Functional Anatomy 3 PTA 220 Tests and Measures 1 HSC 260 Pathological Conditions 2 PHL 212 Ethics: Theory & Practice 3 **Elective Elective 3	<b>2<sup>nd</sup> Semester (Technical Phase)</b> <u>13 Credits</u> PTA 217 Therapeutic Procedures 1 PTA 235 Patient Handling & Massage 1 PTA 250 Geriatric PTA 2 Computers CIS 102 or CPT 202 3 REL/FNS Religion/Finnish Elective 3 **Elective Elective 3
<b>3<sup>rd</sup> Semester (Technical Phase)</b> <u>12 Credits</u> PTA 205 Functional Activities 2 PTA 210 Therapeutic Exercise 2 PTA 215 Therapeutic Modalities I 2 PTA 223 Clinical Preparation 2 PTA 224 Clinical Practice 4	<b>4<sup>th</sup> Semester (Technical Phase)</b> <u>12 Credits</u> PTA 211 Clinical Orthopedics 2 PTA 216 Therapeutic Modalities II 2 PTA 226 Clinical Prep/Special Topics 2 PTA 245 Neurologic Rehabilitation 4 PTA 291 Clinical Education II 2
<b>5<sup>th</sup> Semester (Technical Phase)</b> <b>-Summer Semester</b> <u>6 Credits</u> PTA 291 Clinical Education II 2 PTA 292 Clinical Education III 4	<b>Total Program Credits required 73*</b> *79 credits total with electives

\*Must be successfully completed before taking courses at the 300 or 400 level.

\*\*Not program requirements. Suggested courses for student to qualify for full financial aid eligibility.

\*\*\*Only required for students with less than 24 earned college credits.

## 23 Two-Year Accelerated Track

<p><b><u>1<sup>st</sup> Semester (General Education Core)</u></b>  <b><u>16 Credits</u></b></p> <p>*ENG 103 College English I 3            *MAT 140 Intermediate Algebra or above 4            *BIO 171 Anatomy &amp; Physiology I 4            PSY 101 Introductory Psychology 3            **PTA 101 Intro to Physical Therapy* 1            ***UNS 115 Sisu Seminar 1</p>	<p><b><u>2<sup>nd</sup> Semester (General Education Core)</u></b>  <b><u>17 Credits</u></b></p> <p>*ENG 104 College English II 3            BIO 172 Anatomy &amp; Physiology II 4            HSC 112 Medical Terminology 1            REL/FNS Religion/Finnish Elective 3            PHL 212 Ethics: Theory &amp; Practice 3            Computers CIS 102 or CPT 202 3</p>
<p><b><u>1<sup>st</sup> Semester (Technical Phase)</u></b>  <b><u>18 Credits</u></b></p> <p>HSC 260 Pathological Conditions 2            PTA 200 Functional Anatomy 3            PTA 205 Functional Activities 2            PTA 210 Therapeutic Exercise 2            PTA 215 Therapeutic Modalities I 2            PTA 220 Tests and Measures 1            PTA 223 Clinical Preparation 2            PTA 224 Clinical Practice 4</p>	<p><b><u>2<sup>nd</sup> Semester (Technical Phase)</u></b>  <b><u>16 Credits</u></b></p> <p>PTA 211 Clinical Orthopedics 2            PTA 216 Therapeutic Modalities II 2            PTA 217 Therapeutic Procedures 1            PTA 226 Clinical Prep/Special Topics 2            PTA 235 Patient Handling &amp; Massage 1            PTA 245 Neurologic Rehabilitation Thru the Lifespan 4            PTA 250 Geriatric PTA 2            PTA 290 Clinical Education I 2</p>
<p><b><u>3<sup>rd</sup> Semester (Technical Phase)</u></b>  <b><u>– Summer Semester</u></b>  <b><u>6 Credits</u></b></p> <p>PTA 291 Clinical Education II 2            PTA 292 Clinical Education III 4</p>	<p>Total Credits for Program Completion <b>73</b></p>
<p>* Must be successfully completed before taking courses at the 300 or 400 level.            **Introduction to Physical Therapy may be taken during the first semester of the technical phase of the program. However, due to the demands of the technical phase it is recommended it be taken during the general education core course work.            *** Only required for students with less than 24 earned college credits.</p>	





## SECTION 30 PROGRESSION AND RETENTION

### 31 Grading Scale

Letter Grade	Honor Points	Letter Grade	Honor Points
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

All prerequisite course work must be completed with a grade of C or better with the exception of BIO 171 and BIO 172 or equivalent which requires a B- or better. All prerequisite course work must be completed before the final year. Required courses may be repeated only once.

In addition:

- ▶ The student must achieve a cumulative 2.5 GPA in the required general education course work
- ▶ The student must have a 2.7 (B-) in the following courses: BIO 171 and BIO 172 or equivalent

#### **I Incomplete**

A temporary grade given only in the case of extreme circumstances beyond the student's control that prevent the student from completing all required work. An incomplete grade may only be given if a student is passing the course. An incomplete grade is changed to a letter grade following satisfactory completion of all unfinished work according to the conditions of the incomplete contract. An incomplete must be completed within the first four weeks of the semester following the one in which the incomplete was incurred. Otherwise, the grade for that course becomes an "F."

#### **W Withdrawal**

A "W" indicates a class from which the student has successfully withdrawn.

#### **AU Audit**

No grade and no credit is given for courses audited. A student may audit a course only by special permission of both the Registrar and instructor of the course.

## **32 Professional Behaviors\* Assessment (PBA)**

Success in the profession of Physical Therapy as a student or clinician comes from a combination of cognitive knowledge, psychomotor skill and professional behavior. This combination of skills and behaviors assures safe and effective treatments, responsible communication with patients, families and colleagues and trustworthy behavior as a professional.

While each clinician has his/her own professional personality, the skills that are essential to all professionals may be viewed as coming from the following categories:

- § Commitment to Learning
- § Interpersonal Skills
- § Communication Skills
- § Effective Use of Time and Resources
- § Use of Constructive Feedback
- § Problem-Solving
- § Professionalism
- § Responsibility
- § Critical Thinking
- § Stress Management

Professional Behaviors are behaviors, attributes or characteristics that are not explicitly part of a profession's core of knowledge and technical skills, but nevertheless are required for success in that profession. The PT-specific Professional Behaviors were identified by Physical Therapists as part of a study completed by the faculty in the Physical Therapy Program at the University of Wisconsin - Madison in 1991-2. They describe the professional behaviors expected within the profession of Physical Therapy. Mastery of these behaviors facilitates the ability to:

- Generalize from one context to another
- Integrate information from different sources
- Apply knowledge and skills in the practice setting
- Synthesize cognitive, affective and psychomotor behaviors
- Interact effectively with clients, families, the community and other professionals

Assessment of professional behaviors using the Professional Behaviors Assessment Tool has been incorporated into the academic and clinical curricula in the PTA Program. You will use the Professional Behaviors Assessment Tool to assess your own behavior in the academic setting. In addition, each student will receive feedback from academic faculty regarding his/her professional behavior. Students will meet with their academic advisors to review their self-assessment and to work with their academic advisor to develop a plan of action to assure continued professional growth.

During your clinical experiences you will self-assess using the same document. Results should be discussed with your academic advisor and/or the ACCE (Academic Coordinator of Clinical Education). Your results will be verified by your CI's (Clinical Instructor's) completed CPI (Clinical Performance Instrument).

As developing para-professionals, all students in the PTA program are expected to develop high levels of proficiency in each of these areas. You will work with the faculty, with your academic advisors and with your clinical instructors to assess and develop your skills in each of these areas.

It is our expectation that you demonstrate at least *Beginning* level criteria by the start of the 1<sup>st</sup> clinical affiliation, *Developing* criteria by the start of the 2<sup>nd</sup> affiliation, and *Entry-Level* at the end of the 3<sup>rd</sup> and final affiliation. (Policy Adapted from Boston University)

The Professional Behaviors and their associated criteria are as follows:

**1. Commitment to Learning (Use of Constructive Feedback)**

The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning and to seek out feedback and provide positive feedback to others.

**2. Interpersonal Skills**

The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.

**3. Communication Skills**

The ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.

**4. Critical Thinking (Problem-Solving)**

The ability to question logically; to identify and articulate problems, differentiate facts, illusions, assumptions, and hidden assumptions; distinguish the relevant from the irrelevant while analyzing data and develop and implement solutions and evaluate the outcomes.

**5. Stress Management (Time and Resource Management)**

The ability to identify sources of stress and to develop effective coping behaviors including obtaining the maximum benefit from a minimum investment of time and resources.

**6. Professionalism (Responsibility)**

The ability to exhibit appropriate professional conduct and to represent the profession effectively.

\*May, W. et al (1995) *Model for Ability-Based Assessment in Physical Therapy*, *Physical Therapy* 9 (1) p 3 – 6.

