The Physical Therapist Assistant Program at McLennan Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA).

The Commission on Accreditation in Physical Therapy Education
Department of Accreditation
American Physical Therapy Association
1111 North Fairfax Street
Alexandria, VA 22314
Phone: 703-706-3245
Website: www.apta.org/CAPTE

McLennan Community College provides equal education opportunity for all qualified students and does not discriminate on the basis of gender, disability, race, creed or religion, color, age, national origin or any other unlawful factors in its educational programs, activities, or employment as required by Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972 and the Age Discrimination Act of 1978.

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C. F. R. Part 106 (Title IX)

In accordance with the requirements of the Title IX Education Amendments of 1972 MCC’s designated Title IX Coordinator, Drew Canham – Vice President, Student Success and Deputy Coordinator, Melissa (Missy) Kittner – Director, Human Resources shall be responsible for coordinating the College’s effort to comply with and carry out its responsibilities under Title IX.

Contact information
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Vice President, Student Success
McLennan Community College
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INTRODUCTION

The McLennan Community College Physical Therapist Assistant Program accepted the first class of students in 1985. The program was originally granted accreditation status by the Commission of Accreditation in Physical Therapy Education in May of 1987 and most recently in April of 2011. All information regarding retention rates, graduation rates, and professional licensure examination pass rates can be found on our website at: http://www.mclennan.edu/allied-health/physical-therapist-assistant/

The PTA program is a two-year associate degree program which begins each fall semester. Students must be a minimum of 18 years of age and a high school (or equivalent) graduate in order to apply to the PTA program. Students earn an Associate of Applied Science Degree upon successful completion of the program and become eligible to take the national licensure examination approved by the Texas Board of Physical Therapy Examiners. Graduates of the program who pass the licensure examination receive a Physical Therapist Assistant license and may use the designation of Licensed Physical Therapist Assistant.

Students in the PTA program at McLennan Community College are eligible for (and encouraged to obtain) student membership in the Texas Physical Therapy Association and the American Physical Therapy Association allowing students access to the benefits of membership.

PROGRAM ACCREDITATION

The Physical Therapist Assistant Program at McLennan Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA). The program was originally granted accreditation status by CAPTE in May 1987 and most recently in April 2011. It is the responsibility of the PTA program director to ensure that the program remains in compliance with all CAPTE accreditation standards and the program director is responsible for ensuring the program is brought into compliance within the deadlines established by CAPTE when any deficiency is found regarding accreditation criteria. The contact information for the program’s accrediting body is listed below:

The Commission on Accreditation in Physical Therapy Education

Department of Accreditation
American Physical Therapy Association
1111 North Fairfax Street
Alexandria, VA 22314
Phone: 703-706-3245
Website: www.apta.org/CAPTE
EQUAL OPPORTUNITY STATEMENT

McLennan Community College provides equal education opportunity for all qualified students and does not discriminate on the basis of gender, disability, race, creed or religion, color, age, national origin or any other unlawful factors in its educational programs, activities, or employment as required by Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972 and the Age Discrimination Act of 1978.

PROGRAM PHILOSOPHY

The faculty of the Physical Therapist Assistant Program are committed to preparing graduates who can safely and effectively perform as an entry-level physical therapist assistant based on stated competencies. The program philosophy consists of the following principles:

1. Each individual has a right to respect and dignity. The physical, psychological, sociological and spiritual needs of each individual must be considered.
2. Learning is the acquisition of knowledge, understanding, skills and attitudes that leads to changes in the behavior of the learner. Education is a systematic process that assists the student in suing what is learned.
3. Student-teacher interaction is vital to the learning process. The role of the faculty is to coordinate the entry level education of the student through a planned curriculum, and the responsibility of the student is to actively seek our new learning experiences.
4. Physical therapy is a form of health care that identifies, prevents, corrects, and alleviates acute or prolonged movement dysfunction or pain of anatomic or physiologic origin. The role of the physical therapist assistant is to work under the direction and supervision of a licensed physical therapist and assist the physical therapist in providing the highest quality of physical therapy care.

COLLEGE MISSION STATEMENT

McLennan Community College affirms its mission to provide a comprehensive range of educational programs and services for students and a dynamic, multicultural community. The college is committed to excellence in all of its educational programs. McLennan Community College endorses the concept of open admissions and provides support services designed to assist students to succeed in their educational goals. To accomplish its mission, McLennan Community College will periodically assess community needs and provide:

1. Freshman and sophomore courses in arts and sciences which may apply to an associate or baccalaureate degree;
2. Vocational and technical programs leading to an associate degree or a certificate which prepares students for employment or job advancement;
3. A program of continuing education to provide courses, activities, and services, both on campus and within the community, for personal growth, skill development, and career enhancement;
4. Opportunities for economic growth, cultural enrichment, and the development of good citizenship through courses, activities, and services.
PROGRAM MISSION STATEMENT

The mission of the Physical Therapist Assistant Program is to provide optimal learning experiences in a diversity of settings that will prepare students to provide the highest quality of patient care. This will be accomplished through interaction between program faculty and students and utilization of college and clinical resources. The outcome will be to provide the community with Physical Therapist Assistants capable of contributing to physical therapy services in a variety of clinical settings.

PROGRAM GOALS

A graduate of the Physical Therapist Assistant Program will be able to:

1. Work under the direction and supervision of a physical therapist in an ethical, legal, safe and effective manner;
2. Implement a comprehensive plan of care developed by the physical therapist;
3. Communicate regularly and professionally with the supervising physical therapist about the patient’s progress and the potential need for modification of the plan of care by the physical therapist according to changes in the patient’s status;
4. Perform appropriate data collection techniques within the knowledge and limits of practice of the assistant to assist the supervising physical therapist in monitoring and modifying the plan of care;
5. Interact with patients and families in a manner which provides the desired psychosocial support including the recognition of cultural and socioeconomic differences;
6. Participate in the teaching of other health care providers, patients and families;
7. Accurately and precisely document relevant aspects of patient treatment;
8. Participate in discharge planning and follow-up care;
9. Demonstrate effective written, oral and nonverbal communication with patients and their families, colleagues, health care providers, and the public;
10. Work in a manner that reflects the understanding of the role and responsibilities of the PTA within the physical therapy delivery system;
11. Integrate into practice the knowledge gained utilizing evidence based practice reviews of current professional and medical literature;
12. Participate in continuing development of knowledge and skills.

For a comprehensive list and description of the minimum skills for an entry level PTA graduate, please refer to Appendix A: the Minimum Required Skills of Physical Therapist Assistant Graduates at Entry Level that has been adopted by the APTA Board Directors (2007), or the PTA website: www.mclennan.edu/departments/hsp/physical-therapist-assistant/ under “links and resources”. The McLennan Community College Physical Therapist Assistant Program curriculum is designed to develop graduate’s skills in accordance with these standards. The Physical Therapist Assistant Program at McLennan Community College is accredited by the Commission on Accreditation in Physical Therapy Education.
**ESSENTIAL FUNCTIONS**

The position of the Physical Therapist Assistant in various health care settings has specific academic, physical and mental requirements. The PTA must be able to administer and manage patient care and treatment under the direction and supervision of and following evaluation by a Physical Therapist in accordance with the rules of the Texas Board of Physical Therapy Examiners.

**ACADEMIC REQUIREMENTS**

Graduate of a Commission of Accreditation in Physical Therapy Education accredited program for physical therapist assistants and current license or eligibility for licensure by the State of Texas.  
*The following skills are REQUIRED in the Physical Therapist Assistant Program as well as the clinic/job setting:*

**PHYSICAL AND MENTAL REQUIREMENTS:**

1. Satisfactory verbal, reading and writing skills to effectively and promptly communicate in English;
2. Sufficient eyesight to read paper or computer generated medical records; read instrument panels; apply therapeutic modalities such as ice, heat and electrical stimulation; monitor patients for adverse reactions to treatment; adjust assistive devices; and make visual observations regarding posture and functional abilities such as bed mobility, transfers and ambulation;
3. Sufficient hearing to communicate with patients and other members of the health care team, monitor patients by hearing instrument signals and alarms;
4. Sufficient smell to assess patient status and maintain a safe practice environment;
5. Sufficient fine touch discrimination to palpate pathologic changes in soft tissue;
6. Sufficient fine and gross motor coordination to manipulate/operate equipment controls and to perform manual treatment/assessment techniques including, but not limited to, massage, ultrasound, electrical stimulation, stretching, neuromuscular re-education, goniometry and manual muscle testing;
7. Satisfactory physical strength to transport, move or lift patients requiring all levels of assistance and to perform prolonged periods of standing, walking, sitting, bending, crawling, reaching, pushing and pulling;
8. Satisfactory intellectual, emotional, and interpersonal skills to ensure patient safety, to exercise independent judgment and discretion in the performance of assigned responsibilities, and to interact with patients, families, and other health care workers.

**ESSENTIAL FUNCTIONS OF THE JOB** (Other job duties may be required)

1. Administers physical therapy treatment in a safe manner as planned and directed by the Physical Therapist to assist patients to meet the goals defined in the evaluation in accordance with the rules of the Texas Board of Physical Therapy Examiners
2. Monitor patient progress and response to physical therapy treatment recognizing and reporting to the Physical Therapist needs for program change, reassessment and/or discontinuation of treatment
3. Documents patients progress and status at discharge in the medical records according to departmental policies
4. Participates in patient and/or family education which may include instructions in home exercise programs
5. Provide direct supervision of physical therapy aides when delegating patient treatment
PHYSICAL THERPAIST ASSISTANT STUDENT CHARACTERISTICS

- Responsibility for own learning
- Commitment to completing program
- Values congruent with those of health care personnel
- Responsibility for demonstrating attitudes and behaviors expected of the PTA
- Effective interpersonal skills, including sensitivity to diversity
- Responsibility for timely and accurate communication with all individuals involved in the program
- Responsibility for adhering to institutional and program policies and procedures as documented in student handbooks
- Active participation and partnering in the planning and preparation for the clinical education experience
- Awareness that a legal and binding contract exists between the academic program and clinical site
- Responsibility for participation in the ongoing assessment of all aspects of the PTA program
ELEMENTS FOR SUCCESS IN THE WORKPLACE

The following skills have been identified as essential elements for success in the workplace. At the beginning of each PTA course, students will be given a list of objectives which will include the following skills or competencies.

FOUNDATION SKILLS
F1. BASIC SKILLS
   1.1 Reading
   1.2 Writing
   1.3 Arithmetic/ mathematics
   1.4 Speaking
   1.5 Listening

F2. THINKING SKILLS
   2.1 Creative thinking
   2.2 Decision making
   2.3 Problem solving
   2.4 Critical thinking
   2.5 Knowing how to learn
   2.6 Reasoning

F3. PERSONAL QUALITIES
   3.1 Responsibility
   3.2 self-esteem
   3.3 Sociability
   3.4 Self-management
   3.5 Integrity/ honesty
   3.6 Emotional intelligence

COMPETENCIES
C1. ALLOCATING RESOURCES
   1.1 Time
   1.2 Money
   1.3 Materials and resources
   1.4 Human resources

C2. INTERPERSONAL SKILLS/WORKING WITH OTHERS
   2.1 Working as a member of a team
   2.2 Teaching others
   2.3 Serving customers
   2.4 Exercising leadership
2.5 Negotiating
2.6 Working with cultural diversity

C3. AQUIRING AND USING INFORMATION
3.1 Acquiring and evaluating information
3.2 Organizing and maintaining information
3.3 Interpreting and communicating information
3.4 Processing information with computers

C4. UNDERSTANDING COMPLEX INTERRELATIONSHIPS/SYSTEMS
4.1 Understanding social, technological and organizational systems
4.2 Monitoring and correcting performance
4.3 Designing and/or improving systems

C5. WORKING WITH A VARIETY OF TECHNOLOGIES
5.1 Selecting equipment and tools
5.2 Applying technology to tasks
5.3 Maintaining and troubleshooting technologies
Curriculum Outline
A.A.S. Physical Therapist Assistant

FIRST YEAR

<table>
<thead>
<tr>
<th>Summer I Session</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td><strong>Biol 2401</strong></td>
<td>3</td>
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<tr>
<td><strong>Anatomy &amp; Physiology I</strong></td>
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**Fall Semester**

