

STUDENT HANDBOOK AND GUIDELINES



2020-2021

Physical Therapist Assistant Program

ORANGE COUNTY CAMPUS
1200 N. Magnolia Ave.
Anaheim, CA 92801
(714) 952-9066

Welcome to the Physical Therapist Assistant Program!

Welcome and congratulations on making the first step towards a rewarding career in healthcare serving the needs of your community. Guided by key leaders since the founding of the American Physical Therapy Association (APTA) in the 1940s, physical therapy has evolved into a profession to provide care that enable patients through improved movement and function to live a more productive and higher quality of life. Physical Therapists and Physical Therapist Assistants collaborate as partners to provide rehabilitation services optimizing movement, ensuring quality treatment and consumer care with a commitment to patient centricity.

Physical Therapy is a rewarding profession that makes a positive difference in quality of life for individuals. Under the supervision of a licensed physical therapist, the physical therapist assistant (PTA) delivers physical therapy services with a goal that patients acquire skills to perform functional activities more efficiently and effectively, as well as to improve essential activities for improved functional independence and quality of life.

The Physical Therapist Assistant program at American Career College (ACC) is dedicated to educating competent, quality PTA's to contribute to the physical therapy profession and uphold the APTA's standards of practice. Through the utilization of innovative, relevant instruction in physical therapy theory and practical skills, ACC's PTA program is committed to a student-centric approach to education fostering an empathetic partnership between faculty and students to develop compassionate, skilled therapists equipped to contribute to the inter-professional healthcare team.

Following successful completion of ACC's PTA curriculum, the graduate will be awarded an Associate of Occupational Science degree as a Physical Therapist Assistant. The graduate will then be eligible to take the National Physical Therapist Assistant Licensure Examination and state jurisprudence exam. A passing score in both exams is required in most states to receive a license to practice as a physical therapist assistant.

This handbook will provide important information and guidance specific to ACC's PTA Program. For additional college-wide information, please refer to the American Career College (ACC) catalog.

Congratulations as you embark on a rewarding career in health care! We look forward to partnering in your success in becoming a physical therapist assistant!



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2 COLLEGE AND PROGRAM INFORMATION

2.1 American Career College Mission Statement

American Career College is dedicated to the belief that all students have the right to succeed to their full potential. To meet this challenge in postsecondary education, American Career College's mission is to provide adult learners with the skills and technical knowledge needed for initial employment in entry-level positions. American Career College's goals include, but are not limited to, providing quality educational programs that can be completed in a timely fashion and are facilitated by an outstanding faculty and staff. The programs offered at American Career College are designed to meet the needs of all communities of interest. Continual program reviews, through the assistance of advisory committees, helps to ensure that all programs are up-to-date and relevant to employers' needs.

2.2 Physical Therapist Assistant Program Mission Statement

The Physical Therapist Assistant (PTA) program at American Career College is committed to providing adult learners academic and clinical education that is student-centered, comprehensive and clinically relevant to serve diverse patient populations, the local and global health care community and the physical therapy profession. The PTA Program is dedicated to providing an engaging, collaborative learning environment, professional development, community service and the knowledge requisite to pursue licensure as a physical therapist assistant. The PTA program will utilize current research and evidence-based practice to provide contemporary education in physical therapy practice. Under the direction and supervision of a licensed physical therapist, graduates of American Career College's PTA Program will demonstrate the skills necessary to provide ethical, competent physical therapy treatment utilizing effective inter-professional collaboration, cultural sensitivity and patient advocacy.

American Career College's PTA Program also supports the mission, philosophy, values, ethics, and goals as outlined by the American Physical Therapy Association, California Physical Therapy Association guidelines, and the accreditation standards established by the Commission on Accreditation in Physical Therapy Education.

2.3 Program Philosophy

The Program believes that adult learners share equally in creating a collaborative learning environment. This sense of ownership in learning is believed to foster the knowledge and skills required to complete an Associates of Occupational Science degree and to pass the PTA national licensure examination. The Program believes that each graduate will support the mission and philosophy of the American Physical Therapy Association while working safely and conscientiously under the direction of a licensed physical therapist in the community that they serve.

2.4 PTA Vision and Purpose

The vision/philosophy of the PTA program is to present academic training in a student centric foundation with modern clinically relevant content and optimal educational delivery mechanisms to train cognitive, affective and psychomotor skill development applicable to diverse clinical settings. The program strives to prepare the graduate for evidence based patient management under the supervision of a licensed physical therapist within our global healthcare community utilizing an academic platform of problem-based learning focused on patient

centric clinical delivery, interprofessional and cultural competencies, while threading the foundational sciences throughout the curriculum. The philosophy is to support the needs of the adult learner and to be adaptable to growing advancement of educational delivery models, educational platform of the profession, and evolving role of the physical therapist assistant within the healthcare continuum.

The basic tenets of the Physical Therapist Assistant (PTA) program at American Career College support those of the College as well as embracing others that are specific to the Program. The Program, like the College, believes that access to education resulting in an earned Associate of Occupational Science Degree as a PTA, should be equally accessible for all qualified applicants. The Program supports a representatively diverse population in its program as that found within the community. The Program aims to facilitate intellectual and character growth of each PTA student while supporting an environment that emphasizes quality educational experiences and skills relevant to employment as an entry level PTA working under the direction and supervision of a licensed physical therapist.

The profession of physical therapy is guided by the American Physical Therapy Association Standards of Ethical Conduct (for the PT/PTA) and the California Physical Therapy Practice Act and therefore it is the expectation of the College that each graduate following successful completion of the licensure examination, will work within legal and ethical boundaries under the supervision of a physical therapist. This type of responsibility requires dedication to applying standards that are most efficiently outlined within the Code of Ethics for the PTA. The College believes that the ethical conduct for all of its graduates is not only displayed while a student, or as a supervised employee, but also displayed at times when not in plain view; to demonstrate the capacity to work ethically and conscientiously at all times, is highly valued.

2.5 Goals and Objectives

While the Physical Therapist Assistant Program at American Career College subscribes to the mission, philosophies, and goals of the sponsoring College, the program also adopts the mission, philosophy, values, ethics, and goals contained in the accreditation standards established by Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (APTA). The PTA program prides itself on providing comprehensive and versatile educational experiences for each student with timely interactive preparation.

The PTA program is designed to help students acquire the knowledge and training to be able to:

1. Perform physical therapy skills and techniques in a safe, competent manner that minimizes risk to the patient, self and others.
2. Demonstrate professional behavior at all times in the classroom and clinical environments
3. Abide by professional legal and ethical standards as outlined by the American Physical Therapy Association (APTA).
4. Provide competent physical therapy services by taking into consideration patients' differences, values, preferences and needs.
5. Demonstrate effective communication and be able to adapt to situational patient needs.
6. Become competent, effective physical therapist assistants through continual self-assessment of knowledge, skills and behaviors.
7. Demonstrate clinical problem solving when determining patient status, changes in patient status, patient data collection, and need for plan of care modification and or need for other services.
8. Understand effective and appropriate documentation for physical therapy services.

9. Manage resources by participating in the efficient delivery of PT services.

To support student goals, the PTA program goals include:

1. Preparing graduates to effectively demonstrate and apply intra-professional and inter-professional collaborative practices as a part of the health care team.
2. Preparing graduates to identify and appreciate the principles and importance of evidence-based practice in physical therapy and the broader healthcare environment.
3. Preparing graduates to demonstrate social responsibility as a part of the physical therapy profession by participating in community service activities.
4. Successfully preparing graduates for the NPTE as evidenced by an 85% first time pass rate.
5. Preparing graduates as lifelong learners in pursuit of knowledge, skills, abilities, and professional behaviors in effort to deliver effective and contemporary patient care.

2.6 Program Overview

Course Number	Course Title	Clock Hours	Quarter Credits
General Education Courses:			
ANAT 200	Introduction to Anatomy and Physiology	20	2.0
ANAT 200-L	Introduction to Anatomy and Physiology Lab	40	2.0
ENGL100	Written Communications I*	40	4.0
MATH 100	College Mathematics I	40	4.0
PSYC 100	Introduction to Psychology*	40	4.0
	Subtotal – General Education Courses	180	16.0
Core Physical Therapy Assistant and Other Courses:			
PTA 100	Introduction to Physical Therapist Assistant*	20	2.0
PTA 100-L	Introduction to Physical Therapist Assistant Lab	40	2.0
PTA 104	Professional Communications for the PTA**	40	4.0
PTA 208	Anatomy and Physiology for the Rehab Professional*	20	2.0
PTA 208-L	Anatomy and Physiology for the Rehab Professional Lab	40	2.0
PTA 211	Clinical Skills*	20	2.0
PTA 211-L	Clinical Skills Lab	40	2.0
PTA 215	Musculoskeletal I*	20	2.0
PTA 215-L	Musculoskeletal I Lab	40	2.0
PTA 216	Pathophysiology for the Physical Therapist Assistant**	40	4.0
PTA 220	Therapeutic Exercise I*	20	2.0
PTA 220-L	Therapeutic Exercise I Lab	40	2.0
PTA 224	Development & Rehab Across the Lifespan*	40	4.0
PTA 225	Musculoskeletal II*	20	2.0
PTA 225-L	Musculoskeletal II Lab	40	2.0
PTA 226	Physical Agents*	20	2.0
PTA 226-L	Physical Agents Lab	40	2.0
PTA 234	Principles of Rehab*	20	2.0

PTA 234-L	Principles of Rehab Lab	40	2.0
PTA 235	Neuromuscular*	20	2.0
PTA 235	Neuromuscular Lab	40	2.0
PTA 238	Clinical Practicum I	240	10.0
PTA 240 I	Interprofessional Collaborative Practice and Cultural Competence in Health Care*	20	2.0
PTA 241	Cardiopulmonary*	10	1.0
PTA 241-L	Cardiopulmonary Lab	20	1.0
PTA 242	Physical Therapist Assistant Law, Ethics and Professionalism*	20	2.0
PTA 245	Clinical Competency*	20	2.0
PTA 245-L	Clinical Competency Lab	40	2.0
PTA 258	Clinical Practicum II	360	10.0
PTA 265	PTA Licensure Review**	20	2.0
	Subtotal – PTA Core Courses	1410	80.0
	Grand Total for all Required Courses	1590	96.0

*Courses delivered in an online format

** Courses delivered in a blended format, a combination of online and on-ground

Please refer to the ACC Catalog for a complete program overview and course descriptions at:

<https://americancareercollege.edu/catalog/2019-2020/associate-degree-programs-of-study/associate-of-occupational-science-physical-therapist-assistant.html>

2.7 Accreditation

The ACC Los Angeles, Anaheim, and Ontario campuses are institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES).

