**UNIVERSITY OF MAINE AT PRESQUE ISLE**

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**Clinical Education Handbook**

**2022-2023**

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**Table of Contents**

[Student Eligibility for Clinical Education Experience](#_heading=h.1fob9te)

[Assignment to Clinical Sites](#_heading=h.3znysh7)

[Expectations and requirements for clinical education](#_heading=h.2et92p0)

[Drug Test and Criminal Record Background Investigation*:*](#_heading=h.tyjcwt)

[Policies and Expectations while on Clinical Affiliation](#_heading=h.3dy6vkm)

[*Late arrivals and Absences*](#_heading=h.1t3h5sf)

[*Student Identification*](#_heading=h.4d34og8)

[*Patient Rights*](#_heading=h.2s8eyo1)

[*Student Compensation*](#_heading=h.147n2zr)

[*Substance Abuse*](#_heading=h.17dp8vu)

[*Emergency medical care*](#_heading=h.3rdcrjn)

[*Student health insurance*](#_heading=h.26in1rg)

[*Malpractice liability insurance*](#_heading=h.3o7alnk)

[Service-Based Learning Project](#_heading=h.lnxbz9)

[Weekly Planning Form:](#_heading=h.35nkun2)

[Student Clinical Performance Evaluation:](#_heading=h.23ckvvd)

[Student Evaluation of Clinical Site and CI:](#_heading=h.ihv636)

[Student Resume Guidelines](#_heading=h.32hioqz)

[Physical Therapist Assistant Program Professional Behavior Policy Clinical Component](#_heading=h.1ci93xb)

[Student File Checklist](#_heading=h.z337ya)

[Physical Therapist Assistant Program](#_heading=h.3as4poj)

[Informed Consent](#_heading=h.1pxezwc)

[APTA Student Evaluation of Clinical Site](#_heading=h.4i7ojhp)

[PHYSICAL THERAPIST ASSISTANT STUDENT EVALUATION: CLINICAL EXPERIENCE AND CLINICAL INSTRUCTION](#_heading=h.1hmsyys)

[SECTION 1: PTA STUDENT ASSESSMENT OF THE CLINICAL EXPERIENCE](#_heading=h.41mghml)

[SECTION 2: PTA STUDENT ASSESSMENT OF THE CLINICAL INSTRUCTOR](#_heading=h.2grqrue)

[UMPI Immunization Requirements](#_heading=h.vx1227)

[Student Acknowledgement](#_heading=h.2p2csry)

**University of Maine at Presque Isle  
PTA Program  
Clinical Education Student/Faculty Handbook**

There are three clinical education experiences built into the PTA curriculum. Each of these clinical education experiences is meant to provide the PTA student with real life experiences treating patients under the supervision of a physical therapist or physical therapist assistant. The first integrated clinical is a 3 week, full- time experience scheduled during the second semester of technical coursework. The final 2 clinical affiliations are 7 week, full-time experiences and take place during the final semester of technical coursework. Student clinical hours do not follow the UMPI academic calendar but are scheduled according to facility operating hours and clinical instructor availability. Students completing clinical experiences are expected to be in the clinic the same hours as their supervisor (traditionally 8 a.m. – 5 p.m. Monday – Friday, but could be 4 ten hour days or otherwise) for 3 or 7 weeks.

In the case of inclement weather when the facility is open and their CI is working, the student is expected to attend their clinical. If a student feels traveling to their clinical site is putting themselves in potential harm, they can choose not to travel but will need to communicate this to their clinical instructor and make up all of the time missed.

These clinical experiences are formal courses for which the student registers and pays tuition. **Students are expected to make necessary financial and personal arrangements prior to clinical affiliations to allow for a full commitment to the clinical site.**

# Student Eligibility for Clinical Education Experience

To be eligible for the *integrated* clinical education experience, the student must:

* Have successfully demonstrated proficiency in all knowledge and skill course objectives for the first full semester of technical coursework
* Have met all minimum professional development/behavior standards for each PTA course during current and previous semesters
* Demonstrate current proficiency prior to the start of the integrated clinical affiliation in all course objectives for:
  + PTA202 Therapeutic Modalities in Rehabilitation
  + PTA 204 Therapeutic Exercise
  + PTA 206 PT Procedures and Interventions II
  + PTA 208 Neurological Interventions in PT
* Current enrollment in PTA 210 Clinical Education Seminar
* Submit all materials as requested by the ACCE prior to the start of the fall semester.

