ARAPAHOE COMMUNITY COLLEGE

Physical Therapist Assistant Program

PTA Student Clinical Handbook 2026-2027

Dear Physical Therapist Assistant Student:

Welcome to the Clinical Portion of the Arapahoe Community College's Physical Therapist Assistant Program. This integral section of the PTA Program requires you to apply your newly acquired physical therapy knowledge in a clinical setting working with patients under the supervision of a professional in the physical therapy field. You will be working with physical therapists and physical therapist assistants with clinical experience and a wealth of knowledge. As their **GUEST**, you will be expected to perform as a professional.

This handbook is designed to serve you throughout the clinical portion of the PTA Program. Hopefully, it will be an informational resource for you and your clinical supervisors as you advance through the sixteen weeks. You are expected to be aware of the areas within this handbook and use it as a valuable resource for your education in the clinics. However, you should always feel comfortable in asking any questions of the physical therapy clinical faculty.

We look forward to having you advance to the clinical component as a Student Physical Therapist Assistant. We hope that together we will graduate a competent, qualified graduate who will be able to provide quality patient care, practice ethically and be an asset to the profession of physical therapy.

Sincerely,

Alexis Gaines, PT, DPT

Alexis Gaines, Academic Coordinator of Clinical Education

Paula Provence, PT

PTA Program Chair

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INTRODUCTION TO PTA INTERNSHIP EDUCATION

The internship component of the PTA Program at Arapahoe Community College consists of one, 4-week placement (PTA 2080) and two 6-week placements (PTA 2081 & 2082) occurring in the third, fourth and fifth semesters of the PTA Curriculum.

All travel, housing, uniform, and immunization expenses are the responsibility of the students. No intentional hardship will be placed on any PTA student, but site availability and a well-rounded internship experience will be the focus of all placements. Students will be allowed the right to request a change after assignments are made based on justifiable reasons, not just personal preference. Changes may be at the discretion of the Clinical Educational Coordinator based on availability of placements, prior internships, and other factors that may impact the outcomes of the student's experience.

Placement in internships will be attempted to be varied and will include both inpatient and outpatient placements. Students' volunteer and work experience in the physical therapy field will also be considered. Students will not be placed in the same location as employed or where they did the majority of their volunteer time. Students also will not receive any salary while attending internships according to CAPTE regulations.

Contracts are maintained in Colorado and the majority of placements occur in the Denver Metro area and the Front Range. Out of state clinical placements are currently on hold. Regardless of the placement setting, contracts MUST be completed prior to the student's first day of the scheduled internship.

Physical Therapist Assistant internships are both varied and individualized to meet the students' needs. They are to help prepare students to enter the field of physical therapy as an entry level physical therapist assistant. The internships are designed to meet the competencies set by the American Physical Therapy Association. The Physical Therapist Assistant Program sees the internships as the time when students have the chance to apply the knowledge and skills gained in the classroom. It is the time where students, through experience, grow in their ability to become a Physical Therapist Assistant under the guidance of a physical therapist or physical therapist assistant. It is the time when the student sees professionals practicing the concepts and therapy that they have read and heard about in school. The internships may be best described as the "real world" and not the world of academics. The PTA Program feels that these experiences are the most valuable part of a student's education and thus the faculty has spent considerable time choosing the best possible facilities for their students.

INTERNSHIP SUPERVISORS

The clinical supervisors used by the PTA program for all Internships MUST be either Physical Therapists or Physical Therapist Assistants that are legally practicing in their state. The internship sites are not receiving any reimbursement from the College for the students' education. It is important that you remember that they are contributing to the student's education for at least two reasons:

1. they like to work with students, and
2. they know that the only way that physical therapy personnel can expect to have well trained PTAs is to participate in their education.

In most cases, the student is an addition to an already busy schedule. The Physical Therapist Assistant Program encourages the students to be understanding of the pressures and workloads placed on clinicals when they accept students into their facilities. Each individual responsible for student training in the facilities is considered an educator in Physical Therapy. Clinical educators are known as Director of Clinical Education (DCE), Center Clinical Coordinator of Education (CCCE), and Clinical Instructor (CI).

For a successful internship for all concerned, a mutual understanding of responsibilities is encouraged. The following are recognized roles and responsibilities involved for both clinical and internship courses. (NOTE: clinical and internship are synonymous throughout this manual).