ABHES

7777 Leesburg Pike, Suite 314N,

Falls Church, VA 22043;

Phone (703) 917-9503 / Fax (703) 917-4109 / www.abhes.org

The Physical Therapist Assistant Program in Orange County is accredited by The Physical Therapist Assistant Program in Orange County is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA).

CAPTE Headquarters

3030 Potomac Ave, Suite 100

Alexandria, VA 22305

Phone: 800-999-2782 / Email: accreditation@apta.org

www.capteonline.org

2.8 Physical Therapist Assistant Essential Functions Guidelines

The purpose of these guidelines is to assist students in a self-assessment of their abilities to perform the fundamental job duties of a PTA. Our goal is to graduate qualified persons who can perform the necessary PTA

job skills competently and safely without harm to either the patient or themselves. Students lacking in these areas may have difficulty meeting the program requirements or gaining employment as a PTA.

1. Have sufficient total body strength, flexibility, balance, coordination and cardiopulmonary endurance as demonstrated by the ability to perform the following skills in a functional timeframe:
 - a. Transfer patients
 - b. Guard and assist with patient ambulation
 - c. Perform manual therapy techniques
 - d. Perform cardiopulmonary resuscitation
 - e. Apply physical agents
 - f. Perform range of motion
2. Have adequate vision, hearing, reaction time, manual dexterity and sensation required to perform the following skills in a reasonable timeframe:
 - a. Observe patient’s movements 10 feet away
 - b. Respond to a timer
 - c. Read a stopwatch
 - d. Set dials on therapeutic equipment
 - e. Use a stethoscope
 - f. Palpate anatomical structure
 - g. Respond to emergencies, such as urgent situations that are not always anticipated
3. Speak and write in order to communicate effectively with people involved in patient care, including healthcare professionals, patients, patient’s families and reimbursement agencies.
4. Maintain an alert level of consciousness and orientation to time, person and place in order to not jeopardize the safety of themselves or the patients.
5. Be able to provide hands-on physical care through personal touch.

2.9 Additional Information and Resources

2.9.1 Essential Links and Foundation Documents

Name	Weblink	Content
American Physical Therapy Association (APTA)	apta.org	Professional practice organization
American Physical Therapy Association Physical Therapist Guide to Physical Therapist Practice	apta.org/pta apta.org/guide	PTA professional information Physical therapy clinical practice guide
Physical Therapy Board of California (PTBC)	ptbc.ca.gov	Board of licensure, laws and regulations relative to practice of physical therapy in CA
California Physical Therapy Association (CPTA)	ccapta.org	California professional organization for PT

Federation of the State Board of Physical Therapy (FSBPT)	fsbpt.org	Regulates the national board exam for PT and PTA
Commission for Accreditation in Physical Therapy Education (CAPTE)	capteonline.org	Provides accreditation for physical therapy education

2.9.2 Physical Therapist Assistant Program Outcomes

For state specific disclosures, visit the ACC website or click on the following link:

<https://americancareercollege.edu/general/state-disclosures.html>

For federal “Student Right to Know Disclosure” disclosures, visit the ACC website or click on the following link:

<https://americancareercollege.edu/general/disclosures.html>

For the CAPTE Student Achievement Measures, visit the following link:

<https://americancareercollege.edu/programs/physical-therapist-assistant.html>

The following information will be provided upon request:

- Program Acceptance Rate
- Program Matriculation Rate

2.9.3 American Career College Online Catalog

Students are expected to follow the rules and regulations of ACC as presented in the ACC Online Catalog as well as the PTA Handbook.

Please refer to the ACC Online Catalog for a complete institutional information at the following link:

<https://americancareercollege.edu/catalog/2019-2020.html>

3 GENERAL POLICIES

3.1 General Behavior

Students are expected to demonstrate interest, ability, and aptitude for responsibilities in physical therapy. Disregard for patients or other persons welfare, disinterest in studies as shown by frequent absences, failure to cooperate in class/clinic assignments and discussions, and dishonesty in assignments or examinations are examples of behaviors that may be interpreted as lack of interest. Any student showing a lack of interest for his/her responsibilities may be judged as exhibiting unsatisfactory conduct, which may be grounds for dismissal from the program.

3.2 Professional Conduct

When choosing a profession, an individual must be willing to assume professional behavior inherent to that profession. This begins in the classroom and continues in the clinic. Professional behavior includes, but is not limited to:

1. Using behavior and language that demonstrates respect for all persons, including other students, faculty, patients, families, co-workers, and other professionals
2. Treating all persons equally without regard to religion, race, sex, sexual preference, marital status, age, beliefs, disability, or cultural differences
3. Being prompt and ready for all learning experiences
4. Keeping all patients, clinical facility, and other student information confidential
5. Dressing appropriately
6. Taking care of school and facility property
7. Following all instructions and policies and procedures
8. Refraining from disorderly conduct, horseplay, and sexual harassment
9. Not accepting gifts from patients
10. Not engaging in any illegal or unethical acts
11. Exhibiting behaviors valued throughout professional colleagues and ascribed to by the profession such as found in the APTA position paper, "Values Based Behaviors for the Physical Therapist Assistant":
<http://www.apta.org/uploadedFiles/APTAorg/PTAs/Careers/Values/ValuesBasedBehaviorsforPTA.pdf>
 - a. Caring and Compassion
 - b. Continuing Competence
 - c. Duty
 - d. Integrity
 - e. PT/PTA Collaboration
 - f. Responsibility
 - g. Social Responsibility

3.3 Ethical Conduct

Students are expected to exhibit professional, legal, and ethical behavior at all times, including during class, laboratory and clinical experiences. Students must abide by the same regulations, policies, and professional expectations as employees of assigned facilities for clinical practicums. In addition, some facilities to which students may be assigned have requirements specific to students (i.e. reading and signing patient confidentiality

statements and/or submitting to random drug and alcohol screenings). Students may be subject to discipline by the program for any violation of these regulations including termination from the program.

Additionally, students and their clinical instructors are expected to abide by ethical guidelines set forth in APTA's Standards of Ethical Conduct for the Physical Therapist Assistant. Standards can be reviewed at the APTA's website: http://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/HOD/Ethics/Standards.pdf

3.4 Confidentiality

All students must abide by state, practice, institution, program and facility confidentiality regulations during clinical internship. The most stringent application/interpretation will be deemed guiding principle.

Students are expected to maintain strict confidentiality with respect to other students, all clinical practicum affairs, records and patient information. Content regarding confidentiality guidelines and other appropriate state and federal regulations are presented in several PTA courses and during orientation to clinical affiliations. Students must not discuss any patient in public, including hospital elevators, cafeterias, and hallways. In the classroom setting do not identify patients by name or other identifiable factors. Any abridgement of confidentiality regarding patient information may be considered grounds for dismissal from the program.

3.5 Academic Honesty

Please refer to the ACC Online Catalog for expectations on Academic Honesty at the following link:

<https://americancareercollege.edu/catalog/2019-2020/student-policies-and-procedures/academic-honor-code.html>

3.6 Students Seeking Reasonable Accommodations

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, the College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in the programs and services offered by the College "solely by reason of the handicap." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and the Disability Services Coordinator has met with the student, consulted with the Vice President, Operations, and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

The College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the College. To request auxiliary aids or services, please contact the Student Resource Center at the campus. Students should submit requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

3.7 Complaints

The program encourages and solicits ongoing feedback from enrolled students, faculty members, patients, clinical faculty, and employers of ACC graduates. Every student has the right to file a grievance. If a student believes a College official, faculty member, administrator or student has acted improperly or inconsistently with ACC policies and/or procedures, the student may file a grievance. This may include, but is not limited to, misapplication or misinterpretation of policy, procedures, practices, unfair treatment or conduct, etc. All grievances must be filed within 30 days of the incident.

The [Grievance Policy and Procedures](#) found in the Catalog is designed to support and foster a fair, objective, respectful and ethical set of policies and procedures for resolution of disputes. The policies and procedures are designed to provide students with a process in which to protect the College and its students.

Students, faculty or administrators who submit or support a filed grievance may not be subjected to retaliation. Incidents of retaliation should be immediately reported to the Campus Director of Student Affairs or Campus Executive Director.

Frivolous or malicious grievances and matters that have been or are in litigation will not be reviewed/considered. Any person(s) submitting a frivolous or malicious grievance will be referred to the Conduct Committee for possible disciplinary action. These policies and procedures are internal to ACC.

