



Northeast Texas Community College  
Physical Therapist Assistant Program  
Clinical Instructor Resource Manual

2024-2025



***Welcome to Clinical Education!***

We hope this manual can assist you in providing a rewarding clinical experience for you and your PTA student by providing a source of information in planning and implementing clinical rotations.

There are over 40 clinical facilities who participate in PTA affiliation agreements with Northeast Texas Community College's PTA program.

The Physical Therapist Assistant Program Director of Clinical Education (DCE) is Deanna Moody, PT, MS. The College is located at 2886 FM 1735, Chapel Hill Road, Mt. Pleasant, TX 75455. The Office of the DCE is located in the University and Health Science Building, Room 106;

## **Accreditation**

Northeast Texas Community College PTA program received accreditation in October 2007, by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association . Reaffirmation of accreditation received October 2012 for 10 years. Northeast Texas Community College began serving students in August, 1985. Full membership in the Southern Association for Colleges and Schools was achieved in January, 1987.

## **GENERAL POLICIES AND PROCEDURES**



- 4. Communication**
- 5. Effective Use of Time and Resources**
- 6. Use of Constructive Feedback**
- 7. Problem Solving**
- 8. Responsibility**
- 9. Clinical Decision-Making**
- 10. Stress Management**
- 11. Colleague or Community Education**

Section II: Plan of Care

**12. Patient History and Chart Review**

13. Implementation of POC
14. Modification within POC
15. Patient Related Instruction
16. Discharge Planning

Section III: Interventions in Patient/Client Management

17. Therapeutic Exercise







**Northeast Texas Community College  
Physical Therapist Assistant Program  
Associate in Applied Science Curriculum**  
(Required core courses designated by \* symbol)

**PTA PROGRAM CURRICULUM**

<b>Summer I</b>	<b>Credits</b>
BIOL 2401 Anatomy and Physiology I	4
Language, Philosophy and Culture studies <i>(Phil 1301 or Phil 2306 preferred)</i>	3
<b>Total Credits</b>	<b>7</b>



Range of motion – Major joints of UE/LEs, neck, TMJ, trunk: Passive, active, active-assistive  
Therapeutic exercise techniques -  
    Stretching: Passive manual, hold-relax, hold-relax with agonist contraction, agonist contraction  
    Strengthening: Manual resistance exercise, mechanical resistance exercise

PTHA 2509 – Hybrid: Therapeutic Exercise

Five credit hours. Lecture/Lab/Clinical: Three hours of lecture and six hours of lab each week.



Implement appropriate progression within POC

Documentation: Therapeutic activities using SOAP note; Treatment session using SOAP format placing data in appropriate sections

Use of various types of equipment for appropriate exercise/techniques/tests per condition related to the following:

The geriatric population – Balance/coordination and Gait analysis

Cardiopulmonary/COPD population – Cardiac Rehab, Postural Drainage positioning,

Breathing exercises, Endurance training

Arthritis, Joint Replacement interventions, surgical interventions – OA, RA, joint arthroplasties protocols

Scoliosis, Osteoporosis, Posture

Spinal Disorders, Surgical Interventions, TIS (TOS)

RSD/CRPS, Post-Polio Syndrome

Vestibular Disorders

Proprioceptive Neurological Facilitation (PNF)

Vascular & Lymphatic Disorders

Amputations (Prosthetics & Orthotics)

Pregnancy

ADA compliance – Environmental examination and modification

Vulnerable populations

PTHA 1531 - F2F: Physical Agents

Five credit hours. Lecture/Lab/Clinical: Three hours of lecture and six hours of lab each week Prerequisite:

Successful completion of all PTHA courses up to this point in the curriculum.

Study of the biophysical principles, physiological effects, efficacy, and application of therapeutic physical agents.

Skills completed:

Communication -

With PT demonstrating appropriate understanding of POC

With instructors and students during presentation of professional information

Identification of appropriate modality per POC

Identify, describe, and assess the physiological effects, indications, contraindications, and precautions of each physical agent/modality

Interview and gain pain rating using various pain rating scales

Professionalism: Professional behavior demonstrated during simulated patient treatment

Beginning skills in the performance of selected modality

Screen/test patient sensation before application of modality

Integumentary inspection before, during, and after application of modality

Perform proper body mechanics in carrying out treatment using modality

Demonstrate adequate monitoring of the patient's response before and after application of modality

Implement treatment plan within POC

Documentation: physical agents using SOAP note, treatment session using SOAP format placing data in appropriate sections, accurate billing charges

PTHA1266 – Clinical: 224 hours: Practicum I

Two credit hours. Lecture/Lab/Clinical: Two hundred twenty-four clinical hours Prerequisites: Successful completion of PTHA courses in curriculum up to this point.

Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student.

PTHA 2305 – Hybrid: Clinical Neurology

Three credit hours. Lecture/Lab/Clinical: Three hours of lecture each week

Prerequisite(s): Successful completion of all PTHA courses up to this point in the curriculum.

Study of neuroanatomy and neurophysiology as it relates to commonly encountered neurological conditions.

PTHA 2531 – Hybrid: Management of Neurological Disorders

Five credit hours. Lecture/Lab/Clinical: Three hours of lecture and six hours of lab.

Prerequisite(s): Successful completion of all PTHA courses up to this point in the curriculum. Comprehensive rehabilitation techniques of selected neurological disorders.