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<thead>
<tr>
<th>ENGL 1301</th>
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<tr>
<td><strong>Freshman Composition I</strong></td>
<td>3</td>
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<tr>
<td><strong>PTHA 1409</strong></td>
<td>Introduction to Physical Therapy</td>
</tr>
<tr>
<td><strong>PTHA 1413</strong></td>
<td>Functional Anatomy</td>
</tr>
<tr>
<td><strong>PTHA 2301</strong></td>
<td>Essentials of Data Collection</td>
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<tr>
<td><strong>PTHA 1225</strong></td>
<td>Communications in Health Care</td>
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**Spring Semester**

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<thead>
<tr>
<th>Biol 2402</th>
<th>Spring Semester</th>
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<tr>
<td><strong>Anatomy &amp; Physiology II</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>PTHA 1431</strong></td>
<td>Physical Agents</td>
</tr>
<tr>
<td><strong>PTHA 2409</strong></td>
<td>Therapeutic Exercise</td>
</tr>
<tr>
<td><strong>PTHA 1321</strong></td>
<td>Pathophysiology</td>
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**Total Hours** 31

SECOND YEAR

**Summer Session**

<table>
<thead>
<tr>
<th>PTHA 2431</th>
<th>Management of Neurological Disorders</th>
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<table>
<thead>
<tr>
<th>PTHA 2205</th>
<th>Neurology</th>
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**Fall Semester**

<table>
<thead>
<tr>
<th>PSYC 2314</th>
<th>Fall Semester</th>
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</thead>
<tbody>
<tr>
<td><strong>Human Growth &amp; Development</strong></td>
<td>3</td>
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<tr>
<td><strong>PTHA 1361</strong></td>
<td>PTA Clinical I</td>
</tr>
<tr>
<td><strong>PTHA 2435</strong></td>
<td>Rehabilitation Techniques</td>
</tr>
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**Spring Semester**

<table>
<thead>
<tr>
<th>Humanities</th>
<th>Spring Semester</th>
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<tr>
<td><strong>College Level Course</strong></td>
<td>3</td>
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<tr>
<td><strong>PTHA 2362</strong></td>
<td>PTA Clinical II</td>
</tr>
<tr>
<td><strong>PTHA 2217</strong></td>
<td>Issues in Health Care</td>
</tr>
<tr>
<td><strong>PTHA 2363</strong></td>
<td>PTA Clinical III</td>
</tr>
</tbody>
</table>

**Total Hours** 31

**Grand Total** 62

*Italics indicate General Education courses*

**COST APPROXIMATION**
Due to MCC’s low tuition and central location for commuters, the cost of attendance is relatively low. Tuition is currently $106 / credit (semester) hour for in-county students, $124/ credit (semester) hour for out-of-county students and $181/ credit (semester) hour for out-of-state students. The approximate cost for tuition and fees for the full program is currently $6,572 for in-county, $7,688 for out-of-county and $11,222 for out-of-state. Additional expenses are incurred for books (approximately $750.00 for PTA books), state licensure fee ($576), and travel expenses (gas etc.) for clinicals. MCC has many forms of financial aid available for students needing help with school and living expenses.

PTA PROGRAM POLICIES AND PROCEDURES

Health Policy
Students will be required to have on file with the PTA Program Director proof of immunization against the following prior to beginning the clinical phase of the program:

- Hepatitis B
- Varicella (Chicken pox)
- Measles
- Mumps Rubella
- Diphtheria/tetanus

Students will also be required to have a 2 series tuberculosis skin test (or chest x-ray) and a flu shot annually. Cost of immunizations and x-rays are the responsibility of the student. Any student who is pregnant during the program must have written permission from their physician to participate in lab activities and clinicals. Any student with a temporary disability must also have written permission from their physician to participate in lab activities and clinicals.

Students are required to have the physical and mental skills necessary to meet standard of the workplace and within the clinical setting. Reasonable accommodation will be made for students with documented disabilities who have been accepted into the program. However, it is the student’s responsibility to notify the PTA program director and the Student Services office that such disability exists. The purpose of such accommodation is to allow the student to meet the educational standards and should not be perceived as lowering of educational standards.

Disabilities/ADA Statement
Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

Laura Caruthers, Success Coach, Disability Services
disabilities@mclennan.edu
254-299-8122
Room 249D, Completion Center, in the Student Services Center
Title IX Statement
(www.mclennan.edu/titleix)
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinators at titleix@mclennan.edu or to call Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or Counseling Services at MCC by calling 299-8210.

McLennan’s Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link’s information.

McLennan Community College provides equal educational opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment. http://www.mclennan.edu/employees/policy-manual/docs/E-XXXIV.pdf

Drug Policy
Introduction
The Joint Commission requires verification of competency of all individuals who have direct contact with patients or employees; this includes students participating in clinical rotations in the facility. Competency extends beyond technical skills to include screening for drug use.

Screening Requirements
Drug screens must be completed within the thirty (30) days prior to a student’s initial entry into the clinical assignment portion of their respective Allied Health program. For some programs, clinical assignments begin immediately when classes begin for the semester. For other programs, clinical assignments are scheduled for later in the program. Verification of a negative drug screen must be
received prior to the first clinical day in the student's program. The results will be acceptable for all clinical rotations during the student's enrollment in the program unless there is a break during that student's enrollment. A break in enrollment (leaving the program) is defined as nonattendance for a portion of a semester or more. Attendance must be verifiable through the College.
The Substance Abuse Panel 10 (SAP 10) tests for marijuana, cocaine, phencyclidine, opiates, methamphetamine, methadone, amphetamines, barbiturates, benzodiazepines and tricyclic antidepressant.

Costs for Drug Screening

Cost of the drug screen will be the responsibility for any students entering an Allied Health Program at McLennan Community College. Students will use the testing agency designated by the College. The student will be responsible for scheduling his or her own testing time at the agency and will be required to follow all procedures required by that agency for accurate testing. The student will be responsible for ensuring that the results of all testing be sent by the agency directly to the director of the allied health program in which they are admitted or enrolled.

Disqualifications from Clinical Affiliation Participation

A student will not be allowed to participate in clinical affiliations if he or she is found to have a positive drug screen on the Substance Abuse Panel 10 (SAP 10). If the student feels that the positive result is in error, he or she will be able to request a Medical Review through the testing agency and pay an additional fee for that service. The testing agency will have its Medical Review Officer assess the screen and follow through with an appropriate investigation. The student will be responsible for the cost of the medical review. A student will not be allowed to participate in clinical activity (removed from program) in any MCC Allied Health program for twelve (12) months following a verified positive drug screen. The student will then be required to undergo an additional drug screen which must be negative, prior to a clinical assignment, per the stated policy above.

"For Cause" Screening (Zero Tolerance)

At any time during classroom, lab, or clinical portions of a health science program, the student is suspected of being under the influence of drugs or alcohol, the program faculty or clinical facility personnel may require the student to be tested for drugs and/or alcohol. If the clinical facility has the capability of doing the screen on site, the facility may use that service. The student is responsible for any cost of the screening. If a student must be dismissed from the clinical facility during a clinical assignment to undergo testing and/or for inappropriate behavior due to possible drug or alcohol influence, the student will be responsible for providing contact information for someone to provide transportation for the student to be taken away from the site and, as necessary, to the college-designated testing agency. Failure by the student to comply with these policies is grounds for dismissal from the allied health program in which the student is enrolled. A positive drug or alcohol test is also grounds for dismissal from the program in which the student is enrolled.
Impaired Student Policy & Procedure

According to the Allied Health Division policy, students attending clinical while under the influence of any substance affecting their ability to respond in a reasonable and acceptable manner is considered inappropriate behavior, unsafe practice and is grounds removal from the clinical environment.

Faculty who suspect any student of attending clinical while under the influence of any substance affecting the student’s ability should abide by the following procedure:

1. If the clinical environment is on McLennan Community College campus:
   a. Faculty or designated professional is required to stay with student throughout the following process.
   b. If student needs medical evaluation, student will be referred to the Emergency Department of a local hospital and family/friend will be notified of their visit to the emergency room and asked to pick them up following exam. Student will be responsible for charges incurred.
   c. Have another professional witness student behavior.
   d. Student should not be allowed to void prior to urine specimen collection.
   e. Student may not return to the clinical experience for the remainder of the scheduled clinical day.
   f. Notify Campus Police at 8911 or (254) 299-8911 of the current situation.
   g. Notify A&D Testing at (254)399-8378 to provide an on-site screening.
      i. A&D Testing will perform a Rapid Screen and Alcohol Breath Analyzer
      ii. If the Rapid Screen is positive, A&D Testing will then confirm the results with a lab 12 panel drug screen.
      iii. A&D Testing will send MCC Allied Health Division an invoice for the services performed.
   h. For positive results
      i. Student will be advised to contact Clinical Coordinator and Program Director, by next business day, to schedule an appointment for review of occurrence.
      ii. Student will call family/friend to pick them up immediately from the clinical environment. Note: Student will be advised that they may not drive themselves.
      iii. Clinical hours missed will count as an absence.
      iv. Students will not be allowed to participate in clinical affiliations for 12 months following a verified positive drug screen. Student must follow readmission procedures of program. Students are not guaranteed re-entry into program.
   i. For negative results
      i. Student will call family/friend to pick them up immediately from the clinical environment. Note: Student will not be advised that they can drive themselves.
      ii. Clinical hours missed will count as an absence.
      iii. Student will be counseled by clinical coordinator and program director regarding impaired behavior and subsequent occurrences.
   j. Notify Clinical Coordinator of occurrence.

2. If the clinical environment is not on McLennan Community College campus
a. Faculty or designated professional is required to stay with student throughout the following process.
b. If student needs medical evaluation, student will be referred to the Emergency Department and family/friend will be notified of their visit to the emergency room and asked to pick them up following exam. Student will be responsible for charges incurred.
c. Have another professional witness student behavior.
d. Student should not be allowed to void prior to specimen collection.
e. Notify the facility’s security department regarding the student.
f. Notify A&D Testing at (254)399-8378 to provide an on-site screening.
   i. A&D Testing will perform a Rapid Screen and Alcohol Breath Analyzer
   ii. If the Rapid Screen is positive, A&D Testing will then confirm the results with a lab 12 panel drug screen.
   iii. A&D Testing will send MCC Allied Health Division an invoice for the services performed.
g. For positive results
   i. Student will be advised to contact Clinical Coordinator and Program Director, by next business day, to schedule an appointment for review of occurrence.
   ii. Student will call family/friend to pick them up immediately from the clinical environment. Note: Student will not be advised that they can drive themselves.
   iii. Clinical hours missed will count as an absence.
   iv. Students will not be allowed to participate in clinical affiliations for 12 months following a verified positive drug screen. Student must follow readmission procedures of program. Students are not guaranteed re-entry into program.
h. For negative results
   i. Student will call family/friend to pick them up immediately from the clinical environment. Note: Student will be advised that they may not drive themselves.
   ii. Clinical hours missed will count as an absence.
   iii. Student will be counseled by clinical coordinator and program director regarding impaired behavior and subsequent occurrences.
i. Notify Clinical Coordinator of occurrence.
Criminal Background Check

College of Health Professions Criminal Background Check

Introduction

The Joint Commission requires verification of competency of all individuals who have direct contact with patients or employees; this includes students doing clinical rotations in the facility. Competency extends beyond technical skills to an individual's criminal history.

Purpose:
This policy is designed to protect the community of health care consumers from services provided by students who have documented illegal and unethical behaviors. These requirements also allow the Allied Health division to be in compliance with clinical affiliation agreements.

Policy:
Successful completion of a criminal background check is required for admission and continuation in all Allied Health Programs. Students will be given specific directions from the program about how to obtain the background check.

Background checks will be honored for the duration of the student’s enrollment in the clinical program if the participating student has not had a break in the enrollment of an Allied Health class. A break in enrollment is defined as nonattendance of one full semester or more. The above information must be verifiable through the college/school and must be sent to the clinical agency.