### **33 Examination Policy**

The student is expected to take exams when scheduled. The course instructor reserves the right to allow make up of assignments and/or tests for good cause with prior notification. Students must pass each written test and each practical examination with a minimum grade point of 2.0 (graded on a 4.0 scale) for all technical phase courses to assure competency for each topic covered. Should a student be unsuccessful in any of the written examinations (a grade of 69% or lower), the student will be offered an opportunity test. The opportunity test must be completed within one week (5 school days) from test return. If the opportunity test is successfully completed, the student may continue in the class; however, the original test grade will stand and be used for calculation of the final course grade. Only ONE opportunity test will be permitted per technical phase course.

If a student fails the opportunity test or passes the opportunity test but then fails a subsequent course test, one of the following actions will be taken by the program director in consultation with the program faculty and is contingent on the student's overall performance:

1. The student will be considered "on probation" and will be able to complete the program only if the student's test performance in all classes from that point forward is at 2.0 or better
2. Construction of a learning contract to meet the student's deficiencies
3. The student may be dismissed from the class or the program.

Failure to meet the expectations of items 1-2 above is grounds for dismissal.

Should a student be unsuccessful on a practical examination, (does not pass the practical with a 2.0 or better or does not practice safely) ONE re-test will be scheduled within one week (5 school days) from test return. If the practical examination retest is successfully completed, the student may continue in the class; however, the original test grade will stand and be used for calculation of the final course grade. If a practical examination re-test is failed the student will be dismissed from the course and may be dismissed from the program contingent on their overall performance. Only ONE practical examination re-test will be permitted per technical phase course.

### **34 Performance Policy**

- Students must follow the PTA program class sequence as outlined in the PTA Student Handbook.
- Students must earn a minimum grade point of 2.0 in each PTA instructional course and pass each clinical affiliation course/experience in order to progress in the PTA program.
- Students must demonstrate appropriate professional behaviors as defined by the physical therapy specific Professional Behaviors which include; commitment to learning, interpersonal skills, communication skills, problem solving, critical

- thinking, effective use of time and resources, responsibility, stress management, professionalism, and use of constructive feedback. Satisfactory progress is demonstrated by exhibiting *Beginning* level criteria by the start of the 1<sup>st</sup> clinical affiliation, *Developing* criteria by the start of the 2<sup>nd</sup> affiliation, and *Entry-Level* at the end of the 3<sup>rd</sup> and final affiliation.
- If at any time during the semester a student falls below a 2.0 grade point average in one class, s/he must meet with the instructor to determine if there is a remedy for the situation.
  - If at mid-semester\* a student falls below a 2.0 grade point average in more than one class the student must write a letter to the program director with an explanation of why they think they are failing and what they intend to do to correct the problem(s).
  - If at any time during the semester a student is not demonstrating the proper professional behaviors as determined by the PTA faculty, a learning contract will be developed to facilitate the adoption of appropriate professional behaviors.
  - A cumulative grade point average (GPA) of 2.0 must be maintained throughout the program in order to graduate.

\*Fall mid-semester is after the fifth week - Spring mid-semester is after the sixth week

## **35 Dismissal**

1. A student is subject for dismissal if the policy on performance is not maintained and/or for health problems such that it is inadvisable for the student to remain in the program, and/or persistent behavior that is not reflective of safe PTA practice.
2. The faculty has the responsibility to exercise its professional judgment in determining a student's competence to continue in the program. During his/her end-of-semester review, the faculty considers not only the academic standing but also the student's professional behavior as defined by the physical therapy specific Professional Behaviors. Acceptable grades are only one indicator of a student's ability to perform as a physical therapist assistant. A student who achieves acceptable academic standing but demonstrates unacceptable professional behavior may not be recommended for an internship and may be dismissed from the program. A decision not to place a student (to withhold internship placement) or a dismissal from the program will occur only after a student has been notified of the faculty's concerns and given the opportunity to correct the deficiencies.
3. A student may be dismissed for substance abuse.
4. Any student found guilty of cheating on an examination or plagiarizing on a paper or report will be dropped from the class and will receive an "F" in the class. This will make the student ineligible for reentry into the PTA program. The PTA instructor of the class has the authority to take the above action. Any student(s) involved in such an incident may initially appeal to the program director if she/he does not agree with the actions of the instructor. The student can then appeal to the Dean of the College of Health Sciences if not satisfied with the program's director's decision. The Dean of the College of Health Sciences decision is the final decision.

5. It is the responsibility of each student to read the Finlandia University catalog and student handbook and the Physical Therapist Assistant Program Student Handbook and to seek consultation with the department personnel should specific problems or questions arise.

Procedure:

- Document the student's misconduct, poor academics, inappropriate clinical practice/professional behaviors, etc. Place this in the student's file.
- Provide documentation of the necessary action used to reprimand the student. Include dates of phone calls-content of conversation, dates of meetings with student-content, written notification. Place all documentation in the student's file.
- Upon a dismissal decision, a letter will be sent to the student stating the reasons for dismissal. Recorded documentation will be provided to the student upon request.

CC: Dean of the College of Health Sciences

CC: Executive Vice President for Academic and Student Affairs

## **36 Withdrawal from PTA Studies**

A student who wishes to withdraw from the PTA program and remain at Finlandia University must contact the University Registrar to complete a "Change of Curriculum and/or Advisor" card. The University Registrar will then assign a new advisor. The University Registrar notifies the current advisor to forward the student's records to the new advisor.

## **37 Readmission Procedure**

1. Any student who did not maintain the academic or professional behavior standards of the PTA program and therefore was not permitted to continue the sequence may reapply to the program for the following year under the same admission requirements of the program. If accepted, previous PTA course completion with a grade point of 2.0 or better will not have to be retaken if completed in the last three years.
2. Any student who has discontinued enrollment for one (1) or more semesters must apply by letter to the Office of the Registrar requesting permission to be readmitted to the University. If the student has attended another University or college in the interim, a transcript from that institution is required.

## **38 Attendance and Assignments**

Students are expected to be punctual in attending all scheduled sessions of the course for satisfactory achievement of the learning objectives. This includes all scheduled classroom, laboratory and clinical activities. Failure to meet the attendance requirements will be cause for disciplinary action.

- All students are expected to attend all class sessions.
- Each student is allowed a maximum of 2 class absences per credit hour of a class.
- There is no distinction between excused and unexcused absences. The maximum number of absences allowed includes both kinds.
- It is the decision of the instructor to determine if tardiness to a class counts as an absence.
- It is the decision of the instructor to determine if tardiness or absence affects a student's grade.
- Every faculty member is expected to take roll at every class meeting and to report to the Director of Academic Success and Student Life when a student has reached the maximum number of absences in a class. This will allow for an early intervention with the student regarding participation in the course.
- It is the decision of the faculty member to determine if a student may make up any work missed due to an absence.

### **39 Electronic Communications information, Pearson eCollege Learning Studio (formerly known as e-College)**

#### **E-MAIL**

The PTA Department will only use student Finlandia University email accounts when sending out official information, not your personal accounts. Student FU email accounts remain active throughout the summer. Important reminders and information will be sent via your fu-email. It is your responsibility to check your Finlandia University email account on a regular basis, including summer months and during semester breaks. Student accounts are accessible from home via the webmail client accessed at <http://mail.fu.edu>. Graduating seniors can access their fu-email for one year after graduation. Report email problems to IT via phone (906-487-7444) or via email [support@finlandia.edu](mailto:support@finlandia.edu).

#### **TECHNOLOGY REQUIREMENTS**

Computers and the Internet play an integral role in the PTA Program. All students are required to have access to and use a computer and the Internet. Your home computer or laptop must have **Internet Explorer**, *not Firefox or Netscape*, and Microsoft (MS) Office programs such as, but not limited to, **MS Word, Excel, and Power Point**. If your computer or laptop is incompatible with required on-line components, there are computers available for use in the PTA Computer Lab (Mannerheim 108), Maki Library, and the Business Computer Lab.

When using the computers in the PTA Computer Lab, students are advised to use their pre-assigned user name and passwords assigned by the IT Department and distributed upon admission to the University. Passwords for computer access can be changed and personalized at any time. ***PLEASE BE SURE TO MEMORIZE AND PROTECT YOUR USER NAME AND PASSWORD. Always log off when you are finished using a University computer***

Any concerns using the Finlandia Computers or accessing the internet you can reach our Information Technology at [support@finlandia.edu](mailto:support@finlandia.edu) or call 487-7444.

## ***e-College***

All PTA courses utilize some degree of electronic learning tools. A few courses in the program are offered as totally online (for example, the Medical Terminology course completed in the freshman year is fully online). Some of your PTA courses use an electronic course companion to facilitate and strengthen your learning opportunities. In this case, faculty place coursework online that complements classroom lectures and assignments so that students have 24-hour access to the materials. Quizzes, worksheets, and discussion forums are used and will require time outside of class to complete. Many of these assignments are mandatory for successful completion of the course. Students are advised to plan their study time accordingly.

To improve access to such activities, the University has selected a centralized, Internet-based learning platform that is easy to access from anywhere at any time and is very easy to navigate. ***e-College*** is the online learning platform used by Finlandia University and the PTA Department. Once students are registered at the start of the semester, they can access their *e-College* courses through <http://finlandiaonline.net>. Students receive their passwords and log-in information from *e-College* once enrollment is confirmed. ***Please note that e-College will only communicate with students through their Finlandia University (fu.edu) e-mail accounts.***

*e-College* provides a list of required software programs you will need and a browser test to see if your computer is compatible. There are FREE software packages available through *e-College* if needed for your home computer. All computers on campus have been formatted to work with the learning platform.