Skills completed:

Identification of appropriate therapeutic activities per POC  
Obtains patient feedback/monitors for patient response  
Professionalism: Professional behavior demonstrated during simulated patient treatment per case  
Beginning skills in the performance of selected basic exercise techniques and progressions  
Perform proper body mechanics in carrying out therapeutic exercise/techniques per condition  
Instruct patient in body mechanics during therapeutic exercise  
Instruct in therapeutic exercise/technique consistent with treatment plan  
Implement treatment plan within POC  
Implement appropriate progression within POC  
Documentation: Therapeutic activities using SOAP note; Treatment session using SOAP format placing data in

Time should be entered into the time log using the current electronic clinical system daily. Each student is to “clock in” upon arriving at the clinic and “clock out” when leaving the clinic. In addition, any time the student leaves the





Prior to and during their clinical education, each student is instructed of the patient's risk-free right to refuse participation in any area of clinical education. These policies should be reviewed with the students affiliating at that facility. All clinical facilities are expected to have policies on the confidentiality of records and other personal

4. The program director will contact the student as to when the student may return to campus or practicum. The Program Director will adhere to public health guidelines dictated by the Health Services Director.
5. The student will supply the program director documentation from a physician stating that he/she may return to campus and/or clinical practicum.

Every effort will be made to work with the student to keep the student current with his/her classes or clinical practicum.

**Medical and Other Required Forms**

Students are responsible for providing to the DCE, the following items, by the appointed dates:

*First day of class of first fall semester:*

### **Suspected Substance Abuse**

If CIs notice unusual behaviors and suspect the student may be impaired, then the instructor has the responsibility of removing the student from the clinical area and if possible obtaining immediate drug testing. If the student wishes to prove that behaviors are not due to substance use, they may immediately, upon confrontation, submit himself or herself to supervised urine collection and test. Drug screens performed at a later date or by other method will not be accepted. If testing shows no proof of substance use (prescription or non-prescription), then the student may return to the clinical setting, when the suspicious behavior clears. The DCE should be notified by the CI, immediately, upon suspicion of substance abuse. If testing shows substance use, the student will follow the policies for identified substance users.

### **Accidents**

In the event of injury or illness, students should be provided with access to health services such as access to the emergency room or dialing 911 services. The student is responsible for the cost associated with receiving the health care services. The agency is not responsible for any health care costs of the student.

All accidents occurring while in clinic that result in patient, hospital personnel, or personal injury and/or damage to equipment must be reported to the clinical instructor immediately. Students may be required to fill out an incident report. Students are required to fully understand the safety methods of properly performing treatment procedures and operation of equipment before undertaking them. Students will carry *their own liability* coverage through Northeast Texas Community College and are responsible for any personal medical charges incurred.

In the event of an accident, please have the student complete an incident form and notify the DCE of the incident. For a claim form please contact the DCE.

### **Health Services**

NTCC offers no health services and is not responsible for costs of hospitalizations, special health care such as consultations with specialists, nursing care, surgical operations or dental treatment. The next of kin on record may be notified in uncertain or emergency situations, or in case of serious illness. Students may be transported to a general hospital or transported by ambulance at their own expense when such action is necessary in the opinion of college officials.

### **Health Insurance**

Furthermore, if a student is not removed from a clinical, failure to meet the standard clinical objectives by the end of the semester can also result in failure of that clinical education course if a student makes below a “75”. Frequent communication with the CI and the DCE helps to prevent this.

### **Grievance Procedure**

It is the policy of the Northeast Texas Community College Physical Therapist Assistant program to work with students in finding a fair and just solution to problems, including any student grievance, question, misunderstanding or discrimination. Students are urged to take their problems to the instructor assigned to the course in which they are having problems. Usually this instructor will have direct knowledge about the subject and is best qualified to resolve the situation. Students experiencing problems should proceed through the following steps.

Problems of an individual nature should be handled in the following ways: A student may formally express dissatisfaction with their progress in the Physical Therapist Assistant Program. Grade disputes should be resolved at the lowest level possible (i.e., the instructor and student). Recognizing that this is not always possible, the following procedure has been adopted as policy for resolving grade and course progress disputes. The steps have been defined to facilitate resolution at the lowest level possible and in that interest, the order of steps WILL AT NO TIME BE VIOLATED. The grievance procedure must be initiated within five (5) business days of the incident.

STEP 1: The student will present the problem directly to the appropriate course instructor or clinical instructor.

All clinical facilities are expected to have policies on the confidentiality of records and other personal information. Additionally, policies concerning the informed consent of patients seen by the student and facility guidelines on the use of human subjects for educational purposes should exist at each facility. These guidelines should describe the risk-free right of each patient to refuse to participate in treatment given by a student. These policies should be reviewed with the students affiliating at that facility. In addition, students are required to introduce themselves as a Student Physical Therapist Assistant to each patient.

### **Supervision**

All clinical facilities are expected to provide adequate supervision of students to ensure patient safety and to enable the successful completion of the program's educational objectives. All students require on site supervision of a licensed physical therapist or physical therapist assistant. Preferably, this should be the student's assigned clinical instructor. If the clinical instructor is unavailable on-site, another licensed person who is on-site should be assigned to that student for that time period. The CCCE in conjunction with the CI is responsible for assigning a PT or PTA to supervise the student for the duration of the CIs absence. The clinical instructor should have adequate release time to adequately supervise the student and be available for questions, assistance, and mentoring. All supervisory clinical faculty are expected to demonstrate positive role modeling for the students.



Rule Pediatric Therapy Services  
Select Medical Rehabilitation Services, Inc.  
Select Specialty Hospital - Longview  
Shriners Hospitals for Children - Shreveport  
Titus Regional Medical Center  
Trinity Mother Frances Hospitals & Clinics - Tyler  
University of Texas Health Center at Tyler  
Wadley Regional Medical Center - Texarkana  
Wood Memorial Nursing Center- Mineola  
Xzact Therapy - Paris

## Appendix A - Clinical Forms