The following histories will disqualify an individual from consideration for admission because the student would not be eligible for clinical placement: (this includes, but is not limited to):

- Murder
- Capital murder
- Manslaughter
- Criminally negligent homicide
- Unlawful restraint
- Kidnapping
- Aggravated kidnapping
- Continuous sexual abuse of a young child or children
- Indecent exposure
- Indecency with a child
- Improper relationship between educator and student
- Improper photography or visual recording
- Sexual assault
- Aggravated assault
- Aggravated sexual assault
- Intentional, knowing, or reckless injury to child, elderly individual, or disabled individual
- Intentional, knowing, or reckless abandonment or endangerment of child
- Deadly conduct
- Terroristic threat
- Aiding suicide
- Prohibited sexual conduct (incest)
- Agreement to abduct child from custody
• Violation of certain order in family violence case
• Violation of protective order preventing hate crime
• Sale or purchase of child
• Arson
• Robbery
• Aggravated robbery
• Burglary
• Online solicitation of minor
• Money laundering
• Medicaid fraud
• Cruelty to animals
• Compelling prostitution
• Causing sexual performance by a child
• Possession or promotion of child pornography
• Any other offense for which registration as a sex offender is required

The following histories will disqualify an individual from consideration for admission if the conviction occurred within the last five (5) full calendar years:
• Assault punishable as a Class A misdemeanor or felony.
• Theft punishable as a felony
• Misapplication of fiduciary property or property of financial institution punishable of Class A misdemeanor or felony
• Securing execution of a document by deception punishable as a Class A misdemeanor or felony (not tampering with a government document)
• False identification as a peace officer
• Disorderly conduct

For students accepted to a clinical program with access to a licensing/registry body review process: If an individual does not meet one or more of the aforementioned standards, she/he may pursue a declaratory order process with her/his licensing/registry body. If the licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may be able participate in the clinical rotation, depending on the affiliation agreement.

Disclaimers
• Successful completion of a criminal background check for an Allied Health Program does not ensure eligibility for licensure or future employment.
• Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
• Clinical agencies can conduct additional background checks at their discretion.
• If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Costs for Background Checks
Cost of the criminal background check will be the responsibility for any students entering Allied Health Programs at McLennan Community College. Students will use the testing agency designated by the College. The student will be responsible for scheduling his or her own time at the agency and will be
required to follow all procedures required by that agency for accurate testing. The student will be responsible for ensuring that the results of all testing be sent by the agency directly to the director of the allied health program in which they are admitted or enrolled.

Screening Requirements
Successful completion of a criminal background check is required for admission and continuation in all Allied Health programs at McLennan Community College. Admission to an Allied Health program is considered conditional until the results of the criminal background check are approved by the program director. Students will be given specific instructions from the program about obtaining the background check.

Drug screens and criminal background checks must also be completed within the thirty (30) days prior to a student's initial entry into the clinical assignment portion of his or her respective health science program. For some programs, clinical assignments begin immediately when classes begin for the semester. For other programs, clinical assignments are scheduled for later in the program. Verification of a negative drug screen and a satisfactory criminal background check must be received prior to the first clinical day in the student's program. The results may be acceptable for all clinical rotations during the student's enrollment in the program unless there is a break during that student's enrollment. A break in enrollment (leaving the program) is defined as nonattendance for a portion of a semester or more. Attendance must be verifiable through the College.

Students who are not disqualified should not assume that their criminal background check shows no criminal activity. The student should report any convictions to the appropriate licensing or registry boards at least three months prior to the examination date.

Each student must report with three business days to the Program Director and the Division Chair of Allied Health any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.

Any student who changes programs or stays out of an Allied Health program at McLennan Community College for 12 months will be required to submit a new criminal background check and drug screen upon re-entry to the Allied Health Division.

All background check results on McLennan Community College students will be made available to clinical agencies upon request. Some clinical facilities require submission of the criminal background reports prior to the student beginning a clinical rotation.

Disclosure
Students are required to disclose any prior criminal record by accurately answering the following question on the application for admission to the allied health program:

*Have you ever been convicted of a crime other than a minor traffic violation? (Circle one) YES NO*

Please note that **Driving Under the Influence (DUI)** and **Driving Under Suspension (DUS)** are NOT considered minor traffic violations. Failure to disclose may result in withdrawal from the program of study.

Records of Criminal Background Checks
Records of criminal background checks will be kept in a secured file in the office of the director of that student's allied health program. It will be accessible only to the program director, the program clinical coordinator, the division director for allied health, the dean of workforce education, any of the college vice presidents, the president of the college, the college attorneys, and any college judicial panel which may be created to review a student's case.
Transfer Policy

1. From Another PTA Program:
   Any student who wishes to transfer from another PTA program to MCC’s PTA program must submit:
   a. An MCC application
   b. A PTA program application
   c. Transcripts from other institutions attended
   d. Course descriptions and/or course syllabi from all PTA courses to be considered for transfer
   e. A letter of recommendation from the previous PTA program director stating that the student is in good standing and would be eligible for re-admission into that program.

   The transferring student must also meet MCC PTA program admission criteria. Requests for transfer will be reviewed on a case by case basis, acceptance is dependent on meeting the above requirements, and space availability in the program.

   PTA courses from another school will likely not be accepted for transfer if the student was not enrolled there during the previous long semester or if the courses were completed more than three years prior to application to the MCC PTA program.

   Students who transfer into the MCC PTA program will be required to prove competency in all previously completed PTA courses prior to participating in a clinical affiliation, this may include passing written and skills exams (with a minimum of 75% grade for each) as determined by the MCC PTA faculty. Competency determination must be completed by the end of the long semester just prior to clinical placement. It is the responsibility of the student to prepare for and schedule competency testing with the PTA program director.

2. For Non-PTA Courses:
   All academic courses to be transferred into the degree plan from another institution must be evaluated and approved by the Registrar’s office of MCC. Any student who wishes to discuss transfer credit should make an appointment with the PTA program director.

Semester Conferences

Student conferences with PTA faculty will be held each semester and are scheduled at times convenient for both student and faculty. During the conference the student will meet with the appropriate faulty member to discuss any area of concern. Student performance will be analyzed and discussed. If it is determined that the student is in jeopardy of failing or leaving the program, the student and all faculty involved will determine a plan of action to try and retain the student in the program. Solutions may include but are not limited to: tutoring, assigning a mentor, and meeting with success coaches, locating other resources to assist with study habits and learning style assessment stress and time management strategies. Student Conference Forms are utilized, and the student may make comments and sign the form. The form is then placed in the student’s file. Student signature on the conference form does not indicate that the student agrees with statements made on the form, only that the student has had an opportunity to read the form and to make comments.
Change of Personal Information

It is of utmost importance that the students inform program faculty concerning all changes in personal information during the entirety of the program. This should be done as any change occurs.

Attendance Policy

Students are required to attend all classes. Any student who is absent from class or lab due to personal physical illness, serious illness or death of an immediate family member will be required to present documentation of the illness or death in order to make up any missed work. No make-up tests or lab exams will be allowed without proper documentations. It is the students’ responsibility to get missed lecture/lab information and to schedule a time with their instructor to make up missed exams. Regardless of the reason for a particular absence, each absence will count toward the stated limitations. (See MCC’s attendance policy). Also the instructor has the prerogative to determine whether a student may make up worked missed due to absences for other reasons. See course syllabi for additional information.

Grade Reporting

The following percentage system for letter grade assignment will be utilized for reporting grades: A=90-100%, B=80-89.99%, C=75-79.99%, D= 60-74.99% F=below 60%.

Grade Requirements: A student must have a combined average of 75% on all course work for class (written/lab/skills exams, quizzes, assignments, etc. as applicable) and a student must also have a minimum of 75% on each individual skills practical, in order to receive a passing grade for this course and progress in the program.
· Any student scoring below 75% on a skills practical will be required to re-take that skills practical.
· A maximum of one skills practical may be repeated one time (one re-take) during the semester for a maximum grade of 75%. (Failure of two skills practicals across all PTHA courses in a given semester will result in the student not being able to progress in the program. Refer to the Student Handbook for details.)
· If a student fails a skills practical, policy requires two faculty graders for the re-take of the skills practical. If a student fails a re-take on a skills practical, it will result in failure of the course with an “F”. Failure of the course will prohibit the student from progressing in the program and result in dismissal from the program.
· Students who have failed a skills practical are REQUIRED to complete their re-take PRIOR to the next scheduled skills practical in the course. Failure to take the re-take prior to the next skills practical in the course will be considered a failure of the re-take and result in failure of the course with a grade of “F”.
· It is the STUDENT’S responsibility to coordinate scheduling of the re-take by communicating with the primary instructor for the course as well as all other program instructors for options of a second grader. The STUDENT is responsible for ensuring that the two-grader re-take is scheduled in plenty of advance of the next skills practical in the course to prevent interference of future performance on upcoming practicals, exams, etc. Faculty have busy and conflicting schedules. If a student is not proactive and waits too long to attempt getting the two-grader re-take scheduled, he/she risks not being able to get the required two-grader re-take scheduled which will result in
failure of the re-take which results in failure of the course with a grade of “F”. Failing any course in the program prohibits progression/continuation in the program.

- It is the STUDENT's responsibility to select another student to be his/her patient for the re-take (due to FERPA laws) and ensure that the selected student is available at the scheduled time of the re-take.

There will be no make-up exams for written exams, lab exams or skills practicals except with permission from the instructor for excused absences only that have supporting documentation (ie death in family, illness with note from MD, acts of God, etc).

Any student with a course average less than 75% (“C”) at the end of the semester will be dismissed from the PTA program.

Minimum Grade Requirements

1. A student must receive a minimum grade of 75% (“C”) for each PTA course taken. If a student fails to receive a final (minimal) grade of “C” in any PTA course, the student will be ineligible to progress in the program.
2. Graduation from MCC requires a minimum overall 2.5 grade point average in the PTA technical curriculum.
3. With successful completion of 62 credit hours in the PTA curriculum, the Associate in Applied Science degree will be awarded.
Scholastic and Program Probation

Please see the MCC General Catalogue (available on MCC’s Website) for detailed information on “Scholastic Probation and Suspension.” Within the PTA program, a student whose scholastic or professional performance is weak or unsatisfactory will meet with the individual instructor(s) and/or the PTA Program Director to discuss areas of concern, and a Student Conference Form will be completed. IF the student’s scholastic or professional performance does not improve he/she may be put on program probation and specific criteria will be set for continuation in the program. If the student is unable to meet the criteria or if performance does not improve, he/she will be withdrawn from the program. In all instance the student will be provided with individual counseling and assistance.

Withdrawing From a Course

Before withdrawing from a course or from the college, the student should first speak with the instructor of the course. The student must also notify the PTA Program Director prior to withdrawing, because withdrawing from certain courses may prevent the student from progressing in the program.

Students may initiate a withdrawal through the Office of Admissions/Registrar. A student who ceases to attend classes but does not officially withdraw from classes may receive a grade of “F”. (See Class Attendance Policy and College Grading System – General Catalogue.)

Students should carefully review the official academic calendar and pay special attention to the late date during the semester/term when they drop a course and receive a “W”. After that date, they may receive an “F” if they are not passing the course. There is a date late in the semester after which no course may be dropped by a student without receiving a letter grade. See course syllabi for additional information.

PTA RE-ADMISSION POLICY
Effective Fall 2018

Any student who is unsuccessful in an academic or clinical course (grade below 75% (“C”) is no longer able to progress in the PTA program. If the student was unsuccessful in only 1 course and has no documented counselling/write ups due to professional behavior issues (including such items as attendance, generic professional abilities, etc.), the student is able apply for readmission to the PTA program during any application cycle in the future. If readmitted into the PTA program, the student would be required to complete all program courses regardless of successful completion the first time. Readmission is granted only once. If the student was unsuccessful in 2 or more courses (or 1 course plus has one or more documented professional behavior counselling/write ups) the student is no longer eligible to apply to the PTA program.

A student who voluntarily withdraws from the program for personal reasons is able to request reinstatement if the student has an 80% or better in all PTA classes, both completed and in progress, at the time of withdrawal and has no documented counselling/write ups due to professional behavior issues.

Reinstatement is granted on a case by case basis and only if there is space available in the program.
Request for reinstatement procedure:

a. Student must submit in writing to the PTA Program Director, their intent to be reinstated into the program. The written request must include, at minimum, the steps the student has taken in order to ensure their success in the program, should reinstatement be granted.

b. The PTA Program Director will take the student’s written request to the admissions committee for consideration. Each request will be handled on a case by case basis.

c. The student will then receive a letter from the admissions committee stating if the student was granted reinstatement along with any requirements/remediation deemed necessary by the admissions committee.

i. If reinstatement is granted, the student will have to prove competency in PTA courses already completed in order to continue in the program. This may include passing written and skills exams (with a minimum grade of 75% for each) as determined by the PTA faculty and admissions committee.

ii. Competency determination must be completed by the end of the long semester just prior to clinical placement. It is the responsibility of the student to prepare for, and schedule, competency testing with the instructor and/or program director. Students who are readmitted to the PTA program after successfully completing a clinical course may or may not have to prove competency in previously completed PTA courses, per the discretion of the PTA Program Director.

iii. Potential remediation recommendations could include: re-taking courses previously completed, auditing courses previously completed, acquiring more observation hours in a PTA clinical setting, Independent student research, and/or meeting with success coaches. (This list is an example and is not all inclusive).

d. The Admissions Committee of the PTA program will make the final decision regarding readmission applications based on: space availability and previous student record and potential for academic and clinical success, as applicable.

