



Occupational Therapy Assistant Program

2010-2011 Student Handbook

Table of Contents

I. Welcome to New Students.....	1
<i>Equal Educational Opportunity</i>	1
<i>OTA Department Contact Information</i>	2
II. Program Philosophy.....	3
<i>Man/Human</i>	3
<i>OT Reference</i>	3
<i>Beliefs on the Learning Process</i>	3
<i>ACC and Community Reference</i>	3
III. Program Mission Statement.....	3
IV. Program Objectives and Goals.....	4
<i>Program Objectives</i>	4
<i>Program Goals</i>	4
V. SCANS Competencies (Secretary’s Commission on Achieving Necessary Skills).....	4
VI. Program Information.....	7
<i>Health Data Requirements</i>	7
<i>Technical Standards and Essential Functions</i>	7
<i>Immunizations</i>	11
<i>Accreditation</i>	11
<i>Facilities</i>	12
<i>Change of Personal Information</i>	12
<i>Length of Program</i>	12
<i>Class times/Schedules</i>	12
<i>Approximate Cost of the Program</i>	12
<i>Textbooks</i>	13
<i>Registration</i>	13
<i>Transfer Policy</i>	13
<i>Transfer Credit</i>	13
<i>Advanced Credit/CLEP</i>	13
<i>Curriculum Requirements</i>	13
<i>Readmission Policy</i>	14
<i>Special Needs</i>	14
<i>Completion Ceremony</i>	14
<i>Certification and Licensure</i>	14
<i>Professional Membership</i>	15
<i>Student Ethics</i>	16
<i>Degree Plan 2010-12</i>	17
<i>OTA Course Descriptions</i>	18
VII. Program Policies.....	20
<i>Attendance, Exam, and Assignment Policies</i>	20
<i>Communication</i>	20
<i>Instructional Classroom Methods</i>	20
<i>Didactic Assignments</i>	21
<i>Laboratory</i>	21
<i>Classroom/Laboratory Maintenance</i>	21
<i>Open Labs</i>	21
<i>Human Subject Policy</i>	21
<i>Videotaping</i>	21
<i>Electronic Devices</i>	22
<i>Grade Reporting</i>	22
<i>Confidentiality of Exams and Assignments</i>	22
<i>Professional Development Conference Procedure</i>	23
<i>Student Records</i>	23

	<i>Probation Procedure</i>	23
	<i>Course/Program Withdrawal Procedure</i>	24
	<i>OTA Dress Code</i>	24
	<i>Uniforms</i>	24
	<i>Facility Visitation</i>	25
	<i>Inclement Weather</i>	25
VIII.	Clinical Fieldwork Policies and Information	25
	<i>Clinical Guidelines</i>	25
	<i>Clinical Placement Policy</i>	26
	<i>Clinical Schedules (may change without notice)</i>	26
	<i>Clinical Evaluation</i>	27
	<i>Grade Compilation</i>	27
	<i>Clinical Attendance</i>	27
	<i>Clinical Assignments</i>	27
	<i>Confidentiality</i>	27
	<i>Professional Conduct</i>	28
	<i>Appearance/Grooming</i>	29
	<i>Faculty and Clinical Supervisors Responsibilities</i>	29
	<i>Student Responsibilities for Clinical Affiliations</i>	29
	<i>Approved Clinical Sites</i>	30
IX.	Health Sciences Division Policies and Procedures	31
	Academic Policies	31
	<i>Academic Dishonesty</i>	31
	<i>Program Progression</i>	32
	<i>Student Complaint Procedure</i>	32
	<i>Sexual and/or Racial Harassment Complaints</i>	32
	<i>Grade Change Policies and Procedures</i>	32
	<i>Assignment of Grades</i>	32
	<i>Grade Change Appeal</i>	32
	Clinical/Practicum (or Field Experience) Policies	33
	<i>Professional Behavior</i>	33
	<i>Professional Ethics and Confidentiality</i>	33
	<i>Safe/Unsafe Clinical/Practicum/Fieldwork Policies</i>	33
	Progressive Discipline	34
	Health and Safety Information	35
	<i>Professional Risks</i>	35
	<i>Health Insurance</i>	35
	<i>Accidents/Exposure</i>	36
	<i>Accident Procedures</i>	36
	<i>Exposure Response</i>	37
	<i>Environment of Care</i>	37
	<i>HIPAA</i>	37
	<i>Workplace Violence</i>	37
	<i>Statement of Responsibility</i>	38
	<i>Substance Abuse Policy</i>	38
	<i>Pre-Placement Drug Screening (if applicable)</i>	39
	<i>Criminal Background</i>	40
	<i>Emergency Instructions</i>	41
	<i>General Emergencies</i>	41
	<i>Medical Emergencies</i>	41
	<i>Severe Weather/Outdoor Hazards</i>	41
	<i>Fire</i>	41
	<i>Gunman on Campus</i>	42

<i>Contacting a Student in an Emergency</i>	42
<i>Family Education Rights and Privacy Act (FERPA)</i>	42
Student Signature Pages	43

Welcome to New Students

Welcome to the Occupational Therapy Assistant Program of Austin Community College. You have chosen a very exciting and rewarding profession. The goal of this program is to instruct the skills required to provide quality patient care in the field of occupational therapy. The OTA faculty and staff wish you success in the pursuit of your educational goals.

The purpose of this handbook is to detail policies and procedures specific to this program. The Handbook is to be used as a supplement to the Austin Community College Student Handbook (available at each campus's administrative offices or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook/index/htm>) and serves to bridge the overriding policies of the college and the Health Science Division with policies specific to this program. The policies set forth in this Handbook are designed to support the success of the student.

The Occupational Therapy Assistant Program is just one of the programs within the Division of Health Sciences. The Health Science Division is comprised of the following programs: Associate Degree Nursing, Licensed Vocational Nursing, Dental Hygiene, Diagnostic Medical Imaging DMI –Radiology-, Emergency Medical Services, Occupational Therapy Assistant, Physical Therapy Assistant, Health Information Technology-Medical Coding, Medical Laboratory Technology, Surgical Technology, Pharmacy Technician and Sonography. The Division of Health Sciences is committed to providing quality educational programs for the purpose of developing successful health care professionals. Developing caring, competent health care professionals prepared for diverse contemporary practice requires interactions with patients and patient services, thereby resulting in an educational environment with unique characteristics and requirements.

We hope you are as enthusiastic about the next two years as we are and we look forward to working with you on your way to success!

Equal Educational Opportunity

The Health Science Programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation or disability.

Austin Community College pledges to provide equal educational opportunity for all students and prospective students with regard to recruitment, admissions, financial aid, instructional programs, student services, and all other programs and services of the College. Discrimination on any ground listed in Policy F-2 (B) is thus forbidden.

The Austin Community College Board of Trustees adopted this policy on May 11, 1981, and amended it on November 1, 1999 and May 1, 2000.

If you should need assistance in overcoming obstacles during your course of study, please feel free to contact us. The OTA Department Chair's office is located in Bldg. 9000 Rm. 9310. Faculty members are located in Bldg. 9000 Rms. 9308 and 9309. Office hours will be posted on the office doors each semester. If these hours are not suitable for your schedule, please feel free to contact individual faculty members for an appointment.

OTA Department Contact Information

Austin Community College
Occupational Therapy Assistant Program
3401 Webberville Road
Austin, Texas 78702
(512) 223-5935 phone
(512) 223-5897 fax
www.austincc.edu/health/ota

Department Chair

Estrella Godinez, OTR, MOT
Department Chair/Fieldwork Coordinator
(512) 223-5934
egodinez@austincc.edu

Full-Time Faculty

Kim Taylor, OTR, CHT
Full-time Faculty/Fieldwork Coordinator
(512) 223-5936
ktaylor@austincc.edu

Administrative Assistant

Tamala Tatum
(512) 223-5935
ttatum2@austincc.edu

Adjunct Faculty

Marcia Desy, OTR
mdesy@austincc.edu

Renee Kilbride, OTR
rkilbrid@austincc.edu

Mary Beth Korducki, COTA, LBSW
mkorduck@austincc.edu

Nancy Landwehr, OTR
nlandwehr@austincc.edu

Melanie Reyes, OTR, MEd.
mreyes2@austincc.edu

All program faculty are licensed by the State of Texas and adhere to the current AOTA Code of Ethics.

Health Sciences Counselor

Sandra Elizondo
(512) 223.5810
selizond@austincc.edu

Eastview Campus Student Support Services

Admissions, Building 2000, Room 2113, 223-5150
Advising and Counseling, Building 2000, Room 2113, 223-5188
Assessment, Building 2000, Room 2113, 223-5188
Career/Transfer Center, Building, Building 2000, Room 2113, 223-5188
Financial Aid, Building 2000, Room 2156, 223-4AID
ACC International Student Office, Located at the Riverside Campus, 223-5114
Learning Lab, Building 2000, Room 2304, 223-5114
Student Life, Building 2000, Room 2129, 223-5303
Office of Students with Disabilities, Building 2000, Room 2113, 223-5159
Student Support Center, Building 2000, Room 2135, 223-5214
Veterans Affairs, Located at the Northridge (223.4356) and Riverside (223.6165) Campuses

Student Support and Success Systems website: <http://www.austincc.edu/support/index.php>

Program Philosophy

Man/Human

From earliest times, humans utilized purposeful activity for survival. Humans depended on this occupation to maintain physical and mental health enhancing an overall sense of well-being. Unexpected and unimaginable physical, psychosocial and environmental events continually occurred as the human race developed to its modern state. Survival depended on the capacity for adaptability requiring human occupational performance to overcome the effects of these experiences for the continued function of the individual and community.

OT Reference

The philosophical cornerstone of the Occupational Therapy Assistant Program believes in a holistic approach to human adaptability in occupational performance throughout the life span. Intrinsic to this philosophical base is the knowledge of “occupation”. Utilization of this knowledge is applied to the facilitation, restoration, maintenance and balance of function in purposeful activities such as activities of daily living, work, production, play and leisure.

During the life span, developmental delay, illness, disability, and trauma may cause adverse effects on occupational function and balance. This program dedicates its instruction to the facilitation of developmental function, restoration of dysfunction, maintenance of achieved function and prevention of further disability, while promoting adaptive abilities. Inherent in each area of study are the maintenance of meaningful occupation and the facilitation of an individual’s maximum potential in occupational performance. Application occurs in both traditional and non-traditional settings.

Beliefs on the Learning Process

The OTA program provides students with a firm foundation of core knowledge upon which they build advanced knowledge and skills. Course material is presented with a variety of media including lecture, lab, visual presentations, power points, video and hands on contact thereby addressing the learning differences of the diverse student population. Community clinical expertise supplements the expertise of the OTA classroom instructors by utilizing case studies and situational activities in order to develop student critical thinking skills while developing treatment design.

ACC and Community Reference

Quality education at Austin Community College is integrated within the OTA program. Promotion of and access to this program contributes occupational therapy services to Austin’s diverse community. This course of study prepares occupational therapy assistants to deliver occupation-based services to the community’s population who experience developmental delays, sensorimotor, cognitive or psychosocial needs. Future clients may expect graduates to apply best practice competencies while mindful and considerate of individual values, families and cultures. ACC’s three instructional missions of Basic Foundation Skills, Workforce Education and University Transfer are incorporated within the curriculum through core academics, the affiliation program and the preparation for continuing education in occupational therapy. The OTA program participates in the ongoing process of ACC’s vision, which provides a life-long educational base resulting in lasting contributions in the community.

Program Mission Statement

The Occupational Therapy Assistant program at Austin Community College is committed to providing an educational program to prepare students to become competent, socially responsible, contributing entry-level occupational therapy assistants. The program will serve the Austin and surrounding communities by educating students to provide occupational therapy services to a complex, socially diverse population. The program is committed to encouraging contributions to the advancement of the profession of occupational therapy.

Program Objectives and Goals

Program Objectives

1. That the graduates of the Occupational Therapy Assistant Program should have achieved sufficient knowledge and skills as to become gainfully employed at an entry-level in a variety of healthcare settings;
2. That the supporting related academic coursework and the basic core Occupational Therapy Assistant curriculum will provide an optimal opportunity for the graduate to profit from further study in the profession; and
3. That upon satisfactory completion of the prescribed course of study, an individual can participate as an educated and contributing member of this community.

