

Additional Policies of Clinical Education

Pregnancy

An uncomplicated pregnancy usually will not prevent completion of clinical courses. However, a complicated pregnancy (one that requires restriction of physical activity) will most likely require the student to discontinue training. The student will be required to apply for re-admission within one year to allow her to resume studies the next time the needed classes are offered. Make-up work may be necessary prior to re-admission.

To continue clinical training, the pregnant student must obtain **written documentation** from her physician, which clearly states that she is **cleared for necessary physical duties of clinical work**. The note should be obtained as soon as the pregnancy is confirmed. This note will be maintained in the student's file, the Clinical Education Coordinator will notify the CCCE, and CI for the student involved.

While in the clinic, the student should practice standard infection control precautions and use safe lifting techniques. With regard to clinical settings of clinical responsibilities, facility policies will prevail.

Illness/Injury (Clinical Education Coordinator should be informed of any student illness or injury)

Students are required to submit evidence of good mental and physical health, upon entry to the program. An essential functions form is completed and verified by the student's personal physician. Proof of health insurance or a waiver form is also required and maintained in the student's file. If a student is absent from the clinic due to illness, the Clinical Education Coordinator must be informed of the exact nature of the illness. Routine dental and medical appointments **should not** be made during school or clinical hours.

In the event of a serious illness/injury, the Clinical Education Coordinator should be notified by phone as soon as possible. A follow-up notification in writing should follow within 24 hours. The facility will follow their own policies and procedures concerning emergency procedures. The student will assume all medical expenses related to any injury in the clinic.

Orientation of Students

It is the belief of the PTA Program that students cannot reach their maximum potential unless they are familiar with their environment and aware of the expectations placed upon them. In accordance with this belief, it is requested that **all students have a facility orientation**. Students and CIs are asked to complete a checklist to ensure that all pertinent and applicable areas are covered. A copy of the checklist is enclosed in the Clinical Education Manual.

Substance Abuse

All PTA students undergo a substance abuse screen during the first semester in the Program and randomly throughout the course of study. A positive test results in immediate suspension from the Program.

In the event of suspicion of any substance usage or abuse by a student during clinicals, the Clinical Education Coordinator should be notified immediately. The Clinical Education Coordinator has both a beeper and cell phone, and one of these should be used to make certain that immediate response can be initiated. The student will be immediately removed from the facility in order to ensure the safety of patients and all parties involved. The Program faculty will pursue investigative procedures into the incident. Policies and procedures of both the Program and the College will be followed. A drug test may be required at this time and the cost of this will be the responsibility of the student.

If no evidence of substance abuse is discovered, the student will be returned to the clinical facility, or a similar site, if the original site is no longer available. The CCCE at the facility will be given the option to reinstate the student to complete the affiliation at the same facility or to request that the student complete the affiliation elsewhere. Notification of the CCCE's decision should be given, in writing, to the Clinical Education Coordinator within 24 hours of the results of the screening procedure. If there is evidence of substance abuse by the student, in keeping with College Policy, the student will be suspended from the program. Readmission to the Program will follow the College's policy.

Attendance

The program is evaluated based on the number of hours that students spend in supervised clinical practice. For this reason, students will be required to complete and submit weekly time sheets to the Clinical Education Coordinator while in clinic. Clinical education courses are professional courses and the motivated student will strive for perfect attendance during all clinical affiliations. Students are granted one professional leave day during PTA 268, Clinical Practicum if approved by the clinical instructor and/or Clinical Education Coordinator. Professional leave days are designed for students to use if they need to attend a job interview or if a travel day is needed for the affiliation. Students are permitted one sick day (8 hours) during PTA 263, Clinical Affiliation I, and PTA 268 (Clinical Practicum). Program policy for absences during clinical affiliations must be followed. All missed clinical hours, including those permitted, must be made up prior to the

start of the next semester. Missed clinical hours must be done at the convenience of the clinical instructor and the Clinical Education Coordinator. Any clinical absence will be penalized according to course syllabi. Students will receive an "Incomplete" in the course until the hours are made up. If the hours are not completed prior to the start of the next semester, students will be unable to progress in the program.

Absences for personal time off for extra-curricular activities such as weddings, sports competitions or events, children's activities, etc. are NOT acceptable. Absences that exceed those allowed will be handled on an individual basis between the student, Clinical Education Coordinator, and Clinical Instructor (if appropriate).

Procedure for Clinical Attendance

1. Clinical Education Coordinator will keep record of attendance using weekly phone calls and/or attendance forms completed by Clinical Instructor.
2. If a student is going to miss clinical hours, s/he must notify the clinical instructor and Clinical Education Coordinator by approved communication method(s) prior to the beginning of the workday or as close as possible. The use of social media is **NOT** an acceptable method of communication.
3. Absences that occur within the Clinical Attendance Policy will not be counted against the student, but the student will be required to make up all missed time.
4. Absences that exceed those allowed will be handled on an individual basis between the student, Clinical Education Coordinator, and Clinical Instructor (if appropriate). Appropriate actions may include, but are not limited to, counseling, rescheduling the clinical to be completed at a later date, or withdrawal from the clinical site. The clinical facility has the right to dismiss a student due to attendance.
5. The Clinical Education Coordinator, Program Director, and Clinical Instructor will develop a specific plan of action for each student.