To be eligible for the second and third clinical education experiences, the student must:

* Have successfully demonstrated proficiency in all knowledge, skill, and clinical course objectives during the fall semester courses as follows:
  + PTA 202 Therapeutic Modalities in Rehabilitation
  + PTA 204 Therapeutic Exercise in PT
  + PTA 206 PT Procedures and Interventions II
  + PTA 208 Neurological Interventions in PT
  + PTA 212 Integrated clinical affiliation

# Assignment to Clinical Sites

Each student will work with the Academic Coordinator of Clinical Education (ACCE) to determine the best clinical experiences with due consideration of student’s academic and personal preferences and needs with the caveat that each student must complete at least one inpatient and one outpatient clinical affiliation. Students are assigned to IP and OP settings that see common diseases and conditions to physical therapy practice. Student clinical assignments are dependent on many factors including the availability of qualified staffing and other resources at the clinical sites. Consequently it cannot be guaranteed that a student will get her/his top choices for clinical experiences. It is expected that **every student will travel or temporarily relocate for at least 1 of the 3 clinical affiliations as determined by the ACCE. A “local” placement will be considered any clinical assignment within a 75-minute commute one way of the student’s current residence.** Each student is responsible to provide his/her own transportation and for any transportation and relocation expenses while on clinical affiliation. A list of current clinical sites and information regarding prior student experiences and other statistics may be acquired at any time upon request to the ACCE.

The college requires each clinical education site to sign a contract. The ACCE and College Administration will handle all contract negotiations. Students are **NOT** to call sites themselves unless given specific permission by the ACCE. Students will not be assigned a clinical education experience at a facility where they have friends, relatives or where they have current working relationships with anyone who will be directly involved in the clinical experience. The minimum qualifications for any CI are to be a state licensed PT or PTA with at least one year experience in the setting of instruction.

PTA students who wish to complete an affiliation with a facility unfamiliar to the PTA faculty must present the request to the ACCE who will then follow up with the clinical site to determine if the site meets academic standards and to negotiate a contract.

Every attempt will be made by the program to place each student during the scheduled time frame for each clinical affiliation. There are occasions however that are beyond the control of the program faculty and student i.e. last minute clinical site cancellation or personal student/family events, where the affiliation timeframe may need to be adjusted. In the unlikely event that a student is not placed within the timeframe of the academic semester, the start of subsequent clinicals may be delayed and/or a student’s graduation date may be postponed until completion of the required clinical education experience.

**Expectations and requirements for clinical education:**

# Immunizations, drug testing and Criminal Record Background Investigation*:*

Many healthcare facilities and school systems with which we contract for clinical educational experience courses require certain immunizations, criminal background checks and/or drug tests before allowing the student access to the facility. It is the student’s responsibility to pay for and complete these screenings. If a positive criminal background/drug test is received, the college cannot guarantee that the clinical site will allow the student access to the facility for clinical affiliation. Furthermore, the college cannot guarantee that another clinical site will be found, nor can the college guarantee that the student will be able to complete the PTA program. These results are shared with clinical sites as needed to clear students for placements. Students sign an informed consent to give program permission to share details as necessary.

In most states, the graduate must obtain a license prior to working as a physical therapist assistant. The licensing agency in the jurisdiction may require a criminal background check prior to issuing a license and may deny a license based on these results.