ACADEMIC CLINICAL EDUCATION COORDINATOR (DCE)

The DCE is the faculty member at the College who is responsible for monitoring the internships. Different faculty members may be assigned depending upon the internship. Final authority and responsibility remain with the Program Chair.

The responsibilities of the DCE include, but are not limited to, the following:

1. assigning eligible students to internships and confirming the assignment in writing to each CCCE.
2. assuring that all written contracts or letters of agreement between the college and the facilities are signed and periodically reviewed.
3. making regular and periodic contacts with each facility where students are placed.
4. maintaining a current information file on each facility where students are placed.
5. identifying new sites for clinicals and internships.
6. developing and implementing a policy for the withdrawal of students from a facility.
7. orienting students to the general purposes of internship experiences and providing them with necessary forms.
8. reassigning students who do not complete original assignments in accordance with the PTA Program's policy.

9. developing internship programs that provide the best opportunity for the implementation of theoretical concepts offered as part of the didactic curriculum.
10. maintaining a collaborative relationship with all facilities.
11. sending necessary information and forms for each student to the CI unless responsibility is assigned to the student.

CENTER COORDINATOR OF CLINICAL EDUCATION (CCCE)

The CCCE is usually a Physical Therapist at the clinical facility. This person coordinates placements of the students with the DCE and CI.

The CCCE also has administrative functions and day-to-day supervision. This person, who may also be the CI, may delegate the day-to-day supervision of the students to one or more staff members.

The administrative responsibilities of the CCCE include, but are not limited to the following:

1. collaborating with the DCE in the development of a program that provides the best opportunity for the implementation of theoretical concepts offered as part of the academic educational program.
2. preparing, maintaining, and sending to the DCE current information about the facility, including a statement of the conceptual models from which evaluation is derived, and upon which treatment is based.
3. scheduling students in collaboration with the DCE.
4. being familiar with the policy regarding the "withdrawal of student from internship" of the College.
5. notifying the DCE of any student for whom the facility is requesting withdrawal.
6. reviewing periodically the contractual agreement between the facility and the College and ensuring that these agreements are signed.
7. providing regular and periodic supervision of students.

CLINICAL INSTRUCTOR (CI)

The Clinical Instructor must be a licensed physical therapist or a physical therapist assistant who has graduated from an accredited program. The direct day-to-day supervisory responsibilities of the CI include, but are not limited to, the following:

1. providing an adequate orientation to the facility and to specific departmental policies and procedures.
2. assigning patients and clients to the student.
3. supervising the provision of physical therapy services, documentation, and oral reporting of the student.
4. assessing skill and knowledge level of the student.
5. meeting with the student regularly to review performance and to provide guidance.

6. evaluating the student at the midpoint and termination of the internship using the performance evaluation instruments provided by the College and the Clinical Performance Instrument.
7. notify the CCCE of any problems a student may be experiencing.
8. provide documented instances of unsatisfactory performance by a student.
9. respect the risk-free right of patients to refuse to participate in clinical education.

STUDENT

The student is the learner who is enrolled in a course of study at an education institution leading to an AAS Degree as a physical therapist assistant. The student is expected to collaborate with the DCE, CCCE and CI to ensure compliance with internship requirements.

Transportation and Commute Expectations
Students are responsible for providing their own reliable transportation to and from assigned clinical sites. Clinical placements may require travel of up to approximately one hour each way. Students should be prepared to accept assignments within this commuting range and plan accordingly to ensure punctual and consistent attendance.

The student also has the following responsibilities:

1. contacting and confirm the clinical dates to the CCCE at least **TWO WEEKS** in advance of the starting date.
2. complying with all policies and procedures of the clinical facility unless exempted, including prior notification of student absences to the DCE and CI.
3. fulfilling all duties and assignments made by the DCE, and CI ***within the time limit specified.***
4. notifying the clinical facility and educational program of current address and telephone number.
5. completing and presenting to the DCE one copy each of the student's evaluation of the internship facility.
6. having available copies of the appropriate performance evaluation forms and student evaluation forms unless forms are sent by the DCE.
7. taking responsibility by arriving on time and dressing appropriately.
8. adhering to the Student Ethics and the APTA Code of Ethics for Physical Therapist Assistants while at the facility.
9. taking initiative without being asked and to occupy "down" time in a professional manner (studying, reading professional material only, etc.).
10. being able to accept all constructive feedback, acting upon it to improve both performance and theory knowledge.
11. showing motivation and interest in clinical education.
12. obtaining consent from a patient to be treated by a student prior to initiation of any student lead intervention.
13. respect the risk-free right of patients to refuse to participate in clinical education.

