



SAN JUAN COLLEGE

PTAP 231 Clinical I Section Name Section Credit Hours Credits
Syllabus

Section-specific Course Description:

Course Level Objectives

Upon successful completion of the course, the student will be able to...

1. Analyze the use of knowledge, skill, and clinical decision-making during client/patient care incorporating evidence-based strategies.
2. Analyze and evaluate performance utilizing the Clinical Performance Instrument with a growth mindset.
3. Demonstrate a minimum acceptable rating of Intermediate level on all performance criteria outlined in the Clinical Performance Instrument (CPI) and available at the clinical site.
4. Adhere to legal practice standards, including all federal, state, and institutional regulations related to patient/client care and fiscal management.
5. Perform duties in a manner consistent with the Guide for Conduct of the Physical Therapist Assistant (APTA) and Standards of Ethical Conduct (APTA) to meet the expectations of patients, members of the physical therapy profession, and other providers as necessary.

Required Texts and/or Materials

PTAEXAM

9781890989453

Scott M. Giles

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*image
not
available*

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

Students will do the following activities:

- Abide by Clinical facility policy & procedures
- Abide by SJC, PTA Program, & Course Policies
- Abide by APTA Standards of Practice for Physical Therapy
- Abide by the APTA Guide for Conduct of the PTA
- Actively Participate in courses
 1. Check-in to the course regularly to ensure you are reading announcements, checking emails, etc.
 2. Complete all assignments (e.g., lab skills, peer-assessments, assignments, exams, presentations, etc.) in accordance with the course syllabus
 3. Critically analyze tasks offering realistic and constructive input
 4. Effectively communicate with classmates and instructors when questions arise
 5. Schedule meetings with the instructor or other college resources when requiring additional assistance
- Ensure that all technology is working for success in this course
- Contact tech support if problems arise with technology

Other Classroom Policies and Expectations

Professional Behaviors

The San Juan College Physical Therapist Assistant Program is committed to pursuing excellence in a professional scope of practice. In accordance with the American Physical Therapy Association (APTA), the expectation is that each student abides by the APTA Standards of Practice for Physical Therapy. This includes but is not limited to abiding by the guidance set forth by APTA in the following documents:

- Standards of Ethical Conduct for the Physical Therapist Assistant
- Guide for Conduct of the Physical Therapist Assistant
- Values-Based Behaviors

To attain and maintain professional expectations outlined in the documents listed above, each student will be required to complete a Professional Portfolio. The professional portfolio will be a compilation of documents outlined in each course that demonstrate professionalism throughout the PTA Program.

Late Work

Due dates for every assignment are provided on the course syllabus and course schedule (posted on Canvas). Unless otherwise stated, assignments are due according to the course schedule.

The PTA faculty recognize that sometimes "life happens." In these instances, the student may use their allotted 2 "flex days." These days allow the student to submit an assignment(s) up to two (2) days late without penalty. For example, the student can use two (2) flex days on one assignment that is two (2) days late. Alternatively, the student can use one (1) flex day on one (1) assignment that is one (1) day late, and then one (1) flex day for another assignment. The student does not need to give the instructor a reason: email them indicating the number of flex days needed. Flex days cannot be used for group assignments or assignments with a partner as it would impact another student's grade. These "flex days" do not apply to exams or group projects that will impact another student's grade.

Once the student has exhausted their two (2) flex days, late point deductions will occur for any assignment submitted after the deadline. A 10-percent deduction will occur each day that passes beyond the due date and up to 72 hours. Assignments submitted more than 72 hours after the due date will receive no higher than 50% of the assignment (e.g., 24 hours = 90% max, 48 hours = 80% max, 72 hours = 70% max, beyond 72 hours = 50% max). Instructors reserve the right to award a zero for assignments beyond 72 hours.

Please let the instructor know if the student experiences extenuating circumstances (e.g., hospitalization) that prohibit them from submitting their assignments on time. The instructor will evaluate these instances on a case-by-case basis.

