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STUDENTS POLICIES AND PROCEDURES
Policy and Procedure on Nondiscrimination of All Persons

Policy:

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (PL 88352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admission and education of students, with respect to the availability of students loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, and with respect to the student and faculty activities conducted on premises owned or occupied by the college. Navarro College shall not discriminate against any person in regard to race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status or veteran’s status. Navarro College adheres to the policies and procedures as prescribed under ADA-504.

Students with Disabilities: Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Any student with a physical, learning, emotional and/or mental disability who may require reasonable accommodations in order to meet course requirements should contact the Disability Services Office as soon as possible, ideally within the first week of class and complete the application/documentation process. Accommodations must be approved before they can be provided. Please note accommodations are not retro-active.

Procedure:

The PTA program will not discriminate on the basis of race, color, national origin, sex, age, or disabling condition in administration of its education policies, admissions policies, scholarship or loan programs, and other school administered programs.

Contact the District Coordinator of Disability Services, located in Corsicana on the second floor of the Gooch One Stop office 319 at 903-875-7377 or the appropriate Navarro College Disability Services Representative on your campus for more information:

- Waxahachie - Erika Roland, 972-923-6428
- Midlothian - Cynthia Seskes, 972-775-7242
- Mexia - Elizabeth Shabazz, 254-562-3848
Policy and Procedure on Disability

Policy:

Pursuant to Section 504 of the Rehabilitation Act of 1973, Navarro College will provide services and training to any qualified handicapped person who meets the academic and technical standards requisite to admission and/or participation in the Physical Therapist Assistant Program. Navarro College and the Disabilities Services Office (DSO) staff are committed to ensuring equal access to College services, programs and activities for qualified students with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendment Act, Section 504 of the Rehabilitation Act of 1973 and Texas state laws. Students shall not be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity of the College.

In addition to educational and professional standards, physical therapist assistant students encounter physical, cognitive, communicative, and environmental factors in the classroom, internal and external labs, field trips, and clinical.

The Federal Americans with Disabilities Act (ADA) bans discrimination of persons with disabilities. In order to identify essential performance components, which may challenge the success of a student in becoming a physical therapist assistant including participation in the academic activities of the classroom and clinical education, the student needs to carefully review the performance standards. Although the performance requirements may vary depending on the specific area of practice, the most common physical, cognitive, communicative, and environmental requirements are listed below.

Procedure:

Each student must undergo a physical health examination by a certified Health Professional once admitted into the program. Physical examination forms are included in the student handbook. The physical report will be kept on file in the PTA Program files. The health examination requires the student to read the “Performance Standards” beforehand, and both the student and the health professional must sign the form indicating the ability to perform as described and/or any limitations which may be present. Failure to provide this completed information to the ACCE will result in non-placement for the Practicum and withdrawal from the Program.

The Performance Standards for Physical Therapist Assistant is a list of physical abilities necessary to perform the duties of a Physical Therapist Assistant Student.
Visual Acuity

- Acute enough to read small print on product labels used for whirlpool treatments, dressing changes, and specific labels on medicines used in modalities.
- Acute enough to read small numbers on goniometers, computer screens, and isokinetic reports.
- Acute enough to observe postural changes, musculoskeletal changes, and coloration changes.

Hearing Acuity

- Acute enough to hear and understand words spoken by instructors and patients.
- Acute enough to perceive the spoken word in an environment with a high level of background noise.

Speaking Ability

- Verbal expression clear and distinct enough to enunciate medical and surgical terminology.
- Ability to express thoughts clearly.

Digital Dexterity

- Agile enough to handle modality instruments with both left and right hands at an extremely rapid pace.
- Able to supinate and pronate at the wrist, and write/type up documentation/notes.

Physical Ability

- Strong and agile enough to lift equipment, push stretchers and beds, move large pieces of equipment, and transfer/lift patients.
- Ability to stand for long periods of time without a break (4 - 6 hours or longer).

** Physical Therapist Assistant students must be able to perform, with or without reasonable accommodations. Each of these essential functions in order to fully participate in our program and successfully complete the requirements for the PTA Program.**

Per the Navarro College Catalog:

In order to fully evaluate requests for accommodations and/or the use of auxiliary aids, and to determine eligibility for services, the Navarro College Disability Services (NCDS) office needs documentation of disability. The documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested, and should include a description of any and all
functional limitations. Professionals conducting assessments and rendering diagnoses must be qualified to do so. Such documentation should be on letterhead and contain the professional’s signature. Documentation should be as recent as possible. NCDS reserves the right to request updated documentation if disability changes. Notes on prescription pads will not be accepted.

1. Complete the disability services application online at www.navarrocollege.edu. Place arrow over campus life and click on disability services. Scroll down and click on application.

2. Submit appropriate documentation either by uploading with your online application or bring with you to your first appointment.

**Documentation should include the following information:**

a) Recommended accommodations and/or auxiliary aids currently prescribed or in use and the current functional impact of the condition(s). The current, relevant functional impact on physical (mobility, dexterity, etc.), and cognitive (attention, distractibility, communication, etc.) ability should be described as a clinical narrative and/or assessment.
b) A diagnostic statement identifying the disability.

**Examples of this type of documentation are:**

a) Psychological Evaluation, a letter from a licensed professional such as a licensed professional counselor or medical doctor, an Admissions, Review and Dismissal (ARD), Individualized Education Program (IEP) with accompanying diagnostic paperwork, Comprehensive Individual Assessment (CIA), or Full Individual Evaluation (FIE), Only one type of documentation is necessary.

3. Schedule an appointment for meeting with a designated representative of NCDS on the campus you plan to attend ideally at least (4) four weeks prior to the first day of the semester.

4. Once you have been approved for accommodations, you will be issued a Disability Accommodation Form which you are responsible for presenting to each instructor at the beginning of the semester. This form is only valid for the semester specified. The student is responsible for obtaining an *Updated Form* from the Navarro College Disability Services (NCDS) office.

5. For subsequent semesters, the student must provide notification of intent to return ideally at least (2) two weeks before classes begin; (4) four weeks when modified equipment or interpreters are needed. Failure to notify us may result in delay or suspension of services. Email notification is acceptable.

It is the student’s responsibility to complete this process in a timely manner. It will enable the Navarro College PTA Program to provide you with equal access to your educational needs and assist you in making your college experience a rewarding and successful one. You may contact NCDS if you need further information. On the Corsicana campus, the
Navarro College Disability Services office is located in the Gooch One Stop Student Center, room 319. Students enrolling at Waxahachie, Midlothian, or Mexia/Fairfield campus will need to schedule a meeting with the designated advisor for that campus. Contacts are listed below.

Amy Dojahn, Corsicana, amy.dojahn@navarrocollege.edu, 903-875-7377, Fax 903 875-7391

Erika Roland, Waxahachie, erika.roland@navarrocollege.edu, 972-923-6428,

Cynthia Seskes, Midlothian, cynthia.seskes@navarrocollege.edu 972-775-7242,

Elizabeth Shabazz, Mexia, elizabeth.shabazz@navarrocollege.edu, 254-562-3848
Admissions Policy and Procedures

Policy:

Any student who contacts the Program office will be given the program web site to access the following:

- Admission Checklist
- PTA Student Application
- HOBET testing dates and information
- Program contact information
- FAQs sheet regarding Accreditation

Admission to the Physical Therapist Assistant Program is a separate procedure from admission to Navarro College. Applicants must first meet all admission criteria for Navarro College. Once enrolled in Navarro College, the student may submit an application to the PTA Program. It is mandatory for all potential applicants to attend one of the information sessions, which are conducted at various times throughout the year. Applications to the program may be obtained by attending an information session, in-person through the Health Professions Department, or by electronic download from the program webpage. Positions in the program are limited. Admission decisions will be made through a points system. Priority status is determined from the following data:

- Completion of or exemption from Texas Success Initiative (TSI) requirements,
- Health Occupations Basic Entrance Test (HOBET) scores,
- Grades in non-physical therapy courses and pre-requisite courses (completed prior to application deadline) on the PTA degree plan,
- Previous health work experience, and
- Completion of prior degree or health certification.

By the deadline of April 1 of each year, all completed files will be reviewed for completeness. The completed files will then be ranked based on the above factors. Twenty-three (23) students will be selected to the Program. The remaining will be considered alternates. All applicants not selected will be notified.

If accepted for admission into the program, the student will be required to attend a mandatory orientation meeting prior to the start of the first semester. Additional admission requirements:

- criminal background history check
- immunizations
- CPR certification.

The student ranking system is outlined below.
**Procedure:**

Navarro College  
Physical Therapist Assistant Program  
Applicant Entrance Criteria Worksheet

Applicant’s name: ___________________________  Date: _________________________________

**TPTAL APPLICANT POINTS = _________**

1. HOBET score – Adjusted individual score  
   - 75% - 100% = 3  
   - 50% - 74% = 2  
   - 25% - 49% = 1  
   - 0% - 25% = 0  
   Score is multiplied by .20  
   *Applicant’s score: _______________

2. GPA – Overall grade point average  
   - GPA 4.0 = 5  
   - GPA 3.5 to 3.9 = 3  
   - GPA 3.0 to 3.4 = 2  
   - GPA 2.0 to 2.9 = 1  
   - GPA <2.0 = 0  
   Score is multiplied by .20  
   *Applicant’s score: _______________

3. Completion of HPRS 1101 Introduction to Health Professions  
   - With a grade of “A” = 5  
   - With a grade of “B” = 3  
   - With a grade of “C” = 1  
   Score is multiplied by .10  
   *Applicant’s score: _______________

4. Completion of BIOL 2401 Anatomy & Physiology I  
   - With a grade of “A” = 5  
   - With a grade of “B” = 3  
   - With a grade of “C” = 1  
   Score is multiplied by .10  
   *Applicant’s score: _______________

5. Completion of BIOL 2402 Anatomy & Physiology II  
   - With a grade of “A” = 5  
   - With a grade of “B” = 3
With a grade of “C” = 1
Score is multiplied by .10
**Applicant’s score:** ____________

6. Completion of ENGL 1301 Composition I
   With a grade of “A” = 5
   With a grade of “B” = 3
   With a grade of “C” = 1
Score is multiplied by .10
**Applicant’s score:** ____________

7. Completion of core courses and required HPRS courses (does not include BIOL 2401, BIOL 2402, HPRS 1101 or ENGL 1301). Students are allowed 1 point per course (not to exceed 6 points)

8. Previous healthcare work experience
   Yes = 1
   No = 0
Score is multiplied by .05
**Applicant’s score:** ____________

9. Completion of prior college degree
   Master’s degree = 3
   Bachelor’s degree = 2
   Associate’s degree = 1
   No prior degree = 0
Score is multiplied by .05
**Applicant’s score:** ____________

*Summary of selection criteria and weight*

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<tr>
<td>Core GPA</td>
<td>20%</td>
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<tr>
<td>Completion of HPRS 1101</td>
<td>10%</td>
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<tr>
<td>Completion of BIOL 2401</td>
<td>10%</td>
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<tr>
<td>Completion of BIOL 2402</td>
<td>10%</td>
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<tr>
<td>Completion of ENGL 1301</td>
<td>10%</td>
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<tr>
<td>Core course completion</td>
<td>10%</td>
</tr>
<tr>
<td>Previous healthcare work experience</td>
<td>5%</td>
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<tr>
<td>Prior college degree</td>
<td>5%</td>
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<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
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Faculty/Student Ratio Lab and Classroom Policy and Procedure

Policy:

The Physical Therapist Assistant Program will accept no more than 23 students per class. Lecture courses will have no greater than 23 students and laboratory courses will have no greater than 16:1 student/teacher ratio.

Procedure:

The Physical Therapist Assistant Program will limit the number of incoming students to no more than 23 students each Fall Semester.

Laboratory activities will have no greater than 1 instructor per 16 students to ensure proper supervision while performing tasks.

Orientation of New Students

Policy:

All students who are accepted into the Physical Therapist Assistant Program for the Fall Semester will be oriented to the Navarro College and Physical Therapist Assistant Program’s policies and procedures prior to beginning the Program.

Procedure:

Students will receive an orientation session before the first Fall Semester.

Students will sign and return release forms that inform students of the PTA Program’s expectations and requirements.

Students will receive a copy of the Physical Therapist Assistant Program Student Handbook during orientation. The Navarro College Student Handbook is available on Navarro College webpage.
Criminal Background Checks Policy

Policy:

Navarro College Physical Therapist Assistant Program is committed to ensuring public protection by requiring criminal background checks be completed by all PTA students prior to patient care. The PTA student’s reputation is a valuable personal resource. It can either assist or interfere with education, clinical training, employment opportunities, and financial status.

Procedure:

Student must meet the requirements of the Navarro College Health Professions Division and/or the PTA Program for submitting a criminal history background check. The procedure for the criminal history background check may change based on the needs of the clinical training sites. The cost to the student for criminal history checks may vary based on the requirement of the individual fieldwork training sites. The PTA Program reserves the right to change the procedure required to complete the background check as well as any additional requirements. A student must acknowledge in writing as part of the application process the role criminal history offenses may present in the student’s ability to progress in the program.

A student who does not have a clear criminal history record is required to meet with the PTA Program Director prior to entry into the PTA Program to discuss the implication of the criminal record on his/her progression in and completion of all requirements of the curriculum. A felony conviction may affect a graduate’s ability to sit for the FSBPT Licensure Examination or attain state licensure. It is the responsibility of the student to inform the PTA Program of any changes in the status of the criminal history after admission to the program within two (2) academic days following any incident resulting in arrest or pending arrest. Failure to do so will result in immediate withdrawal from the PTA Program. If a student is convicted of an offense while enrolled in PTA coursework, the student must notify the PTA Department the next academic school day. For non-PTHA courses, the student will abide by the Navarro College Student Behavior policies for continuing in class. The student cannot attend PTHA lecture/labs/clinicals until a determination can be made that the student’s criminal history status is in agreement with the facility guidelines. All information regarding criminal history status will remain confidential.

Clinical training sites, in accordance with the Regulations of the State of Texas and National Accreditation Agencies, require employees, students, and volunteers who work with children, the elderly, or the disabled to have a “clear” criminal history background check. Agencies vary as to what the definition of “clear” means. Students cannot participate in lab or clinical rotations involving clients without a “clear” criminal history background check. The facilities may choose to request national and international criminal history background
checks as well. The final decision regarding acceptance of a student for clinical rotations based on previous criminal history, rests with each facility.

**Drug and Substance Use Policy**

**Policy:**

Navarro College is a drug-free campus. Any student found in violation of the Student Code of Conduct, which prohibits the use, possession, or distribution of any illegal drugs or paraphernalia as defined by the Comprehensive Drug Abuse Prevention & Control Act of 1970, will be subject to appropriate disciplinary and legal action, which will lead to immediate suspension or expulsion from Navarro College. The use of recreational drugs, prescription drugs for which the student does not have a prescription, and the use of alcohol during college classroom, lab, and clinical training endangers the student, patients, peers, faculty, and others. Navarro College does not allow the presence of alcohol on Navarro College property or at any student activity associated with the College.

**Procedure:**

Because of the potential for harm, student use of recreational drugs and alcohol in a manner that carries over into the academic or clinical setting is considered unethical behavior. If there is substantial cause to suspect the student is under the influence of alcohol or drugs during classroom or lab education, the student will be escorted to the Navarro College Campus Police Department for interview and actions as appropriate. If a student in a clinical setting is suspected of being under the influence of drugs and/or alcohol, the ACCE or a representative from the PTA Program will be notified immediately. The student’s emergency contact listed on the Personal Data Sheet will be notified to drive the student home. The student must follow up with the Navarro College Police Department within 24 hours or they will be immediately dismissed from the program. The student will be considered to be dismissed from the education site and will be subject to a drug screen and/or disciplinary action, up to and including dismissal from the PTA Program.

The Navarro College Physical Therapist Assistant Department Program Director reserves the right to institute random drug screens during the PTA student’s enrollment in any PTA class, clinical, or clinical setting. The student will be responsible for any cost involved in a random or required (by any clinical education facility) drug screen. Failure to comply with the drug screen or to pay for the drug screen will result in dismissal from the PTA Program.

The drug screen will be Chain of Custody and will screen for a minimum of the following classifications of drugs: cannabis, opiates, cocaine, amphetamines, benzodiazepines, PCP, and barbiturates. For academic classes and Level I clinical, the screen will be scheduled by the PTA department and be unannounced. The procedures for the screen will be
determined by the company contracted to do the screen. For a student registered or enrolled in Level II clinical, the drug screen will be scheduled through the Clinical Coordinator and may vary in the screening procedure based on the site-specific requirement of the Level II clinical facility.

Students suspected of being under the influence of drugs or alcohol during class, lab, clinical, or College sponsored activities may be subject to a random drug screen and/or disciplinary action, including dismissal from the program.

**Attendance Policy and Procedure**

**Policy:**

Absence from scheduled classes and clinical days are considered detrimental to the clinical and academic performance of students. Therefore, attendance is required at all scheduled classes and clinical days. Students are expected to arrive promptly to each class.

The student is responsible for notifying the faculty in advance of the absence or tardy via phone or voicemail. If a student is absent while assigned to a clinical lab or clinical, the student must notify the course instructor (ACCE) and the clinical facility by phone of the absence. Each student should be responsible for personally making the notification. Failure to notify the clinical site of tardiness or absence may result in withdrawal for the course or a lower grade.