*e-College* provides a Student Orientation Tutorial that must be completed by all PTA students when enrolled in an *e-College* course. It is recommended that you complete the Student Orientation Tutorial as soon as you enter each course.

**On-Line Expectations and Netiquette:** At the beginning of the course, all students will complete the *e-College* Orientation, provided by *e-College* – available at <http://finlandiaonline.net/>. Through the orientation program, students will acquire the abilities necessary to navigate the course room and complete the on-line assignments including but not limited to weekly discussion activities, quizzes, and worksheets. Due to interactive nature of the course room, students are expected to adhere to proper ethical standards and rules of etiquette for the virtual world. If you are not clear as to these requirements, please visit the following site: <http://www.albion.com/netiquette/corerules.html>

**Internet-Based Coursework:** Students are responsible for completing all Internet-based assignments. It is the student's responsibility to check his/her scores in the e-grade book and on the assignment submission site in order to validate that all assignments have been completed and graded.

It is highly advisable that students copy Internet pages that certify or validate that assignments or e-quizzes were properly submitted and registered on the site. Requests by students to the instructor challenging omissions or credit for any assignment entry must be made within 6 days following the due date of that assignment. After that period, entries will become permanent and cannot be disputed.

Instructors will not be responsible for assignments or quizzes not registered on required Internet sites.

## **SECTION 40      ADVISEMENT**

An Academic Advisor from the PTA Program is available to assist and advise students on academic concerns and career planning. Each student is assigned to an advisor prior to the first semester of the PTA program.

Students should consult their advisors:

- For assistance when experiencing academic difficulty.
- To develop and academic schedule and obtain a PIN for online registration. (The PIN changes each semester)
- To obtain a “Course Schedule Change” form. The student and the advisor must fill out a drop/add form for course changes. Signatures of the student and advisor are needed.
- Prior to filling out the “Application for Graduation”. This application is available in the Office of the Registrar. Candidates for graduation in April or August must apply by mid-November of the prior year; candidates for graduation in December must apply by mid-March.
- When you simply need to talk.

The student is responsible for scheduling appointments with the advisor.

## **SECTION 50      APPEALS**

### **51      Academic Appeals**

Any student who is the subject of academic action may appeal by taking the following steps:

1. The matter should be discussed with the course instructor.
2. If the matter is not resolved, a written complaint should be submitted to the Chairperson of the PTA Program for a response.
3. If at this point the matter remains unresolved, the complaint will be submitted by the Chairperson to the Academic Dean, who will conduct a hearing on the related issues.

## **52 Disciplinary Action Appeals**

The procedure for appeal of a disciplinary action is outlined in the Finlandia University Student Handbook.

## **53 SOCIAL OR PERSONAL APPEALS**

Concerns relative to housing, parking, or other personal living matters should be appealed through the Director of Living and Learning.

## **SECTION 60 CLINICAL ASSIGNMENTS**

### **61 Clinical Education Requirements**

#### **61.1 Clinical Education Sequence**

Students are prepared for the clinical experience by the academic knowledge acquired in lectures and the practice of physical therapy skills in the classroom/laboratory. The clinical experience allows the student to have hands-on experience with patients who have difficulties with movement because of musculoskeletal, neuromuscular, cardiopulmonary or integumentary dysfunction and to practice their knowledge and skills in real clinical applications.

The *Handbook for Clinical Educators* is provided to each site to assist the Clinical Instructor in preparing the affiliation. The Handbook outlines the academic course and clinical skills the students have completed prior to each affiliation. Clinical Instructors (CIs) are asked to review the academic courses and clinical skills the students have completed prior to each affiliation and to read the Clinical Performance Instrument (CPI). This information and documents are mailed to the individual CIs prior to the affiliation. Students have access to the *Handbook for Clinical Educators* in the PTA Program Student Clinical Resource Room (Room 108, East Mannerheim).

The following are schedules and general expectations for the three clinical affiliations:

#### **PTA 224: Clinical Practice**

**Duration:** Four weeks

**Clinical Hours to be completed:** Minimum of 160 hours (scheduled hours determined by a clinical site may exceed the minimum number of hours)

The student physical therapist assistant is at a novice level at this point who has had limited opportunity to apply their academic knowledge or clinical skills. During the affiliation, the student will practice the data collection methods and interventions of care they have been studying to this point in the program. Primarily these include the technical aspects of physical therapy such as; thermal modalities, therapeutic exercise, ADL's and functional

physical therapy techniques and background scientific knowledge of functional anatomy, professional behaviors, and tests and measures. The student will still require close supervision and will need to be directed to perform selected portions of the plan of care. Students are required to prepare a case study using an established format based on the Disablement Models and will present this case study in a seminar at the beginning of the next semester.

The student is expected to achieve a minimum of Advanced Beginner performance rating on the Clinical Performance Instrument Version 2 (supervision by the C.I. is required 75% of the time or less with patients with simple conditions and the student is consistent in developing proficiencies in monitoring therapeutic exercises and related data collection with a familiar patient group and should be beginning to share a patient care caseload with the clinical instructor).

### **PTA 290 & PTA 291: Clinical Education I & II**

**Duration:** Five weeks

**Clinical Hours to be completed:** Minimum of 200 hours (scheduled hours determined by a clinical site may exceed the minimum number of hours)

The student physical therapist assistant has completed all the academic course work and approximately 30% of their clinical hours prior to this affiliation. The student will be expected to practice all the basic physical therapy data collection techniques and treatment interventions and implement the plan of care as directed by the physical therapist with appropriate professional behavior.

The student is expected to achieve a minimum of Intermediate performance rating on the Clinical Performance Instrument Version 2. (Supervision by the C.I. is required less than 50% of the time with patients with simple conditions and the student is proficient with simple tasks and is developing the ability to perform more complex tasks, clinical problem solving and interventions/data collection. Student is capable of maintaining 50% of a full-time PTA's patient care workload)

### **PTA 292: Clinical Education III**

**Duration:** Five weeks

**Clinical Hours to be completed:** Minimum of 200 hours (scheduled hours determined by a clinical site may exceed the minimum number of hours)

The student physical therapist assistant has completed 65% of their clinical hours prior to this affiliation as well as the program's academic course work. Expectations for the student are to practice all major components of physical therapy data collection techniques and treatment interventions and implement the plan of care as directed by the physical therapist with appropriate professional behavior aiming towards entry level performance.

At the completion of this final affiliation it is expected that the student will be performing at *entry level* on the red flag performance criteria (#1, 2, 3, 5, and 7) and minimum of *advanced intermediate* performance on all other performance criteria of the Clinical Performance Instrument Version 2. (Student is independent in working with patients with simple conditions and may require supervision 25% of the time for patients with complex

conditions. Student is consistent and proficient in most tasks and is capable of maintaining 75% of a full-time physical therapist assistant's patient care workload). **A mandatory graduation seminar concludes the affiliation. The student is required to participate in class and individual activities that will prepare them for the National Physical Therapy Licensing Exam.**

## **61.2 Criteria for Participation in Clinical Affiliations**

To be eligible to participate in the first clinical affiliation students must:

- Complete the following physical therapist assistant course requirements: PTA 200, 205, 210, 215, 220, 223, and HSC 260 with a C (2.0) or better.
- Have professional behaviors that are determined by their own assessment and verified by their faculty advisor to be at or above the beginning level (Professional Behaviors – Section 32).
- Submit all the requirements to attend the assigned clinical site by the established deadlines.

To be eligible to participate in the second and third clinical affiliation students must:

- Complete all the physical therapist assistant course requirements of the program with a C (2.0) or better.
- Have professional behaviors that are determined by their own assessment and verified by their faculty advisor to be at or above the developing level. (Professional Behaviors – Section 32).
- Submit all the requirements to attend the assigned clinical site by the established deadlines.

The academic faculty determines that students are competent and safe to function in the clinical assignment as part of the course requirements. Students will practice the skill competency for each modality, treatment technique/procedure or exercise taught on one another in the classroom/laboratory both during class hours and at other appointed hours. Instructors will complete a skill assessment for each clinical skill taught and will ensure that the student demonstrates safe and appropriate technique. The instructors will base their assessment on the Clinical Performance Instrument (CPI) and the *APTA Normative Model of Physical Therapist Assistant Education, version 2007*.

The exception to the above is for the modalities of infrared, diathermy and ultraviolet. Students are taught the concepts, contraindications and precautions and are tested by written examination. "Hands-on" practice is not provided as part of the academic program. This exception is the result of a survey of our affiliated clinical sites in 1997 that indicated these modalities were seldom utilized for treatment.