Program Goals

1. 60% of students enrolled in OTA program will progress through the program without interruption.
Measurement Tool: Student Admission History Pass Rate
2. OTA graduates pass rate on the National Board of Certification Examination will meet or exceed the national average.
Measurement Tool: NBCOT Examination results.
3. 80% of graduates will be employed in traditional or emerging practice areas 6 months post graduation.
Measurement Tool: ACC OTA Program: One Year Post Graduation Survey
4. New graduates of the OTA program will rate the program's effectiveness on an average score of "3" as measured by the Graduate Survey.
Measurement Tool: ACC OTA Program Graduate Survey
5. 100% of OTA faculty will be rated as "Good" or above by students on the Faculty Evaluation Survey.
Measurement Tool: ACC Faculty Evaluation Instructor Survey
6. Job technical skills will be rated at "3" or above by employers of OTA program graduates.
Measurement Tool: Employers' Survey
7. Work place behaviors will be rated at "3" or above by employers of OTA program graduates.
Measurement Tool: Employers' Survey

SCANS Competencies

(Secretary's Commission on Achieving Necessary Skills)

In 1990, the Secretary of Labor appointed a commission to determine the skills our young people need to succeed in the world of work. The commission's fundamental purpose was to encourage a high-performance economy characterized by high-skill, high-wage employment. Although the commission completed its work in 1992, its findings and recommendations continue to be a valuable source of information for individuals and organizations involved in education and workforce development.

Skills competencies are what a person must know to handle five facets of any workplace—resources, interpersonal relationships, information, systems and technology. The SCANS report also indicates various proficiency levels for each competency.

Underlying these competencies is the skills foundation, which goes beyond the "three R's" to include speaking and listening skills and the thinking skills—those creative and analytical skills necessary for problem solving and decision-making. Finally, the foundation includes personal qualities highly prized by employers — qualities such as responsibility, self-esteem and integrity.

SCANS is a vital first step toward President Bush's AMERICA 2000 national education strategy. AMERICA 2000 calls upon the nation to set world-class school standards that will, in the President's words, "express what all young Americans must know and be able to do to be prepared for further study and work."

The following skills competencies and foundations skills will be covered within the OTA curriculum:

Skills Competencies:

1. Resources: Identifies, organizes, plans, and allocates resources.
 - 1.1 Time—selects relevant goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.
 - 1.2 Money—uses or prepares budgets, including making cost and revenue forecasts, keeps detailed records, and makes appropriate adjustments.
 - 1.3 Materials and Facilities—acquires, stores, allocates, and distributes materials, supplies, parts, equipment, space, or final products efficiently.
 - 1.4 Human Resources—assess knowledge and skills and distribute work accordingly, evaluate performance and provide feedback.
2. Interpersonal: Works with others.
 - 2.1 Participates as a Member of a Team—works cooperatively with others and contributes to group with ideas, suggestions, and effort.
 - 2.2 Teaches others—helps others to learn.
 - 2.3 Serves Clients/Customers—works and communicates with clients and customers to satisfy their expectations.
 - 2.4 Exercises Leadership—communicates ideas to justify position; encourages, persuades and convinces others; challenges existing procedures and policies.
 - 2.5 Negotiates—works toward an agreement that may involve exchanging specific resources or resolving divergent interests.
 - 2.6 Works with Cultural Diversity—works well with men and women with a variety of ethnic, social, or educational backgrounds.
3. Information: Acquires and uses information.
 - 3.1 Acquires and Evaluates Information—identifies need for data, obtains it from existing sources or creates it and evaluates its relevance and accuracy.
 - 3.2 Organizes and Maintains Information—organizes, processes and maintains written or computerized reports and other forms of information in a systematic fashion.
 - 3.3 Interprets and Communicates Information—selects and analyzes information and communicates the results to others using oral, written, or multi-media methods.
 - 3.4 Uses Computers to Process Information—employs computers to acquire, organize, analyze, and communicate information.
4. Systems: Understands complex interrelationships.
 - 4.1 Understands Systems—knows how social, organizational and technological systems work and operates effectively within them.
 - 4.2 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
 - 4.3 Improves and Designs Systems—makes suggestions to modify existing systems to improve products or services, and develops new or alternative systems.
5. Technology: Works with a variety of technologies.
 - 5.1 Selects Technology—judges which set of procedures, tools or machines, including computers and related technologies, will produce the desired results.
 - 5.2 Applies Technology to a Task—understands the overall intent and the proper procedures for setup and operation of equipment.
 - 5.3 Maintains and Troubleshoots Technology—prevents, identifies, or solves problems in machines, computers, and other technologies.

Foundation Skills:

6. Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens, and speaks.
 - 6.1 Reading—locates, understands, and interprets written information; learns from text by determining the main idea or essential message; identifies relevant details, facts, and specifications; infers or locates the meaning of unknown or technical vocabulary, and judges the accuracy, appropriateness, style, and plausibility of reports, proposals, or theories of other writers.
 - 6.2 Writing—communicates thoughts, ideas, information, and messages in writing; records information completely and accurately; composes and creates documents such as letters, directions, manuals, reports, proposals, graphs, and flow charts; uses language, style, organization, and format appropriate to the subject matter, purpose, and audience. Includes supporting documentation and attends to level of detail; checks, edits, and revises for correct information, appropriate emphasis, form, grammar, spelling, and punctuation.
 - 6.3 Arithmetic—performs basic computations, uses basic numerical concepts such as whole numbers and percentages in practical situations; makes reasonable estimates of arithmetic results without a calculator, and uses tables, graphs, diagrams, and charts to obtain or convey quantitative information.
 - 6.4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques; uses quantitative data to construct logical explanations for real world situations; expresses mathematical ideas and concepts orally and in writing; and understands the role of chance in the occurrence and prediction of events.
 - 6.5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to the purpose; for example, to comprehend; to learn; to critically evaluate; to appreciate; or to support the speaker.
 - 6.6 Speaking—organizes ideas and communicates oral messages appropriate to listeners and situations; participates in conversation, discussion, and group presentations; selects an appropriate medium for conveying a message; uses verbal language and other cues such as body language appropriate in style, tone, and level of complexity to the audience and the occasion; speaks clearly and communicates a message; understands and responds to listener feedback; and asks questions when needed.
7. Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.
 - 7.1 Creative Thinking—uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
 - 7.2 Decision Making—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives.
 - 7.3 Problem Solving—recognizes that a problem exists (i. e., there is a discrepancy between what is and what should or could be), identifies possible reasons for the discrepancy, and devises and implements a plan of action to resolve it. Evaluates and monitors progress, and revises plan as indicated by findings.
 - 7.4 Seeing Things in Mind’s Eye—organizes and processes symbols, pictures, graphs, objects, or other information; for example, sees a building from a blueprint, a system’s operation from schematics, the flow of work activities from narrative descriptions, or the taste of food from reading a recipe.
 - 7.5 Knowing How to Learn—recognizes and can use learning techniques to apply and adapt new knowledge and skills in both familiar and changing situations. Involves being aware of learning tools such as personal learning styles (visual, aural, etc.), formal learning strategies (note taking or clustering items that share some characteristics), and informal learning strategies (awareness of unidentified false assumptions that may lead to faulty conclusions).

- 7.6 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it in solving a problem. For example, uses logic to draw conclusions from available information, extracts rules or principles from a set of objects or written text, applies rules and principles to a new situation, or determines which conclusions are correct when given a set of facts and a set of conclusions.
- 8. Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty:
 - 8.1 Responsibility—exerts a high level of effort and perseverance towards goal attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well and displaying a high level of concentration even when assigned an unpleasant task. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
 - 8.2 Self-Esteem—believes in own self-worth and maintains a positive view of self; demonstrates knowledge of own skills and abilities; is aware of impact on others; and knows own emotional capacity and needs and how to address them.
 - 8.3 Sociability—demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and ongoing group settings. Asserts self in familiar and unfamiliar social situations; relates well to others, responds appropriately as the situation requires; and takes an interest in what others say and do.
 - 8.4 Self-Management—assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals; monitors progress toward goal attainment and motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and non-defensively, is a “self-starter”.
 - 8.5 Integrity/Honesty—can be trusted. Recognizes when faced with making a decision or exhibiting behavior that may break with commonly held personal or societal values; understands the impact of violating these beliefs and codes on an organization, self, and others; and chooses an ethical course of action.

Program Information

Health Data Requirements

Health Sciences students must possess the physical abilities and characteristics required to meet the technical standards for their health program. Therefore, all health science students are required to have a health assessment performed by a physician or other approved licensed health care professional within six months of beginning a health science program. The ACC Health Data Form must be used for this purpose and is available at: <http://www.austincc.edu/health/dmt.php> . A student must submit a current Health Data Form if he/she has a break in program enrollment for one year or more. It is the responsibility of the student to notify program faculty and the fieldwork educator (during clinical semesters) of any change in his/her health status which may impact his/her ability to perform and progress in the program.

Technical Standards and Essential Functions

Health Sciences programs establish technical standards essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the OTA program as indicated below. If the student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

The following technical standards and essential functions outline reasonable expectations of a student in the OTA Program for the performance of common safe therapeutic functions. The OTA student must be able to apply the knowledge and skills necessary to function in a variety of classroom, lab and clinical situations while providing the essential competencies of occupational therapy intervention. These requirements apply for the purpose of admission and continuation in the program.

The student must demonstrate the following abilities:

Categories of Essential Functions	Definition	Example of Technical Standard (not limited to)
Observation	Ability to participate actively in all demonstrations, laboratory exercise, and clinical experiences in the professional program component and to assess and comprehend the condition of all clients assigned to him/her for data collection for assessments and evaluation, screening, intervention, and contribution to discharge. Such observation and information usually requires functional use of visual, auditory, and somatic sensations.	<p>Visual:</p> <p>Able to read print on LED display on therapeutic instruments for assessment and intervention.</p> <p>Able to visually discriminate postural, sensorimotor, musculoskeletal, and color changes.</p> <p>Recognize and interpret facial expressions and body language.</p> <p>Able to assess and manipulate the environment at varied distances.</p> <p>Auditory:</p> <p>Receive, assess, and interpret verbal communication from clients, families, fellow students and staff.</p> <p>Respond appropriately to call bells, emergency alarms, and auditory timers.</p> <p>Distinguish between normal and abnormal blood pressure readings.</p> <p>Tactile:</p> <p>Palpate a pulse and detect changes or abnormalities of surface texture, skin, muscle tone, and temperature.</p> <p>Palpate and manipulate bony landmarks of upper and lower extremities in preparation for activity engagement.</p> <p>Example:</p> <p>Observation of change in client vital sign status before, during, and after occupational engagement.</p>

Categories of Essential Functions	Definition	Example of Technical Standard (not limited to)
Communication	Ability to communicate effectively in English using verbal, non-verbal and written formats with academic and clinical faculty, students, clients, families and all members of the healthcare team.	<p>Sensitively and effectively elicit and assess verbal and non- verbal information while engaging in intervention with clients, families, and colleagues.</p> <p>Recognize, interpret, and respond to non-verbal communications.</p> <p>Effectively articulate verbal and written information to clients, families, staff, instructors and fellow students in both academic and clinic settings.</p> <p>Receive, write and interpret written communication in both academic and clinic settings.</p> <p>Demonstrate active listening skills.</p> <p>Present and receive feedback in academic and clinical settings in a professional manner.</p> <p>Example: Given a scenario the student may present a treatment plan with rationale and role play with documentation.</p>
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective therapeutic intervention and emergency treatment as necessary.	<p>Demonstrate stability, mobility, balance, strength and agility to assist and safeguard clients during transfers and daily, relevant, meaningful activities.</p> <p>Safely lift, move, adjust, transfer, or position clients and equipment using proper body mechanics.</p> <p>Provide emergency treatment and follow emergency protocol both in academic and clinic settings when necessary.</p> <p>Stand or sit for sufficient periods of time to actively engage in academic, lab, and clinical activities (may be up to eight hours per day).</p>

