



**Occupational Therapist Assistant
Student Handbook
2008-2009**

**Austin Community College
Occupational Therapy Assistant Program
Eastview Campus
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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 websites 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, 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.

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. **The Administrative Assistant assigned to the OTA Program is Tamala Tatum. She can be reached at 223-5935.**

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!

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NOTE: All OTA Faculty members are licensed by the State of Texas and adhere to the current AOTA Code of Ethics.

II. 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.

III. 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 2007.

3. 80% of graduates will be employed in traditional or non traditional wellness or health care settings 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

IV. SCANS Competencies

SCANS

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.
 - 7.6 Time—selects relevant goal-related activities, ranks them in order of Importance, allocates time to activities, and understands, prepares, and follows schedules.
 - 7.7 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.
 - 7.6 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 un-pleasant 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.

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
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 examination, diagnosis, and treatment. Such observation and information usually requires functional use of visual, auditory, and somatic sensations.	<p>Visual: Recognize, assess, discriminate information relating to client's physical, emotional, social and environmental situation.</p> <p>Auditory: Receive, assess, distinguish verbal and non verbal communication from clients families, fellow students and staff.</p> <p>Tactile: Palpate and manipulate upper extremity of client in preparation for activity engagement.</p> <p>eg: Positioning and transfer of patient from bed to wheelchair for adapted feeding.</p>
Communication	Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.	Elicit and assess verbal and non verbal information while screening a client in preparation for formal evaluation. Relate information to clients, families, staff, instructors and fellow students in both academic and clinic settings.

Categories of Essential Functions	Definition	Example of Technical Standard
		<p>Receive, write and interpret written communication in both academic and clinic settings. egs: Treatment plans with rationale Progress notes</p>
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment	<p>Demonstrate stability, mobility, balance, strength and agility to assist and safeguard clients during transfers and daily, relevant, meaningful activities.</p> <p>Move, adjust or position clients or equipment.</p> <p>Provide emergency treatment and follow emergency protocol both in academic and clinic settings.</p> <p>Demonstrate manual dexterity necessary to manipulate equipment and perform therapeutic procedures in such therapeutic interventions as splinting, wheelchair adjustment, or prosthetic ck outs.</p>
Intellectual	Ability to collect, interpret and integrate information and make decisions.	<p>Read, comprehend and retain relevant information in textbooks, class presentations, medical records and professional literature.</p> <p>Measure, reason, analyze and synthesize while participating in client screenings, evaluations and appropriate/effective selection of therapeutic activities promoting occupational engagement.</p> <p>Exercise sound judgment and complete tasks within required time limits.</p>

Categories of Essential Functions	Definition	Example of Technical Standard
		Apply knowledge to new clinical situations and problem solve using clinical reasoning.
Behavioral and Social Attributes	<ul style="list-style-type: none"> ❑ Possess the emotional health and stability required for full utilization of the student’s intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients and other members of the health care team. ❑ 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. ❑ Possess compassion, integrity, concern for others, and motivation. ❑ Possess the ability to demonstrate professional behaviors and a strong work ethic. 	<p>Manage time, energy, and flexibility within heavy academic schedules and deadlines in academic, clinic and home environments</p> <p>. Perform therapeutic intervention in both traditional and non traditional settings some fast paced.</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>Demonstrate a concern for others, interpersonal skills, interest and motivation. Develop a mature, sensitive therapeutically effective relationship with others.</p> <p>Accept responsibility ad accountability for actions</p> <p>Comply with the Practice rules and Practice Act of the Texas Board of Occupational Therapy Examiners, the American Occupational therapy Association’s Standards of Practice and the Code of Ethics.</p>

V. Basic Program Information

Admissions Requirements

PROGRAM APPLICATION REQUIREMENTS

1. TSI test scores to determine current academic skill level.
2. Selected Prerequisite courses
3. Volunteer/Observation experience (recommended)
4. Immunizations
5. Criminal Background checks
6. Completed Application

APPLICATION PROCEDURE:

Apply for admission to Austin Community College.

1. Submit applications for the OTA Program to the OTA department office by May 15, of the year for which application is being made for entry in the fall semester.
2. All forms for the application may be downloaded from this website: <http://www.austincc.edu/health/ota> .If you would like to obtain a hardcopy packet of the application forms please contact Tamala Tatum at 223-5935 or OTA Program, Eastview Campus, 3401 Webberville Road, Building 9000, Austin, TX 78702 .
3. The application should be completed in your handwriting, in black ink. Be sure to complete all areas of the application. Professional licenses and/or certifications listed should be relevant to occupational therapy. (The essay addressed at the bottom of page 2 is critical. It may be typed and should be limited to 300 words. This essay should be stapled to the application.) Be sure to date and sign the application.
4. The Applicant Data Record is optional. However, several of our accreditation agencies require that this data be collected and analyzed for statistical reasons. Your cooperation in completing this form is greatly appreciated. This form will be removed from your application packet upon receipt and kept separate from your application file.
5. Texas Law requires students to take the TSI test or a TSI alternative test before attending college credit classes, or to demonstrate that they are TSI exempt or TSI waived.
6. Official transcripts of previous educational experience should be submitted. If a specific transcript does not include courses applicable to the OTA degree plan, it does not need to be submitted; but it should be listed on the Applicant Check List with a notation that it is not relevant. If a degree was awarded by this institution, it should be noted. Any applicant that has attended Austin Community College and has had previous transcripts evaluated by the College's Admissions and Records office may submit a copy of the evaluation documents in lieu of the official transcript for that institution. Transcripts will be reviewed by the OTA faculty for verification of all prerequisite courses. Intro to Anatomy and Physiology will only be considered for admissions if completed within the previous seven (7) years.
7. Observation/volunteer/aide experience is preferred for admission to the OTA Program. Each applicant is recommended to complete a total of 10 hours. The hours may be divided between facilities in whatever method the applicant chooses. This experience

must be documented on the reference forms provided. A licensed OTR/LOT or COTA/LOTA must complete each form.

8. New Criminal Background Checks Required :
Criminal background checks will be required. The Community Standard for Criminal Background Checks have been posted on the Health Sciences Website ([click here](#)).
9. New Immunization Requirements
Health Sciences students must comply with both Texas Law and clinical facility requirements related to immunization.
Texas has new immunization requirements effective as of April 2004
Documentation of immunizations is now required at the time of application.
Copy of immunization form is available for print out ([click here](#)).
10. Applicants may also submit up to 3 reference forms from additional individuals that have experience with the applicant. Please note that all reference forms submitted will be used in calculating the applicant's admissions score.
11. If a response is requested regarding the application, the applicant may submit a self-addressed, stamped envelope. The OTA department will let the applicant know when the application is received, and if it is complete or incomplete.
12. The checklist should be completed for submission to the program. This form is essential for communication with the Admissions Committee. It will also assist the applicant in assuring that all components of the application are complete and included in the submitted packet.

