

# PTHA 2461

## Clinical II

### Spring 2015

## Faculty Information

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**Name:** Matt Bertrand  
**E-Mail:** [mbertrand@odessa.edu](mailto:mbertrand@odessa.edu)  
**Phone:** 432.335.6830  
**Office:** CT 103A

Office Hours	
<b>Campus Office Hours:</b>	Monday to Thursday 8:00 am-08:30 am 3:30 PM – 5:00 PM Friday 08:00AM-10:00AM
<b>Online Office Hours:</b>	n/a

### About Your Instructor

*Dork. Husband. Father. Loved by Jesus.*

### Preferred Method of Communication:

*Text and/ or email work best. I will not respond to texts (unless it is an emergency) after 6 PM.*

### Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or other PTA faculty) during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as

possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

## Textbook Information and Required Hardware/Software

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### Textbook(s):

1. *The Physical Therapist Assistant Manual for the Assessment of Clinical Skills (PTA MACS)*

## Information About the Course

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### Course Description

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This clinical provides continued exposure to the clinical environment. Students observe and utilize skills obtained in the classroom and laboratory. Provides opportunities for selecting and applying procedures and equipment, improving decision-making, problem-solving and reasoning abilities. Consists of six weeks full-time experience under direct supervision by a licensed physical therapist or licensed physical therapist assistant.

### Course Prerequisites:

PTHA 2201, PTHA 2409, and PTHA 2435. Corequisites: PTHA 2431 and PTHA 2462.

**Competencies:** The competencies for this clinical experience are taken directly from the PTA MACS, which is used as the evaluative tool for attainment of entry-level skill. For ease of comparison across all clinical experiences, the entire PTA MACS skill list is included here. The skills which must be demonstrated during this clinical experience will vary from student to student, based on the type of experiences which are available at the clinical facility.

\*1.0 The student should be able to demonstrate entry-level competency with all of the PTA MACS skills indicated by an “x” in the appropriate column of the following table.

\*2.0 The student should be able to demonstrate partial competency with all of the PTA MACS skills indicated by a “p” in the appropriate column of the following table.

PTA MACS Skill	Clinical I	Clinical II	Clinical III
1. Commitment to Learning	x	x	x
2. Interpersonal Skills	x	x	x
3. Communication Skills: Oral and Written	x	x	x
4. Effective Use of Time & Resources	x	x	x
5. Use of Constructive Feedback	x	x	x
6. Problem Solving	x	x	x
7. Professionalism	x	x	x
8. Responsibility	x	x	x
9. Critical Thinking	x	x	x
10. Stress Management	x	x	x
11. Safety	x	x	x
12. Healthcare Provider Education	x	x	x
13. Patient History & Chart Review	x	x	x
14.1 Anthropometric Measurements for Edema	x	x	x
14.2 Other Anthropometric Measurements		x	x
14.3 Arousal / Mentation / Cognition	p	x	x
14.4 Assistive/Adaptive Devices	x	x	x
14.5 Gait, Locomotion & Balance		x	x
14.6 Integumentary Integrity	x	x	x

PTA MACS Skill	Clinical I	Clinical II	Clinical III
14.7 Joint Integrity & Mobility		x	x
14.8 Muscle Performance		x	x
14.9 Neuromotor Function		x	x
14.10 Range of Motion / Muscle Length		x	x
14.11 Self-Care / Home Management		x	x
14.12 Sensation / Pain Response		x	x
14.13 Ventilation, Respiration & Circulation	p	x	x
15.1 Implementation of the Plan of Care	x	x	x
15.2 Modification within the Plan of Care	x	x	x
15.3 Patient Related Instruction	p	x	x
15.4 Discharge Planning	x	x	x
16.1 Aerobic Conditioning		x	x
16.2 Balance Activities		x	x
16.3 Coordination Activities		x	x
16.4 Breathing Exercises		x	x
16.5 Inhibition / Facilitation		x	x
16.6 Relaxation		x	x
16.7 Manual Strengthening		x	x
16.8 Mechanical Strengthening		x	x
16.9 Motor Development Training		X	x
16.10 Posture Awareness		x	x
16.11 Range of Motion		x	x
16.12 Stretching		x	x
17.1 Adaptive Device Training		x	x
17.2 Bed Mobility	x	x	x
17.3 Body Mechanics Training	x	x	x
17.4 Gait (training)	x	x	x
17.5 Tilt Table	x	x	x
17.6 Transfers	x	x	x
17.7 Wheelchair Mobility	p	x	x
18 Therapeutic Massage	x	x	x
19 Manual Therapy		x	x
20 Wound Management	x	x	x
21.1 Biofeedback	x	x	x
21.2 Continuous Passive Motion	x	x	x
21.3 Cryotherapy	x	x	x
21.4 Electrotherapeutic Modalities	x	x	x
21.5 Hydrotherapy	x	x	x
21.6 Compression Therapies	x	x	x
21.7 Superficial Thermal	x	x	x
21.8 Deep Thermal	x	x	x
21.9 Traction	x	x	x
22.1 Aerobic Conditioning / Endurance		x	x
22.2 Airway Clearance		x	x
22.3 Amputation / Prosthetic Management		x	x
22.4 Aquatic Therapy		x	x
22.5 Environmental Barriers	x	x	x
22.6 Ergonomic Assessment / Work Conditioning		x	x
22.7 Orthotic / Supportive / Protective Devices		x	x
23.1 Administration & Healthcare Delivery Systems	x	x	x
23.2 Community Education / Policy	x	x	x
23.3 Outcomes Assessment		x	x
23.4 Prevention / Wellness / Screening		x	x