Categories of Essential Functions	Definition	Example of Technical Standard (not limited to)
		<p>Demonstrate manual dexterity and coordination necessary to manipulate equipment and perform therapeutic procedures in such therapeutic interventions as splinting, wheelchair adjustment, feeding, or orthotics and prosthetics.</p>
Intellectual	<p>Ability to collect, interpret and integrate information. Ability to demonstrate clinical reasoning.</p>	<p>Read, comprehend, and retain relevant information in textbooks, class presentations, medical records and professional literature.</p> <p>Integrate, retain, and synthesize information to effectively problem solve.</p> <p>Exercise sound clinical judgment and complete tasks within required time limits.</p> <p>Apply knowledge to both academic and clinical situations and problem solve using clinical reasoning.</p> <p>Utilize effective teaching and learning techniques and test taking strategies.</p>
Behavioral and Social Attributes	<p>Possess the emotional health and stability necessary to exercise sound clinical judgment and develop mature, sensitive, and effective relationships with clients, their families, and other members of the health care team.</p> <p>Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients.</p> <p>Possess compassion, integrity, concern for others. Demonstrate respect for academic and clinical instructors.</p>	<p>Manage time, energy, and flexibility within heavy academic schedules and deadlines in academic, clinic and home environments.</p> <p>Demonstrate flexibility during client, environmental, or situational change.</p> <p>Demonstrate emotional health needed to sustain professional behavior under physical and emotional stress.</p> <p>Acknowledge and respect individual values and opinions.</p> <p>Demonstrates sensitivity to cultural differences within academic, clinic, and community</p>

Categories of Essential Functions	Definition	Example of Technical Standard (not limited to)
	Demonstrate professional behaviors and a strong work ethic.	settings. Demonstrate a concern for others, appropriate interpersonal skills, interest and motivation. Accept responsibility and accountability for one's own actions. Comply with the Practice Rules and Practice Act of the Texas Board of Occupational Therapy Examiners and the American Occupational Therapy Association's Standards of Practice and the Code of Ethics.

Qualified applicants with disabilities are encouraged to apply to the program. It is the responsibility of the student to contact the Office of Students with Disabilities (OSD) if they feel they cannot meet one or more of the technical standards listed. Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to request this three weeks before the start of each semester. Students can obtain complete information from the OSD website at <http://www.austincc.edu/support/osd/index.php> or through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes; for locations see <http://www.austincc.edu/support/osd/contact.php>

Immunizations

Healthcare professions include inherent health and safety risks. Therefore, all health science students are required to be compliant with Texas Administrative Code rule 97.64 related to immunizations for the protection of themselves and patients. Clinical facilities may require immunizations in addition to those outlined by the program (ie, seasonal flu, H1N1, etc.). The department will notify students of additional immunizations required for clinical placement. Failure to comply with immunization policies may result in clinic/program withdrawal. Additional information related to immunizations is available at: <http://www.austincc.edu/health/OTA.php>

Accreditation

The OTA Program is currently accredited by the:

Accreditation Council for Occupational Therapy Education (ACOTE)
 American Occupational Therapy Association, Inc.
 4720 Montgomery Lane
 P.O. Box 31220
 Bethesda, MD 20824-1220
 301-652-2682

The Accreditation Council for Occupational Therapy Education (ACOTE) accredits occupational therapy education programs for the Occupational Therapist and the Occupational Therapy Assistant. Their purpose

is to provide an objective judgmental analysis of the educational effectiveness of the program in meeting the *Essentials and Guidelines for an Accredited Educational Program for the Occupational Therapy Assistant*.

The OTA Program at Austin Community College completed the self-study and on-site requirement for re-accreditation during fall of 2004. The Evaluators' Report of On-Site Evaluation was considered at that time and a status of Full Accreditation was awarded to the program. The ACC OTA Program has been awarded accreditation for ten years; therefore, the ACC OTA program expects its next accreditation review in the academic year of 2014/2015.

Facilities

Most OTA classes will be held in Building 9000 on the Eastview Campus. Lab equipment will be kept in the OTA Lab (Room 9309), Transitional Living Area (Room 9319) and the PTA area (Room 9301). Any student wishing to use lab equipment anytime other than regularly scheduled hours must make arrangements with the OTA Faculty. There is a phone located in the OTA Lab for emergency use only.

Clinical experience will be attained in the Austin and surrounding areas. Field activities are planned throughout the program. Students are responsible for travel to and from these sites, at the cost of the student.

The class in Abnormal Behavior will be held on the Rio Grande campus the first summer of the first year. Students are to plan for transportation and parking before the first day of class.

Change of Personal Information

It is of utmost importance that the Department Chair and Program Administrative Assistant is kept informed concerning ALL changes in personal information during the length of the program. This includes changes in name, address, phone number, and email address. Changes must be submitted in writing as soon as possible after a change is made, not to exceed 30 days.

Length of Program

Two years, including two summer semesters, for a total of six semesters. This program is a full-time commitment.

Class times/Schedules

Tentative schedules will be available approximately two months prior to each semester. The OTA program course schedules are subject to change without notice. It is estimated that the student will need 2-3 hours per 1 hour class time (24-36 hours/week) study time.

Approximate Cost of the Program

Please note: All fees are subject to change. Students will be notified of all changes as soon as possible.

Tuition and fees are subject to change without notice by the ACC Board of Trustees. Students should refer to the current course schedule for in-district, out-of-district, out-of state and international tuition and fees: <http://www.austincc.edu/cataloghtml/tuition.php>

Estimated Additional Expenses:

Books: \$250.00-\$300.00 per semester

Clinical Attire: \$100.00-\$150.00 (needed from the 2nd - 6th semesters)

Clinical Pre-placement Drug Screening: \$40-50 per occurrence (depending on site placement)

Parking permit: \$15.00 per year

CPR Certification, Completion of Health Form, yearly TB test, additional immunizations as determined by clinical agencies: \$100.00 - \$200.00

Professional Association memberships (optional): approximately \$100.00 per year

Certification Exam and Licensure Fees: approximately \$650.00 (subject to change without notice)

The student should also expect to incur expenses for meals and travel to and from clinical sites beginning the 2nd semester.

Textbooks

Textbook purchase is required. Textbooks are selected for classes based on educational and reference purposes. Some texts are used in multiple courses. Please consult with faculty before selling any texts.

Registration

To maintain good standing in the program, students are responsible for registering and paying for program courses each semester during the specified college registration eligibility period. These dates are published in the college course schedule book or online. Any student who is enrolled in a health sciences program is eligible for early registration. It is highly recommend that students take advantage of the early registration date to ensure that a space is secured for courses that are offered outside the department. Failure to meet registration deadlines may result in the student's inability to progress in the program. Students will not be permitted to wait for "adds/drops" dates to register for courses.

Transfer Policy

Any student wishing to transfer from another OTA Program must document all of their previous educational experience and provide transcripts from the educational institution. He/she should provide a course syllabus with objectives of all educational background in OTA. In addition, the student must obtain a letter of recommendation from the previous OTA Program Director that states that the student is in good standing and would be accepted back into the previous program. Some requirements may be waived or substituted by the Department Chair. The student must meet with the Department Chair for individual consideration. Admission to the program is subject to classroom and clinical space availability.

Please note: Austin Community College policy states that at least 25% of the hours in the degree plan (18 for OTA degree plan) must be completed in residency at Austin Community College in order to be granted a degree from our institution.

Transfer Credit

All courses to be transferred into the degree plan from another institution must be evaluated and approved by the Admissions and Records office of Austin Community College. Any student who wishes to discuss transfer credit should make an appointment with the Department Chair to discuss such transfers.

Advanced Credit/CLEP

It is the student's responsibility to submit official results to the Admission and Records office of ACC for any coursework where the student has received Advanced Placement or successfully completed a CLEP.

Curriculum Requirements

All students must complete Medical Terminology and Human Growth and Development prior to registering the second semester of the program. Abnormal Behavior must be completed prior to the fall semester of the second year. All clinical courses must be completed within twelve months of completion of the didactic portion of the curriculum. Exceptional circumstances will be considered on an individual basis.

Readmission Policy

Any student who withdraws from or drops out of the program must complete the following procedure for re entry/ readmission:

- a. Request for readmission must be made within two years of withdrawal or dropping out of the program. Submit a written request for readmission to the Department Chair at least one month prior to registration for the semester in which he wishes to enroll. The letter should delineate what factors have changed which will enable the student to successfully complete the program on the second attempt.
- b. Make arrangements with the Department Chair to schedule a written test and to perform skills check-off to verify knowledge in all skills covered in the OTA courses the student has successfully completed. This written exam and skills check-off will be evaluated on a pass-fail basis (73% success) and can only be attempted twice in one year.

A student who withdraws or drops out of the OTA Program due to academic or clinical failure may only be readmitted one time. Any student, who receives a grade of D or F in any core (OTA) course, must drop out of the program but may request readmission within a two year period. Upon readmission, the student must repeat the core course which was failed prior to enrolling in sequential courses. Readmitted students are subject to all policies which pertain to the enrolled class. Students requesting readmission after a two year or more absence must reapply to the program.

Due to limited clinical sites, OTA classes will not exceed 20 students. Readmission to the program is always subject to classroom and clinical space availability.

Special Needs

The Office for Students with Disabilities (OSD) assists students with documented disabilities to access reasonable accommodations. To request ACC accommodations, students MUST submit appropriate diagnostic documentation to the OSD supervisor at their primary campus. Students attending multiple campuses must meet with the OSD supervisor at each campus where accommodations are needed. Accommodations must be requested before each semester they are needed. NOTE: Students are urged to apply for accommodations at least three weeks before the start of each term. ACC does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.

Completion Ceremony

Upon successful completion of all program requirements, graduates, as well as their families and friends, will be invited to attend a pinning ceremony at which time the faculty will award graduates with OTA pins. This ceremony is held with other Health Science graduates at Eastview Campus. Only those students who have completed the degree plan may participate in the ceremony.

Certification and Licensure

Upon completion of the academic program and all clinical components, graduates are eligible to sit for the Certification Examination provided by:

National Board for Certification in Occupational Therapy, Inc. (NBCOT)
12 South Summit Avenue
Suite 100
Gaithersburg, MD 20877-4150
(301) 990-7979

The National Board for Certification in Occupational Therapy (NBCOT) is the independent national credentialing agency that certifies eligible persons as occupational therapists registered (OTRs) and certified occupational therapy assistants (COTAs). Certification by NBCOT is independent of state licensing requirements. All state regulatory agencies have recognized the use of NBCOTs occupational therapy certification examination as the regulatory standard in their jurisdiction.

The NBCOT offers a certification examination leading to certification to both the OTR and COTA candidates. To be certified, an individual must: graduate from an accredited occupational therapy program; successfully complete all occupational therapy fieldwork requirements; and pass the NBCOT certification examination. OTR and COTA are registered trademarks and may only be used by practitioners certified in good standing with NBCOT. A felony conviction may affect a graduate's ability to sit for the NBCOT examination or attain state licensure.

The NBCOT certification is a symbol of quality and represents years of study and hard work. NBCOT is beginning investigation and review of a new program to assess the continued competency of occupational therapy practitioners.

Successful completion of the certification examination can lead to eligibility for a state license provided by:

Texas Board of Occupational Therapy Examiners (TBOTE)
333 Guadalupe -Suite 2-510
Austin, Texas 78701-3942
512.305.6900
<http://www.ecptote.state.tx.us>

The Texas Board of Occupational Therapy Examiners is the state licensing agency for the state of Texas. Maintenance of a current state license is required in the state of Texas to provide Occupational Therapy services. Renewal is required every two years with the approval of a designated number of continuing education contact hours and payment of the renewal fee.

Notes regarding a positive criminal background:

If a student has a positive criminal record, it is the responsibility of the student to contact the state licensure board (TBOTE) as well as the national certification board (NBCOT) to determine whether he/she will be eligible for certification/licensure upon completion of the academic program.

If an individual does not meet one or more of the criminal background standards found at the following site <http://www.austincc.edu/health/background.php>, she/he may pursue a declaratory order process with her/his licensing/registry body. If the licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may participate in the clinical rotation.