If a student misses three days of didactic/classroom/lab instruction per class for any reason, the student can expect to be withdrawn from the course and the program. Faculty will advise students if they have reached two (2) absences in their didactic course, by completing a Plan of Correction form with the student (see form below). Students are considered to be tardy if they come to class late (by five minutes) or leave class early. Three tardies are equivalent to one absence.

Excessive absences during clinical education are defined as more than one (1) missed day in Level I and II or more than two (2) missed days in Level III and IV and will necessitate withdrawal from the course and program due to inability to complete all requirements. After one missed day in Clinical I and II or two missed days in Clinical III and IV, the faculty will complete a Plan of Correction form with the student.

Students are expected to attend all scheduled clinical days. There may be a holiday that occurs during a clinical rotation. It is the student’s responsibility to clarify work hours and overtime hours expected from the facility. Any absence from the facility will count against the minimum time requirements. Students may be required by the facility to “work” on the holiday, and this request must be honored. A student may not ask the Clinical Instructor (CI) to rearrange required work days, including holidays. It is the student’s responsibility
to contact the facility and the Academic Coordinator for Clinical Education (ACCE) in the event of an absence. The ACCE, in collaboration with the CI, will schedule the make-up day(s). The student should not attempt to do this on their own, as it may delay future clinical placements, registering for the national exam, etc.

If a student completing a clinical rotation misses more than two (2) days, the student will be required to withdraw from the rotation. Withdrawal from the course will be at the discretion of the CI, ACCE, and/or the Program Director. A student who is withdrawn from a course due to absenteeism or performance can apply for readmission into the program. In the event a student is allowed to continue the clinical, make-up days will be rescheduled for the missed days. An unapproved absence may result in immediate withdrawal from the clinical and dismissal from the PTA program. Guidelines for applying for readmission can be found in the PTA Student Handbook. If readmitted, the student will be considered to be starting that clinical rotation over.

There is no such thing as an excused absence or tardy. In the event of an absence or tardy, daily work, such as quizzes, lab activities and presentations may not be made up. If a student misses a scheduled exam, the exam may be made up as described in the Examination section of this manual.

The student is responsible for any information presented in the class during his/her absence. This applies to the course in which the student is enrolled and any sequential courses where the information may be applied. A student cannot defer his/her responsibility for requesting missed assignments to another student or have assignments turned in by another student or family member.

The ability of a student to continue receiving financial aid and/or remain in the Navarro College residence halls can be affected by non-attendance to college classes and/or clinical training.

A grade of “I” (incomplete) in a course can only be given if the student is passing at the time of the request and has not missed two weeks of class. A grade of “Incomplete” must be resolved by the end of the next long semester or it will default to a grade of “F”.

Voluntary or involuntary withdrawal or failure in a course requires request for readmission and may result in additional time required to complete the program, increased costs (such as malpractice insurance), and other consequences.

In the event of an illness or injury that hinders a student’s ability to perform in the classroom or clinical setting, the faculty reserves the right to require a health care provider’s statement authorizing that the student can safely commence/continue with client care/lab activities/clinical education at the appropriate level of competency. Each medical restriction must be evaluated by the faculty and/or clinical education site.
Procedure for Classroom/Lab Attendance:

1. Notify faculty of student absence 30 minutes before the class begins.
2. The student is responsible for obtaining lecture notes from other students.
3. For missed exams, see Exam Policy.

Procedure for Clinical Attendance:

1. It is the responsibility of the student to inform the CI if the student will be absent or late. Do not ask a fellow student to do this. This notification should be within 30 minutes of the start of the day.
2. It is the student’s responsibility to keep current phone number of clinical supervisors and College personnel, as well as official addresses.
3. The ACCE must be notified of any absence. Absences to clinical sites may result in failure of a clinical.
4. Three tardies are equal to one absence. Tardiness is defined as five minutes passed the start of the clinical day. Excessive tardiness to the clinical site is grounds for failure of the clinical.
5. Students are required to abide by the schedules set by the facility or the College.
6. It is the responsibility of the student to obtain and maintain daily and weekly schedules.

Grading Policy and Procedure

Policy:

GRADING SYSTEM FOR CLASSROOM:

A = 90% - 100%
B = 80% - 89%
C = 75% - 79%
D = 70% - 74% failing
F = 69% and below failing

This percentage system for letter grade assignments will be utilized for all reporting. Specific grade compilation will be explained in the syllabi.

GRADING SYSTEM FOR CLINICALS:

GRADE COMPILATION CLINICAL I and II

- PTA MACS Skills Pass/Fail
- Clinical Reflections 15 points possible
- Updated CSIF and PTA MACS Skills into Typhon 15 points possible
- CI Written evaluations mid-term and final 50 points possible
- Student Eval of Clinical Experience (SECEE) 20 points possible

**GRADE COMPILATION CLINICAL III and IV**

- PTA MACS Skills Pass/Fail
- Clinical Reflections 15 points possible
- Updated CSIF and PTA MACS Skills into Typhon 15 points possible
- Clinical Inservices 15 points possible
- CI Written evaluations mid-term and final 40 points possible
- Student Eval of Clinical Experience (SECEE) 15 points possible

Clinical Faculty will use the PTA MACS (Manual for Assessment of Clinical Skills) as the assessment tool to evaluate students at mid-term and at the end of the clinical affiliation. The PTA MACS allows for an objective assessment of the student’s skills as performed at the clinical site. Students will be expected to complete their copy of the PTA MACS prior to those evaluations. The evaluations will be reviewed and both the clinical faculty and the student will sign the Midterm and Final Progress Report.

**Procedure:**

CLASSROOM/DIDACTIC: A student must receive a “C” (75%) or above for successful completion of each PTHA course (with the exception of Clinical courses). Only the final student averages in the PTA program will be rounded to the nearest tenth of a point. For example, a final average of 79.6 will round up to an 80 and a final average of 74.4 will round to a 74 (D). Any student receiving a “D” or “F” must withdraw from the PTA Program, but may reapply for admission the following year if eligible.
CLINICAL: The final grade will be determined by the ACCE. The final grade for the clinical will not be the sole responsibility of the clinical instructor; however, will be composed of several weighted items and will be determined by the ACCE. This determination will be based on completion of:

- required skill % for each particular clinical as listed above for the Necessary and Critical PTA MACS skills (see below PTA MACS SKILLS);
- required paperwork to ACCE;
  - PTA Clinical Performance Evaluation for the Physical Therapist Assistant Student
  - Time log with hours completed in the clinic. All students are expected to be in the clinic on time. Any unavoidable tardy or absenteeism must be reported immediately to the clinical instructor and the ACCE. Absences will be made up at the discretion of the clinical instructor and ACCE (see below attendance and absenteeism)
  - Clinical reflection;
  - Updated CSIF on clinical facility
  - the completion and correctness of any project required by the ACCE or clinical rotation (ex: inservice if assigned)
- student evaluation of clinical education experiences (SECEEE) using the APTA Student Evaluation of Clinical Experience
- the clinical instructor’s written evaluation at mid-term and final,
- on site or telephone visits by the ACCE;
- and the number of NI/U ratings the student receives.

Competency of Skills Policy and Procedure

Policy:

Lab skill check-offs are a primary determination of student success in skills prior to entering clinical rotations. Navarro College PTA program integrates skill check offs in every lab class and is a pass/fail grade.

Procedure:

- Lab skills will be assessed utilizing skill check-offs.
- PTA MACS skill sheets and/or skill sheets specific for course competency will be used to determine competency.
- Students will be issued the critical criteria needed to pass a skill check-off.
• Competency of skills must be achieved prior to student placement in a clinical site.

• All competency testing will be PASS/FAIL.

Students will be given 3 opportunities to PASS the skill. After the second failed attempt to pass the skill, the faculty will meet with the student to discuss remediation. Remediation will include open lab time with instructor and additional training to increase performance level. Student will be given a list of deficiencies after each attempt based on the skill criteria. If the student does not pass the skill on the third attempt, the student will fail the course and will be withdrawn from the Program. The student may reapply for admission the following year if eligible.

Record of Pass/Fail will be documented in grade book.

**Examinations Policy and Procedure**

**Policy:**

Examinations are an integral part of the PTA program and are utilized to assess the student’s comprehension of the overall course. The student will make every effort to be timely for all examinations. Faculty will follow the following procedures for examinations.

**Procedures:**

The following procedures will be utilized when administering examinations:

1. Entry by students arriving late is not permitted once the first test has been handed out.
2. Cell phones and other electronic devices are not allowed in the classroom during testing.
3. Each student will be asked to leave all personal items and materials outside of the testing area.
4. Each student may bring several pens/pencils/highlighters to the testing area. Ear plugs are permissible, headphones are not.
5. Once the instructor hands out the first exam, no talking is permitted.
6. For exams given on computers, faculty may assign seats randomly.
MAKE-UP EXAMS

Students should notify the instructor in advance if unable to take a scheduled examination. If the student fails to notify the instructor prior to testing, a grade of “0” will be awarded. A make-up exam will not be given in this circumstance.

The type of make-up exam given is at the discretion of the faculty and may be essay, short answer, open book, multiple-choice, oral or any combination of test formats. The student should make every effort to make-up the exam as soon as possible. Exams not made up within one week of the schedule date, may be awarded a grade of “0” at the discretion of the instructor.

Compliance with Grading System and Assignments
Policy and Procedure

Policy:

The instructor will establish the grading system and assignments prior to the beginning of each course, utilizing the syllabus format and will not vary the grading system during that semester without prior authorization from the Program Director.

Procedure:
The instructor will determine the grading system prior to the start of the semester and will include the grading system in the syllabus given to the students on the first day of class.

Policy and Procedure for Test Question Criteria

Policy:

Navarro College PTA program test questions will prepare the students to take the licensure examination and will be appropriate for course content.

Procedure:
Test questions will be reviewed by faculty prior to classroom implementation. Test questions will be analyzed after the test.
Late Work Policy

Policy:
All assignments are due at 9:00 a.m. on the date they are assigned due. **Late assignments will not be accepted.** Refer to the Examinations section in the PTA Student Handbook for the policy regarding make-up examinations.

Instructional Methods Policy and Procedure

Policy:
The Navarro College PTA program will utilize various instructional methods to assist the student in overall success in the program.

Procedure:

Instructional Classroom Methods

The material will be presented in lecture, demonstration, and collaboration format with performance of specific techniques in the laboratory. Guest lecturers and field trips may be incorporated to enhance the classroom material. Audio-visual materials will be utilized whenever possible.

Didactic Assignments

Students must complete all reading assignments, as outlined in the course schedule or assigned by the instructor, prior to class time. There is a direct correlation to success in the PTA Program and the outside work that is completed.

Laboratory

Learning in the laboratory is designed to be a hands-on approach and will enhance the skill level of the student. All students must be prepared for laboratory sessions at all times. During lab times, and after practicing each laboratory skill, the student may be asked to present a return demonstration to the instructor prior to the laboratory tests.
Student Performance Policy and Procedure

Policy:

The PTA faculty is committed to the success of each individual student. Students should understand that success as a physical therapist assistant student involves more than academic success and includes those behaviors that will ensure future success as health care professional and as a physical therapist assistant.

Procedure:

If needed, student performance will be analyzed and discussed at the end of the semester. Conferences will be scheduled. During the conference, the student will meet with appropriate faculty members to discuss any areas of concern. Students are encouraged to discuss learning strategies to help the student improve performance. The student may be referred to learning centers and/or tutors available at Navarro College.

When a student is exhibiting difficulty in a course, either academic or professional, the faculty will counsel the student regarding the situation. The student and the faculty will work together to develop a plan of correction for the student which provides both an outline and timeline for completion to improve the student’s chances for success in the course and the program.

Each faculty member maintains open office hours each week for students. The faculty will be available during open office to meet with students by appointment. The schedule of the faculty office hours will be posted on the faculty’s office door. Students are responsible for seeking assistance from the faculty as needed.

Professional Behaviors in the Classroom Policy and Procedure

Policy:

Students in the NC PTA program have freely applied for and commenced a professional degree plan. In addition to didactic knowledge and the development of clinical skills, professional behaviors must be developed for a successful career in the physical therapy field. Students are expected to maintain a professional classroom appropriateness that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.
Procedure:

Students will be evaluated every semester by each PTA faculty member, in one PTA class, on professional behaviors and will become 5% of the overall grade for that course. These behaviors will be assessed on a continual basis throughout the program in classroom, lab activities, clinical activities, and interaction between fellow students, faculty, and instructors. If a student is found to be lacking in any area of the professional behaviors, the student will be called in by the faculty member who will review any deficiencies. The faculty member, and if necessary the program director, will then discuss with the student a plan of correction to assist the student in development of the areas that have been deemed deficient.

After the first episode and implementation of the plan of correction, if the student continues to demonstrate unprofessional behaviors, 2 points per every documented unprofessional behavior will be taken from the overall grade in that class. Any student who persists with the same deficiencies and continues to demonstrate lack of improvement in professional behavior over three (3) different episodes, may be dismissed from the program based upon lack of progress in professional behavior.

Student Counseling Sessions Policy and Procedure

Policy:

All student counseling and advising sessions will be conducted in a private manner in a faculty office setting with the door closed and will only include the involved student, faculty member, advisor, program director, interpreter, and/or college administrator as appropriate.

Procedure:

Students will receive at least one advising session per didactic semester with their assigned advisor and more frequently as appropriate to the student’s needs.

All advising sessions will be conducted in a faculty office setting with the door closed to protect the privacy of the student.

Information revealed during these sessions will be documented and placed in the student’s file, as appropriate.

Faculty will discuss student questions about grades or personal matters in the faculty office setting, not in the classroom.
Clinical performance is communicated via the PTA MACS format, telephone discussions, clinical mid-term visits, and private counseling sessions with the clinical instructor, faculty member, and student, as appropriate.

**Counseling Students in Danger of Failing Policy and Procedure**

**Policy:**

All instructors will advise students at risk for failure of the course by mid-term, prior to the drop date for that semester, by completing the Plan of Correction form and meeting with the student.

**Procedure:**

The instructor will maintain documentation of student grades and exam averages throughout each semester.

At mid-term, if a student is at risk for failure the course overall or the exams are below average, the instructor will fill out a Plan of Correction form.

The faculty will meet with the student and discuss options such as counseling sessions to assist with better study patterns and refer them to the counseling center as a resource if needed. The faculty will discuss the student’s use of the faculty’s office hours for more one-on-one time with the faculty to improve comprehension of the material in the course. In the student comments section of the form, the student will briefly explain the circumstances resulting in their poor performance.

The student and faculty will sign the form and give it to the program director. The Program Director will review the form and place the original in the student file, a copy to the student, and a copy to the faculty.

**Grade Challenge Policy and Procedure**

**Policy:**

Grade challenges should be resolved following the Grade Challenge Policy found in the Navarro College Student Handbook. Classroom faculty at Navarro College have the responsibility and authority to award final grades in the class they are teaching; however, grades must be based on college policy and written instructions in the form of a course syllabus.
Procedure:

In cases where a student has a valid reason for challenging the grade awarded in a course, the student must first consult with the instructor and informally present his or her case. If the student and the instructor are not able to reach a mutual agreement, the student may request in writing, through the appropriate dean, a Grade Challenge. Refer to Navarro College Student Handbook.

Confidentiality of Records and Student Files Policy and Procedure

Policy:

Faculty are responsible for preserving the privacy and confidentiality of all student records and personal information as per the Texas Open Records Act.

Procedure:

The confidentiality of the student’s record is protected by the Physical Therapist Assistant Program. All student information and records are considered confidential and may not be given to anyone other than the student, designated clinical instructor or CCCE, or academic institution faculty/administration without written permission from the student.

Information will be released only to authorized members of the College. A student may authorize the PTA Program to release information regarding their academic record to outside sources upon written consent.

Student files, including current students and current applicant files and applicant degree plans, are kept in file cabinets located in the Program Director’s office. PTA applicants not accepted, and graduate files, are kept in a locked cabinet located in the Program Director’s office.

Faculty will not post grades, even at the request of the student, and will not give out grades over the phone or e-mail system. Students may meet with the faculty member or obtain their grades utilizing Blackboard internet system set up by the college.

When students graduate, their files are kept for five years. The file is then purged by destroying exams and papers and a thinner permanent file is maintained.

PTA applicant files that were not accepted to the program are kept for one year. The files are then purged by shredding applicant paperwork and a thinner permanent file is maintained.
In addition to providing security for student files, private faculty offices provide confidentiality for phone calls and student conferences.

School officials, who act in student’s educational interest within the limitations of their need to know, have access to student records without prior written consent.

Classroom and Lab Safety Policy and Procedure

Policy:

It is the policy of the PTA Program at Navarro College to provide the college community with a safe and healthful working environment. Serious attempts will be made to minimize recognizable hazards. It is the intent of the Program to comply with all occupational health, safety, and fire regulations and recommended practices.