# Grading

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<i>Type of Assignment</i>	<i>Percentage/Points</i>	<i>Learning Objective</i>
MACS	100%	
	100%	<b>TOTAL</b>

The ACCE's assessment is based on review of the clinical instructor's comments found in the PTA MACS and/or obtained verbally via telephone or personal conference, telephone or personal conferences with the student, personal observations and appropriate completion and timely receipt of all documentation from the student.

Should a clinical instructor wish to teach a student a measurement or treatment procedure that has not been presented and practiced in the academic setting, it is the clinical instructor's responsibility to determine if the student is safe in applying the procedure to a patient in that particular clinical setting. If the procedure is to be covered in the academic setting at a later date, the academic faculty is responsible for assuring competence according to their criteria at the appropriate point in the curriculum

## **Grading Scale:**

“A” = 90-100

“B” = 80-89

“C” = 70-79

“D” = 60-69

“F” = 0-59

# Student Course Participation

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**As a student, I understand that I am responsible for keeping up with the course. To help with this, I will**

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

**As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to**

- getting “kicked off” of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

**As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will**

- seek out help from my instructor and/or from tutors;
- ask questions if I don't understand; and
- access my course several times during the week to keep up with assignments and announcements.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).

## Course Policies

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### Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in a timely manner.

### Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course.

### Course Alignment with Industry Standards

This course is required as a component of the degree plan for an AAS in PTA. CAPTE accreditation of the PTA program can be found on the PTA Program website [www.odessa.edu/dept/pta](http://www.odessa.edu/dept/pta)

### Digital Protocol

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate learning.

**For online submissions, the electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on “Blackboard” time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to students with pertinent information and status reports. Assignments submitted electronically need to follow the file-type requirements provided by the instructor.

### Attendance Policy

Each student is to report to his or her individual clinic at the assigned time. Any absences must be reported to the Clinical Instructor and the ACCE prior to start time of the clinic date that is to be missed. If the ACCE cannot be reached, a message must be left on the answering machine (335-6830).

**Regular attendance at clinic is essential and has a direct effect on the final grade that a student earns in class. Unexcused absences and/or non-attendance on the part of a student will result in a grade penalty or expulsion from the program.**

### Grade Inquiry

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final. **Tests may be reviewed up to one week after date given.**

### Grade Policy

Please understand that this is a required course for the PTA program in order to prepare you for your State Board Exam. Quality work and active participation is expected and not to be negotiated. Any written assignments or tests will be graded outside of class. You can expect feedback on assignments within a week's time.

**Note: Students must make a minimum grade of a 70 “C” in each PTA course in order to remain in the program.**  
**Blackboard Participation:**

1. Blackboard is used as a primary method of communication in this course.
2. Students are expected to log on to the Blackboard Clinical III course at least 5 days each week to check for announcements and participate in discussions by submitting at least 30 posts, including original posts and replies to other student's posts
3. All posts must be thoughtful and appropriate, and must contribute to the overall learning environment.

**Student's Evaluation of a Clinical Experience:**

1. The student is required to turn in a clinical evaluation at the end of each clinical affiliation.
2. The student's evaluation of the clinical experience is graded based on the thoroughness and thoughtfulness of the evaluation, not on whether the student made positive or negative comments about the experience or the PTA program. Maximum points are awarded for identification of specific strengths and weaknesses of the clinical facility, the clinical instructor and the PTA program.
3. The student's clinical evaluation forms along with the PTA MACS are due on the first week day following the student's last day in the particular clinic.
- 4.

