



**SOUTH TEXAS
COLLEGE**

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

MANUAL OF STUDENT STANDARDS

2022 - 2023

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DISCLAIMER:

The Manual of Student Standards established by the OTA Program does not conflict with the policies in effect for all students of South Texas College and/or the Standards in effect for all NAH Program students, but may be more specific than those written in the STC College Catalog and/or the NAH Student Handbook. Students are held accountable to these standards upon admission to the program.

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DIVISION AND PROGRAM CONTACT INFORMATION

Division Dean:	Jayson Valerio, DNP, RN.	956-872-3113
Program Chair:	Layman D. Miller, COTA, MBA, MEd	956-872-3035
Fieldwork Coordinator:	Lizette Guevara, OTD, OTR	956-872-3150
Full-time Faculty:	Celina Casas, OTD, OTR	956-872-3041
Lab Assistant:	Claudia R. Luna, COTA	956-872-3042
Secretary:	Diana Aguilar	956-872-3161
Guided Pathways Specialist	Mari Vargas	956-872-3216
OTA Office Fax Number		956-872-3163
Library - Nursing and Allied Health Campus		956-872-3121
Center for Learning Excellence NAH Campus		956-872-3044
Student Services - Nursing and Allied Health Campus		956-872-3100

COMMUNITY ADVISORY COMMITTEE MEMBERS

The advisory board committee consists of members from the occupational therapy community, including clinicians, fieldwork educators and community leaders, who meet twice a year with the occupational therapy faculty. The purpose of the advisory board meetings is to review the program, suggest program changes, and provide feedback to enhance the mission of the occupational therapy assistant program. This collaborative effort strengthens our ties with our peers in the community.

Amanda Delgado, COTA McAllen

Iris Dovalina, COTA Mission

Luis Martinez, OTR Palmhurst

Jesse Rodriguez, OTR McAllen

Adina Santillan, COTA San Juan

Hortencia Trejo, COTA San Benito

Jennifer Ybarra, OTR, Edinburg

ACCREDITATION STATEMENT

The Occupational Therapy Assistant Program was granted re-accreditation for a period of ten (10) years on April 2014. The next on-site evaluation will be scheduled during the 2023/2024 academic years. The OTA Program is accredited by the:

Accreditation Council for Occupational Therapy Education (ACOTE)

American Occupational Therapy Association

6116 Executive Drive, Suite 200

North Bethesda, MD 20852-4929

301-652-2682

www.acoteonline.org

Graduates of the program will be eligible to register for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). The state of Texas also requires licensure in order to practice. Regular licenses are issued by the state through the Texas Board of Occupational Therapy Examiners (TBOTE) after the successful completion of the NBCOT certification examination.

A felony conviction may affect a graduate's ability to register and complete the NBCOT Certification exam or to obtain state licensure to practice as a COTA. Applicants must successfully clear a criminal background check prior to being accepted into the Occupational Therapy Assistant Program.

NOTIFICATION REQUIREMENTS

The Occupational Therapy Assistant Program at South Texas College must adhere to all requirements established by the credentialing agencies to maintain compliance with established Standards and Rules.

The purpose of the Curriculum and Accreditation Department is to support student learning by coordinating the regional accreditation processes for the College, facilitating the development and ongoing revision of instructional programs, and ensuring efficient processes for student evaluations of faculty and course scheduling.

In addition, the Occupational Therapy Assistant Program Director must work with the College's Curriculum and Accreditation Officer to ensure that the following activities which affect the Program's accreditation status with ACOTE are completed:

- a. Inform ACOTE of the transfer of program sponsorship or change of the institution's name within 30 days of the transfer or change.
- b. Inform ACOTE within 30 days of the date of notification of any adverse accreditation action taken to change the sponsoring institution's accreditation status to probation or withdrawal of accreditation.
- c. Notify and receive ACOTE approval for any significant program changes prior to the admission of students into the new/changed program.
- d. Inform ACOTE within 30 days of the resignation of the program director or appointment of a new or interim program director.
- e. Pay accreditation fees within 90 days of the invoice date.
- f. Submit a Report of Self-Study and other required reports (e.g., Interim Report, Plan of Correction, and Progress Report) within the period of time designated by ACOTE. All reports must be complete and contain all requested information.
- g. Agree to a site visit date before the end of the period for which accreditation was previously awarded.
- h. Demonstrate honesty and integrity in all interactions with ACOTE.

The Associate of Applied Science with a major in Occupational Therapy Assistant (AAS-OTA) program is a two-year program designed to provide students with an entry-level academic foundation, technical knowledge, and hands-on clinic experience. The focused curriculum will allow the student to master content that will prepare them for relevant certification and licensure examinations. The program partners with local entities to facilitate clinical training, lifelong learning, and social responsibility of faculty and students. Graduates will be competent and ethical professionals in collaboration with the supervising OTR in providing occupational therapy services that display the values and attitudes that reflect the AOTA's professional standards of practice.

THE OTA PROGRAM MISSION STATEMENT

The Occupational Therapy Assistant program is designed to prepare a workforce of Occupational Therapy Assistants by providing a quality academic education at the technical career level. The program will promote partnering with local health care facilities for external learning experiences to provide close linkages with the community to meet the unique needs of a multi-cultural environment by:

- Maintaining a high standard of excellence in education.
- Creating an environment in which development of human potential is the highest priority.
- Offering open access and opportunity for lifelong learning
- Recognizing the cultural, racial, and ethnic diversity of individuals and communities.

The mission of the South Texas College's Associates of Applied Science Occupational Therapy Assistant Program reflects the mission of the College. The mission of the OTA Program is therefore to prepare the Associates of Applied Science graduates to be providers of care and members of the occupational therapy profession. Students are committed to serve a culturally, racially, and ethnically diverse community. They will provide intervention to selected clients with health care needs in a variety of settings. The Occupational Therapy Assistant (OTA) is a vital member of the OT profession who practices within the guidelines of the American Occupational Therapy Association's Standards of Practice and Code of Ethics, and within applicable state regulations. The program prepares professional OTA's through academic learning, clinical practicum experiences and various learning situations where problem-solving skills are developed. The faculty of the OTA Program are responsible not only to support the mission of the college, but also to ensure continuous accreditation of the program and eligibility of the graduates to seek national certification and state licensure. Therefore, the program policies for placement, progression, and graduation of the OTA student will differ in specific instances

This program has a Competitive Entry selection process based on a competitive point system designed to prepare a qualified Certified Occupational Therapy Assistant in the work-field. The mandate of the profession is:

- To assist patients to develop life skills by providing services with the ultimate goal of increasing their performance and participation in desired daily occupations.
- The recipients of therapy are those who have encountered problems that interfere with their ability to function in any stage of their development.
- The scope of services includes physical, cognitive, and psychological and/or psychosocial disorders such as Cerebral Palsy, Down Syndrome, Strokes, and Spinal Cord Injuries.

Occupational Therapy Assistants typically are employed in the following settings under the supervision by an Occupational Therapist is required for practice in Texas:

- Clinical or community settings working in out-patient clinics.
- In-patient rehabilitation centers.
- Long-Term Care settings.

- Psychiatric and Mental Health Care Centers
- Public schools.
- Patients' homes.
- Hospital Settings.

OCCUPATIONAL THERAPY ASSISTANT PROGRAM GOALS

The curriculum of the Occupational Therapy Assistant Program was formulated according to the Texas Higher Education Coordinating Board (THECB) Guidelines for Instructional Programs in Workforce Education and is monitored by the Division of Academic Affairs. The curriculum design was recommended by the Community Advisory Committee, which is composed primarily of Occupational Therapy professionals.

The Fieldwork practicums scheduled at several intervals during the course of study will progressively allow the students to practice and apply all of their knowledge base in a clinical setting with a variety of patients.

Occupational Therapy Assistant Program Learning Objectives description:

1. Students will be able to describe various roles of occupational therapy as it relates to clients, families, and service providers.
2. Students will be able to explain and differentiate the distinct roles and responsibilities of the occupational therapist and occupational therapy assistant in the supervisory process.
3. Students will be able to effectively apply occupational therapy principles and intervention strategies in a clinical setting.
4. Students will be able to formulate an effective Professional Development Plan to facilitate ongoing learning.
5. 90% of students will successfully pass the program Exit Exam by the end of the semester.

Student Standard 2120: CRITICAL THINKING

The development of critical thinking skills is an important goal of the STC OTA Program and is considered a component of professionalism. All STC OTA Program courses incorporate problem-based learning via the use of instructional methods and materials that simulate what a student might encounter in actual clinical practice. Written Exams and Lab Practical's are then utilized to assess the presence of appropriate clinical decision making, which provides evidence of synthesis of curricular content. Student's critical thinking abilities will be evaluated via application activities utilizing a variety of contextual formats, i.e. clinical case studies, scenarios, role playing, demonstration, and the use of models, illustrations, etc. Resources used in the evaluation process may be similar to but not necessarily those utilized, practiced and/or presented in class/lab.

DEVELOPMENT OF PROGRAM STANDARDS

The following are general standards that pertain to all OTA students. These standards do not conflict with the policies/procedures in effect for all students at STC or NAH Division Standards, but may be more specific.

Standards are developed by the OTA faculty and are reviewed and/or revised annually with input as needed from the OTA Community Advisory Committee. Input from students is welcomed and valued. Suggestions to be considered should be made in writing and submitted to the Program Chair. OTA Program students are expected to consult the annual STC Catalog for adherence with current policies and procedures and the NAH Student Handbook for adherence with current Division standards.

To facilitate comprehension of the Manual of Student Standards, all cohort students are required to complete an annual review of the Manual and demonstrate an understanding by taking an online assessment and scoring a minimum of 75%. Multiple attempts are allowed until the required score is earned.

ENFORCEMENT OF STANDARDS

OTA faculty, with assistance as needed from the Office of Judicial Affairs, will enforce these standards to promote an effective operation of the program and to assure fair practice and equity for all students. Confidentiality dictates that students should not be aware of any faculty actions with other students when administering these standards.

INSTITUTIONAL POLICIES

STATEMENT OF EQUAL OPPORTUNITY

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status or disability.

This document is available in an alternative format upon request by calling (956) 872-8302. Individuals with disabilities requiring assistance or access to receive these services should contact Disability Support Services at (956) 872-2173.

TITLE IX STATEMENT

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Resources, questions or requests for information regarding Title IX, including complaints of sexual harassment, sexual assault, sexual violence, or other sexual misconduct should be directed to the Title IX Coordinator or Deputy Title IX Coordinators as listed at <http://www.southtexascollege.edu/about/notices/titleix.html>. You may refer to Policy 4216 Harassment, Discrimination, and Sexual Misconduct at <https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf>.

PREGNANT AND PARENTING STUDENTS

South Texas College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. Pregnant or parenting students seeking accommodations should contact Counseling and Student Disability Services immediately at 956-872-2173 or disability@southtexascollege.edu. You may refer to Policy 4216 Harassment, Discrimination, and Sexual Misconduct at <https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf>.

ADA STATEMENT

Students with disabilities requiring assistance or access to receive services should contact Counseling & Student Disability Services at (956) 872-2173

VETERANS STATEMENT

The STC Office of Veterans Affairs provides support services to our military veterans and their dependents and assists them in applying for and obtaining their educational benefits. Contact the Office of Veterans Affairs at (956)872-6723 for questions or to set an appointment.

COVID-19 STATEMENT

Due to the unpredictable nature of the current pandemic, course meeting times/dates, requirements, and method of delivery may change according to state and federal guidelines to ensure student, faculty, and staff safety and well-being. Please refer to the College's Instructional Plan for detailed information regarding mask, social distancing, and General Campus Requirements: <http://www.southtexascollege.edu/fall20/>

LANGUAGE STATEMENT

In accordance with Texas state law, all academic courses are conducted in English.

STUDENT ACCOMODATIONS

THE AMERICANS WITH DISABILITIES ACT (ADA) is a federal antidiscrimination statute that provides comprehensive civil protection for persons' disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.

South Texas College complies with Section 504 of the Rehabilitation Act of 1990, and does not discriminate on the basis of a disability in the areas of admission accessibility, treatment and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic requirements, will be provided with services and resources accordingly. Students must submit the appropriate documentation of the disability by a qualified professional whose license or credentials are appropriate to diagnose. For students with disabilities, *reasonable accommodations are made to allow the individual student to be successful at South Texas College.

Accommodations are provided for those students who submit the documentation of the disability by a qualified professional whose license or credentials are appropriate to diagnose the disability. Documentation must be submitted to the NAH Division Counseling and Disability Services office. South Texas College supports efforts in making the campus more accessible and encourages individuals with disabilities to participate in all activities.

Students who are seeking assistance, feel the need to discuss their situation or have questions or concerns about a learning disability or any disability, are encouraged to contact the Disability Support Services Department at 956-872-2513.

Students are not required to request accommodations for a disability and will not be instructed to seek accommodations by faculty members. It is a voluntary process. However, students who do not request and receive accommodations through the Counseling and Disability Services office will not receive accommodations in the classroom.

The STC OTA Program will provide accommodations to facilitate student achievement of stated objectives, as determined by the College Disability Support Services Department. However, those accommodations can in no way jeopardize the student's ability to perform occupational therapy skills and interventions safely and competently, in both the classroom and clinic settings.

GENERAL MEDICAL/HEALTH CONDITION

Timely disclosure of health information ensures that program faculty is prepared to assist students during a medical emergency as well as provide for student safety during classroom, laboratory and clinic activities. As such, students should disclose health and medical information to the Occupational Therapy Assistant Program Chair or the NAH Division Counselor.

Students are required to notify the Program Chair of significant changes in their medical condition during an academic semester. The student will be required to obtain written medical clearance from a licensed Medical Doctor/Physician's Assistant/Nurse Practitioner for all illnesses or health conditions that cause a change in health including but not limited to: pregnancy, infectious diseases, surgery and physical injury and/or illness. Medical clearance must be provided on a prescription pad or form with the practitioner's professional license number. The release must specify the conditions under which the student is able to return to the classroom/clinical/lab experience. Conditions for returning to the classroom/clinical/lab experience must not prevent the student from meeting established technical standards and program learning outcomes. Return to the classroom/ clinical/lab experience will be evaluated on a case by case basis.

Additionally, as per NAH Division Safe Clinical Practice Standard, students may not enter the classroom or laboratory setting when he/she has a condition or illness that is or may be harmful, infectious or contagious to others. (i.e. Corona Virus, Pneumonia, fever, shingles, lice, etc.)

Note: Upon disclosure of pregnancy, students will be referred to the STC Title IX Coordinator.

CONFIDENTIALITY OF STUDENT RECORDS

It is the procedure of South Texas College and the OTA Program to maintain confidentiality of the student's educational records and to be in compliance with the provisions of all federal and states laws governing the release of student educational records. An unofficial program file for each student's academic and professional skill progress is maintained in a locked file cabinet in the OTA program chair's (#320). It may be released only to an OTA faculty member, the Division Dean, Vice-President of Academic Affairs, or their designee upon request. A student may have access to their own file. If the student is age 18 years or older, they must authorize in writing permission to share information with parents or other individuals. All formal communication regarding student progress, problems, disciplinary actions, etc. must be reviewed and co-signed by all applicable parties to document accuracy of the information contained therein.

PROGRAM STANDARDS

METHODOLOGY

The OTA curriculum was developed after careful review of other well established OTA program's curricula and the Guidelines for Instructional Programs in Workforce Education. The ACOTE's STANDARDS for educational programs were utilized to develop the courses by integrating the required competencies into each course in the curriculum plan.

ASSOCIATE OF APPLIED SCIENCE DEGREE OCCUPATIONAL THERAPY ASSISTANT PROGRAM 2022-2023

Students interested in this program must complete the pre-requisite courses prior to applying for admission. Any of the other general education courses may also be taken before applying for admission into the program. Grades made in these courses will be computed using a "point system" for the student selection process.