Netiquette

Netiquette, or network etiquette, refers to the guidelines and recommended practices for online communications. In a nutshell, it is the etiquette for the Internet, and should be used for all class communication for the course: email, chatting, blogging, discussion forums, messages, etc.

Even though portions of this class are online, students are expected to conduct themselves in a manner that is respectful and upholds a supportive, mutually beneficial learning environment.

Netiquette provides excellent guidelines for online behavior that facilitates the productive and thoughtful exchange of ideas. Some of the basic tenets of Netiquette include:

- Be respectful. Remember that you are communicating with actual people. Always be courteous and show respect, especially when there are differences of opinion. Remember the golden rule: treat others as you would like to be treated!
- Think before you post. Be aware of who may be able to view your posting, and how your post may be interpreted. Try to maintain a fair and objective tone.
- Stay on topic. Make sure your communication is related to the subject at hand and does not wander off-topic.
- Write clearly. Even though the online environment may seem more informal than your face-to-face class, this is still an academic course and intelligible: mature communication is expected. Correct spelling and grammar are required: proper composition and punctuation are expected.
- Use appropriate language and style. Profanity or offensive wording will not be tolerated. You should avoid using ALL CAPS and repeated punctuation (???? or !!!!).
- Be considerate of others. Do not make derogatory, condescending, or harassing remarks. Communication should be well-intentioned, well-articulated, and aimed at fostering a positive learning environment. Be aware of how sarcasm may be misinterpreted by your readers.
- Allow for misunderstandings. Keep in mind that writing often conveys the incorrect tone or intention in the absence of nonverbal communication. You should make allowances. What you may perceive as rudeness may be unintended.
- Cite your sources. If you post work that is not your own, be sure to reference your sources.

Grading

The Academic Coordinator for Clinical Education (ACCE) will determine a Pass/Fail grade based on the student meeting the appropriate measures outlined below and meeting the objectives for this clinical experience course. The ACCE is responsible for verifying that all students are capable of the minimum performance expectations for the clinical rotation before assigning the Pass/Fail grade.

Clinical Performance Instrument

The Clinical Performance Instrument (CPI) is a web-based, standardized instrument used to provide a valid measure of the students' performance during clinical education experiences.

CPI Evaluations

At midterm and final, the student is expected to complete a self-evaluation, and the CI is expected to assess the student's performance using the PTA CPI. If there are any concerns, the CI should contact the ACCE and document any concerns using the PTA CPI.

Performance Criteria

The PTA CPI consists of 11 performance criteria.

1. Professionalism: Ethical Practice
2. Professionalism: Legal Practice
3. Professionalism: Professional Growth
4. Interpersonal: Communication
5. Interpersonal: Inclusivity
6. Technical/Procedural: Clinical Reasoning
7. Technical/Procedural: Interventions: Therapeutic Exercise and Techniques
8. Technical/Procedural: Interventions: Mechanical and Electrotherapeutic Modalities
9. Technical/Procedural: Interventions: Functional Training and Application of Devices and Equipment
10. Business: Documentation
11. Business: Resource Management

The student should be evaluated on all 11 performance criteria applicable to at the clinical site. The evaluator should provide written comments to support the ratings.

Minimum Performance Expectations

Upon completion of each clinical experience, the student's performance is expected to be at or above the following level on each of the CPI performance criteria observed at the clinical site:

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Unsatisfactory Clinical Performance

The SCCE, CI, and student are expected to reach out to the ACCE with any concerns related to clinical education. If there is unsatisfactory clinical performance, the ACCE, SCCE/CI, and the student will

collaborate on a resolution. One or more of the following may occur:

- The ACCE may develop a learning contract with input from the SCCE/CI and student, which must be completed to the satisfaction of the ACCE.
- The student may be required to complete additional clinical hours at the same facility to improve skills to meet course requirements and objectives if allowed by the SCCE and CI and approved by the ACCE.
- The student may fail the clinical rotation with or without the option to re-enter per the Re-Entry Policy.