Classroom and Lab Safety

MCC’s safety policies for weather, fire and other emergencies will be address at the beginning of each semester with the students. A copy of MCC’s emergency plan can be found on the MCC website. Basic PTA classroom and lab safety regulations are posted in the lab/classroom areas. Safety regulations regarding the use of lab equipment are presented with the protocol for each piece of equipment. It is imperative that students adhere to these standards in order to maintain a safe environment in the classroom and lab area. Students are to only practice those techniques that have been presented in lecture and/or lab. Students wishing to use lab equipment at any time other than regular or open lab hours must make arrangements with a PTA faculty member to provide supervision.

Testing and calibration of all modalities are performed on an annual basis. Students are instructed to inform a faculty member of any potential hazard in the lab area, such as water on the floor, frayed electrical wires etc.

Below is a floor plan of the Community Service Center’s C Wing, with exits labeled. The majority of the PTA classroom and lab work will take place in rooms C120 and C118.
**Laboratory Attire**

All students must be prepared and dressed for laboratory sessions at ALL times. Students not prepared may be asked to leave class and may not be allowed to participate in the lab session at that time. It is the student’s responsibility to make up any missed work due to not being prepared for lab. Laboratory attire will consist of shorts and a plain t-shirt for men and shorts, plain t-shirt, and sports bra/halter top or 2 piece swim suit top for women. Shorts must have an elastic waistband (i.e. gym shorts); no zippers are allowed. Shorts should not be excessively short and must be loose enough to allow for palpation of hip musculature. Sport bras/ halter tops or swimsuit tops must have back closures to allow exposure for palpation of vertebrae and associated structures.

**Appearance and Grooming**

As a student and future professional, you must maintain personal health such that there is no risk to self, peers or patients. Personal cleanliness and hygiene are essential for acceptable interpersonal activities such as those engaged in by health care personnel. The PTA faculty will counsel students in these areas when necessary. These guidelines apply to campus lab and clinical settings.

1. Jewelry that is acceptable: wedding bands/rings; watch; small chain necklace; small stud earrings. Jewelry that is NOT acceptable: rings other than listed above; bracelets; bulky necklaces; dangle or loop earrings; pierced earrings worn anywhere other than the ear.
2. Hair must be clean and off the shoulders. Only simple hair accessories are permitted. Students with long hairstyles must be able to tie hair back or pin it up so it does not fall loosely over shoulders and face.
3. Fingernails must be clean and filed smoothly. The fingernails must not extend beyond the fingertips. Only clear or light-colored nail polish is acceptable.
4. Personal hygiene should include daily bathing as well as the use of deodorants and mouthwashes as needed. No fragrances or perfumes are to be worn. Offensive body odors will not be tolerated, including the lingering smell of tobacco on clothing, hands or breath.
5. Moustaches /beards must be neatly trimmed.
6. Clinic attire (as defined by individual clinic sites/settings) must be worn at all times while in the clinic setting. Attire may be scrubs or dress casual attire (i.e. pants, not jeans, and polo style top)
7. **NAME TAGS MUST BE WORN AT ALL TIMES IN THE CLINICAL SETTING**
8. To reduce the risk of contamination in the clinical setting, no sweaters or jackets are permitted.
9. Tattoos must be covered according to facility policy.

**Locker Policy**

PTA students will be allowed to use the lockers in the hallways outside the labs. The student’s name and locker number must be supplied to the program director within the first two weeks of each semester. If a lock is used on the locker, the student will be required to remove the lock at the end of each semester. Failure to remove the lock will result in forced removal of the lock with the student being responsible for any charges incurred. Any items left in the lockers will be discarded.
**Cell Phone Policy**

If you bring your cell phone to class or lab, make sure it is turned off or silenced and put away. Do not answer your phone in the classroom or lab during instructional time. Do not send or receive text messages during class or lab. If you are expecting an important call, please notify the instructor prior to class/lab regarding the situation. Keep the phone on vibrate, and if you receive the call, step out of the classroom quietly to answer. Cell phones must be put away, out of site, during tests and must be turned off or silent.

**Academic Dishonesty**

MCC’s PTA program does not tolerate academic dishonesty of any kind. Students are expected to refrain from academic dishonesty. This includes any conduct aimed at misrepresentation with respect to a student’s academic performance. Examples of academic dishonesty include (but are not limited to):

1. Cheating
2. Plagiarism
3. Collaborating with others if contrary to stated guidelines for the course
4. Providing students who have not completed exams (lecture or lab) with any information related to the exam
5. Intentionally assisting another student in any dishonest action

Violations of this policy will be brought to the attention of the student by the instructor. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student, and a verbal warning will be issued if warranted. If there is clear evidence that a violation has taken place, the instructor may impose a sanction ranging from a written warning to failure of the course. Failure of a course for any reason will result in the student not being able to continue in the PTA program.

If the student does not feel that the issue is satisfactorily resolved, the student should contact the PTA Program Director to discuss the matter. If the matter cannot be resolved at that level, the student may then contact the Allied Health Division Director, followed by the Dean of Workforce Education. If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal grievance procedure. The Student Grievance Procedure is outlined in the Highlander Guide: MCC Student Handbook or the MCC website at: [www.mclennan.edu/publications/policies/G-XIII.pdf](http://www.mclennan.edu/publications/policies/G-XIII.pdf)
Student Ethics

Students in the PTA program are expected to:

1. Use their own knowledge and skill to complete examinations.
2. Use their own knowledge to write papers or compile research presentation. If a quote or portion of another person’s work is issued, proper recognition must be given.
3. Respect the opinion of instructors and other learners. Student will refrain from making statements that insult, slur or degrade instructors, other health professionals or students. (This ethics statement does not infringe upon a student’s right to raise questions and request clarification, but does modify the manner in which the question is presented.)
4. Respect the limited resources of textbooks, library books, reprints and journals.
5. Assist in maintaining equipment in good working order. Students will refrain from misusing equipment.
6. Assist in maintaining class and laboratory rooms in good order. Students are expected to clean up after themselves when they have finished working in a particular area of the department.
7. Respect other student’s projects. Handling, stealing, altering, defacing, or otherwise harming another student’s work, especially in a manner which might cause the project to receive a lower grade, will NOT be tolerated.
8. Observe all policies and procedures established by the PTA program and all clinical facilities.
9. Respect the confidentiality of patient information regardless of source (patient, therapist, records, charts, etc.) Information in which any part of the patient’s name (or any identifying aspect of the patient) shall not be repeated outside the classroom, clinic or facility.
10. Work in cooperation with and demonstrate respect for other health care team members.
11. Protect the property and property rights of the program, clinic and patient. Students will not remove or borrow property without permission and shall not damage or misuse property.
12. Perform only those therapeutic procedures in which they are competent and for which they have been successfully educated. Students must always consult with the clinical instructor of in doubt regarding a procedure or treatment.
Generic Abilities & Professional Behaviors:

Students are expected to maintain a professional classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

Students in the Physical Therapist Assistant program have willingly applied for and entered into a professional degree program. Implicit in professional degree programs is the need to develop the student’s professional behaviors as well as minimum basic entry level competencies. The tool utilized in the PTA Program is the Generic Abilities form. Students will be evaluated on a continual basis throughout the program in classroom, lab activities, clinical activities, and interaction between fellow students, faculty, and instructors.

If a student is found to be lacking in any area of the generic abilities, the student will be called in by the faculty member who will fill out the form and review any deficiencies. The faculty member, and if deemed necessary the program director, will then discuss with the student a plan of action to assist the student in development in the areas that have been deemed deficient.

Any student who persists with the same deficiencies with no improvement in professional behavior over 3 different episodes may be dismissed from the program based upon lack of progress in professional behavior.

It will also be at the faculty member’s discretion to take 2 points from the student’s final grade for each documented episode related to unprofessional behavior.

A short description of the Generic Abilities follows and specific forms for assessment are available on Blackboard and are included in each course syllabi.

NOTE:

Any student who persists with deficiencies with no improvement in professional behavior over 3 different episodes will be dismissed from the program based upon lack of progress in professional behavior. This policy is effective throughout the entire program across all courses, program related activities and clinical work as professional behavior extends across all aspects of the program.
**Attachment #10 Generic Abilities**

Generic abilities are attributes, characteristics or behaviors that are not explicitly part of the knowledge and technical skills but are nevertheless required for success in the profession. Ten generic abilities were identified through a study conducted at the University of Wisconsin at Madison in 1991-1992. The ten abilities and definitions developed are:

<table>
<thead>
<tr>
<th>Generic Ability</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Commitment to learning</td>
<td>The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.</td>
</tr>
<tr>
<td>2 Interpersonal skills</td>
<td>The ability to interact effectively with patient, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.</td>
</tr>
<tr>
<td>3 Communication skills</td>
<td>The ability to communicate effectively (speaking, body language, reading, writing, listening) for varied audiences and purposes.</td>
</tr>
<tr>
<td>4 Effective use of time and resources</td>
<td>The ability to obtain the maximum benefit from a minimum investment of time and resources.</td>
</tr>
<tr>
<td>5 Use of constructive feedback</td>
<td>The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.</td>
</tr>
<tr>
<td>6 Problem-solving</td>
<td>The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.</td>
</tr>
<tr>
<td>7 Professionalism</td>
<td>The ability to exhibit appropriate professional conduct and to represent the profession effectively.</td>
</tr>
<tr>
<td>8 Responsibility</td>
<td>The ability to fulfill commitments and to be accountable for actions and outcomes.</td>
</tr>
<tr>
<td>9 Critical thinking</td>
<td>The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.</td>
</tr>
<tr>
<td>10 Stress management</td>
<td>The ability to identify sources of stress and to develop effective coping behaviors.</td>
</tr>
</tbody>
</table>

McLennan Community College
Guidelines for Avoiding Plagiarism

Plagiarism is the intentional- or unintentional- use of someone else’s work without adequate documentation. Whenever writers want to include another’s ideas, key terms or copied text into their own papers or presentations, they must always use that borrowed information accurately and ethically.

Documentation, an agreed upon style of providing credit to others’ work, is necessary in order to avoid plagiarism. Plagiarism is a serious offense in college-level writing, for it is intellectually dishonest, robbing authors of their property.

All documentation styles include internal citations, a works cited list, and quotation marks around copied terms and information.

*MCC’s PTA program requires the use of the AMA (American Medical Association) style of documentation for all papers and presentations.

To consider: As we would never borrow one of our neighbor’s possessions without asking permission, we should never use someone’s words or ideas without permission. Correctly documenting someone else’s material permits us legal use of words and ideas not belonging to us.

It should be obvious that buying papers, using someone else’s papers and similar activities are plagiarism at its worst.

Each instructor will determine penalties for plagiarized work.

Document when:
• You use someone’s ideas from any traditional or web source
• You copy sentences and phrases from a source
• You copy a key term from a source
• You use information from an interview or survey
• You copy pictures, charts, and diagrams from sources
• You use information you did not originate
USE OF PLAGIARISM DETECTION SERVICE
BLACKBOARD SAFEASSIGN
(www.mydropbox.com)

1. McLennan Community College (MCC) faculty members may adopt the plagiarism detection services offered by Blackboard SafeAssign, but they are not required to do so.

2. Faculty members choosing to adopt the plagiarism detection service offered by Blackboard SafeAssign shall publish in their syllabi the following statement:

   **Blackboard SafeAssign:** In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by Blackboard SafeAssign (hereinafter, the “Service”). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. The instructor may use the Service to review all submitted assignments. Students agree that by taking this course all required papers may be subject to submission for textual similarity review to SafeAssign for the detection of plagiarism. All submitted papers will be included as source documents in the SafeAssign reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students’ work will be investigated and the student is subject to discipline according to policy.