PRE-REQUISITES

Cred		Lec	Lab	Ext	Cont	
		Hrs.	Hrs.	Hrs.	Hrs.	
****	<u>Humanities Elective</u>	3	0	0	48	3
PSYC	<u>2314 Lifespan Growth and Development</u>	3	0	0	48	3
BIOL	<u>2401 Anatomy and Physiology I</u>	3	3	0	96	4
SPCH	<u>1318 Interpersonal Communications</u>	3	0	0	48	3
ENGL	<u>1301 Composition</u>	3	0	0	48	3
*OTHA	<u>1305 Principles of Occupational Therapy</u>	<u>2</u>	<u>4</u>	<u>0</u>	<u>96</u>	<u>3</u>

Total	17	7	0	384	19
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First Semester

*OTHA 1409 Human Structure and Function in OT	3	3	0	96	4
*OTHA 1415 Therapeutic Use of Occupations or Act. I	3	4	0	112	4
*OTHA 1341 Occ. Performance-Birth to Adolescence	<u>2</u>	<u>4</u>	<u>0</u>	<u>96</u>	<u>3</u>
Total	8	11	0	304	11

Second Semester

*OTHA 1349 Occupational Performance of Adulthood	2	4	0	96	3
*OTHA 1419 Therapeutic Interventions I	2	4	0	96	4
*OTHA 2335 Health Care Management in OT	<u>2</u>	<u>2</u>	<u>0</u>	<u>64</u>	<u>3</u>
Total	6	10	0	256	10

Third Semester

OTHA 2201 Pathophysiology in OT	<u>1</u>	<u>3</u>	<u>0</u>	<u>64</u>	<u>2</u>	
	Total		1	3	0	64
2						

Fourth Semester

*OTHA 1253 Occupational Performance for Elders	1	4	0	80	2
*OTHA 2405 Therapeutic Interventions II	2	4	0	96	4
*OTHA 2160 Clinical- OTA	0	0	3	48	1
*OTHA 2209 Mental Health in Occupational Therapy	<u>1</u>	<u>4</u>	<u>0</u>	<u>80</u>	<u>2</u>
Total	4	12	3	304	9

Fifth Semester

*OTHA 2366 CAPSTONE: Practicum – OTA (A)	0	0	21	336	3
*OTHA 2367 CAPSTONE: Practicum – OTA (B)	0	0	21	336	3
*OTHA 2330 Workplace Skills for the OTA	<u>2</u>	<u>2</u>	<u>0</u>	<u>64</u>	<u>3</u>
Total	2	2	42	736	9

TOTAL CONTACT HOURS: 2048

TOTAL CREDIT HOURS: 60

****Humanities Elective

*The only Humanities Electives accepted are Phil 1301, PHIL 2303, PHIL 2306 and HUMA 1301

Identifies courses to fulfill minimum 15 credit hour General Education requirement

Students must complete all CAPSTONE coursework with a passing grade to be eligible for graduation from the OTA program

COURSE DESCRIPTIONS

The course descriptions were developed from the Community Advisory Committee's review of desired competencies after grouping the content needed for each specific course. The Committee reviewed course names and subject content before sequencing the OTHA courses. The Committee reviewed all draft course descriptions and revised course descriptions at the February 1997 meeting, and are reviewed annually. These descriptions were subject to approval by the Allied Health Division and the College-wide Curriculum Committees. The accrediting agencies, The Texas Higher Education Coordinating Board (THECB) and the Accreditation Council for Occupational Therapy Education (ACOTE) gave final approval for the coursework implementation effective the Fall 1997 semester.

The course descriptions have been revised in accordance with the THECB guidelines re: standardization that ensures portability of WECM courses among the Texas OTA programs. All OTHA courses offered by Texas public institutions of higher learning may be transferred to another accepting program, as the descriptions are consistent.

PRE-REQUISITES:

OTHA 1305 Principles of Occupational Therapy:

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an introduction to occupational therapy including historical development and philosophy. Emphasis is placed on the role 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. This course is offered in a hybrid format.

Prerequisite: Completion of and/or concurrent enrollment in all other OTA pre-requisite coursework and permission from the department.

FIRST YEAR – FALL SEMESTER

OTHA 1409 Human Structure and Function in OT:

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of the biomechanics of human motion. Emphasis is placed on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures.

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

OTHA 1341 Occupational Performance-Birth to Adolescence:

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course covers occupational performance of newborns through adolescents. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

OTHA 1415 Therapeutic Use of Occupations or Activities I:

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course covers various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis is placed on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities.

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

FIRST YEAR – SPRING SEMESTER:

OTHA 1349 Occupational performance of Adulthood:

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a study of occupational performance of adults. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 1419 Therapeutic Interventions I

CRT HRS:4 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course offers instruction in concepts, techniques, and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy (OT). Special emphasis is placed on the Occupational Therapy Assistant's role in the OT process.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 2335 Health Care Management in OT

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course explores the roles of the occupational therapy assistant in health care delivery. Emphasis is placed on documentation, reimbursement, credentialing, occupational therapy standards and ethics, health care team role delineation, and management.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

FIRST YEAR – SUMMER SEMESTER:

OTHA 2201 Pathophysiology in OT

CRT HRS:2 LEC HRS:1 LAB HRS:3 OTH HRS:0

This course is a study of the pathology and general health management of diseases and injuries across the life span encountered in occupational therapy treatment settings. Topics will include etiology, symptoms, and the client's physical and psychological reactions to disease and injury.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

SECOND YEAR – FALL SEMESTER:

OTHA 1253 Occupational Performance for Elders

CRT HRS:2 LEC HRS:1 LAB HRS:4 OTH HRS:0

This course covers occupational performance of elders. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 2209 Mental Health in Occupational Therapy

CRT HRS:2 LEC HRS:1 LAB HRS:4 OTH HRS:0

This course is a study of the promotion of mental health through occupational therapy. Emphasis is placed on theory and intervention strategies to enhance occupational performance.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 2405 Therapeutic Interventions II

CRT HRS:4 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a continuation of Therapeutic Interventions I with an emphasis on current rehabilitative interventions. Students will practice clinical interventions necessary for entry-level practice as per the ACOTE Standards.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 2160 CLINICAL- OTA

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:3

This course is 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. This course is a method of instruction providing training and supervised beginning /developing work-based experience and direct patient care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Completion of previous semester courses with a "C" or better and permission from the department.

SECOND YEAR – SPRING SEMESTER:

OTHA 2366 CAPSTONE: Practicum – OTA (A)

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an advanced Level II Fieldwork experience that offers intensive training and experience at the workplace leading to entry-level skills. The emphasis is on practical work experience for which the student has already acquired the theoretical knowledge and basic skills in the classroom setting. The clinical educator provides direct supervision and learning objectives are established in collaboration with College faculty.

Prerequisite: Completion of all OTHA courses from the previous semester with a grade of "C" or better and permission from the department.

OTHA 2367 CAPSTONE: Practicum – OTA (B)

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an advanced Level II Fieldwork experience that offers intensive training and experience at the workplace

leading to entry-level skills. The emphasis is on practical work experience for which the student has already acquired the theoretical knowledge and basic skills in the classroom setting. The clinical educator provides direct supervision and learning objectives are established in collaboration with College Faculty.

Prerequisite: Completion of all OTHA courses from the previous semester with a grade of "C" or better and permission from the department.

OTHA 2330 Workplace Skills for the OTA

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This seminar based course is designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment. It will include application of didactic coursework to the clinic and test-taking strategies for certification exams.

Prerequisite: Completion of all coursework within the program with a grade of "C" or better.

PROGRAM COSTS

Program Cost							
In District Costs	Prerequisites	Fall Year 1	Spring Year 1	Summer Year 1	Fall Year 2	Spring Year 2	Total
Tuition	\$1463.00	\$847.00	\$770.00	\$154.00	\$693.00	\$693.00	\$4,620.00
Differential Tuition	\$1,045.00	\$605.00	\$550.00	\$110.00	\$495.00	\$495.00	\$3,300.00
Student Fees	\$1,081.00	\$689.00	\$640.00	\$248.00	\$603.00	\$675.00	\$3,936.00
Books and Supplies	\$770.00	\$490.00	\$50.00	\$290.00	\$260.00	\$0.00	\$1,860.00
Complio	\$0.00	\$85.00	\$0.00	\$0.00	\$85.00	\$0.00	\$170.00

Supplies	\$0.00	\$25.00	\$85.00	\$0.00	\$25.00	\$0.00	\$135.00
Test Preparation Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00	\$140.00
	\$4,395.00	\$2,741.00	\$2,095.00	\$802.00	\$2,161.00	\$2,003.00	\$14,161.00

Above costs are based on OTHA courses without prerequisite courses or electives

ADMISSIONS REQUIREMENTS

All applicants must:

- A. Participate in the required Prospective Student Information session. For the session schedule, access the information online at <http://nah.southtexascollege.edu/ota/index.html> or contact the Occupational Therapy Program at 956-872-3216 or 956-872-3035.
- B. Be admitted to the college as a high school graduate or GED equivalent
- C. Meet TSI College Readiness Standards, or meet TSI exemption standards.
- D. Complete all prerequisite courses with a minimum of "B" as listed in the Occupational Therapy Assistant Program Degree plan. **BIOL 2401** Anatomy and Physiology I must be completed within the past five years and **OTHA 1305** Principles of Occupational Therapy must be completed within the past two years. **OTHA 1305** Principles of Occupational Therapy is offered in a Hybrid course format.
- E. Complete the HESI A2 Exam. Achieve a HESI A2 composite of 75% or above and a minimum score of 75% in English, 75% in Math, and 75% in Science. HESI A2 scores must be no more than 2 years old from the due date of the application. Exemptions or exam substitutions are not allowed
- F. Earn a minimum grade of "B" in "Principles of Occupational Therapy" course within the last two years.
- G. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses, including transfer courses, and those completed at STC.
- H. Pass a criminal background check, 10-panel drug screen through approved providers, and complete all required immunizations including Hepatitis B series. Students with criminal

histories must provide proof of licensure eligibility from the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE). This process may take up to 6 months to complete. For more information, contact the NAH Clinical Affairs Specialist at 956-872-3022.

- I. Meet Technical Standards as stated by the Occupational Therapy Assistant Program.
- J. Submit a completed Program application by stated deadline. For more information contact Occupational Therapy Assistant Program at 956-872-3161 or 956-872-3035 or access the information online at <http://nah.southtexascollege.edu>.

APPLICATION PROCESS

Students who have met the above requirements may submit their application. Applications will be evaluated through a competitive selection process. Due to program size limitations, meeting application requirements does not guarantee admission into the program

Selection of students for admission into the program will take place during the month of July. Students should receive notification as to their status within the program during the month of July. Students selected for admission will be required to return the Declaration of Intent and attend a mandatory orientation prior to the start of classes.

The student will:

1. Complete a specific program application for admission by the deadline date posted.
2. Complete an Information Form for the OTA Program.

South Texas College's Office for Admissions and Records will:

1. Verify that the minimum requirements for admission are met.
2. Document student's College readiness completion status.

The OTA Program Admissions Committee will:

1. Verify total eligibility points based on GPA and number of academic courses completed.
2. Review completed application packets to ensure all sections are completed correctly
3. Schedule Handbook Exam and Essay
4. Schedule a new student Orientation for the selected students.

If the number of qualified applicants exceeds the number of admission slots available, then the following selection procedure will apply:

- a. Complete the Student Application Score Sheet
 - b. Rank order student applications based on the total score earned
 - c. Rank order the applicants based on highest to lowest score. The final ranking of scores
-

will be done using student ID number identification only. If there is a tie for the last slot, the student with the earliest application submission date will be selected.

- d. Notify the candidates of their approval or denial into the program. The students with the highest total scores and two alternates will be selected for each Fall semester.
- e. If any of the selected applicants are unable to start the OTA program during the Fall semester, they must request in writing to the program chair that their slot be held for one year and of their intention to begin with the following year's cohort. The student will not be required to re-apply for a position the following year. Slots are not held open for approved students for more than one year.

TRANSFER FROM ANOTHER COLLEGE

As per the STC College Catalog, "A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Scholastic Progress Standards as outlined by Board Policy 3320."

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Enrollment Center.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by course basis and credit will be awarded based upon applicability of transfer hours to the student's degree plan.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any accredited college. Developmental or other non-degree credit courses are not transferable.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools can be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Enrollment Center.
5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute outline in Texas Education Code Section 51.931

Transfer students seeking admission or advanced placement following failure or dismissal from another state or Texas college program are held to the same standard and priorities as students seeking readmission to a South Texas College Nursing and Allied Health Division Program. Students are required to submit a letter of recommendation from their previous program director to the South Texas College Nursing and Allied Health Division Program considering their application. Students seeking transfer/admission from a proprietary program must seek admission as a "new" student

GRADING SCALE

The following Grading Scale will be utilized in all OTA courses.

A= 100 – 90

B= 89 – 80

C= 79 – 75

D= 74 – 65

F= 64 or below

NOTE: Grades **WILL NOT** be rounded up, (i.e. an 82.88% will not be rounded up to an 83%). 75.0% is the minimum passing score for course examinations, lab practical examinations, assignments, and overall course grades.

To ensure competency prior to Practicum placement, students must demonstrate a final average of 75% or higher for the Examination category of each OTHA course, regardless of the overall final course average. Students must also demonstrate a final average of 75% or higher for the Laboratory Examination Category of each OTHA course with a laboratory component, regardless of the overall final course average. Students who fail to meet the minimum 75% average in either category/component will receive a maximum grade of “D” in the course, and will be ineligible to proceed in the program sequence. Readmission into the program will be required to successfully complete the course. See NAH readmission policy.

Final Course Grades will be available for review via STC Jagnet following the close of each semester. It is the student’s responsibility to verify his/her grades. Any concerns with respect to accuracy should be addressed immediately.

EXAMINATION STANDARDS

Students must take examinations at their scheduled time and date. It is the student's responsibility to notify the course instructor prior to the examination if they will be unable take the examination at the scheduled time due to extenuating circumstances. Arrangements for missed examinations must be made with the instructor before the student returns to the classroom. The format of the examination may differ from the original exam, i.e. an essay examination instead of multiple-choice examination. Grades for rescheduled exams will not exceed 89%. A student will not be allowed to take the missed examination if they did not notify the course instructor prior to the scheduled start time for the examination. The student will automatically receive a grade of "0" for any unexcused missed examination.

No examination scores will be dropped.

If a student scores below 75% on an examination, it is the student's responsibility to schedule a meeting with the instructor to identify areas of weakness and formulate a plan of action. This plan may require that students consult with the NAH Guided Pathways Specialist, participate in mandatory tutoring sessions with program faculty, the OTA lab assistant, and/or CLE staff. Tutoring sessions will be scheduled to the availability of the previously mentioned individuals. Students failing 3 or more exams in a course will be required to attend a faculty lead team intervention with the Guided Pathways Specialist, Course Instructor, and Program Chair to determine barriers for success and to create strategies for improvement.

Students must demonstrate competency of at least a final average grade of 75% average in the examination category. If a student receives a final average grade of 75% in the Exam category, a grade of "D" will be recorded as the final course grade or the lesser grade if the final overall grade average at the end of the semester is below a "D" average. As a result, the student will not be allowed to progress in the OTA Program sequence.

EXAMINATION PROCEDURES FOR A SECURE TESTING ENVIRONMENT

Exam procedures are as follows:

- Cell phones are to be turned off and placed in a location designated by the instructor
 - Students must sit in a staggered format in the classroom, if space permits
 - Students will be required to leave one computer station space between each other when testing in the computer lab.
 - Students will not be allowed to leave the room until they have completed and submitted their exam.
 - Desks are to remain clear of all personal belongings.
 - Students are to exit the exam room once they have completed and submitted their examination
 - The following items are to remain in student bags/backpacks at the front of the room:
-

- Calculators
- Recording devices
- Smartwatches
- Smart pens
- Photographic equipment
- Laptops (unless being used during the examination process)
- Tablets
- Headphones
- Books
- Study material
- Purses
- Wallets
- Backpacks/ Bags (e.g., plastic, paper)
- Any other product determined by the instructor to be a disturbance to other testers or a threat to the security of the examination
- Students are NOT to remove testing materials from the classroom.
- Students are prohibited from communicating, publishing, reproducing, or transmitting any part of a test, in any form or by any means, verbal or written, for any purpose.
- Students may not talk to each other during an exam.
- Students may not refer to other student's testing materials.
- Noise reducing soft ear plugs may be used during testing.
- Blank sheets of paper will be provided by the instructor for use during the examination

Failure to adhere to the above will be considered academic dishonesty and may result in a failing grade as well as grounds for dismissal from the OTA Program.

EXAMINATION REVIEW

Program faculty will make every effort to grade examinations in a timely manner. If a student believes there is an error in the grading of an item or question on an examination, the student can request review of that item by scheduling a time to meet with the faculty member. The student will identify the item in question and provide a rationale as to why it should be reconsidered for credit, as well as provide the resource/evidence supporting the rationale. Acceptable resources are textbooks, recommended reference books, instructor generated handouts, etc. Individual student notes taken during the lecture, Internet sources and/or phone apps are not considered an acceptable resource. All final decisions are at the discretion of the course instructor.

NOTE: Due to time constraints, final written exams are exempt from this review process.

LAB PRACTICAL EXAMINATION

Lab practical examinations are a way for the instructor to measure students understanding of the course content and developing clinical skills. Students are required to participate in all lab activities and practice with their peers to develop these hands-on clinical skills. In preparation for the lab practical examination, all students are required to complete a minimum of three peer practice examinations. These sessions are intended for students to help each other enhance skills and correct deficiencies, in a relaxed atmosphere.