*Prior* to attending a clinical experience each student is required to:

* Compose a student resume and submit to ACCE in duplicate (see Appendix A for guidelines for resume)
* Show proof of medical insurance to the ACCE. (see ACCE or program director if you are having difficulty meeting this requirement).
* Obtain immunizations needed for clinical sites (i.e. 2-step TB, Hep B, Varicella, Influenza)
* Maintain personal copies of health and immunization records to be presented to the ACCE or clinical site upon request. It is ultimately the student’s responsibility to maintain accurate medical records. *Note*: some immunization data needs updating prior to the start of each clinical experience.
* Complete any drug test or criminal background check if required by clinical site (paid for by the student)
* Show proof of current CPR certification to the ACCE
* Acquire an UMPI PTA name tag (the ACCE will arrange for this)
* Read over and sign Student Acknowledgement
* Sign off on Informed Consent

**Sharing of student requirements with clinical facilities:**

Student clinical education requirements such as immunizations, criminal background checks and/or drug tests are shared with clinical facilities by:

* standard mail addressed to appropriate party (rehab director, CCCE or facility health/employee office)
* emailed if requested to appropriate party (rehab director, CCCE or facility health/employee office)
* kept on file in ACCE’s office with facility form signed by ACCE acknowledging student has met the facilities requirements.

Once the ACCE has informed you of your assigned clinical placement, it is the **STUDENT’S RESPONSIBILITY to:**

* Call the site(s) to confirm dates, work hours and dress code **at 4-6 weeks before the start date.** Some sites send packets of information directly to the student or require interviews and orientations prior to the clinical experience.
* Inform the ACCE of any unavoidable circumstances that may affect the student’s start or end date for an affiliation. **Students are NOT to negotiate any affiliation timeline adjustments without first discussing with the ACCE.**

# Policies and Expectations while on Clinical Affiliation

During clinical education experiences, students are expected to be an ambassador of the university and behave accordingly. Students will be subject to the academic policies of the University and the clinical education site’s policies, procedures and rules. Students are expected to be on time, dress appropriately, and behave in a professional manner as outlined in the professional behavior policy. Students will be working the hours assigned by the Clinical Coordinator of Clinical Education (CCCE) or Clinical Instructor (CI) and participate in all aspects of patient care and interprofessional education as appropriate with supervision of their CI.

*Late arrivals and Absences:*

Students who know they will be late or are ill must call the site; email or text-message notifications are not acceptable. Students are expected to make up any significant clinical time missed due to illness, weather, or other unavoidable circumstance. Significant time is considered any time over 4 hours during the integrated clinical and any hours beyond 8 for the terminal experiences. Student make-up time will be allowed and arranged for solely at discretion of the CI or CCCE.

## *Student Identification*

All students will be issued a name tag identifying them as a PTA student. All students must wear University or clinical site-issued I.D.

## *Patient Rights*

All patients have the risk free right to refuse to participate in clinical education. It is the student’s responsibility to introduce him/herself to the patient as a student and receive consent from the patient to receive care by the student. Students must observe and practice confidentiality at all times.

*Student Compensation*

Students shall not receive any compensation, including gifts or money from the facility or their clients/patients for his/her participation in the clinical affiliation.

## *Substance Abuse*

Any student found to be under the influence of illegal drugs or alcohol while attending clinical affiliation, may be expelled from the program and university. Clinical sites have the right to immediately remove a student from the clinic or request the student take a drug test at any point during the clinical if the student is suspected of being under the influence. The student is responsible for reviewing and complying with all drug/alcohol and/or substance abuse policies of the affiliated clinical site to which he/she is assigned and the university policy on alcohol and substance abuse (university policy #13 in the Student Handbook [http://www.umpi.edu/files/student-life/student-handbook.pdf](http://www.umpi.edu/student-handbook) ). Clinical faculty will address any concerns of substance abuse with the student, ACCE and/or program director for resolution of the situation on an individual basis.

## *Emergency medical care*

According to the clinical affiliation agreement section 1i, clinical sites agree to “Provide initial emergency care, if available, for students who are injured or become ill while on duty in an assignment at the facility. It is understood that students (or their parents or guardians as the case may be) shall be responsible for their own medical expenses, whether incurred at the facility or elsewhere.”

## *Student health insurance*

All students carrying 9 credits or more **must carry health insurance that is valid in the State of Maine**. Students must show proof of health insurance coverage to the program director on or before technical phase orientation. Questions regarding student health insurance may be directed to the Business Office at (207) 768-9545 or the Health Service (207) 768-9586. See the UMPI Student Handbook for more information.