Procedure:

1. Standards precautions, as defined by the Occupational Safety and Health Administration (OSHA), are to be followed at all times.
2. Food (including gum/candy) and/or drinks are not allowed in any lab/classroom areas.
3. In case of accident and/or incident, refer to the Navarro College Crisis Management and Safety Plan located in each PTA classroom/lab. The document will be located in a labeled, red binder.
4. The PTA Program makes available a first aid kit located in the Program Director's office.
5. PTA faculty and staff shall not dispense or administer any medications, including common pain relievers.
6. In case of burn injuries, no ointments or creams will be applied. Use of ice, cold pack, or cold water is recommended.
7. In the case of accidental exposure to any hazardous materials, refer to the MSDS for appropriate procedures by contacting the Physical Plant at 903-875-7601.
8. Faculty shall be responsible for demonstrating proper use of any hazardous materials and appropriate use of department equipment. Students will be required to perform a return demonstration in proper use with faculty supervision and intervention as required for safety purposes.
9. Yearly inspection of all electrical equipment and fire extinguishers is completed by the maintenance department. Fire extinguishers are tagged to reflect the date of inspection.
10. All other department equipment is serviced by submission of a work order for service and/or repair and is to be submitted by the faculty member responsible for teaching the course. Equipment will not be used if unsafe until the work order has been completed.
11. Students are responsible for ensuring that any materials/equipment utilized in the
classroom/lab will be returned to their appropriate place and the area cleaned at
the completion of the lab activity.
12. PTA faculty and staff will become familiar with the Watchdog Alert System and will
be responsible for updating contact information when necessary.

Yearly Inspection/Calibration of Lab Equipment

Reporting of Any Equipment Concerns

Policy:

All Physical Therapist Assistant Program electrical equipment will be inspected and/or
calibrated yearly. Any equipment deemed unsafe or malfunctioning in any way will not be
utilized until repaired.

Procedure:

The Physical Therapist Assistant Program Director will schedule an inspection and
calibration visit with a medical electronics servicing company to be performed prior to the
start of PTHA 1531, Physical Agents.

A tag will be placed on each piece of working medical electronics equipment stating when it
was last inspected.

A “DO NOT USE” tag will be placed on each piece of equipment that has been deemed as
malfunctioning and/or unsafe until it has been repaired.

Navarro College will inspect the electrical system at least yearly.
Safety On-Campus and Off-Campus Educational Experiences Policy

Policy:

Navarro College PTA Program will ensure the safety of students, program faculty and members of the public when engaged in either on-campus or off-campus educational experiences, including laboratories, demonstrations, observations and clinical education experiences. These safety considerations include, but are not limited to, safety of persons when dealing with body substances and hazardous materials, security and evacuation procedures, access to emergency services and safety in the use of equipment in on-campus and off-campus settings.

Procedure:

Navarro College Department of Public Safety has developed a comprehensive safety plan. The plan is designed to prepare people on campus for unlikely events such as hostile situations, as well as likely events such as inclement or severe weather. A number of measures listed below have been implemented to notify the campus community in the event of a problem or emergency:

**Watchdog Alert System** – Automatically alerts by phone, email, text message, pager, and PDA of emergency situation that could affect the campus.

**Fire Alarms** – If this alarm sounds, leave the building quickly and move to the designated area.

**NC Website** – In the event of an emergency, a special page with instructions will be available. Several terms will be used when an alert is issued which will quickly instruct you on what to do next:

- **Evacuation** – Evacuate the buildings quickly and quietly following the evacuation plans in your classroom.
- **Shelter in Place** – In the event of a weather emergency or other situations, you may be instructed to move to a designated interior safe zone and remain there until all is clear and safe.
- **Lockdown** – This will be used in the event of a danger situation, such as a shooting or hazardous material release. Lock the door to your office or classroom (barricade if possible), turn off lights, turn off your cell phone volume, and stay quiet and out of sight. If a fire alarm goes off, do not leave unless you smell smoke. Stay in that location and until someone in authority that you recognize further advises. Do not open the door unless you recognize the person of authority on the other side.

Campus Safety Plans are located in every classroom, laboratory and lavatory. Safety of persons when dealing with body substances and hazardous materials on and off campus is detailed below, Policy and Procedure for Standard Precautions.
Security and emergency procedures in an off-campus setting are the responsibility of the facility and are outlined as a responsibility in the Clinical Affiliation agreement.

Safety in the use of equipment in off-campus settings is the responsibility of the Clinical Instructor and has been added to the Job Description. Also, students are not to use equipment with a patient that they have not shown competence in either off or on campus.

When on a field trip, the college instructor and the off-campus facility contact will ensure the safety of the students, other visiting faculty, and other members of the public.

**Standard Precautions/Infection Control Policy and Procedure**

**Policy:**

All students will be instructed in blood borne pathogen precautions before entering first clinical rotation. With direct patient care, there is an increased risk of exposure to blood and bodily fluids of individuals with HIV and hepatitis B and C. Because of this reality, it is imperative to consider all patients as potentially infected with blood borne pathogens.

The Academic Coordinator for Clinical Education or designee will serve as the Infection Control Coordinator. The ACCE will be responsible for the administrative implementation of this policy including the maintenance of confidential records (documentation of the incident and follow-up procedures that were instituted).

**Procedures:**

The Navarro College Physical Therapy Assistant Program provides clinical experiences that may deliver care to individuals who have communicable diseases. Students will be expected to treat all patients with the same respect and dignity per professional standards of care. It is also required that the student follow all guidelines for prevention of blood borne pathogens transmission. Students or clinical faculty who have a communicable disease will be presented with information necessary to prevent the spread of that disease while giving patient care.

Prior to the initiation of the first clinical and prior to any patient contact, all students of the Navarro PTA Program will be provided with the following:

- Current literature on modes of acquiring and transmitting infectious disease.
- Instruction in standard precautions to minimize infectious disease transmission.
- Supervised practice of standard precautions in the lab setting prior to any patient contact.
- Close supervision and monitoring of precautions during clinical experiences.
• Education in isolation techniques related to the prevention of specific infectious diseases.

The following standard precautions are to be followed by all of Navarro College PTA Program faculty and students:

1. Gloves must be worn when touching:
   a. Blood and body fluids
   b. Mucous membranes
   c. Non-intact skin
   d. Handling items or surfaces soiled with blood or body fluids

2. Gloves shall be changed between patients and hand hygiene carried out.
3. Protective eyewear shall be worn when suctioning or at any time droplets of blood or other body fluids might contaminate the eyes of the caregiver.
4. Needles are not to be recapped after patient use but must be placed in a sharps (puncture resistant) container immediately after use.
5. Needles shall not be purposely bent, broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
6. Disposable syringes and needles, scalpel blades, and other sharp items shall be disposed of in the sharps container.
7. Reusable needles and syringes or other sharp items shall be left on the tray without washing and wrapped in plastic for transport to central supply.
8. Clinical affiliation’s policy will be followed by students and faculty regarding ready access to CPR masks.
9. Any break in skin integrity of the caregiver will be covered by an occlusive/protective covering.
10. Gloves that are punctured or torn while in use shall be removed as soon as possible. Hand hygiene is to be carried out and new gloves applied to proceed with the task.
11. Laboratory specimens shall be handled with gloves on and labeled appropriately. (Put in plastic bags for transport to the laboratory.)
12. Soiled linens will be put in bags at the bedside and are not to come in contact with the uniform.
13. Gloves shall be used for providing personal care for all patients and while doing any procedure where contact with blood, or body fluids may be expected (including all times when patient’s skin will be punctured i.e. injections).
14. Spills shall be removed with gloved hands and paper towels. Then have housekeeping clean and disinfect the area.

In the event that exposure to a harmful substance occurs, the following Exposure Procedures will be instituted:

1. The responsible faculty member will ensure that the student involved in the exposure completes an occurrence report according to the facility’s policy where the exposure occurred and the Health Professions Division Occurrence Report. Information on the Health Professions Division Occurrence Report should contain the same information as on the facility's incident report.
2. Testing of the source patient will be done according to agency protocol and state law. Copies of the source patient’s lab work will be forwarded to the student’s health care provider. Students who do not have a personal health care provider will be given a list of facilities that can provide follow-up testing and counseling.

3. All expenses for any initial and follow-up testing and care of the exposed student will be paid by the student.

4. Neither the facility where the exposure occurred nor Navarro College is responsible for initial and follow-up testing or counseling of the exposed student.

5. The completed Health Professions Division Occurrence Report will be forwarded to the Dean of Health Professions who, in turn, will forward a copy of the report to the Vice President of Student Services.

6. A Post Exposure Testing/Counseling Form must be completed by the student and kept in a file maintained by the Program Director/Coordinator.

7. Should a student experience exposure or potential exposure to blood and body fluids in a campus laboratory setting, supervising faculty will implement the appropriate policies and procedures.

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**Personal Student Portfolio Policy and Procedure**

**Policy:**

Each student is required to maintain a Personal Student Portfolio. This information is required by both Navarro College and by the health care and community facilities providing clinical experiences. Failure to have the required information on file and **current** in the Personal Student Portfolio may result in student inability to complete clinical and/or class assignments, thus affecting grades negatively or impeding student progression in the PTA Program.

**Procedure:**

The due dates for the Personal Student Portfolio are posted each semester. Students will be given ample time to complete any required activities, such as the health examinations. The portfolio is kept as confidential documentation in a secure place. Students attempting to view the portfolios of other students will be considered to be engaging in unethical conduct and will be subject to disciplinary action.

Students are required to keep a duplicate copy of the portfolio (blue notebook) to be provided upon request at a clinical site. The Personal Student Portfolio will be retained by the Program per CAPTE standards; therefore, it is necessary that the student retain all original copies in their duplicate portfolio.

*The student is responsible for maintaining current documents.* If the student fails to provide the Academic Coordinator for Clinical Education updated documents (included TB
test, CPR certification card, etc.) while enrolled in clinical education, the student will not be allowed to continue the rotation at the clinical site until the documents in question are current.

A student who misses clinical days due to failure to provide current Portfolio documents may risk failure of the clinical course and withdrawal from the Program.

**Requirements for Personal Student Portfolio:**

1. The Personal Student Portfolio should be a blue brad folder with clear plastic inserts.
2. The student’s name will be written on the front of the blue notebook with a black marker.
3. The Personal Student Portfolio must be in order of the student status checklist.
4. Information will not be placed in the blue notebook without a sheet protector.
5. The student should keep copies of all information in the Personal Student Portfolio.
6. The contact information sheet is for the use of the clinical instructor only.
7. The personal data sheet must be typed.
8. A copy of current immunizations, drug screen, criminal background check, Tb, CPR certification, physical exam and liability insurance.

**Medical Safety Policy and Procedure**

**Policy:**

Navarro College concerns itself with the safety of all students, faculty and staff. While performing physical therapy responsibilities in the clinical facilities, students and faculty may be exposed to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B, and HIV. Although there is a prevalence of these and other infectious diseases that increase the risk of health care workers who are exposed to bodily fluids of infected clients, it is the belief of the Health Professions Department that with proper education, skills, training and immunizations faculty and students can be reasonably protected from the risk of infections contracted during the Program. The student understands and assumes the risks involved in the clinical portion of the PTA Program and agrees to abide by the policies and procedures of each facility regarding exposure to infectious diseases and infection control.

**Procedure:**

**PHYSICAL HEALTH EXAMINATIONS:** Prior to admission, all PTA students will have undergone a physical health examination by a certified Health Professional once admitted into the program. Physical examination forms are included in the student handbook. The physical will be kept on file in the PTA Program files and in the students “blue notebook.”
The health examination requires the student to read the “Performance Standards” beforehand, and both the student and the health professional must sign the form indicating the ability to perform as described and/or any limitations which may be present. Failure to provide this completed up to date information to the ACCE will result in non-placement for the clinical and withdrawal from the Program.

**IMMUNIZATIONS**: Upon acceptance to the PTA program, the student is to submit required proof of current immunization status along with the signed Immunizations form (found in Application and Student Handbook). All immunizations should be completed prior to the Clinical I. It is recommended that the student have completed 2/3 of the Hepatitis B series prior to application to the program.

The student must complete the Hepatitis B series the semester before the first clinical assignment. A complete Hepatitis B series requires 4-6 months to complete. Student should be aware of the timeline to ensure completion of the series. *A student will be dropped from the program if they do not complete the Hepatitis B series.*

The responsibility for maintaining current health testing and immunizations, including costs, are the responsibility of the student.

**CPR**: The student must complete proof of required CPR training prior to clinical education, or they will be dismissed from the program. A current copy of the American Heart Association Health Care Provider CPR card should be kept in the student’s file. Students will not be allowed to attend clinical training until proof of current CPR card is provided.

**COMMUNICABLE DISEASES**: Consideration of the existence of AIDS, a positive HIV antibody test or any communicable disease is not a part of the initial admission decision for those applying to attend or be employees at Navarro College. Further, HIV screening of applicants is not required of applicants to Navarro College, and applicants will not be asked for their HIV status. Employees or students who have AIDS or a positive HIV antibody test, whether they are asymptomatic or not, shall be allowed regular classroom attendance and entry into all facilities and programs in an unrestricted manner as long as they are physically able to attend classes; however Navarro College reserves the right to exclude any person who poses a health or safety risk to themselves or others.

The college shall not require a screening of students or employees for HIV; however, Navarro College shall refer students or employees requesting such testing. Navarro College will provide NO medical information to anyone outside the college without the prior specific written consent of the patient, including those living in residence halls. Knowledge shall be confined to those professional staff members with a direct need to know as determined by the college legal counsel; however, Navarro College must strictly observe anonymous public health reporting for AIDS. Please contact the local health department for more information.

Employees or students who have a diagnosed communicable disease, whether they are asymptomatic or not, will not be required to terminate affiliation with Navarro college and will be allowed participation in college activities as long as they are physically able to
attend classes; however Navarro College reserves the right to exclude any person who poses a health or safety risk to themselves or others.

LIABILITY AND PERSONAL HEALTH INSURANCE: Students enrolled in the PTA Program are required to have personal health insurance prior to the start of clinical courses. Students must provide documentation indicating that they are covered with “catastrophic or emergency care” and/or a county health card. The students who are accepted into this program will be required to sign a statement of understanding regarding personal health insurance.

As well, students will be required to have limited liability insurance and pay a predetermined fee to the Cashier's office of Navarro College at the start of each fall semester so that Navarro College can secure the limited liability insurance coverage. Students may wish to purchase additional liability insurance. NOTE: The liability insurance that each student will have does not pay for injuries to the student – only for injuries to the patient. The student is completely responsible for personal medical costs incurred while at clinical sites. If a patient is injured by the student, the limited liability insurance may or may not cover all legal costs.

ACCIDENT IN THE CLINICAL SETTING: If a student is injured while in the clinical setting, the Academic Coordinator for Clinical Education (ACCE) must be notified immediately. The ACCE should be given a copy of the facility’s incident report and may require that a Health Professions Occurrence Report be completed. The student is responsible for all expenses incurred by the facility rendering medical care. Navarro College and the clinical facility are not responsible for any claims or expenses that result from an action of the student or a patient/client in the clinical setting. Students must carry a personal health insurance policy. The Navarro College PTA Program also reserves the right to require a physician's statement authorizing that the student can safely resume/continue patient/client care at appropriate level of clinical requirements, after an illness or injury. Each case will be considered on an individual basis.

Accidental Sharp Injuries Policy and Procedure

Policy:

This policy is intended to provide students with information concerning steps to deal with accidental needle sticks, percutaneous sticks or sharps injuries.

Procedure:

Students must report any incident considered to place them at risk to faculty or appropriate clinical personnel. This includes, but is not limited to, needle sticks, punctures or cuts with exposure to a potentially contaminated source, splash injury to eyes or mucous membranes, secretion contact with non-intact skin. The student should wash the affected
area with soap and water immediately. The student should notify the clinical instructor and program faculty. The student should complete an incident report. The student should consult their health care provider if testing and treatment becomes necessary. All cost incurred relative to the exposure incident, initial and follow-up, are the sole responsibility of the individual student.

Transfer Students in Good Standing Policy and Procedures

Policy:

Acceptance of transfer students and evaluation of allowable credit remains at the discretion of the Physical Therapist Assistant Program Director with the approval of the Dean of Health Professions at Navarro College. It is the policy of Navarro College PTA program to only accept one (1) transfer student per year.

Procedure:

Students requesting admission based upon previous physical therapist assistant courses from another PTA program are considered for transfer into an existing class pending space availability, transferability of previous PTA and general education courses, and status and dates of previous enrollment. A potential transfer student must meet all Navarro College requirements for enrollment and potential graduation (number of credit hours completed at Navarro College). A potential transfer student who is ineligible for re-admission to his/her previous PTA program or has failed more than one PTA course will not be eligible for admission. The previous program enrollment must be within the previous two years of the transfer request.

Transfer students selected for admission will be required to successfully demonstrate competency in selected skills before they are eligible to enroll. The student will be required to demonstrate the prerequisite PTA skills appropriate to the status in the PTA curriculum by written or oral exam, skill check-off, or clinical rotations in any combination. Students who do not demonstrate ability to satisfactorily perform previously acquired skills or who demonstrate deficiencies will not be eligible for re-admission. Satisfactory performance is defined as a grade of C (≥ 75) or better.

The student will be asked to provide a letter of reference from the previous PTA Program Director before admittance into the Navarro College PTA Program.
Withdrawal/Dismissal Policy and Procedure

Policy:

Navarro College reserves the right to request at any time the withdrawal or dismissal of any student whose health, conduct, clinical performance, and/or scholastic performance indicate that it would be inadvisable for the student to continue with the program.