HOW INTERNSHIP SITES ARE CHOSEN

Internship sites for the Physical Therapist Assistant Program are chosen using specific criteria. First, they must be committed to physical therapy education. Their personnel must be qualified and should have a range of patients/clients that will provide the student a well-rounded education. Sites may be visited by PTA program faculty. It will be surveyed as to their interest, accreditation status, personnel qualifications and types of experiences available. When it is decided that the facility will be of benefit to the students, a student affiliation agreement will be drawn up between the facility and the college. In order for the facility to maintain this agreement, they must provide a quality educational experience for the students.

Students are assigned a variety of experiences based on the sites available. Therefore, proximity is not the priority. Students may need to commute to their assignments and are responsible for costs of travel.

HOW TO CHOOSE AN INTERNSHIP SITE

The **first** consideration the student should address in choosing an internship site is: "Which will provide the best educational experience for me?" After the question has been met, then the other questions such as city, transportation, housing, etc. must be addressed.

In looking at your educational needs you want to consider areas of weakness, experiences that are different than previous experiences, testing an area of practice that you may have considered employment in, or trying to receive a very general knowledge base.

Among the other considerations that you may want to address is employability in the area that you choose. Experience has shown that the student who performs well on internships may be offered a job in the center where they affiliate, if a job for an entry level PTA becomes available.

The assigning of PTA students in Internship sites begins with the students reflecting on their personal situations and making appropriate requests based on these circumstances. Students should use the following when making requests to the DCE for their Internships.

1. Review the information provided in the Clinical Site Reviews D2L shell. Note the critiques, information sheets, brochures, etc. Jot down those that you are interested in.

2. Make sure of important considerations:

    - Do I have a strong desire for a specific site?
    - Do I have a strong desire for a site to meet my interest?
    - Can I afford the travel to far-off places?
    - Can I be away from my family for 4-6 weeks

- Can I pay room/board if necessary, etc.?
- What special arrangements need to be made for me?
- What special arrangements need to be made for my family?
- What special arrangements need to be made by my employer?
- Decide upon the type of experiences that you want; i.e., big city general hospital, extended care facility, orthopedics, pediatrics, home health, private practice, etc

3. Discuss the Internship experience with the second-year students.

4. If you wish to arrange an additional site that is not under a current contract with Arapahoe Community College, the student must discuss this with the DCE. The DCE will contact the site or in some instances request the student to contact the site. Contracts and other required forms must be finalized before the student assignments are made.

HOW INTERNSHIP ASSIGNMENTS ARE MADE?

These assignments are made by the DCE and based on the availability of internship sites, the course requirements and the student's needs. They may require the student to go out of town in order to complete these assignments. Students will not be assigned to a facility where they previously worked or did extensive volunteer time. Assignment by lottery, at the Program Director's or DCE's discretion, may be necessary.

Selection of Internship Sites:

During your first or second semester in the PTA program, you will be asked for initial input regarding your clinical affiliations. This input may include specific facilities you would like to affiliate in, Metro area vs. out of town or out of state affiliations and/or which type of facility you would like for each affiliation. This input is not binding and is designed as a starting point for both students and faculty.

When possible, a list of available sites will be provided to students and students will be asked to select their top three (3) choices. If you wish, you may include explanations for your reasons for wanting to go to a particular place. The DCE will ***try*** to honor as many first choices as possible. Just remember that you must have a variety of experiences including inpatient and outpatient facilities.

After receiving their requests, the DCE will assign students to their facilities. Schedule changes will only occur if the facility withdraws or an emergency occurs. Remember, once the clinics have been notified, **you** may not change clinic sites.

Changes may occur after the letters have been mailed **ONLY** when the clinical site notifies the DCE. The student will be notified as soon as possible and arrangements will be made to place the

student prior to the starting date. Students **ARE NOT** allowed changing any sites on their own or seeking a replacement site. This will be performed by the DCE only.

Seeking Internship Sites Not Established

Students are encouraged to seek a well-rounded Physical Therapist Assistant Internship education. If it is the desire of the student to attend a new site, in state or out of state that is not established in the PTA Program the student must do the following:

1. Inform the DCE of your desire to recruit this site including the date you are considering attending this facility.

2. Give the facility name, contact person, address, telephone number and type of facility to the DCE.

3. The DCE will contact the facility and complete all necessary paperwork; i.e., contracts, etc. before final placement is made. The DCE will also decide if the facility is acceptable for PTA student placement.