*Malpractice liability insurance*

The University of Maine at Presque Isle maintains commercial general liability insurance for professional malpractice of students while on clinical, insuring against the negligent acts or omissions of University students or faculty participating in clinical education at the facility (see educational affiliation agreement section 2k).

# Service-Based Learning Project

It is expected that all students will complete a service-based learning project. A service-based learning is a method of teaching and learning involving a project that is connected to a classroom or course content. Each project is expected to have an academic/research component and a community/clinical site service component.

The project should NOT create extra work for the clinical site. It is intended to have the student research a topic helpful for the PT department and/or community while at the same time fulfilling the clinical education course objective of educating others (patients, family, caregivers, staff, students, other healthcare providers) using relevant and effective teaching methods. It is also a means of giving back or thanking the PT department for allowing the student to complete a clinical experience with them.

How to do it:Projects are discussed with supervisors regarding what topics would be helpful to the department and of interest to the student. Students will present their project usually during the last week or two of their experience.

Examples from past projects/inservices:

* Case study of current patient scenario.
* Research a particular diagnosis or treatment. Condense the material and present it.
* Research a new treatment idea or technique. Condense the material and present it.
* Research and present a recent journal article of interest.
* Create or update home exercise programs for a specific diagnosis or surgery.
* Create a patient oriented bulletin board
* Create a patient education video, booklet or brochure.
* Create a caregiver packet
* Participate in a community screening program that facility is hosting.
* Create a poster for patient education.
* Create/modify/update the student information packet for the facility

Questions or concerns about service based learning projects may be directed to the PTA program ACCE or program director.

**Weekly Planning Form:** The use of this form at the end of each week is mandatory. The forms are intended to facilitate communication between the student and CI on a weekly basis. Contents of the weekly planning form will be reviewed by the ACCE and considered when issuing the student a final grade.

**GRADING OF CLINICAL EXPERIENCES:** These clinical experiences are formal courses for which the student registers and pays tuition. **Students are expected to make necessary financial and personal arrangements prior to clinical affiliations to allow for a full commitment to the clinical site.**

The first integrated clinical experience (PTA 212) is P/NP. The two terminal full time 7 week experiences (PTA 220 and PTA 225) are graded. A formal evaluation tool will be used by the clinical instructor to grade the student’s performance in the clinic. The ACCE will assign the final grade for the experience based on the evaluation by the clinical instructor and other objective information gathered by personal communication with the student, CI, CCCE, or other personal observations made by PTA faculty during site visits. Quality and timeliness of assignments on brightspace will also be considered when assigning a final grade. The PTA program (ACCE or Program Director) reserves the right to adjust student grades up or down.

**Students unable to meet minimum proficiency for any given clinical education experience may be given extended time for clinical experience for student to demonstrate proficiency. Extending the length of any clinical experience will be subject to clinical site and CI approval and must be agreed upon by the student, ACCE, and PTA program coordinator. Students unable to demonstrate proficiency within 2 weeks of extended time will be placed on probation and will be subject to policies as outlined in the program Student/Faculty Handbook “Student Proficiency and Progression Through the Program” section. Extended time for clinical experiences may result in a delayed start of subsequent clinicals and/or a postponement of the student’s graduation date. A student may be dismissed immediately from a clinical site, resulting in a NP grade, for violating any site, program or university policy. Any repeated violation of red flag areas on the PTA CPI may also be grounds for immediate termination of a clinical experience by the Site.**

**Student Clinical Performance Evaluation:** Students completing their clinical experiences will be evaluated by their CI online using the Physical Therapist Assistant Clinical Performance Instrument (PTACPI). This is the evaluation tool to be used to assess student competence at the mid-term and during the final week of the clinical experience. For the first integrated clinical experience (PTA 212) only a final evaluation will be completed online using the PTA CPI. It is required that students also self-assess at these times. The final assessments should reflect the student’s performance during the last week of the affiliation. Mistakes made in the early part of the clinical experience should not be held against the student or averaged. The ACCE will issue the final grade for the student clinical based on the CI’s PTACPI assessment.

**PTA 212 is graded using a P/NP.**

In order to be proficient for the integrated clinical experience, each student must achieve a minimum of beginner to intermediate competency on all non-flag criteria and at least intermediate competency on all 5 flag criteria by the summative evaluation on the PTA CPI.