Practical examinations are given to test the student's ability to communicate effectively with the patient, handle the patient appropriately, carry out the desired treatment plan, assess changes in the patient's condition, and appropriately report findings to the supervising physical therapist either verbally or through documentation. The student is questioned for their knowledge of indications, contraindications, precautions and rationale for the treatment. To participate in the clinical practice students must pass the practical and the lecture portion of the class with a grade of C (2.0) or higher.

## 62 CLINICAL LIABILITIES

Finlandia University provides PTA students with necessary malpractice insurance. Proof of coverage is forwarded to the Clinical Site prior to a scheduled affiliation. The students are trained for entry-level skills as indicated in the *APTA Normative Model of Physical Therapist Assistant Education, version 2007*. Clinical Instructors are provided a list of those physical therapy skills for which the students have received instruction and training prior to the affiliation. The malpractice insurance covers the student's practice of the skills taught in the program with appropriate supervision.

Students enrolled in the PTA Program at Finlandia University are not instructed or tested to demonstrate any level of competency for the following treatment techniques: spinal mobilization/manipulation, myofascial release, muscle energy techniques, cranio-sacral therapy and selective sharp debridement in wound care. Psychomotor components of peripheral joint mobilization grades 1-3 are covered in the curriculum and tested by practical examination. This is consistent with *the Normative Model of PTA Education, Guide to Physical Therapist Practice 2007* and the *(HOD P06-00-30-36) Procedural Interventions Exclusively Performed by Physical Therapists*.

**If a clinical instructor teaches a treatment or measurement technique that has not been presented and practiced in the academic setting, the clinical instructor is responsible for determining if the student is safe in applying the procedure to a patient within the clinical setting and is liable for any harm.**

The ACCE sends out a notice of the above to all Clinical Instructors prior to their supervision of a student.

## 63 Clinical Education Program; Roles and Responsibilities

### 63.1 Academic Coordinator of Clinical Education (ACCE)

The Finlandia University Academic Program designates a faculty member to plan, administrate and coordinate the clinical education for the student PTA. The ACCE:

- a) Serves as a liaison between Finlandia University and the affiliating facilities by selecting the clinical education sites and overseeing the selection of educators, scheduling the clinical affiliation, communicating information between the academic faculty and clinical facilities.
- b) Recruits and maintains an adequate number of clinical contracts in terms of quality, quantity and scope of practice to meet the clinical education goals of the program.
- c) Assigns the students to clinical sites and prepares the students for their clinical education experience.
- d) Monitors the academic performance of the students to ensure that they meet the criteria for participating in clinical affiliations.
- e) Ensures adequate supervision of the student by communication with the clinical instructor and student via letter, phone calls and site visits.

- f) Encourages and assists clinical site development and clinical faculty development by coordinating or offering individual training or workshops and providing written feedback about the students' clinical experiences at the site.

### **63.2 Center Coordinator of Clinical Education (CCCE)**

The CCCE is selected by the clinical facility administration to represent the clinic and administer and coordinate the assignments and activities of students at the clinical site. The CCCE:

- a) Provides the necessary documentation to Finlandia University's PTA Program including the Clinical Site Information Form (CSIF) and a signed Clinical Affiliation Agreement.
- b) Schedules student affiliations.
- c) Selects an appropriate, qualified clinical instructor for each student.
- d) Coordinates communication between the school and the clinic.
- e) Develops an appropriate clinical education program.
- f) Intervenes between the student and clinical instructor as needed.
- g) Assists clinical instructors in their development of clinical teaching skills.

### **63.3 Clinical Instructor (CI)**

The CI is directly involved with the student and provides the clinical site education opportunities for the student. During the student's clinical affiliation the CI:

- a) Provides adequate clinical mentorship, supervision and feedback to the student.
- b) Completes the required Clinical Performance Instrument training on the APTA "Learning Center".
- c) Uses the APTA Clinical Performance Instrument (CPI) Version 2 to evaluate the student's clinical performance.
- d) Follows the guidelines provided by the ACCE prior to the affiliation.
- e) Communicates with the ACCE or designate at mid-term and final, or more frequently if there are questions or concerns, about the student's ability to successfully complete the affiliation.

## **64 Student Responsibilities for the Clinical Affiliation**

### **64.1 The PTA student is expected to:**

- a) Abide by the American Physical Therapy Association's (APTA) "*Standards of Ethical Conduct for the Physical Therapist Assistant*" (HOD S06-09-20-18)
- b) Observe the policies and procedures of the clinical facility, Finlandia University, and the PTA Program at Finlandia University.
- c) Observe the "*Patient's Bill of Rights*".
- d) Demonstrate professional behaviors and associated behavioral criteria as described in Section 32 of this handbook.
- e) Introduce himself or herself as a student to patients that they observe or treat.

- f) Comply with the working hours of the clinical agency. (Approximately 40 hours per week but varies with the agency and the clinical instructor's scheduled hours)
- g) **Provide room and board during clinical assignments. (Some facilities offer room and/or board)**
- h) **Provide his or her transportation to and from the assigned clinical agency. This includes transportation during the affiliation.**
- i) Be fully prepared mentally and physically to carry out the patient care assignment.
- j) Complete instructional class of OSHA requirements for PTA students, seminars on Hazardous Materials and Health Insurance Portability and Accountability and obtain a certificate to take to the clinical agency.
- k) Provide proof of health insurance and other health information to the clinical agency on request.
- l) Maintain the copy of liability insurance given to you by the program prior to attending a clinical and supply to the clinical agency if requested.
- m) Clear criminal background checks as required by the program and clinical site.
- n) Be aware that the clinical site has the right to request a drug screen and the student must clear the drug screen to the facility's satisfaction
- o) Accept assignments as prepared for them by the PTA program faculty.

## **64.2 Dress Code**

The student must:

- a) Adhere to the dress code of the clinical setting in which he/she practices (refer to individual Facility's Clinical Site Information Form).
- b) Wear a Finlandia University PTA Program nametag at all times during each clinical experience. The Finlandia University nametag is **not** to be worn while serving as an employee of a facility.
- c) Purchase and wear a white lab coat at the clinical experience if required by the clinic.

Failure to meet the above dress code will be cause for disciplinary action.

### **Personal Grooming:**

The following grooming habits should be adhered to in the clinical setting as well as practiced within the classroom:

- a) Clothing and laboratory coats are to be fresh and clean.
- b) Shoes are to be clean and polished.
- c) Hair is to be neat and clean.
- d) Beards and mustaches must be clean and trimmed.
- e) Nails are to be clean and manicured.
- f) No gum chewing.
- g) No jewelry, with the exception of a wedding band and post-type earrings for pierced ears.
- h) Be aware that strong odors of perfume, cologne, shaving lotion, cigarette smoke, and body odor are offensive to patients.

### **64.3 Attendance Requirements**

Attendance is mandatory for all clinical days. No official number of sick days or absences is allowed. Students absent from the clinic with medical documentation and/or a valid personal excuse may be excused at the discretion of the Clinical Instructor and CCCE.

**Students must notify the clinical site prior to the start time on the day of any absence. Missed clinical time will be made up at the clinical site's convenience. When more than one day is or will be missed, the ACCE should be informed.**

Failure to comply with the attendance policy will result in the student's dismissal from the clinical rotation.

### **64.4 Student Selection of Individual Placements**

The ACCE guides students in their selection of clinical sites. Students should select sites that meet the program's clinical education requirements (61.3) and their own individual goals. Students are responsible for cost of food, housing and transportation at all sites.

The following outlines the process of clinical site selection:

1. Students meet with the ACCE in the spring semester prior to the start of their technical year and are familiarized with the clinical selection process.
2. Students are given a list of the "Active" and "On File" affiliated clinical sites, organized by setting and identified by geographic location ("Active" clinical sites have indicated clinical placement slots; "On File" sites are clinical sites that are used infrequently but have agreed to try and provide a slot when a student requests a clinical placement.)
3. Students complete a Clinical Site Selection form.
4. The ACCE meets with each student to review site choices and confirms that the choices will meet the clinical education requirements and the student's individual objectives. Other potential sites may be identified.
5. The ACCE confirms the availability of the sites and strives to give each student one of their three choices.
6. In September the ACCE identifies the first clinical affiliation placements. In November, the ACCE identifies the second and third clinical affiliation placements.
7. Students have one week to negotiate changes in the affiliation assignments with the ACCE. After this time period, there will be no changes except at the discretion of the ACCE.

#### **Selecting a Clinical Site Not Presently Affiliated with the PTA Program**

The ACCE may give permission to an additional site request based on the following:

- Student's most recent GPA and course grades
- Student's attendance habits
- Professional behaviors demonstrated throughout the school year.
- Site's ability to provide a quality clinical education experience as per "Assessment of New Clinical Sites Form"
- Site enters into an affiliation agreement with the PTA program.

Students must follow the following procedure to request an additional site:

1. The student inquires if the clinic is willing to provide a clinical experience for the student during the scheduled affiliation time period and confirms that the clinic has had students from other PTA programs.
2. If the facility is willing to offer an affiliation, the student completes an “Additional Site Request Form”.
3. The ACCE will contact the CCCE and confirm that the clinic is able to provide appropriate learning experiences and a qualified clinical instructor (CI) for the student using the “Assessment of New Clinical Sites Form”.
4. Approval of a site is at the discretion of the ACCE. If approved, an affiliation agreement must be executed prior to the student’s affiliation as stated above. The affiliation agreement may be ongoing or for one time only as agreed by the site and the ACCE.

