



Rancho Los Amigos National Rehabilitation Center

PHYSICAL THERAPY DEPARTMENT

POLICY AND PROCEDURE

PHYSICAL THERAPY CLINICAL EDUCATION TRAINING PROGRAMS

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PURPOSE: To describe the objectives, criteria for admission and evaluation procedures of the Clinical Education Training Programs offered by the Physical Therapy Department

POLICY: All Physical Therapy and Physical Therapist Assistant students are from Academic Programs that have established an Advanced Level Training Agreement or Undergraduate Training Agreement with Los Angeles County. Post-professional trainees, including foreign educated professionals, hold a current physical therapy license in their practice state/country. Foreign educated professionals requesting supervised clinical service have successfully passed the written examination for licensure to practice physical therapy in the state of California. Training objectives, length of training, and evaluation mechanisms are negotiated between the learner, the Clinical Instructor (CI), the Clinical Center Coordinator of Education (CCCE), and the Academic Program (see specifics below). Individuals requesting observation opportunities prior to PT(A) school are referred to the Volunteer Dept.

PROCEDURE:

I. DESCRIPTION

Physical Therapy Clinical Education Training Programs include the following:

- A. Physical Therapy Student Training Programs (PT and PTA)
- B. Physical Therapy Professional Visitor Training Program
- C. Foreign Educated Physical Therapy Training Program
- D. Post-professional Student Training Program

II. OBJECTIVES

A. Physical Therapy Student Training Programs:

1. **Observation/Practicum Training:** The Academic Program identifies, in writing, the objectives for the training and the

standards for the students. Students are supervised by a licensed PT or PTA.

2. **Full-time (8 weeks or greater, 30-40 hours/week) Affiliations:** Each Academic Program identifies, in writing, the objectives of the training and the standards for the student. The Physical Therapy Department also establishes objectives. Final objectives for each student are established through negotiations between the student, the Clinical Instructor, the CCCE and the ACCE. The student is supervised by a licensed PT. A PTA may serve as a Clinical Instructor (CI) for a PTA student.
3. **Post-Professional Students:** Objectives are negotiated between the Academic Program, the Center Coordinator of Clinical Education, the Clinical Instructor, and the student.

B. Physical Therapy Professional Visitor Training Programs:

1. Background and objectives are obtained from the Professional Visitor.
2. Objectives of training are negotiated between Professional Visitors Coordinator and the visitor.
3. Cost of training is determined according to the Training schedule and activities the visitor will engage in.

C. Foreign Educated Physical Therapist

1. Supervised clinical service for not more than nine months under the direct and immediate supervision of a licensed Physical Therapist.
2. Currently, there are no paid training positions for these applicants. Applicants are interviewed by Physical Therapy personnel prior to selection. Applicants would be placed on specialist without compensation (SWOC) item.
3. Consistent with current California regulations, an application to the CA PT Board would be completed by the CCCE and submitted with the Therapist's request. The Board would consider the application for RANCHO to be an approved training facility for Foreign Trained Physical Therapists. The applicant would be supervised by a licensed Physical Therapist who is a credentialed Clinical Instructor (has attended and successfully completed the credentialing

process at an American Physical Therapy Association (APTA) credentialing and training course for Clinical Instructors).

4. Licensed applicant demonstrates entry-level practice. Supervising physical therapist evaluates the applicant and reports his/her findings to the Physical Therapy Board of California (PTBOC) after each 3 months of clinical service. PTBOC determines the method of evaluation and reviews evaluation materials to determine if further clinical service may be waived.

III. CRITERIA FOR ADMISSION

- A. **Physical Therapy Student Training Programs:** Students selected by the academic program and the Physical Therapy (PT) Department must meet the standards set by the academic program for that particular course, be able to meet the objectives and meet selection criteria established by the PT Department. All students are enrolled in academic programs which are accredited by the CAPTE. Each academic program must establish and comply with an Advanced Level Training or Undergraduate Training Agreement prior to student arrival. Students must meet the health clearance and LIVE scan sign-in processes established by HR and EHS.
- B. Observation/Practicum Training:
 1. Local Academic programs request “practicum student slots” annually. These requests are generally for a 1-3 week clinical learning experience, which are integrated into a course curriculum and have specific objectives and assessment forms to be completed. Commitments are typically made or confirmed based on availability of clinical instructors and desired patient experiences. Often qualified students and new staff assist with these experiences.
 2. Academic programs requesting additional experiences not included in the IACCC annual practicum request list, complete a request for student experience and submit it to the PT Director. The PT Director approves or denies the request. If approved, determines whether students will be under the supervision of Academic Faculty (the program must have an Undergraduate level training agreement with the County of Los Angeles), or under the supervision of RLANRC clinical staff (the academic program must have an Advanced Level Training Agreement with the County of Los Angeles).