Successful completion of a criminal background check for a health sciences program does not ensure eligibility for licensure, future employment, or clinical placement.

Professional Membership

Students are eligible for membership in the AOTA and TOTA upon enrollment in the program. Students are strongly encouraged to become members in their professional associations. Benefits of membership will be discussed in the first semester. Applications for membership will be distributed during the first OTA course.

American Occupational Therapy Association, Inc.
(AOTA)
4720 Montgomery Lane
P.O. Box 31220
Bethesda, MD 20824-1220
301-652-2682
<http://www.aota.org>

Texas Occupational Therapy Association (TOTA)
1106 Clayton Lane
Suite 516W
Austin, TX 78723
512-454-8682
<http://tota.org>

Student Ethics

Students shall:

1. Use their own knowledge and skill to complete examinations without referring to others' answers, class notes or other references unless specifically permitted by the instructor.
2. Use their own knowledge to write major papers or compile research information. They shall not plagiarize, quote or copy other persons' works without giving proper recognition as stated in a standard manual on style.
3. Respect the opinions of instructor and other learners. They shall not insult, slur or degrade instructors, other health professionals or students. (This ethics statement does not infringe upon a student's right to raise questions and request clarification but does modify the manner in which the question or clarification is brought forth.)
4. Respect the limited resources of textbooks, library books, reprints and journals. They shall not mutilate, deface, damage or withhold resources for their own use.
5. Conserve limited resources by using only supplies needed for completion of assignments and maintain equipment in good working order. They shall not waste supplies or misuse equipment.
6. Assist in maintaining class and laboratory rooms in good order. They shall not leave these rooms dirty or in disarray or disorder upon completion of their assignment in each room.
7. Complete all assignments by the scheduled date and time or make satisfactory arrangements with the course instructor for an extension. They shall not expect to receive equal consideration in grading unless such arrangements are made.
8. Observe all safety procedures when working with patients and equipment whether in class, clinic or patient's home. They shall not endanger the safety and welfare of patients, other students or faculty and staff.
9. Observe all policies and procedures established by the Department of Occupational Therapy and all fieldwork facilities. They shall not exempt themselves without specific permission by a faculty member or clinical supervisor.
10. Respect the confidentiality of patient information regardless of source (patient, therapist, records, charts). They shall not repeat information outside of the classroom, clinic or facility in which any part of the patient's name appears except initials.
11. Work in cooperation with and respect for other health care team members. They shall not interfere with or obstruct the rendering of the services provided by other health care members.
12. Protect the property and property rights of the facility, clinic and patient. They shall not remove or borrow property without permission and shall not damage or misuse property while in the facility, clinic or home.
13. Respect other student's projects. They shall not handle, steal, alter, deface or otherwise harm another student's project, especially in a manner that might cause the project to receive a lower grade by the instructor.

Failure to comply with the above may lead to initiation of withdrawal procedures from the OTA Program.
Adapted From: APPENDIX L/ Student Ethics, University of Oklahoma Health Sciences Center, College of Health, Dept. of Occupational Therapy

Occupational Therapy Assistant
Associate of Applied Science Degree
Degree Plan 2010-12

Prerequisites:		Lec	Lab	Credit	Contact
ENGL 1301	English Composition I	3	0	3	48
PSYC 2301	Introduction to Psychology	3	0	3	48
BIOL 2404	Introduction to Anatomy & Physiology	3	3	4	96
MATH	College Math	3	0	3	48
	Total	12	3	13	240
FIRST YEAR					
1st Semester					
OTHA 1305	Principles of Occupational Therapy	2	4	3	96
OTHA 1409	Human Structure & Function in Occupational Therapy	2	4	4	96
SPCH	Select from Oral Communications	3	0	3	48
PSYC 2314	Human Growth and Development	3	0	3	48
HPRS 1106	Medical Terms PCS	1	0	1	16
	Total	11	8	14	304
2nd Semester					
OTHA 2301	Pathophysiology in Occupational Therapy	3	0	3	48
OTHA 1315	Therapeutic Use of Occupations or Activities I	2	3	3	80
OTHA 1319	Therapeutic Interventions I	2	3	3	80
OTHA 1162	Clinical - Occupational Therapist Assistant	0	6	1	96
OTHA 1341	Occupational Performance Birth through Adolescence	2	4	3	96
	Total	9	16	13	400
3rd Semester					
OTHA 2204	Neurology in Occupational Therapy	1	2	2	48
OTHA 2302	Therapeutic Use of Occupations & Activities II	2	3	3	80
SCWK 2331	Abnormal Behavior	3	0	3	48
	Total	6	5	8	176
SECOND YEAR					
1st Semester					
	Humanities/Fine Arts Elective	3	0	3	48
OTHA 2331	Physical Function in Occupational Therapy	2	3	3	80
OTHA 2305	Therapeutic Interventions II	2	4	3	96
OTHA 2309	Mental Health in Occupational Therapy	2	4	3	96
OTHA 1161	Clinical - Occupational Therapist Assistant	0	6	1	96
	Total	9	17	13	16
2nd Semester					
OTHA 1253	Occupational Performance for Elders	2	1	2	48
OTHA 2266	Practicum (or Field Experience) - OTA - Level 2	0	20	2	320
OTHA 2235	Health Care Management in Occupational Therapy	2	0	2	32
	Total	4	21	6	400
3rd Semester					
OTHA 2330	Workplace Skills for the Occupational Therapy Assistant	3	0	3	48
OTHA 2267	Practicum (or Field Experience) - OTA - Level 2	0	20	2	320
TOTALS	Total	3	20	5	368
	Total Credit Hours:			72	
	Total Contact Hours:				2304

NOTE: Students must receive a "C" or above in ALL courses in the degree plan, including non-OTA courses.

OTA Course Descriptions

OTHA 1161 CLINICAL - OCCUPATIONAL THERAPY ASSISTANT (1-0-6). 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. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Fee: \$13.50 Prerequisites: OTHA 2302 and OTHA 2204. Co requisites: OTHA 2305 and OTHA 2331.

OTHA 1162 CLINICAL – OCCUPATIONAL THERAPIST ASSISTANT (1-0-6). 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. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Fee: \$13.50 Prerequisites: OTHA 1305. Co requisites: OTHA 1341.

OTHA 1253 OCCUPATIONAL PERFORMANCE FOR ELDERS (2-2-1). Study of the occupational performance of elders. Includes frames of reference, evaluation tools and techniques, and intervention strategies specific to this population. Fee: \$12.00 Insurance Fee: \$3.50. Prerequisites: OTHA 2305, OTHA 1161, and OTHA 2331.

OTHA 1305 PRINCIPLES OF OCCUPATIONAL THERAPY (3-2-4). Introduction to occupational therapy including the historical development and philosophy. Emphasis on the roles of the occupational therapy assistant. Topics include occupation in daily life; education and functions; occupational therapy personnel; current health care environment; and moral, legal, and ethical issues. Offered in Fall. Fee: \$15.00 Insurance Fee: \$3.50. Prerequisites: Admission to program.

OTHA 1315 THERAPEUTIC USE OF OCCUPATIONS OR ACTIVITIES I (3-2-3). Various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis on awareness of activity demands, contexts, adaptation, gradation and safe implementation of occupations or activities. Fee: \$12.00 Insurance Fee: \$13.50. Prerequisites: OTHA 1305.

OTHA 1319 THERAPEUTIC INTERVENTIONS I (3-2-3). Concepts, techniques and assessments leading to proficiency in skills and activities used in treatment interventions in occupational therapy (OT). Emphasizes the Occupational Therapy Assistant's role in the OT process. Fee: \$12.00 Insurance Fee: \$13.50. Prerequisites: OTHA 1305.

OTHA 1341 OCCUPATIONAL PERFORMANCE BIRTH THROUGH ADOLESCENCE (3-2-4). Study of the physical, psychosocial and cognitive occupational performance of newborns through adolescents with an emphasis on characteristics of purposeful activities. Includes frames of reference, evaluation tools and techniques, and intervention strategies specific to this population. Fee: \$12.00 Insurance Fee: \$3.50. Prerequisites: PSYC 2314 and OTHA 1305. Co requisites: OTHA 1162.

OTHA 1409 HUMAN STRUCTURE AND FUNCTION IN OCCUPATIONAL THERAPY (4-2-4). Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures. Fee: \$12.00 Insurance Fee: \$3.50. Prerequisites: BIOL 2404.

OTHA 2204 NEUROLOGY IN OCCUPATIONAL THERAPY (2-1-2). Study of neuroanatomy and neurophysiology as it relates to neurological conditions commonly treated in occupational therapy. Emphasis on neuro-based occupational therapy intervention techniques. Fee: \$12.00. Insurance Fee: \$3.50. Prerequisites: OTHA 1409, OTHA 2301, and HPRS 1106.

OTHA 2235 HEALTH CARE MANAGEMENT IN OCCUPATIONAL Therapy (2-2-0). Explores the roles of the occupational therapy assistant in health care delivery. Topics include documentation, reimbursement, credentialing, ethical standards, health care team role delineation, and management. Insurance Fee: \$3.50

OTHA 2266 PRACTICUM (OR FIELD EXPERIENCE) – OCCUPATIONAL THERAPIST ASSISTANT – LEVEL 2 (2-0-20). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Insurance Fee: \$13.50. Prerequisites: OTHA 2305, OTHA 1253, OTHA 2331, OTHA 1161.

OTHA 2267 PRACTICUM (OR FIELD EXPERIENCE) – OCCUPATIONAL THERAPIST ASSISTANT – LEVEL 2 (2-0-20). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Insurance Fee: \$13.50. Prerequisites: OTHA 2266, OTHA 1253, and OTHA 2305.

OTHA 2301 PATHOPHYSIOLOGY IN OCCUPATIONAL THERAPY (3-3-0). Study of the pathology and general health management of diseases and injuries across the lifespan encountered in occupational therapy treatment settings. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Offered in Spring.

OTHA 2302 THERAPEUTIC USE OF OCCUPATIONS OR ACTIVITIES II (3-2-3). Continuation of OTHA 1315. Emphasis on advanced techniques and applications used in traditional and non-traditional practice settings. Fee: \$12.00 Insurance Fee: \$13.50. Prerequisites: OTHA 1315.

OTHA 2305 THERAPEUTIC INTERVENTIONS II (3-2-4). Continuation of Therapeutic Interventions I. Emphasis on current rehabilitative interventions. Fee: \$12.00 Insurance Fee: \$13.50. Prerequisites: OTHA 1319. Co requisites: OTHA 2331 and OTHA 1161.

OTHA 2309 MENTAL HEALTH IN OCCUPATIONAL THERAPY (3-2-4). Study of the promotion of mental health through occupational therapy. Emphasis on theory and intervention strategies to enhance psychosocial function. Offered in Spring. Fee: \$12.00 Insurance Fee: \$13.50. Prerequisites: OTHA 2302 and SCWK 2331.

OTHA 2330 WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT (3-3-0). Seminar-based course designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment. Application of didactic coursework to the clinic and test-taking strategies for certification exams. Prerequisites: OTHA 2235.

OTHA 2331 PHYSICAL FUNCTION IN OCCUPATIONAL THERAPY (3-2-3). Study of physical function to promote occupational performance. Includes frames of reference, evaluative tools, intervention strategies, and consumer education. Includes a focus on the developmental continuum and application of rehabilitation techniques. Fee: \$12.00 Insurance Fee: \$13.50. Prerequisites: OTHA 2302, OTHA 1319, and OTHA 2204. Co requisites: OTHA 1161 and OTHA 2305.

Program Policies

Attendance, Exam, and Assignment Policies

Attendance is **ESSENTIAL** for the attainment of course objectives in both classroom and clinical instruction. For 16-week courses, students are allotted three absences over the course of the semester. Two absences are allotted for 8 and 11-week courses. If a student misses more than the allotted absences for any one particular class (or is excessively tardy), he/she will attend a Student/Faculty Conference, have points reduced in the Professional Development grade, and begin the conference/probationary process. Unusual circumstances may be discussed with instructor.

Make-up work is required for absences in order to ensure that student acquires information and skills presented during their absence. It is the student's responsibility to obtain missed information following an absence. Students must notify the lead OTA Instructor in advance whenever tardiness or absence is unavoidable, prior to the start of class.