If a student does have a complaint or concern about the program they should contact the Commission on Accreditation in Physical Therapy Education (CAPTE). Contact information for CAPTE can be accessed through the APTA website at <http://www.apta.org> or by calling the Department of Accreditation of APTA at 703-706-3245.

CAPTE can only respond to specifically PTA accreditation criterion violations. If a student chooses to file a complaint with CAPTE they should address the complaint to CAPTE. In order for CAPTE to address a complaint, they require that the student sign the letter of complaint. Complaints that are not related to accreditation issues should be addressed by following the procedures outlined in the Catalog.

Commission on Accreditation in Physical Therapy Education
3030 Potomac Ave, Suite 100
Alexandria, VA 22305

4 PROGRAM SPECIFIC POLICIES

4.1 Physical Therapist Assistant Program Policies and Procedures

1. Students are expected to abide by policies and procedures as established by the program and/or clinical facilities to which they are assigned for clinical education experiences. The following list is not inclusive of all of the policies and procedures to which students must adhere. Additional policies and procedures are included elsewhere in this handbook as appropriate and in the college catalog.
2. During orientation to the PTA program, students are presented with and required to sign several forms related to the participation in class or clinic. Failure to sign these forms may result in the student not being able to participate in scheduled activities and/or inability to progress through the program.
3. Students are required to obtain and carry/display a college identification card at all times. Student ID's are required to enter the college classrooms and laboratories and check books out of the library. Additionally, students must be clearly identified and present themselves as American Career College students in the clinical setting.
4. Student participation in classes and/or clinical experiences may be used to partially determine course grades as indicated on the respective course syllabus. Physical Therapy students are expected to attend all classes and all assigned clinical practicums.
5. Students who are required to participate in military duties and are absent from their scheduled classes, will not be penalized. Students must provide the Program Director with written documentation verifying the required military leave and length of time requested. Program reinstatement will be addressed on a case by case basis pending on the student's availability and program occupancy.
6. Participation in instructor scheduled field trips and/or independent visits to related clinical sites are required for some PTA courses. Students will be asked to sign a form indicating they are aware that they are responsible for their own transportation and welfare for these trips. Students are to consider themselves as guests and behave in a courteous and professional manner, and dress appropriately for the site to be visited.
7. Students are expected to follow the program's dress code for clinic and patient care areas, when on campus while representing the College Program and the profession of physical therapy.
8. Clinical assignments are an essential part of the physical therapist assistant curriculum. Students are expected to be in attendance during clinical assignments. Students should have contingency plans to handle situations such as car breakdowns, traffic, or a sick child. In the event of illness or unavoidable delay, the student should inform the clinical instructor and the Director of Clinical Education (DCE) no later than the appointed starting time for that day. Decisions related to make-up time for any absences are made on an individual basis at the discretion of the respective clinical instructor and the DCE.
 - a) Students are expected to attend meetings, clinics, and other activities at the facility as directed by the clinical instructor responsible for the student.
 - b) Site Coordinators for Clinical Education (SCCE's) have the option to require American Career College PTA students to follow the work schedule of their assigned CI, including weekends and/or holidays. Additionally, Clinical Instructors may have their own tardy policies depending on the clinical site's overall policies. Students are required to adhere to the tardy policies set forth by the clinical site they are attending. Students are to be advised of this policy during orientation and preparation for clinical assignments.
9. A student who acts in an unethical or unprofessional manner will be removed from the class or laboratory and may result in termination from the Program.

4.2 Attendance Requirements

4.2.1 General Attendance Requirements

- Attendance is recorded for all programs and is tracked by minutes in the scheduled class, lab or clinical session. This includes absence from the entire session, late arrival (tardy), and early departure. Students must be present for at least 50% of the daily scheduled class hours to be considered present for the day.
- Students absent for 10% of any module or course will receive a verbal warning.
- Student absent for 20% of any module or course will receive a written warning and verbal advisement.
- Students absent for 30% or more of any module or course will fail that module or course and will be required to repeat the module or course in its entirety.
- Students absent for 14 consecutive calendar days (excluding College Holidays, Winter Recess, and scheduled modular/term breaks) will be dropped from the program.
- Students must complete all required hours for externship modules or clinical courses to meet graduation requirements.
- Regardless of program, students are responsible for make-up work and assignments.

If a class is missed, the student is responsible for obtaining all material presented, including handouts, lecture notes, watching videos, etc. If a student is not in attendance during a lab/class for which an assignment or quiz is given, the student will receive a zero for this assignment. At the instructor's discretion, he/she may require the student to make up a class that involves a field trip or clinical assignment, or to make up a classroom assignment, at a time scheduled by the instructor.

If a student is unable to attend class, he or she is expected to notify the PRIMARY class instructor(s) as soon as possible and prior to the class. It is the student's responsibility to directly contact the instructor. It is unacceptable to have a classmate, spouse, friend, or other individual call to the instructor for the student except in emergency situations where the student may not be able to contact the instructor. The student is responsible for providing documentation of the reason for absence, if such is required by the instructor.

Students who are required to participate in military duties and are absent from their scheduled classes will not be penalized. Students must provide the Program Director with written documentation verifying the required military leave and length of time requested. Program reinstatement will be addressed on a case-by-case basis pending the student's availability and program occupancy.

4.2.2 Blended Modules/Courses/Programs

Online students are subject to the same attendance policy and procedures as traditional on-ground students. However, in an online modality, participation and attendance must be defined in a different manner. Each student participating in an online distance education course is expected to actively participate in the course through Academically Related Activities ("ARA"), all of which contribute to the students' overall academic goals. On-ground students taking a blended modality course are subject to both the on-ground and online attendance policies.

ARAs are used to determine a student's official last date of attendance and corresponding enrollment status at the College. ARAs are also used to determine the effective date of active and withdrawn enrollment statuses. A student must submit at least one ARA for each online day scheduled for the week. The online class week runs for 7 calendar days beginning on the first day of the module or course at 12 AM PST and ends on the 7th day of the

module or course at 11:59 PM PST, unless otherwise indicated. The following activities that occur after the course start date and on or before the course end date will be considered Academically Related Activities:

1. Submission of a gradable assignment, such as a paper, test, exam or quiz.
2. Participation in a gradable online discussion, as directed by an instructor, with classmates, in a way that is substantively and academically related to the enrolled course.
 - a. Participation in a gradable online discussion with an instructor, such as synchronous lecture, in a way that is substantively and academically related to the enrolled course.
 - b. The purpose of substantive interaction in an online discussion forum or thread is to promote comprehension of the academic topic through a collaborative, collective and interactive conversation. Substantive interaction involves a sustained, interactive communication. A substantive post adds to the discussion and encourages a response from fellow students. A student's discussion post may include a well thought out opinion that applies ideas relevant to the course content. It may compare and contrast the posts of others, perceptions of each student experience of facts may also vary based on the student's perception. In some cases, the values of an outcome may be explored that further expands on the discussion thread. By substantively interacting, it opens up the lines of communication with fellow classmates and instructors to help foster and promote a deeper academic understanding of the topics discussed in the course, which will contribute to student academic achievement. Some examples of substantive posts that will be considered an ARA:
 - i. Making associations between coursework readings and the interactive discussion.
 - ii. Apply lessons from students' coursework or profession, clinical rotations or externship, and/or life to the interactive discussion.
 - iii. Ask additional questions of your classmates.
 - iv. Explain why you agree or disagree, offering specific examples to support your perspective.
 - v. Create and expand upon comprehensive academic thoughts on the academic topic that are at least 50 words.

Some examples of non-substantive posts that will not be considered an ARA:

- i. Discuss topics unrelated to the academic coursework (i.e. the plot line of your favorite television show).
- ii. Mocking or insulting classmates for their opinions.
- iii. Asking questions of the instructor that are not academically substantive in nature or related to the specific course (i.e. "will this test be hard?")
- iv. Offering a two word response like "I disagree," without further explanation.
- v. Merely logging into an online course without active participation (as described above) does not constitute attendance.
- vi. Work submitted outside the Learning Management System does not count toward attendance.

Upon submission of an ARA, all assignments and student submissions will be graded/evaluated in Blackboard within 72 hours of the ARA due date.

Establishing Participation & Substantive Interaction for Academic Attendance During and After the Cancellation Period for Online/Distance Education Courses

During the cancellation period, students are required to establish class participation by logging into each course before the end of the cancellation period and submit a required assignment/test/quiz/paper. Students who log into the course(s) within the cancellation period of the term start date but fail to participate academically will be administratively withdrawn from the course(s).

After the cancellation period, students' participation and substantive interaction for academic attendance will be tracked using the tools within the learning management system (LMS). Throughout the term, students must participate in such a way as to ensure successful completion of the course by the end of the term or module (i.e., regularly submit assignments and continue to substantively interact with other students and the instructor). Students are expected to abide by the institution's Attendance Policy and Online Student Attendance Requirements. Students who do not engage in an ARA and do not attend scheduled on-ground class time for 10 consecutive scheduled class days (excluding holidays and scheduled breaks) will be administratively withdrawn for lack of participation/substantive interaction, resulting in a grade of "W" recorded on the student's academic transcript.

4.3 Tardiness

Students who arrive for class after the scheduled start time are considered tardy; students who depart from class before the scheduled completion time are considered to have "departed early," and are disciplined according to the policies for tardiness.