- C. **Full-time (8 weeks or greater, 30-40 hours/week) Affiliations:** The annual application process for affiliations 8 weeks or longer includes applications from academic programs and individual students for both regularly affiliating academic program slots and Leadership in Effective Intercultural Practice Program (LEIP) slots. Students are selected based on review of application materials and interviews by Physical Therapy staff. Academic programs are allotted slots based on strength of program, previous student performance and requested time slot. Students selected by Academic programs will complete application materials for review by PT staff prior to final acceptance of a student applicant. Once selected, the student must meet Health Clearance and Live Scan requirements before being accepted on grounds for training.
- D. **Post-Professional students:** Student applicants must apply and may be interviewed prior to acceptance. Students may have a current license to practice physical therapy in California. Post-Professional students from programs out of state must have a current license for their state, but will be identified as an intern and must be under the supervision of a staff member currently licensed in California. The Academic Program must have an established Advanced Level Training Agreement with Los Angeles County. Students must meet health clearance and live scan requirements.
- E. **Physical Therapy Professional Visitors Training Programs:** Each professional must receive approval from administration through the professional visit coordinator.
- F. **Foreign Educated Physical Therapists:** Each applicant must meet requirements and have successfully passed the written examination required for licensure to practice physical therapy in the State of California (California Practice Act, section 2653). Each applicant for supervised training at RLANRC is selected based on interview.

Facilities are currently approved by the Physical Therapy Board Committee (PTBC) Business and Professions Code on a case by case basis per applicant. RLANRC will submit a completed APTA Clinical Site Information Form and the Notice of Intent form (obtained from applicant). The facility and applicant will receive written notification approximately 4 weeks after the completed forms are received by PTBC.

IV. EMPLOYMENT POLICY

- A. Physical Therapist students, Physical Therapist Assistant students, Professional Visitors, and Foreign Educated Physical Therapists are placed on an item designated for this purpose. There is no salary or stipend available. Foreign Educated Physical Therapists receive PTLA status when supervised clinical practice is approved by PTBC. All students must have medical clearance, background clearance and CPR certification as defined in Administrative Policy and Procedure No. A205 (Student Training Programs). All students and faculty must complete the in-processing, Facility/Hospital-wide Orientation and the Area/Unit Orientation as determined by human resources and appropriate for their role and responsibilities while at RLANRC.

V. JOB DESCRIPTION

- A. The Physical Therapist Intern/Student, Foreign Educated Physical Therapist, and Post-Doctoral Physical Therapy Interns and Physical Therapist Assistant student will be assigned to a Clinical Instructor who is a licensed Physical Therapist and is accountable for coordinating orientation and overseeing the patient care. Students affiliating for 8 weeks or longer are expected to be responsible for a 3/4 to full case load by the end of the affiliation, functioning similar to the Physical Therapist I/Physical Therapist Assistant as defined in Policy and Procedure No. 104.3, Scope of Physical Therapy Care Plan for Provision and Description of Services. Physical Therapist Intern/Students and Physical Therapist Assistant Students on specialty affiliations or on shorter affiliations/observations are expected to demonstrate professional behaviors and observe RLANRC policies and procedures. Their job description would be defined by the clinical instructor and the objectives stated in the written materials from the academic program.

VI. EVALUATION OF SKILLS

- A. A formal weekly meeting is held by the clinical instructor with the student. A worksheet is used to assess progress and further needs. A weekly plan is agreed upon by the supervising physical therapist (assistant) and the student.
- B. Each student receives a formal mid-term and final evaluation using the appropriate evaluation form (see below). (Interim evaluations are completed as needed).