Procedure:

A student may be dismissed from the program under the following situations:

1. Student behavior directly reflects on the profession of physical therapy and the College. Unprofessional student behavior may result in a faculty recommendation for disciplinary action, failure, and/or dismissal.
2. Inability or unwillingness on the part of the student to change behaviors to meet the objectives. (Ex: habitual absences or tardiness).
3. Inappropriate behavior or unreasonable lack of skill or fidelity during clinical education, including but not limited to:
   a. Revealing the details of professional services rendered or confidences of a client to the public.
   b. Falsification of clinical records or reports.
   c. Altering existing records or reports.
   d. Performing duties with a physical or mental impairment that could result in harm to the client.
   e. Any behavior that may be judged as detrimental to clients.
4. Failure to adhere to established rules and procedures of the College or its clinical affiliates.
5. Willful damage, destruction, or theft of property.
6. Failure to maintain satisfactory working relationships with clients, supervisors, or colleagues.
7. Cheating on assignments, projects, presentations, oral/written reports and/or examinations.
8. Failure to maintain scholastic requirements.
9. Inappropriate or negative comments or photographs related to the program and/or fieldwork on social networking sites (e.g. Facebook, Twitter, Instagram, personal blogs).
10. Acting in an unsafe manner.
11. Dismissal from a clinical site will be reason for dismissal from the PTA program.

Voluntary withdrawal requires written notification by the student within three weeks of the withdrawal. This notification must be submitted to the PTA Program Director, and it must include the reasons for withdrawing.
All students withdrawing from or dismissed from the PTA Program must have an Exit Interview with the PTA Program Director. (Refer to Readmission Policy)

**Readmission Policy and Procedure**

**Policy:**

A student who fails to obtain the minimum grade of a “C” in a PTHA course(s), drops a PTHA course(s), or voluntarily/involuntarily withdraws from the program in a single semester will not be allowed to progress in the program and can apply for readmission if eligible. Students are encouraged to re-enter the PTA Program within one year, but must apply and be accepted to re-enter within two years to ensure continuity in learning. A student may request one readmission to the program. If the student is granted readmission and fails to perform successfully in any PTA course, including clinical rotations, throughout the duration of the program, he/she will not be eligible for readmission.

**Procedure:**

To be eligible for readmission, the student must initiate an exit interview with the PTA Program Director within three (3) weeks of dismissal or withdrawal. It is the student’s responsibility to initiate the interview, which can occur by phone, email, letter, or in person. During the exit interview, the student may give an explanation for withdrawal. The student may be asked to enter a contractual agreement in order to solve the problems or correct situations, which contributed to the withdrawal or dismissal. The student will be required to furnish proof of successful completion of the contractual agreement.

Students choosing to apply for readmission into the program must complete an updated application form, provide a current criminal history background check, and submit a letter of request for re-admission to the program director. Interested students should submit all required information by these dates: **Fall Entry – by March 1st** and **Spring Entry – by November 1st**.

Students selected for re-entry may be required to successfully demonstrate competency in selected skills before they are eligible to re-enroll. The student may be required to demonstrate the prerequisite PTA skills appropriate to the status in the PTA curriculum by written or oral exam, skill check-off, or fieldwork education in any combination. Students who do not demonstrate ability to satisfactorily perform previously acquired skills or who demonstrate deficiencies will not be eligible for re-admission. Satisfactory performance is defined as a grade of “C” or better.

**RE-ENTRANCE TO THE PROGRAM IS ALWAYS SUBJECT TO SPACE AVAILABILITY.**

**DUE TO LIMITED CLINICAL SITES, PTA CLASSES WILL NOT EXCEED 23 STUDENTS.**
If more than one student applies for re-entry and meets all readmission criteria, the student will be placed on a waiting list and admitted according to space availability. Space availability takes into consideration classroom and lab space, faculty, and fieldwork education sites. Space availability may vary by both semester and freshmen/sophomore standing. “Space Available” for clinicals is defined as 100% of the number of students entering the second year of study of the year preceding normal clinical placements.

Students will be ranked according to priority guidelines listed below. Should a tie occur, grade point average rankings would determine the position on the waiting list.

**Priority Guidelines**

**First Priority:** Students who withdraw for personal/health reasons and are in good standing academically. (Example: family problems, personal health, finances)

**Second Priority:** Students who withdraw/fail a PTA course for poor academic performance.

**Third Priority:** Students who withdraw/fail a PTA course for clinical performance

Students selected for re-admission to Clinical Rotations I, II, III, or IV will be required to meet with the Fieldwork Coordinator to ensure the Personal Student Portfolio is current.

Any behavior in the clinical setting that may be judged as detrimental to patients shall be considered reason for immediate withdrawal with a grade recorded as “F”. A student who has been dismissed from any clinical rotation, for failure to adhere to the American Physical Therapy Association Code of Ethics, failure to adhere to safety regulations, or failure to use sound judgment in regard to safety of self and others will not be eligible for re-admission into the PTA Program.

**Informed Consent Policy and Procedure**

**Policy**

The Physical Therapist Assistant Program will utilize guidelines on the use of human subjects in demonstration and practice for educational purposes and procedures for obtaining informed consent. The guidelines on the use of human subjects of the clinical centers will be followed by the students during clinical internships.
Procedure

Students will complete a consent form that informs the students of the risk of participation prior to participating in any laboratory activity.

Patients will complete a consent form prior to appearing in class for demonstration, being interviewed and/or recorded.

Students will practice all treatment techniques under supervision in the lab prior to going to the clinical setting and will be routinely supervised by the clinical instructor when in the clinic. While in the clinic, the student will wear his/her name badge and introduce himself/herself as a Student Physical Therapist Assistant.

Student Conduct Policy and Procedure

Policy:

Students in the Navarro College Physical Therapist Assistant Program are expected to conduct themselves in a mature, responsible, and professional manner at all times. Conduct which casts doubt on the ability of a student to fulfill the role of a professional in the Physical Therapist Assistant Program will subject the student to disciplinary action under policies established in the Navarro College Catalog and PTA Program.
Procedure:

The Navarro College Physical Therapist Program will provide each student with a complete and relevant education in becoming a Physical Therapist Assistant. To achieve this objective, the student should utilize program instructors and resources to resolve any learning problems in physical therapy and academic courses.

In resolving a problem, the student should follow the chain-of-command as listed below.

Clinical Instructor:
Available at clinical site (if clinical problem)

Program Faculty:
Lisa Rigsby – NCM2, Office 213 - Midlothian

Adjunct Faculty:
As available in Midlothian

Program Director:
Sarah Austin – NCM2, Office 215

Dean of Health Sciences:
Glenda Terry – Bain Center Office 226 - Corsicana

Written complaints will be housed in the Program Directors office with an attached summary of the meeting and solutions.

Policy on Electronic Devices

Personal Electronic Devices or Cellular Phones

Students may not carry these devices into the classroom unless authorized by faculty. Cellular phones are not allowed in the clinical setting. These devices disrupt class and interfere with patient care.
Professional Behavior in the Clinic Policy and Procedure

Policy:

The student is expected to behave in a professional manner during interactions with faculty, clients, family members, peers and other professionals. This behavior is expected on the campus and in the clinical setting.

The patient is the most important individual in physical therapy. Each client should be treated with dignity and respect. Professional conduct should inspire the confidence of the client. In addition, conduct reflects the profession of physical therapy and the Navarro College Physical Therapist Assistant Program. Professionalism, respect for the rights of the client to quality, individualized treatment, and respect for the health care team must be maintained at all times.

Clinical fieldwork is part of the curriculum of the Navarro College Physical Therapist Assistant Program. The PTA Academic Coordinator of Clinical Education (ACCE) may visit the student at any time during the experience. The student should contact the ACCE if any problem arises as soon as possible. A facility or the College may terminate a student’s clinical assignment at any time for unethical or unsafe behaviors, resulting in a grade of “F”, disciplinary action, and/or dismissal from the program.

Procedure:

PARKING

- Follow the facility rules, regulations, and procedures about parking or other use of an automobile.

IDENTIFICATION

- Navarro College nametag must be worn at all times.
- Identify self to clients and facility personnel by introduction, including name, school, and position (PTA student).
- Students are to clearly identify themselves as a student PTA to all patients and staff BEFORE having any direct patient contact, thereby giving the patient the opportunity to refuse treatment by a student. Patients have the risk-free right to refuse to participate in clinical education.
- Knock before entering all client rooms or treatment rooms.
DOCUMENTATION

- All documentation and other paperwork must be completed and turned in on time. Excuses of any kind are unacceptable.
- All patient documentation or communication regarding a patient or the facility must be approved and signed by the supervisor.
- Documentation must be accurate (neat, concise, accurate in content and format, spelling).

ENVIRONMENTAL ADJUSTMENT

- Delivery of patient services requires the ability to adjust to changes in the environment on the part of the student.
- Follow the established chain of command in all activities. Clarify the chain of command during orientation.
- Be positive. Avoid petty gossip or negative situations.
- Respect the diversity of the client, the health care team, and the people around, including fellow students.
- Profanity in any form is not acceptable.
- Request guidance when needed. When asking questions, think out what information is needed or not understood. Try to be specific about the information sought.
- Follow standard precautions at all times.

LEGAL ISSUES

- Act ethically at all times.
- Remember patient rights.
- All information concerning a client is confidential.
- Patient records (including your progress notes) are the property of the facility. Do not remove any forms or patient information from a facility. This includes electronic forms and documents. Clarify the procedures for reviewing master chart (removing charts from the nurse’s station, etc).
- Photographs or videos may not be taken at clinical education sites.
- Do not transport patients in personal automobiles, including during personal time.
- Do not engage in personal relationships (i.e. dating), do personal shopping, run errands, accept or make loans of either money or personal items, or take gifts from patients.
- Do not give clients personal identification information, such as phone number or address. Do not communicate with patients outside the facility.
- Do not return to clinical education sites during non-scheduled times, even if you personally know the patient. Visiting a client that you have a previous relationship with, in a professional manner, without proper supervision may raise issues of misrepresentation and possible malpractice.
- Leaving the facility during duty hours for any reason other than a specific assignment is perceived as abandonment and will result in failure of the clinical.
BEHAVIOR

- Do not socialize with peers while at work.
- Do not congregate in semi-public areas. It gives the impression you do not take your work seriously or that you do not have enough to do.
- Keep personal phone calls to emergencies. **Cell phones, pagers, or any other electronic devices that may disrupt treatment are not permitted during clinical.**
- Any information concerning a patient is confidential and not to be discussed (even with fellow students, instructors, or supervisors) in any area in which confidentiality cannot be ensured (lunch, elevators, lobbies, etc.). Patient information should only be shared on a “need to know basis” per HIPAA guidelines.
- No conversation should take place in the presence of a patient unless the patient is part of the conversation. This includes speaking in another language not spoken or understood by the client.
- Verify all information. It is the student’s responsibility to clarify verbal and written instructions from academic and clinical instructors.
- Acknowledge the presence of an unfamiliar person.
- Look up the information if there are questions. It is the responsibility of the PTA to ask only appropriate questions, not information covered in coursework.
- Smoking and eating (including chewing gum) are prohibited except in designated areas at designated times. No smoking or use of tobacco products (including electronic cigarettes) at clinical sites.
- Students **must** refrain from engaging in physical relationships with CI and/or facility staff due to possible interference with the clinical experience.
- Students are not to make clinical-related comments on social networking sites (e.g. Facebook, Twitter, personal blogs).
- A student is directly responsible to his/her Clinical Instructor (CI) and Academic Coordinator for Clinical Education (ACCE). All communication should be directed to these individuals unless informed differently.
- All accidents, injuries, or unusual occurrence regarding a student or a client must be reported immediately to the CI and the ACCE. Failure to do so not only affects the success of the student’s clinical placement, but may also affect future license application.
- It is the student’s responsibility to keep his/her supervisor informed of their whereabouts at all times during the workday.
- *Follow all standards outlined in the APTA Standard of Ethical Conduct for a PTA (see PTA Student Handbook)*
Affective Abilities

To be successful in the PTA Program the student must possess the following:

1. Commitment to Learning
2. Interpersonal Skills
3. Effective use of time and resources
4. Use of constructive feedback
5. Problem solving skills
6. Professionalism
7. Responsibility
8. Critical thinking skills
9. Stress management skills

Appearance and Grooming Policy

Policy:

Students must maintain personal health such that there is no risk to self or the patient. Personal cleanliness and hygiene are essential for acceptable interpersonal activities such as those engaged in by health care personnel. The PTA faculty will counsel students in these areas if necessary.

1. Identification: Navarro College NAME TAGS MUST BE WORN AT ALL TIMES when the student is in the clinical setting.
2. Clothing: The physical therapist assistant student is a representative of Navarro College and should dress accordingly. Clothing should be properly sized, clean, wrinkle-free, and non-revealing. Hats are not allowed in client areas.
   a. Classroom - Students are to wear scrubs with the PTA monogram.
   b. Professional – Instructors may request that students dress professionally in class at times during the semester. Professional dress includes slacks, the PTA collared shirt (tucked in) and belt. No demin in any form is allowed.
   c. Lab Attire – Students will wear clothing that will allow access to bony landmarks and muscle identification. Faculty will advise students of appropriate lab attire prior to lab.
3. Footwear: Shoes should be clean and in good repair. Canvas shoes, open-toed shoes, heels, boots and clogs are not acceptable. Some clinical settings identify walking or athletic shoes as acceptable footwear. Students in these settings should check with the Academic Coordinator for Clinical Education.
4. Jewelry: Jewelry should be limited. Wedding bands are permitted but should be removed during patient therapy procedures. Women are allowed to wear one stud earring in each ear (no bars or gauges) and men may not wear earrings at all. No
other visible piercings (including tongue) are allowed. Watches with a second hand are required.

5. **Hygiene:** Personal hygiene reflects professionalism. Personal cleanliness is important. This includes nails, teeth, hair, and body. Make-up is permitted in moderation. Sideburns, beards, or mustaches must be clean, neat, and trimmed. Hair should be neat, clean, and away from face so that the hair does not fall on the shoulder and does not fall forward into the face when bending forward. Strong perfume/cologne and aftershave is not permitted. Fingernails must be clean, short, and free of chipped polish. If polish is used, it must be a clear, no color polish. Artificial nails and tips are not permitted.

6. **Tattoos:** No visible body markings (i.e. tattoos)

**Failure to comply with the above may lead to withdrawal from the PTA Program.**

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**Student Drug and Alcohol Use Policy and Procedure**

**Policy:**

Navarro College is a drug-free campus. Any student found in violation of the Student Code of Conduct, which prohibits the use, possession, or distribution of any illegal drugs or paraphernalia as defined by the Comprehensive Drug Abuse Prevention & Control Act of 1970, will be subject to appropriate disciplinary and legal action, which will lead to immediate suspension or expulsion from Navarro College. The use of recreational drugs, prescription drugs for which the student does not have a prescription, and the use of alcohol during college classroom, lab, and fieldwork training endangers the student, patients, peers, faculty, and others. Navarro College does not allow the presence of alcohol on Navarro College property or at any student activity associated with the College.

**Procedure:**

Because of the potential for harm, student use of recreational drugs and alcohol in a manner that carries over into the academic or clinical setting is considered unethical behavior. If there is substantial cause to suspect the student is under the influence of alcohol or drugs during classroom or lab education, the student will be escorted to the Navarro College Campus Police Department for interview and actions as appropriate. If a student in a clinical setting is suspected of being under the influence of drugs and/or alcohol, the ACCE or a representative from the PTA Program will be notified immediately. The student’s emergency contact listed on the Personal Data Sheet will be notified to drive the student home. The student must follow up with the Navarro College Police Department within 24 hours or they will be immediately dismissed from the program. The student will be considered to be dismissed from the education site and will be subject to a drug screen and/or disciplinary action, up to and including dismissal from the PTA Program.
The Program Director reserves the right to institute random drug screens during the PTA student’s enrollment in any PTA course, clinical, or fieldwork setting. Students will be responsible for any costs incurred as a result of drug screening, including testing required by clinical education sites. Failure to comply with the drug screen or to pay for the drug screen will result in dismissal from the PTA Program.

Some facilities may require additional drug screens and/or additional requirements. A student will be notified of these requirements as they apply. All additional costs will be the responsibility of the student.

If, on a random screen, the student tests positive for drug use, he/she will be removed from that facility. The student will be counseled and dismissed from the setting and given a written warning. The student must meet with the ACCE of Navarro College within one working day to develop a plan for possibly continuing the course.

The drug screen will be Chain of Custody and will screen for a minimum of the following classifications of drugs: cannabis, opiates, cocaine, amphetamines, benzodiazepines, PCP, and barbiturates. For academic classes and Clinical Rotation I and II, the screen will be scheduled by the PTA department and be unannounced. The procedures for the screen will be determined by the company contracted to do the screen. For a student registered or enrolled in Clinical Rotations III and IV, the drug screen will be scheduled through the Academic Clinical Coordinator and may vary in the screening procedure based on the site-specific requirement of the clinical rotations III and IV facility.

Smoking Policy and Procedure

Policy:

PTA students represent Navarro College and the profession of physical therapy. It is highly preferred that student refrain from smoking while attending PTA classes/labs. Should a student choose to smoke, there are designated smoking areas on the campus. Smoking (including electronic cigarettes) is prohibited in any class, lecture, and/or lab. Smoking/electronic cigarettes are not allowed during field trips or clinical rotations.