Students must complete and obtain a score of 75% or higher on the lab practical examination. If a student receives a grade below 75% on any lab practical examination, they may request only one retake with a maximum score of 75% recorded. The student must meet with the course instructor to collaboratively develop an individualized remediation plan, with an agreed upon completion date. The student will participate in the individual remediation plan with the course instructor/assigned representative to develop necessary skills to successfully complete the lab practical examination by the assigned date. If the remediation plan is not completed by the agreed upon date, the student will not be allowed to complete the re-examination and a grade of "0" will be recorded. If the re-examination is not completed upon the agreed upon date, the student will not be allowed to complete the re-examination and a grade of "0" will be recorded. If a minimal score of 75% is not earned by the student on the second lab practical examination attempt, they will receive a grade of "0" for that lab practical examination. If a student receives an overall average grade below 75% in the Lab Practical Examination course category, a grade of "D" grade will be recorded as the final course grade, or the lesser grade if the final overall grade average at the end of the semester is below a "D" average. As a result, the student will not be allowed to progress in the OTA program sequence.

All Lab Practical examinations must be completed successfully to progress within the program sequence. It is the student's responsibility to ensure successful completion of every lab practical examination regardless of exam grades. Should a student fail to check off on all required skills within a course, a maximum grade of "D" will be issued for the course, and the student is ineligible to continue in the program. Refer to NAH Program Readmission Standard.

Due to the extensive assessment process involved in the grading of Lab Practical examinations, program faculty will make every effort to have results available within one week of testing. Grades will be issued, and feedback provided on an individual basis. It is the student's responsibility to ensure timely acquisition of grades and feedback.

LAB PRACTICAL STUDENT PARTICIPATION

Students routinely participate in lab practical examinations by playing assuming the role of a standardized patient, and/or video-taping another student's lab practical exam. These students are not to assist their peers by giving either written, verbal or gestural suggestions on the performance of any lab practical examination. Students are not to discuss any aspect of their own lab practical or any lab practical examinations they may have witnessed or participated in until all students have been tested. This includes case scenarios, interventions or strategies used for treatment, as well as any feedback provided by the instructor. Failure to adhere to the above will be considered academic dishonesty and may result in a disciplinary action, including failing grade and/or grounds for dismissal from the OTA Program.

LAB PRACTICAL REVIEW

A student's ability to effectively self-assess his/her performance is crucial to skill mastery, and indicates a commitment to learning. Students will be periodically required to self- assess lab practical performance. Lab Practical Examinations are video recorded (at the discretion of the instructor) and made available to the student after all lab practical examinations are completed. Students are required to review their video, complete and submit a performance self-assessment (provided by the instructor). In the self-assessment process, students are expected to utilize appropriate materials such as textbooks, lab manuals, course handouts, etc. for an effective and realistic identification of strengths and weaknesses/errors.

COURSE COMPLETION REQUIREMENTS

Students must meet the following criteria for all didactic courses, in order to ensure competency prior to Practicum placement and progression into subsequent semesters:

- A final average of 75% or higher for the "Examination (Written) Component" of each OTHA course, regardless of the overall final course average.
- A final average of 75% or higher for the "Laboratory Component" of each OTHA course with a laboratory component, regardless of the overall final course average.
- 100% of lab skills presented in each course must be checked off. It is the students' responsibility to ensure that they are checked off on every skill regardless of written examination average, lab exam average or final overall course grade.
- 100% of course assignments must be completed, regardless of written examination average, lab exam average or final overall course grade.

BREACH OF SAFETY/AUTOMATIC FAILURE

The OTA Program at South Texas College is committed to progress into clinic those students who have demonstrated safe, competent performance on lab practical examinations. During lab practical performance, should a student perform simulated treatment in an unsafe manner in which the simulated patient's or the Student OTAs safety is of concern, the maximum grade a student can earn will be 74% (D), resulting in automatic failure of the laboratory examination due to a breach of safety.

In an effort to maintain a high standard of safety, and be fair to students, the following are considered reasons for automatic failure. While comprehensive, this list is not all inclusive. Additional scenarios will be assessed on a case by case basis.

Failure to:

- Lock the wheelchair or other device
- Secure the patient in a transfer device (i.e. sliding board, Hoyer lift, etc.)
- Maintain precautions for the diagnosis (i.e. THR precautions, cardiac, etc.)
- Recognize indications, contraindications, and precautions to OT treatment
- Check machinery/ equipment for broken parts, etc. prior to use
- Maintain prescribed ROM (i.e. moves beyond the end of safe/ pain-free range)

Failure to provide treatment as indicated in simulated POC (developed by the OT):

- Treatment to the incorrect body part (i.e. right vs left, etc.)
- Adding any treatment or interventions not included in the simulated POC

Refer to OTA Student Standard **2040 Re-Examination** for full explanation of lab practical retest procedure.

GROUNDS FOR DENIAL OF A LICENSE

According to the Texas Board of Occupational Therapy Examiners OT Rules 374.5 the Board may deny a license to or discipline an applicant/respondent who has been found to have a history of a criminal conviction or substance abuse.

According to the Texas Board of Occupational Therapy Examiners OT Rules 374.5:

“The Board may revoke or suspend an existing valid license or disqualify a person from receiving or renewing a license because of a person's conviction of a felony or misdemeanor if the crime directly relates to the practice of occupational therapy.” (TBOTE, 2022)

Students of the Occupational Therapy Assistant Program should be aware that they may be denied an OTA license if they have a previous felony conviction or evidence of a history of substance abuse, regardless of successful completion of the OTA program.

Additional information regarding rules governing licensure may be found in the complete January 2019 Occupational Therapy rules located on the Executive Council of Physical Therapy and Occupational Therapy web site at <https://www.ptot.texas.gov/page/home>. Students requesting clarification of this statement may also call directly to the Texas State Board of Occupational Therapy Examiners at (512) 305-6900. All information/ discussions will remain confidential.

Students requesting clarification may speak with the OTA Program Chair or the Dean of the Nursing and Allied Health Division. All information/discussions will remain confidential.

Additional information regarding STC NAH standards is included in the Division of Nursing & Allied Health Student Handbook.

ACADEMIC STANDARDS

STUDENT CONDUCT

The students in the South Texas College Occupational Therapy Assistant Program are expected to adhere to all South Texas College Program Standards, STC Nursing/Allied Health Handbook Standards (<http://nah.southtexascollege.edu/pdf/Student%20Handbook.pdf>) and the South Texas College Student Code of Conduct (http://www.southtexascollege.edu/pdf/Student_Code_Of_Conduct.pdf).

Standards, guidelines and codes apply to both academic and Fieldwork experiences. Students must adhere to their assigned clinical sites guidelines, policies, and procedures.

PROFESSIONALISM PERFORMANCE EXPECTATIONS

Professionalism includes attributes, characteristics or behaviors that are not explicitly part of the profession's core of knowledge and technical skills, but are nevertheless required for success in the profession.

Each occupational therapy assistant represents the entire profession to the client/patient and the public being served. The OTA's expressed or demonstrated attitude towards others, as well as towards other health professions and services, is apt to be reflected in the subsequent attitude of the patient towards other therapists and to health care in general. Attitudes may be reflected in outward behavior such as facial expressions, actions, body language and conversation. It is very important to your future that you exhibit behavior that reflects your attitude of openness to learning and motivation to helping others. The "Professional Behaviors Self-Assessment Form" (see miscellaneous forms section of handbook) below lists the professional behaviors expected of the OTA student, with examples of the type of observable behavior that is desirable. In an effort to assure readiness for entry to the occupational therapy profession, this criterion will be utilized for student reflection and self-assessment. Faculty will use the descriptions of the professional behaviors to communicate with students about expectations and to assess the students' ongoing progress towards attainment.

By midterm all students are required to complete a self-assessment of their professional behaviors using the "Professional Behaviors Self-Assessment Form" and forward an electronic copy to Mr. Miller, (ldmiller@southtexascollege.edu). Completed forms will be reviewed by faculty. Students will then meet with the Program Chair or designee, to discuss faculty assessment results and receive appropriate feedback. Students experiencing difficulty in

developing professional behaviors will be expected to coordinate with faculty to identify ways to further their development. This process will be repeated by finals week.

Students will be graded on their ability to:

- complete a thorough and accurate self-assessment
- develop a well thought out, measurable, and attainable plan of action
- demonstrate ongoing effort to address all identified areas of weakness in order to progress towards entry level

OTA PROGRAM PROFESSIONAL BEHAVIORS RUBRIC

Students in the OTA Program are expected to conduct themselves in a professional manner at all times, not only in interaction with clients, but also with peers, faculty, and staff. Students represent the OTA program and the Occupational Therapy profession; thus, students assume responsibilities toward society. These responsibilities are delineated in the Occupational Therapy Code of Ethics (2015). The statements of the Standards of Ethical Conduct and their interpretation provide guidance for occupational therapy personnel behavior in relation to carrying out responsibilities within the framework of ethical decision-making. Students are obligated to function at all times within the framework of the principles of OT Code of Ethics.

Professional behaviors are graded based on The Division of Nursing and Allied Health standards. All students are expected to display professional behaviors inside and outside the classroom in preparation for OTA Fieldwork I and II experiences, as well as for their future professional careers.

OTA students will receive a professional behaviors grade in each program course which weighs as 5% of the overall course grade. In OTHA 2405, the student must attain a professional behaviors score, as well as a course grade of 75% or better, to progress in the program sequence.

Students must successfully attain a professional behaviors score of 75% or better. If a student receives a professional behaviors score below a 75% in any course, a corrective plan of action will be created and initiated by the student, in collaboration with the faculty member. The student must successfully complete the corrective plan of action to be allowed to progress in the OTA program. If a student receives a professional behaviors score below a 75% in all courses during any given semester, the student will not have met the program and division standards, not be allowed to progress in the program sequence, and will be dismissed from the OTA program.

A copy of the Professional Behaviors Rubric has been included below:

Student Name:

Date:

Faculty Name:

U	2	Unacceptable	Performance is weak in most required tasks and activities. Work is frequently unacceptable.
B	5	Below Standards	Opportunities for improvement exist; however, student has not demonstrated adequate response to feedback. Performance is occasionally unacceptable.
M	7.5	Meets Standards	Carries out required tasks and activities. This rating represents good, solid performance and should be used most often.
E	10	Exceeds Standards	Frequently carries out tasks and activities that surpass requirements. At times, performance is exceptional.

COMMENT REQUIRED FOR ALL ITEMS SCORED "B" or "U"

		U B M E
1.	<p>Time management skills. Consider student's ability to be prompt, arriving and completing assignments on time. COMMENTS:</p>	
2.	<p>Organization. Consider student's ability to set priorities, be dependable, be organized, and follow through with responsibilities. COMMENTS:</p>	
3.	<p>Engagement in lab experience. Consider student's apparent level of interest, level of active participation while on site, and investment in individuals and treatment outcomes. COMMENTS:</p>	
4.	<p>Self-directed learning. Consider student's ability to take responsibility for own learning and to demonstrate motivation. COMMENTS:</p>	
5.	<p>Reasoning and problem solving. Consider student's ability to use self-reflection; willingness to ask questions; ability to analyze, synthesize, and interpret information; and understand OT process. COMMENTS:</p>	
6.	<p>Written communication. Consider student's ability to use proper grammar and spelling, legibility of work, successful completion of written assignments, and documentation skills. Appropriately apply professional terminology (e.g., Occupational Therapy Practice Framework terms and OT acronyms/abbreviations) in written and oral communication. COMMENTS:</p>	
7.	<p>Initiative. Consider student's initiative, ability to seek and acquire information from a variety of sources, and demonstrate flexibility as needed. COMMENTS:</p>	

<p>8. Participation in supervisory process. Consider student’s ability to give, receive, and respond to feedback; seek guidance when necessary; and follow proper channels of communication. COMMENTS:</p>	
<p>9. Verbal communication and interpersonal skills with students, faculty, and staff. Consider student’s ability to interact appropriately with individuals, such as eye contact, empathy, limit-setting, respectfulness, use of authority, and so forth; degree and quality of verbal interactions; use of body language and non-verbal communication; and exhibition of confidence. COMMENTS:</p>	
<p>10. Professional and personal boundaries. Consider student’s ability to recognize and handle personal and professional frustrations; balance personal and professional obligations; handle responsibilities; work with others cooperatively, considerately, and effectively; and be responsive to social cues. COMMENTS:</p>	

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BEHAVIOR EXPECTATIONS DURING OFF-CAMPUS EVENTS

During the OTA Program, students may be required to participate in off-campus learning activities for labs and community events, including the Annual Texas Occupational Therapy Association Conference. All off-campus locations are to be considered extensions of the STC classroom. As such, students are expected to adhere to classroom and laboratory program standards in order to ensure a safe and effective learning environment. Expectations include appropriate attire and demeanor, punctuality, active participation, and adherence to safety standards with respect to care of self, others, and care of environment. Additionally, students are expected to abide by all rules and regulations of the off-campus site. If patients are involved, students will respect the privacy and confidentiality of all health information as per federal law requirements (HIPAA). Failure to adhere to OTA Program standards and behavioral expectations may result in disciplinary action, resulting sanctions, and possible program dismissal.

COST OF EMERGENCY SERVICES IN OFF-CAMPUS EDUCATIONAL EXPERIENCES

While in the program, students may be required to participate in off campus learning activities, service activities, field-trips, and external Practicum experiences. STC does not assume responsibility for costs associated with emergency care required by students while participating in off-campus activities. Students in the OTA Program are responsible for all such costs.

Students enrolled in the OTA Program must meet Clinical Requirements, including proof of Health and Accident Insurance, which must remain current throughout the Program.

STC makes available to all enrolled students health and accident insurance coverage. Information may be obtained through the Cashier's office.

ACADEMIC OR TECHNICAL COURSES APPEAL

Any South Texas College student has the right to appeal academic decisions or actions that he/she considers unjust or improper. The primary responsibility for assigning grades in a course belongs to the individual course instructor, and unless the student can present compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the instructor responsible for the course will stand.

A student who believes that an improper or incorrect grade was assigned should first take informal steps to resolve the situation. The request for a grade change must occur before the end of the semester following the semester in which the grade was assigned. The student should first discuss the matter with the instructor. If not resolved, the student should discuss the matter with the Program Chair who will attempt to resolve the grade dispute.

Student must refer to SOUTH TEXAS COLLEGE Board Policy # 3312 – Student Appeal of Course Grade and follow the Grade Appeal Procedures outlined in the Academic Affairs Division webpage: <http://academicaffairs.southtexascollege.edu/index.html>. (NAH Division Student Handbook, page 38).

ACADEMIC INTEGRITY

ACADEMIC DISHONESTY: Students in the OTA Program are responsible for adhering to standards of academic integrity. As per the STC Student Code of Conduct, academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner. Academic integrity is a basic guiding principle for all academic activity in the OTA Program and students must act in accordance with this principle. Failing to adhere to academic integrity constitutes academic dishonesty. Academic dishonesty is a violation of the behavior expected of an OTA student in an academic setting, as well as a student conduct violation. A student found responsible for academic dishonesty is subject to appropriate academic penalty as determined by the instructor, program and/or Division, which may result in a failing grade and/or grounds for dismissal from the OTA Program. Students who engage in academic dishonesty may also face sanctions from the Office of Student Conduct. Students are responsible for adhering to course requirements as specified by the faculty in the course syllabus. Students assume full responsibility for the content and integrity of the coursework they submit. Information from instructors regarding the rules and guidelines for examinations, lab practical's, papers, projects, presentations, and other assignments are included in the course syllabus. The following items are adopted from the STC Student Code of Conduct.

PLAGIARISM: Plagiarism constitutes using someone else's words, ideas, or images and submitting that work for credit as if it were one's own without appropriate acknowledgement to the author.

1. Submission of any written assignment or oral presentation implies that the work is the result of that student's own thought.

2. Use of someone else's word's, ideas and images must be documented by proper use of quotations marks, references, and footnotes. This includes Internet sources.
3. Students must be able to authenticate their work if requested by their course instructor.

MULTIPLE SUBMISSIONS: Multiple submissions are submissions of the same or substantially the same work for credit in two or more courses, including but not limited to courses being retaken for credit. Multiple submissions include the use of any prior academic effort previously submitted for academic credit at STC or a different institution. Multiple submissions will not include those situations where prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

FABRICATION: Fabrication is the intentional and unauthorized falsification of information or citation in an academic exercise.

1. Inventing data or results and recording or reporting them as factual.
2. Inventing or altering citations, footnotes, etc.
3. Providing a fabricated document to a course instructor in order to obtain an excused absence or to satisfy a course requirement.

The penalties for scholastic dishonesty in graded assignments include the possibility of failure in the course. Scholastic dishonesty in examinations will result in a grade of "F" on the examination and an "F" in the course. Students found guilty of scholastic dishonesty are subject to disciplinary action including dismissal from the program and possible dismissal from the College. **A student dismissed for dishonesty is not eligible for readmission.**

Cheating in any form is not compatible with the desired professional behavior and violates the professional Code of Ethics.