Students will not be reminded of assignments due during the course of each class. It is the responsibility of the student to submit assignments at the times designated on each course schedule. Late or absent submissions will be penalized (or in some courses may not be accepted) per specific class syllabus.

A student who is absent on two or more exam dates will receive an automatic 10 point deduction from the exam score on the second occurrence and any occurrence thereafter. If a student is to be absent on an exam day, it is the student's responsibility to make arrangements with the instructor to make up the exam within three calendar days from the absence.

Communication

Communication with students outside the classroom is executed primarily by email. Each student, therefore, is to submit an ACC email account address and ensure any change to that address, through the course of the year, is submitted in writing.

It is the student's responsibility to check and respond to email communication in a timely manner. It is highly recommended that students routinely check the ACC email account and respond to instructors on a daily basis. All email communication between faculty and students will take place through ACC's email system only; faculty will not respond to students who send emails from personal mail accounts. Students can obtain an ACC email account at: <http://www.austincc.edu/google/>

Instructional Classroom Methods

Classroom methods include lecture/demonstration format with performance of specific techniques in the laboratory following lecture. Guest lectures and field activities will enhance classroom learning whenever possible. (Each semester, students complete the ACC Field Activity Waiver and Liability Form prior to off campus learning activities.) Audio-visual materials and internet resources will be utilized to enhance classroom instruction.

Didactic Assignments

Students must complete all reading assignments, as outlined in the course content schedule or assigned by the instructor, PRIOR to class time. All written assignments are due at the beginning of class on the due date. Grading guidelines and deadlines will be outlined in each course syllabus/assignment. Late submission policies are at the discretion of the individual instructor and stated in their respective syllabi. Courses are supported by internet based activities which require email and internet access.

Laboratory

After practicing each laboratory skill, the student will be asked to present a return demonstration to the instructor prior to the laboratory tests. These skills are to be demonstrated according to the demonstration dates set on the course content schedule. Late demonstrations need to be arranged with the instructor.

Classroom/Laboratory Maintenance

Per college policy, students are not permitted to eat or drink in any designated classroom or lab. The only exception is bottled water. Students may use designated public areas for meals. A refrigerator and microwave are available for student use in the vending area on the 3rd floor of building 9000. Any items remaining after one week will be discarded to maintain sanitary conditions. Any student utilizing this space is expected to clean up after use of the facilities.

Students are responsible for maintaining safe and clean classroom and lab environments. This includes, but is not limited to, returning all equipment and supplies to their designated spaces, returning classroom desks and chairs appropriately, wiping down lab mats/classroom desks as necessary, reporting any unsafe or damaged equipment to the instructor immediately, utilizing resources and supplies in an efficient manner, utilizing all college property in a respectful manner, and assisting in the maintenance of an environment conducive for learning.

The department is not responsible for items lost or stolen on campus. Student lockers are available in the OTA classroom for personal use. Students may request a locker assignment at the beginning of each academic year. Note: depending on student enrollment, available lockers may need to be shared.

Open Labs

Collaboration of the OTA and PTA programs provide opportunities for students to study and practice outside scheduled classroom/ laboratory times. The times are scheduled every semester, posted outside the OTA and PTA Labs and vary depending on availability of qualified staff. Qualified personnel must be available to answer questions and/or provide assistance. An attempt is made to schedule times when the majority of students may take advantage of this opportunity; however, staffing difficulties may prevent this accommodation. Check the posted lab schedule outside the lab each semester for open lab hours.

Human Subject Policy

Each student will be asked to allow faculty and other students to apply commonly accepted occupational therapy techniques to his/her body during role-playing scenarios. All students will be instructed in proper technique for the protection of a patient's modesty and dignity. All techniques will be applied with close faculty supervision. No student may practice application of these techniques on another student without faculty supervision. A written release will be required from all students before any laboratory activities may be initiated. Only currently enrolled students may participate in laboratory activities.

Videotaping

To enhance the student's educational process, videotaping may be utilized in lecture, demonstration and during laboratory activities/laboratory examinations. Videotapes of laboratory examinations may be utilized to assist students in self-evaluation and to insure evaluator effectiveness. Students are responsible for preparation for videotaping during lecture or laboratory time. Your signature on the Human Subjects Release form grants permission for videotaping.

Electronic Devices

While it is recognized that students may need pagers and cell phones for their job or family responsibilities, it is also noted that these sounds may be disruptive to the educational process. All pagers and phones will be set on vibrate or mute during lecture and laboratory sessions. Breaks are regularly scheduled and should be used for returning calls or text messages. Digital devices are not permitted during lecture and lab exams. Failure to comply will adversely affect the student's professional development grade and may result in disciplinary action.

Grade Reporting:

A	93%–100%	*This percentage system for letter grade assignment will be utilized for all reporting. Specific grade compilation will be explained in each course syllabus at the beginning of each semester. Grades <u>will not</u> be rounded.
B	83%–92.99%	
C	73%–82.99%	
D	63%–72.99%	
F	Below 63%	

In order to successfully pass a course, a student must have a 73% (or above) average on both lecture and lab exams (for courses with a lab component) at the time of completion. If either the lecture or lab exam average is below a 73%, the student will not pass the course.

If the student meets the 73% (or above) exam criteria, assignments, professional development, class participation, & project grades will then be calculated to determine the final course grade, per the course syllabus.

Any student receiving a "D" or "F" must withdraw from the OTA program, but may reapply for readmission the following year by following the outlined procedures in this handbook.

It is highly recommended that a student earning less than 80% on any exam seek individual tutoring from the course instructor and attend open lab sessions for review.

*This grading policy is followed in all courses in the OTA program except Level I clinical courses which are graded on a pass/fail basis.

Students should refer to the Health Sciences Division Policies and Procedures in this handbook for questions related to the assignment of grades, grade change policy, and grade appeals.

Confidentiality of Exams and Assignments

All exams are the property of the program and will not be released to the students. All exams and designated assignments will be kept in confidential files in the Department Chair's or Faculty Offices. Students may access exams and other assignments as needed for review through any program faculty member during designated office hours. Review must occur within the site designated by the faculty member. During any exam reviews, an instructor's presence is required.

While reviewing the exams, the student is free to make notes related to the topics addressed on the exam. The student may consult with faculty regarding material covered or methods of study to learn the information. Students may not make direct copies of the exam questions in any manner. Failure to comply with this policy may result in disciplinary action which may include program withdrawal. Any exam removed from the departmental files will result in the grade being changed to a "0".

Professional Development Conference Procedure

Each program semester, instructors will meet to discuss and assign individual student professional development grades. This grade is based on the Professional Development Assessment utilized by the department. The assigned grade will apply to all courses in which the student is enrolled that semester, based on the discretion of each individual instructor. Professional development grade compilations will be outlined per individual course syllabus.

At midterm, each student will receive a report which indicates his/her standing at midterm. Students will be provided an opportunity to request a conference to discuss his/her professional development grade and to develop a plan of correction. In some circumstances, a conference may be requested by the instructor. If the plan of correction is successfully implemented, students may receive an improved grade at final. If professional behaviors remain unchanged, or worsen, the student's final grade for professionalism may be reduced based on the discretion of the instructors.

Student Records

Student admission and advising records are maintained in the Department Chair office. Health Data records are maintained in secured storage in the Health Sciences office. Each course instructor maintains individual grade reports. The Academic Fieldwork Coordinator maintains current clinical records. Students can review these secured records by making an appointment with the Department Chair.

It is the responsibility of the students to maintain his/her own copies of any record submitted to the OTA program which includes, but is not limited to, annual TB updates, CPR certification, record of required document/module completion, immunization records, etc. The OTA department will not make copies of these documents.

Probation Procedure

If academic and/or professional development performance is weak or unsatisfactory, the student will meet with the assigned faculty and OTA Department Chair to discuss areas of concern. At this time, a "Conference Form" will be completed. If that student's performance does not improve, she/he may be put on probation and the "Probation Form" will be completed. The student must sign the form after writing their comments in the appropriate space*. If the student is unable to meet the criteria set, she/he will be withdrawn from the program. In all instances, the student will be provided with individual counseling and assistance.

Students are allotted no more than two probationary periods throughout the course of the program for academic and/or professional issues. In the event that formal disciplinary procedures are required beyond two probationary periods, the student may be asked to withdraw from the program, based on the discretion of the Department Chair.

* The student's signature does not indicate that the student agrees with the statements made on the Conference Form or Probation Form, only that the student had an opportunity to read the form and make comments.

Course/Program Withdrawal Procedure

Students who must withdraw from the OTA program should follow the following procedures. It is the student's responsibility to complete the procedures as outlined in the ACC Student Handbook.

1. Obtain an ACC course withdrawal form for EACH section (Lecture and Lab) from a Campus Manager's office.
2. Bring the completed forms (all copies) to any ACC Campus Admissions and Records' Office. The staff will date stamp the forms (and all copies) to make them official. The blue copy of the ACC withdrawal form will be returned to the student.
3. The student should retain all copies for his/her own record in case any questions arise.
4. The last day to withdraw will be posted each semester; this information can be located on the college academic calendar which is posted online. All forms must be in the Admissions and Records' office by the designated date.
5. No withdrawals will be processed after the official published date.
6. Students are responsible for requesting any refund of fees, if applicable, at the time of withdrawal.
7. Students are also requested to complete the OTA Student Withdrawal form to assist us in better serving our students. This form should be returned to the OTA Department Chair.

OTA Dress Code

The OTA Dress Code prepares students for clinical experiences and future employment. Students will dress for class as they would for work in a therapeutic setting.

Clean, neat shirts, and pants or skirts, jeans, scrubs or capri pants are acceptable. Knee length "Bermuda" shorts are the only acceptable type of shorts permitted. Pants and jeans are to cover the hips and buttocks completely even while bending.

Shirts and blouses are to cover the chest and midriff completely even while bending. Logos of any type are unacceptable.

Hair is to be short/medium short or pulled back off the face and neck for hygienic and patient/client attention purposes.

Nails are to be no longer than the end of the fingertips, shaped with patient care in mind. No artificial nails. Nail polish is to be clear or light pastel.

Jewelry is to be kept to a minimum, again for the safety and attention of both the patient and staff. Large pieces on the hands, in the ears, nose, tongue or hanging from the neck are not only distracting to patients and clients but unsafe for the practitioner while engaging in therapeutic intervention.

Shoes are to be closed toe, sturdy and able to provide stability during lab sessions. Grip socks are suggested for pediatric lab sessions. Sandals are acceptable during lecture classes only.

Failure to comply with this professional code will be reflected in the student's Professional Development grade in each related course. If a student attends class in unacceptable dress, he/she may be asked to return home to change into appropriate attire before being admitted to class.

Uniforms

Effective June 2010, the Health Sciences Division adopted a teal uniform policy for all students enrolled in a health sciences program. OTA student uniforms will consist of a teal ACC OTA program polo shirt with khaki, black or navy pants. The program polo shirts will be ordered the first semester of the program. Uniforms are to be worn on field activities, *during clinical affiliations, during lab practical exams, and during guest lectures.

*Note: Clinical agencies may require or permit students to wear scrubs. If a student is required, or elects, to wear scrubs while completing a clinical course, he/she must adhere to the teal color of the Health Sciences Division.

ACC OTA student uniforms, and required clinical uniforms, are purchased at the cost of the student.

Facility Visitation

Occasionally students will visit both traditional and non-traditional therapy settings to observe therapy in progress. Students will adhere to the OTA Dress Code (uniforms on field trips) and the code of professional behavior during each outing. Students must complete a Field Activity Waiver prior to completing class activities that are scheduled off campus. Students are to remember they are representing not only themselves but ACC and the profession of occupational therapy. If a student appears at a facility improperly attired, he/she will be sent home to change and return.

Inclement Weather

In the event of inclement weather check for school closings on the ACC home page. Do not attempt to come to class in anticipation of or during ice storms, tornado warnings or severe thunder storms.