Procedure:

The Navarro College Department of Public Safety shall, in consultation with proper state authorities, investigate and notify alleged violators of this No Smoking Policy. Violators are subject to fines, probation, and/or college suspension.
Academic Dishonesty Policy

Policy:

The college expects all students to do their own schoolwork at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action. College officials may begin such action if a student is accused of “cheating on academic work.” Cheating includes, but is not limited to:

1. Copying from another person’s test paper or academic work;
2. Using, during a test, materials not authorized by the person giving the test;
3. Collaborating without authority with another person during an examination or in preparing academic work;
4. Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of a test prior to its being fully administered or without permission;
5. Substituting for another student or permitting another person to substitute for oneself to take a test or prepare other academic work; and
6. Stealing and deliberately using ideas or writings of others without giving written credit to them (plagiarism).

Procedure:

When a student is accused of academic dishonesty, the faculty member and the student will first attempt to reach a resolution of the charges. If no resolution is achieved, the student may appeal to the program director and then to the appropriate instructional dean for review of his/her case. If the incident includes a violation of a departmental program requirement, the case should be reviewed through the instructional chain of command. If no resolution is reached at this point, the case may be referred to the discipline officer for disciplinary procedures and the student will be immediately withdrawn from the PTA program.

Student Communication Policy

Policy

The Navarro College PTA program ensures that all students are successful in the PTA program and that students have all resources that they may need to be successful.
Procedure

This policy provides for mandatory communication from faculty to students in the event that there are excessive absences or tardies. Also this policy mandates communication in the event of two failed major exams for any given course. Program faculty will be responsible for initiating communication with the student completing a Plan of Correction form. Faculty will also initiate communication with students to discuss affective abilities each spring. The meetings will include the ACCE and the Program Director. The purpose of the meeting is to discuss the affective abilities form and to give positive as well as constructive feedback to student before going to clinical.

Blackboard, email, and phone are the primary ways to communicate with the Academic Coordinator for Clinical Education (ACCE) during clinical rotations. Blackboard will function as if the student was enrolled in a regular academic course. It will be the student’s responsibility to check for updates and keep a current Navarro College email address. Students are required to check Blackboard and email daily for necessary updates. If the student needs to communicate with the ACCE, email would be the best option. If it is an emergency situation (a missed clinical day, an injury, etc.) then the student should leave a voicemail for the ACCE. Phone calls are returned on a priority basis and may be responded to by email.

Policy on Social Networking

Policy:

Even with strong privacy settings, it is important that students avoid posts or photos about clinical experiences. Here are some specifics:

Procedure:

1. Students are not to attempt to “friend” supervisors while on clinical rotation.
2. Consider what is posted on any social networking site. Many potential employers go to these sites to see what has been posted about students and often determine if they are interested in having these students as an employee.
3. It is not appropriate to post names of supervisors, the name of the clinical site, comments or criticism about sites, or information about what is happening at sites on public social networking sites.
4. It is a HIPAA violation if a client/patient is mentioned with enough information that the person might be identified, even if you avoid PHI. The consequences for violations are severe.

Students will use an official Navarro College email address for all professional correspondence needed via email for all clinical related issues.
Communication between Faculty and Students Policy

Policy:

PTA Program faculty are to communicate regularly with PTA students to facilitate program assessment and improvement, facilitate program functions, and ensure all resources are made available to students and core faculty to ensure program success.

Procedure:

Program faculty will be responsible for initiating communication with students through various means of communication: Blackboard, mid-term advising sessions, scheduled appointments with faculty, etc.
Facilitation of Compliance with CAPTE Requirements

Policy:

The Program Director of the Physical Therapist Assistant (PTA) Program at Navarro College is responsible for the timely submission of CAPTE fees and requested documentation, bringing the program into compliance with Evaluative Criteria, and notifying CAPTE of any substantial changes to the program.

Procedure:

**Initial accreditation:** Initial accreditation once received will be published in all student and college publications and will be updated as changes occur.

**Progress reports:** Progress Reports that are requested for accreditation will be completed in a timely manner.

**AAR: Annual Accreditation Report:** Every year, the PTA Program will be required to complete the Annual Accreditation Report. This report is sent to CAPTE within the due date. This report requests information about the Program, the curriculum, the personnel, the students, the facilities and the budget. Changes in a positive or negative direction are reported and the effects of the change are reported.

**Self Study For Reaccreditation:** A Self Study Report for Reaccreditation will be completed in a timely manner.

**Fees:** Annual fees for accreditation will be paid by Navarro College using budgeted money within the PTA Program, following the receipt of the invoice from CAPTE.

**Reports for expected or unexpected substantive changes:**

**Change of Personnel:** The Program Director or the Dean of Health Professions will contact CAPTE, when substantive changes occur, within 10 days.

**Change of Curriculum:** The Dean of Health Professions, Program Director of the PTA Program and the faculty shall recommend changes to the curriculum. The PTA Program Advisory Committee will review the curriculum changes. These changes will be presented to the Navarro College Academic Council and the Program Review Committee. CAPTE will be notified within 10 days when the changes are accepted by the Program Review Committee. The PTA Advisory Committee shall be informed about proposed changes and the actual changes.

**Change of Accreditation (SACS):** If a change occurs in the SACS Accreditation Status, the Program Director will notify CAPTE.
**Reports requested by CAPTE:** Reports and requests from CAPTE will be completed within 90 days.

**Registration and Employment Statistics:** Reports requested by the CAPTE about registration and employment will be completed by the Program Director within 90 days of receipt.

**Awareness of Responsibility:** Navarro College PTA Program is aware of the responsibility of compliance with accreditation criteria. The Program Director and Dean of Health Professions will be responsible for the continued accreditation of the PTA Program.

**Location:** All Accreditation documents shall be housed in the PTA Program Director’s office.

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**Faculty Evaluation Policy and Procedure**

**Policy:**

The Navarro college PTA program, through visionary leadership, outstanding teaching and high quality service, will assess the adequacy and effectiveness of the core faculty through analysis of data collected from faculty development activities and faculty evaluations.

**Procedure:**

The institution annually evaluates the effectiveness of each faculty using the following guidelines:

**Planning**

1. Present content in an orderly manner.
2. Present content which reflects course objectives.
3. Consistently begin and end class on time.
4. Provide the students with an appropriate up-to-date course syllabus/course outline at the beginning of each semester.
5. Update course materials as necessary.
6. Utilize in-service training and/or professional development to improve knowledge and understanding of subject area.
7. Document grades and grading practices.
8. Available to the student outside the classroom.
9. Establish a comfortable atmosphere which encourages the student to seek out-of-class assistance.
10. Share instructional techniques with colleagues.
11. Construct tests that are based on course objectives in the syllabus.
12. Use examples and illustrations to make the subject matter more meaningful.
13. Incorporate student responses and questions into the lesson.
14. Communicate effectively at levels appropriate to the student.
15. Fair and consistent in dealing with students.
16. Be well prepared for class.

Non-Classroom Responsibility

17. Communicate effectively and appropriately.
18. Keep current records on each student.
19. Encourage students to utilize services of the counseling/academic assistance centers.
20. Participate or serve as an advisor/resource person to students as the needs arise.
21. Meet deadlines for administrative offices; assistant dean, registrar, business office, deans, president.
22. Effectively contribute as a member of standing and ad hoc committees as assigned.
23. Be alert for ways that could increase institutional effectiveness and follow through with suggestions.
24. Be accurate and thorough in assigned work.

Job Knowledge

25. Demonstrate knowledge of area(s) of responsibility.
26. Ensure standards and requirements for area(s) of responsibility are adhered to.

Professionalism

27. Willing to assist student organization.
28. Represents self and Navarro College in a professional manner both to students and general public.
29. Work cooperatively with other departments.
30. Effectively separate job issues from personality issues.
31. Effectively recognize and contribute to solving problems.

Other

32. Develop new teaching methods.
33. Made progress toward the previous year's goals.
34. Developed goals for the upcoming year and have plans to accomplish these goals.
35. Have identified strengths and areas for improvements.
36. Have completed Faculty Service Report.
EVALUATION PROCESS FOR NEW FACULTY MEMBERS

Because of limited experiences, new faculty members may encounter situations that if not addressed early, may develop into serious problems for the instructor, for students, and/or for Navarro College. In an effort to identify and correct such potential problems as quickly as possible, the following steps will be taken during the instructor's first year of employment at Navarro College:

All new faculty should have at least two classroom/laboratory/clinical visits by the Dean of Health Professions (or Program Director/Department Chair as delegated by the Dean of Health Professions) in the first year of employment. The first visit should be scheduled by the faculty member and the second should be an unannounced visit. Both visits should be followed by a conference and letter/memo documenting the outcome of the visit. Additional visits may be scheduled by the Dean of Health Professions to follow-up on any problems/concerns.

1. **Classroom Visits:** During the employment interview process, prospective full-time faculty will be informed that a minimum of two (2) classroom visits will be conducted by the Dean of Health Professions during the first (1) semester/year of employment. Early in each semester of the first (1) year of employment, the Dean of Health Professions will meet with the instructor and provide the instructor with guidelines as to what will be evaluated during the visit. The Dean of Health Professions will also provide the instructor with copies of the forms to be used during the evaluation process. The day and time of the first classroom visit will be set by the instructor and as a general rule will occur during the first four (4) weeks of the semester. The second classroom visit will be an unannounced, random visit, and as a general rule will occur during the last eight (8) weeks of the semester. Other classroom visits may occur if the Dean of Health Professions deems them necessary or if requested by the instructor. The Dean of Health Professions will provide to the instructor a written assessment within one (1) week after each visit, addressing the strengths and areas for improvement observed during the visits. The Dean of Health Professions and the instructor will develop a plan to address areas of concern. The Dean of Health Professions will monitor the instructor's progress in correcting items of concern. New instructors will be notified early in the semester to inform them of the process and to begin arranging classroom visits.
2. **Evaluation**: At the end of the first semester of employment, the new instructor will complete a self-appraisal form for discussion with the Dean of Health Professions. The Dean of Health Professions will complete a faculty appraisal form during the regular evaluation period. The forms will address both in-class instructional performance and out-of-class responsibilities. The new faculty member and the Dean of Health Professions will have a face-to-face meeting to discuss the completed forms. Based on the evaluation of the instructor through this process, the Dean of Health Professions will recommend to the appropriate Instructional Dean the renewal of the instructor’s contract, renewal with specific conditions, or non-renewal. The Dean will make recommendations to the Executive Vice President, who will notify the President of the recommendation. The President will inform the instructor in writing by April 10 of the decision regarding continuation of employment.

3. **Time Frame**: This process will be utilized for the first year of the new instructor’s employment at Navarro College. If the instructor’s performance is satisfactory after the one-year period, and he/she is recommended for renewal, the instructor will be evaluated under the same process used for other faculty members. If concerns regarding the instructor’s performance persist, the Dean of Health Professions may conduct additional classroom visits and/or arrange conferences with the instructor during the second year of employment to address the concerns.

   a. During the first three years of employment, faculty should have an annual appraisal consisting of a self-appraisal, appraisal by Dean of Health Professions, and conference. The conference discussion should be documented on a provided form.

   b. Provided faculty have achieved good evaluations, following the third year of employment, the evaluation process may move to an “every three (3) years” cycle. At any time, if there is indication of concern expressed by students/student evaluations/colleagues, the Dean of Health Professions will conduct appropriate evaluation procedures, which may include classroom visits and/or conferences, in order to assess and facilitate resolution of the concerns/problems.

**EVALUATION PROCESS FOR FULL-TIME FACULTY**

**One to Three-Year Faculty**

During the first three (3) years of employment at Navarro College, full-time faculty will have an annual evaluation consisting of a self-appraisal, a written appraisal by the Dean of Health Professions, and a face-to-face conference between the faculty member and the Dean of Health Professions. The conference will be documented on a provided form. The following process will be used to conduct the evaluation.
The faculty member completes the self-appraisal instrument and the Dean of Health Professions completes the Faculty Member Appraisal form.

The Instructor and Dean of Health Professions meet to discuss the completed forms, noting areas of strengths, exceptional performance, areas for improvement, and general comments.

The Dean of Health Professions will share his/her appraisal of the faculty member, indicating what recommendation will be made to the Dean. Recommendation will be one of the following: renewal, non-renewal, renewal with stated conditions.

The faculty member responds by indicating “concurrence” or non-concurrence” with the appraisal. The faculty member may choose to attach comments related to the appraisal.

Following the individual conferences with each faculty member, the Dean of Health Professions will provide complete appraisal packets to the appropriate Dean, at which time the Dean will prepare recommendations to be forwarded to the Executive Vice President. In conference with the Dean, the Executive Vice President follows the same procedure to make recommendations to the President.

Four Year and Above Faculty

After receiving positive evaluations for the first three (3) years of employment at Navarro College, a full-time faculty member will be evaluated on a three-year cycle. The Dean of Health Professions will determine the evaluation cycle, with one-third of the full-time faculty within the division being evaluated every year. If concerns arise during the three (3) year interval between evaluations of an individual instructor, the Dean of Health Professions will conduct an appropriate evaluation of that instructor. That evaluation may include classroom visits, conferences and/or written assessments and progress reports to resolve the concerns/problems.

The process outlined previously under “One to Three-Year Faculty” will be used at least every three years. At any time, if there are concerns expressed by students and/or colleagues, the Dean of Health Professions will conduct an evaluation prior to the designated time in the cycle. That procedure may include classroom visits and/or conferences to address the problem(s) and to facilitate resolution.

All program faculty will also be evaluated based upon End of Course Student Evaluations at the end of each semester.
Faculty Development Plan Policy and Procedure

Policy:

Each Faculty member will prepare a faculty development plan based on the annual faculty evaluations by students, and the faculty performance reviews by the Health Professions Department Chair.

Procedure:

Each Faculty member will review all student evaluations to determine areas that need improvement and respond to any areas of concern regarding that class.

Each Faculty member will be reviewed utilizing the Performance Review at least once per year as per Navarro College guidelines. As a part of the Review process, each faculty member will submit a Faculty Development Plan to be included with the Review which states last year’s development activities and which areas will be addressed in the upcoming year.

The ACCE will review the Student Evaluation of Clinical Experience (SECEE) completed by the students for each clinical instructor each year. Based on feedback on the SECEE and clinical site visits, the ACCE will provide training for the clinical instructors in supervision, training, performance assessment, and any deficiencies noted from the annual review.

The ACCE will ensure each new clinical instructor receives training on the supervision and training and performance assessment of a PTA student prior to placing a student with the clinical instructor.

Policy and Procedure on Guest Instructors

Policy:

Guest lecturers will be utilized in specialized areas of courses within the PTA program as appropriate.

Procedure:

The instructor for the course is responsible for all material presented within their course.

Guest lecturers may be utilized as appropriate; however, the faculty for the course is responsible for coordinating the lecture and communicating the course objectives to the guest lecturer. The primary instructor is also responsible for assuring that the guest lecturer has the credentials to teach that lecture.
Policy on Communication with Faculty

**Policy:**

PTA Program faculty are to communicate regularly with general education faculty, college personnel, and clinical education faculty to facilitate program assessment and improvement, facilitate program functions, and ensure all resources are made available to students and core faculty to ensure program success.

**Procedure:**

Program faculty will be responsible for initiating communication with general education faculty to clarify transfer requirements for general education courses included in the PTA curriculum, and general education course content.

Program faculty will be responsible for initiating communication with clinical faculty to monitor student progress in the clinical environment, schedule training for clinical faculty, and discuss concerns, program assessment, and program improvement. The ACCE will communicate with all clinical instructors responsible for supervising and training of PTA students at least once year via a PTA Program newsletter. All new clinical sites will be issued the PTA Program’s Clinical Education Manual.

Blackboard, email, and phone are the primary ways to communicate with the Academic Coordinator for Clinical Education (ACCE) during clinical rotations. Blackboard will function as if the student was enrolled in a regular academic course. It will be the student’s responsibility to check for updates and keep a current Navarro College email address. Students are required to check Blackboard and email daily for necessary updates. If the student needs to communicate with the ACCE, email would be the best option. If it is an emergency situation (a missed clinical day, an injury, etc.) then the student should leave a voicemail for the ACCE. Phone calls are returned on a priority basis and may be responded to by email.
Confidentiality of Faculty Files Policy and Procedure

Policy:

Faculty personnel files in Human Resources are kept confidential according to Navarro College policy. Physical Therapist Assistant Faculty and administrative support are responsible for preserving the privacy and confidentiality of all personnel information located in the PTA Program files.

Procedure:

A file will be maintained in the Program Director’s office which will include application materials, resume, licensure renewal information, continuing education coursework, Faculty Reviews, and Faculty Development Plans.

Access to the Faculty Personnel files will be limited to the individual faculty member, the program director and the PTA administrative assistant.

Faculty Advisor Assignments

Policy:

Each student will be assigned to a specific faculty advisor that he/she will meet with at least once per didactic semester to discuss any issues that are impeding the learning process.

Procedure:

Each student will be assigned to a specific faculty advisor starting in the first year or upon re-admission to the program.

Students will be encouraged to discuss any concerns or challenges that may be interfering with the learning process with their advisor at any time during each semester. A formal midterm meeting will be scheduled with each student during the second semester.

If a student presents with a specific challenge or concern during the academic portion of the program, the advisor counsels the student to address that concern and will inform the program director of that discussion. If the concern is significant, this counseling session is documented on a Plan of Correction form and placed in the students’ file, and a copy is given to the student.
Core faculty is responsible for advising potential applicants of admissions requirements, the Program curriculum, and issuing degree plans as needed. Advising/office hours are a minimum of ten (10) hours per week.