The following grading formula will be used by the ACCE to determine each student’s grade for their clinical performance during their final two clinical experiences (PTA 220 and PTA 225):

**Terminal clinical II: (PTA 220)**

|  |  |
| --- | --- |
| Letter Grade | Description |
| A | 1. 5 red flag items rated at or near entry level and all other criteria rated advanced intermediate performance or beyond  2. All online discussions or work on time  3. All post clinical paperwork completed correctly and passed in on time  4. Communication with ACCE as needed and necessary |
| A- | 1. 5 red flag items rated at or near entry level and 8 of 9 other criteria rated advanced intermediate or beyond  2. Communication with ACCE as needed and necessary |
| B+ | 1. 5 red flag items rated at or near entry level and 7 of 9 other criteria rated Advanced intermediate or beyond  2. Communication with ACCE as needed and necessary |
| B | 1. 5 red flag items rated at or near entry level and 6 of 9 other criteria rated advanced intermediate More than 2 late or missing online discussions or work |
| B- | 1. 5 red flag items rated at or near entry level and 5 of 9 other criteria rated advanced intermediate |
| C+ | 1. 5 red flag items rated entry level and 4 of 9 other criteria rated advanced intermediate |
| NP | 1. Any PTA CPI criteria rated below intermediate 2. Absence or tardiness regarding online discussions or work during clinical experience to exceed 5 instances 3. Any Red Flag criteria not rated advanced intermediate by the final evaluation will result in a “NP” for the clinical affiliation 4. Each other criteria marked below intermediate performance by the final evaluation will result in a “not proficient” for that criteria and student may be required to repeat or extend clinical 5. Post clinical paperwork not completed (CPI, site/CI assessment, etc) 6. Absence of communication from student when initiated by ACCE 7. Absence greater than 8 hours from clinical site or any unexcused absences |
| PROBATION | 1. Any CI concerns noted with flag criteria (# 1,2,3,5, and 7) reported on the mid term CPI or otherwise documented by the CI at any time regarding serious concerns of lack of student response to previous concern.  2. Absence 8 hours from clinical rotation    \**Students on probation will be removed from the clinical rotation at the next instance of negative behavior. Probation will be removed upon successful completion of the clinical affiliation.* |

· *Each late or missing assignment will result in a reduction in final grade by ½ step (example: A to A-)*

· *Communication that must be initiated by the ACCE versus the student will result in a maximum grade of “B” for the rotation, as this reflects the red flag item, communication.*

**Terminal clinical III: (PTA 225)**

|  |  |
| --- | --- |
| Letter Grade | Description |
| A | 1. 5 red flag items rated at or near entry level and all other criteria rated at or near entry level   1. All online discussions or work on time 2. All post clinical paperwork completed correctly and passed in on time 3. Communication with ACCE as needed and necessary |
| A- | 1. 5 red flag items rated at entry level and 8 of 9 other criteria rated at, or close to entry level  2. Communication with ACCE as needed and necessary |
| B+ | 1. 5 red flag items rated at entry level and 7 of 9 other criteria rated at, or close to entry-level performance  2. Communication with ACCE as needed and necessary |
| B | 1. 5 red flag items rated at entry level and 6 of 9 other criteria rated at, or close to entry-level performance   1. More than 2 late or missing online discussions or work |
| B- | 1. 5 red flag items rated at entry level and 5 of 9 other criteria rated at, or close to entry-level performance |
| C+ | 1. 5 red flag items rated at entry level and 4 of 9 other criteria rated at, or close to entry-level performance |
| NP | 1. Any PTA CPI criteria rated below intermediate 2. Absence or tardiness regarding online discussions or work during clinical experience to exceed 5 instances 3. Any Red Flag criteria not rated at, or close to, entry level by the final evaluation will result in a “NP” for the clinical affiliation 4. Each other criteria marked below intermediate performance by the final evaluation will result in a “not proficient” for that criteria and student may be required to repeat or extend clinical 5. Post clinical paperwork not completed (CPI, site/CI assessment, etc) 6. Absence of communication from student when initiated by ACCE 7. Absence greater than 8 hours from clinical site or any unexcused absences |
| PROBATION | 1. Any CI concerns noted with flag criteria (# 1,2,3,5, and 7) reported on the mid term CPI or otherwise documented by the CI at any time regarding serious concerns of lack of student response to previous concern.  2. Absence 8 hours from clinical rotation    \**Students on probation will be removed from the clinical rotation at the next instance of negative behavior. Probation will be removed upon successful completion of the clinical affiliation.* |