3. Faculty members choosing to adopt this plagiarism detection service offered by the Service shall:
   a. Treat all students equally
   b. Require submission of either all student papers or no student paper, for any particular assignment
   c. Inform students which assignments will require submission to the Service

4. In the event a student commits an act of plagiarism, faculty members are strongly encouraged to submit the name of the offending student to the Discipline Coordinator. This action is recommended without regard to other consequences a faculty member may choose to employ. It is imperative that the Discipline Coordinator be given the information so that the college can identify serial offenders.

5. Instructors are encouraged to place the following statement in their syllabus:
   **Academic Dishonesty Policy:** Students found to be guilty of acts of academic dishonesty are subject to college policy as found in www.mclennan.edu/students/hguide/. In addition, in this class, students are subject to the following discipline:
   - **First Offense:** failing grade on the assignment
   - **Second Offense:** failing grade in the course
THE CLINICAL EDUCATION PROCESS

The clinical education program is multifaceted. It offers the student a chance to be exposed to a variety of health care settings in order that the student understands the scope of the profession and the health care needs of the community.

The clinical education program is an integral part of the academic program and:
1. Exposes the student to clinical practice at various stages of his/her academic experience
2. Provides the student an opportunity to integrate acquired classroom knowledge with clinical practice in a supervised setting
3. Fosters an environment for the student to develop effective communication skills with patients and health care professionals
4. Serves as a mechanism for feedback that allows the Physical Therapist Assistant faculty to review the effectiveness of the academic program

RESPONSIBILITY OF THE PTA FACULTY

One member of the Physical Therapist Assistant faculty is primarily responsible for coordinating the clinical component of the program, and is referred to as the Academic Coordinator of Clinical Education (ACCE). This coordinator works directly with academic instructors, clinical instructors and students to provide learning experiences that develop the student’s clinical competence.
The ACCE is responsible for the following:
1. Act as coordinator of the clinical component of the program
2. Maintain up-to-date affiliation agreements with all clinical sites by reviewing agreements on an annual basis
3. Actively seek potential clinical sites and determine suitability based on APTA guidelines for clinical facilities
4. Maintain open lines of communication and interaction with clinical coordinators and clinical instructors
5. Coordinate and schedule individual clinical experiences for the students and communicate this information to the clinics
6. Familiarize clinical instructors and student with the PTA MACS
7. Perform on-site or telephone visits for each student during each clinical affiliation to assess progression and address any concerns of the student and/or the clinical instructor
8. Organize and/or arrange in-services and/or CI credentialing opportunities for clinical instructors on a regular basis
9. Develop problem-solving strategies as necessary to include:
   a. Early identification of a problem
   b. Exploration of possible solutions
   c. Provision of clinical education workshops or other types of learning experiences
RESPONSIBILITIES OF CLINICAL INSTRUCTORS

One physical therapist or physical therapist assistant at each facility, referred to as the Center Coordinator for Clinical Education (CCCE), is responsible for coordinating the learning experiences of students assigned to the facility. Any physical therapist or physical therapist assistant who serves as a CCCE should have at least 5 years of clinical experience. The CCCE will supervise and/or make assignments for student supervision. In order to serve as a Clinical Instructor (CI) and directly supervise students, the following requirements must be met:

- Physical therapists must hold at least a baccalaureate degree from an accredited program of Physical Therapy, be eligible for state licensure, and have a minimum of 1 year clinical experience
- Physical therapist assistants must hold at least an Associate of Applied Science degree from an accredited program of Physical Therapy, be eligible for state licensure, have a minimum of 1-2 years clinical experience, and be practicing under the supervision of a physical therapist as required by law

Clinical Instructors (CIs) are responsible for the following:
1. Become familiar with the assessment tool utilized in the clinical setting, the PTA MACS
2. Provide proper supervision for the student
3. Perform on-going assessment of student performance, competency, and safety in clinical practice; and arrange periodic conferences with a student to provide feedback on how he/she is performing
4. Encourage the student to evaluate his/her own performance
5. Provide a written assessment of student performance to the PTA faculty completing the appropriate forms
6. Develop problem-solving strategies as necessary including:
   a. Early identification of and communication of any problems with student performance
   b. Determine effective solution(s) to problems
   c. Determine the need for additional information or assistance from the ACCE to solve problems
   d. Overall determination that problem(s) cannot be solved in available time or with available resources
RESPONSIBILITIES OF STUDENTS

Each student is responsible for providing input to the PTA faculty and the clinical instructors to help provide learning experiences that will most benefit him/her. Students are responsible for the following:

1. Become familiar with the assessment tool utilized in the clinical setting, the PTA MACS
2. Provide input to the ACCE before clinical affiliation assignments are finalized
3. Actively seek learning opportunities to develop skills and competencies within the clinical setting
4. Provide self-assessment of his/her performance including strengths and areas that need improvement
5. Identify problems early and communicate the problem to clinical instructors and/or ACCE
6. Complete a clinical evaluation form at the end of each affiliation (see section on forms in handbook).

Students are expected to display initiative in treating patients, assisting therapists with treatments, cleaning patient treatment areas, seeking information from therapists and/or available textbooks and discussing the affiliation with the clinical instructor.

NOTE: A STUDENT IS REQUIRED TO HAVE PASSED ALL PRIOR PTA COURSEWORK IN ORDER TO QUALIFY FOR PLACEMENT ON CLINICAL AFFILIATION.

CRITICAL SAFETY SKILLS

Demonstrating mastery of specific critical safety skills during clinical rotations is necessary in order to pass each clinical affiliation. Competency with critical safety skills indicate that a student carries out intervention per the plan of care in a manner that minimizes risk to the patient, self and others. Examples of essential critical safety skills include but are not limited to:

- Ability to follow and appropriately carry out the POC established by the PT.
- Safe implementation of the POC based upon patient diagnosis, status, and response to intervention without placing the patient in jeopardy of harm or injury.
- Demonstration of knowledge regarding contraindication and precautions for specific patient diagnosis relative to the physical therapy interventions within the POC (i.e. following hip precautions when transferring a patient after a total hip replacement; choosing an appropriate assistive device for the weight bearing status and ability of the patient for gait).
- Ability to correctly identify physiological measures (BP, HR, blood glucose levels, etc) outside the parameters that allow for safe therapeutic exercise/intervention and provide proper response and notification of the PT/MD/nurse.
- Ensures safety of self and others by using proper hand washing technique, following universal precautions, able to competently set up a sterile field, and don/doff PPE without contaminating materials, patient, or self to prevent spread of infection.
- Uses acceptable techniques for safe handling of patients with proper body mechanics, guarding, and level of assistance; and employs standard safety precautions such as: locking a wheelchair prior to transferring a patient, appropriate use of a gait belt with transfers and gait training, washing hands prior to and after each patient contact, recognizing environmental hazards of safe ambulation, transfers, or other therapeutic intervention.
- Established and maintains a safe working environment (i.e. monitoring of lines and tubes and other medical equipment, checks physical therapy equipment and assistive devices for maintenance and/or disrepair, eliminates work place hazards).
• Requests assistance when necessary (i.e. from the clinical instructor, utilizes and monitors support personnel).
• Ability to recognize patient responses during therapeutic intervention that may indicate a life threatening condition (shortness of breath, chest pain, sudden dizziness, sudden dysarthria, change in mental status, etc.) and provide proper response and notification to PT/MD/nurse.
• Correct interpretation of weight bearing status and ability to choose appropriate assistive device for weight bearing status and individual patient’s abilities.
• Utilizes appropriate gait pattern and assistive device relative to patients weight bearing status and assistive device.
• Demonstrates knowledge of facility safety policies and procedures.

The clinical instructor will continually assess the student’s competency in safety and will notify the ACCE if there are any issues or concerns regarding a student’s capability of practicing in a safe manner. If safety concerns are not resolved in an acceptable timeframe, the student will be removed from the clinical site and not allowed to progress in the program.

CLINICAL REGULATIONS AND GUIDELINES

Health Form/Immunizations

Students will be required to have on file with the PTA Program Director proof of immunization against the following prior to beginning the clinical phase of the program:
  - Hepatitis B
  - Varicella (Chicken pox)
  - Measles
  - Mumps Rubella
  - Diphtheria/tetanus

Students will also be required to have a 2 series tuberculosis skin test (or chest x-ray) and a flu shot annually. Cost of immunizations and x-rays are the responsibility of the student. Any student who is pregnant during the program must have written permission from their physician to participate in lab activities and clinicals. Any student with a temporary disability must also have written permission from their physician to participate in lab activities and clinicals.

Students are required to have the physical and mental skills necessary to meet standard of the workplace and within the clinical setting. Reasonable accommodation will be made for students with documented disabilities who have been accepted into the program. However, it is the student’s responsibility to notify the PTA program director and the Student Services office that such disability exists. The purpose of such accommodation is to allow the student to meet the educational standards and should not be perceived as lowering of educational standards.

ADA Statement
(www.mclennan.edu/highlander-guide-2014-15/policies)

Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to
provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit mclennan.edu/disability. Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

Laura Caruthers, Success Coach, Disability Services
disabilities@mclennan.edu
254-299-8122
Room 249D, Completion Center, in the Student Services Center

TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”
Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C. F. R. Part 106 (Title IX)

(www.mclennan.edu/titleix)
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinators at titleix@mclennan.edu or to call Dr. Drew Canham (Vice President for Student Success) at 299-8645 or Missy Kittner (Director, Human Resources) at 299-8514. Individuals also may contact the MCC Police Department at 299-8911 or Counseling Services at MCC by calling 299-8210.

McLennan’s Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

Drug Screen and Criminal Background Check

The Joint Commission requires verification of competency of all individuals who have direct contact with patients or employees; this includes students participating in clinical rotations in the facility. Competency extends beyond technical skills to include screening for drug use.

Screening Requirements

Drug screens must be completed within the thirty (30) days prior to a student's initial entry into the clinical assignment portion of their respective Allied Health program. For some programs, clinical assignments begin immediately when classes begin for the semester. For other programs, clinical assignments are scheduled for later in the program. Verification of a negative drug screen must be received prior to the first clinical day in the student's program. The results will be acceptable for all clinical rotations during the student's enrollment in the program unless there is a break during that
student’s enrollment. A break in enrollment (leaving the program) is defined as nonattendance for a portion of a semester or more. Attendance must be verifiable through the College.

The Substance Abuse Panel 10 (SAP 10) tests for marijuana, cocaine, phencyclidine, opiates, methamphetamine, methadone, amphetamines, barbiturates, benzodiazepines and tricyclic antidepressant.

**Costs for Drug Screening**

Cost of the drug screen will be the responsibility for any students entering an Allied Health Program at McLennan Community College. Students will use the testing agency designated by the College. The student will be responsible for scheduling his or her own testing time at the agency and will be required to follow all procedures required by that agency for accurate testing. The student will be responsible for ensuring that the results of all testing be sent by the agency directly to the director of the allied health program in which they are admitted or enrolled.

**Disqualifications from Clinical Affiliation Participation**

A student will not be allowed to participate in clinical affiliations if he or she is found to have a positive drug screen on the Substance Abuse Panel 10 (SAP 10). If the student feels that the positive result is in error, he or she will be able to request a Medical Review through the testing agency and pay an additional fee for that service. The testing agency will have its Medical Review Officer assess the screen and follow through with an appropriate investigation. The student will be responsible for the cost of the medical review. A student will not be allowed to participate in clinical activity (removed from program) in any MCC Allied Health program for twelve (12) months following a verified positive drug screen. The student will then be required to undergo an additional drug screen which must be negative, prior to a clinical assignment, per the stated policy above.

"For Cause" Screening (Zero Tolerance)

At any time during classroom, lab, or clinical portions of a health science program, the student is suspected of being under the influence of drugs or alcohol, the program faculty or clinical facility personnel may require the student to be tested for drugs and/or alcohol. If the clinical facility has the capability of doing the screen on site, the facility may use that service. The student is responsible for any cost of the screening. If a student must be dismissed from the clinical facility during a clinical assignment to undergo testing and/or for inappropriate behavior due to possible drug or alcohol influence, the student will be responsible for providing contact information for someone to provide transportation for the student to be taken away from the site and, as necessary, to the college-designated testing agency. Failure by the student to comply with these policies is grounds for dismissal from the allied health program in which the student is enrolled. A positive drug or alcohol test is also grounds for dismissal from the program in which the student is enrolled.
Impaired Student Policy & Procedure

According to the Allied Health Division policy, students attending clinical while under the influence of any substance affecting their ability to respond in a reasonable and acceptable manner is considered inappropriate behavior, unsafe practice and is grounds removal from the clinical environment.