SELECTION PROCESS:

- A committee of 2-3 faculty members review completed applications.
- 2.5 GPA or above in applicable courses (see [degree plan](#)).
- All related information must be submitted by May 15 in order to be considered for the admissions process. This includes grades for coursework completed during the previous spring semester, additional reference forms, and any items requested during the interview. Coursework completed in the spring semester may be documented by transcript, a copy of the grade report, or a signed letter from the instructor of record, which states the applicant's final grade for the course.

CRITERIA FOR ADMISSION SELECTION:

Completion of Pre-requisites	40%
GPA	40%
References	20%

FINAL SELECTION AND NOTIFICATION

Each applicant should be aware of his/her status by July 15th. Applicants will receive one of the following letters:

ACCEPTANCE: if you are accepted, please note that you are to respond in writing as to whether you will accept your position in the program or not. Students may hand deliver, fax, email, or send letters registered mail. Failure to respond will result in your position being filled by an alternate applicant. **All selected applicants will be required to successfully complete a Criminal Background Check within 30 days of notification of selection prior to Fall Registration.** All selected applicants will be required to attend an orientation session in the summer.

CONDITIONAL ACCEPTANCE: You may be accepted conditionally if you are:

- 1. completing reviewed immunizations before July 1,*
- 2. completing prerequisites in the summer session with a "C" or better*
- 3. successfully submitting criminal background check*

ALTERNATE: if you are selected as an alternate and wish to know your alternate position or if you would like to be advised for application the following year, you may contact the OTA Department Chair.

Health Data Requirements:

Health Sciences students must possess the physical abilities and characteristics required to meet 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://austincc.edu/health/forms>. Click on the **Health Data Form**. A student must submit a current Health Data Form if he/she has a break in program enrollment for one year or more.

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/or 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
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 examination, diagnosis, and treatment. Such observation and information usually requires functional use of visual, auditory, and somatic sensations.	<p>Visual: Recognize, assess, discriminate information relating to client's physical, emotional, social and environmental situation.</p> <p>Auditory: Receive, assess, distinguish verbal and non verbal communication from clients families, fellow students and staff.</p> <p>Tactile: Palpate and manipulate upper extremity of client in preparation for activity engagement.</p> <p>eg: Positioning and transfer of patient from bed to wheelchair for adapted feeding.</p>
Communication	Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.	<p>Elicit and assess verbal and non verbal information while screening a client in preparation for formal evaluation. Relate 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. egs: Treatment plans with rationale Progress notes</p>
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment	<p>Demonstrate stability, mobility, balance, strength and agility to assist and safeguard clients during transfers and daily, relevant, meaningful activities.</p> <p>Move, adjust or position clients</p>

Categories of Essential Functions	Definition	Example of Technical Standard
		<p>or equipment.</p> <p>Provide emergency treatment and follow emergency protocol both in academic and clinic settings.</p> <p>Demonstrate manual dexterity necessary to manipulate equipment and perform therapeutic procedures in such therapeutic interventions as splinting, wheelchair adjustment, or prosthetic ck outs.</p>
Intellectual	Ability to collect, interpret and integrate information and make decisions.	<p>Read, comprehend and retain relevant information in textbooks, class presentations, medical records and professional literature.</p> <p>Measure, reason, analyze and synthesize while participating in client screenings, evaluations and appropriate/effective selection of therapeutic activities promoting occupational engagement.</p> <p>Exercise sound judgment and complete tasks within required time limits.</p> <p>Apply knowledge to new clinical situations and problem solve using clinical reasoning.</p>
Behavioral and Social Attributes	<ul style="list-style-type: none"> □ Possess the emotional health and stability required for full utilization of the student’s intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, 	<p>Manage time, energy, and flexibility within heavy academic schedules and deadlines in academic, clinic and home environments</p> <p>.</p> <p>Perform therapeutic intervention in both traditional and non traditional settings some fast</p>

Categories of Essential Functions	Definition	Example of Technical Standard
	<p>sensitive, and effective relationships with clients and other members of the health care team.</p> <ul style="list-style-type: none"> □ 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. □ Possess compassion, integrity, concern for others, and motivation. □ Possess the ability to demonstrate professional behaviors and a strong work ethic. 	<p>paced.</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>Demonstrate a concern for others, interpersonal skills, interest and motivation. Develop a mature, sensitive therapeutically effective relationship with others.</p> <p>Accept responsibility and accountability for actions</p> <p>Comply with the Practice rules and Practice Act of the Texas Board of Occupational Therapy Examiners, the American Occupational therapy Association's Standards of Practice and the Code of Ethics.</p>

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. Additional information related to immunizations is available at <http://www.austincc.edu/health/> and <http://www.austincc.edu/health/ota> Click on Immunizations.

Background Checks:

Successful completion of a criminal background check is required for admission and continuation in ALL health science programs. Criminal background requirements are found at <http://www.austincc.edu/health/> . Background checks will be honored for the duration of the student's enrollment in the clinical program if the participating student does not have a break in the enrollment in the program. A break in enrollment is defined as non attendance of one full semester or more.

Once accepted into the program, it is the student's responsibility to immediately notify the Dean of Health Science 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. Student enrolled in programs longer than one year in length may be required to sign an affidavit at the beginning of the second year of the program attesting that their criminal history has not changed.

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 (refer to Clinical Placement)

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.

Length of Program:

Two (2) years, including two (2) summer semesters, for a total of six (6) semesters.

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/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. Refer to **ACC Catalog 2007** for tuition and fees.