4. Any student who establishes a new internship in the PTA Program will have top priority for that site during the specific internship that was requested.

5. Students are responsible for all financial responsibilities during internship placements.

6. Students, however, are not guaranteed any placement.

7. NO STUDENT WILL BEGIN AN INTERNSHIP UNTIL THE CONTRACT IS COMPLETED. **Please do not wait until the final minute to get that perfect placement.**

CONTACTING THE INTERNSHIP SITE

It is the student's responsibility to contact all internship facilities where they are assigned at least **TWO WEEKS** (14) days in advance of their starting date. This is a good time to confirm starting times, place, supervisor's name, uniform, dress code, etc.

Failure to provide the TWO WEEKS (14) days advance notice may result in the student being terminated from the internship assignment and being rescheduled at the PTA program's convenience.

COMMUNICATIONS WITH ACC

It is not the intention of the program to place students on an assignment and forget about them. We are very willing to provide you assistance on these experiences. In order to provide this assistance, it will require good communications on the student's part. Students are expected to communicate with the internship course instructor on a weekly basis providing updates and assessments of the clinical affiliation experiences.

If the student feels there is a problem, he/she must try to affect change by seeking out the internship supervisor. If this action does not solve the problem, then the student should contact the Program Director or DCE to inform them of the problem and what action has already taken. A meeting will then be scheduled with the student, the CCCE, internship supervisor, and DCE, so that the problem can be resolved.

PROFESSIONAL APPEARANCE

Since the Physical Therapist Assistant student is representing the profession of Physical Therapy and the college, certain expectations are made upon them when they are on their internship assignments. These expectations are as follows in a dress and hygiene code.

1. Tobacco odors may be offensive to others. SPTA should at all times wash their hands and ensure their breath, skin, or clothes do not emit offensive nicotine odors.

2. Good hygiene is imperative. Any personal hygiene habits that are offensive to patients, such as breath and body odors, must be controlled while in the internship areas.

3. No jeans will be worn. This includes designer jeans.

4. Clothes and shoes should be clean and neat.

5. Clothes should not be tight fitting or revealing.

6. Appropriate foundation garments must be worn.

7. No sandals or high heels should be worn.

8. Hair must be clean and tied back if long.

9. Facial hair must be clean and well groomed.

10. Do not wear perfumes or colognes.

11. Nails should be short and well groomed. Nail polish color should be conservative.

12. Do not wear dangling or excessive jewelry or makeup.

13. No gum chewing or smoking is permitted when working with patients.

14. Lab coats or smocks will be worn only if required by the internship facility. Any department uniform will also be worn by the student.

15. Name tags are to be worn at all times at the internship facility and as designated during labs.

If individual internship facilities have other dress codes, the center's codes will have priority. All differences in codes should be reported immediately to the DCE.

Failure of the student to adhere to this code may result in the student being withdrawn from that experience and being rescheduled at the department and internship facility's convenience.

Attendance Policy

DURING INTERNSHIPS

It is expected that students will attend their internship regularly at each site and take advantage of the clinical exposure provided. However, if occasional illnesses or family crises occur which require time off, the PTA Program has the following attendance policy, based upon facility discretion:

> Students may miss a total of three days of internship time throughout the total 16 weeks. Only one of these days may occur during Internship I and one day each in Internships II and III. If a student misses more time than allowed during an internship, that student must make up time beyond the allowable absence rate. This time will be at the clinics convenience and may include evenings, weekends, etc. However, if facility requirements mandate make-up of **any missed** time, the student is obligated to fulfill facility requirements.

Student must notify both their CI and their DCE prior to any absence (before the start of the workday) during all internships. Failure to notify either the DCE and/or their CI will result in an unexcused absence. This absence **MUST** be made up at the facility's convenience.

TARDINESS

It is considered unprofessional behavior for students to arrive late and/or leave early from internships. Students are to be ready to begin internships at the facility's scheduled start time. At a minimum, students are expected to arrive at least 15 minutes prior to the start of their shift. Failure

to do so will result DCE review of student performance in meeting professional expectations during the affiliation.

WORKER'S COMPENSATION

INJURY POLICY

Students are covered by Workers' Compensation while in an assigned clinical setting. In the event of an injury the student **must** do the following:

At the Clinical Site:

1. Report the incident to his/her clinical instructor.
2. Follow through with the facility's requirements for on-site treatment and documentation. Provide a copy of the facility's documentation to ACC Human Resources Office. **Follow-up care must be provided by ACC Workers' Compensation providers as listed below.**
3. Check patient/client chart for history of Hepatitis B or any other communicable disease (if appropriate).