Faculty or clinical instructors who suspect any student of attending clinical while under the influence of any substance affecting the student’s ability should abide by the following procedure:

1. If the clinical environment is on McLennan Community College campus:
   a. Faculty or designated professional is required to stay with student throughout the following process.
   b. If student needs medical evaluation, student will be referred to the Emergency Department of a local hospital and family/friend will be notified of their visit to the emergency room and asked to pick them up following exam. Student will be responsible for charges incurred.
   c. Have another professional witness student behavior.
   d. Student should not be allowed to void prior to urine specimen collection.
   e. Student may not return to the clinical experience for the remainder of the scheduled clinical day.
   f. Notify Campus Police at 8911 or (254) 299-8911 of the current situation.
   g. Notify A&D Testing at (254)399-8378 to provide an on-site screening.
      i. A&D Testing will perform a Rapid Screen and Alcohol Breath Analyzer
      ii. If the Rapid Screen is positive, A&D Testing will then confirm the results with a lab 12 panel drug screen.
      iii. A&D Testing will send MCC Allied Health Division an invoice for the services performed.
   h. For positive results
      i. Student will be advised to contact ACCE and Program Director, by next business day, to schedule an appointment for review of occurrence.
      ii. Student will call family/friend to pick them up immediately from the clinical environment. Note: Student will be advised that they may not drive themselves.
      iii. Clinical hours missed will count as an absence.
      iv. Students will not be allowed to participate in clinical affiliations for 12 months following a verified positive drug screen. Student must follow readmission procedures of program. Students are not guaranteed re-entry into program.
   i. For negative results
      i. Student will call family/friend to pick them up immediately from the clinical environment. Note: Student will not be advised that they can drive themselves.
      ii. Clinical hours missed will count as an absence.
      iii. Student will be counseled by ACCE and Program Director regarding impaired behavior and subsequent occurrences.
   j. Notify Clinical Coordinator of occurrence.

2. If the clinical environment is not on McLennan Community College campus
a. Faculty or designated professional is required to stay with student throughout the following process.

b. If student needs medical evaluation, student will be referred to the Emergency Department and family/friend will be notified of their visit to the emergency room and asked to pick them up following exam. Student will be responsible for charges incurred.

c. Have another professional witness student behavior.

d. Student should not be allowed to void prior to specimen collection.

e. Notify the facility’s security department regarding the student.

f. Notify A&D Testing at (254)399-8378 to provide an on-site screening.
   i. A&D Testing will perform a Rapid Screen and Alcohol Breath Analyzer
   ii. If the Rapid Screen is positive, A&D Testing will then confirm the results with a lab 12 panel drug screen.
   iii. A&D Testing will send MCC Allied Health Division an invoice for the services performed.

g. For positive results
   i. Student will be advised to contact ACCE and Program Director, by next business day, to schedule an appointment for review of occurrence.
   ii. Student will call family/friend to pick them up immediately from the clinical environment. Note: Student will not be advised that they can drive themselves.
   iii. Clinical hours missed will count as an absence.
   iv. Students will not be allowed to participate in clinical affiliations for 12 months following a verified positive drug screen. Student must follow readmission procedures of program. Students are not guaranteed re-entry into program.

h. For negative results
   i. Student will call family/friend to pick them up immediately from the clinical environment. Note: Student will be advised that they may not drive themselves.
   ii. Clinical hours missed will count as an absence.
   iii. Student will be counseled by ACCE and Program Director regarding impaired behavior and subsequent occurrences.

ii. Notify ACCE of occurrence.
Criminal Background Check

College of Health Professions Criminal Background Check

Introduction

The Joint Commission requires verification of competency of all individuals who have direct contact with patients or employees; this includes students doing clinical rotations in the facility. Competency extends beyond technical skills to an individual’s criminal history.

Purpose:
This policy is designed to protect the community of health care consumers from services provided by students who have documented illegal and unethical behaviors. These requirements also allow the Allied Health division to be in compliance with clinical affiliation agreements.

Policy:
Successful completion of a criminal background check is required for admission and continuation in all Allied Health Programs. Students will be given specific directions from the program about how to obtain the background check.

Background checks will be honored for the duration of the student’s enrollment in the clinical program if the participating student has not had a break in the enrollment of an Allied Health class. A break in enrollment is defined as nonattendance of one full semester or more. The above information must be verifiable through the college/school and must be sent to the clinical agency.

The following histories will disqualify an individual from consideration for admission because the student would not be eligible for clinical placement: (this includes, but is not limited to):

- Murder
- Capital murder
- Manslaughter
- Criminally negligent homicide
- Unlawful restraint
- Kidnapping
- Aggravated kidnapping
- Continuous sexual abuse of a young child or children
- Indecent exposure
- Indecency with a child
- Improper relationship between educator and student
- Improper photography or visual recording
- Sexual assault
- Aggravated assault
- Aggravated sexual assault
- Intentional, knowing, or reckless injury to child, elderly individual, or disabled individual
- Intentional, knowing, or reckless abandonment or endangerment of child
- Deadly conduct
- Terroristic threat
- Aiding suicide
- Prohibited sexual conduct (incest)
- Agreement to abduct child from custody
- Violation of certain order in family violence case
• Violation of protective order preventing hate crime
• Sale or purchase of child
• Arson
• Robbery
• Aggravated robbery
• Burglary
• Online solicitation of minor
• Money laundering
• Medicaid fraud
• Cruelty to animals
• Compelling prostitution
• Causing sexual performance by a child
• Possession or promotion of child pornography
• Any other offense for which registration as a sex offender is required

The following histories will disqualify an individual from consideration for admission if the conviction occurred within the last five (5) full calendar years:
• Assault punishable as a Class A misdemeanor or felony.
• Theft punishable as a felony
• Misapplication of fiduciary property or property of financial institution punishable of Class A misdemeanor or felony
• Securing execution of a document by deception punishable as a Class A misdemeanor or felony (not tampering with a government document)
• False identification as a peace officer
• Disorderly conduct

For students accepted to a clinical program with access to a licensing/registry body review process:
If an individual does not meet one or more of the aforementioned standards, she/he may pursue a declaratory order process with her/his licensing/registry body. If the licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may be able participate in the clinical rotation, depending on the affiliation agreement.

Disclaimers
• Successful completion of a criminal background check for an Allied Health Program does not ensure eligibility for licensure or future employment.
• Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
• Clinical agencies can conduct additional background checks at their discretion.
• If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Costs for Background Checks
Cost of the criminal background check will be the responsibility for any students entering Allied Health Programs at McLennan Community College. Students will use the testing agency designated by the College. The student will be responsible for scheduling his or her own time at the agency and will be required to follow all procedures required
by that agency for accurate testing. The student will be responsible for ensuring that the results of all testing be sent by the agency directly to the director of the allied health program in which they are admitted or enrolled.

**Screening Requirements**
Successful completion of a criminal background check is required for admission and continuation in all Allied Health programs at McLennan Community College. Admission to an Allied Health program is considered conditional until the results of the criminal background check are approved by the program director. Students will be given specific instructions from the program about obtaining the background check.

Drug screens and criminal background checks must also be completed within the thirty (30) days prior to a student’s initial entry into the clinical assignment portion of his or her respective health science program. For some programs, clinical assignments begin immediately when classes begin for the semester. For other programs, clinical assignments are scheduled for later in the program. Verification of a negative drug screen and a satisfactory criminal background check must be received prior to the first clinical day in the student’s program. The results may be acceptable for all clinical rotations during the student’s enrollment in the program unless there is a break during that student’s enrollment. A break in enrollment (leaving the program) is defined as nonattendance for a portion of a semester or more. Attendance must be verifiable through the College.

Students who are not disqualified should not assume that their criminal background check shows no criminal activity. The student should report any convictions to the appropriate licensing or registry boards at least three months prior to the examination date.

Each student must report with three business days to the Program Director and the Division Chair of Allied Health any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.

Any student who changes programs or stays out of an Allied Health program at McLennan Community College for 12 months will be required to submit a new criminal background check and drug screen upon re-entry to the Allied Health Division.

All background check results on McLennan Community College students will be made available to clinical agencies upon request. Some clinical facilities require submission of the criminal background reports prior to the student beginning a clinical rotation.

**Disclosure**
Students are required to disclose any prior criminal record by accurately answering the following question on the application for admission to the allied health program:

*Have you ever been convicted of a crime other than a minor traffic violation? (Circle one) YES  NO*

Please note that **Driving Under the Influence (DUI)** and **Driving Under Suspension (DUS)** are NOT considered minor traffic violations. Failure to disclose may result in withdrawal from the program of study.

**Records of Criminal Background Checks**
Records of criminal background checks will be kept in a secured file in the office of the director of that student’s allied health program. It will be accessible only to the program director, the program clinical coordinator, the division director for allied health, the dean of workforce education, any of the college vice presidents, the president of the college, the college attorneys, and any college judicial panel which may be created to review a student’s case.
CPR Certification

Students must have documentation of current CPR certification on file with the ACCE and the Program Director prior to beginning the clinical phase of the program. The CPR certification MUST be current throughout the entire length of all three clinical rotations. Students with an expired certification will not be allowed to treat patients, will be removed from the clinical until re-certification is obtained. The student is responsible for making up all time missed in the clinical. At minimum this may delay the student’s graduation at maximum the student may not be allowed to progress in the program.

Clinical Assignments

Assignments for each affiliation will be made approximately one month prior to that affiliation. The student must contact the facility prior to the beginning of the affiliation to make sure they are prepared for the first day of clinical. Transportation arrangements, lodging and other costs are the student’s responsibility.

Any student who is unable to perform expected duties during the clinical affiliation, due to physical condition or other reason, will report this to the ACCE prior to reporting to the clinical site, or during the clinical affiliation if issues arise at that time. The ACCE and the Program Director will discuss the issue(s) with the student and determine whether the student may continue with the affiliation or whether the student will need to schedule the clinical time for a later date contingent upon resolution of the issue(s). If a student is unable to participate at the scheduled time of an affiliation, he/she will be assigned to another affiliation site at the time an availability arises at the discretion of the ACCE.

Clinical Placement Policy

Placement is intended to expose the student to as many areas of physical therapy practice as possible in order to facilitate the development of basic skills needed for a licensed PTA. Clinical assignments for each student will include an acute care facility, a geriatric/rehab facility, and an outpatient facility. Due to the difficulty of placement and reduced number of clinical sites in the Waco area, the student will be required to travel for at least one of the clinical affiliations. Travel is defined as 1 hour from the immediate Waco area. This rule is in place to insure that all students are able to be placed at a clinical site and that all students are able to complete the scheduled rotations in a timely manner. Students will not be assigned to facilities where they are presently employed or have entered into an agreement of employment. Students are given an opportunity to provide input about placement before the assignments are finalized. However, the final decision is made by the ACCE.
Clinical Affiliation Sites*

Clinical experiences will be attained in licensed Physical Therapy departments and clinics in the Central Texas region. Clinical sites being utilized at this time include:

**Waco:**
Concentra Medical Center  
Hillcrest Baptist Medical Center (OP, IP, Rehab, SNF)  
Kid’s Therapy Specialties (pediatrics, neuro)  
Providence Health Center (OP, IP)  
Scott & White Sports Therapy and Rehab Center  
Waco Orthopedics  
Waco VA Medical Center (OP)

**Temple:**
Central Texas Veteran’s Health Care System (OP, IP, Rehab)  
MBS – Westin Inn, West, East (SNF)  
Scott & White Hospital (OP, IP, wound care)  
Santa Fe Center of Scott & White (SNF)