- One tardiness will result in a verbal warning to the student
- Three instances of tardiness will result in meeting with Program Director
- Four instances of tardiness will result in a professional misconduct meeting with Director of Education

Faculty members will track student tardiness and early departures.

4.4 Employment While a Student

Due to the heavy class schedule, students are not recommended to work full time while completing the PTA program. During the final two terms of the program, the student will be at full time clinical internships and are strongly discouraged from working in any other capacity.

Students working or volunteering in a physical therapy setting during school should also note they must be clearly identified as a physical therapy aide and not as a physical therapist assistant (PTA). Students should be aware that legal complications may arise if they are providing physical therapy services in any setting or at any time without being under the direct on-site supervision of a licensed physical therapist.

4.5 Dress Code

Students are expected to dress appropriately for all courses, lab and clinical education experiences.

4.5.1 Classroom, Lab, and Clinical Education Experiences

- Must wear uniform and name badge when on site or at a school function (unless otherwise instructed)
- Uniform includes ACC polo shirt; slacks or trousers (that cover the ankle) in beige (khaki); and closed-toe, supportive, non-slip shoes
- **NO** oversized pants or jackets, thin/transparent leggings, jeans/denim, hats, hoodies, shorts, skirts, visible underwear, or open-toed shoes are permitted.

- Cover visible tattoos and remove all jewelry, except for small earrings
- Fingernails are to be no longer than the ends of the fingers
- Long hair must be pulled back during lab activities
- No unusual hair color, dyes, or cuts are permitted
- Black sweatshirts or sweaters (if needed)

4.5.2 Lab Dress Requirements

Students are required to dress appropriately for all lab courses to allow freedom of movement to perform lab activities. Failure to do so may result in the student being asked to leave the lab and return dressed in appropriate lab attire.

- Black gym-type shorts
- White T-shirt
- Halter top for women that opens in the back and provides appropriate frontal coverage
- Gym-type shoes and socks
- Fingernails no longer than the ends of the fingers (must not leave nail marks after palpitation) and free of all polish and decoration
- Hair short or secured so it does not fall in front of the face when leaning forward
- **Clinic/Patient Care Areas:** Students are required to wear their American Career College issued uniform and name badge in clinical and patient care areas. Clothing worn in patient care areas must be neat and clean
- Students should remove and launder clinic attire as soon as possible after leaving the clinic to reduce the possibility of contamination/infectious disease
- Other requirements include: universal precautions or other as determined at clinical site
- Solid color, supportive, non-slip shoes with appropriate hosiery or socks. Shoes with soles that allow pivoting. Clogs and sandals are not appropriate. Running shoes with heavy tread do not allow pivoting.
Note: Some facilities may have more specific requirements. If so, the student must adhere to these requirements
- Clean personal hygiene
- Limited/no perfume or cologne
- Additional requirements as specified by the facility

4.6 Grading Policies

4.6.1 Grading Scale

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in GPA	Quality Points
A	90-100	Yes	Yes	Yes	4.00
B	80-89	Yes	Yes	Yes	3.00
C	75-79	Yes	Yes	Yes	2.00
D	70-74 (Fail)	No	Yes	Yes	0.00
F	0-69 (Fail)	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	N/A

Pass		Yes	Yes	No	N/A
Fail		No	Yes	No	N/A
TC	Transfer	Yes	Yes	No	N/A
W	Withdraw	No	Yes	No	N/A
AU	Audit	No	No	No	No
	Repeated Course	No	Yes	No	N/A

Students are required to pass all courses within the PTA program with a 75% or higher.

For detailed information on the grading scale, please refer to the ACC online Catalog by visiting the following link: <https://americancareercollege.edu/catalog/2019-2020/academic-information-and-college-policies/grading-system.html>

4.6.2 Late Assignment Policy

Assignments are accepted only on the date that it is due, as specified in the course outline. Late assignments will not be accepted and will receive a grade of “0”. For excused absences, modified due dates will be determined at the discretion of the instructor. Excused absences are allowed for medical or emergency reasons only and must be supported with evidence/documentation.

4.6.3 Remediation Policies

Due to the nature of patient safety in the clinical setting, all students must master their coursework achieving a 75% or better for all physical therapist assistant core courses and general education courses. At any time that a student has <75% in a course, appropriate academic remediation will ensue for the protection of the student at risk. This remediation will involve an immediate meeting with the instructor, to determine a course of action to support student learning. Timelines will be established, as well as, specific learning activities. As needed, the Director of Education and the Student Services department may be involved to ensure all opportunities have been employed to support the necessary student progress in the class. Immediate follow up will occur weekly, until the student is no longer at risk in the course.

Practical Exam Retake

Students are required to pass all lab practical exams with an 80% or higher, with the understanding that safety requirements are met at 100% per the items related to safety. Thus, if the safety requirements are not met, the student will receive an automatic failing grade for the practical examination. If the student meets the safety requirements, but receives less than 80% as total score in the performing the technical skills, the student will also receive a failing grade. In either case, the student must retake the practical examination. The student can only retake the midterm practical exam once. The retake exam must be scheduled with instructor outside of regularly scheduled class times and within 5 days of failed practical exam. The retake exam must consist of a different scenario than original practical exam; same scoring rubric will apply. During the retake, the student must meet the safety requirements with 100% and technical skills with a minimum of 80%. If both these requirements are met and the student therefore passes, the maximum grade the student will receive is a 75%. In the case that the student is unable to pass the practical exam during the re-take opportunity, this will result in a score of “0” for that lab exam and will lead to failure of the course.

Failure of a Course

If the student fails a PTA course, the student must retake the next opportunity the course is offered in the program. If the student fails the same course twice, the student will be dismissed from the program. To appeal dismissal from the program, please see the Student Appeal Process policy in the ACC Catalog. Every student must maintain and meet satisfactory academic progress (SAP) in order to remain enrolled at the college. For more information on maintaining satisfactory academic progress, please refer to the SAP policy in the ACC Catalog.

4.7 State of California Regulations Relevant to PTA Students

The Physical Therapy Practice Act, State of California defines the Qualifications of Supervisor, Adequate Supervision and Identification and Supervision of Physical Therapist Assistant Students and Interns. Please refer to the Physical Therapy Board of California website for a complete description of laws and regulations.

<https://www.ptbc.ca.gov/laws/index.shtml>

5 LAB POLICIES

5.1 General Lab Policies

Students are expected to participate in all laboratory activities. If a student is unable to participate in these activities, prior notification must be given to the lab instructor. The instructor will arrange for the student to receive reasonable, alternative means to gain practice/experience if that is a valid reason for non-participation.

1. Unless instructed otherwise, all students must come to lab prepared with lab clothes.
2. All students must abide by all safety guidelines and precautions such as rules for electrical safety, which will be specified clearly in their course materials. If equipment malfunction is suspected while using in the lab, students need to immediately stop using the equipment and notify the instructor of the situation.
3. Students are NOT allowed to use any electrical equipment that lacks a current, valid safety inspection sticker or any equipment that is marked with an 'UNSAFE – DO NOT USE' sign.
4. If a student is unsure of what they should be doing, they should stop and ask an instructor before proceeding.
5. All students should respect the dignity and privacy of their fellow students, such as using the curtain and draping when appropriate, refraining from inappropriate sexual remarks and behavior, not questioning a fellow student for specifics as to why their medical limitation prevents them from fully participating in an activity, and other behaviors interpreted as demonstrating respect.
6. Children are allowed in the classroom or laboratory only upon invitation and accompanied by the parent, when performing patient demonstration activities.
7. Use of cell phones during any scheduled lecture or laboratory is prohibited except in cases of emergency or if instructed for use to participate in classroom activity.
8. Inappropriate and unsafe behavior in the PTA Laboratory will NOT be tolerated.
9. If asked to serve as a lab photo or video model, the student will be informed of the uses, if any, that will be made of the photos and or videos. The student must also sign a consent form prior to being photographed.
10. Each student is responsible for cleaning their immediate area and helping to maintain a safe clutter free lab environment.
11. Students may use the lab for independent study during scheduled open lab periods or special arrangement with the instructor. Students may not use any electrical equipment except battery operated TENS, muscle stimulators, and EMG units unless an instructor is present. Battery operated units may be used only after appropriate instruction has been given.
12. Student/learners are expected to act the role as both clinician and as patient with lab partners for each scheduled lab session.

5.2 Confidentiality Expectations

5.2.1 Patients:

During the academic preparation to become a physical therapist assistant, there will be instances when you will be expected to collect data regarding a patient that you have seen or are seeing. This data will be used for educational purposes only.

Do not photocopy patient information or identify the patient or individual by the use of proper names.

Sample data acceptable for collection:

- Diagnosis
- Gender Test results
- Overall medical condition
- Age
- Previous Medical History
- Prescribed meds
- PT plan of care

5.2.2 Classmates:

Periodically during the course of the program, individuals among your classmates may be asked to share physical anomalies or previous injuries and treatments with the PTA Lab class. If an individual chooses to share this information with the class, it is NOT to leave the classroom. If an individual does not wish to share a personal diagnosis or anomaly with the class, it is within his or her rights not to do so.

Volunteers will be solicited for laboratory demonstrations. Information obtained during these lab exercises is intended for demonstration purposes only. It is the right of every individual NOT to volunteer for a demonstration. However, all student/learners are expected to volunteer to be a patient for their classmates. This may involve the removal of minor articles of clothing. In the event that clothing is removed, draping techniques will be employed to preserve patient dignity.

5.2.3 Faculty:

Any and all individuals who elect to allow themselves to be the patient during class and lab activities can expect that all information gained during the activity will remain confidential. This extends to all ACC faculty and staff members who elect to be “patients”.