Estimated Additional Expenses:

Books: \$250.00–\$300.00 per semester

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

Parking permit: \$10.00 per year

CPR Certification, Completion of Health Form, and yearly TB test: \$100.00 – \$150.00

Professional Association memberships: approximately \$100.00 per year

Certification Exam and Licensure Fees: \$650.00

OTA Pins: \$25.00

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

**Occupational Therapy Assistant
Associate of Applied Science Degree
FY 2007 – 2008 Degree Plan**

		Lec	Lab	Credit	Contact
Prerequisites:					
ENGL 1301	English Composition I	3	0	3	48
PSYC 2301	Introduction to Psychology	3	0	3	48
BIOL 2404	Intro Anatomy & Physiology	3	3	4	96
MATH	Select from College Math		<u>3</u>	<u>0</u>	<u>3</u>
48					
	TOTALS	12	3	13	240
FIRST YEAR					
First Semester:					
OTHA 1305	Principles of OT	2	4	3	96
OTHA 1409	Human Struct. & Function in OT	2	4	4	96
SPCH	Select from Oral Commun.	3	0	3	48
PSYC 2314	Human Growth and Development	3	0	3	48
HPRS 1106	Medical Terms PCS	<u>1</u>	<u>0</u>	<u>1</u>	<u>16</u>
	TOTALS	12	10	14	304
Second Semester:					
OTHA 2301	Pathophysiology in OT	3	0	3	48
OTHA 1315	Therapeutic Use of Occup I	2	3	3	80
OTHA 1319	Therapeutic Interventions I	2	3	3	80
OTHA 1162	Ped Level 1 Practicum	0	0	1	96
OTHA 1341	Occupational Performance Birth through Adolescence	<u>3</u>	<u>2</u>	<u>3</u>	<u>80</u>
	TOTALS	10	8	13	384
Third Semester:					
OTHA 2204	Neurology in Occupational Therapy	2	2	2	64
OTHA 2302	Therapeutic Use of Occup. II	2	3	3	80
SCWK 2331	Abnormal Behavior	<u>3</u>	<u>0</u>	<u>3</u>	<u>48</u>
	TOTALS	7	5	8	128
SECOND YEAR					
First Semester:					
HUMA	Humanities/Fine Arts Elective	3	0	3	48
OTHA 2331	Physical Function in OT	2	3	3	80
OTHA 2305	Therapeutic Interventions II	2	4	3	96
OTHA 2309	Mental Health in OT	2	4	3	96
OTHA 1161	Phys Dys Practicum Level I		<u>0</u>	<u>0</u>	<u>1</u>
96					
	TOTALS	9	11	13	416
Second Semester:					
OTHA 1253	Life Span for Geriatrics	2	1	2	48
OTHA 2266	Level II Practicum	0	0	2	320
OTHA 2235	Health Care Management	<u>2</u>	<u>0</u>	<u>2</u>	<u>32</u>
	TOTALS	4	3	6	432
Third Semester:					
OTHA 2330	Workplace Skills for the OTA	3	0	3	48
OTHA 2267	Level II Practicum	<u>1</u>	<u>0</u>	<u>2</u>	<u>320</u>
	TOTALS	1	0	5	368
	Total Credit Hours:			72	
	Total Contact Hours:				2272

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. Insurance: \$13.10 Prerequisites: OTHA 1305. ()

OTHA 1162 PEDIATRIC LEVEL 1 CLINICAL (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. Insurance: \$13.10 Prerequisites: OTHA 1305. ()

OTHA 1253 LIFE SPAN FOR GERIATRICS (2-2-1). Study of the fundamentals of wellness and function in the aging population. Topics include biological, psychosocial, and cognitive issues of the aging process: strategies to promote maintenance and adjustment to issues of aging. Fee: \$12 Insurance: \$3.10 ()

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 Semester. Fee: \$15 Insurance: \$3.10 Prerequisites: Admission to program. (OTA 1304)

OTHA 1315 THERAPEUTIC MEDIA I IN OCCUPATIONAL THERAPY (3-2-3). Introduction to basic skills in various activities and tasks used as therapeutic intervention in occupational therapy. Emphasis on activity analysis; how to adapt and teach therapeutically; and how to supply, equip, and maintain a safe work environment. Offered in Spring Semester. Fee: \$12 Insurance: \$13.10 Prerequisites: OTHA 1305. (OTA 1405)

OTHA 1319 THERAPEUTIC MODALITIES I IN OCCUPATIONAL THERAPY (3-2-3). Instruction in concepts and techniques leading to proficiency in skills and activities used as treatment modalities in occupational therapy. Emphasis on the occupational therapy process within the context of the occupational performance model. Offered in Spring Semester. Fee: \$12 Insurance: \$13.10 Prerequisites: OTHA 1305. (OTA 1405)

OTHA 1341 LIFE SKILLS PERFORMANCE OF CHILDHOOD IN OCCUPATIONAL THERAPY (3-2-4). Study of the physical, psychosocial, and cognitive occupational performance of children (newborns to adolescents) with emphasis on characteristics of purposeful activities. Includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population. Fee: \$12 Insurance: \$3.10 ()

OTHA 1409 HUMAN STRUCTURE AND FUNCTION IN OCCUPATIONAL THERAPY (4-2-6). Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures. Fee: \$12 Insurance: \$3.10 ()

OTHA 2204 NEUROLOGY IN OCCUPATIONAL THERAPY (2-2-0). Study of neuroanatomy and neurophysiology as it relates to neurological conditions commonly treated in occupational therapy. Emphasis on neuro-based occupational therapy intervention techniques. ()

OTHA 2235 HEALTH CARE MANAGEMENT IN OCCUPATIONAL DESIGN (2-2-0). Explores the roles of the occupational therapy assistant in health care delivery. Emphasis on documentation, occupational therapy standards and ethics, health care team role delineation, and management. Insurance: \$3.10 Prerequisites: OTHA 2305. ()

OTHA 2266 LEVEL 2 PRACTICUM (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: \$13.10 Prerequisites: OTHA 2305. (OTHA 2460)

OTHA 2267 LEVEL 2 PRACTICUM (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: \$13.10 Prerequisites: OTHA 2266. ()

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 Semester. Prerequisites: OTHA 1509. (OTA 1403)

OTHA 2302 THERAPEUTIC MEDIA II IN OCCUPATIONAL THERAPY (3-2-3). Continuation of Therapeutic Media I. Emphasis on advanced techniques and applications to specific occupational therapy practice areas. Offered in Summer Semester. Fee: \$12 Insurance: \$13.10 Prerequisites: OTHA 1315. (OTA 1505)

OTHA 2305 THERAPEUTIC MODALITIES II IN OCCUPATIONAL THERAPY (3-2-4). Continuation of Therapeutic Modalities I. Emphasis on current rehabilitative modalities. Offered in Fall Semester. Fee: \$12 Insurance: \$13.10 Prerequisites: OTHA 1319. (OTA 2106)