**Other Locations:**
BCM Innovative Therapies, Inc (Corsicana: pediatrics)  
Brazos Orthopedic Physical Therapy (College Station: ortho, HH, vestibular)  
Brownwood Regional Medical Center (Brownwood)  
Cantex Senior Communities (Carrollton & Frisco)  
Center for Physical Therapy (Granbury: OP)  
College Station Medical Center (IP) & The Therapy Center (OP) (College Station)  
Eastland Memorial Hospital (Eastland: OP, IP)  
Glen Rose Medical Center (Glen Rose: OP, Rehab, IP)  
Goodall-Witcher Hospital (Clifton: OP, IP, HH)  
Harris Methodist Erath County Hospital (Stephenville)  
Hendricks Medical (Abilene: OP, IP, Rehab)  
Huguley Memorial Medical Center (Fort Worth: OP)  
Integrity Rehab (Killeen: OP, Women’s Health, Peds)  
Lott Physical Therapy (Fairfield: OP)  
MBS – Hill Country & Windcrest (Copperas Cove: SNF)  
MBS – Trisun & Heritage Oaks West (Corsicana: SNF)  
MBS – Indian Oaks Living Center (Harker Heights: SNF)  
Metroplex Hospital and Metroflex (Killeen: OP, IP)  
Navarro Regional Hospital (Corsicana: IP, OP)  
Parker County Physical Therapy (Weatherford: OP)  
Parkview Regional Hospital (Mexia: OP, IP)  
Rehab Management (Rockwall & Rowlett: OP)  
Senior Rehab Solutions – Senior Care of Stephenville (Stephenville: SNF) & Pleasant Manor (Waxahachie: SNF)  
Sherwood Health Care Rehab Center (Bryan: SNF)  
St Joseph Regional Health Center (Bryan: IP, wound care)  
Stephenville Sports Rehab & Physical Therapy (Stephenville: OP)  
Victory Therapy (Ennis: OP, HH)  
West Texas Rehab (Abilene: Rehab, peds)
*This list is subject to change and may be updated/revised at any time.*

**Clinical Attendance**

Due to the significant nature of clinical time for the student, all clinical hours missed due to absence must be made up at a time convenient to the clinic and agreed upon by the clinical instructor, academic coordinator, and the student. More than 2 absences may be taken as evidence that the student does not intend to participate sufficiently to assure likelihood of success. With 2 or more absences, the student will be required to conference with the ACCE. **Anytime a student must be absent from the clinical site, he/she is required to notify the facility and the ACCE.**

**Patient Care**

Students are required to meet the workforce standard of providing care to any and all patients assigned to their care by the clinical instructor.

**Clinical Dress Policy**

Students are required to wear a nametag that identifies the individual as an MCC student PTA. Some facilities may require photo IDs, and these will be provided by the facility. The nametag should be worn at all times while the student is on clinical assignment, and may not be worn at any time other than assigned clinical affiliations.

Student should dress professionally in khaki or dress pants and collared shirt or other appropriate top. Shoes must be a solid color, leather athletic shoe or nursing shoe, and socks or hose must be worn. Long hair must be pulled back from the face, and jewelry should be minimal. Blue jeans, t-shirts, sandals, v-neck blouses, ruffles, loud colors, etc. are unacceptable attire. Some facilities may require a white lab coat, which the student will be required to purchase. Other facilities allow students to wear scrubs, although color may be specified. Students are required to contact the facility prior to his/her affiliation for dress/uniform requirements. Body piercings (other than stud earrings) must be removed and tattoos must be covered during the time the students is at the clinic site. The clinical instructor has the authority to deny clinical attendance for a student whose apparel is considered inappropriate.

**Cell Phone Policy**

Cell phones or other personal communication devices must be put away during clinical hours. They may be used only during designated breaks as allowed by the facility.

**Schedule of Student Affiliations**

Students begin their clinical training during their second fall semester in the PTA program. The schedule for each affiliation is as follows but is subject to change:

Second Fall Semester – 40 hours/week for the first 6 weeks of the semester
Second Spring Semester – 40 hours/week for the first 6 weeks and the last 6 weeks of the semester

**Liability Insurance**
McLennan Community College provides a limited student liability insurance during clinical affiliations. The coverage for students is effective only during scheduled clinical time. The student is not covered for employment outside of scheduled clinical time.

**Accidental Injury and/or Health Coverage**

Neither the clinical facility nor the college assumes any responsibility for an injury occurring during clinical hours. The student is encouraged to carry private health insurance coverage and is required to report any personal injury to the clinical instructor immediately.

**EVALUATION OF STUDENT PERFORMANCE DURING CLINICAL AFFILIATIONS**

The evaluation/assessment tool utilized by the McLennan Community College PTA program is the PTA MACS (Mastery and Assessment of Clinical Skills). The PTA MACS:

1. Defines for students and clinical instructors the skills that all students are expected to master prior to graduation
2. Provides a uniform mechanism for rating students from different schools at clinical affiliation sites
3. Allows students to assess their own performance and to compare their self-assessment with those of their clinical instructors
4. Provides an up-to-date summary of the individual student’s current strengths and weaknesses, thus helping students and their instructors plan an appropriate affiliation experience
5. Provides a mechanism to identify strengths and weaknesses in the academic portion of the curriculum

The PTA MACS contains the minimum 24 skills needed by an entry level (newly graduated) PTA to engage in safe and effective clinical practice. Each skill includes objectives that allow the user to better assess the learning or mastery of each skill.

The ACCE, clinical instructor and student should work together in determining the skills that are appropriate for each affiliation. These skills will depend on the student’s classroom knowledge at the time and the learning experiences the clinical facility is able to provide. In addition, clinical objectives are established for each affiliation.

A progress report is to be completed for each affiliation. The form should be completed for the mid-clinical evaluation and the final evaluation. Space is provided for both evaluation in the MCAS. This allows the clinical instructor and student to:

1. Discuss the student’s performance and strategies for improving performance when indicated
2. Identify skills which the student has not had the opportunity to achieve while time is still available
3. Measure progress in the student’s ability to perform

A Clinical Skills Master List is provided in each student’s PTA MACS to record skills that have been mastered by that student.

**NOTE: AT MID-CLINICAL:** Students having an “NI” for any indicator (skill):

1. Will be notified by the clinical instructor
2. Must have the “NI” rating removed from each indicator by the final evaluation, OR
3. Must show significant improvement in each of the indicators with and “NI” rating by the final evaluation.

Comprehensive instructions on proper utilization of the PTA MACS are included within each copy of the MACS and are discussed in detail during the program prior to the student going on their first affiliation.
**CLINICAL GRADING**

Clinical grade compilation is based on skill attainment utilizing the PTA MACS and other clinical assignments, such as case studies, in-services, weekly questions, or other activities. The requirements for receiving a grade of “CR” (credit) are stated in each clinical course syllabus. MCC faculty retain the final responsibility for assigning clinical grade.

1. A grade of I (incomplete) will be given when
   a. The student completes at least 85% but less than 100% of the minimum requirements stated in the syllabus, **and/or**
   b. The student has 4 or more indicators with the NI (needs improvement) rating remaining at the end of the clinical course on skills not specified in the syllabus

2. To remove a grade of I, and receive credit for the course, the student must complete 100% of the work for that course, as stated in the syllabus, **and/or** remove any NIs from that incomplete course by the end of the next clinical affiliation.

3. A grade of NC (noncredit), which is considered failure of the clinical course, will be given when
   a. The student has a U (unsatisfactory) on any skill, or an NI on any skill specified in the syllabus, remaining at the end of the clinical course, **and/or**
   b. The student completes less than 85% of the minimal requirements stated in the syllabus for that course, **and/or**
   c. The student accumulates 4 or more absences during any affiliation (extenuating circumstances may be reviewed by the PTA program faculty), **and/or**
   d. The student fails to meet the requirements for converting an I to a CR for the clinical course.

4. If a student receives an NC for a clinical course, and he/she wishes to return to the program and is eligible to return to the program, the student, along with the other requirements for a reinstatement request (see section in handbook on reinstatement), will be required to pass a skills assessment exam, both written and practical, at the level of 75% or greater before returning to the clinical setting. This exam will be given at a time designated by the program director.
CLINICAL FORMS

The PTA program utilizes several forms throughout the clinical education process. The purpose and use of each form is outlined below, and samples of the forms are included in the clinical handbook.

Student Introduction Form

The purpose of this form is to provide the initial contact between the student and the clinical site. The students are instructed to complete the form and send it to the clinic 3-4 weeks prior to the beginning of the affiliation. The form includes a summary of previous clinical experiences, the student’s expectations for this affiliation, and a self-assessment of strengths and weaknesses. A photograph may be attached to the upper right hand corner.

Clinical Orientation Form

The purpose of this form is to provide the clinical instructor with a checklist or outline of items that should be addressed on the first day of the student’s affiliation. This form was developed only as a guideline, and it is not necessary for the student to return this form to the ACCE at the end of the affiliation.

Progress Report

This form is completed by the clinical instructor at mid-clinical and at the end of the student’s affiliation to assess the student’s overall performance in the clinic. This form should be completed prior to the final evaluation, and should be discussed with the student during the final evaluation.

Student Evaluation of Clinical Educational Experiences

This form is to be completed by the student at the end of his/her affiliation to assess the overall clinical experience. This form should be completed prior to the final evaluation, and should be discussed with the clinical instructor during the final evaluation.

NOTE: In order to assure open and honest responses on the Progress Report and the Student Evaluation of Clinical Education Experience forms, both of these forms should be completed prior to the last day of the clinical affiliation. Students may be hesitant to respond honestly if they feel that their responses on the Clinical Education Experience form will result in a negative assessment on the Progress Report final evaluation.

Assessment of PTA Program Form

This form was developed to allow clinical instructors more input into the Physical Therapist Assistant curriculum development process. Once a year the program faculty will mail these forms to each clinical instructor who has worked with an MCC PTA student. The form allows the clinical instructor to rate the PTA program based on his/her experiences with MCC students during the previous year.
PROFESSIONAL CONDUCT IN THE CLINICAL SETTING

The conduct of the PTA student should be such that the patient’s confidence is inspired. Only a consistently professional attitude can accomplish this. One must endeavor to treat patients with kindness and courtesy and insure preservation of the patient’s privacy. The following list is a minimal conduct guideline for professional conduct in the clinic setting.

1. Always introduce yourself and wear a nametag at all times
2. Knock before entering any room
3. Do not congregate in semi-public areas, such as patient reception areas. Patients awaiting therapy services do not understand the presence of idle (apparent) therapist and assistants.
4. Never discuss a patient’s history, or information in patient charts/reports (unless instructed to do so by the supervising PT) with a patient or the patient’s relatives. Patient’s charts and all other patient records should be kept out of reach of unauthorized persons, including patients.
5. Do not discuss matters pertaining to work in elevators, corridors, or any other public areas.
6. No conversation should take place within a patient’s hearing which is not DIRECTLY related to that patients care and INTENDED for the patient to hear.
7. Smoking, including electronic cigarettes, eating or drinking are prohibited except in designated areas.
8. Gratuities of any kind are prohibited.
9. Gum chewing is prohibited.
10. Personal involvement between a student and a patient being treated by that student is prohibited.
11. Personal involvement with fellow staff members should be limited to “off-duty” hours. Professionalism in the clinic must be maintained at all times.
12. Loaning of personal items to patients, and/or running errands for patients is not recommended.
13. Be prepared to accept constructive feedback gracefully.
14. In the clinic, the CI should be kept informed of your activities and location at all times.

Generic Abilities & Professional Behaviors:

Students are expected to maintain a professional clinical decorum that includes respect for other health care providers, and the clinical instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

Students in the Physical Therapist Assistant program have willingly applied for and entered into a professional degree program. Implicit in professional degree programs is the need to develop the student’s professional behaviors as well as minimum basic entry level competencies. The tool utilized in the PTA Program is the Generic Abilities form. Students will be evaluated on a continual basis throughout the program in classroom, lab activities, clinical activities, and interaction between fellow students, faculty, and instructors.

If a student is found to be lacking in any area of the generic abilities, the student will be called in by the ACCE and/or clinical instructor who will fill out the form and review any deficiencies. The ACCE, and if deemed necessary the program director, will then discuss with the student a plan of action to assist the student in development in the areas that have been deemed deficient.
Any student who persists with the same deficiencies with no improvement in professional behavior over 3 different episodes may be dismissed from the program based upon lack of progress in professional behavior. A short description of the Generic Abilities follows and specific forms for assessment are available on Blackboard and are included in each course syllabi.