5.3 Open Lab

The laboratory is open daily for students to practice and sharpen their skills. During scheduled on-campus class days, open lab hours may be reduced to ensure scheduled classes are not interrupted. For a detailed open lab schedule, please contact the Program Director.

5.4 Safety Regulations in the Lab

Safety and use of common sense are of utmost importance to protect yourself, your classmates, and your patients. This includes using appropriate precautions for infection control, electrical and other equipment safety, body mechanics, spills and other hazards on floors, and chemical safety. You need to develop good safety habits from the first day you enter the program.

Safety precautions will be taught for each piece of equipment and procedure used. If you do not understand or have questions regarding equipment or procedures, ask your instructor. Please report any equipment that appears unsafe.

5.5 Use and Maintenance of Equipment

Students are required to adhere to the following during lab sessions:

1. All students are responsible for maintaining order in the lab by returning supplies and equipment to their proper place.

2. All lab equipment must be kept clean and treated with respect.
3. Do not mark on any skeletons or models with a pen or pencil.
4. Be sure that all model parts are put back together after you use them. Never take anything apart unless it was designed to take apart and you have permission to do so.
5. Always unplug equipment by the plug, not the cord.
6. Clean and put away all models, videos and equipment after each use or lab period.
7. Use universal precautions.
8. Horseplay is not allowed.
9. No food or drink around models, any equipment or lab computer.
10. Keep lab neat and clean. Clean up all trash, and put away all papers, books, charts, linens, etc.
11. Use equipment only for its intended purpose.

5.6 Calibration and Safety Check of Equipment

The College utilizes a third party company that specializes in calibrating and performing safety checks on equipment. Calibration and safety checks on the laboratory equipment is performed on an annual basis. Each piece of equipment that requires calibration contains an attached log and/or the log is maintained in the lab that supports the history of calibration.

5.7 Universal Precautions

Physical therapist assistant students will receive instructions in universal precautions at the beginning of the first term and continuing throughout their program of PTA coursework. Students must demonstrate and understand, and utilize, universal precautions in all lab and clinical activities. Content specific to universal precautions includes, but is not limited to:

1. Blood and airborne pathogens
2. Hepatitis B immunization
3. Mechanisms of pathogen transmission
4. Appropriate disposal/labeling and housekeeping measures
5. Prevention of exposure to blood and airborne pathogens
6. Exposure control, including determination of exposure and post-exposure reporting

5.8 Hazardous Materials

Generally, the PTA program does not use hazardous materials. However, in the event of a chemical spill, the following general guidelines are to be followed unless more specific or detailed procedures are available.

Hazardous spills on campus that are beyond your capability to control or clean up, or that present a fire, safety, or health risk, are to be reported by calling 911.

Minor spills of hazardous chemicals that pose little or no threat to the safety and health of personnel can be cleaned by competent departmental personnel by following the warning and caution signs on the containers label or manufacturer's material safety data sheet (MSDS). A hazardous material emergency exists when

cleanup of a spill of hazardous material is beyond the level of knowledge, training, or ability of the staff in the immediate spill area or the spill creates a situation that is immediately dangerous to life and health of persons in the spill area or facility.

- Alert personnel in the immediate area of the spill and evacuate the room.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers to rinse spilled chemicals.
- Evacuate any nearby rooms that may be affected. If the hazard may affect the entire building, evacuate the entire building. If a volatile, flammable material is spilled, immediately warn everyone, and control sources of ignition.
- Notify emergency responders by calling 911 and provide the chemical name, location of the spill, size of the spill, number of injured persons (if any), and any environmental concerns, such as location of storm drains or streams. You will also need to provide your name and a telephone number. Always call from a safe location and be prepared to spell chemical names.
- Report all spills to your supervisor and/or the Safety & Security Department.

5.9 On-Campus Incidents and Accidents

All accidents and incidents must be treated as appropriate and reported.

Seek appropriate emergency care: If the injury is of a serious nature, call the EMS at 911 and campus security. If the injury is not serious enough to require paramedic attention, take appropriate first aid measures and medical follow-up care. The student is responsible for all costs of care.

All involved individuals must complete an Incident/Accident Report and submit the forms to the Program Director within two working days of the incident/accident.

In the event that exposure to blood or body fluids occurs, refer to the procedure, "[Policy on Management of Students Exposed to Blood & Body Fluids](#)." For other types of incidents or accidents, refer to the procedure for Incidents/Accident Reports (other than exposure to blood and body fluids).

5.10 Lab Assessment Tools

5.10.1 Skills Checks

Skills checks and practical exams are utilized to ensure PTA students demonstrate competency and safety with practical skills prior to clinical assignments. Students must demonstrate competency in performing procedures in a laboratory setting prior to using physical therapy techniques in the clinic. Skills checks are tests of student competency in performing procedures and are done on a pass/fail basis. Skills checks are given during regularly scheduled lab sessions. Criteria for skill checks will be available for students prior to the skill check. Students will be allowed to retake skill checks until each skill is completed at an acceptable level. Points will be deducted for students needing multiple attempts to complete skill checks. Retakes on skill checks may have to be scheduled outside normal lab times. A student must pass all designated skill checks prior to taking the practical exams. Students are responsible for maintaining documentation of completed skill checks.

5.10.2 Practical Exams

Practical exams are formal tests of student competency and may involve performing a complete treatment session. Students will be informed of the criteria for grading the practical exam and the retake criteria.

Specific instructions and rubrics for each practical exam will be incorporated into Blackboard and will be available prior to the date set for each practical exam.

5.10.3 SOAP Notes

Learners will be required to complete SOAP note documentation throughout the term. Some SOAP notes may be completed at the end of a lab experience or after a competency. Documentation should be carefully reviewed for accuracy prior to submission.

5.10.4 Competency Testing

The focus of all health-related professions is the patient. As health care providers and educators, we are striving to assure that the safety of our patient is not compromised in any way by the actions of our student/learners. All PTA program laboratory courses involve direct interaction between the students and the PTA faculty. All PTA program student/learners experience both administering care and receiving care, classmates are both “patients” and “clinicians”.

PTA laboratory courses also involve individualized competency testing for specified skills that have been identified as entry-level skills student/learners should possess. Competency testing presents a method of assuring the clinical community that the PTA student/learner is competent and safe to perform procedures and techniques with patients.

Expectations of competency testing are clearly outlined in grading rubrics, which will be provided to the student prior to testing to allow review of criteria.

6 CLINICAL POLICIES

6.1 Clinical Education

Clinical education experiences are crucial to the preparation of competent physical therapist assistants. There exists, in effect, a partnership between the clinical site and the educational program for the purpose of training the PTA student. The clinical center and staff should provide an active stimulating environment and administrative support appropriate for the learning needs of students. The student experiences at the clinical sites lead to the further development of knowledge, skills, and attitudes identified in the *Evaluative Criteria for Accreditation of Education Programs for the preparation of Physical Therapist Assistants* and Clinical Performance Instrument, and the American Career College PTA program *Mission and Goals*.

During the technical phase of the educational preparation, students participate in 2 clinical practicums for clinically relevant hands-on-learning experiences. The clinical practicums are appropriately sequenced throughout the curriculum and are designed to extrapolate and build on academic course content. Clinical experiences provide opportunities for students to practice skills, and to synthesize and apply knowledge and theories including skills gained in the classroom. Students are expected to know basic procedures taught each term and to continue practicing skills learned during the previous terms, if applicable. By the end of the final practicum, students should have attained the competencies needed to function independently as an entry level Physical Therapist Assistant. The diverse clinical settings are provided for the student to participate in experiences with a platform to forge essential safety skills and clinical reasoning skills with delivery of patient care.

For all clinical practicums, students must sign a contract prior to participating in learning experiences at assigned facilities. The student signature declares an understanding that clinical education is designed to meet educational needs only. As part of this contract, students understand that they will not receive compensation, nor will there be any guarantee of job offers from the clinical facilities in which they participate in clinical education.

Clinical assignments are made by the Director of Clinical Education (DCE) based on program goals and objectives and necessary learning experiences. In general, clinic assignments are made as follows:

1. The DCE provides students with a directory of placement opportunities, facility site information forms, student clinical forms, and an orientation to clinical experiences.
2. Students complete the Student Practicum Preference form and the student clinical experience form.
3. The DCE reviews the completed forms to determine what clinical site can best provide the learning experiences each student needs.
4. The DCE confirms/reconfirms student placement opportunities with clinical facilities.
5. Practicum assignments are reviewed with the students prior to final confirmation with the facility Site Coordinator for Clinical Education (SCCE).
6. The DCE makes the final decision regarding student placement.
7. The SCCE assigns the student to a clinical instructor (CI) at the assigned facility.
8. The DCE mails student packet to the clinical facilities CI for use in the evaluation of student clinical performance.