At ACC:

1. Report to the Human Resources Office, ACC Church Street Building, 797-5741 within 48 hours of incident.
2. Bring copies of the facility's report and any billings related to treatment.
3. Complete Workers' Compensation claim form, available from the Human Resources Office.
4. Arrange follow-up care through the ACC Human Resources Office:
   a) Human Resources will contact Concentra/The Western Center to either let hospital personnel know that you are on your way or to make an appointment for you.
   b) Upon treatment from Concentra/The Western Center, submit the necessary paperwork back to the Human Resources Office for further processing no later than 72 hours after the incident.

Care Providers for Work-Related Injuries & Illnesses

Any work-related injury that is not life-threatening and occurs during standard work hours, requires that you first contact Human Resources at 303.797.5741 or ACCaskHR@arapahoe.edu prior to seeking medical attention.

Medical care, during standard clinic hours, for work-related injuries is provided at HealthOne/CareNow clinics or Concentra clinics. **If an injury is life-threatening, proceed immediately to the nearest emergency room or dial 911.**

During Standard Clinic Hours:

20 W Dry Creek Cir #100
Littleton, 80120
(303) 798-1009

9330 S University Blvd Ste 100
Highlands Ranch, 80126
(303) 346-3627

5990 S University Blvd
Greenwood Village, 80121
(720) 446-5890

7120 E County Line Rd
Highlands Ranch, 80126
(720) 446-5891

After Hours Care:

7700 S Broadway, Littleton, 80122
(303) 730-5800

Note: You may be liable for all medical bills if you choose your own doctor for treatment of a work-related injury.

ARAPAHOE COMMUNITY COLLEGE

ALL NON-PAID COOPERATIVE EDUCATION STUDENTS WORKERS' COMPENSATION

- *Clinical experiences are considered nonpaid, cooperative education for Workers' Compensation purposes.*

PURPOSE:

This is to notify you of a Workers' Compensation Workcomp Program that Arapahoe Community College has implemented for non-paid Cooperative Education students.

Arapahoe Community College's designated providers are Concentra/The Western Center and Columbia Swedish Medical Center in Englewood for all medical care associated work-related injuries and illnesses.

The purpose is two-fold—to assure the employees/students DCEs to quality medical care and, at the same time, to assure that the employees/students receive necessary and appropriate medical care. Arapahoe Community College feels that this goal can be met by Concentra/The Western Center and Columbia Swedish Medical Center in Englewood.

This program requires all non-paid cooperative education students incurring work-related injuries and illnesses to receive their medical care for Concentra/The Western Center and Columbia Swedish Medical Center in Englewood. Medical care received from providers other than Concentra/The Western Center and Columbia Swedish Medical Center will be considered "UNAUTHORIZED" and may not be reimbursed by the insurance company. Life-threatening emergencies are, of course, an exception to the rule. In those instances, the closest medical facility should be accessed.

For information concerning Workers' Compensation claims call:

Arapahoe Community College
Human Resources Office
303 797-5724

INTERNSHIP REQUIREMENTS AND GRADING CRITERIA

Each student participating in a PTA program clinical affiliation is required to carry professional liability insurance. ACC carries a blanket professional liability policy for all allied health students. Each student acquires coverage within this blanket policy by paying a fee associated with PTA 2080, Clinical Internship I.

Student's clinical skills will be evaluated during the Internships using the APTA Clinical Performance Instrument (CPI). Students will be expected to complete all forms and assignments for each Internship including an evaluation of the site and Clinical Instructor. The CPI consists of 11 criteria that is used to determine the student's performance relative to each placement. Students are evaluated during each Internship and do not "accumulate" scores to achieve success. As a result, each Internship has an established minimum level of performance that determines student success. Final grades are based on the CPI, assignments, and completion of all forms and are issued by PTA program faculty and DCE review.

The following is the grading scale for all of the Physical Therapist Assistant Program courses:

92 – 100% = A
83 – 91% = B
75 – 82% = C
67 – 74% = D
0 - 67% = F

Grading Criteria on the Clinical Performance Instrument (CPI)

PTA 2080- Internship I (40 hours/week for 4 weeks) The required achievement ratings for all criteria is a minimum of Advanced Beginner Performance by the completion of the affiliation.