### **Planning for the Clinical Affiliation**

1. Students may expect to complete **one** of the three affiliations at clinical sites within 3 hours of Finlandia University.
  - First Clinical Affiliation is 4 weeks: November – December
  - Second Clinical Affiliation is 5 weeks: April – May
  - Third Clinical Affiliation is 5 weeks: May – June
  - Three different clinical sites – one inpatient, one outpatient and one of the student’s choice. A rural setting for at least one is recommended.
2. Identify the types of experience you would like to obtain.
  - This may be related to your goals for working after you complete program, e.g. Sports Medicine, Long Term Care
  - You may just want to get a variety of experiences and sites
  - **Your best clinical experience may not be conveniently located**
3. Identifying options for clinical experience
  - List of affiliated clinical sites
  - Clinical Site Information Forms available in file in East Mannerheim Room 108 (PTA Clinical Resource Room)
  - Students Experiences Survey available in binders in Room 108 (PTA Clinical Resource Room)
  - ACCE
  - An additional clinical site may be requested
4. Budget for affiliations away from home and save money for these expenses
  - See Financial Aid Office regarding tuition costs for **3** semesters in the final year and extra away costs
  - Cost of transportation to site if far away
  - Daily transportation costs
  - Food costs

- Housing costs ~ \$200 – 250 per week at an economical motel, can sometimes get a better deal with Bed and Breakfast establishments especially out of season.

#### 5. Housing Options

- Relatives and Friends (least expensive)
- Bed and Breakfast and Motels
- Short-term Apartment Rentals
- Housing availability at site
- 

Motel or Bed and Breakfast facilities can be found using [google.com](http://google.com) or calling the Chamber of Commerce of the location you will be going.

### **64.5 Providing Pre-Affiliation Student Information**

The student will send the CCCE/CI the following items one-month prior to the first affiliation and two months prior to the second and third affiliations. This will be covered in detail in PTA 223 and PTA 226.

1. A cover letter detailing the student's goals for the affiliation and learning style preferences
2. A current resume
3. Clinical Instructor Selection Form
4. A Finlandia University return envelope

### **64.6 Requirements for Clinical Placements**

The PTA Program contracts with Certified Background to track the required documents and to make them available to the clinical site via their website. The student is responsible for submitting the following documentation to Certified Background on or before the dates stated in their letters.

1. A copy of signed Finlandia University PTA Program's Student Conduct Form
2. Proof of liability insurance (the insurance company will forward a copy to the clinic)
3. Proof of health insurance coverage
4. OSHA Acknowledgment of Receipt of Training
5. Hazardous Materials – Certificate of Completion
6. Proof of patient privacy and confidentiality training as per Health Insurance Portability and Accountability Act, 2001 (HIPAA).
7. Proof of current CPR certification (no older than 1 year)
8. Current record of or test for TB (most facilities require no older than 1 year, however, some require more current so student should refer to the CSIF). If a TB test is positive, a negative chest x-ray no older than twelve months is required.
9. Proof of current immunization for Rubella, Rubeola (measles) mumps and chicken pox.
10. Proof of current Hepatitis B immunizations or a signed Hepatitis B Immunization

#### Information and Release from Responsibility Form

11. Additional Health Information per clinics' request (specified in the facility's CSIF, under Medical Information)
12. Criminal Background Check as required by the facility. Costs are the responsibility of the student.

A site may have additional requirements and you will be made aware of this when you are assigned. For example all Wisconsin sites will require Background Information Disclosure Form.

### **64.7 Clinical Performance Evaluation – Student Role**

Students are expected to take a lead role in the clinical education experience, initially developing general objectives for the affiliation and collaborating with the Clinical Instructor to define specific objectives for each affiliation. The student must complete the following as directed by the course syllabi for the clinical experience.

1. **Technical Skills Log.** Students use this list of technical skills to collaborate with their Clinical Instructor to get as wide a range of experiences as appropriate for their level of academic and clinical experience. The technical skills log correlates with the Interventions Performance Criteria #7 thru #12 of the CPI. Each of the Technical Skills has related data collections skills that the student will note “observing” or “performing” in the CPI performance criteria #7 thru #12. At the end of the third affiliation a minimum of 75% of Technical Skills should be completed.
2. **Diagnoses Log.** Students note the medical diagnoses of the patients that they interact with during the clinical affiliation. This verifies that the students are getting exposure to patients with a range of diagnoses and ages.
3. **Weekly Planning Form** is completed by the student to complete objectives for the coming week. The student completes the weekly planning form and requests feedback from the CI on their performance over the previous week and sets objectives for the coming week.
4. **The Clinical Performance Instrument Version 2.0** is used by the student to self-assess his/her performance. This is completed by the student and CI. Discrepancy between student self-assessment and CI assessment should be discussed and viewed as an opportunity for learning. Student must have completed the PTACPI on line and signed off by the dates specified in the syllabus.
5. **Professional Behavior Assessment** is completed after each affiliation and is a continuation of the assessments completed in PTA 223 and PTA 226. The student identifies their rating on the assessment, indicates their progress in identified areas and establishes goals and strategies to enhance their professional behaviors.

### **64.8 Student Evaluation of Clinical Education Experience**

The student's feedback on their clinical education experience helps develop the clinical

education portion of the PTA Program and the clinical site. At the end of the clinical affiliation the student completes a Finlandia University *Student Evaluation of Clinical Education (SECE)*. Using the form, the student indicates their satisfaction with the preparation for the clinical affiliation, the orientation to the clinical facility, the variety and quality of clinical learning experiences, clinical supervision, and the academic curriculum.

The student is encouraged to share the completed evaluation form with the CI/CCCE after receiving the CI's final evaluation. The ACCE reviews the information and forwards a copy to the clinical site when writing a feedback letter to the site. The student's name is deleted from the copy.

## **65 Clinical Site Responsibilities**

### **65.1 Clinical Instructor Selection**

1. The CCCE selects the clinical instructor (CI) based on:  
Minimum qualifications for a CI 1) to be a licensed PT or PTA 2) at least one year of clinical practice 3) willingness to work with a student. The PTA Program at Finlandia University encourages the clinical centers to select experienced PTAs who will be positive role models for our students. When a PTA is a CI there must be a PT supervising the PTA.
2. The CCCE confirms the assigned Clinical Instructor by completing and returning a Clinical Instructor Selection Form that accompanies the student pre-affiliation letter and resume.
3. The ACCE reviews the Clinical Instructor Selection Form prior to the scheduled affiliation to confirm the name and qualifications of the CI, the affiliation dates and that the clinical site is still able to offer the affiliation placement. The ACCE notifies the CCCE if there are any concerns about the selection.

### **65.2 CI Responsibilities During the Clinical Experience**

The clinical instructor is responsible to:

1. Review materials sent by the academic program to organize learning activities available at the site
2. Provide a site orientation to the student
3. Collaborate with the student to set objectives for the affiliation
4. Provide on-going supervision and constructive feedback
5. Meet with the student once per week to review progress and assist the student in completing the weekly planning form
6. Complete the student's evaluation using the Clinical Performance Instrument (CPI) on the PTACPI web and sign off to allow the student and ACCE/delegate to view the assessment
7. Review the student assessment, discuss variations between the assessments and sign off on the student's assessment on line
8. Participate in clinical education skill development which may include: individual

training and feedback from the ACCE/delegate, APTA clinical education courses, and/or workshops from the PTA Program of Finlandia University

### **65.3 Supervision of the Student**

The CCCE and CI are responsible for ensuring the student has appropriate supervision. The affiliation should begin with observation experiences and patient care activities under direct supervision of the CI. The CI can decrease supervision as the student demonstrates competence and gradually progress the student to independence if the facility regulations allow. This will help assure patient safety. The following policies are to be followed to assure the safety of all individuals who participate in the clinical education component of the curriculum:

- The selected clinical sites have to have at least one full time licensed physical therapist on site. The State Practice Act will serve as a guide to determine if a PTA can supervise student PTAs without the on-site supervision of a physical therapist. If the State Practice Act does not address this issue the ACCE will decide if the PTA will adequately supervise the student PTA.
- The clinical sites that employ only one physical therapist have to identify provisions for the students if the physical therapist is ill or away from the center.
- The CI must supervise a student PTA that is providing direct patient care or designate another qualified PT or PTA to do so.
- The CI and the student PTA should schedule weekly formal meetings and communicate in an appropriate manner to assure safety of patient care and to determine the progress made by the student PTA.
- The CI or other qualified designated supervisor has to be on the premises or reachable without delay at all times when a student is performing direct patient care. Pagers, phones and intercoms may be used when a student treats patients on other floors or in a separate building. The CI/designate must remain a safe distance from the student to be able to intervene should the student need help. Medicare and Insurance requirements must be followed.