1. Physical Therapy students: Physical Therapist Clinical Performance Instrument, APTA (supplemented by additional documentation, if necessary).
2. Physical Therapist Assistant Students: Physical Therapist Assistant Clinical Performance Instrument, APTA (supplemented by additional documentation, if necessary).
3. Professional Visitors: Objectives developed with the visitors.
4. Foreign-Educated Physical Therapists: Form supplied by PTBC or Physical Therapist Clinical Performance Instrument, APTA.
5. Short-term Physical Therapy and Physical Therapist Assistant Students: Evaluation Form provided by school.
6. Post-Professional Students: Objectives and or Evaluation Forms provided by the Academic Program.

VII. STUDENT DISMISSAL

- A. If the student overtly violates a rule of which he/she has knowledge (The Supervising therapist must document orientation to the rules), this is grounds for immediate dismissal. Contact the RLANRC CCCE. If the CCCE is not available, contact the covering staff, department director and manager/supervisor of the area. The CCCE or designee will contact ACCE to advise of immediate dismissal.
- B. If the student's behavior interferes with patient safety, patient progress, team effectiveness, or area effectiveness, then the student must be counseled.
 1. Provide immediate specific feedback to the student regarding problem behavior, why behavior was inappropriate, and necessary change in behavior. Request student perspective on behavior and engage student in planning remediation.

Documentation: Be sure that all orientation materials are kept up to date. Keep a critical incidents log including actions observed, action taken, student's response (dated). A safety intelligence report may be appropriate if a near miss or safety issue occurred.

2. Contact the clinical manager and the CCCE.

3. Meeting with the student and clinical manager or CCCE: Identify:
1) What behavior you expect to see; 2) When you expect change in behavior; 3) Consequences of not changing behavior or demonstrating problem behavior again; and 4) Student perspective on incident.
4. Document in writing the incident, the action taken and the counseling, and ask the student to sign it.
5. CCCE or CI will contact ACCE and advise of problem, action taken and expected consequences.

C. Early discharge from the affiliation

1. Early discharge is an appropriate consequence if the student does not change a problem behavior. A student is generally entitled to due process, which includes steps above.
2. A student may choose to leave the affiliation early for personal reasons following consultation with the ACCE.
3. Document the status of student performance at the end of the stay.

VIII. Student "failure" of affiliation

- A. Document orientation, incidents and actions taken.
- B. Document feedback to student regarding performance problem(s) expected changes and timelines to change. Meet weekly or biweekly with student to assess progress and plans for remediation as needed. Document meetings, assessments and plans.
- C. Confer with ACCE and CCCE to assure adequate documentation and counsel are provided.
- D. The clinical instructor provides assessment of student performance relative to entry-level. The ACCE and Academic Program interpret that summary of performance to determine the student grade, and/or passing according to program guidelines.

IX. REPORTS

- A. Completed In-processing, Facility/Hospital Orientation and Area/Unit Orientation are returned and kept in student/professional visitor files (or as

determined by human resources). Orientation to use of specific equipment is documented through out the affiliation and kept in the student's file when completed.

- B. **Physical Therapy Students (PT and PTA):** Mid-term and final evaluation scores are reported to the academic programs along with a summary identifying specific areas in need of improvement. Immediate report to academic program is made in cases of practice performance which interferes with safe and effective patient care, or if there is concern that the student may not meet entry-level.
- C. **Professional Visitors:** A summary of the experiences and skills achieved will be prepared for the visitor, if requested.
- D. **Foreign Educated Physical Therapists:** At the end of each three months, the Quarterly Physical Therapist Service Report is submitted to the PTBC specifying competencies and areas of deficiencies. A request for waiver of further clinical experience is submitted to the PTBC at the end of any three month period if the Foreign Educated Physical Therapist demonstrates minimal competencies of a physical therapist. Request appropriate form from examining committee.
- E. **Post-Professional:** The student and Clinical Instructor assess performance of objectives consistent with planned assessment intervals.

(Contact the Education Department for more detailed information).

(Foreign Educated Physical Therapist process: refer to Business and Professions code Section 2653 and letter from PTBC 7/13/2001 attached).

Director, Physical Therapy Department