PTA 2081- Internship II (8 hours a day for 6 weeks) The required achievement rating for all criteria is a minimum of Advanced Intermediate performance by the end of the affiliation. If the score on any individual criterion below Advanced Intermediate, the DCE will conduct a review process.

PTA 2082-Internship III (8 hours a day for 6 weeks) The required achievement rating for all criteria will be a minimum of Entry Level Performance by the end of the affiliation.

Consequences of grades resulting in less than a "C" average.

A. If the student receives a “D”, they will be required to take a second internship at another facility at discretion of the DCE.
    a. Successful re-mediation of an internship will be determined by the DCE and may involve the following (or other) expectations as determined by the DCE:
        i. One-on-one review sessions with PTA faculty regarding areas needing improvement. Number and content of re-mediation sessions will be determined by the Program Director and DCE.
        ii. Successful completion of two (2) skill checks at the minimum of 80% pass rate.
        iii. Additional written assignments and/or written evaluation to be completed at 80% or higher.
    b. The make-up internship will not be scheduled until the above tasks have been completed.

B. If the student does not receive a “C” or higher at the second placement, the student will fail the Internship. Failure to complete any internships successfully including an “F” or a second “D” or will result in dismissal from the program and student must reapply to PTA program. (See PTA Student Handbook).

C. If a student receives an “F” during the first attempt of the Internship, the student will be dismissed from the PTA Program and must reapply for admission.

Internship Objectives
PTA 2080

No.	Competency
1.00	Complete 160 hours in an internship experience under the direction and supervision of a clinical instructor.
2.00	Under close supervision, assist the CI and other PT staff in providing patient care with a minimum of 6-8 patients. Performance will include, but is not limited to the following: a) Perform selected therapeutic techniques relative to specific patient diagnosis and plan of care b) Employs on-going assessment skills when monitoring a patient's response to a treatment program c) Observe and respond to acute changes in physiological state of the patient during therapeutic techniques, which address the unique physical, psychological and social issues of each patient. d) Practice patient care documentation e) Progress patient through the established treatment plan efficiently and effectively (achieves established goals). f) Employ skills and attitudes required for professional conduct when interacting with other health care professionals and patients. g) Employ skills for effective communication when interacting with other health care professionals, patients and families.
3.00	Recognize individual strengths and limitations based on current ability level.
4.00	Participate in patient care in a legal and ethical manner according to current state practice act, professional APTA guidelines and third-party payer regulations.
5.00	Seek opportunities that promote professional development and reinforce life-long learning.
6.00	Maintain communication with the academic program utilizing designated procedures in a timely manner.
7.00	Complete the CPI at the Advanced Beginner or higher level.

PTA 2081

No.	Competency
1.00	Complete 240 hours in an internship under the direction and supervision of a clinical instructor.
2.00	In a clinical setting under the moderate supervision, demonstrate the following with an assigned patient load and within the student PTA's scope and current ability:
	a) Interpret the patient's medical record and successfully perform the plan of care developed by the physical therapist.
	b) Recognize patient's physiological limitations during treatments and respond accurately in a timely manner.
	c) Propose ways of modifying the treatment within the guidelines of the treatment to improve the patient's progress
	d) Practice patient care documentation
	e) Progress patient through the established treatment plan efficiently and effectively (achieves established goals).
	f) Participate in discharge planning including development of short-term goals and placement decisions.
	g) Employ skills and attitudes required for professional conduct when interacting with other health care professionals and patients
	h) Employ skills for effective communication when interacting with other health care professionals, patients and families.
3.00	Instruct and teach other health care providers, patients and families to perform selected treatment procedures and/or functional skills and activities.
4.00	Forms a personnel development plan based on individual strengths and limitations
6.00	Participate in opportunities that promote professional development and reinforce life-long learning.
7.00	Maintain communication with the academic program utilizing designated procedures in a timely manner.
8.00	Complete the CPI at the Advanced Intermediate Performance or higher level.