Clinical Fieldwork Policies and Information

Clinical training (Practicum or Clinical Education) is an important part of the education process for becoming an occupational therapy assistant, during which students learn clinical skills through directed observation or experiential learning. Application theory and techniques through extended, supervised and evaluated performance takes place during this practical experience. These experiences will occur away from the Austin Community College campus. This section of the Handbook describes those policies and procedures that govern the clinical portion of your educational program. Please be aware that non-compliance with regulations or failure to execute the responsibilities in this section may jeopardize your standing in the program or affect your eligibility to practice after graduation. Students are also held accountable to the Health Sciences Division Clinical Policies, located in a separate section of this handbook.

Clinical Guidelines

Students of the Austin Community College Health Sciences Programs are provided clinical experiences in order to learn proper methods of patient care. Many of the patients/clients with whom students come into contact have communicable diseases. The students will be expected to treat all patients with the same concern and dignity inherent in professional standards of care. They will be expected to follow all standard guidelines for the prevention of exposure to bodily fluids that are considered pathogenic.

Prior to the student's first clinical course or any patient contact, the student will:

1. state the nature of communicable diseases, their etiologies and transmission in the clinical setting.
2. practice and demonstrate under instructor's supervision current techniques in Standard Precautions which include Universal Precautions and Body Substance Isolation.
3. demonstrate isolation techniques related to the prevention of specific infectious diseases.
4. take and pass the EOC computerized test.

Students will perform duties during fieldwork assignments based on the Technical Standards and Essential Functions indicated in this document (pg. 11) and the Fieldwork Objectives. If at any time before or during the rotation, a student is not able to meet both the technical standards and the student fieldwork objectives, he/she must take an Incomplete (INC) in the course and resume during the next available semester.

Fieldwork Level II may be completed up to one year after didactic coursework is completed.

Clinical Placement Policy

Prior to placement in the clinical setting, students must complete all required modules and have a current TB test and Healthcare Provider's CPR certification on file with the program director. All students must complete the Hepatitis B series the semester before the first clinical assignment. Students who do not complete the above listed requirements by the specified due dates will not be placed for a clinical affiliation and will be withdrawn from the OTA program.

Students are subject to random drug screenings at some facilities, and criminal history checks may be required even though ACC has completed its own criminal background check, at the cost of the student.

Any absence due to illness of three consecutive days or more requires a release signed by the physician stating the student can return to clinical without any restrictions on activities. Any accident, surgery, illness, or injury that could jeopardize the safety of the student and/or the client requires a release signed by the physician stating the student may return to clinical without any restrictions on activities.

Clinical placement is designed to expose the student to as many areas of occupational therapy practice as possible and thereby facilitate the attainment of the basic skills needed for the daily practice of occupational therapy as a Certified Occupational Therapy Assistant. Before assignments are finalized, the student's prior experience and skill levels are given consideration. The OTA program will not grant assurances that students will be placed in specific sites. Students should be prepared to incur expenses for transportation, travel, food, lab coats and specific clinical attire during required clinical assignments. Students should also be prepared to work the Fieldwork Educator's schedule, which may include weekends, split shifts and variable hours. Any questions/comments should be directed to the Academic Fieldwork Coordinator in a timely manner.

Student placements are reserved many months in advance and take place in Austin and surrounding areas. The Academic Fieldwork Coordinator assigns all eligible students to specific facilities for each clinical affiliation. It is very difficult to find alternative student placements once assignments have been made. Because of the difficulty and lead-time necessary for scheduling clinical placements, the program cannot assume liability for timely rescheduling of clinical placements canceled by the student or the clinical center. However, the program recognizes and accepts its ethical obligation in those situations where the facility or program has canceled a scheduled placement, or when extenuating circumstances have precluded the student's participation in the experience. The OTA Department Chair shall determine whether or not circumstances can be viewed as extenuating for purposes of clinical rescheduling. Students who choose not to take assigned clinical sites will be asked to withdraw from the program.

Student will NOT attempt to contact clinical facilities to discuss placement opportunities. Students will NOT attempt to change placements with other students once an assignment has been given. Educational agreements with facilities stipulate that program faculty must initiate contact with clinical sites. If a student is familiar with a facility that is not on the program list, he/she should provide the Academic Fieldwork Coordinator with the pertinent information and request that contact be initiated. Clinical sites must meet the OTA Program standards and be willing to establish a legal educational agreement with ACC.

Clinical Schedules (may change without notice)

- Level 1 Pediatric Affiliation (during the first spring semester)
 - Part time (unpaid)/96 hours during the Last 6 weeks of the semester
- Level 1 Physical Function Affiliation (during the second Fall semester)
 - Part time (unpaid)/96 hours during the Last 6 weeks of the semester
- Level 2 Affiliation (during second spring semester)
 - Full time (unpaid)/40 hours per week/8 hours per day Total: 320 hours
- Level 2 Affiliation (second summer semester)
 - Full time (unpaid)/40 hours per week/8 hours per day Total: 320 hours

The academic faculty in close collaboration with the clinical faculty determines clinical schedules. Students may not rearrange clinical schedules. Special situations should be discussed with the Academic Fieldwork Coordinator. Only academic faculty can make special arrangements. Students must complete Fieldwork Level II assignments within one year of completing all preparatory coursework.

Clinical Evaluation

Performance in the clinic is assessed by the clinical instructor assigned at the site of the affiliation, as guided by the ACC Level I Fieldwork Evaluation Form and the AOTA Fieldwork Evaluation Form. These documents present an objective assessment of the student's skills as performed at the clinical site. Progress Reports are made at the midpoint of the affiliation and again on the last day of the affiliation. These Progress Reports are returned to the OTA faculty for review and discussion during the course of the semester.

Grade Compilation

Clinical grade compilation is based on a combination of skill attainment in the ACC Level I Fieldwork Evaluation Form or AOTA Fieldwork Evaluation Form, internet or clinic based clinical assignments, in-services and professional behaviors required during the affiliation. Attendance, professionalism and adherence to policies and procedures are also considered during the final grade assessment. Students must receive a passing grade on the ACC Level I Fieldwork Evaluation (for Level I experiences) and a minimum of 70/100 points on the AOTA Fieldwork Evaluation (for Level II experiences). A letter grade will be assigned for Level II clinical courses. These points are separate from and in addition to concurrent academic assignments.

Clinical Attendance

If a student will be late or absent on the scheduled days of clinical experience, he/she *must* notify the Academic Fieldwork Coordinator *and* the Fieldwork Educator prior to the assigned reporting time. Students must seek approval prior to any planned absence (that is unrelated to illness) with both the AFWC and FWE. *All absences* from clinical experiences must be made up at a time agreed upon by the student the Fieldwork Educator and the Academic Fieldwork Coordinator. Missed hours may be made up during lunch breaks, late afternoons, or Saturdays when the College is open. Students may not report to clinical on ACC holidays when the college is closed. Failure to follow these procedures will result in the student being placed on academic probation. If the student fails to follow these procedures a second time, he/she will be withdrawn from the OTA Program.

Clinical Assignments

Students may be asked to present case studies on interesting patients seen during the affiliations. Learning experiences designed by the student's clinical supervisor must be completed in a timely manner to successfully complete the clinical affiliation. Students will be required to complete timely documentation during clinical training. All clinical assignments are to remain confidential. Students are strictly prohibited from identifying the patient in clinical assignments by name, social security number, patient identification number, birth date, admission date, discharge date, etc. Students are also strictly prohibited from removing any facility specific documentation from the clinical site. This includes, but is not limited to patient records, copies of therapy progress reports, etc. Failure to comply with these regulations will be considered breaches of HIPAA; disciplinary procedures will result as outlined in this handbook.

Confidentiality

It is not ethical or legal to share information with other individuals regarding patients/clients, facilities, clinical instructors, or classmates. Violation of this ethic will result in probation with the first incident and the student will be withdrawn from the OTA Program after the second incident.

Professional Conduct

If at any time a student behaves in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, instructors, patients, health care team they will be referred to the “Student Discipline Policy and Procedures” as outlined in the ACC Student Handbook and administered through the office of Student Services. Students will abide by clinical agency policies during each clinical experience.

Students will also be disciplined for academic dishonesty and unprofessional conduct. Unprofessional conduct includes, but is not limited to:

- Verbal or non verbal language, actions or voice inflections, or insubordination which compromises a rapport or working relations with peers, faculty, patients and their family or healthcare team members.
- Any behavior that may compromise contractual agreements and or working relations with clinical affiliates or constitute violations of legal or ethical standards.
- Using or being under the influence of any drug (OTC, prescription and to illegal or alcohol that may alter judgment and or interfere with safe performance.

Violations of the professional behavior standards can result in immediate removal from the clinical site, probation, or withdrawal from the program.

The conduct of the therapy practitioner should be such that the patient’s confidence is insured. Only a consistently professional attitude can accomplish this. One must endeavor to treat patients with kindness and courtesy and insure preservation of the patient’s privacy. Always introduce yourself, and wear your nametag.

1. Knock prior to entering any room.
2. Do not congregate at semi-public areas, such as the patient reception areas. Patients awaiting therapy do not understand the presence of (apparently) idle therapists; the patient may feel he is being kept waiting unnecessarily.
3. Do not discuss matters pertaining to work in elevators, corridors, or any other public area in the health care facility.
4. No conversation should take place within a patient’s hearing that is not directly intended for his ears.
5. Smoking, eating or drinking is prohibited except in designated areas.
6. Use of cell phones, pagers, and/or personal computers is unacceptable during patient care hours.
7. Gratuities are prohibited. Patients wishing to show their appreciation should be directed toward designated funds for this purpose.
8. Personal involvement with patients is prohibited.
9. Personal involvement with fellow staff members should be limited to “off duty” hours.
10. Professionalism in the clinic must be maintained at all times.
11. Loaning of personal items to patients, and/or running errands for patients is prohibited.
12. Students should accept constructive criticism gracefully.
13. Students are required to follow the appropriate chain of command to address problems or concerns in the clinical setting.
14. Students are to inform the academic fieldwork coordinator of problems or concerns related to clinical performance that may jeopardize their clinical grade or program standing.
15. In the clinical setting, the clinical instructor should be kept informed of your activities and location at all times.

Appearance/Grooming

As a student and future professional, you must maintain personal health such that there is no risk to yourself or the patient. Personal cleanliness and hygiene are essential for acceptable interpersonal activities such as those engaged in by health care personnel. The OTA faculty will counsel students in these areas if necessary.

1. ACC OTA polo shirt with khaki, blue or black slacks (or scrubs where required) must be worn to clinical sites no matter what the dress code is of that site.
2. Socks or grip socks must be worn on the clinical mats. Bare feet are strictly prohibited. This is reflective of public health practice.
3. OTA student name tags must be worn at all times (the student ACC ID should be encased in a plastic sleeve and worn at all times while at the facility). Students may be required to wear facility specific nametags.
4. Jewelry: Wedding bands/rings are permitted but should be removed during patient therapy procedures. Pierced earrings consisting of a post or small loops are permitted. No bracelets or necklaces that may interfere with patient treatment should be worn. Students will be expected to follow policies as outlined by the Health Science Division.
5. Hair must be clean and off the shoulders and pulled away from the face (including frontal strands). Only simple hair accessories are permitted. Students with long hairstyles must be able to tie hair back and pin it up so that it does not fall loosely over shoulders and face.
6. Fingernails must be clean and filed smoothly. The fingernails should not extend beyond the fingertips. Only clear nail polish is acceptable.
7. Mustaches/beards must be neatly trimmed.
8. Failure to follow the program's policy regarding uniforms will result in a loss of points off of the final grade. Exceptions to the program policy due to facility preference must be discussed and approved by the Clinical Coordinator prior to any change in the dress code.

Failure to comply with the above may lead to initiation of withdrawal procedures from the OTA Program.

Faculty and Clinical Supervisors Responsibilities

- Classroom orientation, lab practice and testing of Standard Precautions.
- Close supervision and monitoring of the students initial clinical experience.
- Verification that the student understands and adheres to assigned clinical facility guidelines on infectious disease policies and procedures.
- Verification that the student has available the correct equipment and supplies to minimize the risk of infection.
- Verification that the student understands procedures for disinfecting and disposal of equipment and supplies used during patient care and testing procedures.