Fieldwork students are bound by the ethical standards outlined by the AOTA Principles of Occupational Therapy Ethics, Standards of Practice, the published procedures of the Fieldwork agency related to ethical practice, and by related governmental codes and standard.

STUDENT RETENTION

SEMESTER MEETINGS: In an effort to facilitate student retention, all OTA students are required to meet with the Program Chair or designee at least once per semester. This meeting is to discuss student's academic performance, adherence to program standards and previously identified remediation/action plans, as well as attendance and professional behaviors. If necessary, an action plan will be developed which may include lab assistant tutoring, learning strategy recommendations, and/or a referral to the CLE Tutor, NAH Counselor or Guided Pathways Specialist.

LAB ASSISTANTS: The program utilizes a part time licensed COTA who serve as OTA Program Lab Assistants. The lab assistants' primary responsibility is to monitor open lab sessions and assist with attainment of lab performance skills. Individualized tutoring may be scheduled with the lab assistant, upon availability.

LABS: Select OTA courses that include a significant number of performance skills will be divided into small separate labs. All students enrolled in a course will attend the same lecture; the class will then be divided into small lab sections. Limiting the number of students per lab session allows for sufficient space and availability of equipment for skills acquisition. Smaller labs also encourage more personalized student attention, and offer faculty the ability to assess understanding and monitor progress on a more individualized basis.

When not participating in a structured lab, students are encouraged to utilize their "free" time for completion of assignments, peer check-offs, etc. while on campus.

STUDENT MENTORS: All Level I OTA Program students will be assigned a Level II student mentor. The role of a mentor is to support and encourage new students to manage their own learning to maximize their potential, develop skills, improve performance, and ultimately graduate from the OTA Program. Mentors may share information about their individual experiences as an OTA student, strategies for learning and resource recommendations, as well as provide motivation, emotional support, and role modeling. Mentors may not share details related to examination questions and/or lab practical scenarios. Although designed to promote student success, mentors do not maintain any responsibility for mentee grades and/or their ultimate performance.

Students are required to meet with their mentors a minimum of 30 minutes per month. Results of each meeting are to be recorded using the TBOTE Mentorship Agreement form. The completed form is to be submitted to the program chair during finals week of the first semester.

CLE TUTORING

Students are required to complete a minimum number of mandatory tutoring hours through the Centers for Learning Excellence while enrolled in the OTA Program as follows:

1. First semester students – 4 hours
2. Second semester students – 4 hours
3. Third semester students – 0 hours
4. Fourth semester students – 2 hours.
5. Fifth semester students are not required to complete tutoring hours due to enrollment in their clinical fieldwork experience.

Student Standard 2065: STUDENT SUPPORT PROGRAM ADVISING

All faculty, with an appreciation that professional growth develops throughout one's professional education, supports student professional development. Professional development skills such as the ability to communicate effectively and the ability to take responsibility for one's behavior are necessary skills for Occupational Therapy practitioners. Faculty will monitor professional skill development and will work with the students to help them understand their strengths and weaknesses.

The Occupational Therapy Assistant program faculty and Program Chair will be responsible for all program advising and maintenance of student degree plans. Each student must meet with OTA faculty prior to registration for the next semester courses. Student information may be accessed via the Degree Works System for the purposes of advising students on coursework and other related issues.

Each student will be required to complete at least one mandatory advising session with an OTA faculty member each semester as the student progresses through the program sequence. Students must schedule their initial advisement appointment to take place sometime during the first four weeks of each semester. In addition to the required session, students are encouraged to initiate additional advisor appointments as needed for academic, professional, or career counseling. The course instructor completes program advising related to specific courses. The course instructor in collaboration with the program chair is responsible for advising students regarding individualized remediation plans.

All OTA Program students are required to meet with the instructors during the Mid-Term evaluation period to discuss performance and progress in each course and to develop a corrective plan of action if needed.

Student Standard 2070: EXIT EXAM

The OTA program requires that all students pass the program's Exit Exam to be eligible for graduation. The Exit Exam is given during the final semester of the program as part of the OTHA 2330 Workplace Skills course. ***Students must receive a score of 450 points or higher on the NBCOT standardized exam to successfully complete program requirements.*** Any student, who receives a score below 450 points on the exam must meet with the course instructor for the purpose of developing a remediation plan, a study schedule and a re-test date. Following completion of the remediation plan, the student will be allowed to **re-take** the Exit Exam. Students who are not successful **on** the 2nd attempt must meet with course instructor or assigned faculty member to determine cause of exam failure and establish a plan of action. They must also complete a minimum of 2 hours of remediation with an assigned instructor or CLE tutor. Any student failing to meet the minimum requirement on the 3rd attempt will receive an

incomplete for the course. An examination study plan of action will be established. A waiting period and a minimum of 5 hours of additional remediation will be required to re-test a 4th time. Students who are not successful on the 4th and any additional attempt will repeat process established for the 4th test attempt.

NOTE: Students must present proof of completion of all remediation prior to taking any Exit Re-Test.

PROGRESSION CRITERIA

In order to qualify for promotion to the next semester OTA Program students must satisfy the following:

- All “Program Advancement Criteria” as listed in the NAH Student Handbook
- Successfully pass all didactic program courses with a minimum average of 75% for course average, written exam average, and lab practical exam average when applicable.
- Complete all required skills check-offs.
- Complete all required course assignments.
- Meet Practicum Progression Criteria (Please refer to Practicum Progression Criteria).
- Meet required professionalism/professional behaviors standards.
- Continue to adhere to all established college and program policies, procedures and standards.

STUDENT FAILURE

A student may repeat an OTHA course previously failed only one time.

Failure of two OTHA courses in one semester will result in ineligibility for readmission to the Occupational Therapy Assistant Program

The student will obtain a failing grade if they do not achieve a minimum passing score on the AOTA Evaluation form or if they cannot demonstrate entry-level practice skills at the end of an eight-week Practicum course.

Students failing OTHA 2160 for safety or unprofessional behavior will need to petition the NAH Division Progression’s Committee in order to be allowed to retake the course.

If a student fails a Practicum course because of safety infractions involving patient care, they will not be allowed to register for the course a second time and will not be eligible for graduation. If the student receives a failing grade in OTHA 2366 due to “unsafe practice”, illegal, or unethical

behavior at the Practicum setting, they will not be allowed to progress to the next course, OTHA 2367.

There are established grievance procedures outlined in the College Student Handbook if a student does not agree with the grade earned.

A student who receives a failing grade (D or F) in an OTHA lecture course, they may be given permission to take the course a second time the next year following the program sequence. The student will be required to complete the following procedure before requesting permission to repeat the course:

1. Meet with the instructor or Program Chair to review the situation and plan strategies.
2. Write a self-assessment of the situation
3. Develop measurable goals for remediation of the difficulties and develop implementation strategies to master the goals
4. Review the document such as a portfolio with the program advisor
5. Petition for re-admission into the program with the Division's Progression Committee
6. Receive approval from the Division of Nursing and Allied Health Progressions Committee to continue.

OTA PROGRAM READMISSION PORTFOLIO PROCESS

See NAH Division policy (page 38 NAH Handbook)

As indicated in the "Readmission Process" outlined in the *STC NAH Division Student Handbook*, in order to be considered for readmission to the OTA Program, students are expected to enter into a Contractual Agreement for the purpose of problem-solving and resolution of areas of concern. The student will be required to furnish proof of successful completion to the Program Chair, designee, and/or progressions committee, i.e. documentation, grades, skills/lab check-offs, course audits, etc. In an effort to assist students in this process, the following guidelines for development of a remediation portfolio are offered:

NOTE: Students who do not complete and provide evidence of prescribed learning contracts are not eligible for readmission consideration.

The following instructions on how to create your remediation portfolio are for reference purposes only. You may alter your required portfolio to meet your individual needs.

What is a Portfolio?

A portfolio is a binder or book that shows off your work and abilities. It will serve as a tool that you develop that offers a picture of your experience, your education, your accomplishments, and your skills, as they relate to identified obstacles, areas of concern, and/or areas of weakness. It offers tangible proof of your abilities and your potential for success in the OTA Program.

Developing Your Portfolio:

1. Review the Contractual Agreement developed in coordination with your Program Chair and/or designee, which includes identified obstacles to program success, areas of concern, and/or areas of weakness.
2. Develop a timeline for completion of recommended activities/courses.
3. Compile evidence of participation in remediation activities and any supporting documents.
4. Enter data into your portfolio.

The portfolio should include:**1. Table of Contents** (for easy reference)

2. Summary of obstacles, weaknesses, etc. and related goals: A description of what your identified areas of weakness are (such as work ethic, time management, skill performance areas, etc.) and specific activities/experiences you completed to address them.

PROGRAM RE-ADMISSION

The Program Chair, Fieldwork Coordinator and the Division Dean utilizing the following guidelines, will evaluate consideration for a student's re-admission into the OTA Program:

- a. A student may request only ONE re-admission into the OTA Program
- b. Readmission is dependent on availability of space in lab or clinical placements after the current class progression needs are met. (not automatic)
- c. Failure of two OTHA courses in one semester will result in ineligibility for readmission to the Occupational Therapy Assistant Program
- d. A student may be denied readmission to the OTA Program if failure or withdrawal was related to unsafe practice, dishonesty, and/or unethical practice.
- e. Consideration for readmission is based on the following:
 - Recommendation from a previous faculty member
 - Academic grade average and/or clinical evaluation
 - Reasons for withdrawal/failure
 - Resolution of external situation causing the problem, if appropriate
 - Adherence to and completion of any contractual agreements
 - Progression in program sequence will be dependent on the availability of clinical Fieldwork sites.

RE-ADMISSION PRIORITY

After ascertaining that the student has met the general criteria listed above, the following priority guidelines will determine placement on a waiting list for available openings in the following program class.

First priority: Students who were selected for admission into the program, but were unable to begin the previous Fall sequence.

Second priority: Once enrolled in the program, students who withdrew for personal/health reasons and were in good academic standing (GPA above 3.0) at the time of withdrawal. For example: family crisis, personal health, pregnancy, and finances.

Third priority: Students who withdraw or who failed an OTA or required academic course due to poor academic/clinical performance.

The waiting list will be compiled according to priority rating. The Nursing and Allied Health Division Progressions Committee will rank a student falling into more than one priority after evaluation. Students who have not adhered to and completed previous contractual agreements are ineligible for readmission.

RE-ADMISSION PROCESS

If the student plans to re-apply for admission, they will be required to develop a remediation plan evaluating problem areas and outlining specific activities/courses to improve their performance if allowed to return. This plan should help the student to overcome the obstacles preventing success if readmitted to the OTA Program.

When applying for readmission to the OTA Program, the student must schedule an interview with the Program Chair and submit a written request to be considered for readmission within the established timelines.

Students must re-enter the OTA Program with the new program cohort to ensure continuity of learning. The student will be given credit for previous courses successfully completed, and allowed to re-enter in the corresponding semester from which they withdrew/failed. The student will be required to re-take all courses from the semester he/she failed out of.

The student will be given the opportunity to provide an explanation for their course withdrawal or failure. Following appropriate evaluation by the Committee and Program Chair, the student is expected to enter into a contractual agreement for the purpose of problem solving and resolution of areas of concern. The student will be required to furnish proof of successful completion to the OTA Program Chair, i.e. documentation, grades, skills/lab check-offs, course audits.

Readmitted students must schedule a meeting with the Program faculty within two weeks of re-entry. A regularly scheduled meeting time will be established for the remainder of the semester to ensure the student's compliance with course assignments. Failure to comply with this requirement may result in administrative dismissal.

PROGRAM WITHDRAWAL

Students choosing to withdraw from the OTA program must notify contact the Program Chair by email or formal letter so that career/program alternatives can be discussed and/or a referral to a counselor may be made, if appropriate. The NAH Division Dean will also be notified of the student's withdrawal.

Any student in the OTA Program who drops or withdraws from an OTHA course will be withdrawn from the OTA program. It is the student's responsibility to initiate the withdrawal process. Merely discontinuing class attendance does not constitute a drop or withdrawal from an OTHA course.

1. Withdrawing students from Selective Admission programs, regardless of the reason for exiting, must schedule an exit interview with their Program Chair or Program Advisor. A written signed record and/or clinical evaluation tool must be completed. A Drop/Withdrawal form will also be completed with the student at that meeting and a copy attached to the exit documents.
2. Program Chair will maintain a file for their program' withdrawal forms for statistical purposes.

Note: Failure to formally meet with the Program Chair will make the student ineligible for readmission or admission to selective admission programs in the future.

3. When students withdraw from a program, they must also go to the College Admission Center to officially withdraw from the course with a grade of "W" and any other program courses in that semester. Failure to follow the withdrawal procedure will result in a failing grade of an "F".

A student who is not progressing satisfactorily toward completion of the course objectives due to non-attendance may be withdrawn from the course by the instructor with the Program Chair's permission. Students who withdraw due to extenuating circumstances (i.e. medically emergency, pregnancy, etc....) may request to be re-instated into the OTA program the following year. The student must meet with the NAH Counselor and OTA program faculty to discuss the reason for the withdrawal and to develop a formal plan for return. Students granted this request for "temporary" withdrawal from the program may do so for a period of no more than one academic year. A student must submit a request in writing with supporting documentation/rationale as to why they are withdrawing. They must submit a plan of action on how they will successfully complete the remaining program sequence. To assure adequacy of knowledge and skills, re-entering students will be required to re-take all courses from the semester withdrawn from.

PROGRAM ABANDONMENT

Students who choose to leave the OTA program without providing an official written or verbal notice to either the OTA faculty or staff of their intent to withdraw, will be considered as an “abandonment” of the OTA program. The student will receive a grade of a “0” on all coursework not completed, and receive a final course grade based on all the required coursework for the semester. As a result of the abandonment, the student will not be allowed to initiate the process of the progression process and will not be allowed to re-apply or be re-accepted into the OTA program.

INCOMPLETES

Non-Capstone courses: Because OTHA courses build on previous courses, INCOMPLETES are rarely given and can affect a student’s course of study. The student must initiate a request in writing, citing the reason for the request and attach any relevant documentation. A plan, including an alternate date for course completion, must also be included. Assignments to remove an Incomplete grade must be achieved by the student on an independent basis. Requests must be filed with the course instructor at least two weeks before the final exam. The Incomplete, if granted, must be removed by the end of the subsequent semester, or the grade will be changed to an F. All course requirements listed in the syllabus must be completed satisfactorily for a student to pass an OTHA course. All academic and/or OTHA course INCOMPLETES must be removed before initiating a Fieldwork Level II placement.

*The instructor may assign an INCOMPLETE because of illness or other unavoidable circumstances if the student is in “good standing”. The student must complete work within one semester after the end of the semester in which the grade was issued or receive an “F” for the course.

Fieldwork Courses: If passing and with the approval from the fieldwork educator and Fieldwork Coordinator, a student may request a maximum of two weeks additional time for OTHA 2366 if it is agreed that more time is needed to refine their skills. The OTHA 2367 course will be then delayed for a later start date and the student may earn an “Incomplete” grade for that course.

Capstone Practicum courses must be completed within eighteen months of the completion of the academic and technical non-capstone courses listed in the OTA degree plan.

PINNING CEREMONY

OTA program graduates are recognized with an annual pinning ceremony following the final semester in the program. The ceremony is a time when students are recognized for their academic and clinical achievements, and receive their OTA Program pin. The SOTA Club sponsors the OTA Pinning Ceremony. The graduating class determines theme, decorations, refreshments, etc. The SOTA Club raises funds throughout the two years to cover pinning ceremony expenses (see SOTA Club).

This pinning ceremony is a privilege limited to students of the OTA Program who have successfully completed all the necessary requirements. These include the college degree plan (“B” or better in Intro to OT; all other courses with a “C” or better) as well as program specific graduation requirements (passing the Exit Exam). Any student who has received an “I” in a Practicum experience, which requires repetition or remediation for completion, or who is unable to pass the Exit Exam within 3 attempts is not eligible to receive their pin, certificate of completion, or awards/recognition**. Any student falling under these circumstances will be issued their pin upon successful completion of requirements.

** Students lacking degree plan requirements may still be eligible to participate fully in the STC Commencement Exercises.

ATTENDANCE

Consistent classroom attendance is expected of all students. All absences are to be communicated directly by the student prior to class by contacting the faculty member of record or the program secretary. Any absences anticipated by the student are to be discussed with the faculty member ahead of time. It is the student's responsibility to obtain lecture notes, handouts, and assignments for the day(s) absent from class.

Attendance is defined as physically being in class and awake at all times. A student who falls asleep in class will be asked to leave and will be counted as absent for that class period. This policy also applies to video sessions, online, or in class.