PTA 2082

No.	Competency
1.00	Complete 240 hours in an internship under the direction and supervision of a clinical instructor.
2.00	Building upon PTA 2081, and under the guidance of the clinical instructor and PT staff the student will:
	a) Assume a patient load that reflects 75-80% of the facility's standard caseload.
	b) Proficiently DCEs relevant information from the patient's medical record.
	c) Assess patient responses.
	d) Modify patient's treatment within the plan of care.
	e) Document patient care as required in the facility.
	f) Recognize and initiate discharge planning.
	g) Employ skills and attitudes required for professional conduct when interacting with other health care professionals and patients
	h) Employ skills for effective communication when interacting with other health care professionals, patients and families.
3.00	Implements a personnel development plan based on individual strengths and limitations
4.00	Proactively promote patient care in a legal and ethical manner according to current state practice act, professional APTA guidelines and third-party payer regulations.
5.00	Participate in opportunities that promote professional development and reinforce life-long learning.
6.00	Maintain communication with the academic program utilizing designated procedures in a timely manner.
7.00	Complete the CPI at the Entry Level Performance level.

UNACCEPTABLE STUDENT CONDUCT

DURING INTERNSHIP PLACEMENTS

Assignment of students to clinical facilities is dependent on the willingness of the facility to accept a student at a specified time. Clinical placement is not guaranteed with enrollment. A student is a guest in the facility to which he/she is assigned; consequently, if the student's behavior or performance in any way disrupts patient services at the facility, the clinical or academic faculty may immediately terminate the student's placement. (This and other facility rights and responsibilities are outlined in the student affiliation agreement found in the appendix).

One or more of the following actions (or like actions) by a student may be grounds for immediate termination by the facility or the College of the internship assignment that results in failure of the Internship and termination from the PTA Program.

- Behavior that creates a threat to the welfare of the patient/client or other students.
- Behavior that creates a threat to the program, facility, and/or internship site to which the student is assigned.
- Behavior that threatens the continued relationship between the college and the facility.
- Violation of patient confidentiality.
- Failure to adhere to facility policy and/or procedures.
- Repeated failure to follow instructions.
- Arguing with the supervisor.
- Use of profane, abusive, or vulgar language.
- Refusal to carry out assigned duties.
- Failure to follow attendance procedures.
- Misrepresentation of personal competency level.
- Failure to alter behavior after constructive feedback from supervisor.
- Use of cell phones and electronic devices outside of facility and program policies.

If a CCCE or CI requests the withdrawal of a student from clinic, the following actions may occur. Depending on the situation, the sequence of these actions may vary.

1. The CCCE or CI will notify the DCE of the problems in student performance and the desired outcome.

2. As soon as possible, the DCE, CCCE, CI and the student will meet to attempt to resolve the problem(s) in question.

3. A determination to allow the student to continue, withdraw the student, or re-assign the student will be made.
    a. If the student is allowed to continue in the internship, a plan of action will be developed to improve the identified deficit(s). Compliance with this plan of action will affect the final decision on continuation or discontinuation of that placement. This decision will be determined by the DCE and the CCCE.
    b. If the decision is withdrawal of the student from an internship, the student cannot return to that facility for any future internship nor shall the student in any way harass employees of that facility. The student will receive a failing grade for the Internship and is eligible to re-enroll in the PTA Program based on the written requirements as determined by the DCE, CCCE and CI and program policies.
    c. If the student is allowed to continue in the internship, **but** needs to be placed in another facility, attempts will be made by the DCE to secure another site following the normal procedures for site procurement. Grading will be determined by the DCE and the student will be expected to comply with all expectations and requirements.

4. If the student's behavior indicates additional learning experiences will be necessary to facilitate a successful placement, the student will be prescribed additional learning activities by the DCE, and will be eligible for re-enrollment in the internship.

5. No more than **one re-enrollment** while the student is enrolled in the PTA Program for all internships is allowed regardless of the circumstances and/or final decisions.

6. If the student indicates by his/her behavior an unwillingness or inability to perform successfully in the internship, the student will be withdrawn from the internship and receive a failing grade for that internship. Ability to re-enroll will be based upon the readmission process outcome.

STUDENT CONTRACT

1. To facilitate student clinical training, the College and PTA student agree to the following contractual policies, and unmentioned policies not covered herein, but addressed in the ACC Student Catalog.

2. The PTA program will ensure:
   a. A current, written contract with the PTA Consortium.

   b. Provide the student with adequate instruction and clinical experience, and to successfully mandate course requirements.

   c. Provide the student with learning objectives, and hands-on experience as part of the program of instruction.

   d. Provide academic and career counseling to the student when sought or required in the faculty's opinion.

   e. Provide the student with current, sufficient information about clinical and performance standards, and any specific clinical requirements.