Core Faculty Participation in Governance Policy

Policy:

Navarro College policy states “Each member of the ranked faculty is expected to demonstrate institutional and community service.”

Procedure:

Per Navarro College policy, core faculty is expected to:

- All instructors are required to attend Convocation and other faculty meetings unless they are excused by the person authorized to call the meeting.
- Instructors may volunteer to sponsor student clubs and organizations.
- All instructors must make continuing efforts to improve the quality of their course and their instruction.
- Instructors shall advise students about regulations of the College concerning sequence of courses, majors, minors, graduation requirements, transferring to senior colleges, and other such information.
- Instructors should perform other appropriate duties as assigned by authorized personnel, i.e. Career Day, UIL activities, advising, graduation, student recruitment, etc.
- Instructors are required to attend the annual graduation ceremony unless excused by the Vice President for Academic Affairs.
- Instructors are required to support and participate in the college Faculty Centered Student Advising Program.

Adjunct Selection Policy and Procedure

Policy:

Job Description:

Must agree to job responsibilities.

Must have a minimum of 3 years experience of clinical practice.
Competency in area that adjunct is responsible for teaching will be verified through review of CE courses, academic training, in-services, or number of years in specific area.

Adjunct faculty is those individuals who have classroom and/or laboratory teaching responsibilities in the program and who are not employed by the institution, though they may receive honoraria or other forms of compensation. The adjunct faculty may or may not hold faculty appointments. The adjunct faculty may include, but are not limited to, guest lecturers, contract faculty, instructors of course modules, laboratory instructors, teaching assistants, and tutors.

Navarro College is an Equal Opportunity/Affirmative Action Employer and Educational Institution. The College takes affirmative action to endeavor that no person shall be denied the benefits of equal employment or be subjected to discrimination in employment or educational programs and activities of Navarro College on the basis of race, color, sex, age, national origin, religion, disability, or any other constitutionally or statutorily impermissible reason.

All adjunct faculty (except guest lecturers) will complete application process prior to first date of instruction.

**Procedure:**

Adjunct faculty must contact the Program Director, Dean of Health Professions and Human Resources. At that time the faculty will receive application information to be completed and returned prior to start date.

Adjunct faculty will be given the PTA handbooks and PTA Program Policy and Procedure handbook as reference.

**Advisory Committee Policy**

**Policy:**

The Advisory Committee will consist of individuals who have special knowledge and expertise in a specific area. They will advise and assist in the planning, development, and evaluation of the PTA program.

The purpose of the committee is to provide advice and counsel to the PTA Program faculty as to general and specific objectives for the program in order to adequately train personnel for use in the physical therapy field.
1. Terms of Office for Chair shall be 2 years. New Chair elected in even numbered years.

2. Terms of Office for Members of Advisory Committee shall be indefinite unless member notifies Committee Chair that they wish to resign.

3. Absences shall be no more than two per year. Two absences will result in replacement of the member.

4. The Members of the PTA Advisory Committee shall consist of the following:
   a. Community members that have been a consumer of PT
   b. PT and PTA Clinicians
   c. Clinical instructors PT and/or PTA
   d. Employers from Physical Therapy facilities
   e. Two students (one first year student and one second year student)
   f. One graduate of the Program
   g. One Health Professional educator – non PT
   h. One Health Professional practitioner – non PT

5. Length of the meeting will be no more than 1 hour and 30 minutes unless Chair and 2 members agree that the meeting requires more time.

6. Meetings will take place on the Fridays. Meetings will occur 2 times per year.

Procedure:

The PTA Advisory Committee will meet at least two times per year to provide direction to curriculum development to insure relevance to the workplace and supply specific information regarding the health care profession.

The PTA Advisory Committee will serve as a “sounding board” for community sentiment and provide public relations for the program in the community.

The PTA Advisory Committee will lend validity to proposals for new and expanded programs and assist with identifying available community resources.

INTEGRITY IN SERVING ON THE ADVISORY COMMITTEE OF THE PTA PROGRAM

It is the policy of the Navarro College Physical Therapist Assistant Program that:

PTA Advisory members elected or appointed to positions of trust in the program may, at times, be placed in situations in which there are real or perceived conflicts between the member’s personal interests and the interests of the Program.

1. **Transactions Involving the Program**: When a transaction, to which a member of the Advisory Committee is directly or indirectly a party, comes before the
committee for approval, authorization, or ratification, (i) the material facts of the transaction and the committee member’s interests shall be disclosed.

2. **Decisions Involving Particular Persons**: In situations in which the Advisory Committee has authority in a proceeding involving a particular person (whether an individual, company, educational institution, organization, or other entity) to take action favorable or adverse to the affected person, a member of the committee should abstain for the record from participating in the deliberations and the voting if he or she has a close association or relationship with the affected person of any kind (whether familial, personal, financial, or business) that impairs the committee member’s ability to act impartially or that reasonably would tend to cast doubt on the member’s ability to act impartially.

3. **General Decisions**: Because the Advisory Committee’s object includes promoting the Program and meeting the needs and interests of students and faculty, it is natural that the decision making activity often will promote the professional, personal, and financial interests generally. The interests of the Program will be served best by allowing open debate.

4. **Privileged/Confidential Information**: A member of the Advisory Committee or faculty who obtains access to privileged or confidential information in the course of carrying out responsibilities shall not disclose such information to any outside party. In addition, a person who thus obtains access to privileged or confidential information shall not use such information (i) in any way that would be adverse to the interests of the Program or its members, (ii) for his or her personal gain, or (iii) for the advantage of any non-member of the advisory committee.

### Complaints Policy and Procedures

**Policy**

The PTA program will review complaints related to program compliance with accreditation standards and Navarro College policy. The Navarro College PTA program is interested in the sustained quality and continued improvement of Physical Therapy education but does not intervene on behalf of individuals or act as court of appeals for individual matters of admission, appointment, promotion, or dismissal of faculty staff or students. The PTA Program believes that constant feedback is an important ingredient in self-improvement and raising standards. Students, employers, faculty, or clinical instructors who have concerns or complaints should feel that they can be voiced and will be considered seriously.

Complaints should be made as soon as possible after the event to which they relate. Generally the Program will investigate complaints that are:
- made within 6 months of the event; or made within 6 months of the complainant realizing that they have cause for complaint,
- no more than 12 months after the event itself.

The Program has discretion to extend these time limits where it would have been unreasonable for the complaint to have been made earlier and where it is still possible to investigate the facts. If this discretion is rejected, the complainant may appeal to the Dean.

**Faculty Procedure:**

The college setting is a community of individuals working together for the benefit of the student clientele. Within this framework, the institution embodies the laws of the State and nation, but maintains the authority to govern itself. As such, it produces its own format for adjudicating differences using the laws of the land as guidelines. As such, these procedures serve to provide due process in principle and in fact. In practice, the procedures are not viewed or intended to be courts; rather, they are procedures with hearings to air differences and seek solutions.

In light of these principles, individuals may have witnesses for the committees to interview. If counsel is requested, their purpose is to guarantee rights of due process. Should the complainant plan to have an attorney present, the institution must be informed in adequate time prior to the scheduled events.

All faculty, including core faculty, adjunct faculty, and clinical instructors should follow Navarro College policy as found in the policy manual located on the NC web site at [http://www.navarrocollege.edu/attachments/administrative_policy_section06.pdf](http://www.navarrocollege.edu/attachments/administrative_policy_section06.pdf).

**All Others Procedure**

An employer, alumni, or any appropriate person who received treatment from a Navarro College PTA student or graduate, who wishes to bring forth a complaint may initially discuss the situation with the PTA Program Director. If resolution cannot be reached, the college administration will be informed of the issue and attempt to resolve it.

All complaints must be signed in order for the Program Director to act upon the complaint. The Program Director will review all signed complaints and report to the Dean of Health Professions as needed. Complaints are housed in the Program Director’s office in a locked cabinet.
Review of Program Mission, Philosophy, Goals, Objectives and Student Learning Outcomes Policy and Procedure

Policy:

Each year the PTA Faculty will review the program mission, philosophy, goals, objectives and student learning outcomes.

Procedure:

In January of the spring semester, the PTA Faculty will review the overall program goals, program objectives, and student learning outcomes using the assessment tool used by Navarro College and the Program Review Committee. In addition, the program goals and objectives are reviewed at the Advisory meeting in February. Development plans will be developed and initiated for each target that is not met. Development plan tracking will continue through the next academic year to verify if improvement has been made. A detailed assessment report will be completed each academic year that includes strength analysis, areas to improve, attainment of general education competencies, meets CAPTE criteria, budget implications, and executive summary. PTA faculty will seek out input from students, employers, alumni, clinical instructors, and NC administration, as needed, to ensure continuous improvement.

Course and Curriculum Review Policy and Procedure

Policy:

The program has a formal documented current plan for the review and revision of the foundational and physical therapy components of the curriculum. Each portion of the curriculum will be reviewed at various intervals during monthly faculty meetings and then annually in the summer. This policy and procedure is intended to provide a continuing system of review for the effectiveness of the Navarro College Physical Therapist Assistant Program. The systematic review process includes the PTA faculty and staff (full-time and part-time), the Dean of Health Professions, and the Administration of Navarro College. The review process should integrate the standards of other applicable bodies, such as the Commission on Accreditation in Physical Therapy Education (CAPTE), Texas Higher Education Coordinating Board (THECB) and Southern Accreditation of Colleges and Schools Commission on Colleges (SACSCOC). The timing and type of review should relate to meeting the needs of the student body, program budget and planning cycles, and the administrative policy for institutional review.

Procedure:
1. Student evaluation of courses/clinical education sites:
   a. Student course evaluations
      i. Course evaluations can be found online in Blackboard.
      ii. Course evaluations are made available to the Dean of Health Professions, the PTA program director and faculty.
      iii. Each faculty member will review the course evaluations and complete the student evaluation response.

2. Program/Clinical Evaluation
   a. The Student Evaluation of Clinical Experience
      i. All PTA students must complete the Student Assessment of the Clinical Experience and Student Evaluation of the Clinical Instructor.
      ii. The Academic Coordinator of Clinical Education will present a report on the responses of the previous 12 months at the fall PTA faculty meeting.
   b. Graduate Survey
      i. Each June, the Academic Coordinator of Clinical Education will meet with students at the completion of Clinical Rotation IV. The Graduate Survey is to be completed prior to or during the meeting.
      ii. The Academic Coordinator of Clinical Education will present a report on the responses of the survey at the fall PTA faculty meeting.
   c. Clinical Educator Survey
      i. The Clinical Educator Survey is to be completed annually.
      ii. The Academic Coordinator of Clinical Education will report on the responses of the survey at the fall PTA faculty meeting.
   d. Employment Survey
      i. Each April, the Academic Coordinator of Clinical Education will mail out the Employment Survey to employers of graduates within the past two years.
      ii. The Academic Coordinator of Clinical Education will report on the responses of the survey at the fall PTA faculty meeting.

3. Student Progression/Retention
   a. Student Progression/Retention Report
      i. The Program Director will complete an Exit Interview with each student who leaves the program voluntarily/involuntarily as outlined in the PTA Student Handbook.
      ii. At the beginning of each long semester, the PTA Program Director will review course roles to identify those students who have not continued the program and when possible, identify the reason for discontinuing studies.
      iii. The Program Director will compile this information into a report and submit to the Dean of Health Professions and Advisory Committee annually.
   b. Student Certification by National Exam
      i. The PTA faculty will review student performance on the national certification exam from the previous 12 months during the fall faculty meeting and report to Advisory Committee.
ii. Faculty recommendations for actions to enhance student success will be sent to the Dean of Health Professions.

4. PTA Program Review
   a. PTA Strategic Plan
      i. The PTA faculty will conduct a SWOT analysis annually to be submitted to the Dean of Health Professions.
      ii. The Strategic Plan will be reviewed annually and updated as appropriate. Reviews and amendments of the Strategic Plan will be submitted to the Dean of Health Professions.
   b. Institutional Program Review
      i. The PTA Program will complete the Navarro College Institutional Program Review annually according to Navarro College policy.
   c. PTA Advisory Committee
      i. The PTA Program Advisory Committee will complete the Program Review Form annually in accordance with the guidelines of the Texas Higher Education Coordinating Board (THECB).
   d. Faculty Effectiveness
      i. Faculty members will be evaluated in accordance to the Navarro College Employee Appraisal policy and procedure.
      ii. Each faculty member will review and amend his or her Professional Development Form each fall, indicating status of previous objectives and setting new objectives as indicated.

**Handbook Review Policy and Procedure**

**Policy:**

The Policy and Procedure Manual, the Clinical Handbook, and the Student Handbook will be reviewed and/or revised annually.

**Procedure:**

Each year in January, the PTA program faculty will review and/or revise the PTA Student Handbook, the Clinical Handbook, and the Policies and Procedures to determine if new policies and/or procedures need to be updated.

Significant changes will be reviewed by the Physical Therapist Assistant Advisory Committee, program director and faculty, Navarro College Program Review Committee and college administrators as appropriate. Program policies are cross referenced with institutional policies by the Program Director of the PTA program to assure consistency and congruency. Student handbooks are approved annually by the District President.
If needed, changes will be implemented in the summer prior to the new incoming class of PTA students. New, updated, handbooks will be issued to faculty, students, and clinical instructors. All handbooks will be made available on the program web site.

**Book Selection Policy and Procedure**

**Policy:**

Cost of textbooks will be considered when selecting textbooks. Faculty will suggest textbook changes. Textbooks will be selected based on their usefulness throughout the course and as a reference after graduation. Texts will not be required unless at least 50% of content is used in the course.

**Procedure:**

PTA faculty review curriculum and select appropriate text books and learning materials. Students will be required to purchase access to Typhon database as part of their clinical learning requirements. PTA faculty will submit book selection to Navarro College bookstore annually.

**Policy and Procedure on Review of Program Resources**

**Policy:**

The PTA program faculty will annually review the program resources (to include student services, program budget, library and learning resources, administrative and technical support, classroom/lab/office space, equipment, supplies and technology for instructional services) to determine the effectiveness of those resources to support the success of the program’s mission and philosophy.

**Procedure:**

The PTA faculty, Dean of Health Professions and Advisory Committee will review the program resources. In January of the spring semester, the PTA faculty will perform an annual program review and this information will be presented at the February meeting for the Advisory Committee for review. PTA students will complete an end of course evaluation after each semester and the information from this evaluation will be utilized to help determine the effectiveness of the program resources.
Review of the Admissions Process Policy and Procedure

Policy:

The Navarro PTA faculty will annually review and assess the effectiveness of the admissions process and criteria.

Procedure:

The process of assessment will encompass data from the performance of students within the program, cross referencing graduate passing rates and licensure with the admissions criteria. The admissions process review will take place in August, after graduation and possibly after students have taken their licensure examination. In addition, the PTA program faculty will ask prospective students to evaluate the information sessions and the effectiveness of the information that was given at each information session. The process will assess the following:

- HOBET scores
- Overall GPA
- Grades in pre-requisite course works and effectiveness of these courses
- Review of retention rates by cohorts
- Review of outcomes on NPTE
Performance of Recent Graduates Policy and Procedure

Policy:

The Navarro College PTA faculty will annually review graduate performance to determine the effectiveness of the program to produce graduates who successfully pass the PTA licensure examination and achieve employment as a Physical Therapist Assistant within six months of graduation.

Procedure:

The PTA faculty will send out Graduate Surveys and Employer Satisfaction surveys six months after graduation. The information received from the survey will be reviewed in January and discussed at the Advisory Committee Meeting in February.

Program Enrollment Policy and Procedure

Policy:

The Navarro College PTA program will assess program enrollment each semester.

Procedure:

Data is collected from the analysis of PTA needs Assessment, the availability of classroom space and through the institutional budget that was developed for the PTA program. This data is utilized to assist the PTA program with number of PTA students accepted into the program.

Evaluation of Adjunct and Supporting Faculty Policy and Procedure

Policy:

The Navarro College PTA program will assess the adequacy and effectiveness of adjunct and supporting faculty annually.

Procedure:

The Program Director will collect data from end of course evaluations, Performance Appraisal for Adjunct and the Performance Self-Appraisal. In addition, the ACCE will report to the Program Director on the CI Survey of Student Preparedness for Clinical and the
Student Survey of the Preparedness for Clinical, as the data relates to the adjunct/supporting faculty.
CLINICAL ROTATIONS/FACULTY POLICIES AND PROCEDURES
Clinical Education Process Policy and Procedure

Policy:

The campus apartment and lab rooms serve as a simulation of the clinical setting during the didactic portion of the curriculum. These designated areas allow students to learn, practice, and develop physical therapist assistant behaviors and skills in a protected environment.

Procedure:

A variety of clinical experiences are vital to the students transfer from the skills learned in the academic setting to that in the clinic. Therefore, clinical affiliation sites are selected that are acute and rehabilitative, publically and privately owned, in-patient and out-patient based, orthopedic, neurologically or medically based, geriatric or pediatric oriented.

Clinical rotation experiences as above may occur in traditional practice areas including hospitals, inpatient rehab hospitals, nursing facilities, outpatient settings, and home settings.