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 Semester. Fee: \$12 Insurance: \$3.10 Prerequisites: OTHA 2311. (OTA 2205)

OTHA 2311 ABNORMAL PSYCHOLOGY IN OCCUPATIONAL THERAPY (3-3-0). Fundamental principles and techniques of psychological diagnosis with emphasis on mental health issues including theories, etiology, and treatment intervention. Offered in Fall Semester. Prerequisites: OTHA 2302. (OTA 2103)

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 the promotion of physical function through occupational therapy assessment/evaluation, intervention, and patient/client education. Emphasis on developmental continuum using the occupational performance approach and theory and application of rehabilitation techniques. Offered in Fall Semester. Fee: \$12 Insurance: \$13.10 Prerequisites: OTHA 2302. (OTA 2106)

OTHA 2360 CLINICAL TRAINING I IN OCCUPATIONAL THERAPY ASSISTANT (3-0-18). A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Offered in Spring Semester. Insurance: \$13.10 Prerequisites: OTHA 1166. (OTA 2204)

OTHA 2460 CLINICAL TRAINING II IN OCCUPATIONAL THERAPY ASSISTANT (4-0-20). A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Offered in Summer Semester. Insurance: \$13.10 Prerequisites: OTHA 1166. (OTA 2305)

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.

••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.

Readmission Policy:

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

- A. Submit a written request for readmission to the Department Chair at least one (1) 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 (1) year.

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

A student who withdraws or drops out of the OTA Program due to academic 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 student must repeat the core course which was failed prior to enrolling in sequential courses. Students requesting readmission after a two year or more absence must reapply to the program.

Curriculum Requirements:

All students must complete Intro to Anatomy and Physiology and Medical Terminology prior to registering the second semester of the program. All Clinical Courses must be completed within twelve (12) months of completion of the didactic portion of the curriculum. Exceptional circumstances will be considered on an individual basis.

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.

Textbook Use:

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.

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)

800 S. Frederick Avenue
Suite 200
Gaithersburg, MD 20877-4150
(<http://www.nbcot.org>)

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 NBCOT's 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.

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

333 Guadalupe -Suite 2-510
Austin, Texas 78701-3942
512.305.6900
(<http://www.tbote.org>)

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.

VI. Program Policies/Regulations/Guidelines

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 address, phone number and e-mail address etc. This should be done as soon as possible after a change is made. **Communication with students** outside the classroom is executed **primarily by email**. Each student, therefore, is to submit an email address and insure any change to that address, through the course of the year, is submitted as stated above.

Facilities:

OTA classes will be held in Building 9000 on the Eastview Campus (Rms.9309 and 9319). Lab equipment will be kept in the OTA Lab (Rm.9309), Transitional Living Area (Rm.9319) and the PTA area (Rm.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. **Please note that this phone is available for emergencies.** The Campus Administrative offices are located in Bldg. 3000, Rm. 3100 and can be reached at 223-5102. Any questions or concerns should be directed to the faculty.

Clinical experience will be attained in the Austin and surrounding areas in Occupational Therapy clinics.

The SCWK 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.

Attendance Policy: Classroom/Laboratory/Clinical

Attendance is ESSENTIAL for the attainment of course objectives in both classroom and clinical instruction. Students will receive specific attendance policies in each class syllabus from the respective instructor. If students miss more than the allotted absences for any one particular class, 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 students acquire information and skills presented during their absence. Students must notify the lead OTA Instructor in advance whenever tardiness or absence is unavoidable.

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 per specific class syllabus.

Instructional Classroom Methods:

The material will be presented in Lecture/Discussion/Demonstration format with performance of specific laboratory techniques practiced following lectures. Class size will determine number of labs and flexibility of lab schedules. Guest lecturers and field trips will be incorporated to enhance the classroom material where and whenever possible. Audio-visual, Power Point and overhead materials will be utilized whenever possible.

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 submissions policies are at the discretion of the individual instructor and stated in their respective syllabi.

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.

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. 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.

Pagers and Cell Phones:

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 placing return calls received during lecture/laboratory time. Digital devices are also not permitted during lecture and lab exams. All devices must be turned off and placed in a bag at the back of the lab. Failure to comply will adversely effect the student's professional development grade.

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.
B	83%–92%	
C	73%–82%	
D	63%–72%	
F	Below 63%	

A student must receive an average of “C” (73%) or above on each of the didactic and laboratory exams as well as a cumulative passing grade of 73 (C) for successful completion of all courses. Any student receiving a “D” or “F” must withdraw from the OTA program, but may reapply for readmission the following year.

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 or objections to the grading policy in a course, those must be brought up during the semester. Such questions or objections should first be addressed to the instructor and then, if the student believes it is appropriate, to the instructor’s supervisor. These questions are not relevant when determining whether an error occurred in assigning a performance grade.

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 should not make direct copies of the exam questions in any manner. Any exam removed from the departmental files will result in the grade being changed to a "0".

Professional Development Academic Progress Conference Procedure

Conferences will be held each mid semester and/or at scheduled times. During the conference the student will meet with assigned faculty members to discuss any areas of concern. Student performance will be analyzed and discussed. Instructional methods and course content will be reviewed to obtain student feedback and constructive criticism. Professional development forms will be discussed and strategies established as deemed necessary.

“Conference Forms” are utilized and the student must sign* the form after writing their comments in the appropriate space. Students will receive a copy of the Conference Form and the original is placed in their file.

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.

*** 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 2008-09.**

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 and will be noted on each course schedule. If you do not see it, ask. 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, (wrinkle free) crisp shirts, and pants or skirts, jeans, scrubs or capris are acceptable. Shirts and blouses are to **cover the chest and midriff completely even while bending.** Logos of any type are unacceptable. Pants and jeans are to **cover the hips and buttocks completely even while bending.** Hair is to be short/medium short or pulled back off the face and neck for hygienic and pt./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.

UNIFORMS: Uniforms consist of the ACC OTA program polo shirt with kaki, white, black or navy pants. These will be ordered the first semester of the program. Uniforms are to be worn on field trips and clinical affiliations.

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 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 local television or radio stations. Do not attempt to come to class in anticipation of or during ice storms, tornado warnings or severe thunder storms. Check emails from instructors on a daily basis especially during inclement weather days.

VII. Academic Policies

Academic Integrity:

Health professionals receive a high level of public trust and respect. Maintaining academic and clinical integrity is essential to the development of the characteristics required for ethical and professional practice. Health sciences students must demonstrate ethical, responsible, professional behavior and accountability for their actions throughout the program.