Termination of a Clinical Experience

The SCCE, the CI, and/or the ACCE reserve the right to terminate the clinical experience at any time. If the CI feels the student must be removed from the clinical experience, the CI should immediately inform the SCCE and ACCE. The ACCE will gather input from the SCCE, CI, and students. If the student is performing incompetently, unprofessionally, unethically, or poses a safety threat, the student will not be allowed to return to the clinical site and will fail the clinical education course.

Grading

The Academic Coordinator of Clinical Education (ACCE) determines the final grade assigned to the student for clinical education courses. The ACCE is responsible for verifying that all students are capable of the minimum performance expectations for the rotation before assigning a passing grade. If the CI rates a student below the minimum performance expectation on the final CPI evaluation, the ACCE may take the following into consideration:

- clinical setting;
- experience with patients in that setting;
- relative weighting or importance of each performance criterion;
- expectations for the clinical experience; expectations of the clinical site; progression of performance from mid-experience to final evaluations;
- level of experience within the didactic and clinical components;
- whether or not the “significant concerns” box or “with distinction” box were checked;
 - congruence between the CI’s narrative mid-experience and final comments related to the five performance dimensions and the ratings provided;
 - additional assignments (e.g., journal, in-service education provided); and/or
 - site visit information.

*From the American Physical Therapy Association (2009). Physical Therapist Assistant Clinical Performance Instrument, Alexandria, VA.

If, despite these considerations, the student does not meet the minimum performance expectation, the student will fail the clinical education course.

Course Time Commitment

To be added

Canvas Participation and Expectations

Setting up for success:

1. Create a quiet location designated for your studies. Ensure access to a fully charged computer with good internet connectivity and access to your textbooks.
2. Plan for unexpected situations (e.g., internet issues, computer problems). By planning for these situations, it will help to avoid panic mode later.
 1. If experiencing slow internet connection, plugging in directly to your router may help to avoid delays.
 2. Identify back-up locations for studying or alternate computer-use (e.g., office, library, etc.)
 3. Know your college resources that are available to you in case you need assistance (e.g., helpdesk, instructor, program support staff, student support services, classmates, etc.).
 1. Print the Syllabus – many of these resources are listed on this document
 2. Username and Password – Ensure you are able to login to Canvas safely and regularly
 3. Print the Course Schedule (also located on the syllabus) for weekly assignments and important due dates
 4. Create connections with your classmates – Names and email addresses may be helpful to have in case panic mode sets in.
 5. Identify your support system
3. Students are expected to login to canvas on a regular basis. The most successful program students login on a daily basis. However, it is advised to check into each course at the start of the week, mid-week, and at the end of the week for updates at a minimum.
 1. Canvas Notifications - It is strongly advised to update your canvas settings to notify you of course updates. You may select your best form of contact (e.g., text, email, etc.) for this notification system. For an explanation on how to set up this notification system, go to the following Canvas Help page link: <https://community.canvaslms.com/t5/Student-Guide/How-do-I-manage-notifications-for-a-single-course-as-a-student/ta-p/430>

Participation and Attendance Policy

ATTENDANCE POLICY

This PTA Program Attendance Policy supplements the college's attendance policies in the SJC Academic Catalog and SJC Student Handbook. Unless otherwise outlined in the course syllabus, this Attendance Policy applies to all classroom, lab, and clinical experiences. Since absenteeism negatively impacts a student's ability to learn, students are expected to attend the entire duration of all scheduled activities. Students may need to arrive early to be sufficiently prepared for the learning experience, especially during clinical rotations. Tardiness is considered an absence. An absence is defined as failing to attend part or all of a scheduled activity (e.g., arriving late to class, returning late after a break, taking an unscheduled break, leaving early, or failing to show up). Unexcused absences may result in a grade penalty and/or dismissal from the PTA Program as outlined in the General Attendance Guidelines.