Furthermore, attendance includes being prepared for all classroom, skills, and clinical courses. Students are supplied with a syllabus on the first day of class, which outlines course attendance requirements and necessary supplies. If a student fails to be prepared for class (i.e., missing books, calculators, lab manuals, etc.) or clinical/practicum (required written assignments, reference materials, supplies, and appropriate uniform; expired CPR, immunizations, expired TB test or without insurance coverage, etc.) the student will be asked to leave and will be counted as absent for that particular class/clinical session. The student will also receive a grade of zero for any assignment or assessment conducted during that particular class/clinical session. The student is responsible for all missed materials resulting from the absence. If the student has an illness or health condition that may put other students, faculty, staff, and/or patients at risk, a doctor's clearance is required to return to class. Institutional holidays recognized either by South Texas College or the assigned AFFILIATE are not required affiliation days. However, the required clinical hours must be met as described in the course objectives.

Regular class attendance is necessary to demonstrate adequate work habits, better assure acquisition of course content and skills, and enrich classroom activities that often rely on the participation and contribution of every student. Absenteeism will influence students' grades in the OTHA courses, just as it will have repercussions for client care and co-worker morale in the workplace.

As this is a professional training program, all students are expected to attend all scheduled classes, be on time, and to stay through the entire class period. Generally, faculty will allow one ten-minute break per hour. If a student must leave at other than break time, they are to do so quietly and unobtrusively, and return promptly.

Students are expected to attend all classes, community outings, school programs, and Fieldwork practicums as assigned, unless otherwise specified. The student is responsible for their own transportation and related expenses for all out-of-classroom activities.

Absences are reserved for personal illness, emergencies, or for religious holy days only. Excessive absences as determined by the instructor regardless of reason may place the student at risk for not meeting the course objectives, being dropped, and/or failing the course.

Classroom attendance is expected of all students. During long fall and spring semester, students will be allowed 3 unexcused absences. A 4th unexcused absence will result in the student being dropped from the class. During mini-mester courses or summer sessions, students will be allowed 2 unexcused absences. A 3rd unexcused absence will result in the student being dropped from the class. The student will be ineligible to continue in the program until the course has been repeated successfully. Readmission into the program will be required. (See NAH Division readmission policy.)

Any "unexcused" absence (one in which the student did not contact the instructor prior to the class) automatically results in a deduction from the student's professional behaviors final grade. A Student Performance Improvement Plan of Action will be initiated after the first unexcused absence.

A student who is not progressing satisfactorily toward completion of the course objectives due to non-attendance may be withdrawn from the course by the instructor with the Program Chair's permission.

NOTE: As per NAH Division policy, and as a courtesy to others and for the safety of all involved, children are not allowed in OTA classrooms or labs.

Absenteeism may inhibit the student adequately demonstrating course competencies and thereby passing the course. Faculty will discuss and document specific concerns and consequences with the student. Reliability in attendance must be demonstrated before being recommended to begin a Fieldwork course.

PUNCTUALITY

Punctuality is of utmost importance both in the classroom and in the clinic. Class and clinic will begin at the designated time and the student is expected to be present for the full length of each session/day. Extenuating circumstances, which put the student in a position of being tardy, absent, or having to leave early, must be reported to the instructor of that particular course and Program Chair.

Students need to set their watch to the time on the clock located in the occupational therapy modalities, room 308. All occupational therapy program faculty operate on the same time so class will begin promptly at the designated start time as per the classroom clock.

Three (3) late arrivals, arriving past class start time (initial class or following a break), will count as one (1) absence. Likewise, three (3) episodes of leaving class early (prior to instructor dismissal) will be considered one (1) absence.

Refer to the Clinical Attendance for additional attendance and punctuality information.

Violation of this policy will result in a reduction in the professional behaviors grade.

SELF ASSESSMENT

A student's ability to effectively self-assess his/her performance is crucial to skill mastery, and indicates a commitment to learning. Students will be periodically required to self-assess lab practical performance. In the self-assessment process, students are expected to utilize appropriate materials such as textbooks, lab manuals, course handouts, etc. for an effective and realistic identification of strengths and weaknesses/errors. Grades/points may be awarded for self-assessment activities at the instructor's discretion.

ASSIGNMENTS

All assignments are to be completed and turned in at the designated due date and time as determined by the instructor. Grading criteria for assignments submitted beyond the due date and time is at the discretion of the course instructor.

All Fieldwork Level II Practicum coursework must be completed within eighteen months of completion of the classroom non-capstone courses. A student will not be eligible for graduation until all academic and Fieldwork requirements are met. Failure to do so will prohibit the student from successfully completing the educational program requirements as per the professional accreditation agency. The student will not be eligible to graduate or apply to sit for the national certification examination.

LABORATORY PARTICIPATION AND SAFETY

In order to achieve competence with various occupational therapy data collection and intervention skills, all OTA students will be required to participate in simulated lab settings as clients/patients and student OTAs under the supervision of program faculty. Throughout the program, students will receive comprehensive information on safety related to program equipment, material and activities relative to each individual course. Indications, contraindications, precautions, physiological effects, potential risks and the application of various occupational therapy data collection and intervention skills common to the practice of occupational therapy will also be reviewed. Students will take turns role-playing the student OTA and the client/patient. All students will participate in select activities in occupational therapy data collection skills and interventions, which involve, but not limited to, physical activity, the use of massage, heat, cold, electricity, traction, and all forms of therapeutic exercise. Informed consent to participate must be appropriately documented upon entry to the OTA program.

All measures shall be taken to protect the health and welfare of all students and faculty participating in laboratory sessions. Students are responsible for disclosing any medical condition(s) that they are aware of or for which they have sought a physician's care, prior to initiation of therapeutic intervention. Likewise, students are expected to disclose if they are currently receiving physical therapy or occupational therapy treatments for a musculoskeletal condition. Known medical conditions of individual students will remain confidential unless the information is voluntarily disclosed to the class by the student.

All OTA students have the right to reasonable accommodations to allow for full participation in laboratory activities. Students also have the right to be treated in a dignified manner while maintaining student's modesty, confidentiality, and privacy within the laboratory setting at all times. All OTA students have the right to defer participation in select laboratory activities in the event that the student presents with a medical condition that would predispose them to negative effects (i.e. pregnancy, post-surgery, acute illness).

Proof of documentation of the medical condition by a Texas licensed physician and approval by the instructor is required. Students also have the right to terminate treatment applications received during laboratory sessions should they experience negative effects.

During all laboratory sessions, students are expected to adhere to the laboratory dress code and to follow program safety standards with respect to care of self, care of environment, and care of clients as outlined in the Nursing and Allied Health Division Safe Clinical Practice Standard. Faculty supervision or approval is required for electrical modality use in all labs.

On an annual basis, inspection and calibration of program electrical equipment will occur to insure safety. The faculty will monitor the status and safety of all equipment used in the program. If a student becomes aware that a piece of equipment is faulty or damaged, he/she is expected to notify the instructor and/or lab assistant in order for the equipment to be red-tagged with a "do not use" message attached.

STUDENT OCCUPATIONAL THERAPY ASSISTANT CLUB

Student organizations and clubs provide students with the opportunity to supplement classroom work with activities that meet personal needs for companionship, civic involvement and creative effort, and promote leadership development and effective group participation.

All OTA students are encouraged to obtain membership in the Student OT Association, SOTA. Active SOTA club involvement helps students develop the profession-related awareness, commitment and organizational skills needed to support consumer groups, community service organizations, and professional associations. Students may participate in fund-raising activities and service projects to support their attendance costs to out of area meetings and other club activities.

Students are further encouraged to become members of the American Occupational Therapy Association (AOTA) and the Texas Occupational Therapy Association (TOTA) There are many benefits associated with student membership in professional associations.

The Student Occupational Therapy Assistant (SOTA) Club is a service organization comprised of students in the OTA program. The goal of the organization is to promote networking and personal growth opportunities, encourage involvement, and develop students as active participants in their professional organization as well as contributing members of society. Members will promote the profession of occupational therapy through membership in the TOTA, and participation in local, state, and/or national OT related meetings, conferences or activities. They will foster social responsibility via service to the local community and participation in community events.

Members of every incoming class will join and participate in the existing Club regardless of whether or not they hold an officer position. An OTA Program Faculty member will serve as the faculty sponsor for the SOTA Club. In consultation with faculty sponsors, elected officers lead the organization in service activities, fund raising, social events to benefit collaborative efforts among students, and other activities deemed appropriate by the organization.

Student Club Officers are selected to act as spokespersons for the students' respective classes. Club Officers are also responsible for maintaining communication between the students and the OTA Faculty or College staff. Selection for a one-year term will be by majority vote of the class. If an officer is unable to complete the one-year term, an election will be held for a replacement to serve the remaining portion of the term.

*Student Club Officers are nominated and elected by their fellow class members for the following positions:

- President – Preside over meetings, lead programming, plan strategy and set goals, select committees and make special appointments. Act as a liaison between PTA Program Faculty or staff members, class, and if indicated, the community.
- Vice President – Support the president, support officers, oversee committees.

- Secretary – Take club meeting minutes, maintain records, keep club materials organized, answer club correspondence, and send thank-you notes.
- Treasurer – Control the collection and disbursement of club’s money, coordinate with program secretary, STC cashier and/or the business office.
- Historian –Take pictures throughout the year to record class activities, meetings and events. Create media releases for club activities and service projects. Manage and update the OTA display case.
- • Community Liaison – Act as a liaison between OTA Program club and community to identify and plan service activities and/or projects.
- • Social Media Relations Officer (SMRO) - Level I and II SMRO’s will collaborate to utilize and maintain social media (i.e. Facebook and Instagram) to promote OTA program events and activities under the direction of an assigned faculty/staff member.

Elections will be held annually in the first month of the fall semester (year 1 and year 2). The SOTA Club functions according to the College’s policies and procedures for College clubs, therefore all club activities and transactions must be approved by the Faculty Sponsor and the student activities office as needed. Club members participate in various community involvement activities as well as fundraising activities.

Fund raising activities are determined and organized by the Club and require college approval (Student Activities Dept.). Funds generated by the Club are typically used for membership in the Texas Occupational Therapy Association, travel expenses for Level II students to attend the annual TOTA Mountain Central Conference, pinning ceremony expenses, TherapyEd National Certification examination preparation workshop, and to help with licensure application fees (if funds are available.) The Faculty Sponsor or Program Chair must approve travel and Pinning Ceremony budgets. Funds may also be used for other student related activities or expenses as the Club deems fit and determines via majority vote. The College must approve said expenditures. Any monies in excess of the current year expenses will be donated to the subsequent class's Club account (for use by the upcoming senior class). Membership and active participation in the SOTA Club is expected of all students.

Failure of the student to participate in club activities, i.e. attending meetings, not participating in fundraising activities disqualifies the student from receiving the benefits of club membership.

*** PLEASE NOTE:** As failure of a Practicum course necessitates a course repeat, probationary status, and delayed graduation, students who fail a Practicum course are not eligible to serve as an officer with their original cohort class. Elections in such cases will be held as needed.

COMMUNITY SERVICE

Consistent with the expectations of AOTA and the Occupational Therapy Profession, the OTA program emphasizes development of social responsibility in students so that upon graduation students demonstrate an awareness of social responsibility, citizenship, and advocacy, including participation in community and service organizations and activities. The NAH Division, OTA Program, and/or SOTA Club identify, organize, or sponsor several service and community projects and volunteer opportunities for students to participate in throughout the program. OTA students are expected to complete 5 service-oriented volunteer hours during each semester of the OTA program. These hours may be obtained through activities and projects facilitated by the NAH Division, OTA Program, and/or SOTA Club; individual students may also identify and propose new service opportunities for SOTA Club members, related to their community, church, or other service/volunteer work. While students are encouraged to volunteer more than 5 hours, a minimum of 5 hours must be documented and submitted to the OTA Program Chair using the Community Service Log (Form E) as part of the requirements of the student's Professional Behaviors grade. Service Logs are to be scanned and submitted along with Professional Behaviors Self-Assessment Forms at the close of each semester. Students should obtain approval for activities not sponsored by the OTA Program and/or SOTA Club to ensure they are appropriate and permissible to include for the required hours for social responsibility.

CLASSROOM DRESS CODE

Purpose: Students who enter a health profession must look and act professional. The Occupational Therapy Assistant Program utilizes a Classroom Dress Code to adapt the student to life as a healthcare professional. Both women and men are required to follow the dress code when on campus and during ALL program related activities as follows:

General Appearance

CLASSROOM UNIFORM

- Red Scrubs with program patch worn on the left shoulder
- OT Program lab t-shirt is to be worn underneath the scrub top

Scrubs should fit properly, i.e. not tight, low cut or revealing. Midriff should not be exposed whether in a sitting, standing or stooping position.

Footwear:

- Non-slip, closed toe shoes are required.
- Athletic low-top shoes/sneakers must be in good condition.
- Shoes and laces should be well maintained and kept tied.
- Socks or stockings must be worn with shoes.
- Cowboy boots, hiking style boots, Toe sneakers/shoes, high heels, flip-flops, sandals; slip-on styles such as "VANS", "BOBS", "TOMS" or "CROCS"; and high-top/basketball style athletic shoes are not allowed.

Accessories:

- No more than one ring per hand.
- No more than one earring per ear. Earrings must be standard earlobe piercing. Plugs are not allowed.
- No dangling earrings, necklaces, watches, or bracelets.
- A well-fitting watch with a second hand must be worn.
- No other body jewelry/piercing permitted.
- ALL visible tattoos are to remain covered.
- Caps, visors, and sunglasses are not allowed.

Miscellaneous:

- All grooming should take place at home.
- STC photo ID is to be worn above the waist while on campus.
- Hair must be clean, well groomed, and neatly pulled back (jaw type clips are not allowed in the classroom). Hair should be pulled back away from the face and out of the eyes with use of barrettes/clips and/or headbands as needed, and off the shoulders in a neatly styled ponytail, braid, or bun. If a hairstyle with bangs is worn, bangs must either be secured or must be short enough in length so as not to obscure or fall into the eyes. Unnatural hair colors or extreme styles are not permitted.
- Hair barrettes/clips and headbands used to secure hair should be conservative and of a color compatible to dress or hair color. Ribbons, scarves, caps, hats, beanies, “do rags”, and/or bandannas are not acceptable. Exceptions may be made for religious headgear.
- Males are expected to be clean-shaven on a daily basis. If males have a beard, mustache and/or goatee, they must be neatly trimmed close to the face.
- Good oral hygiene and clean bodies, free of odor is essential.
- Cosmetics should be applied discreetly.
- Perfume, cologne, or odor due to smoking is not acceptable.
- Fingernails must be clean, neatly rounded and are not to exceed the tip of the finger in length.
- If desired fingernails may be freshly polished with clear or neutral colored polish only.
- Absolutely no acrylic or artificial nails permitted.
- Outerwear such as sweaters and jackets worn in the classroom are to be of a solid, neutral color, free of logos/prints, and reflect a professional demeanor. If a pullover sweater is worn, it must be with a collared shirt underneath. Hooded pullover sweatshirts/“hoodies” are not allowed in the classroom.

NOTE: A specified uniform color STC OTA Program polo shirt and black or khaki pants (unless instructed otherwise) are to be worn during all program related off-campus activities and during guest lectures.

STC OTA Program polo shirts are not to be worn as personal attire in public. Discretion should be used when wearing a uniform shirt during lunch and/or after class.

PLEASE NOTE: As representatives of the STC OTA Program, as well as the profession of occupational therapy, students are expected to maintain a professional appearance and adhere to the dress code during all program related activities, and AT ALL TIMES WHEN ON CAMPUS; including before/after class; while in the library, CLE, and computer lab; and during class/lab breaks, open lab sessions, meetings, etc. As such, uniforms are to be worn in its complete state, tattoos covered, piercings removed; no caps, visors, sunglasses, etc. unless otherwise stated by the course instructor.

Failure to adhere to the established Dress Code is considered noncompliant and unprofessional behavior and will impact a student's professional behavior grade. Students out of dress code may be dismissed from class until compliance is established. This will result in a documented absence for that day.

Labs:

Students may be requested to wear swimsuit tops or warm-ups for lab practical sessions. Shorts (athletic or bike style) and halter-tops may be required for some the lab activities. Non-skid low heel shoes must be worn for safety purposes.

Fieldtrips/Class Presentations:

- Program polo shirt
- Solid color slacks (tan or black)
- School Shirt must be worn tucked in waistbands
- Student ID/Name badge

Fieldwork sites:

In addition to wearing a name badge, the students should contact the Fieldwork supervisors to clarify the dress code expectation at each clinical site assigned to the student. If required, OTA Program students may wear a lab coat with the South Texas College insignia patch sewn on the left sleeve.

General:

Fingernails must be clean and neatly trimmed in order to not scratch others during lab activities. Artificial nails are not allowed due to infection control issues.