· *Each late or missing assignment will result in a reduction in final grade by ½ step (example: A to A-)*

· *Communication that must be initiated by the ACCE versus the student will result in a maximum grade of “B” for the rotation, as this reflects the red flag item, communication.*

**Student Evaluation of Clinical Site and CI:** This form will be filled out by the student during their final week and signed by their CI and returned to the ACCE at the university within one

week of the completion of the clinical experience. This document can be found at the following link: [**http://www.apta.org/Educators/Assessments/**](http://www.apta.org/Educators/Assessments/)**.** Grades for the clinical experience will not be issued until this form is completed. The form has 2 parts: (evaluation of the clinical site and evaluation of the clinical instructor). The ACCE will make copies of this evaluation. One copy will be mailed to the CCCE at the clinical site and the other will be placed in the clinical site file following completion of the student affiliation. An incomplete for the course will be issued to any student who does not complete this evaluation. Students will be placed on probation if the evaluation is not completed within 2 weeks of the final day of the clinical experience.

# Clinical Faculty

***Clinical faculty (CI) minimum qualifications***

The ACCE will be responsible to verify that all students are placed with CIs that meet the following minimum requirements:

* graduate of an accredited physical therapy or physical therapist assistant program
* have at least one year of clinical experience in the field of physical therapy
* possess license in state (where clinical experience occurs) as a PT or PTA

## *Clinical site and faculty professional development*

The ACCE will be responsible to collect and review data related to clinical site quality and performance of clinical faculty. The ACCE will, at minimum, utilize the following tools to assess professional development needs of the clinical sites and faculty:

* Student evaluation of clinical site and instructor
* Clinical Site Information Form
* ACCE mid-term meetings with student and CI
* ACCE correspondence with student and/or CI
* CI self-assessment of needs
* Graduate satisfaction and competency surveys
* UMPI PTA assessment grid

The ACCE will review and assess the needs from each of the above tools at least annually and at the completion of clinical experiences. See the clinical site assessment section below and the appropriate assessment tool for details and thresholds indicating a need.

If it is determined that clinical site personnel, including the CCCE or CI needs further assistance in his/her ability to consistently perform at the acceptable standard, the ACCE will coordinate with the CCCE to discuss concerns and a professional development plan as necessary. Specific professional development plans may include, but are not limited to:

* inservice training by PTA faculty at clinical site or university
* referral to appropriate third-party training with follow up by ACCE i.e. CI credentialing
* conference call or personal conversation to discuss a researched topic i.e. acceptable billing practices for the PTA or PTA student

All professional development assessments, needs and responses will be summarized annually by the ACCE. Whenever possible, clinical site and instructor qualitative improvements will also be tracked and documented i.e. new CI credentialing or improved student evaluations.

## *Contracts and Riders*

1. The ACCE is responsible for initiating and maintaining clinical affiliation contracts and riders (appendix A) and for assuring a current contract and rider are in effect prior to students attending clinicals at a particular site. The ACCE ensures that all new contracts and any contract with requested substantive changes are approved as needed by University legal counsel prior to obtaining signatures by any facility.
2. Upon initiation of a new contract, the ACCE communicates with the CCCE to ensure each contract is signed by the appropriate administrators.
3. The ACCE reviews contracts annually follows up as needed with CCCEs for updates and to verify that the contract is current.
4. The ACCE documents the date each contract is signed with expiration date, if any, in the *Clinical Site Minimum Qualifications Grid* or similar database.
5. The ACCE verifies current contract and assign students only to facilities in which a properly executed and unexpired written agreement is in place.
6. Copies of all records will be on file with the ACCE.