### **65.4 Assessing Student Performance**

The Clinical Instructor is asked to provide on-going constructive feedback to the student during the affiliation. A summative assessment of student performance is performed at mid-term and final using the APTA Clinical Performance Instrument (CPI) 2.0. The ACCE provides directions for completing the evaluation as part of the pre-affiliation correspondence. The CI may use the following information to assist in evaluating the student's performance:

- Their own observations
- Feedback from co-workers and patients involved with the student
- Progress shown on the weekly planning form

The student's ability to self-assess their own performance is important in the development of life-long learning skills. For this reason, we ask the Clinical Instructor to review the Student CPI self-assessment. Discussing any discrepancies between the CI's assessment and the

student self-assessment proves to be a valuable learning tool. The CI and student should sign both the Student Self-Assessment and the CI Assessment.

### **65.5 Complaints about Student Performance:**

**The CI/CCCE should contact the ACCE/designated faculty member immediately if any of the following occur:**

- o Student demonstrates unsafe, unprofessional or unethical clinical performance
- o Student is suspected of substance abuse
- o Student has excessive absenteeism
- o Student has an illness or injury that will result in the student being unable to achieve course objectives
- o Student fails to comply with the rules and regulations of the clinical site
- o Student is prevented from successfully completing the clinical affiliation requirements because of an unexpected event

The clinical site supervisory personnel may temporarily relieve a student from a specific assignment or require the student be withdrawn from the affiliation if patient safety is a concern. The CCCE/CI should call the ACCE immediately if this occurs. A meeting will be immediately scheduled by the ACCE with the CCCE/CI and student to remedy the situation. The ACCE may ask the CCCE/CI to complete the “Observation of Behavior Form”.

The CI/CCCE is encouraged to call the ACCE/designate if there are any questions or concerns prior to, during or after the clinical affiliation.

## **66 Academic Program Responsibilities**

### **66.1 Student Preparation for the Affiliation**

Every technical course prepares the students for their clinical experiences. The ACCE provides two courses, PTA 223 Clinical Affiliation Preparation and Practice and PTA 226 Clinical Preparation and Special Topics, which prepare the student for the clinical affiliation procedures and groom them for their professional role.

PTA 223 is completed prior to the first clinical affiliation. The students learn to use the clinical evaluation materials and identify expectations for their learning in the clinical setting. Students are informed that they must abide by the rules and regulations of the clinical site and the importance of patient safety. Legal and ethical issues, core professional values, resume writing, documentation, patient education and the self-assessment of professional behaviors and learning styles are included. The student is required to develop a goal for the professional behavior – *Communication* to work on during the first affiliation.

PTA 226 is a continuation of the above and is completed prior to the final two clinical affiliations. The development of professional communication and critical thinking skills is covered in depth and students are required to refine goals and strategies to enhance their

performance in these key areas. Career development activities such as job interviewing and stress management are included.

## **66.2 Communication with Site During The Affiliation:**

Communication between the clinical site Center Coordinator of Clinical Education (CCCE), Clinical Instructor (CI) and ACCE is crucial to the success of the clinical education program. The ACCE encourages the CCCE and the CI to call and request information or assistance to provide a good clinical education experience for the student. Typically, the ACCE/Delegate will call the CI prior to the affiliation, at mid-term and final week, during the affiliation and follow up with written feedback on the clinical affiliation and the student's experience.

### **Before the Affiliation**

One month prior to the start of the affiliation, the ACCE sends the syllabus which outlines the expectations for the student during the affiliation. A copy of the Clinical Experience Log is provided to indicate the technical skills the student has been trained to do. Information regarding the APTA training for the PTA CPI and accessing the PTACPI web is e-mailed and mailed to the Clinical instructor. One to two weeks prior to the affiliation, the ACCE phones the CI to ensure that the above information has been received and to answer any questions. If this is a new CI, the ACCE will review the process in more detail and will determine if more resources or a visit is required to assist the CI. Encouragement is given to call if any concerns or questions arise during the affiliation.

### **During the Affiliation**

During the student's affiliation, the ACCE or a designated faculty member will be identified as the student's contact person. The student or CI should notify their contact person if there are any concerns or questions. If there are any significant concerns the ACCE will be notified but the designated faculty member has the authority to resolve minor problems and advise students and CIs.

The ACCE or designate will review the completed CPI on line and will either call and/or visit the student during mid-term and final clinical evaluation week. A *Communication Form for ACCE/Designate* will be used by the ACCE/designate to report the student's progress. This form is forwarded to the ACCE immediately if there are concerns that could prevent a student from passing the affiliation. The form is directed to the student's file at the end of the affiliation and the information on the form is used in assessing the student's clinical experience.

### **Following the Affiliation**

The ACCE or designated faculty member sends a letter to the CI after the affiliation to thank them for sharing their expertise and time to supervise the student and to provide feedback on the clinical affiliation. The ACCE reviews the comments on the "Student Evaluation of Clinical Education", the Communication Form, the CI's comments on the Weekly Planning Forms and their feedback to the student on the CPI and from this review provides

constructive comments. A Certificate of Appreciation is prepared for the Clinical Instructor to recognize their service to the student and Finlandia University and to provide the number of hours of clinical supervision so that credit can be claimed for continuing education if allowed by the licensing body. A copy of this letter and the Student Evaluation of Clinical Education is sent to the CCCE. When there is a significant concern the ACCE will call the CCCE and/or CI to discuss a plan of corrective action.

### **66.3 Evaluation of the Student:**

The ACCE is responsible for determining the final pass/fail of the student for each affiliation based on:

- Clinical Instructor's CPI rating and comments
- Student's CPI self-assessment
- Communication Form for the ACCE/Designate
- Completion of clinical hours verified by the CI and student on the CPI
- Weekly objectives on the Weekly Planning Form
- Performance on the ScoreBuilder's PTA Exam (final affiliation)

## **67 Clinical Affiliation Remediation and Dismissal**

### **67.1 Clinical Affiliation Remedial Policy**

The Clinical Instructor should inform the ACCE of any significant concerns immediately. See Section 65.4 *Complaints about Student Performance*. The following remedial measures are applied to students at risk of failing an affiliation and/or students failing an affiliation:

1. A learning contract is developed when the CI identifies the student as having significant concerns. The ACCE, with input from the CCCE and/or CI, determines that a learning contract is required. A learning contract will detail the remedial actions required by the student to address the concerns and will specify the time frame for improvement and consequences should remedial actions not be successful. The learning contract can be developed by the ACCE, CCCE or the CI. The student and his/her CI sign the learning contract. A copy of the contract is distributed to the ACCE, CI and the student.
2. A student, who has not met the pass requirements of one clinical affiliations may:
  - a) Proceed to the next clinical affiliation with a learning contract in place
  - b) Receive an incomplete grade for the affiliation and will repeat appropriate parts or the entire affiliation before progressing to the next course/affiliation. A learning contract will be written by the ACCE to establish requirements for progressing. (A repeated affiliation may be at the same or a different facility at the discretion of the ACCE)
3. If more than one clinical affiliation falls below passing requirements, the student will receive a failing grade and will be dismissed from the program.

## **67.2 Dismissal Policy**

A student may be dismissed from Finlandia University's PTA Program when:

- Minimal performance is not maintained and/or for persistent behavior that is not reflective of safe PTA practice
- There is substance abuse
- Student is found to be guilty of cheating on an examination or plagiarizing on a paper or report
- Student has excessive absences during the clinical affiliation without documentation or approval of the ACCE
- Faculty deems that the student's health, conduct, scholastic standing, or clinical practice does not meet the minimal standards of the program

Dismissal from the program can make the student ineligible for re-entry into the PTA program at a later date. It is the responsibility of each student to read the Finlandia University catalog and handbook and the Physical Therapist Assistant Student Handbook and to seek consultation with the department personnel, should specific problems or questions arise.

## **68 Teaching Models in Clinical Education**

### **1 CI : 1 student**

This refers to the assignment of one student to one clinical instructor. This has been the traditional clinical teaching model used for physical therapy in the United States. While it has not been proven to be the most effective teaching model, it continues to be used with the most frequency. This traditional model has been increasingly challenged and replaced with alternative clinical teaching models.

### **2 CIs : 1 student (split rotations)**

This refers to two part time PTs/PTAs equaling one full time employee sharing the responsibilities of the CI. In this situation the teaching model is still 1:1.

### **1 CI : 2 students**

- A. 2:1 Individualistic model: The CI instructs the students on a one to one basis. The students work individually; consultation and collaboration with student peers are not encouraged by the CI.
- B. 2:1 Collaborative model: The students can have their individual patients, but they are encouraged to consult and collaborate with each other. In the collaborative model, the CI acts more as a resource person and mentor for students. The students are encouraged to help each other with problem solving, second opinion etc. The CI may arrange individual and joint sessions with students as needed.

### **1 CI : more than 2 students**

The individualistic and especially the collaborative model can be modified to 3 or even 4 students per CI. The principles remain the same.