Academic Dishonesty:

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.

ACC Health Science programs' definition of academic dishonesty and discipline procedure follows the College's Discipline Policies as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus' administrative offices or may be downloaded from the ACC website at www.austincc.edu.

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, or looking at another student's test during the examination, removal of privacy screen on computer
- Plagiarizing by borrowing ideas, wording or organization from another source, without appropriate referencing of the source.
- Unauthorized collaboration / collusion with another in preparing outside work for fulfillment of course requirements
- Unauthorized entry (hacking) into test banks or examinations
- Falsifying data in a patient health record
- Assisting others in academic dishonesty
- Discussing any assessment tools such as examinations or mastery check-offs with students who have not taken the exam or completed the check-off
- Having a copy of the examination outside the time and place of test administration
- Lying about or misrepresenting care given, clinical errors, or any action related to clinical experience
- Recording, taping, taking pictures without consent from instructor
- Submitting of another student's work as own

Since dishonesty harms the individual, fellow students, and the integrity of the program, policies on academic dishonesty must be strictly enforced. Any documented incidences of academic dishonesty will result in probation at a minimum and can result in withdrawal from the program. If the withdrawal is for academic dishonesty, the student is not eligible for readmission into the program.

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 in the discipline at the same time
 - a. Withdrawal from any co-requisite course in the discipline prior to the college official withdrawal date may result in withdrawal from all other discipline specific co-requisite courses regardless of the current grade in the course
 - b. Students who fail a co-requisite course in the discipline may be required to retake all co-requisite courses in the discipline
 - c. Students who withdraw from a general education co-requisite course during the semester may be ineligible for progression to the next semester until that course is completed
- Achieve a minimum grade of “C” in all health science courses in the degree plan
- Satisfactorily meet course objectives

Progressive Discipline:

Faculty is committed to assisting students to be successful in the program. Therefore, Health Science students who are not meeting courses objectives in theory, lab, clinical or practicum 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 – remediation by faculty, utilization of peer study groups, tutors, computer-assisted instruction, and seeking assistance from ACC counselors.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference completed.
- **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 or program objectives not met. A remediation contract including deadlines for completion will be developed to correct the deficit so the student can successfully progress through the program.

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, if applicable.
- **Step 3: Probation**

Probation may be implemented for, but not limited to the following behaviors:

 - Academic dishonesty
 - Unsatisfactory clinical or practicum performance
 - Unsatisfactory clinical attendance and punctuality
 - Unethical, unprofessional behavior, and/or unsafe clinical, lab, or practicum practice

- Refusal to participate with a procedure
- Behavior which compromises clinical or practicum affiliations

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 faculty will complete a Health Science Probation Report explicitly stating expectations that must be followed during the probationary period and signed.

The probation period for safety or professional conduct violation is until the student successfully completes all program requirements.

- **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” for failure or “U” for unsatisfactory).

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
- Repeated unsafe or unprofessional behaviors previously counseled as unacceptable.

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” for failure or “U” for unsatisfactory.

The withdrawing student must meet with the course instructor and/or department chair to complete all exit forms and have an **Exit Meeting** within two weeks of the withdrawal. The student is required to turn in their program student ID and any equipment or items that belong to the department. Failure to do so may compromise their standing at ACC.

Student Complaint Procedure:

Health Science Programs follow the college's general policy 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>.

The purpose of 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.

Program Grievance Procedures:

The purpose of the Occupational Therapy Assistant Program Grievance Procedure is to provide a mutually acceptable method for the prompt and equitable settlement of student grievances.

A grievance is defined as a student concern or dissatisfaction or distress affording reason for complaint with regard to coursework, clinical placement, or any other aspect of the Occupational Therapy Assistant Program. A formal grievance consists of a written complaint submitted to the OTA Department Chair.

Appropriate areas for grievance may include environmental working conditions, adverse disciplinary actions, or allegations of personal bias or reprisal. Actual school policy and/or established program procedures and/or clinical institutional policies and procedures cannot be grieved. Further, once a grievance is withdrawn or resolved, it cannot be reinstated.

Step 1: Talk to the person involved

The student who believes he/she has a legitimate grievance should first establish an appointment to discuss the concern with the instructor of record for classroom issues or the Clinical Instructor for clinical issues.

Step II: Present grievance to the Department Chair

Upon notification of grievance by the student or Instructor, the Department Chair will review documentation of the grievance, policies of the program, College, and/or the affiliation site, as appropriate.

The OTA Department Chair may confirm the original solution or provide mediation to reach a mutually agreed upon solution.

Step III: College Grievance Policy

If steps I and II are followed and have not resolved the issue, then the student may contact the Student Services Department to initiate an official grievance according to College Procedure.

Grade Change Appeal Policy and Procedures:

ACC Health science programs follow the college's general policy on grade change as set forth in the **ACC Student Handbook**. If a student believes that an error has been made in the assignment of a grade, he or she should follow the "Procedure for Determination of Error of a Performance Grade" found in the **ACC Student Handbook** available at each campus's administrative offices, or downloaded from the

ACC website at: at <http://www.austincc.edu/handbook/>.

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.htm#sexual>.

VIII. Safety and Health Information

Student Accident Procedures

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 provided skills to implement precautions appropriate to these risks as part of the program curriculum.

All students are expected to provide appropriate care to all patients assigned to them in any setting. These assignments may include patients with medical diagnoses of tuberculosis, hepatitis A, B, or C or AIDS. Additionally, it is the responsibility of the student to implement standard precautions 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: <http://www.austincc.edu/ehs/insurance.html>

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. Payment for insurance coverage is assessed at registration.

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.

Accident Procedures

Student Accident Insurance

There is student medical accident insurance 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.

Accident Procedures

1. Provide first aid for the student sufficient to get the situation under control.
2. The Faculty responsible for the course in which the student is injured must be notified immediately of the incident.
3. If the accident occurs on campus, campus police are notified.
4. 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.
5. 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.
6. 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 member, and (2) the student/participant 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 Tuscan Way
Austin, TX 78754

Phone: (512) 223-1015 Fax: (512) 223-1035

7. The student submits a copy of the completed form to the Department Chair's Office immediately after the incident.

8. The Department Chair forwards 2 copies of the claim form to the Assistant Dean of Health Sciences who will communicate the official notification of the claim to the Risk Management Department who confirms insurance coverage with the carrier & medical provider.