**Grade Compilation:**

The student's attainment of entry-level proficiency is measured by timely successful performance of skills contained in the PTA MACS, as well as by timely completion of a clinical evaluation form. Clinical Instructors evaluate the student's performance of the skills, but the final determination of satisfactory completion is made by the ACCE using the following guidelines:

**General Course Requirements**

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time. (insert your late work policy).**

**Acceptance of Late Assignments:**

Projects or outside assignments are due at the beginning of class on the assigned due date. Late papers will receive a 5% per day grade penalty. This penalty will continue to be assessed each day the assignment is not turned in.

**Incomplete Policy**

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.
3. An Incomplete form is submitted

## Course Schedule

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*(Tentative and Subject to Change)*

## Odessa College Policies

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**Tuition Discounts**

The "***First Course is Free***" discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The "***Academic Progress Discount***" provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

## Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities*  
<http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

## Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

### "Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

## Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the



student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

### **Dropping a Course or Withdrawing from College**

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar’s Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar’s Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student’s orders must be presented to the Registrar’s Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student’s notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of “F.”** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

## **Student Support Services and Technical Support**

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### **Blackboard Support**

#### **I can’t log into my Blackboard Course, who do I contact?**

Contact the Student Success Center: 432-335-6673 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm). The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

#### **I’m having a problem in my Blackboard Course, who do I contact?**

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor’s Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

#### **Additional Blackboard Help Resources:**

Service	Assistance Provided	Available
<b>Blackboard Help for Students</b>	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online <a href="#">Click here.</a>
<b>Blackboard On Demand Learning Center for Students</b>	This website provides an extensive list of short tutorial videos for student activities performed in	Online <a href="#">Click here.</a>



	Blackboard.	
<b>Blackboard Collaborate: First Time Users</b>	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online <a href="#">Click here.</a>
<b>Blackboard Collaborate: Essentials for Participants</b>	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online <a href="#">Click here.</a>

### Student E-mail Support

#### How do I set up, access, or update my Odessa College Student E-mail account?

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

#### I can't access my student email! I forgot my password!

Contact the Student Success Center: 432-335-6673 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm). They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

**Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.**

### Support for Students with Disabilities

#### How do I contact the Office of Special Populations?

<b>Main Number</b>	432-335-6861
<b>Campus Location</b>	SUB 204N in the Student Union Building
<b>Email</b>	Becky Rivera-Weiss - <a href="mailto:brivera@odessa.edu">brivera@odessa.edu</a>
<b>Website</b>	To find out more about services provided by the Special Populations office, please visit: <a href="http://www.odessa.edu/dept/counseling/disabilities/index.htm">http://www.odessa.edu/dept/counseling/disabilities/index.htm</a>

### Learning Resources Center (LRC; Library)

#### How do I contact the Learning Resource Center?

<b>Main Number</b>	432-335-6640
<b>FAQ Service</b>	LibAnswers: <a href="http://libanswers.odessa.edu">http://libanswers.odessa.edu</a>
<b>Contact a Specific OC Librarian</b>	Pat Quintero at 432/335-6350 or <a href="mailto:pquintero@odessa.edu">pquintero@odessa.edu</a> Donna Clark at 432/335-6645 or <a href="mailto:dclark@odessa.edu">dclark@odessa.edu</a> Carolyn Petersen at 432/335-6641 or <a href="mailto:cpetersen@odessa.edu">cpetersen@odessa.edu</a>

**Equipment and Services Provided:**

The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus
Quiet study areas	For course work	On Campus

**Student Success Center (SSC) / AVID Center**

**How do I contact the Student Success Center?**

*Appointments are preferred, but walk-ins will be served as soon as possible.*

<b>Main Number</b>	432-335-6673
<b>Campus Location</b>	1st floor of the Library
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/ssc/">http://www.odessa.edu/dept/ssc/</a>
<b>Live Online Assistance / Chat</b>	<a href="#">Click Here</a> <i>(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)</i>

**Equipment and Services Provided:**

The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online <a href="#">Click here for more information.</a>
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online <a href="#">Click here for more information.</a>
Study Skills	Tools needed to succeed	On Campus and Online <a href="#">Click here for more information.</a>
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online <a href="#">Click here for more information.</a>
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online <a href="#">Click here for more information.</a>
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus <a href="#">Click here for more information.</a>
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online <a href="#">Click here for more information.</a>

## Veterans Support

### How do I contact the office for Veteran's Outreach?

<b>Main Number</b>	432-335-6833
<b>Campus Location</b>	204M (Help Center) in the Student Union Building
<b>Email</b>	Gloria Rangel - <a href="mailto:grangel@odessa.edu">grangel@odessa.edu</a>
<b>Website</b>	To find out more about services provided by the Veteran's Outreach office, please visit: <a href="http://www.odessa.edu/dept/counseling/veterans/index.htm">http://www.odessa.edu/dept/counseling/veterans/index.htm</a>