Austin Community College will make decisions concerning faculty or students who have a communicable disease on a case-by-case basis. Decisions will be based on current standards and well-informed medical judgment including the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person.

Student Responsibilities for Clinical Affiliations

The student is responsible for:

- Contacting the Fieldwork Educator at least *two weeks* in advance of the starting date (either by phone, email, or letter). During this correspondence, the student should request or verify any additional information related to the assignment such as directions to the facility, clinical start time, orientation requirements, additional background checks/drug screenings, dress code, etc. In addition, the student will be required to complete a Personal Data Sheet and a memorandum of

insurance and health information to be forwarded to the clinical site by the Academic Fieldwork Coordinator.

- Arranging for reliable transportation to and from the facility whether in the Austin area or the surrounding and/or out of town area.
- Obeying all policies and procedures of the facility, unless exempted, including prompt notification of student absences.
- Fulfilling all duties and assignments made by the Fieldwork Educator within the times specified.
- Notifying the facility and academic educational program of any change in address or telephone number.
- Maintaining an accurate time sheet during clinical rotation.
- Completing and submitting to the Clinical Instructor at least one copy of the Student Evaluation of the Clinical Site.
- Recognizing the importance of available communication channels so that they may be used if problems are experienced which could interfere with successful completion of the clinical experience.
- All OTA Fieldwork Evaluation Form paperwork must be completed accurately to provide legal documentation of the clinical experience.
- The student should notify the Academic Fieldwork Coordinator if any areas of confusion exist while in the clinical setting and request a meeting for clarification.
- Maintaining current CPR and an annual TB test.
- Maintaining copies of all health information, required modules, CPR certification, etc. that may be requested by a clinical site. The OTA Department will not make copies.
- Completing designated hours per each affiliation. It is the student's responsibility to ensure that all clinical hour requirements are met. If a student is not on track to meet the clinical hour requirement by the scheduled end date of the affiliation, he/she must immediately notify both the Academic Fieldwork Coordinator and Fieldwork Educator and make arrangements to complete all required clinical hours. Failure to meet the clinical hour requirement will result in failure of the affiliation and may subsequently result in program withdrawal.

If a school holiday, such as Fourth of July, falls within the assigned affiliation, the student must make up the time either at the end of the affiliation or add additional hours for sufficient days to make up the time.

Approved Clinical Sites

Students may complete clinical affiliations only at assigned facilities. Designated clinical sites may require travel within Austin and the surrounding areas; reliable transportation is required. Travel expenses, meal costs, clinical attire, and facility required drug screenings, and criminal background checks incurred throughout the clinical experience are at the cost of the student. The program maintains educational agreements with approved clinical sites, and these have been carefully selected to assure compatibility with the program philosophy and objectives.

The Academic Fieldwork Coordinator maintains contact with the facility and reserves student placements. An on-site visit (or telephone conference) by the OTA Faculty will occur at least once per clinical affiliation. However, if problems are encountered on-site visits will be made as needed.

Health Sciences Division Policies and Procedures

The Austin Community College Health Science Division Policies and Procedures have been compiled by the Health Sciences faculty to provide information pertinent to all students in the Health Science programs.

These policies and procedures should be used as a supplement to the Austin Community College Student Handbook and the program specific student handbook.

The Health Sciences programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

Students enrolled in ACC Health Sciences programs are expected to agree to and abide by the Student Discipline Policy and Student Rights and Responsibilities regulations as outlined in the ACC Student Handbook.

Academic Policies

Academic Dishonesty

Academic integrity is an essential component of professional behavior in Health Sciences programs. Any documented incidences of academic dishonesty may result in an academic penalty up to withdrawal from the specific program.

ACC Health Sciences programs follow the college's general policies on academic integrity as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook>.

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Definition:

Academic dishonesty includes but is not limited to the following:

- Cheating on an exam or quiz by bringing information to the testing area (no use of cell phones or PDA's for calculation, approved calculators allowed); talking to another student during the test; looking at another student's test during the examination; or removal of privacy screen on computer.
- Plagiarizing - when students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.
- Unauthorized collaboration/collusion with another in preparing outside work for fulfillment of course requirements.
- Unauthorized entry into test banks or examinations.
- Assisting others in academic dishonesty.
- Sharing the details of an examination/competency check-off with other students.
- Having a copy of the examination outside the time and place of test administration or review.

Program Progression

In order to successfully progress through Health Science programs, the student must:

- Complete pre-requisite courses before progressing in the program.
- Be enrolled in co-requisite courses at the same time.
 - a. Withdrawal from any co-requisite course prior to the college official withdrawal date will result in withdrawal from all other co-requisite courses regardless of the current grade in the course.
 - b. Students who fail a co-requisite course are required to retake all co-requisite courses upon readmission.
- Achieve a minimum grade of “C” in all health science courses.
- Satisfactorily meet course objectives.

Student Complaint Procedure

Health science programs follow the college’s policies for student complaints as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus’s administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook> .

The purpose of the student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. This procedure does not apply to student disputes about course grades which are resolved under the supervision of the appropriate instructors and instructional administrators. The program will not retaliate against the student as a result of filing a complaint

Sexual and/or Racial Harassment Complaints

If a Health Science student has a complaint regarding sexual or racial harassment then the student should refer to the ACC Student Handbook for the policy and procedure related to sexual and racial harassment. <http://www.austincc.edu/handbook/policies3.php#sexual> .

Grade Change Policies and Procedures

ACC Health science programs follow the college’s policies on grade change as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus’s administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook> .

Assignment of Grades

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question while enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the department chair to discuss the matter or, if the instructor is the department chair, with the dean.

Grade Change Appeal

If a student believes that an error has been made in the assignment of a grade, he or she should follow the “Procedures to Resolve Grade Disputes” on the ACC website at: <http://www.austincc.edu/handbook/policies2.php> .

Clinical/Practicum (or Field Experience) Policies

Professional Behavior

Faculty of Austin Community College and the Health Sciences Programs have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Health Science students, while representing Austin Community College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by ACC and clinical agency policies during each clinical experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the OTA Student Handbook.

Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

Safe/Unsafe Clinical/Practicum/Fieldwork Policies

The Health Sciences Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined in the (Program) Student Handbook.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment
- lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- failure to correctly identify patient(s) prior to initiating care
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

Biological Safety: Unsafe behaviors include but are not limited to:

- failure to recognize violations in aseptic technique
- improper medication administration techniques/choices
- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

Progressive Discipline

Faculty are committed to assisting students to be successful in the program. Therefore, Health Science students who are not meeting course objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

Step 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to - utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from ACC counselors.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference done.

Step 2: Conference

The student meets with the instructor in a formal conference to review the performance deficit. A written Health Science Conference Report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program

Step 3: Probation

Probation action is implemented for:

- Unsatisfactory clinical performance
- Unsatisfactory clinical attendance and punctuality
- Inability to maintain physical and mental health necessary to function in the program
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical practice that compromises patient or staff safety
- Behavior which compromises clinical affiliations
- Failure to comply with all terms outlined in the conference report

Probation is a trial period in which the student must improve or be withdrawn from the program.

The student meets with the instructor and department chair. An ACC counselor may be asked to assist in representing the student. The student and faculty will review and sign a Health Science Probation Report explicitly stating expectations that must be followed during the probationary period and signed.

Step 4: Withdrawal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.)

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes patient, student staff, or preceptor safety
- Unprofessional behavior that seriously jeopardizes clinical affiliations.
- NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.

<http://www.austincc.edu/admrule/1.06.003.htm>

<http://www.austincc.edu/admrule/4.01.002.htm>

Health and Safety Information

Professional Risks

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis; hepatitis A, B, or C; AIDS; or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

Health Insurance

The College does not provide personal health insurance coverage for students. All Health Sciences students are encouraged to carry some type of personal health insurance. Information about health insurance is available at: www.austincc.edu/ehs/Insurance under Optional Student Health Insurance.

Should medical care be required, it will be the responsibility of the student to assume responsibility for all costs of treatment/medical care unless it is an accident covered under the accident insurance policy described below.

Accidents/Exposure

Medical Professional Liability Insurance--Medical professional liability insurance is required for each Health Science student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Austin Community College registration fees collected each semester.

Accident Insurance--Student accident insurance coverage is required for students participating in certain college sponsored laboratory/clinical activities. The maximum medical benefit is \$10,000 per student with a \$25.00 deductible. The student is responsible for the \$25.00 deductible. For covered classes, the student pays an insurance fee at the time of registration. Student Accident Insurance pays benefits for specific losses from accidents only. Benefits are not paid for loss due to sickness.

The student accident policy provides insurance coverage only while participating in specified laboratory/clinical classes. It does not extend to accidents involving automobiles and incidents outside the laboratory/clinical/classroom. For the most updated information, see www.austincc.edu/ehs/Insurance .

Accident Procedures

1. Provide first aid for the student sufficient to get the situation under control.
2. If the accident occurs on campus, campus police are notified.
3. If the accident occurs in the clinical area, faculty responsible for the course in which the student is injured must be notified immediately of the incident.
4. If it appears that a physician should see the student, he or she may chose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. The student can pay the bill at the time of treatment or assign benefits and request reimbursement from ACC's insurance company.
5. The injured student will use the designated claim form. All components of the claim form must be completed. The completed form must contain the signatures of (1) the faculty/supervisor, and (2) the student/claimant and submission of an itemized medical bill before reimbursement will be made. Reimbursement requests along with completed claim form should be sent to:

Austin Community College
Risk Management Department
9101 Tuscany Way
Austin, TX 78754

Phone: 223-1015 Fax: 223-1035

6. The student submits a copy of the completed insurance form and HIPAA release form to the Assistant Dean of Health Sciences immediately after the incident.
7. The Faculty submits TWO copies of the Supervisor's Injury and Illness Analysis and Prevention Report; one copy to the Department Chair and one copy to the Assistant Dean of Health Sciences within 48 hours of the event.
8. The Assistant Dean of Health Sciences will communicate the official notification of the claim to the Risk Management Department who confirms insurance coverage with the carrier and medical provider.

FORMS ARE AVAILABLE IN PUBLISHED COURSE MATERIALS and on the web

<http://www3.austincc.edu/it/eforms/frontpage.php?ID=RIIN.004>

<http://www3.austincc.edu/it/eforms/frontpage.php?ID=RIIN.003>

Exposure Response

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (preferably within one hour) to their immediate supervisor or instructor. It is the responsibility of the clinical instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Department Chair to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the Exposure procedures and appropriate forms will be made available to the students prior to their first clinical experience.

Environment of Care

Austin Community College Health Science Students and faculty will follow procedures outlined in the Seton Safe Environment of Care (EOC) and the St. David's Mandatory Education Module designed by Seton and St. David's and adapted for the use at ACC in order to educate students and faculty in procedures mandated by health care facilities. All of the Seton and St. David's health organizations, in which we are affiliated, have agreed to the use of these procedures in order to educate students and faculty prior to their clinical rotations in those facilities.

The purpose of the test is to understand the safety and regulatory requirements related to patient care presented in the Seton Safe EOC Manual and St. David's Mandatory Education Module. The scope of these tests includes general safety, hazardous materials and waste, medical equipment, security, emergency preparedness, life safety and building construction, utility systems and social environment. These tests are primarily multiple-choice with some short answers questions. These exams require the student to self-remediate. The students will not be able to move forward until they have correctly answered each question.

These exams are available at: <http://www.austincc.edu/health/dmt.php> or on departmental home pages. Specific instructions about how to access the test will be given to students by their instructor. When students have completed the test, they will be required to make a copy for themselves and electronically mail a copy to their program. These files must be kept, so that the College can prove compliance with the health care facilities' accreditation requirements.

HIPAA

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information. Since health sciences students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case studies and care plans), all health science students must complete an online training module on an annual basis to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings/fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation. ACC Website: <http://www.austincc.edu/hipaa/training/> . The ACC HIPAA Compliance Manual can be found at <http://www.austincc.edu/hipaa/manual.php> .

Workplace Violence

Students who are assigned a clinical or practicum experience in a Seton Family of Hospitals facility are required to complete the Safety Module for Non-Employees: Workplace Violence Module (<http://www.austincc.edu/health/dmt.php>)

Statement of Responsibility

Students who are assigned a clinical or practicum experience in a St. David's Healthcare Partnership facility will be required to sign a Statement of Responsibility form.