While in the clinical setting, the student is expected to conform to the rules of that agency, i.e. parking, meal times, safety regulations or procedures, and complete the skill based competencies as outlined in the PTA MACS. It is the student's responsibility to complete them in a timely fashion.

Physical therapist assistant students must satisfactorily complete four PTA Clinical Rotations, comprised of 704 contact hours of supervised clinical practice prior to graduation. Students will be expected to select rotations that encompass acute, sub-acute and skilled nursing settings where they will be exposed to patients across the life span. Practice patterns may include musculoskeletal, neuromuscular, integumentary, and cardiopulmonary. Final selections are at the discretion of the Academic Coordinator of Clinical Education (ACCE).

Students must:

- attend all scheduled clinical days.
- arrive at the clinic on time.
- stay late in the clinic if needed, or if the student's work for that day is not completed.

Many clinical sites are open extended hours. Some clinics open before 8:00 a.m. and/or close after 5:00 p.m. Students will work the schedule of the supervising Clinical Instructor. Students must be prepared to attend clinical rotations that have extended hours.

The student must arrange for transportation and cover day care needs so that the student can attend out of town clinics and extended hours at clinical sites.
HIPAA - Privacy Act that protects patient privacy, became Federal Law in April, 2003. Students must know the HIPAA requirements of the facility. Failure to comply could result in fines, penalties, etc., as it is a violation of federal law.

**Selection of Clinical Assignments Policy and Procedure**

**Policy:**

It is the responsibility of the Academic Coordinator of Clinical Education to ensure compliance with CAPTE standards regarding the process to select and maintain clinical sites and to ensure ongoing collaboration between the academic and clinical program.

**Procedure:**

The initial steps in selecting appropriate sites and for developing a collaboration plan for clinical education are:

1. **Identify the clinical site**
   a. Identify the component available to the student (Pediatric, Adult). Use the *PTA Skills Worksheet* to identify acceptable criteria for each component.
   b. Ensure the practice setting and population is congruent with the program’s curriculum design.
   c. Ensure the geographic potential/barriers to students.
   d. Identify special requirements of the facility not covered by the student requirement listed in the PTA Clinical Manual.
2. **Identify the type and frequency of supervision offered to the students.**
3. **Complete the following collaborative actions**
   a. Complete a Clinical Affiliation Agreement signed by the administrative representatives of the facility and Navarro College
      i. The original Clinical Affiliation Agreement is filed in the PTA Clinical office and uploaded into the Typhon Database System.
      ii. Enter the date of the Clinical Affiliation Agreement and the date for review into the Typhon Database System.
      iii. The Clinical Affiliation Agreement must be signed by both parties and filed prior to student assignment to the facility.
   b. Clinical Affiliation Agreements will be reviewed annually for any major changes.
   c. The Clinical Data Form is to be updated by the student during clinical assignment at the facility.
   d. Site-specific clinical objectives are established in conjunction between the academic and clinical educator(s) and/or reviewed with the clinical educators prior to the first student assignment. Site-specific objectives are to be maintained as hard copies and filed/uploaded into the Typhon Database.
Site-specific objectives will be reviewed at least annually by the Academic Coordinator of Clinical Education to determine cohesiveness with the PTA Program and the curriculum design.

e. Update/maintain clinical database for student use.
f. Document communication with clinical educators through site visit, email, or phone call at least once during the semester when clinical students are present. Document comments of students and clinical supervisors.

4. The Academic Coordinator of Clinical Education will ensure the competency of the clinical educator/supervisors.
   a. Ensure that qualified personnel supervise students per CAPTE standards.
   b. Clinical Instructors educators may be a PT or PTA with one year of experience.
   c. The ACCE will initially review the learning objectives of the course with clinical educators. Clinical educators will be notified in writing if changes/amendments to the learning objectives are made.
   d. The ACCE will orient clinical educators/supervisors to the student evaluation process.
   e. The ACCE will confirm with clinical educations/supervisors the requirement for supervision during student interactions with patients.

5. The Academic Coordinator of Clinical Education will provide ongoing communication to clinical educators and clinical students via written, oral, in-person, or virtual notification.
   a. Clinical Request
      i. Per the set timeline, the ACCE will send the Clinical Request to current clinical sites for the following academic year. The Clinical Request will outline the dates of upcoming rotations and communicate any recent or upcoming program changes.
   b. Placement Letter – Clinical Educators
      i. The ACCE will email a Placement Letter to all clinical educators noting the name of the student, placement dates, and program communications prior to the start date of the clinical rotation.
   c. Placement Letter – Students
      i. The ACCE will email a Placement Letter to all students noting the name of the clinical site, contact information, and placement dates prior to the start date of the clinical rotation.
   d. Clinical Educator Contact Form
      i. The clinical student will be responsible for completing the Clinical Supervisor Contact Form and forwarding to the ACCE within the first week of the rotation to maintain open lines of communication between the program and clinical educator.
   e. Site Visits
      i. The ACCE will develop a site visit schedule and communicate the schedule to the student and clinical educator. This information will be emailed to the clinical educator and the student will have access to the schedule when the student logs into their Typhon account.
      ii. Site visits will be conducted via the schedule.
f. Student Learning Contract
   i. The ACCE will provide all clinical educators with a Student Learning Contract to assist the clinical educator in addressing barriers to student success.
   ii. The ACCE may assist the clinical educator when requested in completing the Student Learning Contract

g. Student-Specific Site Visit
   i. Student-specific site visits are based on information from the student and/or clinical educator when there are barriers to an individual student's success indicated during clinical placement.
   ii. A visit is scheduled with the clinical site and will appear on Typhon schedule for student to see. The ACCE will also email the visit date to the CI.
   iii. The Academic Coordinator of Clinical Education will meet with both the student and clinical educator(s) individually. Group discussion may be appropriate.
   iv. An email/memo is sent to the student after the visit documenting the reason for the visit, the recommended action required of the student, and any other pertinent information necessary to assist the student in making adjustments.
   v. A copy of the email/memo is sent to the PTA Program Director.
   vi. A copy of the email/memo is filed in the student folder.
   vii. Follow-up (email/written, phone, site visit) is completed as established during the site visit or as deemed necessary due to student performance.
   viii. If it is necessary to withdraw a student from the clinical, the PTA Program is informed and the appropriate Navarro College procedures completed.
Affiliation Agreements with Clinical Facilities Policy and Procedure

Policy:

Written agreements (contracts) between the Navarro College Physical Therapist Assistant Program and the clinical facilities participating in the clinical education of our students will be current prior to any student placement at that site.

Procedure:

Written agreements will be reviewed by the Academic Coordinator of Clinical Education (ACCE) to determine that each contract has been properly executed and has not expired prior to student assignments being made.

A student will not be assigned to any facility that does not have a current written agreement in place prior to the start of the clinical as monitored by the Academic Coordinator of Clinical Education.

Each summer, the Academic Coordinator of Clinical Education will review the written agreement utilized by the college and recommend revisions to the Program Director, Dean, and/or advisory committee as appropriate. At this time, the ACCE will make sure that all written agreements are current, accurate and are adequate for the needs of the program and clinical facility. Recommended revisions will be forwarded to legal counsel of the college for review. The ACCE will review the written agreements for rights and responsibility delineation of the clinical facility and the Navarro College PTA Program.

Policy and Procedure on Clinical Evaluation of the Student

Policy

Performance in the clinic is assessed by the clinical instructor assigned at the clinical site. The PTA Manual for the Assessment of Clinical Skills (MACS) will be used as the assessment tool. The PTA MACS allows for an objective assessment of the student’s skills as performed at the clinical site.

Procedure

Progress Reports are made at the mid-term (if appropriate) and the end of the clinical rotation. These Progress Reports are turned in to the PTA faculty for review.

An in-depth explanation of the PTA MACS and its use will be given to the Clinical Instructor and the student prior to the student’s first affiliation.
Clinical grades will be pass/fail. The final grade will be determined by the ACCE. This determination will be based on completion of the PTA MACS skills, completion of the student evaluation of clinical education experiences, clinical reflection as required by the syllabus, in-service if assigned, the clinical instructor’s written evaluation at mid-term and final, and on site or telephone visits by the ACCE or other faculty. *(See Grading Policy for further detail).*

**Clinical Grading System Policy and Procedure**

**Policy:**

Students will satisfy clinical requirements through completion of required assignments, per clinical rotation, as well as completion of listed PTA MACS skills.

**Procedure:**

**GRADE COMPILATION**

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<td>Clinical Reflections</td>
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<td>Updated CSIF</td>
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<td>CI Written evaluations mid-term and final</td>
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<td>Student Eval of Clinical Experience (SECEE)</td>
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**GRADE COMPILATION**

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**PTA MACS SKILLS**

PTA MACS skills are a pass/fail grade. Skills must be checked off with either a NI, NE, a checkmark, or a plus (+), to pass. Skills left blank will not count. Skills with a U are considered a fail for that skill. Any skill that receives a U can be grounds for removal from the clinic and possible dismissal from the PTA Program so the ACCE of Navarro College should be notified immediately.
- Clinical 1 Requirement: Students must complete 25% of the PTA MACS skills as outlined above to pass this clinical.
- Clinical 2 Requirement: Students must complete 50% of the PTA MACS skills as outlined above to pass this clinical.
- Clinical 3 Requirement: Students must complete 75% of the PTA MACS skills as outlined above to pass this clinical.
- Clinical 4 Requirement: Students must complete 100% of the PTA MACS skills as outlined above to pass this clinical.

For each NI (Needs Improvement) received on a skill during the clinical rotation, one (1) point will be deducted from the total score of 100. For each U (Unsatisfactory) received on a skill during the clinical rotation, two (2) points will be deducted from the total score of 100.

The final grade will be determined by the ACCE. The final grade for the clinical will not be the sole responsibility of the clinical instructor; however, will be composed of several weighted items and will be determined by the ACCE. This determination will be based on completion of:

1. required paperwork to ACCE;
   a. PTA Clinical Performance Evaluation for the Physical Therapist Assistant Student
   b. Time log with hours completed in the clinic. All students are expected to be in the clinic on time. Any unavoidable tardy or absenteeism must be reported immediately to the clinical instructor and the ACCE. Absences will be made up at the discretion of the clinical instructor and ACCE (see below attendance and absenteeism)
   c. Clinical reflection;
   d. Updated CSIF on clinical facility
   e. the completion and correctness of any project required by the ACCE or clinical rotation (ex: in-service if assigned)
2. Student evaluation of clinical education experiences using the APTA Student Evaluation of Clinical Experience.
3. Required skill % for each particular clinical as listed above for the Necessary and Critical PTA MACS skills (see below PTA MACS SKILLS);
4. The clinical instructor’s written evaluation at mid-term and final,
5. On site or telephone visits by the ACCE;
6. Number of NI/U ratings the student receives.
Students Experiencing Difficulty in Clinical Rotation Policy and Procedure

Policy:

The Navarro College PTA Program faculty will assist all students in success within the PTA program clinical rotations.

Procedure:

Students experiencing difficulty with clinical rotations are expected to do their best to work within the guidelines of their Clinical Instructor (CI) and to comply with all recommendations made. Because the CI is the one responsible for the supervision and evaluation of the student at the clinical site, it is important for the student to do everything he/she can to work under the guidance of the CI. The first four weeks, prior to midterm, are a time for orientation and a time for the student to learn his/her strengths and weaknesses. If the student is having difficulties at midterm, the CI should contact the Academic Coordinator for Clinical Education (ACCE) to discuss the current situation. The student should contact the ACCE after discussing the issues with the CI. An onsite meeting may be arranged between the student, the CI, and the ACCE.

The ACCE is responsible for course organization, quality control, and grading. Because grading must be consistent, the grade assignment will remain the responsibility of the ACCE. This is necessary because each clinical experience is not a separate course in and of themselves. The PTA MACS skills are a pass/fail grade. It is in the aspect of assessing the PTA MACS skills that an ACCE should interact very closely with the Clinical Instructors, and the grade is determined in consultation with the CI. Good communication between the CI and the ACCE throughout the clinical rotation will assist in intervention early if needed, which could potentially transition a failing experience into a successful one. Thorough documentation by the Clinical Instructor in the PTA MACS is required to uphold a grade if the student were to challenge the grade. The documentation should occur early during the clinical education experience so as to give the student adequate time and opportunity to improve the performance or conduct.

The student should note the value placed on Fundamentals of Practice on the APTA Performance Evaluation, which includes ethics and safety. A grade of 1 or 2 on the Fundamental of Practice on the APTA Performance Evaluation at final grading will cause the student to fail the entire clinical rotation, and be dismissed from the program, regardless of the grade given for the remaining five sections of the evaluation. Students will deliver the APTA Performance Evaluation form to the CI and should review the evaluation prior to first day of clinical in order to be familiar with the points of evaluation.
Clinical Site Selection Criteria Policy and Procedure

Policy:

Navarro College strives to provide clinical sites to students that will enrich the overall growth of the PTA practitioner.

Procedure:

Navarro College Physical Therapist Assistant Program will utilize the following criteria when considering potential clinical education sites:

Criteria (based on APTA Guidelines and Self-Assessment for Clinical Education)

- Navarro College clinical education program and clinical site demonstrate compatible philosophy of patient care and clinical education.
- Clinical site provides an active, stimulating learning environment.
- Navarro College clinical education program planning includes academic, student & clinic objectives.
- Clinical site provides quality learning experiences with adequate patient census to provide an educational program.
- Clinical site demonstrates ethical/legal practice and is an equal opportunity employer.
- Clinical site maintains appropriate certifications/licensure when applicable.
- Clinical site staffing levels/experience are adequate to provide for clinical instruction.
- Center coordinator of clinical education and clinical instructor have appropriate qualifications or demonstrate the desire to develop appropriate resources/skills.
- Staff development programs, including clinical education, are encouraged and facilitated by the clinical site.
- Special clinical expertise is available to students.
- Clinical site clearly defines physical therapy personnel roles.
- Clinical site conducts quality assurance programs.
- Physical therapy staff members are active in professional activities.
- Clinical site provides support services to students as needed.
Clinical Instructor Selection Policy

Selection

- 1 year minimum clinical practice
- Must agree to job responsibilities
- Must be licensed PT or PTA in Texas

Job Description

The person responsible for the direct supervision of the student while in the clinical setting. The clinical instructor is the individuals who provide the clinical instruction and supervision of students when students are engaged in the clinical education portion of the curriculum. While these individuals are not usually employed by the institution that houses the PTA program, they do agree to certain standards of behavior through contractual arrangements for their services. The clinical instructor should meet the following guidelines:

1. Possess a current PT license or PTA license/certification in the state in which he/she practices.
2. Be interested in developing knowledge and skills to provide clinical teaching.
3. Possess the ability to plan, conduct and evaluate a clinical education experience based on sound educational principles.
4. Possess the ability to develop written objectives for a variety of learning experiences.
5. Demonstrate professional skills acting as a role model for students.
6. Demonstrate effective communication skills.
7. Demonstrate effective skill in interpersonal relationships.
8. Communicate in a timely manner with the CCCE and ACCE/DCE as needed.
9. Seek assistance/resources as needed to manage issues of clinical education.
10. Participate in a multifaceted process for evaluation of the clinical education program.
11. Works collaboratively with the physical therapist to supervise physical therapist assistant students (in the case of a PTA).
Rights of Clinical Education Faculty

Policy:

The rights and privileges of the clinical education faculty are commensurate with those with similar appointments within the college. These rights and privileges are communicated to the clinical education faculty by the Academic Coordinator of Clinical Education.

Procedure:

Clinical faculty are invited to provide comments regarding the program during each supervisory visit for clinical, on any surveys sent to clinical instructors, and at any other time they wish.

Clinical faculty are included on the program’s Advisory Committees and will be included in the program review process.

Clinical Instructors have the rights to:

1. Provide comments regarding the program during each supervisory visit for clinical or on any surveys sent to clinical instructors.
2. Request the removal of an inappropriate student; Documentation of any inappropriate behavior must be submitted to the ACCE as well as documentation supporting counseling sessions.
3. Request the involvement of the ACCE during the counseling sessions and may request that the ACCE be present during the student’s clinical hours as an observer.
4. Clinical faculties have the opportunity to be involved on the program’s Advisory Committees and will be included in the program review process.

The ACCE has the right to remove the student from a clinical setting that is not providing the student with a learning experience adequate to meet their needs. These conditions may be caused by such causes as lack of staffing, personality differences too great to rectify, a decline in treatment volume which prohibits adequate hands on experience, or a situation in which the ethics of the PT or PTA have been proven to not be upheld. Such removal will occur only after appropriate discussion between the CCCE and ACCE has taken place.

Clinical Rotations for Students Policy and Procedure

Policy:

The Academic Coordinator of Clinical Education (ACCE) will place students in various clinical settings during the four different rotations. The Clinical Rotation courses for the
Physical Therapist Program are arranged in order to enhance didactic coursework covered in previous semester courses and concurrent semester courses. The Clinical rotations are arranged to best build upon comprehension and application of the knowledge and skills needed for competency so that they are expected to meet progressively more difficult patients and techniques in the final two rotations.

Procedure:

1. Students are not to make contact with a clinic affiliation site to arrange a clinical assignment. Assignment to all forms of clinical education is the responsibility of the Academic Coordinator for Clinical Education (ACCE) based on the individual educational and learning needs of each student and available sites within the geographic area of student residence.

2. Students are made aware of PT educational practice areas and of the financial and logistical implications of clinical education through orientation to clinical rotation during the semester prior to enrollment in a clinical course.