6.2 Student Responsibilities

6.2.1 Rules of Conduct

ACC strictly adheres to its established policies of conduct and behavior of students, faculty, and administration. These policies were established to maintain an atmosphere conducive to the effective education of students. When choosing a profession, an individual must be willing to assume professional behavior inherent to that profession. This begins in the classroom and continues in the clinic. Professional behavior includes, but is not limited to:

- Using behavior and language that demonstrates respect for all persons, including other students, faculty, patients, families, co-workers, and other professionals.
- Treating all persons equally without regard to religion, race, sex, sexual preference, marital status, age, beliefs, disability, or cultural differences.
- Being prompt and ready for all learning experiences.
- Keeping all patients, clinical facility, and other student information confidential.
- Dressing appropriately.
- Taking care of school and facility property.
- Following all instructions and policies and procedures.
- Refraining from disorderly conduct, horseplay, and sexual harassment.
- Refraining from profanity in the clinical and/or educational setting.
- Not accepting gifts from patients.
- Not engaging in any illegal or unethical acts.
- Refraining from cell phone and/or computer use while at clinical sites unless permission is given ahead of time by the CI.
- During Practicums expect to remain in the clinic during its operational hours until the CI gives permission to leave. Exact hours to be worked out between CI and student. If an emergency arises, the student must see his/her CI; do not just leave.
- Exhibiting behaviors valued throughout professional colleagues and ascribed to by the profession such as:
 - Altruism
 - Caring and Compassion
 - Continuing Competence
 - Duty
 - Integrity
 - PT/PTA Collaboration
 - Responsibility
 - Social Responsibility

Above all, students must remember that they are both a worker and a guest. Students are to use reason in that light to guide behavior. Students are urged to let nothing compromise this most critical phase of their education; it is a test not only of recently learned skills, but also of character.

6.2.2 Student Identification

The student must introduce themselves to patients as a Physical Therapist Assistant student and give each patient the risk-free right to refusal to participate in their clinical education. Students must be clearly identified and must present themselves as Physical Therapist Assistant students at all times. An ACC nametag is required to be worn at all times in the clinical setting. Clinical facilities may require other forms of identification such as photo ID. The site coordinator of clinical education (SCCE) and/or the CI will inform the student of facility requirements.

6.2.3 Dress Standards for Patient Care Areas

A professional appearance is required as part of the clinical experience. Professional dress is an important goal for each student as first impressions are critical in the health care field. If a question regarding appropriate dress arises, the PTA Program Director will make the final determination. Students who fail to comply with the dress code may be asked to leave the clinical site to change their clothes. Time away from the clinical site will be required to be made up. Students who persist in violating the dress code may fail the clinical education course or be dismissed from the PTA program.

The student must meet the dress code of the PTA program and/or facility specific requirements and must meet the following requirements of the facility:

1. Wear comfortable, quiet shoes that meet the facility's requirements. Sandals and flip flops are not appropriate in any setting.
2. The trunk must be covered at all times. No half shirts or shirts that just meet the waist of the slacks.
3. Students will wear a lab coat if requested by clinic site.
4. Slacks, which allow freedom of movement, should be worn in the clinic. Tight fitting slacks, stretch pants, and skirts are not permitted. Low-waist pants must be worn with a long shirt, tucked in to avoid showing any skin when moving/bending.
5. All students will wear the name tag provided by the Physical Therapist Assistant program identifying them as a student at all times.
6. Ties may be worn only if they are required by the facility.
7. Hair must not be in the face or hanging where it might be bothersome to the patient.
8. Good hygiene is a must. Nails must be kept short and neat.
9. The wearing of perfume and cologne is strictly prohibited.
10. A watch, preferably waterproof, with second hand or digital readout is highly recommended.
11. Visible body piercing is limited to earrings. Students will comply with their assigned facility's policy regarding the number of earrings per ear allowable. All other body jewelry must be covered. Tongue jewelry is prohibited. All body art must be covered.
12. Visible tattoos must be covered.

NOTE: Some facilities may have more specific requirements. If so, students are expected to adhere to these requirements. Variations may include casual/washable clothing for pediatrics or scrubs for wound care or situations where clothing may become soiled and need to be changed during the day. The student may follow facility dress code, but must always have ACC Physical Therapist Assistant student identification clearly visible.

6.2.4 Clinical Practicum Attendance

Excessive tardiness or any absence occurring during the student's clinical practicum could result in an unsatisfactory (or failing) grade and require additional clinical time. Attendance is mandatory for all scheduled clinical sessions. In the case of an emergency or illness, an excused absence may be granted, but the following procedure must be followed:

1. The student must notify the SCCE and/or CI according to the policy of the facility.

2. The student must also notify the DCE.
3. The student should do this prior to the time he/ she is scheduled to arrive and give the reason for the absence.
4. All missed time is required to be made up during that practicum assignment.
5. If the absence is due to the student being ill one day, he/she is expected to notify their CI and SCCE immediately. If the absence is due to the student being ill greater than one day, he/she will need to bring a physician clearance form to the SCCE/CI upon return to the facility.
6. Tardiness must be avoided at all costs. If it is due to extenuating circumstances resulting in being more than 5 minutes late, the student is required to notify the CI/SCCE via phone, email or text.
7. Three tardies are considered one absence. More than two absences will result in mandatory repeat of the clinical experience or internship, if not previously arranged and coordinated with the CI/SCCE in advance.

6.3 Clinical Assessment Tools

Student performance during clinical practicums is evaluated by the clinical instructor (CI) using the Physical Therapist Assistant Clinical Performance Instrument (CPI) and reported to the Director of Clinical Education (DCE). Instructions for students and the CI to complete the PTA CPI are included with the online instrument. The CI will review the student's performance and provide daily informal feedback to the student. If significant problems occur, they will be discussed with the student immediately and the DCE will be advised of the situation. Formal assessment utilizing PTA CPI scoring and discussion are required.

Clinical experiences will be pass/fail based on the criterion referenced above, grading of the Physical Therapist Assistant Clinical Performance Instrument (CPI). Scores for completed assignments and the Clinical Instructor's rating of the student's Clinical Performance Instrument (CPI) form the basis on which a letter grade for the course is awarded. For the purpose of determining pass/fail for the clinical affiliation, the following scale will apply:

Criterion Referenced Grading:

PTA250 – Clinical Practicum I (8 weeks)

- Focus for mid-term performance is on items 1 – 10, but ALL CPI items are scored. Satisfactory CPI scoring for clinical education experience by week 4:
 - CPI Advanced Beginner Performance or greater on items **1, 2, 3, 5, 7 ("red flag" items)**
 - Average greater than or equal to CPI Advanced Beginner Performance on items 4, 6, 8-10
 - Average greater than or equal to CPI Advanced Beginner Performance on items 11-14
- Focus for this Practicum is student performance on items 1 – 12, but ALL CPI items are scored. Final satisfactory CPI scoring for clinical education experience by week 8:
 - Between CPI Advanced Beginner and Intermediate Performance on items **1, 2, 3, 5, 7 ("red flag" items)**
 - Average greater than or equal to CPI Intermediate Performance on items 4, 6, 8-12
 - Average greater than or equal to CPI Intermediate Performance on items 13-14

PTA255 – Clinical Practicum II (8 weeks)

- Mid-term student should achieve average ratings of Advanced Intermediate Performance for all 14 performance criteria.
- Focus for final Practicum is student performance on items 1-14, ALL CPI items scored. Final satisfactory CPI scoring for clinical education experience:

- Students should achieve ratings of Entry Level Performance for all 14 performance criteria

NOTE: By the end of the final clinical practicum, students should have been evaluated by a CI on every item contained in the CPI. Students are responsible for writing learning objectives to ensure that each item has an opportunity for evaluation during one or more of his/her clinical education affiliations. **Further, the student must ensure that any item marked “not observed” during the first two clinical experiences is covered by the end of the final affiliation.**

Additional student learning activities may be required until all items on the CPI are observed and acceptable competency is achieved or demonstrated.

Refer to Appendix A & B of “A Normative Model of Physical Therapist Assistant Education”, Version 2007, Alexandria, VA: American Physical Therapy Association; 2007. This defines entry-level data collection skills and technical skills respectively. **It must be emphasized that “entry level,” as defined by the Normative Model, should not be compared to an experienced PTA.**

Clinical Instructors (CI) are requested to provide further information in the comment section which supports the given score, to offer ongoing feedback to the student, and are instructed that the evaluation of student performance should be based on repeated performance, not isolated incidents.

Case Study/In-service: One of the following will be required. A case study and/or in-service will be prepared/presented as part of student’s clinical experiences.

PTA Practicum Weekly Planning Form: Blackboard assignment to be completed at the end of each clinical experience week outlining student’s review of the preceding week and incorporating any comments from their CI, then stating the goals for the upcoming week.

PTA Clinical Hours Timesheet: Students must enter time daily in Exxat and obtain approval weekly. A paper time sheet is provided only if electronic means fail. The paper time sheet must have a facility representative sign to verify their hours and they must submit it at the end of the week.

Clinical Reflection: Student to complete his/her reflective journal entry in Blackboard as outlined in syllabus. Entries should be recorded after a significant experience in the clinic, with a minimum of one entry per week.

Assignment of Final Grade: The DCE is responsible for assigning the final grade for the clinical experience. The final grade earned for each clinical experience is based on the CPI provided by the CI, completion of written assignments assigned by the DCE including but not limited to: in-service/case studies, journaling, etc. and timely submission of all requirements.