FORMS ARE AVAILABLE IN PUBLISHED COURSE MATERIALS and on the web

<http://accweb.austincc.edu/accforms/forms/HZCM004studentaccidentclaim.pdf>

The student medical 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.

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.

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.

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 & medical provider.

Forms are available in published course materials and on the web at:

- <http://accweb.austincc.edu/accforms/forms/HZCM004studentaccidentclaim.pdf>
- <http://accweb.austincc.edu/accforms/formsfrontpage/supersinjuryrep.html> (select view form)

Blood and Body Substance Exposure:

Students 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 report the incident to the instructor and seek medical evaluation/care as soon as possible (preferable within one hour). Faculty will ensure that copies of the appropriate insurance 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 and designed by Seton and St. David's and adapted for use at ACC in order to educate students and faculty in procedures mandated by health care facilities. All of the Seton Healthcare Network and St. David's Healthcare Partnership facilities, 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.

Students are required to complete these modules according to specified deadlines established by the program. The purpose of the test is not simply to pass it, but to understand the concepts 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 exams are available at: <http://www.austincc.edu/hltsci> 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.

HIPAA

The Health Insurance Portability Accountability Act (HIPAA) 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 students and care plans), **all health science students must complete an online HIPAA 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.

WORKPLACE VIOLANCE:

Students who are assigned a clinical or practicum experience in a Seton Healthcare facility are required to complete the **Safety Module for Non-Employees: Workplace Violence Module.**

SUBSTANCE ABUSE POLICY: Administrative Rule; 3.03.003

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 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.

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 co-ordination, 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. Arrange for transportation directly to a designated testing center by taxi accompanied by a Health Sciences representative.

4. After the drug screen specimen has been obtained, the student will be transported by taxi to home.
5. Student is excluded from all clinical activities pending results of the drug screen.
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 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.
8. 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.
9. If drug screen is positive and unexplained, unverified via the Medical Review Officer, the student will be:
 - a. Dismissed from the program and
 - b. Report to the state licensing agency, if applicable.
10. A student who tests positive will be referred by the ACC counselor to a community resource for evaluation at the student's expense.
11. 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.
12. 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 and/or criminal background check prior to actual clinical practice in their facility. Students who do not pass a facility drug screen or criminal background check may be unable to continue in the program as alternative clinical arrangements may not be available.

IX. 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.

Professional Behavior: Austin Community College and the Health sciences Programs have certain expectations of behavior. Health Science students while on campus or while representing Austin Community College at any clinical agency must conduct themselves in a professional manner as to reflect favorable upon themselves and the program they represent. **Students are expected to assume responsibility for their actions and will held responsible for them. 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 tem 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 bring 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.

Professional Ethics and Confidentiality: Students must remember that the information concerning patients is confidential. Refer to the regulations in the Health Insurance Portability Accountability Act (HIPPA). Failure to comply with the above is cause for immediate dismissal from the program.

Safe/ Unsafe Clinical Practices: 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 an academic requirement of each program.

Unsafe clinical practice shall be deemed to be behavior or emotional safety of the patients, caregivers, students, faculty, staff, or self. Unsafe or unprofessional clinical practice may result in:

- a performance conference and written report
- a probation conference and written report
- immediate withdrawal from 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” for failure or “U” for unsatisfactory.)

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 or other equipment
- lack of proper protection of the patient which elevates the potential for falls, lacerations, burns, new or further injury.
- Failure to correctly identify patients 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 and correct 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, faculty, staff 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
- Failure to attend clinical sites as assigned or to inform CI and Clinical Coordinator of absences
- Failure to make up absences in a timely manner

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 and 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 the Health Data Form, HIPPA course, EOC and St. David's Modules , Current TB test and CPR course. All students must complete the Hepatitis B series the semester **before** the first clinical assignment.

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. For specific Health Science substance abuse policies, see College Policy.

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. Students are given an opportunity to provide input regarding location of assignments and preference of practice arena for the last rotation. Before assignments are finalized, the student's prior experience; interests and skill levels are given consideration. While students are given an opportunity to provide input regarding areas of interest, **the 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 Clinical Instructor's schedule, which may include weekends, split shifts and variable hours. Any questions/comments should be directed to the Clinical Coordinator in a timely manner.

Student placements are reserved many months (and in some cases, up to a year) in advance of a scheduled clinical experience. The Clinical 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. 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 Clinical 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/96 hours during the Last 6 weeks of the semester

Level 1 Physical Function Affiliation (during the second Fall semester)

Part time/96 hours during the Last 6 weeks of the semester

Level 2 Affiliation (during second spring semester)

Full time/40 hours per week/8 hours per day Total: 320 hours

Level 2 Affiliation (second summer semester)

Full time/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 Clinical 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 **Philadelphia Consortium OTA 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. An in-depth explanation of the **OTA Fieldwork Evaluation Form** and its use will be given prior to the student's first affiliation.

Grade Compilation

Clinical grade compilation is based on a combination of skill attainment in the **Philadelphia Consortium OTA Fieldwork Evaluation Form** or **OTA 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 minimum 44/60 Level I in the Philadelphia Consortium FW Evaluation and 70/100 points Level II in the AOTA FW Evaluation to pass the course. These points are separate from 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 OTA Program Clinical Coordinator *and* the clinical supervisor prior to the assigned reporting time. *All absences* from clinical experiences must be made up at a time agreed upon by the student the clinical supervisor, and the OTA Program Clinical Coordinator. Missed hours may be made up during lunch breaks, late afternoons, or Saturdays when the College is open. When the College is officially closed (as on the Fourth of July) the student does not report for clinical duty. **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.

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 **Program Specifics**

A. Behavior

The conduct of the therapy practitioner should be such that the patient's confidence is inspired. 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. Gratuities are prohibited. Patients wishing to show their appreciation should be directed toward designated funds for this purpose.
7. Gum chewing is prohibited.
8. Personal involvement with patients is prohibited.
9. Personal involvement with fellow staff members should be limited to "off duty" hours. Professionalism in the clinic must be maintained at all times.
10. Loaning of personal items to patients, and/or running errands for patients is prohibited.
11. Students should accept constructive criticism gracefully.
12. In the clinical setting, the clinical instructor should be kept informed of your activities and location at all times.