Hair must be clean, well groomed, and pulled back away from the face to be in compliance with Infection Control Standards. Males must keep beards and/or mustaches clean and neatly trimmed, or must be clean-shaven.

Good oral hygiene and clean bodies, free of odor is essential.

Cosmetics should be applied discreetly; excessive use of perfume or cologne is not acceptable.

One earring per ear allowed. Lip, nose, eyebrow, and multiple ear piercings are not allowed while in OTA uniform. Gages no larger than 00g (3/8") allowed. Large hoop earrings not allowed.

All visible tattoos will be covered at all times while in OTA uniform.

LABORATORY DRESS CODE

Students are required to follow a Laboratory Dress Code during all laboratory sessions to allow for full participation and safety. Laboratory uniform includes:

LABORATORY TOPS:

- A solid color, loose fitting. T-shirt should fit properly, i.e. not tight, or revealing and/or not excessively long so as to extend beyond the length of shorts. Midriff should not be exposed whether in a sitting, standing or stooping position. Shirts should not have color variations, stripes and/or patterns, tearing, frays, or other agency/facility/job site logos. (Approved therapy related T-shirts from PT & OT campus shirt sales are acceptable).
- Women are required to have a backless halter-top available as needed for specific labs.
- Sports bras are not allowed during labs that require exposure of the upper extremities, back, neck, or trunk.

LABORATORY BOTTOMS:

- Black or grey solid color shorts with elastic waistband
- Shorts should be mid-thigh in length; they must be loose enough to allow for palpation and effective exposure/treatment of the hip region.
- When lower extremity exposure is not required, solid black or grey biker shorts which extend no further than mid-thigh may be worn underneath required athletic shorts.
- When lower extremity exposure is not required, students may wear solid black or grey, full-length athletic and/or yoga style pants (with open/boot-bottom) in lieu of required athletic shorts. Exercise/ compression tights, skorts, leggings and capris are not acceptable.
- The use of spandex biker shorts, boxer briefs and/or boxer shorts underneath required athletic shorts is not allowed during labs requiring exposure of the lower extremities.
- Unless otherwise indicated, students are required to wear closed toe, non-skid, low- heeled shoes, and socks.
- Appropriate foundation garments should be worn so as to maintain professional demeanor and should not be visible either through or outside of clothing.

All students MUST be prepared for laboratory sessions at ALL times. Any student not prepared with their personal proper lab attire will be required to don a patient gown and/or program owned lab attire for participation in planned lab activities. Students are expected to be ready in appropriate lab attire for lab classes (refer to course schedules) and/or have lab attire readily available on their person or in their locker.

Failure to arrive prepared will result in the student being tardy. Refer to “Punctuality”.

STUDENT EMPLOYMENT

The OTA Program recognizes that students may need to work part-time while completing their OTA degree. Students must realize that this takes away from valuable study time and may have a detrimental effect on the grades that a student earns.

If an OTA student is employed in a physical or occupational therapy setting, the student must function as an OT Tech/Aide and NOT as a student OTA. Students will be learning and practicing lab skills under faculty supervision. Under no circumstances are learned OT skills to be applied to the general public. As per the Texas Occupational Therapy Practice Act, OT Techs may only provide “routine” care as directed by the supervising OT or OTA (i.e. the student is not to document, make clinical decisions, perform assessment and measurements, etc.). Once a student has passed program courses, he/she will only be permitted to apply learned skills outside of the classroom while under a clinical instructor’s supervision during practicum experiences.

NOTE: Students must disclose any existing relationship with area facilities and/or clinicians, scholarships, sponsorships, family connections, contract agreements to hire upon graduation, etc. in order to ensure no conflict of interest occurs with student placements during Practicum courses.

OTA LICENSURE EXAM PROCESS & FEES

Various credentialing methods (certification, licensure, and registration) assure the consumer that health professionals are qualified to practice. Certification as a COTA is separate from school graduation. The National Board for Certification in Occupational Therapy, Inc. (NBCOT) certifies entry-level competence of OTA’s. Professional certification currently requires completion of an AOTA approved educational program and successful completion of the national qualifying exam. Applicant scores are forwarded to the state regulatory agency where the applicant intends to practice. In Texas, an applicant may apply for a temporary license once he submits an application, fees, and proof of supervision and NBCOT has confirmed that the applicant is eligible to take the certification exam. Once the state regulatory board (TBOTE) has been notified of the applicant passing the national certification examination, he will be issued a regular license to practice as a Certified Occupational Therapy Assistant. Regular licenses may be renewed every two years as long as the licensee maintains in good standing with the Board; i.e. current with continuing education requirements, is not subject to any disciplinary action from the Board, etc. During the Program Orientation, all new students will be required to sign a Conviction Statement acknowledging their understanding of the national credentialing and state licensure application restrictions.

Upon successful completion of the OTA Program, graduates must apply for an OTA license by examination. Graduates are responsible for completing the following steps to register and pay for the exam according to individual State Board application timelines:

- Submit Occupational Therapist Assistant Online Application
- Submit official school transcripts
- STC OTA Program Chair will submit a Letter of Completion
- Submit a recent 2x2 photograph per Board specifications
- Register to take the national exam with the National Board for Certification in Occupational Therapy (NBCOT)
- Take the online, open-book Jurisprudence Assessment Module
- Submit all necessary fees per stated deadlines

As of 2020, the Fees for obtaining a OTA License in **Texas** are as follows:

NBCOT Certification Exam fee: \$515.00 (for authorization to take OTA license exam)

NBCOT Score Transfer fee: \$40.00

Texas Board of Occupational Therapy Examiners \$100.00 (for license app)

TOTAL: \$655.00

+ 55.00 (paid to the Board if want a temporary OTA License)

Grand Total: \$ 710.00

Additional information regarding the steps and deadlines to apply for **Texas OTA Licensure** may be found on the Executive Council of PT and OT Examiners website at: www.ptot.texas.gov and on the NBCOT website at: www.NBCOT.org.

The NBCOT Certification Examination is a 200-question exam. NBCOT will send individual exam results to the Texas Board within one week of exam completion. A score of 450 or higher is required to pass the certification examination and obtain a Texas Occupational Therapy Assistant license from the Texas Board of OT Examiners.

PROGRAM MEDIA STANDARDS

CELL PHONES & ELECTRONIC MEDIA (CLASSROOM)

Students are expected to respect the learning environment of the classroom. You are welcome to use a laptop or tablet in this class as long as it contributes to your learning. However, students are expected to actively listen to one another in order to participate in classroom activities. If unable to contribute to the discussion or are otherwise distracted by your computer, cell phone, or tablet, the student will be asked to refrain from using it in class. There will be some class sessions where technology will be required. In those instances, students should make arrangements to bring a laptop or tablet to class. Texting, emailing, use of any means of social media, and/or talking on cell phones is not permitted during class and laboratory sessions. Cell phones must be placed in the "OFF/Silent" mode during classroom/lab activities, unless prior arrangements are made with the individual instructor. "Vibrate" mode, in which the vibrating sound can interrupt the classroom, is not acceptable. Students are required to store cell phones in backpacks or purses during any class/lab activity. Individual requests for exceptions to this classroom standard will be handled on a case-by-case basis, but not automatically granted.

Individual course instructors reserve the right to monitor computer activity during class/lab time.

AUDIO/VIDEO TAPING CLASS LECTURES

Students who desire to audio and/or video tape and/or photograph class or program activities must first solicit approval from their instructor, lab assistant, club advisor, or event coordinator.

If a student is granted permission to audio/video tape any portion of a class or program activity, that student understands that the tape is to be used exclusively for private study and is not to be shared or sold to others. He or she does not have permission to reproduce or post the information on any social media platform, YouTube, or other public or private forums that would infringe on the privacy rights of others represented in the audio/video recording.

Students are expected to destroy or delete tapes/audio files at the end of the semester.

Student taping and/or photographing is strictly prohibited during quizzes, exams, lab practical's examinations, and discussion/review following an examination or quiz.

PHOTOGRAPHING AND VIDEOTAPING OTA PROGRAM STUDENTS

LAB PRACTICAL VIDEOS: Videotaping of select laboratory practical examinations is required for instructional purposes, to facilitate self-assessment, and for grading and feedback of student performance. The student will have access to their video recorded lab practical examination performance for review and self-assessment at the lab practical examination is completed. Students are informed of lab practical video-taping in individual course syllabi.

MEDIA FOR OTHER PURPOSES: During the course of the OTA program, there will also be occasion for photographs/videos to be taken of students which may be used or reproduced in print or electronic format by STC and/or the OTA Program with or without identifying names. Such media may be utilized for lawful purposes such as College or OTA program instruction/education, advertising, publications, illustrations and Web content.

PHOTOGRAPHING AND VIDEOTAPING COMMUNITY MEMBERS

The photographing, video and audio recording of college students from other programs, family members, friends, and other community members for the purpose of instructional purposes, or social media display is prohibited without the written consent of the individual.

SOCIAL MEDIA

Under the direction and supervision of the OTA Program Chair or designee, and in collaboration with SOTA Club Social Media Relations Officers, the Program utilizes social media methods such as Instagram to inform the community of program sponsored student events, provide education on OTA Program activities and the role of the OTA, and promote public relations between the Program and community. All photographs and/or videos must be approved by the OTA Program Chair or designee. No student may post OTA Program related photographs and/or videos on their personal social media pages.

Students will provide authorization for the release of photographs and/or video for purposes other than examination. Students have the right to rescind the release of photographs and/or video for purposes other than examination in writing at any time.

PROGRAM MANAGEMENT

APPROPRIATE USE OF EQUIPMENT AND SUPPLIES

OTA students must comply with the program's rules regarding the appropriate use of equipment and supplies and for all educational activities that have implications for the health and safety of clients, students, and faculty to include infection control and evacuation procedures.

EQUIPMENT LENDING

Loss of equipment and supplies is an indirect expense to students and is an inconvenience to all. Students are encouraged to make efficient use of materials, equipment, and supplies during class periods. Occasionally, borrowing of materials or equipment is required; these may be checked out with the course instructor's permission. A log for checking out items will be maintained. Students must return materials by the next class day, unless alternative arrangements have been made. Items must be returned to the same instructor who approved the lending of the material/s. Students will be held financially responsible, and will be charged the replacement fee, for any lost, damaged, or stolen items they have checked out from the program.

SAFETY PROCEDURES (MSDS)

The OTA Program maintains Material Safety Data Sheets (MSDS) on all chemical agents and solutions used in the course of study. Faculty will review the content found in the MSDS notebooks with students, during orientation and prior to the utilization of specific agent/solutions. These notebooks are located in the Hydro room (Rm. #305) and ADL kitchen (Rm. #302) on the 3rd floor.

The MSDS information includes:

- Common and chemical name of any ingredient found in a concentration greater than 1% that poses a health hazard
- Health hazards and routes of bodily entry of hazardous materials
- Safe use and handling instructions
- Procedures for cleaning up a spill or leak
- Proper emergency first aid
- Date of preparation, name, address, and telephone number of whoever is responsible for preparing and distributing the MSDS

MSDS notebooks will be reviewed annually for accuracy.

EMERGENCY/FIRE EVACUATION PLAN

The Nursing and Allied Health Campus is equipped with a fire alarm system, and if a fire occurs, the system will activate and send an electronic message to the municipal fire department. The NAH Campus is also equipped with fire extinguishers. All classrooms within the building have a posted map designating the fire exit routes. All students should be aware of emergency evacuation routes. Fire/evacuation drills will be held throughout the academic school year. In the event of a fire, immediately:

1. Activate the fire alarm.
2. CALL 911.
3. Call (956)872-2589 - South Texas College Police Department Dispatch Office.
4. Exit the building to the designated area. Elevators should not be used.

NOTE: During a building evacuation, students should stay with and follow the directions of their faculty. Faculty will call roll to assure all students are safe. Students should not use cell

During the first week of each semester, OTA Program faculty will provide a review of the NAH campus safety and emergency plan quick reference guide regarding evacuation routes, procedures and telephone numbers available in case of an emergency.

SAFETY INCIDENT REPORTING PROCEDURE

Students injured while functioning in student roles in the clinical area, laboratory or classroom must report the incident to the course/clinical faculty immediately and complete and submit the NAH Safety Incident Report Form (Appendix, page 52) within 48 hours of the incident to the Nursing and Allied Health Division Clinical Affairs Specialist. The Clinical Affairs Specialist will forward the report to the Program Chair, the Division Dean, and the designated agency person, if applicable. Incident reports will be kept in a separate secure file by the Nursing and Allied Health Division for seven years. The student is also responsible for completing any reporting process required by the agency, if applicable.

Students enrolled in Nursing and Allied Health Division Programs are required to carry some form of medical expense coverage, i.e. Medicaid, third party, or student medical insurance. Such availability of medical insurance should ensure access to emergency services for all Nursing and Allied Health Division students.

LAUNDRY ROOM

The OTA Program maintains a Hydro/Laundry Room (Rm. #305) equipped with a washer and dryer for laundering program linens. The laundry room is restricted to OTA and PTA student/faculty use. A laundry schedule will be established and posted by the Lab Assistant at the beginning of each semester. The Lab Assistant will also instruct OTA students in appropriate folding and storage (cabinets in room 308) of program related linens. All OTA program students will be assigned weekly laundry rotations, typically in pairs, during which time they will be

responsible for washing, drying, folding, and restocking of white OTA linens, as well as for maintaining a clean laundry room environment. Students are responsible for following posted schedules and insuring availability of clean linens for laboratory sessions as needed.

FACILITY TELEPHONES

Faculty/staff office telephones are not to be used for students' personal calls. The NAH Campus is equipped with black facility phones on every floor. These phones are available for emergency student use. All exceptions for the use of office telephones must be cleared with faculty/staff.

Student Clinical Standards

The following are general standards, in addition to ACOTE standards, that pertain to all OTA students. These standards do not conflict with the policies/procedures in effect for all students at STC or NAH Division Standards, but may be more specific.

CLINICAL DRESS CODE

All STC OTA students represent the College and the profession of occupational therapy. Students are required to represent themselves in a professional manner at all times in the clinic setting. In an effort to maintain consistency for all students, the following Clinic Dress Code Standard is adopted:

General Appearance Clothing

- Shirts/blouses, tucked in pant waistband. Shirt should fit properly, i.e. not tight, low cut or revealing. Midriff should not be exposed whether in a sitting, standing or stooping position. Shirts/blouses should not have color variations, tearing, and frays.
- Pants must be neat, properly fitting, and sit at or just below the waist (no excessively loose, low-riding, hipster, torn, or frayed hems). Jeans are not allowed. Pants must be of a solid neutral color such as black, blue, brown or khaki. Pants need to be loose enough to allow for lifting and squatting activities without compromising movement and/or exposing the student. A belt is to be worn with pants that have belt loops. Pants should be of appropriate length and/or be properly hemmed to ensure the length does not extend past the shoe heel. Carpenter, Capri, or yoga style pants are not allowed.
- If the clinic site requires a tie, male OTA students must comply.
- If the clinic site requires a lab coat or scrubs, all OTA students must comply. Lab coats or scrubs are to be neat, clean and pressed at all times.
- Appropriate foundation garments should be worn so as to maintain professional demeanor and should not be visible either through or outside of clothing.
- Clothing is to be neat, clean and pressed/ironed.

Footwear

- Non-slip, low heeled and closed shoes are required.
- Neutral colored casual shoes may be worn.
- Athletic shoes/sneakers may be worn if in good condition.
- Socks or stockings must be worn with shoes.

Accessories

- No more than one ring per hand.
- No more than one earring per ear. Earrings must be standard earlobe piercing. Plugs are not allowed.
- No dangling earrings, necklaces, watches, or bracelets.
- A well-fitting watch with a second hand must be worn. Digital watches are permitted at the discretion of the facility.
- No other body jewelry/piercing permitted.
- ALL visible tattoos are to remain covered.

Miscellaneous

- Students are required to wear their nametags to clinic every day.
- Hair must be clean and well groomed, neatly pulled back (jaw type clips are not allowed in the clinic). Hair should be pulled back away from the face, out of the eyes, and off the shoulders. If a hairstyle with bangs is worn, bangs must either be secured or must be short enough in length so as not to obscure or fall into the eyes. Unnatural colors or extreme styles are not permitted.
- Males must be clean-shaven. If males have a beard, mustache and/or goatee, they must be neatly trimmed close to the face.
- Good oral hygiene and clean bodies, free of odor is essential.
- Cosmetics should be applied discreetly.
- Heavy perfume, cologne, or odor due to smoking is not acceptable.
- Fingernails must be clean, neatly rounded and are not to exceed the tip of the finger in length.
- If desired fingernails may be freshly polished with clear or neutral colored polish only.
- Absolutely no acrylic or artificial nails permitted.