NOTE:

Any student who persists with deficiencies with no improvement in professional behavior over 3 different episodes will be dismissed from the program based upon lack of progress in professional behavior. This policy is effective throughout the entire program across all courses, program related activities and clinical work as professional behavior extends across all aspects of the program.
Generic abilities are attributes, characteristics or behaviors that are not explicitly part of the knowledge and technical skills but are nevertheless required for success in the profession. Ten generic abilities were identified through a study conducted at the University of Wisconsin at Madison in 1991-1992. The ten abilities and definitions developed are:

<table>
<thead>
<tr>
<th>Generic Ability</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Commitment to learning</td>
<td>The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.</td>
</tr>
<tr>
<td>2 Interpersonal skills</td>
<td>The ability to interact effectively with patient, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.</td>
</tr>
<tr>
<td>3 Communication skills</td>
<td>The ability to communicate effectively (speaking, body language, reading, writing, listening) for varied audiences and purposes.</td>
</tr>
<tr>
<td>4 Effective use of time and resources</td>
<td>The ability to obtain the maximum benefit from a minimum investment of time and resources.</td>
</tr>
<tr>
<td>5 Use of constructive feedback</td>
<td>The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.</td>
</tr>
<tr>
<td>6 Problem-solving</td>
<td>The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.</td>
</tr>
<tr>
<td>7 Professionalism</td>
<td>The ability to exhibit appropriate professional conduct and to represent the profession effectively.</td>
</tr>
<tr>
<td>8 Responsibility</td>
<td>The ability to fulfill commitments and to be accountable for actions and outcomes.</td>
</tr>
<tr>
<td>9 Critical thinking</td>
<td>The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.</td>
</tr>
<tr>
<td>10 Stress management</td>
<td>The ability to identify sources of stress and to develop effective coping behaviors.</td>
</tr>
</tbody>
</table>

APTA CODE OF ETHICS

PREAMBLE

This Code of Ethics of the American Physical Therapy Association sets forth principles for the ethical practice of physical therapy. All physical therapists are responsible for maintaining and promoting ethical practice. To this end, the physical therapist shall act in the best interest of the patient/client. This Code of Ethics shall be binding on all physical therapists.

PRINCIPLE 1
A physical therapist shall respect the rights and dignity of all individuals and shall provide compassionate care.

PRINCIPLE 2
A physical therapist shall act in a trustworthy manner towards patients/clients, and in all other aspects of physical therapy practice.

PRINCIPLE 3
A physical therapist shall comply with laws and regulations governing physical therapy and shall strive to effect changes that benefit patients/clients.

PRINCIPLE 4
A physical therapist shall exercise sound professional judgment.

PRINCIPLE 5
A physical therapist shall achieve and maintain professional competence.

PRINCIPLE 6
A physical therapist shall maintain and promote high standards for physical therapy practice, education and research.

PRINCIPLE 7
A physical therapist shall seek only such remuneration as is deserved and reasonable for physical therapy services.

PRINCIPLE 8
A physical therapist shall provide and make available accurate and relevant information to patients/clients about their care and to the public about physical therapy services.

PRINCIPLE 9
A physical therapist shall protect the public and the profession from unethical, incompetent, and illegal acts.
PRINCIPLE 10
A physical therapist shall endeavor to address the health needs of society.

PRINCIPLE 11
A physical therapist shall respect the rights, knowledge, and skills of colleagues and other health care professionals.

STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPIST ASSISTANT

PREAMBLE

This document of the American Physical Therapy Association sets forth standards for the ethical conduct of the physical therapist assistant. All physical therapist assistants are responsible for maintaining high standards of conduct while assisting physical therapists. The physical therapist assistant shall act in the best interest of the patient/client. These standards of conduct shall be binding on all physical therapist assistants.

STANDARD 1
A physical therapist assistant shall respect the rights and dignity of all individuals and shall provide compassionate care.

STANDARD 2
A physical therapist assistant shall act in a trustworthy manner towards patients/clients.

STANDARD 3
A physical therapist assistant shall provide selected physical therapy interventions only under the supervision and direction of a physical therapist.

STANDARD 4
A physical therapist assistant shall comply with laws and regulations governing physical therapy.

STANDARD 5
A physical therapist assistant shall achieve and maintain competence in the provision of selected physical therapy interventions.

STANDARD 6
A physical therapist assistant shall make judgments that are commensurate with their educational and legal qualifications as a physical therapist assistant.

STANDARD 7
A physical therapist assistant shall protect the public and the profession from unethical, incompetent, and illegal acts.
Licensure under the provisions of the Physical Therapy Practice Act is required in the state of Texas. Licensure is required before the candidate may practice physical therapy. Licensure in the state of Texas is the responsibility of the Texas Board of Physical Therapy Examiners. The Practice Act and Rules of the Board will be made available to the students and discussed in detail during the course of the program.

Grounds for Denial of a License

All students seeking licensure must pass the Texas Board License Examination administered by the Texas Board of Physical Therapy Examiners. The board may deny a license or suspend or revoke a license, place a license holder on probation, reprimand a license holder, impose an administrative penalty, or otherwise discipline a license holder if the applicant or license holder has:

a. except as provided by Section 453.301 or 453.302, provided physical therapy to a person without a referral from a referring practitioner

b. used drugs or intoxicating liquors to an extent that affects the license holder's or applicant's professional competence

   The board may deny a license to or discipline an applicant/respondent who has been found to have a history of substance abuse. In review of a complaint alleging intemperate use of drugs or alcohol by a respondent/applicant, the board shall consider the following evidence in determining the respondent/applicant's present fitness to practice physical therapy:

   1) documentation demonstrating the degree of sobriety obtained;
   2) documentation showing completion of a drug or alcohol rehabilitation program;
   3) evidence of participation in board-accepted aftercare;
   4) a current status report from a drug/alcohol abuse counselor or board-accepted aftercare sponsor; and
   5) notarized letters of recommendation.

   The burden to provide the foregoing documentation to the board shall be solely at the expense of the respondent/applicant.

c. been convicted of a felony, including a finding or verdict of guilty, an admission of guilt, or a plea of nolo contendere, in this state or in any other state or nation

   The board may revoke or suspend an existing valid license, disqualify a person from receiving or renewing a license, or deny to a person the opportunity to be examined for a license because of a person's conviction of a felony or misdemeanor if the crime directly relates to the practice of physical therapy. Those crimes which the board considers to be directly related to the duties and responsibilities of a licensed physical therapist or physical therapist assistant shall include, but are not limited to:

   1) any felony which involves an act of fraud, dishonesty, or deceit;
   2) any criminal violation of the Physical Therapy Practice Act or other statutes regulating or pertaining to physical therapy or the medical profession;
   3) any crime involving moral turpitude;
   4) murder;
(5) assault;
(6) burglary;
(7) robbery;
(8) theft;
(9) rape or sexual abuse;
(10) patient/client abuse;
(11) injury to an elderly person;
(12) child molestation, abuse, endangerment, or neglect;
(13) felony conviction for driving while intoxicated, driving under the influence of alcohol or drugs, or driving while ability is impaired;
(14) sale, distribution, or illegal possession of narcotics, controlled substances, or dangerous drugs;
(15) tampering with a governmental record;
(16) offenses which include attempting or conspiring to commit any of the offenses in this subsection.

In determining whether a crime not listed previously relates to physical therapy, the board will consider:

(1) the nature and seriousness of the crime;
(2) the relationship of the crime to the purposes for requiring a license to practice physical therapy;
(3) the extent to which a license might offer opportunities to engage in further criminal activity of the same type as that in which the person was previously engaged; and
(4) the relationship of the crime to the ability, capacity, or fitness required to perform the duties and to discharge the responsibilities of a physical therapist or physical therapist assistant.

In review of a complaint alleging that the respondent/applicant has been convicted of a crime which directly relates to the duties and responsibilities of a physical therapist or physical therapist assistant, the board shall consider the following evidence in determining the respondent's/applicant's present fitness to practice physical therapy:

(1) the extent and nature of the person's past criminal activity;
(2) the age of the person at the time of commission of the crime;
(3) conduct and work activity of the person prior to and after criminal activity;
(4) evidence of rehabilitation while incarcerated or following release;
(5) notarized letters of recommendation from prosecution, law enforcement, and correctional officers who prosecuted, arrested, or had custodial responsibility for the person; letters from the sheriff or chief of police where the person resides; and other persons having contact with the convicted person; and
(6) records of steady employment, provision for dependents, payment of all court costs, supervision fees, fines, and restitution if ordered as a result of the person's conviction.

The burden and expense of providing and presenting the foregoing documentation to the board shall be solely that of the respondent/applicant.

d. obtained or attempted to obtain a license by fraud or deception

Grounds for the board to deny a license to or discipline an applicant/respondent may include the following:

(1) attempting to obtain or obtaining a license by fraud, falsification, or deception of an application or examination procedure; or
(2) having a license to practice physical therapy or a license to practice another health care profession revoked or suspended or had other disciplinary action taken against him or had his application for license refused, revoked, or suspended by the proper licensing authority of another state, territory, or nation;

(3) failure to meet the qualifications for licensure as set forth in the Act, §§8, 9, or 10, as applicable, and/or to any other rules or procedures set forth by the board relating to these sections;

(4) cheating on the national examination.

If the board determines that an applicant has falsified his application for licensure in regard to any of the documents or procedures of the licensing process, a license may be denied.

e. been grossly negligent in the practice of physical therapy or in acting as a physical therapist assistant

The board may deny a license to or discipline an applicant/respondent who is found grossly negligent in the practice of physical therapy or in acting as a physical therapist assistant.

Gross negligence may include, but is not limited to, the provision of physical therapy which the therapist knew or should have known would result in severe physical injury or death of a patient.

f. been found to be mentally incompetent by a court

The board may deny a license to or discipline an applicant/respondent who has been adjudged mentally incompetent by a court of competent jurisdiction.

In review of a complaint alleging that the respondent/applicant has a history of voluntary or involuntary psychiatric hospitalization, the board shall consider the following evidence in determining the respondent's/applicant's present fitness to practice physical therapy:

(1) conduct and work activity of the person prior to and after hospitalization;

(2) documentation to indicate that the person is presently in good mental health. Specifically, a current psychological/psychiatric evaluation, which shall include such information as the agency may require;

(3) a current status report from a counselor, therapist, or physician; and

(4) notarized letters of recommendation.

The burden to provide the foregoing documentation to the board shall be solely at the expense of the respondent/applicant.

g. practiced physical therapy in a manner detrimental to the public health and welfare;

h. had a license to practice physical therapy revoked or suspended or had other disciplinary action taken against the license holder or applicant;

i. had the license holder's or applicant's application for a license refused, revoked, or suspended by the proper licensing authority of another state or nation; or

j. in the case of a physical therapist assistant, treated a person other than under the direction of a physical therapist.

(From the Texas Physical Therapy Practice Act, State of Texas, Title 3, Subchapter H, Chapter 453, Occupations Code and Texas Board of Physical Therapy Examiner Rules)
APPENDIX A

Student Acknowledgement Forms

MCLENNAN COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
Handbook Acknowledgement Form

READ THE FOLLOWING STATEMENTS BEFORE SIGNING:

As a student in the PTA program, I am aware that I:
• May be photographed or filmed as a part of class, lab or clinical activities.
• Will be expected to participate as a “patient” during class or lab activities and/or lab exams. Precautions and contraindications for the procedure will be discussed prior to such participation. Any student has the right to decline participating as a patient with prior notification of the instructor.
• Will be responsible for uniform, travel, meals and other expenses related to clinical courses.
• Will be working with patients during clinical courses and may be exposed to illness, blood and other bodily fluids.
• Will be required to undergo a drug screen and criminal background checks, at my own expense, in order to participate in clinical affiliations.

I have received the Physical Therapist Assistant Program Student Handbook, and it has been discussed with me. I agree that I have read and understand the information found in this handbook. I agree to abide by all rules, policies and procedures contained herein. I am also aware that this handbook is intended as a guide and policies and procedures described herein may be changed without notice.

This form must be signed and returned to the PTA program director on or before the first day of class.

_________________________  __________________________
Student Name (print)          Social Security Number

_________________________  __________________________
Student Signature            Date
I have read and understand the Allied Health Division Criminal Background Check policy. I understand that I must abide by this policy throughout my enrollment in any Allied Health Program at McLennan Community College.

Student Signature ___________________________ Date __________

Student’s Printed Name ___________________________ Student ID Number __________
APPENDIX B

Minimum Required Skills of Physical Therapist Assistant Graduates at Entry Level adopted by the APTA Board of Directors

****************************************************************************************** See McLennan Community College Physical Therapist website at: www.mclennan.edu/allied-health/physical-therapist-assistant/
For the most up to date list of minimum skills******************************************************************************************