B. 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 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. **NO BARE FEET** on the mats no matter what the facility allows. This is reflective of public health practice.
3. **Name tags must be worn at all times.** Nametags will be made during the first Spring Semester. 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. Morning stubble (whiskers) is prohibited
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:

1. Writing and mailing a letter confirming the clinical assignment dates to the Clinical Instructor at least *two weeks* in advance of the starting date. In the letter, the student may request or verify any additional information related to the assignment such as directions to the facility, 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 Clinical Coordinator.
2. Arranging for reliable transportation to and from the facility whether in the Austin area or the surrounding and/or out of town area.
3. Obeying all policies and procedures of the facility, unless exempted, including prompt notification of student absences.
4. Fulfilling all duties and assignments made by the Clinical Instructor within the times specified.
5. Notifying the facility and academic educational program of any change in address or telephone number.
6. Maintaining a time sheet during clinical rotation.
7. Completing and submitting to the Clinical Instructor at least one copy of the Student Evaluation of the Clinical Site.
8. 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.
9. All **OTA Fieldwork Evaluation Form** paperwork must be completed accurately to provide legal documentation of the clinical experience.
10. The student should notify the Clinical Coordinator if any areas of confusion exist while in the clinical setting and request a meeting for clarification.
11. The student is responsible for maintaining current CPR and an annual TB test.
12. Students **MUST** complete designated hours per each affiliation;
Level I = 96 hours; Level II=320 hours. 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. Students may not attend clinical during official school closings.

Approved Clinical Sites:

Students may complete clinical affiliations only at assigned facilities. 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 Clinical Coordinator maintains contact with the facility and reserves student placements. An on-site visit 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.

Infectious Disease Exposure Prevention and Response Plan

Concern for the safety and well being of all faculty, staff and students of the Austin Community College Health Sciences Programs is the basis for this Infectious Disease Prevention and Exposure Response (IDPER) Plan. There is an increasing prevalence of HIV, Hepatitis B and C and tuberculosis that increases the risk of health care workers who will be exposed to blood and body fluids from infected patients/clients. While it is the responsibility of persons to be accountable for their own safety and well being, the College recognizes a responsibility to provide and implement a policy along with outlined procedures in the event of an occupational exposure to any agent possibly carrying infectious disease. It is the belief of those in the Health Sciences programs that with the proper education, skills, training and immunizations, the faculty, staff and students can be reasonably protected from risk of infections contracted in the course of health care education and delivery.

The purpose and scope of the IDPER plan is to provide a system of education and a procedure that maximizes our ability to protect against occupationally acquired communicable diseases for all faculty, staff and students of the Health Sciences Programs.

Upon admission into any of the Health Sciences Programs, except EMT-Basic and Phlebotomy, students are required to submit a history and physical examination. Students in Health Science Programs and courses, including EMT-Basic and Phlebotomy, must be immunized for Hepatitis B, measles, mumps, rubella, tetanus and diphtheria. Immunization requirements include two measles, one mumps and rubella vaccination. Tetanus diphtheria is required every ten years. Documentation of immunity to varicella – zoster (chicken pox) either through recent vaccination or past medical records is required. The college also requires a PPD on an annual basis. In order to attend clinical sites, the student must submit current documentation of all immunizations. The student is responsible for submitting proof of immunizations, documentation of childhood illness, or titers, as appropriate, and for keeping all immunizations current at student expense.

Department Chairs will be responsible for assignment of category classification to students in their programs. All students assigned to Category I and II will be required to have annual training in Standard Precautions that includes Universal Precautions and Body Substance Isolation. The procedures for education of the student are outlined in the clinical guidelines. Students of Health Sciences Programs must pass a yearly-computerized Environments of Care (EOC) test provided by the College in order to function in a health care environment. Documentation of this test will be kept in the student's permanent file.

Environments of Care

Austin Community College Health Science Students and Faculty will follow procedures outlined in the Seton and HCA Safe Environment of Care (EOC). This test was designed by Seton and adapted for use at Austin Community College in order to educate students and faculty in procedures mandated by health care facilities. All of the Seton and HCA Health organizations, in which we are affiliated, have agreed to the use of the EOC in order to educate students and faculty prior to their clinical rotations in those facilities.

The purpose of the test is not simply to pass it, but to understand the concepts presented in the EOC Manual. The scope of the test includes general safety, hazardous materials and waste, medical equipment, security, emergency preparedness, life safety and building construction, utility systems and social environment. The test has 98 questions and is primarily multiple choice with some short answer

questions. The exam requires the student to self-remediate. The student will not be able to move forward until they have correctly answered each multiple-choice question.

The exam is available at: <http://www2.austin.cc.tx.us/hltsci/eoc>. Specific instructions about how to access the test will be given to the 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 clinical coordinator or appropriately designated faculty. This individual will make a hard copy and place it in the student's file. These files must be kept, so that the College can prove compliance with the health care facilities' accreditation requirements.

Exposure Procedures

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 certain actions and to report the incident as soon as possible (preferably within one hour) to their immediate supervisor or faculty member. It is the responsibility of the clinical faculty member or supervisor to take the appropriate steps to ensure the safety and well being of the student. It is the responsibility of the Department Chair to assist their faculty member following an exposure to that 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.

Blood and Body Substance Exposure:

Students 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 report the incident to the instructor and seek medical evaluation/care as soon as possible (preferable within one hour). Faculty will ensure that copies of the appropriate insurance forms will be made available to the students prior to their first clinical experience.

Substance Abuse Administrative Rule #53000

Value Statement

The well being of students, patients and clients is essential to the delivery of safe health care by students in clinical settings.

Administrative Rule

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.

The ACC Clinical Instructor will follow college policy if reasonable suspicion is noted and ensure that the procedure is made available to the student.

X. General Information

Student Organizations and Services:

Eastview Campus student support services exist for one purpose—to help you succeed in college. To use these services, new or continuing students can either walk in or call one of the numbers listed below. Services are free and confidential, except where noted.

Advising Center, Bldg 2000, Rm. 2113, 223-5188: Recommended especially for new students, the Advising Center provide new student packets and information on registration procedures, course placement and selection, orientation sessions, transfer to four-year colleges and universities, and the TASP test. Available also are health science information brochures and general information and brochures about ACC programs and courses.

Assessment Office, Bldg 2000, Rm. 2113, 223-5188: The Assessment Office provides ACC's basic skills assessment, information regarding the state-required TASP test and test authorization for retesting.

Admissions Office, Bldg 2000, Rm. 2113, 223-5150: The Admissions Office processes transfer evaluations, graduation applications (fee) and degree verifications. ACC course transcripts (fee) and information about course drops and withdrawals.