The following are considered NOT acceptable in the clinic:

- Cowboy boots, hiking style boots, Toe sneakers/shoes, sandals, flip-flops, high heels, “Converse” style sneakers, “VANS” style slip-ons, or “CROC” style shoes
- Skirts or dresses
- T-shirts or tank tops (shoulder straps of a sleeveless shirt must measure 3 inches or wider)
- Caps or visors
- Sunglasses
- Jeans of any color (Regardless of “Blue Jean Friday” allowed in the clinic)
- Shorts for both men and ladies (Regardless of “Sports Dress” in the clinic)
- Absolutely no gum chewing

ASSESSMENT OF CLINICAL PERFORMANCE

Student Standard

The OTA Program utilizes the South Texas College OTA Program Fieldwork I Student Evaluation form during the Fieldwork I experience and the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant during the Fieldwork II Practicum Experience as the clinical assessment tools.

The South Texas College OTA Program Fieldwork I Student Evaluation form evaluates 14 clinical skills which incorporates the objectives of the Fieldwork I experience.

The AOTA Fieldwork Performance Evaluation is divided into 6 sections; *Fundamentals of Practice* (skills#1-3), *Basic Tenets of Occupational Therapy* (skills #4-6), *Evaluation/Screening* (skills #7-11) *Interventions* (skills #12-17), *Communication* (skills #18-19) and *Professional Behaviors* (skills #20-25). Every skill has specific objectives which should be met in order to achieve entry level/ mastery of that skill.

OTA students must earn a score of 70 points or higher at the end of the Level II-A and Level II-B Practicum experience to successfully complete the practicum experience. The ratings for the Ethics and Safety items must be scores at 3 (“meets standards”) or above on the final evaluation for the student to pass the fieldwork experience.

All OTA students must meet minimum clinical performance standards to be considered at “entry-level” performance upon graduation. (see AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant for specific requirements).

COMMUNICATION WITH STUDENTS DURING PRACTICUM EXPERIENCES

During Practicums, the AFWC (and/or designee) will make a mid-term visit to meet with both the clinical instructor (CI) and student. The purpose of the visit is to track the student's clinical performance in meeting individual practicum learning objectives, and ensure that student intervention and data collection techniques are provided as directed in the plan of care developed by the supervising OT. The AFWC will also verify continued appropriate supervision and role-modeling and the overall quality of the experience. If the CI is a Certified Occupational Therapy Assistant, the AFWC will verify that the student is demonstrating effective, ongoing communication with the supervising occupational therapist; if the CI is an Occupational Therapist the AFWC will verify appropriate communication with staff COTAs if applicable. Strengths and weaknesses will be identified and documented. The AFWC will assist the student to develop an action plan as needed to promote student success.

Students are to complete and submit a weekly performance summary which includes clinical instructor input, to track ongoing progress. In the final week of every Practicum, the AFWC will conduct either a clinic visit or telephone conference to verify students' continued progress toward meeting objectives and/or effective follow through with stated action plans.

The AFWC will ensure that the students' right to privacy and confidentiality regarding clinical performance is protected at all times. Consultations with the clinical instructor (first) and student (second) will be completed separately in a private area away from patient care or office activities. Joint meetings may be held following consultations as needed to address concerns, promote coordination, and establish action plans signed by CI, AFWC and student.

PRACTICUM PROGRESSION CRITERIA

Throughout the clinical education component of the OTA Program, students are afforded ONE opportunity to repeat a Practicum course.

Students must successfully complete **Fieldwork I**, prior to advancing to Practicum II-A and II-B. If a student is unable to successfully pass Practicum I, the student will not be allowed to progress through the program. The student will schedule a meeting with the Academic Fieldwork Coordinator, and/or their assigned designee, the course instructor, and the Program Chair to determine a further course of action to be taken according to NAH Division Standards, OTA Program Standards, and ACOTE Standards. Possible courses of action may include re-admission through the NAH Progressions committee to repeat the course, and all other concurrent semester courses, the following year. Scheduling of repeat clinical experiences will be at the discretion of the AFWC and dependent upon clinic site/Clinical Instructor availability during the Fall semester. In preparation to attend FW, the student will need to participate in a remediation program with AFWC prior to beginning at new clinical site to promote successful FW experience. A student will not be eligible for graduation until all academic and clinical education requirements are met with passing score.

Students must successfully complete **Fieldwork II-A** prior to advancing to Practicum II-B. If a student is unable to successfully pass Practicum II-A, they may be allowed to repeat the experience on probationary status. Repetition of Practicum II-A will occur in the final Spring Semester of the program, concurrent with students who progress to Practicum II-B. Following successful completion of the Practicum II-A, the student will be required to complete Practicum II-B beginning in the upcoming Fall session until the required hours are completed. Scheduling of repeat clinical experiences will be at the discretion of the AFWC and dependent upon clinic site/Clinical Instructor availability during the Fall semester. In preparation to attend FW, the student will need to participate in a remediation program with AFWC prior to beginning at new clinical site to promote successful FW experience. A student will not be eligible for graduation until all academic and clinical education requirements are met with passing score.

Students must successfully complete **Fieldwork II-B** prior to graduation. If a student is unable to successfully pass Practicum II-B, they may be allowed to repeat the experience on a probationary status beginning in the Fall session until the required hours are completed. Scheduling of repeat clinical experiences will be at the discretion of the AFWC and dependent upon clinic site/Clinical Instructor availability. A student will not be eligible for graduation until all academic and clinical education requirements are met.

- If a student cannot pass a Practicum experience (I, II-A, or II-B) in two attempts, no further opportunity for repetition will be provided and the student will be ineligible to continue in the program. Readmission into the program will be required. See NAH readmission policy. If a student fails a Practicum experience, repeats the experience successfully and then fails a subsequent experience, the student will no longer have the opportunity for an additional

repeat, at which point the student will be ineligible to continue in the program. Readmission into the program will be required. See NAH readmission policy.

NOTE: Regardless of a numerical grade above 75%, a student may be dismissed from clinic by a Clinical Instructor, facility owner/administration, AFWC, or designee due to:

- breach of safety
- dishonest, illegal, or unethical behavior/practice

- failure to demonstrate consistent progression/improvement to meet mastery in clinical performance/ skills
- failure to display appropriate professionalism in the clinic setting.

Dismissal due to any of the above reasons will result in failure of the Practicum and immediate dismissal from the Program. Petitions for readmission to the program in this case will be considered by the NAH Progressions Committee on a case-by-case basis.

Decisions will be dependent on 1) the nature of the incident, 2) the potential or real threat to client safety and wellbeing and 3) the risk for the clinical affiliate/agency. Refer to Section IV-C of the NAH Student Handbook for the Safe Clinical Practice Standard. A student will not be permitted to repeat a Practicum if dismissal or failure was related to breach of safety, dishonesty, illegal, and/or unethical behavior.

ASSIGNMENTS AND ACTIVITIES

The student will participate in one part-time (8 hours each Friday of second fall semester) and two full-time external clinical experiences (average 40 hrs./week during the final spring semester.) During the first external experience, a designated facility employee will serve as the clinical instructor. During the final two external experiences a facility employed licensed OTR or COTA will serve as the Clinical Instructor (CI). The facility's Clinical Instructor will be the person responsible for the daily supervision and input into the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant. Students will be responsible for identifying Practicum objectives and skills available at assigned clinic sites, as well as self-assessment. The STC Academic Fieldwork Coordinator (AFWC) and/or designee will be readily available for assistance. The AFWC will make clinic visits once scheduled with the student and the CI. Assignments will include, but are not limited to, the following:

1. Log in a 40-hour full-time work week according to individual facility schedule
 2. In-service Presentation at the clinic site (topic to be approved by CI)
 3. Weekly assessment sheets (in place of a student journal)
 4. Possible weekly phone/text message or email contact with AFWC (assigned days/times)
 5. Possible On-line discussions/postings
 6. Weekly Practicum Attendance Logs and Time Sheet
 7. OTA Midterm Evaluation
 8. OTA Final Evaluation
 9. OTA evaluation forms
-

CLINICAL REQUIREMENT COMPLIANCE

Students enrolled in the OTA Program must meet Clinical Requirements, including proof of Health and Accident Insurance, which must remain current throughout the Program.

In the first semester of the OTA Program, students are required to initiate the process toward meeting compliance with all clinical participation requirements as stated in the NAH Student Handbook. Students must log on to the NAH Clinical Affairs webpage to create a password protected Complio account, which will be used throughout the OTA Program for tracking required compliance.

Students are responsible for obtaining all proof of compliance and uploading it to the Complio system by stated deadlines. The Complio system will email students directly with notifications of deadlines or non-compliance. The AFWC will verify ongoing compliance prior to Fieldwork placements. If deadlines are not met or should a student fall out of compliance, they may not participate in Practicum experiences.

MANDATORY ON-LINE HOSPITAL ORIENTATION

Prior to Fieldwork II, all OTA students must complete a self-enrolled on-line Hospital Orientation course on Blackboard. Students are required to pass Post Test Modules with an 80% or better. Students must print a Certificate of Completion, sign a Confidentiality Statement, and provide evidence of Post Test grades for submission to the NAH Clinical Affairs Specialist prior to the stated deadline. The OTA Program AFWC will notify students of the procedure for completion of the on-line Hospital Orientation and deadline for submission of required forms.

For additional Clinical Requirements, please refer to the Division of Nursing & Allied Health Student Handbook.

CLINIC ATTENDANCE

Clinic attendance is required of all students. Frequent absences interrupt consistency in performance of clinical skills which may prevent the attainment of mastery in clinical skills, which is the purpose of the Practicums in the OTA program.

Every student is required to log in a 40-hour workweek according to individual facility guidelines. Work hours must be documented utilizing the Attendance Log. All absences in the clinic are to be communicated directly by the student to both: 1) the Clinical Instructor and 2) the AFWC or designee within 24 hours prior to missing a day within reasonable work hours. If future medical/legal appointments have been made prior to starting rotation, notify your CI and AFWC on the first day of the rotation. During a Practicum course, students must not miss more than 16 clinical hours*. Any missed hours beyond 16 hours will require official documentation (medical excuse from doctor or dental office, law enforcement {court date, accident, etc....}). If no official document is provided this may result in the student being dropped from the course. All missed clinic hours must be made up in order to successfully complete the Practicum course and meet AOTA regulations. Make up hours are to be completed at the same facility prior to the end of the Practicum. Arrangements for any missed clinic hours are to be made directly with, and at the convenience of, the Clinical Instructor. Make up hours must also be logged in the *Attendance Form*. A *Clinical Absence Form* must be completed and turned in to the AFWC along with the *Attendance Log* regardless of telephone notification.

Students who are dropped for absenteeism will be ineligible to continue in the program until the course has been repeated successfully. Readmission into the program will be required. See NAH readmission policy.

NOTE: If South Texas College officially closes (for example due to bad weather), students will be required to follow the schedule of their clinical instructor which will require you to go during holidays or weekends.

*Exceptions due to extenuating circumstances may be considered on a case-by-case basis.

PUNCTUALITY

Punctuality is of the utmost importance in the clinic. Students should anticipate variations between clinic business hours and are expected to make arrangements for timely attendance and active participation in patient care. Students will be apprised of individual clinic start and end times and are expected to be present for the full length of each clinic day. Occasional tardiness may be unavoidable, and students are required to account for such tardiness with the Clinical Instructor AND the AFWC just as they would on the job (telephone or email notice). All tardiness in the clinic are to be communicated directly by the student to both: 1) the Clinical Instructor and 2) the AFWC or designee immediately via phone call/text message/email.

Calling to report tardiness does not make habitual tardiness acceptable. Multiple tardy calls will result in an unsatisfactory rating for Professional Behaviors section of AOTA Fieldwork Performance Evaluation.

A pattern of “accountable tardiness” (repeatedly calling in to notify CI of a late arrival on 2 or more occasions) or frequent absences (more than 1 hour on 2 or more occasions throughout the 8 weeks) will result in disciplinary action. Minimal action taken will be a written report and reprimand as well as an unsatisfactory rating for Professional Behaviors section of AOTA Fieldwork Performance Evaluation. Maximum action may be immediate failure of the Practicum and subsequent removal from the clinic site if requested by the facility.

FIELDWORK LEVEL I AND LEVEL II ATTENDANCE

The student may arrange to make up fieldwork contact hours by direct arrangement with the Fieldwork Educator. The student must make up any hours missed by the end of the semester. If the student does not complete the number of external contact hours required for the course, he will receive a failing grade and not be allowed to register for the second year of the program.

The student must also notify the Fieldwork Coordinator of clinical absences and advise her of the number of hours (eight hours or more) that must be made up.

Failure of the student to notify clinical supervisor and Academic Fieldwork Coordinator, or their designee, of absence from assigned clinical site at the appointed times (no call/no show) may result in immediate dismissal from the clinical fieldwork site (upon discretion of clinical supervisor) and the OTA Program.

Fieldwork Level I & II attendance

The student may arrange to make up fieldwork contact hours by direct arrangement with the Fieldwork Educator at the clinical site and the Academic Fieldwork Coordinator. The student must make up any hours missed by the end of the semester. If the student does not complete the number of external contact hours required for the course, he will receive a failing grade and not be allowed to progress in the program.

The student must also notify the Academic Fieldwork Coordinator of clinical absences and advise her of the number of hours (eight hours or more) that must be made up.

Punctuality is a concern for both Fieldwork educators and employers. Lateness in getting to class or returning from breaks is often disruptive to the group and frequently has been a source of complaints from students. Occasional lateness may be unavoidable, and students will be asked to account for such lateness with the instructor, just as they would on the job. Arriving to class late or leaving early without instructor approval will be counted towards absences; i.e. 3 tardy = 1 unexcused absence. Habitual lateness would indicate that an important work habit has not been demonstrated; this would require remediation prior to placement in any Clinical or Practicum Fieldwork course.

CELL PHONES & ELECTRONIC MEDIA (CLINIC)

Students are expected to respect the clinic environment. Cell phone calls or texting is not permitted. As such, all cell phones should be turned “OFF” while in the clinic. “Vibrate” mode, in which the vibrating sound can interrupt the clinic setting, is not acceptable.

Students must remember that in certain clinical environments, such technologies as cell phones interrupt the function of medical specialty equipment and are prohibited. Individual requests for exceptions to this clinic standard will be handled on a case-by-case basis, but not automatically granted. Emergency messages may be relayed through the departmental secretary during regular college hours. Students should familiarize themselves with each clinic’s specific guidelines regarding outside communications and use of electronic media.

CLINIC SITES & TRAVEL EXPECTATIONS

Students involved in the clinical education program are required to provide their own transportation to and from assigned clinic sites during all practicum experiences. Current clinic sites range from Rio Grande City to Brownsville, Texas and includes, but is not limited to, the following settings:

- Acute care/ hospital facility
- Ambulatory care/ outpatient /home health
- ECF/ Nursing Home/ SNF
- Rehab/ Sub-acute Rehab

Not all contracted facilities participate in every practicum. Student placement is dependent on the facility's ability to accommodate a student as well as meet the identified clinical objectives for that practicum. All clinics are within reasonable driving distance from the Nursing and Allied Health campus. The AFWC makes every effort to place students not only according to their educational needs, but also to the most convenient location possible. However, it remains the student's responsibility to arrive at the clinic site at the designated start time regardless of the travel distance.

NOTE: A health practicum is an unpaid learning experience. Students must disclose any existing relationship with area facilities and/ or clinicians (scholarships, sponsorships, family connections, contract agreements to hire upon graduation, etc.) in order to ensure no conflict of interest occurs with student placements during Practicum courses.

Program Forms

LAB TREATMENT CONSENT FORM

I _____, agree to be treated by my instructor(s) or classmate(s) during all instructional lab and treatment sessions for the duration of the program. I understand that all efforts to provide modesty and safety precautions have been incorporated into the laboratory sessions. If I feel or think that I am uncomfortable with any draping, manner of touch or treatment, I will carefully confront my classmate about this issue. If I still do not sense that the issue is resolved by this action, I will inform my instructor(s). I will follow the dress code for lab and lecture according to the Dress Code guidelines listed in the OTA Student Handbook.

I will notify OTA faculty of any known allergies (i.e. latex, nylon fibers, cold hypersensitivity, etc.) or medical conditions prior to the start of the laboratory session.

I _____, will attempt to follow the OTA Manual of Student Standards Handbook and NAH Division Handbook Code of Conduct during all instructional lab and treatment sessions. I agree to drape my classmate(s), patient(s), or instructor(s) in a way that protects the modesty and safety for all “patients” treated. I will fully demonstrate professional behavior by practicing considerate and respectful non-verbal and verbal communication during all classroom and lab activities. I will adhere to safe behavior while using equipment during laboratory activities and will do so only under the supervision of OTA faculty. I will promptly report any malfunctioning equipment to OTA faculty as soon as it becomes evident.