General Attendance Guidelines

1. For planned situations, the student is expected to discuss the requested absence with the instructor as soon as possible but not later than 48 hours prior to the start of the time of the requested absence.
2. For unplanned situations, the student is expected to notify the instructor as soon as possible. Having a classmate inform the instructor in lieu of notifying the instructor directly is unacceptable.
3. For strictly online classes, attendance is defined as logging into the course in Canvas and completing the required activities according to the outlined schedule.
4. For online hybrid classes with on-campus labs, missing one lab day is equivalent to missing one full week of content and skill and will not be tolerated. Labs run at a fast pace with a specific schedule that will not be altered. For unplanned situations, please refer to #2 above.
5. Coursework that may be missed on the date of the requested absence is the student's responsibility and should be arranged to be completed and submitted at the regularly scheduled deadline or before the scheduled absence. Alternatively, coursework that may be missed on the date of the requested absence is the student's responsibility and may qualify for "flex days" as outlined in the late work policy. If the exact assignment cannot be rescheduled, the instructor may offer a similar assignment of equal value that meets the intended objectives in its place.
6. The instructor of record retains the right to determine if any absence (planned or unplanned) is excused or unexcused.
 1. Failure to adhere to the Attendance Policy, failure to provide timely notification, and a pattern of absences may result in absences being counted as unexcused and/or the behavior being

addressed by the disciplinary action procedures outlined below which may result in dismissal from the program. Disciplinary action procedure for unexcused absences:

- 1.1. 1st offense: The instructor will attempt to contact the student which will result in a verbal warning and will be followed up with a written warning.
 - 1.2. 2nd offense: A professional development plan will be initiated by the Program Director and discussed with the student.
 - 1.3. 3rd offense: Meeting with the Instructor and the Program Director may result in dismissal from the PTA Program.
2. Failure to comply with the outlined Professional Development Plan will result in Student Conduct Violation and will be reported as outlined in the SJC Student Handbook.

Additional Attendance Guidelines for Clinical Education

1. During their assigned clinical rotation, students are expected to be on site and actively involved in patient care or educational clinical activities. Students are required to adhere to the work schedule of the supervising clinical instructor(s), which may include weekend or evening hours. Each student is expected to complete 35-40 hrs of clinical practice each week. The student may be required to work beyond 40 hours in a week, not to exceed 50 hours in a given week.
2. If the student is absent, the student must notify the Academic Coordinator of Clinical Education (ACCE) and the Clinical Instructor (CI) as soon as possible. If the student's absence causes the student to fall below the minimum 35 hours of clinical practice per week, the hours must be made up at a time mutually agreed upon by the CI, the student, and the ACCE.
3. Students should use sound judgment when deciding whether to attend a clinical rotation when there are health-related concerns. The student may be required to obtain a medical clearance before resuming clinical education.
4. If a clinic is closed due to a holiday or other event during the scheduled rotation dates, the student will not be required to make up these hours.

Additional Off-Campus Safety Guidelines during Clinical Rotations

1. Students are expected to adhere to the clinical facility's policies & procedures. The Site Coordinator of Clinical Education (SCCE) is responsible for ensuring that the student has met the facility's safety training requirements. The Clinical Instructor (CI) is responsible for ensuring that the PTA student uses safe practices in a safe environment.
2. Any incident occurring at a clinical facility that results in injury to the student, patient, or hospital personnel and/or damage to equipment must be reported immediately to the CI, SCCE, and ACCE. The student must complete the facility-specific incident form. Students are responsible for the cost of their medical care that may result from an accident at clinicals.

3. The clinical instructor is responsible for ensuring that the student has clearly identified themselves as a "Student Physical Therapist Assistant" to the patient, staff, and others involved in the patient's care and obtained consent for the physical therapy treatment from the patient. Patients have the right to refuse treatment.
4. During a clinical rotation, students have the right to refuse to perform care that the student deems unsafe. Students should report safety incidents/concerns to the CI and ACCE immediately.

Instructor Response Times & Regular Interaction Expectations

I will make every effort to get back to you within 48 hours except weekends and holidays. All exams, assignments, and lab videos will be graded with feedback provided one week after the due date. If this cannot be accomplished, all students will be notified by email communication or course announcements. Grades will be released to students upon successful completion and grading of all exams.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Attach the course schedule here...

Program Handbook

Please see Canvas PTAP Community > PTA Program Handbook

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For password reset and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.