ACC International Student Office: Located on the Eastview Campus where international student packets and applications are available.

Bookstore, Bldg.2000, Rm. 2138, 927-1619

Financial Aid Office, Bldg 2000, Rm. 2113, 223-5152: The Financial Aid Office provides applications and assistance in obtaining federal student financial aid (loans and grants), scholarships, and college work study.

Career Center, Bldg 2000, Rm. 2113, 223-5188: The Career Center can assist in determining a career path based on a student's greatest aptitude through computer-based career assessment and its career resource library. This center also provides scholarship information.

Counseling Center, Bldg 2000, Rm. 2113, 223-5188: The Counseling Center provides educational planning including transfer credit information, course selection, academic goal setting, and planning for ACC degrees and transfer programs. Services include career counseling and personal counseling such as stress management and interpersonal/ relationship issues. Also offered are free workshops for college success.

Support Center, Bldg 2000, Rm 2113, 223-5188: The Support Center offers financial and counseling support for the following students in the Associate of Applied Sciences and Technical/Vocational programs: single parents, homemakers returning to school, students in non-traditional careers, and homeless or near-homeless students.

Office of the Students with Disabilities: EVC Bldg. 2000, Rm 2136, 223-5159 Free services of interpreters, tutors, notetakers, or TDD access are available to disabled students or those with special needs. To receive this assistance, students must register with one of the ACC Special Services offices:

Riverside	223-6262 (TTY: 223-6151)	Rio Grande	223-3142
Pinnacle	223-8108	Northridge	223-4726

Learning Lab, Bldg. 2000, Rm 2304, 223-5114: Free tutoring services for general education. Provides computers for student use with limited printing capabilities. Students may find this area helpful when completing writing assignments.

Library Services

Eastview Campus: Bldg 2000, Rm 2211, 223-5109

Computer Lab, Bldg. 2000 Rm. 2211, 223-5112

Library Services, 223-5109: Book and magazine collections and reference services will help provide the information you need. Reference librarians offer individual help in making the best use of the Library.

Media Center, Bldg. 2000 Rm. 2218, 223-5113: Students have access to a variety of audio-visual materials as well as audio duplication facilities. The Instructional Technology and Development staff can provide advice and assistance in using these and other technology-based materials to accomplish personal and educational needs.

EVC Campus Police: Bldg.2000, Rm.2103, 223-5120

Testing Center: Bldg. 2000, Rm. 2155, 223-5145

Capital Metro Information 474-1200

Capital Metro's Route 300 Govalle bus runs north and south every 20 minutes. This transit center also serves connecting routes:

4–Montopolis

300- 7th and Pleasant Valley

Capital Metro should be contacted directly for specific route information and any possible changes. You may call or visit their web site at www.capmetro.org.

For Special Transit information call 389-7480.

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)

800 S. Frederick Avenue

Suite 200

Gaithersburg, MD 20877-4150

(<http://www.nbcot.org>)

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 NBCOT's 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.

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

333 Guadalupe -Suite 2-510

Austin, Texas 78701-3942

512.305.6900

(<http://www.tbote.org>)

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.

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

Professional Organizations

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 - PO Box 31220
Bethesda, Maryland 20823-1220
301.652.AOTA (2682)
(<http://www.aota.org>)

Texas Occupational Therapy Association (TOTA)

6225 US Hwy 290 East
Austin, Texas 78723-1025
512.454.8682
(<http://tota.org>)

Accreditation

The OTA Program is currently accredited by the:

Accreditation Council for Occupational Therapy Education (ACOTE)
Accreditation Department; AOTA, Inc.
P.O. Box 31220
Bethesda, MD 20824-1220

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.

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 felony 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.

You are provided two (2) copies of this policy notification. Please sign and date in the space provided. Keep one (1) 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 – 2006-2007 , 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 these Rules and Regulations may serve as grounds for my withdrawal from the OTA Program.

Signature

Date

Student Conference

Occupational Therapy Assistant Program

Student's Name _____

Date/Time _____

Reason for Contact _____

Relevant Factors _____

Recommendations _____

Student Comments _____

Student Signature / Date

Instructor's Signature / Date

Austin Community College Occupational Therapy Program

Student _____ Date _____

Location of Conference _____

TERMS OF PROBATION:

1. Length of time: _____ days, beginning _____ and ending _____.
2. The student will abide by all student policies in effect, particularly regarding attendance, maintaining a passing average and following up on conferences with program staff.
3. Student will understand that he/she is expected to pass all exams during the probationary period and thereafter.
4. Other Stipulations: _____

5. Failure to comply with the above terms can result in the withdrawal of student status from this program.

Student Comments: _____

Student

Instructor

Witness

Occupational Therapy Assistant Program Student Withdrawal Form

Student's Name _____ Date _____

SSN _____

Please complete the following questions by checking the appropriate answer.

1. Do you plan to re-enter the OTA Program? Yes No Possibly
2. Did you seek assistance from an instructor and/or counselor prior to your decision to leave the program? Yes No
3. Do you believe the program could have given you more assistance in order for you to remain enrolled? Yes No Possibly
4. Are you currently employed? Yes No
If yes, how many hours per week? _____ hours/week
5. Which statement best describes your feeling about your educational experience at ACC?
 Very disappointed Disappointed Neutral
 Satisfied Very satisfied

Please rate the following items in terms of how they influenced your decision to leave the OTA Program. Rate from "A" - No Influence, "B" - Slight Influence, "C" - Moderate influence, "D" - Strong Influence to "E" - Main Influence.

	A	B	C	D	E
1. Academic Failure					
2. Clinical Failure					
3. Attendance					
4. Moving					
5. Loss of interest in the program					
6. Transfer to another school / program					
7. Financial					
8. Physical ability (illness, pregnancy)					
9. Dissatisfied with instruction					
10. Dissatisfied with course content					
11. Transportation problems					
12. Conflicting job hours					
13. Stress of coursework					
14. Stress of finishing academics					
15. Stress in the instructor / student relationship					
16. Stress with peer relationships					
17. Stress in marriage / partner relationships					
18. Stress in family relationships					
19. Balancing expectations of school and personal life					

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 video taped, 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 (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 been informed regarding the inherent health/safety hazards in the health care field and release ACC from any liability for such hazards.
4. ____ I have read and agree to the "Substance Abuse Administrative Policy."
5. ____ 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.
6. ____ I will complete all clinical educational training modules and submit signed documentation to the Program as required.

Printed Name _____ Date _____

Signature _____ Date _____