It is important to note that, when the CI supervises more than one student, s/he has to be able to delegate a major part of his/her patients to these students. Usually this is not a problem, since the students eventually assume responsibility of a patient load equal to or greater than that normally carried by the individual PT/PTA. It is also important to remember that the PTA students should not be working independently with patients whose outcome is not well predictable. Therefore the CI should either give those patients to other PTs within the department, or if this is not possible, assume full responsibility for treatment of these patients. However, the CI could still delegate appropriate parts of the treatment session to the student(s). The CI could ask the other physical therapists within the department to delegate appropriate patients to the PTA students, if so desired.

Increasing need for clinical placements and good results with collaborative clinical teaching models from both student and CI viewpoints have indicated a need to further explore these alternative clinical teaching models. One important advantage is that the collaborative model prepares the future PTA better for functioning as a “team player” in the physical therapy field.

## **SECTION 70            EDUCATIONAL SUPPORT SERVICES**

### **71      Therapeutic Procedures Laboratory**

The Therapeutic Procedures Laboratory is designed and equipped to assist the student in learning skills necessary to function as an effective physical therapist assistant. The lab is used for both class time and assigned open lab hours. For open lab sessions scheduled outside of class time an instructor will normally be available and the use of the laboratory is encouraged. However, to assure student safety during open lab sessions, supervision is required for practice with electrical equipment, including electrical stimulation machines, ultrasound units, and traction units. Students are prohibited from using electrical equipment without supervision but may practice other interventions and data collection techniques without supervision. Laboratory equipment that requires supervision for use is secured in a locked storage room and a student must request a practice session with a PTA instructor outside of class time. This assures student safety in the use of electrical equipment.

The laboratory will be open for practice at scheduled times during the week. Each student must pass the practical examinations, which are given in the laboratory with the use of laboratory equipment. These practicals are based on required PTA skills and program competencies.

The PTA Laboratory rules are as follows:

- Clean and replace the laboratory equipment.
- Nothing leaves the Lab without permission.
- Fill or replace items as needed.
- After each Lab session, lab tables will be cleaned with bottled bleach solution.
- Lab practice only during designated hours or by special permission.
- Professional conduct required at all times.

## **72 Computers**

Computers are available in the PTA Clinical Resource Room (Room 108 E. Mannerheim) and the University Library. Use of PTA computers will be scheduled with the PTA Administrative Assistant and under the direction of an instructor or with the computer lab personnel in the University Library.

## **73 Library**

A collection of PTA texts and journals are available to the students in the University Library.

# **SECTION 80 STUDENT ORGANIZATIONS AND ACTIVITIES**

## **PTA Student Representation**

Each year all graduating PTA students are invited to the summer Program Review Meeting to offer feedback concerning the strengths of the program and areas for program improvement.

Students also provide feedback concerning the program via several methods including:

- Student Evaluation of Teaching
- Student Evaluation of Clinical Education
- During exit interviews

## **PTA Student Club**

The PTA Student Club, initiated in 2005-06, is a service organization comprised of all interested PTA students. The goal of the organization is to develop students as contributing members of society by serving the local community in charitable efforts. In consultation with faculty advisors, elected officers lead the organization in fund raising activities to benefit local charities, social events to benefit collaborative efforts among students and other activities as deemed appropriate by the organization.

# **SECTION 90 Accreditation Status**

Finlandia University's PTA Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA), 1111 North Fairfax Street, Alexandria, Virginia 22314-1488.

Upon successful completion of the program, an Associate in Applied Science degree is awarded. Graduates are eligible to sit for National Physical Therapist Assistant Examination and the jurisprudence examination for states that have PTA regulation.

## **SECTION 100 Privacy and access to Student Records**

The PTA Department supports and adheres to the University's policy on privacy and access to student records.

Students are responsible for preserving the privacy, dignity and safety of all persons involved in the academic and clinical portions of the program. This includes other students, patients and their families, academic faculty, clinical faculty and other health-care practitioners.

The student has the right to inspect her/his personal record. A written request to the Registrar must be made and it will be responded to within five working days. The student also has the right to prevent the release of information from the personal file.

Finlandia University designates the following categories of student information as public or "directory information". The institution may disclose such information for any purpose at its discretion.

- Category I: Name, address, telephone number, e-mail address, dates of attendance, class status, part-time or full-time status, class schedule/roster, photos.
- Category II: Previous institution(s) attended, degree(s) and major(s), awards, honors (includes dean's and honors list), degree(s) conferred (including dates).
- Category III: Past and present participation in officially recognized sports and school activities, physical factors (height, weight) of athletes, date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written permission (valid for one year only) must be submitted in person to the University Registrar prior to September 30 of the fall semester, January 30 of the spring semester, and May 30 of the summer semester. Forms to request the withholding of directory information are available from the University Registrar. Finlandia University assumes that the failure of any student to specifically request withholding any category of directory information indicates individual approval for disclosure. Students have the right to file a complaint with the Department of Education for alleged institutional failure to comply with FERPA requirements.

If a student would like other information, such as transcripts or instructor evaluations, released from their personal file, they must submit written permission to the University Registrar. Forms are available from the University Registrar.

## **SECTION 110 Policy for Dispersing PTA Program Information to Students**

The Finlandia University Admissions Department will send all students inquiring about the PTA Program an introductory letter accompanied by the following:

- Finlandia University Application
- Finlandia University promotional CD

- Scholarship Sheet
- PTA Flyer (Includes: a description of PTA as a career, career opportunities for the PTA, occupational outlook, and a listing of the PTA curriculum at Finlandia University.)

Once a student is accepted into the University, they are sent the PTA Program's Admissions Criteria, which includes published information regarding the selective nature of the admissions process. In addition, they receive a copy of the "Physical Therapist Assistant Essential Functions" document, PTA as a career document and a PTA Student volunteer hour log sheet.

Students accepted into the PTA program will receive copies of the following documents:

- Finlandia University PTA Student Handbook
- (APTA) Standards of Practice for Physical Therapy
- (APTA) Standards of Ethical Conduct for the Physical Therapist Assistant
- (APTA) Guide for Conduct of the Physical Therapist Assistant
- PTA Program Student Conduct Form (consent form)

Review of these documents will take place during the "technical phase" PTA student orientation meeting. This is a mandatory meeting. Time will be given for review and then students will sign the Student Conduct Form indicating informed consent regarding the above information.

## **SECTION 120 Policy on Use of Human Subjects in Demonstration**

Policy on guidelines on the use of human subjects in demonstration and practice for educational purposes:

1. Each student must give informed consent in order to participate in demonstrations and studies. The student must sign the "PTA Program Student Conduct Form" at the PTA Student Orientation Meeting to participate in the program.
2. The use of photographs, transparencies, films and videotapes must be authorized by the individuals appearing in such media via written consent.

## **SECTION 130 Policy on Occupational Safety and Hazards**

### **131 Laboratory Equipment**

Students are responsible for reading and understanding the safety regulations governing the use of all equipment used in the laboratory before using it.

Instruction manuals for safe use of equipment and safety regulations are kept with each piece of equipment if possible. Instruction manuals with safety regulations that are not kept with the equipment are kept in a file folder located in the therapeutic procedures laboratory.

To assure student safety, supervised instruction is required prior to use of laboratory equipment, including electrical stimulation machines, ultrasound units, thermal agents, mechanical compression, and traction units. Laboratory equipment that requires supervised

instruction for use is secured in the lab room and locked after classroom hours. A student must request permission for entry into the lab room if the student wants use of the lab and lab equipment after classroom hours.

## **132 OSHA Requirements**

Students must follow the Occupational, Safety and Health Administration's (OSHA) requirements regarding the use and disposal of hazardous materials, universal body substances, and blood borne pathogens.

1. OSHA regulations are found in the manual entitled "OSHA Safety Requirements Manual". This manual is located in the PTA Program office.
2. PTA students are provided with training related to occupational exposure to blood borne pathogens and airborne (TB) pathogens. Training includes policy and procedures regarding occupational exposure to blood borne pathogens as well as general explanations of the epidemiology and symptoms of blood borne diseases and TB and modes of transmission. A record is kept of the student taking the training and the date of the training, an outline of the training, the name(s) and qualifications of the instructor(s). The *OSHA 29 CFR Part 1910.1030-Occupational Exposure to Blood borne Pathogens* training acknowledgment form is filled out and given to students who complete the training.
3. PTA students are provided with training in the disposal of hazardous material. A Completion Certificate is filled out and given to students who complete the training.
4. "Hazardous Communication: Regulation and Risk" is a DVD on the use of hazardous materials in the workplace. Students watch the DVD and complete a Quiz and earn a Certificate of Completion for successful completion of the Quiz.

## **SECTION 140 Finlandia University Physical Therapist Assistant (PTA) Program Criminal History (Background) Check Policy**

Subject: Criminal Background Checks

Policy Number: 140

Effective Date: January 2006

Revised Date: April 2012

Authorized by: PTA Faculty

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### **Purpose:**

Section 333.20173 of the Michigan Compiled Laws, requires that any individual that regularly provides direct care services to patients or residents within a "Covered Facility" is subject to a criminal history (background) check prior to providing such services.

## **Policy Statement:**

In fulfillment of this requirement, a criminal history check is required prior to clinical placement for all PTA students.