The DCE may also take the following into consideration when assigning the grade:

- Clinical setting
- Experience with patients in that setting and skills required for the setting
- Progression of performance from mid-experience to final evaluation
- Whether or not “significant concerns” box or “with distinction” box were checked
- Congruence between the CI’s narrative mid-experience and final comments related to performance dimensions and the ratings provided

6.4 Student Requirements for Clinical

6.4.1 Student Information Shared with Clinical Sites

The DCE sends the following information to the Clinical Instructor at the sites, using the EXXAT software:

1. Background check
2. CPR
3. First aid certification and Hospital fire & life safety
4. HIPAA education certification
5. OSHA education certification
6. Health screening report and drug screen
7. APTA Reference Manual for CCCE's

The DCE creates a clinical packet that is provided to the student, to be taken on the first day of clinical. Students are responsible to ensure the Clinical Instructor at the site receives the following information:

1. Syllabus objectives and weekly assignments
2. CPI instructions
3. Process to approve student time

6.4.2 PTA Student Responsibilities for Practicums

The PTA student is responsible for contacting the Clinical Site and communicating with the SCCE and/or the CI in advance of the scheduled clinical practicum, preferably 4-6 weeks prior. The student will complete the paperwork needed to comply with and adhere to all of the requested documentation and preparation for the facility. Each facility has different requirements, so if the student is unclear, then it is the responsibility of the student to determine which requirements are needed for the clinical experience by contacting the SCCE/CI directly. Some of the most common requirements are listed below and include:

- Student data form
- Background Check and Drug Screening
- Cardiopulmonary Resuscitation (CPR) proof of certification
- Required immunizations card
- Cover sheet of the Professional Liability Insurance policy – a copy will be provided to each student during pre-planning meetings
- HIPAA education certification
- Proof of Universal Precautions/Blood Borne Pathogens education

The PTA student should understand there are certain potential risks associated with working in a health care environment. Patients' may potentially transmit diseases or infections to health professionals. These infections may include those of viral, bacterial, or parasitic nature such as HIV, Hepatitis A, B, or C, rubella, measles, mumps, influenza, varicella, herpes, tuberculosis, salmonella, pertussis, respiratory tract infections, Staphylococcus infections, scabies, or any other infections.

The PTA student should practice the principles of Universal Precautions and Blood Borne Pathogens to minimize this risk. This information is provided in the 1992 House of Delegates Handbook (APTA, Alexandria, VA; 179-189 on Health Risks).

PTA students may be injured from violent or unpredictable patients. There is the risk of injury from transferring or lifting patients. PTA students may be exposed to hazardous chemicals. A small percentage of the population has allergies to latex. PTA students should be aware of the risk of exposure to hazardous radiation from ultrasound, diathermy, or ultraviolet equipment. Students should use precautions when using modalities and perform an equipment check prior to use.

Students that are pregnant should consult with clinical faculty concerning any potential hazards from equipment or other clinically related infections previously mentioned. The PTA student may be exposed to psychological stresses when working with patients who are disabled or ill and when working in the clinical environment. PTA students are encouraged to maintain open and honest communication with their SCCE/CI and the DCE, who are there to discuss any concerns. The PTA student should understand when certain critical situations should be reported and addressed immediately and without delay, in order to minimize further injury or risk.

6.4.3 Student Health Requirements

Physical therapist assistant students have direct contact with patients and other health care workers in affiliated health care agencies. They are expected to have and maintain a satisfactory level of health, which includes freedom from chemical dependency and communicable diseases.

Prior to participation in clinical experiences, student must have on file in the DCE's office a medical form completed by a physician of the student's choice, which includes the following information:

1. Medical history and physical exam findings.
2. Documentation of immune status to measles, rubella, mumps, and chickenpox via titer or immunization.
3. If titers are negative, the student receives a letter from the administrative director recommending consultation with a health care provider regarding immunization and stating that, in the event of exposure to the communicable disease, they are required to notify the DCE immediately.
4. Date of tetanus immunization (must be within 10 years).
5. Dates of Hepatitis B immunization (student must receive two of the series of three immunizations prior to participation in the first practicum). If immunization series was completed more than 5 years ago, a titer is required. Check policy (automatic titer drawn at physical)
6. Results of Mantoux (TB skin test) and/or chest x-ray indicating no active disease if the TB tests result is positive.
7. Lab reports for the following: hematocrit, urinalysis, serologic test for syphilis.

The medical form also includes a statement signed by the physician, which indicates that, to the physician's knowledge, the student has no past or present physical or emotional problem that might interfere with the student's participation in the PTA program.

Additionally, the student must sign the medical form acknowledging awareness that exposure to various communicable/transferable illness may occur during clinical experiences, and that the protection against these conditions (i.e., following safe health practices and becoming immunized) is the student's responsibility.

The DCE will establish deadlines by which the medical information is to be submitted. Students will not be allowed to progress in the curriculum if the information is not complete and on file with the DCE by the published deadline. Exceptions to the deadline may be made on a case by case basis. However, in no case will students be allowed to attend the first clinical rotation until all information is complete and on file.

6.4.4 Health Insurance

American Career College and clinical affiliation sites require that the students maintain their own hospitalization or other health care insurance with the company of their choice. Few students are ever injured in clinical areas, but we feel it is important for all students to provide for their own safety and financial wellbeing if an injury or illness does occur. The Student Resource Center (department) maintains a list of insurance carriers through which policies are available if the student does not already have a health care policy.

Some affiliated agencies utilized for student clinical experiences may provide free initial first aid emergency care for the students injured while performing patient care services, but in others, first aid treatment must be paid for by the injured party. If further treatment or admission to a hospital is required, it is always at the student's expense. Neither the hospital nor the school provides health care coverage of any kind for the student's further treatment.

6.4.5 Liability (Malpractice) Insurance

Students are required to maintain current liability insurance during enrollment in the program. By the date specified, all newly admitted students must pay the required premium (approximately \$15 annually) at the Business Office and turn in the receipt to the PTA Program Director. Students who fail to pay the premium by the due date may not attend clinical experiences and may be withdrawn from the program.

6.4.6 CPR Requirements

Students must maintain current certification in cardiopulmonary resuscitation (CPR) at the health care provider or professional rescuer level. A copy of current CPR certification must be on file in the DCE office prior to participation in the first clinical affiliation. The 2-year certification is acceptable; however, students must renew their CPR certification if it expires during their tenure as a PTA student.

Certification must include 4 hours of Basic Life Support with skills check: One-rescuer CPR-adult, one rescuer CPR-infant/child, airway obstruction, and two-rescuer CPR, with practical skill check offs.

6.4.7 Background Check & Drug Screening

A background check and drug screen are required prior to clinical assignments, and as a condition of enrollment. Some college affiliated clinical facilities may also require disclosure of a student's background check report and drug screening results prior to permitting the student to participate in the educational program at the facility.

American Career College engages the services of private licensed agencies to conduct background checks and drug screens. A favorable review of this information by American Career College as a condition of admission, clinical assignment, and/or continued enrollment is not binding upon a clinical facility. A clinical facility may refuse to permit a student to participate in the clinical practicum at the facility if the background check

information or drug screen results are not provided, or if upon review of a student's background and drug screen, it determines the student is disqualified.

Students must sign a form that authorizes American Career College to obtain and review background check reports and drug screens and if requested, authorize the College to release background check reports and drug screens in its possession to affiliated clinical facilities that the student may attend as part of the educational requirements (add fees, tests timepoints).

6.5 Clinical Transportation

Clinical sites offering appropriate learning experience may be located geographically distant from the student's home. Although not guaranteed, the Director of Clinical Education will make every effort to place students within a 35-mile proximity to their home. Students are responsible for their own transportation to all clinical sites.

6.6 Student Evaluation of the Clinical Experience

The "PTA Student Evaluation of Clinical Experience and Clinical Instruction" is to be completed by the student during the clinical experience. The assessment provides feedback to the Clinical Instructors (CIs) and the Site Coordinators of Clinical Education (SCCEs). The assessment also provides information to the DCE on the quality of the instruction and experiences at the site. Aggregate results of the assessment will be used in the clinical faculty development activities.

Students will complete Sections 1 and 2 of the form.

- Section 1 will be completed at completion of clinical (May be made available to students upon request)
- Section 2, "Assessment of the Clinical Instructor." May be completed at midterm and must be completed at final (This section will be kept confidential and be placed in the DCE file)

6.6.1 Student Evaluation of Clinical Education Experience(s)

Each student is required to reflect on and evaluate their clinical experience and clinical instruction using APTA's PTA Student Evaluation: Clinical Experience and Clinical Instruction form.

6.7 PTA Practicum Clinical Experience Placement Change

American Career College Physical Therapist Assistant Program reserves the right to change a student's clinical practicum assignment at any time. Each clinical is arranged in agreement with the facilities based on a student's needs. These facilities have entered into an agreement with ACC. It may be necessary for the program to change sites due to unforeseen events.

If the facility cancels an assigned clinical for any reason, then the following procedure should be followed:

1. As soon as the DCE receives notice of the cancellation, the student will be notified as soon as possible, preferably face-to-face, or as needed by phone, email or written letter.
2. It is the responsibility of the DCE and administrative staff to make personal contacts to other facilities that are currently under agreement with ACC to arrange alternative plans for the student.
3. Under no circumstances should the student initiate contact with an existing or current site without prior consent of the DCE as this may jeopardize ACC's relationship with the facility.

4. The DCE may need to change the dates, times and/or setting in order to properly place the student so that the student may fulfill the clinical requirements.
5. The DCE will notify the student of the new site at the earliest possible time so that the student can initiate communication with the facility and complete the necessary paperwork.
6. The student is responsible for financial support, transportation and housing at the new site.

6.8 Patient Care Activities

All patient care activities are to be performed in a safe and legal manner following facility policies and criteria specified in the Clinical Performance Instrument (CPI). If you feel a procedure is unsafe, contradicted, not in the patient's best interest, or that you are not prepared to perform it safely, you should not perform the procedure but report to the clinical instructor immediately. Students are to follow treatment plans as written by the physical therapist and supervised by the clinical instructor.