(<http://www.austincc.edu/health/dmt.php>)

Substance Abuse Policy

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Health Sciences Department has adopted a substance abuse testing program wherein a student who is participating in clinical courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their ACC clinical instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

Testing Procedure

1. Document student's behavior. Confer with department chair. If a department chair is the faculty member concerned about the student's behavior or if the department chair is unavailable, the conference will be with the dean or dean's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
 - a. The student will sign a consent to undergo drug screening.*
 - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by taxi accompanied by a Health Sciences representative.
5. After the drug screen specimen has been obtained the student will be transported by taxi back to the point of origin or home.
6. Student is excluded from all clinical activities pending results of the drug screen.
7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
8. Results will be sent to the Dean of Health Sciences where they will be kept in a confidential, locked file. Results of the drug screen will be released to the department chair on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.
9. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process, the student will have the opportunity to:
 - a. Explain the cause of the positive drug screen.

- b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the ACC Student Handbook.
10. If drug screen is positive and unexplained or unverified via the Medical Review Officer, the student will be:
 - a. Dismissed from the program and
 - b. Reported to the state licensing agency, if applicable.
 11. A student who tests positive will be referred to a community resource for evaluation by the ACC counselor at the student's expense.
 12. If the drug screen is negative, the student will be immediately reinstated in clinical by the department chair and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.
 13. Readmission to the program is based on program admission policies.
 - * Please refer to the Consent for Drug Screening form located in the Appendices section at the end of this handbook.

NOTE: Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility.

Pre-Placement Drug Screening (if applicable)

Rationale: Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern in all Health Sciences programs and the clinical agencies that provide essential clinical experiences for the students. Clinical rotations are an essential component of Health Sciences programs and the College must meet the contractual obligations contained in affiliation agreements.

Scope: ACC currently does not require drug screening as part of the admission process. Clinical agencies can establish more stringent standards for meeting clinical requirements than those imposed as part of the admission process, if they so desire, to ensure compliance with JCAHO standards and agency regulations pertaining to human resource management. This may include (but is not limited to) additional background checks and/or pre-placement drug screening.

Clinical Placement:

- Clinical placements will be made by the program based on the learning objectives of the students; once a placement has been made, students cannot select out of that placement because of the drug screen.

Process for Drug Screening: The following process is to be followed when a clinical agency requires a drug screen prior to placement.

1. Faculty will notify the student of the requirement for a drug screen and the timelines to be in compliance with the clinical agency and provide all necessary consent forms.
 - The student must complete the drug screen within the timelines provided by the program. A drug screen outside that timeline will have to be re-submitted at an additional expense to the student.
2. Program will provide the student with a list of approved vendors to perform the drug screening.
 - **Student must pay the cost of the drug screening.**
 - Cost is non-refundable
 - Program will designate what level of drug screen is required.

- Results from any company or government entity other than those designated by Health Sciences will not be accepted.
 - Unless specifically directed, clinical agencies will not conduct the drug screen; they must be performed by approved vendor.
 - For clinical sites that do conduct the drug screening, students must sign an authorization for the clinical site to release positive results to the Compliance Coordinator, the Executive Dean or their designee.
3. Student will sign a HIPAA release giving the lab performing the test permission to provide results to the Executive Dean or the Health Sciences Compliance Coordinator.
 4. Student will sign a release giving permission for ACC to release the results of a negative drug screen to the requesting clinical agency if required.
 5. Refusal to consent to the drug screening will result in the student being withdrawn from the program.
 6. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
 7. Results will be sent to the Dean of Health Sciences and/or the Compliance Coordinator where they will be kept in a confidential, locked file. Negative results of the drug screen will be released only to the student or the requesting clinical agency.
 8. Verification of a negative drug screen will be provided to the indicated clinical affiliate.
 9. All positive drug screens will be reviewed by an independent Medical Review Officer, provided by the vendor. There will be an additional charge if review by the Medical Review Officer is required and the student is responsible for all costs related to this review. If after review by the Medical Review Officer, there is not a valid medical explanation for the positive screen, the test results will stand.
(If the student refuses/fails to pay for costs associated with the Medical Review, the test results will stand).
 - Any appeal right based on a positive screen is solely among the applicant, the Medical Review Officer and the vendor.

Period of Validity

- Drug screening will generally be honored for the time the student is in the program unless there is a break in enrollment, defined as being out for one full semester. However, students may be required to test on a more frequent basis depending on the requirements of the clinical rotation site in which they are placed to meet their learning objectives.

Positive Drug Screen

- A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel.
- Any student with a positive drug screen will not be given placement in any clinical facility and will be withdrawn from the program.

Confidentiality of Records

- Drug screening reports and all records pertaining to the results are considered confidential information with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations.

Readmission

- Any student withdrawn for a positive drug screen will not be eligible for readmission for a minimum of twelve months from the date of withdrawal.
- If accepted for readmission, the student must provide a negative drug test and satisfactory documentation of successful drug counseling and treatment, at the expense of the student.

Criminal Background

Successful completion of a criminal background check is required for admission and continuation in all Health Sciences Programs. Criminal background requirements are found at <http://www.austincc.edu/health/background.php>.

Background checks will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment at the college/school. A break in enrollment is defined as nonattendance of one full semester or more.

Once accepted into the program, it is the student's responsibility to immediately notify the Health Sciences Compliance Coordinator in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate withdrawal from the program.

Additionally,

- Successful completion of a criminal background check for a Health Sciences Program does not ensure eligibility for licensure or future employment.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.
- If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Emergency Instructions

Austin Community College District has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas. Administrators-in-charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency. See the ACC Student Handbook or <http://www.austincc.edu/handbook/emergency.php>.

General Emergencies

To reach the ACC Police Department dial 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off campus. The ACC Police Department can better determine the student's location and will notify the local police and fire departments.

Medical Emergencies

In the case of severe bleeding, breathing problems, or chest pains, call 911. For other medical emergencies, contact the ACC Police Department by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.

Severe Weather/Outdoor Hazards

In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside or move to another building. Do not use elevators. Upon being alerted by a public address system, alarm, or campus administrator, students will move immediately to shelter-in-place areas indicated on the emergency signs posted in each classroom. Shelter-in-place areas are located in the lowest floor possible of the building, in the center of the building, and away from glass.

Fire

Upon hearing a continuous alarm or verbal warning, students should evacuate the building immediately and move to the fire evacuation rally location indicated on the emergency signs posted in each classroom. Do not run. Do not use elevators.

1. Leave the building through the nearest exit.
2. Take personal belongs if they are in the same room.
3. Close all doors behind you. Do not lock them.
4. Report to fire evacuation rally location. You must be accounted for at rally location.

5. Students and staff will be permitted to re-enter the building when the administrator-in-charge or emergency evacuation coordinator gives a verbal “all clear” signal.

Gunman on Campus

Students or staff who see an armed person or receive information that an armed person is on campus should take the following steps.

1. Contact the ACC Police Dispatch by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.
2. Turn off lights, close and lock doors.
3. Get on the floor out of the line of fire. Seek available cover.
4. Wait until an “All Clear” given by a police officer or authorized, known voice

Contacting a Student in an Emergency

With thousands of students at different locations, it is **not possible** for staff to contact students on campus except in cases of emergency. Staff members may inquire about the nature of the emergency and decide whether the student should be contacted. In order to contact students, campus staff will need the student’s ID number and class schedule.

When students anticipate someone may need to contact them on campus, they should leave the necessary information in the campus manager’s office. Under no circumstances will ACC permit persons to search for students on campus.

Family Education Rights and Privacy Act (FERPA)

The following statement concerning student records maintained by the Austin Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.

Student Signature Pages

**Austin Community College
Occupational Therapy Assistant Program**

Substance Abuse

The well being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Health Sciences Department is adopting a substance abuse testing program wherein a student who is participating in clinical classes will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e. drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Criminal Background Check

In order to comply with Texas Health and Safety code (250.006), some clinical agencies require Criminal Background Checks for students prior to clinical rotations. These agencies will deny the student access to the clinical facility if the background check is unsatisfactory for certain convictions. If a student cannot attend a clinical rotation, they may not be able to complete the course and program requirements necessary for graduation. If you have any questions on this matter, contact the Dean of Health Sciences at 223-6159.

Students may be subject to costs associated with criminal background checks required by clinical facilities.

Pre-placement Drug Screening

If a clinical facility requires a pre-placement drug screening the student will be required to comply with ACC policies and procedures in order to obtain this test. Testing costs will be the responsibility of the student. Failure or refusal to comply with a testing request, or positive results, may result in immediate dismissal from the clinical site and program withdrawal pending resolution of the situation.

You are provided two copies of this policy notification. Please sign and date in the space provided. Keep one copy for your information and return the other to your Department Chair for your file. Your signature below indicates only that you have been made aware of this policy.

Signature

Date

**Austin Community College
Occupational Therapy Assistant Program
Student Handbook Acknowledgement**

This is to certify that I have read and understood the information found in the Austin Community College Occupational Therapy Assistant Student Handbook, in its entirety. I agree to abide by all Rules/Regulations and Guidelines contained herein.

I understand that any new rules/regulations may be added through the course syllabi distributed at the beginning of each course.

I also understand that failure to abide by the Rules and Regulations may serve as grounds for my withdrawal from the OTA Program.

Signature

Date

Policy on the Use of Human Subjects

I understand that the Austin Community College Occupational Therapy Assistant Program will be conducting laboratory procedures and demonstrations throughout my OTA education. I understand that the purpose of these procedures is educational and intended for my benefit and the benefit of other students, and may include:

My participation in occupational therapy demonstrations including occupational therapy treatment techniques applied by fellow students, ACC faculty, student physical therapy interns, and health care professionals from the surrounding community.

I also understand that these procedures may be videotaped, recorded, and/or photographed. During my education at ACC and the completion thereof, upon request, I will release the use of the above stated materials to the ACC/OTA program for further educational use.

All rights of every kind in and to all video tapes, photographs and/or sound recordings shall be and remain vested in ACC and neither I, my successors, heirs, or assigns, shall have any right of action against ACC arising out of any use of said photographs, video tapes or sound recordings, whether or not such use is or may be claimed to be defamatory, untrue or censurable in nature.

Student Signature _____ Date _____

Witness _____ Date _____

Consent for Drug Screening

I, , recognize that the use and abuse of alcohol, drugs or substances can create unsafe clinical working environment for others and myself.

I agree to provide a blood, urine, and/or breath sample to the drug-testing laboratory designated by Austin Community College. I also permit the testing laboratory to release the results of the Drug screening test to designated Austin Community College authorities.

Student

Date

Faculty

Date

Student Signature Sheet

Please read each statement below. Initial each statement in the space indicated and provide your name, signature, and date below.

1. ___ I have read and agree to, and will comply with the student policies as outlined in the Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in the Syllabus and Student Policies of the OTA program.

2. ___ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. Appropriate protection may include the use of gloves, gowns, masks, face shields, eye protection, mouthpieces, resuscitation bags, and other protective equipment. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.

3. ___ I have read and affirm that I meet all Technical Standards as stated in the Handbook. I understand that if I require accommodation I will report to the Office of Students with Disabilities (OSD).

4. ___ I have been informed regarding the inherent health/safety hazards in the health care field and release ACC from any liability for such hazards.

5. ___ I have read and agree to the "Substance Abuse Administrative Policy."

6. ___ I agree to criminal background checks and agree to immediately notify the Dean of Health Sciences in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.

7. ___ I will complete all clinical educational training modules and submit signed documentation to the OTA program as required. I will keep a copy of these modules for my records.

Printed Name _____ Date _____

Signature _____ Date _____

**Austin Community College
Occupational Therapy Assistant Program**

Confidentiality of Student Grades/ACC Email Address

I give my permission for all OTA program faculty to send electronic information pertaining to exam scores and course grades/course standing to the following ACC student email address.

I understand that the ACC student email address is the only email address to which faculty will respond during the course of the OTA program.

_____ @g.austincc.edu
Email address

Signature

Date