3. Each student is responsible for all financial obligations related to clinical education. Some clinical affiliation sites may have additional conditions the student will be required to meet.

4. Students who have not attended an orientation to clinical education during the semester prior to the desired date of enrollment will not be eligible to begin a clinical course and will be withdrawn from the PTA Program.

5. A student will not be considered for enrollment or assignment to a clinical without a current and complete Personal Student Portfolio on file with the ACCE by the assigned date.

6. A student must have evidence of malpractice insurance prior to enrolling in any courses requiring external labs and clinical education. It will be the student’s responsibility to pay the premium for malpractice insurance at the Cashier’s office **ANNUALLY**. The student will provide the ACCE with a paid receipt provided by the Cashier’s office.

7. Students will be asked to provide written input on the types or specific sites desired for clinical education during the first semester. The student is expected to consider all physical, temporal, financial, and family factors associated with his/her choices for clinical rotations. The ACCE will have the final say in assigning fieldwork assignments and student requested sites cannot be guaranteed.

8. If a clinical site cancels a student placement or Navarro College finds it necessary to withdraw the student for ethical, legal, dropped from program, or other reasons, the ACCE will make a concerted effort to find an acceptable alternative site during the enrollment dates. If this is not possible, the student will receive a grade of Incomplete (I) and will be placed as soon as an appropriate site can be identified.

9. Students who fail to pay tuition for clinical courses by the required due date as posted in the Navarro College Schedule of Classes will not be allowed to remain in the facility and will be asked to leave promptly. A student will not be allowed to return until the ACCE has proof the student has been re-enrolled into the course. Penalties may occur, including but not limited to, a deduction in points from the
final clinical grade, withdrawal from the fieldwork assignment, and/or failure from
the course.

10. Students are to follow the schedule provided by the ACCE for days and times. In the
instance a student is asked to exceed their time in a facility (i.e. arriving early or
leaving late) by the Clinical Instructor (CI), the student must comply. A student may
not ask the CI permission to arrive late or leave early for any reason or to rearrange
clinical days. All requests for rearrangements must be made through the ACCE.

Clinical Supervision Policy and Procedure

Policy:

Clinical Practice is regulated by the Commission on Accreditation in Physical Therapy
Education and the Texas Board of Examiners. The academic faculty (ACCE) and the on-site
clinical supervisor (CI and CCCE) share the responsibility for supervision of students.
Students will receive adequate supervision and counseling during all clinical courses.

Procedure:

Students will receive two scheduled counseling sessions with program faculty for each
clinical course. A midterm supervisory visit (on-site, phone, or electronic mail) by program
faculty is made for each student for each clinical and additional meeting is scheduled as
necessary. A final debriefing wrap-up session will be conducted following the clinical to
turn in appropriate assignments and discuss any issues that arose during the clinical. Each
clinical counseling session is documented on the appropriate clinical visit forms as
provided by the ACCE.

Students will receive supervision and feedback from the clinical instructor at least once a
week during the clinical to discuss the student’s progress utilizing the PTA MACS skills
sheets.

If a significant problem is identified prior to the midterm and final debriefing, the Academic
Coordinator of Clinical Education and/or the Program Director should be notified and
these areas are addressed immediately. Significant problems require a written action plan
and or learning contract to be implemented for the remainder of that clinical.

Feedback received from students, including review of the Student Evaluation of Clinical
Education Experience form, will be utilized to determine if appropriate supervision is given
by a particular facility. Any facility deemed unsatisfactorily meeting the expectations of
Navarro College will be placed on “hold” until the situation can be resolved.
Clinical Responsibilities Policy and Procedure

Policy:

Each member of the clinical team will have clinical responsibilities.

Procedure:

RESPONSIBILITIES OF CLINICAL SUPERVISORS

Some facilities will assign a Center Coordinator for Clinical Education (CCCE) while other facilities will assign a Clinical Instructor (CI). Either the CCCE or CI will be the contact between Navarro College and their physical therapy department.

The Commission on Accreditation in Physical Therapy Education, APTA states that the overall supervision of students must be performed by a PT (clinical supervisor). That therapist must be registered in the State of Texas and have one year of physical therapy work experience.

The exceptions to Texas licensure are:

- PT’s working for the Federal Government in Texas who may retain registration in their home state;
- PT’s who have recently applied for registration in Texas and who possess licensure in another state.

The supervising therapist is allowed to designate a staff PT or PTA, licensed in Texas, to serve as the clinical instructor for the student PTA. The designee ideally will:

- act as a positive role model;
- have at least one full year’s experience in that setting;
- show competency in the particular clinic.
- have access to the supervising PT at all times
- should be involved in the evaluation process of the student.

RESPONSIBILITIES OF CLINICAL INSTRUCTOR

The clinical instructor (CI) is the individual responsible for providing direct supervision of the student while in the clinical setting. The clinical instructor facilitates the clinical instruction and supervision of Navarro College PTA students who are assigned within that clinical affiliation. While these individuals are not usually employed by the institution that houses the PTA program, they do agree to certain standards of behavior through contractual arrangements for their services. The clinical instructor should meet the following guidelines:
1. Possess a current PT license or PTA license/certification in the state in which he/she practices.
2. Be interested in developing knowledge and skills to provide clinical teaching.
3. Possess the ability to plan, conduct and evaluate a clinical education experience based on sound educational principles.
4. Possess the ability to develop written objectives for a variety of learning experiences.
5. Demonstrate professional skills acting as a role model for students.
6. Demonstrate effective communication skills.
7. Demonstrate effective skill in interpersonal relationships.
8. Communicate in a timely manner with the ACCE as needed.
9. Seek assistance/resources as needed to manage issues of clinical education.
10. Participate in a multifaceted process for evaluation of the clinical education program.
11. Works collaboratively with the physical therapist to supervise physical therapist assistant students (in the case of a PTA).

RESPONSIBILITIES OF ACADEMIC COORDINATOR OF CLINICAL EDUCATION (ACCE)

The Physical Therapist Assistant Program ACCE is responsible for:

1. Maintaining regular communication between Navarro College and the Affiliated Clinical Education Site.
2. Providing ongoing communication with the clinical instructors at each education site concerning student, program goals and needs for accreditation compliance, maintenance of clinical education manual and development opportunities including education seminars on an ongoing basis.
3. Facilitating quality learning experiences for students during clinical education.
4. Placing, confirming and supervising students with affiliated clinical site.
5. Evaluating each clinical affiliation site through student evaluation forms, on-site visits and ongoing communications. The ACCE shares this information with both Navarro College and clinical affiliation site.
6. Evaluation of student performance through cooperation with clinical and academic staff, to determine the student’s ability to integrate didactic and clinical learning for progression within the program.
7. Determination of the final written grade for each student based on the grading criteria as set forth in the course syllabus and PTA MACS.

Placements will be impacted by what sites are available at that time as well as the student’s interest and capabilities. This broad base of exposure will facilitate attainment of the basic skills needed for the daily practice of physical therapy as a Licensed Physical Therapist Assistant. As the student progresses in their clinical rotations, it is expected that they will meet progressively more difficult patients and techniques. The decisions of the PTA faculty regarding practicum placement are final. Any questions or comments should be directed to the ACCE.
When the PTA is the Clinical Instructor for the PTA student, clinical placement will be made where the PT is responsible and accountable for the delivery of physical therapy services, including the delegation and supervision of all patient-related tasks.

STUDENT RESPONSIBILITIES

CHOOSING CLINICAL AFFILIATION SITES: Students are given an opportunity to provide input before assignments are finalized. The student will be asked to fill out the Clinical Request Form (sample in manual) requiring information as to town of residence, schedule of availability, and/or site preference for facility placement. Placement availability can vary based on geographic location, status of contact between the facility and the College, availability of supervision, and the ability of the student to meet any site-specific financial or work-related requirements. The student must be prepared to travel up to a distance of approximately 60 miles (one-way) to the healthcare facility in which they are placed. The student’s prior experience, interests, and skill levels will be given consideration before practicum assignments are made.

DOCUMENTATION AND MANAGEMENT OF CLINICAL HOURS AND PERFORMANCE: The student is required to print a copy (sample in manual) of the Performance Evaluation and Supervision Log and present these forms to the clinical supervisor on the first day of the rotation. Late paperwork can result in a (10) ten-point reduction in your final grade and could result in failure of the course.

Upon completion of the rotation the following must be delivered to the Academic Fieldwork Coordinator before the grade will be posted.

1. Performance Evaluation
2. Time log
3. Student Reflection
4. Updated CSIF
5. Inservice if assigned

The students of the Navarro College PTA program will receive the necessary clinical education paperwork prior to the start of each clinical. Students will be able to access the necessary clinical education paperwork via the Navarro College Blackboard website or from their clinical handbooks at any time during their clinical rotations.

The CIs are encouraged to contact the ACCE (via email or phone) at any time before, during, or after student rotations for clarification of specific clinical education issues. When necessary, the ACCE can make site visits to meet in person with the CI, and/or student.
Evaluation of the Clinical Education Program and Professional Development for the Clinical Instructors Policy and Procedure

Policy:

The clinical education program assessment is a performance enhancement process designed to guide the PTA faculty in adjustments to the clinical education program if the mission, philosophy, goals and/or objectives are not mastered. The assessment process will take place at midterm and after a clinical rotation of the PTA student.

Procedure:

The ACCE will review the Student Evaluation of Clinical Experience (SECEE) completed by the students for each clinical instructor after each clinical experience. Based on feedback on the SECEE and clinical site visits, the ACCE will provide training for the clinical instructors in supervision, training, performance assessment, and any deficiencies noted from the annual review.

The ACCE will ensure each new clinical instructor receives training on the supervision and training and performance assessment of a PTA student prior to placing a student with the clinical instructor. ACCE will review the student clinical orientation forms, which can be found in the clinical handbook.

Lifelong learning is best provided for students by lifelong learners. Professional development takes many forms. It may involve challenging work assignments such as course/program development, or formal or informal study or practical experience in a field or on a particular topic, or careful research on how your students learn. The college supports individual clinical faculty professional development through access to the resources of the Navarro College Libraries.

Numerous resources related to clinical education are available through the PTA Program. They include:

1. The APTA resource Clinical Education Guidelines and Self-Assessment
2. APTA guidelines on topics such as supervision and delegation, documentation and Ethical Conduct
3. Lecture materials and access to texts used in the PTA Program
4. An Instructional power point presentation on using the PTA MACS
5. APTA Clinical Education and Credentialing Program
6. Clinical Instructor on-line portal of information for our clinical educators
PATIENT POLICIES AND PROCEDURES
Patient Confidentiality Policy and Procedure

Policy:

The student will protect the privacy and confidentiality of the individual medical record, and will avoid disclosure of personal identifiable medical and social information, or any professional medical judgments.

Students will abide by the HIPAA regulations in all agencies in which they participate in clinical experiences. Each student will be asked to sign a Health Information Confidentiality agreement for each applicable clinical agency.

Procedure:

Any information concerning a client is confidential and not to be discussed (even with fellow students, instructors, or supervisors) in any area in which confidentiality cannot be ensured (lunch, elevators, lobbies, etc.). Client information should only be shared on a “need to know basis” per HIPAA guidelines.

No conversation should take place in the presence of a client unless the client is part of the conversation. This includes speaking in another language not spoken or understood by the client.

Any required paperwork such as the PTA MACS, clinical reflection, timesheets, etc., should not include the patient’s name, or any description that could identify the patient. Written consent is persons (students, patients/clients, etc.) to participate in case studies, videotaping, etc., either on campus or at the clinical site. The student will respect the confidentiality of patient information regardless of source (patient, therapist, records, electronic records, and charts). Students shall not repeat confidential information or use any part of a patient’s name outside of the classroom, clinic or facility.

Students who violate the provisions of the Health Insurance Portability and Accountability Act (HIPAA), such as accessing private patient information not pertinent to their role as a student health care provider or violating patient confidentiality, may be dismissed from the program.

A sample HIPPA agreement follows:

THE NAVARRO COLLEGE PTA STUDENT
HEALTH INFORMATION CONFIDENTIALITY AGREEMENT

This Health Information Confidentiality Agreement (“Agreement”) applies to the student whose signature appears below (“Student”) and who has access to protected health information (“PHI”) maintained, received, or created by FACILITY. As used in this Agreement, “FACILITY” includes any and all facilities listed in Attachment A, attached
FACILITY has a legal and ethical responsibility to safeguard the privacy of all FACILITY patients and to protect the confidentiality of their health information. In the course of your training at FACILITY, you may hear information that relates to a patient’s health, read or see computer or paper files containing PHI and/or create documents containing PHI. Because you may have contact with PHI, FACILITY requests that you agree to the following as a condition of your training:

1. **Confidential PHI.** I understand that all health information which may in any way identify a patient or relate to a patient’s health must be maintained confidentially. I will regard confidentiality as a central obligation of patient care.

2. **Prohibited Use and Disclosure.** I agree that, except as required for training purposes or as directed by FACILITY, I will not at any time during or after my training at FACILITY speak about or share any PHI with any person or permit any person to examine or make copies of any PHI maintained by FACILITY. I understand and agree that personnel who have access to health records must preserve the confidentiality and integrity of such records, and no one is permitted access to the health record of any patient without a necessary, legitimate, work or training-related reason. I shall not, nor shall I permit any person to, inappropriately examine or photocopy a patient record or remove a patient record from FACILITY.

3. **Safeguards.** When PHI must be discussed with other healthcare practitioners in the course of my training at FACILITY, I shall make reasonable efforts to avoid such conversations from being overheard by others who are not involved in the patient’s care. I understand that when PHI is within my control, I must use all reasonable means to prevent it from being disclosed to others, except as otherwise permitted by this Agreement. I will not at any time reveal to anyone my confidential access codes to FACILITY’s information systems, and I will take all reasonable measures to prevent the disclosure of my access codes to anyone. I also understand that FACILITY may, at any time, monitor and audit my use of the electronic/automated patient record and information systems. Protecting the confidentiality of PHI means protecting it from unauthorized use or disclosure in any form: oral, fax, written, or electronic. If I keep patient notes on a handheld or laptop computer or other electronic device, I will ensure that my supervisor knows of and has approved such use. I agree not to send patient identifiable health information in an email, or email attachment, unless I am directed to do so by my supervisor.

4. **Training and Policies and Procedures.** I certify that I have read FACILITY’s policies and procedures, completed the training courses offered by FACILITY, and shall abide by FACILITY’s policies and procedures governing the protection of PHI.
5. **Return or Destruction of Health Information.** If, as part of my training, I must take PHI off the premises of FACILITY, I shall ensure that I have FACILITY’s permission to do so, I shall protect the PHI from disclosure to others, and I shall ensure that all of the PHI, in any form, is returned to FACILITY or destroyed in a manner that renders it unreadable and unusable by anyone else.

6. **Termination.** At the end of my training at FACILITY, I will make sure that I take no PHI with me, and that all PHI in any form is returned to FACILITY or destroyed in a manner that renders it unreadable and unusable by anyone else.

7. **Sanctions.** I understand that my unauthorized access or disclosure of PHI may violate state or federal law and cause irreparable injury to FACILITY and harm to the patient who is the subject of the PHI and may result in disciplinary and/or legal action being taken against me, including termination of my training at FACILITY.

8. **Reporting of Non-Permitted Use.** I agree to immediately report to FACILITY any unauthorized use or disclosure of PHI by any person. The persons to whom I report unauthorized uses and disclosures for FACILITY is listed in Attachment A.

9. **Disclosure to Third Parties.** I understand that I am not authorized to share or disclose any PHI with or to anyone who is not part of FACILITY’s workforce, unless otherwise permitted by this Agreement.

10. **Agents of the Department of Health and Human Services.** I agree to cooperate with any investigation by the Secretary of the U.S. Department of Health and Human Services (“HHS”), or any agent or employee of HHS or other oversight agency, for the purpose of determining whether FACILITY is in compliance federal or state privacy laws.

11. **Disclosures Required by Law.** I understand that nothing in this Agreement prevents me from using or disclosing PHI if I am required by law to use or disclose PHI. By my signature below, I agree to abide by all the terms and conditions of this Agreement.
Due Process for Patients

Policy:

Due process for patients will be provided via a series of discussions between the student, clinical instructor, and faculty member.

Procedure:

A patient who wishes to bring forth a complaint regarding a specific student may initially discuss the situation with the clinical instructor. If resolution cannot be reached, the program faculty for the clinical course will be informed of the issue and attempt to resolve it. At this time, the patient may complete a complaint form to be placed in the Complaints folder maintained in the Program Directors office.

The Academic Coordinator of Clinical Education, Department Chair, and Dean will review all complaints and address the situation as appropriate to prevent reoccurrence.

Patient Refusal of Care by Student Policy and Procedure

Policy:

Navarro College PTA Students are to clearly identify themselves as a student PTA to all patients and staff BEFORE having any direct patient contact, thereby giving the patient the opportunity to refuse treatment by a student. Navarro College PTA students must wear a name badge at all times and identify themselves as a student prior to treatment/care. Patients have the risk-free right to refuse to participate in clinical education.

Procedure:

Student will wear name badge and verbally identify themselves as a Navarro College PTA student prior to student engagement with a patient. Should patient choose not to participate in student learning activities/treatment/care, the patient can deny services by the student, risk free. Student will then notify the clinical instructor of patient’s request.