Patient information is invaluable for the education of PTA students. Patient consent for care and exchange of information is sought at the first appropriate opportunity. Patients are informed as to who is responsible for their care. The patient's right to refuse treatment under such circumstances is respected. Patients will be informed that students have access to the patient's information. Patient consent must also be obtained for participation in teaching activities that are purely educational in nature (e.g. teaching sessions with healthcare professional trainees, bringing patients into seminars, lectures, etc.) and that patients have the right to refuse to participate in such activities.

6.9 Patient /Client Refusal

The SCCE/CI will explain to patients/clients that the student is in a professional program of study to become a PTA. The patients/clients at a facility have a choice to refuse to participate in the examination and/or treatment by the PTA student and in the student's experience. The patients/clients may select to change their mind to participate at a later date or not to participate if the experience is not what was expected. No reason needs to be given. The decision, either way, will not affect the care of the patients/clients.

6.10 Confidentiality of Patient Protected Health Information

During several PTA courses students are provided with information related to state and federal guidelines, including Health Insurance Portability and Accountability Act (HIPAA), regarding confidentiality of patient protected health information. Additionally, clinical affiliates may require the student to complete a brief training seminar or training session in HIPAA guidelines during orientation to the clinical facility. Students are expected to maintain strict confidentiality with respect to all clinical practicum affairs, records, and patient information.

6.11 Complaint Procedure during Clinical Experience

6.11.1 Student/CI Grievance Procedure

It is recognized that conflicts may arise during clinical education experiences. Should a conflict arise between the student and the clinical instructor, the issue should be resolved as indicated:

1. The student should first approach the CI to attempt resolution of the grievance.

2. If a student is not satisfied with the initial resolution of the grievance, the student should make an appointment to discuss the grievance with the facility's Site Coordinator of Clinical Education (SCCE) as soon as possible.
3. If the grievance is not satisfactorily resolved at this level, the student should contact the Director of Clinical Education (DCE) by telephone and follow up with a written request for review. The written request must be submitted within five (5) days of the telephone contact.
4. If the DCE and student cannot resolve the problem, the DCE will consult with the Program Director regarding further action.

The following procedure is recommended to be followed by CI's when resolving student/CI conflicts that may arise during clinical education experiences:

1. Approach the student to attempt resolution of the grievance.
2. If not satisfied with the initial resolution of the grievance, discuss the issue with the SCCE.
3. The SCCE should then discuss the situation with both the student and CI – separately and together.
4. If resolution of the grievance cannot be achieved at that level, the CI and/or the SCCE are to contact the DCE as soon as possible. If the DCE is not able to obtain resolution and/or agreement to an action plan then the student will be removed from the facility and an effort will be made to reassign the student to another facility to complete his/her clinical practicum. If unable to find a site the issue will be discussed with Program Director and the student may be delayed graduation.

6.11.2 DCE Role during Clinical Problems/Concerns

- Contact the student and the CI by telephone and/or e-mail periodically during the clinical experience.
- Strongly encourage the CI to meet weekly with the student, discuss the Practicum Weekly Planning Form student assignment and give feedback - specifically identify problems or concerns that arose during the week, and set a plan for resolving those problems the following week.
- When problems or concerns are brought to the attention of the DCE, the DCE may make a site visit to meet with the CI and student or do this by phone or virtual format. The DCE provides assistance with identifying the problem and developing a plan of action.
- The DCE may attend the mid-term and/or the final evaluation meeting between the CI and the student for clarification and to enhance understanding of the situations.

6.12 Policy on Management of Students Exposed to Blood & Body Fluids

The following procedure is to be followed in the event that a student is exposed to blood or body fluids via parental, mucous membranes, or open skin routes.

1. Exposure Report
 - a. The exposure incident procedures of the clinical facility as they apply to students should be followed.
 - b. The exposed individual will seek immediate medical attention through either the employee health services of the clinical facility or the individual's private physician. Payment of medical bills is the responsibility of the exposed individual.
 - c. The student will notify the DCE as soon as possible after the incident.
 - d. The clinical instructor and the student will each complete an ACC PTA Incident/Accident Report (PTA Form H) and submit both originals within two working days to the ACC Program Director. Information to be included in the Report includes:
 - i. Date and time of exposure

- ii. Details of the exposure, if the exposure involved a sharp device, type and amount of fluid or material involved in exposure, and condition of skin (e.g. intact, chapped, abraded) of student
 - iii. Information about exposure source or individual determining infection risk, when policies of facility prohibited direct release of this information.
- 2. Information about follow-up
 - a. The exposure incident report will be permanently placed in the student's file and a copy of the incident report will be placed in a logbook kept by the Program Director.
 - b. The division chairperson will notify the Senior Counsel VP of Compliance of the incident with a copy of the incident report.
- 3. Exposure Management
 - a. It is the responsibility of the student to arrange and finance post-exposure medical follow-up and care. However, the division chairperson will advise the student of the following Center for Disease Control recommendations:
 - i. Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water.
 - ii. OSHA Guidelines direct the clinical facility's infection control officer to attempt to determine the infectivity status of the source individual. The student and faculty will be provided this information or, when policies of facility prohibit direct release of this information, the name of the individual determining infection risk.
 - iii. The student's physician should clinically and serologically evaluate the student member as soon as possible to determine the need for post exposure prophylaxis.
 - iv. The "Evaluating Physician's Statement" should be presented to the physician for completion and returned to the student. This form should be returned to the division chairperson and attached to the incident report.
 - v. Baseline testing for HIV antibody should be performed. If initial testing is negative, it is suggested that the student be retested at 3 and 6 months post exposure.
 - b. In the event a student is exposed to blood or body fluid from an individual who is positive for Hepatitis B Viral antigen, or if the infectivity status of the source individual cannot be determined, the student should immediately have their Hepatitis B immunity status evaluated by their physician utilizing appropriate serologic testing such as Anti-HBs antibody titer.
 - c. In the event a student does not have immunity, or has low immunity to the Hepatitis B virus, the student should seek medical treatment at once, Hepatitis B Immune Globulin (HBIG), if recommended by the student's physician, should be administered within seven (7) days following an exposure. Repeat vaccination may also be recommended.
 - d. In the event that the student declines to seek medical care, the Program Director shall have the student sign the "Declination to Seek Post-Exposure Medical Follow-up form". This form shall be attached to the incident report and a copy of the form shall be forwarded to the Corporate Office Human Resources Department.
- 4. Affiliate Faculty
 - a. Affiliate faculty serving as clinical instructors who are employees of clinical affiliates are excluded from this policy and should follow the policies and procedures of the institution in which they are employed.
 - b. Reference: UNIVERSAL PRECAUTIONS; Employer's Compliance Manual for Healthcare Facilities (1992) Medcom, Inc. Garden Grove, California
 - c. Public Health Guidelines for the Management of Health Care Work Exposures to HIV and Recommendations for Post exposure Prophylaxis, 1998.

6.13 Incident/Accident Reports (other than exposure to blood and body fluids)

ACC Physical Therapist Assistant students are expected to provide patient treatment procedures in a safe, ethical and legal manner. Any procedure that a student feels unprepared to provide or deems contraindicated, should be discussed with his/her clinical instructor prior to implementation. Students are to utilize good body mechanics and request assistance as indicated by treatment procedures. Given the “hands-on” nature of the delivery of physical therapy services, it is acknowledged that incidents and/or accidents may occur which could result in injury to the patient and /or student.

The following procedure is to be followed by students in all situations occurring during practicums that could result in injury either to the patient or the student.

1. Facility procedures are to be followed in all cases involving patient emergency situations, including completion of required documentation.
2. The Clinical instructor is to be notified immediately of any patient or student incident and/or accident.
3. Student injuries should be assessed to determine appropriate measures to be taken if warranted, the student will seek medical attention as indicated through his/her private physician. Payment of medical bills is the responsibility of the student.
4. The clinical instructor and the student will each complete an ACC PTA Incident/Accident Report and submit both originals within two working days to the ACC Program Director and per campus policy.

6.14 Procedure for All Student Injuries (Including First Aid)

In all cases requiring emergency medical treatment, immediately call, or have a fellow student or instructor call, to request emergency medical assistance.

Student

1. Notify Instructor
2. Complete Student Incident Report
3. Complete College Claim form
4. Notify Human Resources on the day of injury (714) 415-6538
 - a. Seeking treatment
5. Students covered under a medical plan must seek treatment from their primary care physician
6. Students without medical insurance should obtain an Authorization for Medical Treatment Slip from instructor
 - a. Payment of Claim
7. All invoices must be forward to Human Resources for processing.

Instructor

1. Complete Instructor Accident Investigation Report
2. Ensure student has completed Student Incident Report
3. Have all witnesses complete a Witness Statement

4. Provide student with an Authorization for Medical Treatment Slip if student does not have medical insurance (Indicate on Authorization Slip "STUDENT INJURY, NOT WORKERS COMP. Charge to Student Injury Insurance).
5. Fax completed paperwork to Human Resources with 24 hours of injury (714) 668-9580

Clinic Information:

Los Angeles U.S. Healthworks
1212 South Flower Street
Los Angeles, CA 90015
(213) 747-0634

7 ACKNOWLEDGEMENT

I, _____, the undersigned, received the “PTA Student Handbook and Guidelines.” I understand and agree to comply with the schools policies and procedures as explained by the PTA Department Representatives during orientation.

By signing below, I certify that I have read the handbook and agree to the policies therein.

Print Name

Student Signature

Date

By signing below, I certify that I give American Career College authorization to utilize/publish photos taken during class, clinical, or student functions.

Student Signature

Date