## *Student Privacy and Confidentiality*

1. The ACCE ensures privacy and confidentiality of student information when corresponding with clinical site personnel and will verify that the student has signed a statement of release (see clinical ed. policy manual) prior to disclosing any personal information.

## *Rights & Privileges of Clinical Education Faculty*

The rights and privileges of clinical education faculty/clinical sites are as follows:

1. All clinical education facilities are eligible to receive in-service training by PTA faculty on any topic related to clinical education.
2. All clinical instructors are eligible for nomination by the New England Physical Therapist Assistant Consortium for the annual Clinical Faculty Award.
3. The CI (and CCCE) has access to the UMPI library.
4. If corrective strategies are unsuccessful, the clinical site has the right to terminate a student’s affiliation.
5. The CI (and CCCE) may participate in the program’s professional courses.

# 

**Student Resume Guidelines**

A student resume is part of the packet of information sent to your clinical education site. **The clinical site will keep this information on file and may use it to contact you for pre clinical paperwork or orientation**. The resume should give your clinical instructor a general idea of your past experiences and your skill set as a student. *Your resume should be updated with any changes of address or contact information as soon as possible and filed with the ACCE.* The following is a general format to follow prior to your clinical internships.

**Your Name** **Emergency contact Name**

Address Address

Phone number Phone number

**university email address(maine.edu)**

**Education:**

University of Maine at Presque Isle Presque Isle, ME

Currently enrolled in the physical therapist assistant associate degree program

Anticipated graduation date: May 2018

High School Name Here Town

Graduation date

**Work Experience:**

Dates of service Facility name Town

Job title

Job description only if skills or experience is relevant to clinical environment

**Relevant Certifications:** i.e. lifeguard, personal trainer, LNA

**Personal Profile:**

* Strengths
* Special skills or interests
* Optional: any special accommodations necessary for you to be successful

**Preferred Learning Style:**

# Physical Therapist Assistant Program Professional Behavior Policy Clinical Component

As students preparing for a career in the medical field, you are expected to behave in a responsible and professional manner **in the classroom as well as in the clinic.**

Student professional/ethical behavior assessment

* Students will be assessed for professional behaviors during each technical PTA course. Students will be given the opportunity to self-assess and turn-in the form to course instructor for feedback and final grading. Students receiving a 1or 2 on any professionalism/ethical behavior criteria for any academic technical course will be placed on probation and may be dismissed from the program, disqualified from clinical affiliation, or disciplined according to other University or program policy depending on the specific conduct.
* The CI or CCCE may ask the student to leave/stop the clinical education experience at any time if it is determined that patient safety is a risk or the student is being insubordinate.

STUDENTS ARE EXPECTED TO:

1. Use tact, diplomacy and courtesy in communications with Clinical Instructors, PT staff, health care team members, patients and the public. Refrain from sharing personal problems with patients.
2. Follow directions and complete assigned tasks within the expected time frame.
3. Adhere to all the policies and procedures of the clinical site, and respects confidentiality (HIPPA) of all patients.
4. Represent him/herself consistently as a PTA student.
5. Respect the clinic as a place of learning and avoid disruption of the treatment process such as:

* Putting a CI on the spot during patient treatment
* Becoming personally involved with patients
* Leaving the clinic without permission
* Use of cell phone for conversation or texting while on duty

1. Show respect for the differences which exist in others. The University of Maine at Presque Isle does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation or marital status.
2. Appropriately notify Clinical Instructors prior to absences or tardiness. This should be done with a direct phone call whenever possible. Avoid casual emailing or texting as a means of communication with instructors.
3. Attend the clinic on a regular basis. Repeated absence is considered unprofessional and may result in a failing grade on the clinical experience.
4. Take responsibility for seeking prior approval from the CI for borrowing items from the clinic and for returning them in a timely fashion.

* Borrowed books must be returned as soon as possible and in good condition
* **Original patient records should never leave the clinic**

1. Properly maintain clinic and treatment areas by returning supplies and equipment to designated areas. Also maintain all treatment tables, linens and cubicles in a neat and orderly fashion.
2. Document resources for any projects or research completed during their clinical affiliation experience.
3. Adhere to all principles as outlined by the APTA Standards of Ethical Conduct for the Physical Therapist Assistant and the 8 Values-Based Behaviors for the PTA.