3. The Student will:

   a. Carry personal health insurance if required by the internship site. The student is required to present proof of compliance with this policy if requested to do so.

   b. Be in good health and notify school of any physical limitations or problems that could affect the student's learning.

   c. If required by internship site, undertake and complete a physical examination signed by a physician. Foreign students must present a current chest X-ray for themselves, and their families in addition to any physical examination. This X-ray must have been completed within the last six months prior to Acceptance into the PTA program. Students from Europe, Japan, Australia, New Zealand, and Canada are exempted from this requirement. All health records will be held in the strictest confidence.

   d. The student will adhere to the Campus and Professional business dress codes. Of importance is the reality that dress codes on campus are seldom the dress code of professional business.

   e. Adhere to rules and regulations of the internship or campus facility.

   f. Notify clinical supervisor of his or her impending absence and arrange for a make-up time to complete required hours of work or tasks.

g. Provide and pay for his or her own transportation to and from the internship, campus, or designated place of work. This also means that the student will obtain any special driving licenses or permits, to include a valid driver's license.

h. Pay for any related expenses such as housing, meals, name tag, uniforms, and other work-related items if required.

i. Adhere to all PTA Program Guidelines for students.

j. Abide by the hours of the assigned classes or internships. Conflicts with class or internship hours must be directed to the class instructor or clinic director for resolution. The student is required to seek out and inform the necessary faculty about such conflicts.

k. The use of any non-prescribed drugs, or the use of excessive alcohol by any PTA student, or conduct bringing discredit upon the PTA program, or its affiliates, constitutes grounds for immediate dismissal from the PTA program.

STUDENT AGREEMENT

I, _____ (Print Name), have received, read, and understand the policies and statements contained in this PTA handbook. I **do elect** to abide by these policies in pursuit of my goal to become a graduate physical therapist assistant. I do have the motivation and the desire needed and by signing below, make a definite commitment to all Internships.

_____	_____
Student Signature	DCE
_____	_____
Date	Date

APPENDIX

PHYSICAL THERAPIST ASSISTANT PROGRAM
ARAPAHOE COMMUNITY COLLEGE
EXAMPLES OF CLINICAL SITES

METRO AREA SITES*

Advanced Healthcare of Aurora	Aurora, CO
Advent Health (Multiple facilities)	Metro Area
Atlas PT	Denver, CO
Center at Lincoln	Parker, CO
Center at Lowry	Denver, CO
Cherrelyn Healthcare Center	Littleton, CO
Cherry Creek School District	Metro Area
City Park Healthcare Center	Denver, CO
Colorado Athletic and Conditioning	Metro Area
Colorado Pain Center	Lakewood, CO
Common Spirit	Metro Area
Fix It Therapies	Castle Rock, CO
Functional Performance Center	Littleton, CO
Fyzical Therapy and Balance	Metro Area
Hampden Hills Post-Acute	Aurora, CO
Healthcare Center of Colorado Springs	Colorado Springs, CO
Health Rehab Solutions (Multiple Sites)	Metro Area
InnovAge	Lakewood, CO
Irondale Post-Acute	Commerce City, CO
Legacy Healthcare (Multiple clinics)	Metro Area
Lowry Hills Care and Rehab	Aurora, CO
Medical Center of Aurora South	Aurora, CO
Mountain View Pain Center	Metro Area
Next Level Sports PT	Golden, CO
Orthopedic Centers of Colorado	Metro Area
Panorama PT (Multiple Clinics)	Metro Area
Peak Performance PT (3 Clinics)	Douglas County
Peak PT and Wellness	Metro Area
Pro Active (Multiple Clinics)	Metro Area
Select Medical (Multiple Clinics)	Front Range
Sloan's Lake Rehab Center	Denver, CO
Care Options for Kids Home Health	Metro Area
Specialized PT	Littleton, CO
UCHealth Steadman Hawkins	Englewood, CO
V. A. Medical Center	Denver, CO
Woven Care	Aurora, CO

* These are just some examples of facilities we have clinical contracts with. If you have a clinic you are interested in, please talk with Lexi about that facility.

Non-Metro Clinical Sites*

Action Potential	Colorado Springs, CO
Advanced Healthcare of CO Springs	Colorado Springs, CO
Boulder Canyon Post Acute	Boulder, CO
Colorado Institute of Sports Medicine	Colorado Springs, CO
Evans Community Hospital	Fort Carson, CO
Memorial Hospital	Colorado Springs, CO
North Colorado Medical Center	Greeley, CO
Northern Colorado Rehab Hospital	Johnstown, CO
Synergy PT	Colorado Springs, CO