Name of Student (PRINTED)

Date

Name of Student (SIGNATURE)

Signature of Program Chair

Date

South Texas College Occupational Therapist Assistant Program

1101 E. Vermont
McAllen, TX 78503

(956) 872-3161
Fax: (956) 872-3163

COMMUNITY SERVICE LOG

Student Name (please print): _____ Student ID _____

SERVICE DETAILS

Please attach any supporting documents

DATE	SEMESTER	ORGANIZATION/ RECIPIENT OF SERVICE	EVENT/PROJECT/ACTIVITY & DUTIES PERFORMED	HOURS COMPLETED	TITLE & SIGNATURE OF ACTIVITY COORDINATOR/

Total Events/Projects/Activities Performed: _____ Total Hours Completed: _____

With my signature below, I certify that the above information is true and accurate.

South Texas College Occupational Therapist Assistant Program

1101 E. Vermont
McAllen, TX 78503

(956) 872-3161
Fax: (956) 872-3163

STUDENT CONTACT INFORMATION

NAME	
STUDENT ID#	
ADDRESS	
CITY/STATE/ ZIP CODE	
CELL PHONE	
HOME PHONE	
JAG EMAIL ADDRESS	
PERSONAL EMAIL ADDRESS	
EMERGENCY CONTACT PERSON	
RELATIONSHIP TO STUDENT	
ADDRESS	
CITY/STATE/ ZIP CODE	
HOME PHONE	
CELL PHONE	
WORK PHONE	

All students must have a current email address on file.

South Texas College

Occupational Therapist Assistant Program

1101 E. Vermont
McAllen, TX 78503

(956) 872-3161
Fax: (956) 872-3163

STUDENT CONSENT TO BE VIDEOTAPED, AUDIOTAPED OR PHOTOGRAPHED

Videotaping, audio-taping, photographs and other media may be used in this course to record faculty and/or student demonstrations of procedures and techniques, lab activities, and/or practical examinations. Faculty and/or Program students will use these for instructional purposes only. If the faculty or the college wishes to use these for any other purposes (e.g. program promotion, public relations, commercial sale), you will be asked to sign a separate release. Refusing to allow yourself to be videotaped, photographed, etc. may impact your grade in a course, or your progress in the Program.

I agree to participate in any videotaping, audio-taping, photographing or other media presentations to be used for instructional purposes only.

Name of Student (PRINTED) Date

Name of Student (SIGNATURE)

A#

Signature of Program Chair Date

South Texas College Occupational Therapist Assistant Program

1101 E. Vermont
McAllen, TX 78503

(956) 872-3161
Fax: (956) 872-3163

VERIFICATION OF NOTIFICATION

I have been given a copy of the current Standards governing the Nursing & Allied Health Division and Occupational Therapy Assistant Program at South Texas College. The standards have been discussed with me and I understand that my continuance in the Program is contingent upon my following the standards as outlined within the handbook. I agree to abide by the standards and fully understand the implications and consequences of failure on my part. I understand that additions or modifications to the standards can be made during my program participation. When additions or modifications are made, I will be notified in writing of such changes before they go into effect.

Name of Student (PRINTED)

Date

Name of Student (SIGNATURE)

Signature of Program Chair

Date

South Texas College

Occupational Therapist Assistant Program

1101 E. Vermont
McAllen, TX 78503

(956) 872-3161
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Student Medical Disclosure

As part of the learning process, students in the Occupational Therapy Assistant (OTA) Program will be required to assume the role of an OT practitioner or "patient/client" during classroom and laboratory activities. The OTA student is encouraged to disclose any relevant medical information to the faculty member(s) if safety is a concern to prevent possible injury to self or others. It is the responsibility of the student to communicate to the program chair or course instructor any past or current conditions that may affect performance and satisfying the standards outlined in the course. Disclosure of new health conditions that arise throughout the student's duration in the OTA program is also encouraged. The Counseling and Student Disability Services department is available at (956) 872-2173 for further information and assistance.

Name

Date

Signature

RELEASE OF RECORDS

I (Print Name) _____ give permission to the Nursing & Allied Health Division and Occupational Therapy Assistant Program to release personal information such as immunization record, criminal history, drug test results to the clinical facility where I will participate in clinical rotations.

Name of Student (PRINTED) Date

Name of Student (SIGNATURE) A#

Signature of Program Chair Date

South Texas College Occupational Therapist Assistant Program

1101 E. Vermont
McAllen, TX 78503

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RELEASE OF LIABILITY FORM

I acknowledge and understand that there may be certain risks while a student in the Nursing & Allied Health Division of Sciences Occupational Therapy Assistant Program at South Texas College. I agree to adhere to the safety regulations of the program to which I have been admitted. I also understand that safety precautions have been incorporated into the laboratory sessions and clinical experiences. I also agree that in the event of an accident or injury, I will in no way hold South Texas College, the Nursing & Allied Health Division, the Occupational Therapy Assistant Program and its representatives, or the affiliated clinical training facilities liable.

Name of Student (PRINTED) Date

Name of Student (SIGNATURE) A#

Signature of Program Chair Date

South Texas College

Occupational Therapist Assistant Program

1101 E. Vermont
McAllen, TX 78503

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RELEASE OF PERSONAL INFORMATION

As a student in the NAH Division/Occupational Therapy Assistant Program at South Texas College, I consent to the release of the following information for the purposes of receiving information, materials, and/or telephone calls from various recruiters and/or agencies that are interested in employing new Program graduates.

Additionally, I understand that I may remove my personal information from any published list by contacting the departmental secretary.

Printed Name: _____

Address: _____

Phone Number: _____

Anticipated Graduation Date: _____

Name of Student (PRINTED) Date

Signature A#

Signature of Program Chair Date

NAH CONFIDENTIALITY STATEMENT

In accordance with regulations regarding confidentiality of information or knowledge concerning the client/patient, students in Nursing & Allied Health Programs shall adhere to the following policy:

1. Except in the structured, teaching-learning situation, all aspects of the patient/client's medically-related information and/or data shall not be discussed with any other person or persons under any circumstances.

Proper identification as stated in the dress code is required before reading charts/records.

2. Students must not photograph patients/clients.
3. Students must not photocopy, take a picture and/or tape record any part of the patient's/client's chart/record or at the scene of an emergency.
4. Students must adhere to program and facility departmental guidelines when referring to patients in written assignments.

I understand that all information about the client/patient's condition is confidential. I hereby acknowledge that I will not discuss such confidential information in ANY public area inside or outside of the educational arena.

Name of Student (PRINTED)

Date

Name of Student (SIGNATURE)

A#

South Texas College Occupational Therapist Assistant Program

1101 E. Vermont
McAllen, TX 78503

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HONOR CONTRACT

I understand that Nursing & Allied Health Program students are expected to maintain an environment of academic integrity. I further understand that actions involving scholastic dishonesty violate the professional code of ethics. I have been informed and understand that any student found guilty of scholastic dishonesty is subject to dismissal from the Occupational Therapy Assistant Program.

I have read the Scholastic Honesty Standard in the NAH Division Student Handbook. I understand the Scholastic Honest Standard and I agree to fully abide by this stated policy. _____ (initials)

Name of Student (PRINTED)

Date

Name of Student (SIGNATURE)

A#

Signature of Program Chair

Date

SOUTH TEXAS COLLEGE NURSING/ALLIED HEALTH DIVISION

DISCLOSURE STATEMENT

IMPORTANT: This document must accompany your application for admission to a NAH Program

The Nursing/Allied Health (NAH) Division requires applicants for admission to all programs leading to licensure, certification or requiring field placements (e.g. clinical or practicum experiences) to complete the following disclosure statement.

Applicants for admission must disclose whether they have ever been charged with or convicted of any crime, and whether licensure of any kind has ever been denied or revoked in any state for reasons other than insufficient credits or courses. The existence of a criminal record or denial or revocation of licensure does not constitute an automatic bar to admission or automatic cause for removal from the program, but will be considered only as they substantially relate to the duties and responsibilities of the program and eventual licensure, certification or clinical/practicum practice.

Falsification or omission of information relevant to these questions may constitute grounds for denying your admission to the program or for termination of your admission if the falsification or omission is discovered after admission. Further, after you have submitted the disclosure statement, while your application is being considered or while you are a student in a program, you have an affirmative duty to supplement or update the answers that you have provided at any point in time when any answer would no longer be true as stated. You must immediately inform the department's Program Chair of the changed responses.

An affirmative response to an item does not mean that you will be denied admission. You will be contacted to explain the circumstances leading to the affirmative response. It will be your responsibility to provide the department any further information needed to determine the best course of action regarding your admission or removal. The department will take the information provided into account in determining whether to admit you to the program, to postpone admission, to remove you from the program, or to provide special accommodations.

In the event you are denied admission to the program based on your responses to the questions, you have the right to appeal that decision. Notice of the grievance procedure will be forwarded to you in the event of a denial. A copy of the grievance procedure is also available from the NAH division office.

Please sign the Disclosure Statement and attach the signed form to your OTA Program application. Failure to return a signed disclosure statement will result in non-acceptance of application.

- According to the Texas Board of Occupational Therapy Examiners Chapter **§374.1. Disciplinary Actions**. (f) A licensee or applicant is required to report to the board a felony of which he/she is convicted within 60 days after the conviction occurs.

- According to the Texas Board of Occupational Therapy Examiners Chapter **§374.2. Detrimental Practice.** (3) failing to report or otherwise concealing information related to violations of the Act, or rules and regulations pursuant to the Act, which could therefore result in harm to the public health and welfare or damage the reputation of the profession.
- Additional information regarding rules governing licensure may be found in the complete Occupational Therapy Rules located on the Executive Council of Physical Therapy and Occupational Therapy web site at www.ecptote.state.tx.us.

DISCLOSURE STATEMENT

NAME _____ Student ID Number _____

The following questions apply to adult and juvenile proceedings in any state or federal jurisdiction in this country or in any other country.

1. Yes No Have you ever been arrested for any offense (whether or not the case was adjudicated)?
2. Yes No Have you ever pleaded guilty or nolo-contendre to any Class B or Class A misdemeanor?
3. Yes No Have you ever pleaded guilty or nolo-contendre to any felony offense?
4. Yes No. Have you ever served a sentence of imprisonment or incarceration in any jail or prison?
6. Yes No Are you now or have you ever been on probation, deferred adjudication, pre-trial diversion, or parole?
7. Yes No Do you have any pending criminal charges or unresolved arrests, excluding minor traffic violations (driving under the influence of any drug or intoxicant is not a minor traffic violation)?
8. Yes No Have you ever had any license, certification, or registration revoked, suspended, or sanctioned by any local, state or federal agency; or have you ever been a party to any proceeding in which your license, certification, or registration was being revoked, suspended, or sanctioned, regardless of the outcome.

If you answered "YES" to any of the questions above, please meet with the program chair for the selected NAH clinical program you are seeking admission to or in which you are currently enrolled for guidance and advisement regarding policy #3337 requirements concerning criminal histories.

I have been provided a copy of policy #3337, and I am aware of its requirements concerning criminal histories. I swear or affirm that the answers that I have provided herein are true and correct. I understand and acknowledge that I am under an affirmative duty to supplement or update my answers at any point in time when my answers would no longer be correct as stated. I further understand and acknowledge that if I have provided false answers it may constitute grounds for denying me admission to the program or for removing me from any NAH program.

Printed Name

Signature

Date

I certify that the information provided within this form is true and realize that reporting untrue information will result in my disqualification from the applicant pool and program and I will not be eligible to reapply.

TECHNICAL PERFORMANCE STANDARDS

Technical Performance Standards are the essential functions which every South Texas College NAH student is expected to perform for successful participation in the program. These are necessary in order to provide healthcare services in a safe, ethical, and legal manner. Students participating in a South Texas College NAH Program are expected to demonstrate the essential functions listed below, with or without reasonable accommodation. These are applicable in classroom, laboratories, and clinical/practicum settings.

The South Texas College NAH Program uses independent clinical education sites that may or may not be able to offer the same reasonable accommodations that are made available by the College. Any student wishing to request reasonable accommodations due to a documented disability must initiate the process by contacting an ADA representative from the STC Office of Disability Support Services for information and procedures at (956) 683-3137 or (956) 872-2513.

Please initial each item.

1. **READ:** Students must be able to read and understand printed materials used in the classroom and health care settings such as textbooks, signs, medical supply packages, policy and procedure manuals and patient records.

2. **ARITHMATIC COMPETENCE:** Students must be able to read and understand columns of numbers and measurement marks, count rates, tell time, use measuring tools, write numbers in records, and calculate (add, subtract, multiply, divide) mathematical information such as fluid volumes, weights and measurements, and vital signs.

3. **CRITICAL THINKING:** Students must possess sufficient ability to:

- comprehend and process information in a timely manner
- acquire and apply information from classroom instruction, skills laboratory experiences, independent learning, and group projects
- Prioritize multiple tasks, process information, and make decisions
- collect, interpret, and assess data about patients
- observe, measure, and interpret normal and abnormal patient responses to interventions, and appropriately modify treatment interventions
- act safely and ethically in the lab and clinical/practicum setting

4. **COMMUNICATION:** Students must be able to:

- communicate effectively in English in oral and written form with peers, instructors, patients, and other health care professionals
- complete assignments and tests in both written and oral formats
- give directions, explain procedures, give oral reports, speak on the telephone and interact with others

- document care using appropriate terminology, accuracy, efficiency, and in a legible manner.
- comprehend, interpret, and follow oral and written instructions
- recognize, interpret, and respond to nonverbal behavior of self and others
- interpret and communicate information regarding the status, safety, and care of patients.

5. **BEHAVIORAL SOCIAL SKILLS:** Students must be able to:

- develop therapeutic relationships with patients and others
- work in stressful situations with multiple patients and colleagues at the same time
- interact appropriately with individuals of all ages, genders, races, socio-economic, religious, and cultural backgrounds
- establish rapport and work effectively with peers, patients/clients, and instructors (ask advice, seek information, and share)
- negotiate interpersonal conflicts
- cope with the fast pace of class/lab/clinic, heavy workloads, classroom and/or patient demands, changes in schedule, motivate a sometimes, discouraged patient and demonstrate patience and empathy with patients
- focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, deal with the unexpected, handle strong emotions (i.e., grief, revulsion), manage impulses
- tolerate close physical contact with co-workers and sick or injured patients who may have multiple problems and diagnoses
- cope with patients who may be terminally ill
- exercise appropriate work ethics including the maintenance of confidentiality.
- recognize and respond appropriately to potentially dangerous situations
- maintain the emotional health and stability required to fully utilize intellectual capabilities, demonstrate good judgment, and render patient care.

6. **FINE MOTOR:** Students must possess manual dexterity necessary to palpate muscles and/or bony prominences, pick up objects with hands, grasp small objects, write with pen or pencil, and squeeze fingers.

7. **MOTOR CONTROL:** Students need to be in good physical condition and have a moderate amount of strength in order to:

- Safely adjust, move, position, and lift patients and equipment
- Safely assist and protect patients who are walking with and without assistive devices, exercising, or
- performing other activities
- Provide for the patient's safety in all patient care activities

- Reach arms above head and below waist, stoop/twist, stretch, bend, kneel, squat, push, pull, walk, sit, or crawl as the need arises; move quickly (respond to emergency) while maintaining safe posture/body mechanics
- Perform bimanual activities easily
- Obtain and maintain CPR certification (American Heart Association CPR for Healthcare Providers)
- Use proper body mechanics for all skills related to patient care, and apply standard precautions when
 - rendering patient care treatment
- Possess the endurance necessary to perform a minimum 40-hour work week during clinical education courses
- Stand and maintain balance during classroom or therapeutic procedures/activities for long periods of time, and maintain a high energy level throughout the day

8. **VISUAL:** Students must be able to:

- read small numbers/scales and fine print on goniometers and other measuring devices and computer screens accurately to ensure safe treatment
- recognize and interpret facial expressions and body language
- discriminate differences and changes in skin and soft tissue
- recognize a patient's physiological status
- assess a patient's environment
- recognize depths and use peripheral vision

9. **AUDITORY:** Students must be able to:

- recognize and respond to a normal speaking level sounds/verbal communication, auditory equipment timers, and alarms in an environment with a moderate level of background noise
- effectively use equipment to assess blood pressure, pulse rate, and breath sounds

10. **SMELL:** Students must be able to detect odors from client, smoke, gases or noxious smells.

11. **TACTILE:** Students must be able to:

- feel vibrations (palpate pulses)
- detect and assess changes or abnormalities in skin texture, skin temperature, muscle tone, and joint movement
- detect environmental temperature (drafts, cold and hot)
- adjust therapy equipment.

12. Students must have the ability to use computers and complete computer-based assignments.

13. ___ Students must have the ability to complete tasks/ examinations within required time limits in the classroom, laboratory and in the clinical areas.

To the best of my knowledge, I am able to function in the classroom, laboratory and clinical/practicum component of Nursing & Allied Health Program.

Student signature: _____

Print name: _____

Date: _____