Clinical Affiliation Social Networking Policy

* + The University of Maine at Presque Isle (UMPI) PTA program promotes professional interactions between clinicians and patients. In maintaining this professional interaction, the program prohibits PTA students from interacting with current patients using social networking media. PTA students should not accept nor request any interaction involving social networking media with any current patient or current CI. Social media includes text messaging and electronic mail. Social networking with former patients and CIs is permissible following completion of the clinical affiliation.

**University of Maine at Presque Isle**

**PTA Program**

**Weekly Planning Form**

Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Week Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Review of the Week:**

When completing this form consider the five (5) performance dimensions: quality of care, supervision/guidance required, consistency of performance, complexity of tasks/environment, and efficiency of performance.

**CI’s Review of the Week:**

When completing this form consider the five (5) performance dimensions: quality of care, supervision/guidance required, consistency of performance, complexity of tasks/environment, and efficiency of performance.

**Goals for the Upcoming Week of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CI Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# STUDENT FILE CLINICAL CHECKLIST

**NAME**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CLASS:**\_\_\_\_\_\_\_\_\_\_\_\_**DATE**:\_\_\_\_\_\_\_\_\_

**CURRENT RESIDENCE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOUSING OPTIONS**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Clin Ed  Policy form  signed | Informed  consent  signed | CPR | Résumé | Health  Insurance | Immuniz  Form  completed | Criminal  Back-  ground  Check | Drug  Test | Notes |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Integrated Experience: Dates:** |

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| --- |
| **Experience II: Dates:** |

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| --- |
| **Experience III: Dates:** |

**Discussion:**

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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# Physical Therapist Assistant Program

# Informed Consent

At the discretion of the Physical Therapist Assistant Program Director or Academic Coordinator of Clinical Education, I (print your full name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grant permission to have relevant information (including results of background checks, drug tests and other student requirements needed by the clinical site) released to the clinical affiliation site educators to enhance the educational experience.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# UMPI Immunization Requirements

The following form must be completed and signed by a Medical Provider. The University of Maine at Presque Isle and Maine State Law require that the following be completed.

(Please print legibly)

Student’s Name Date of Birth

**STUDENTS MUST HAVE**:

1. Diphtheria-Tetanus-Pertussis Booster within the last 10 years \_\_\_\_\_\_\_\_\_\_\_\_\_

Date

1. MMR (Rubeola, Rubella, and Mumps) –*First dose must be after first birthday*

Date of first dose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of second dose (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR split series:**

Rubella Vaccine: \_\_\_\_\_\_\_\_\_\_\_\_\_ or Titer \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date Results

Rubeola Vaccine: \_\_\_\_\_\_\_\_\_\_\_\_\_ or Titer \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date Results

Mumps Vaccine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Titer \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date Results

1. Hepatitis B Series **(strongly recommended)**

Injection 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Injection 2 \_\_\_\_\_\_\_\_\_\_\_\_\_Injection 3 \_\_\_\_\_\_\_\_\_\_

Date Date Date

Titer Results: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Results

1. Varicella Titer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Results

If titer negative (not immune) varivax injections required

Varivax 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Varivax 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

1. Tuberculin Test (PPD)

**STEP 1:**

Type \_\_\_\_\_\_\_\_\_\_Date Administered \_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_

Date Read \_\_\_\_\_\_\_\_Results \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 2**:

Type \_\_\_\_\_\_\_\_\_\_Date Administered \_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_

Date Read\_\_\_\_\_\_\_\_ Results \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Physician/Health Care Professional

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Please print or type) Telephone No.

Rev. 05/2018

**Hepatitis B Vaccine Declination**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that due to my program, the possibility of exposure to blood and other potentially infectious materials may put me at risk for acquiring Hepatitis B Virus Infection. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk for this serious illness. If, in the future, I continue to have a potential for exposure to blood or other hazardous materials, I can revoke this declination at any time.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Student Acknowledgement

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received the Clinical Education Policy Packet. I have read it and all questions have been answered to my satisfaction. I agree to abide by all policies within.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_