## **Definitions:**

- Covered Facility: a health facility or agency that is a nursing home, county medical care facility, or home for the aged.
- Vulnerable Adult: (1) an individual age 18 or over who, because of age, developmental disability, mental illness, or physical disability requires supervision or personal care or lacks the personal and social skills required to live independently, or (2) a person 18 years of age or older or a person who is placed in an adult foster care family home or an adult foster care small group home, or (3) a vulnerable person not less than 18 years of age who is suspected of being or believed to be abused, neglected, or exploited.
- Affiliating Agency: Any affiliating agencies used as a clinical site for the PTA Program
- Clinical Privileges: clinical learning experiences that PTA students rotate through during their educational preparation at Finlandia University. These experiences take place at a variety of health care facilities that includes “covered facilities” as defined by MCL 333.20173.

## **Procedure:**

1. All students are required to complete the admission application to Finlandia University and include the required criminal history information as requested.
2. Program provides students with information on the facility which conducts criminal background checks along with an “Informed Consent” Form. Clear criminal background checks are required by the program and affiliated clinical site. Student will be responsible for any costs associated with the background checks.
3. The student will provide appropriate notice regarding their criminal background check to affiliating agencies.
4. Should there be exclusionary findings in the background check the PTA Program Director will advise the student of their situation and ability to complete the clinical component of the program.
5. Results of the criminal background check will be maintained in a separate file from the student’s academic record.

## **SECTION 150 Finlandia University Physical Therapist Assistant (PTA) Program Policy on Substance Abuse**

The PTA Department supports and adheres to the University’s policy on alcohol and other drugs. Hence, students are prohibited from reporting to class and clinical sites using

alcoholic beverages or illegal drugs. The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student's performance or endanger the health and/or safety of others. Students may be subject to drug testing when such testing is required by a clinical site.

The PTA faculty will assist students desiring to address a substance abuse problem by suggesting community resources such as Western Upper Peninsula Substance Abuse Service Coordinating Agency and Assessment Service. The PTA faculty and staff will maintain the confidentiality of all records and information related to the student's suspected abuse.

A student, who has an instance of substance abuse while in the clinical setting, will be suspended from that clinical placement and remaining clinical placements until approved by the Program Director. Should a student have an instance of substance abuse in the classroom setting, participation in the clinical portion of the program may be postponed until the student has been assessed by the Western Upper Peninsula Substance Abuse Service Coordinating Agency and Assessment Service and has followed through on the recommendations. A student who refuses to comply with the substance abuse policy/procedure will be subject to dismissal from the PTA Program.

The following procedures will be adhered to for all occurrences of substance abuse when immediate action is indicated:

1. If the student is suspected of being intoxicated or under the influence of illegal substances during a clinical experience, the clinical faculty may request a drug screening or additional assessment at the student's expense. A release form should be signed to allow the PTA Program to receive the results of any drug screening or additional assessment. The clinical instructor should have another professional verify the student's behavior and signs of substance abuse.
2. The clinical faculty should advise the student not to drive and assist in arranging alternative transportation to the student's residence. If the clinical facility has procedures in place they may be followed.
3. The Academic Coordinator of Clinical Education (ACCE) will be informed and the student will be suspended from the clinical placement.
4. The student must make an appointment to see the PTA Program Director to review the incident. Final decisions regarding the student discipline will be based on recommendations by the PTA faculty, the PTA Program Director and Co-Deans of the College of Health Sciences.
5. If substance abuse is confirmed, the student must make an appointment for assessment by the Western Upper Peninsula Substance Abuse Service Coordinating Agency and Assessment Service. The student should sign a release of the assessment results to the PTA Program. The student must provide evidence that he/she is following up with the referrals and complying with the treatment plan.

6. Failure to attend the assessment by the Western Upper Peninsula Substance Abuse Service Coordinating Agency and Assessment Service or provide documentation of the assessment or provide evidence of compliance with the prescribed treatment plan will result in dismissal from the PTA Program.
7. The student may request to be readmitted to the PTA Program as outlined in the PTA Program Readmission Policy.
8. Should the student be allowed re-admission to the clinical portion of the program, the student must follow a learning contract that will include disclosure of the problem of substance abuse to the CCCE and Clinical Instructor.
9. If impaired behaviors are observed in the classroom setting, the procedures of the University policy related to student conduct are followed. In addition, the PTA student may not be allowed to participate in the clinical portion of the program until approved by the ACCE and Program Director. The PTA student may be dismissed from the PTA Program on the basis of inappropriate professional behaviors as well as not complying with the substance abuse policy/procedure.

## **SECTION 160 National Physical Therapist Assistant Exam (NPTAE) Information**

If you have questions about the National Physical Therapist Assistant Examination or questions about how to register for the NPTAE, visit the Federation of State Boards of Physical Therapy (FSBPT) web site at <http://www.fsbpt.org> or call FSBPT at 703-739-9420. You can also email inquiries to [examregistration@fsbpt.org](mailto:examregistration@fsbpt.org).

One of the first hints found on the FSBPT web site under “Exam Information” is: **REVIEW THE "NPTE CANDIDATE HANDBOOK"**. Carefully and thoroughly review the NPTE Candidate handbook. All the information you need to know about the exam and exam administration is included in the handbook. The handbook can be viewed online or downloaded as a PDF file at <http://www.fsbpt.org/download/CandidateHandbook20120131.pdf>.

The following is taken from the “Candidate Handbook”:

### **General Information**

#### **The Federation of State Boards of Physical Therapy**

The mission of the Federation of State Boards of Physical Therapy (FSBPT) is to protect the public by providing service and leadership that promote safe and competent physical therapy practice.

Our Federation promotes and protects the health, safety and welfare of the public by identifying and promoting desirable and reasonable uniformity in physical therapy regulatory standards and practices. We recommend consistent regulatory practices through

the *Model Practice Act for Physical Therapy*, address foreign education equivalency and collect and disseminate information relevant to the regulation of physical therapy through our *Jurisdiction Licensure Reference Guide*.

We develop, maintain and administer the National Physical Therapy Examinations (NPTE) for Physical Therapists (PT) and Physical Therapist Assistants (PTA). We continually research and use the best examination methodology available.

We also provide educational programs for our Member Boards and other bodies interested in effective licensure, regulation and enforcement in the practice of healthcare professions.

### **Purpose of the Examination Program**

The NPTE program has three purposes: 1) to provide examination services to regulatory authorities charged with the regulation of physical therapists and physical therapist assistants; 2) to provide a common element in the evaluation of candidates so that standards will be comparable from jurisdiction to jurisdiction and 3) to protect the public interest in having only those persons who have the requisite knowledge of physical therapy be licensed to practice physical therapy.

The physical therapist (PT) and physical therapist assistant (PTA) examinations are designed to assess basic entry-level competence of the licensure candidate who has graduated from an accredited program or from an equivalent non-accredited program.

The national examination is only one part of the evaluation process used by licensing authorities. In some jurisdictions, the physical therapy examination is supplemented by other means of assessing candidates' ability to provide physical therapy.

### **Examination Administration**

The computer-based PT and PTA examinations are administered by FSBPT through Prometric. FSBPT scores your examination and then transmits the score to the licensing authority. Individual licensing authorities make all decisions regarding licensure or certification as well as licensure and certification procedures for their jurisdiction. FSBPT is the final authority on issuance of scores on the NPTE. One commonality among U.S. licensing authorities is that, effective July 1996, all licensing authorities adopted FSBPT's criterion-referenced passing point, so that the minimum passing score is now the same in all jurisdictions.

### **Fixed-Date Testing**

The NPTE is administered on fixed-dates throughout the year. To view information on examination dates and deadlines visit: [www.fsbpt.org/ForCandidatesAndLicensees/FixedDateTesting](http://www.fsbpt.org/ForCandidatesAndLicensees/FixedDateTesting). Candidates who do not meet a registration deadline or are not approved by the jurisdiction approval deadline must wait until the next fixed-date exam.

## Arranging to take the NPTE

What are the steps for taking the examination?

- Obtain application materials from the licensing authority of the jurisdiction in which you are seeking licensure.
- Register for the examination of FSBPT's website at <http://www.fsbpt.org>.
- If you have a disability covered by the Americans with Disabilities Act (ADA), you may request testing accommodations for the examination. Contact the licensing authority in the jurisdiction in which you are seeking licensure for details. You must request testing accommodations at the time you register.
- The jurisdiction licensing authority will approve your eligibility and notify FSBPT.
- FSBPT will send you an "Authorization to Test" letter containing instructions on how to schedule an appointment with Prometric. Questions regarding registration processing may be directed to [examregistration@fsbpt.org](mailto:examregistration@fsbpt.org).
- Schedule an appointment for the examination with Prometric. You may schedule your appointment with Prometric online at [www.prometric.com/fsbpt](http://www.prometric.com/fsbpt) or by calling the number given in your "Authorization to Test" letter.
- Sit for the examination at your chosen Prometric testing site\*. You must sit for the examination within your eligibility period/date as indicated on the "Authorization-to-Test" letter provided by FSBPT. If you do not sit for the examination, or withdraw your registration, within your eligibility, you will be removed from the eligibility list and will be required to begin the registration process again.