The policies and procedures contained in the OTA Student Policy Manual are approved by the following officials of Panola College:

Cheri Lambert, MS, OTR
Chair, Occupational Therapy Assistant Program

Kelly Reed-Hirsch, MPH, CHES
Dean of Health Sciences

Dr. Billy Adams
Vice President of Instruction

Dr. Gregory Powell, President
# Table of Contents

Section 1 – GENERAL INFORMATION

- Welcome to New Students .............................. 6
- OTA Program Faculty and Staff ....................... 7
- Curriculum Standards ................................ 9
- Accreditation Status .................................... 9
- Credentialing and Licensure ......................... 9
- OTA Program Philosophy .............................. 10
  - Relationship to the Profession ....................... 10
    - Nature of Humanity ................................ 10
    - Occupational Therapy Assistant Education ..... 11
    - Approach to Learning and Instruction .......... 11
- Panola College OTA Program Curriculum Model 15
  - OTA Curriculum ....................................... 16
  - OTA Program Objectives ............................. 17
  - OTA Program Information ............................. 19
    - Program Admission Requirements ................. 19
- Professional Organizations ......................... 20
  - American Occupational Therapy Association, Inc. (AOTA) 20
  - Texas Occupational Therapy Association ........ 21
  - National Board for Certification in Occupational Therapy (NBCOT) 21
  - Texas Board of Occupational Therapy Examiners (TBOTE) ........ 22
  - Panola College Student Occupational Therapy Association (SOTA) 22
- Credentialing ........................................... 22
- Certification (see NBCOT) ............................ 22
- Licensure (See TBOTE) ................................ 23
  - Application for Certification and Licensure .... 23
- Student Resources ..................................... 24
  - Academic Advising .................................. 24
  - Library Facilities ................................... 24
  - Student Financial Aid Services ...................... 24
  - Computer Labs and Copy Cards ...................... 24
  - Fieldwork Affiliations ............................... 25
  - Canvas .................................................. 25
  - Student Mail Boxes .................................. 25

Section II. INSTRUCTIONAL POLICIES ............... 26

- A. Classroom and Lab Policies ....................... 26
Facilities 26
Student Ethics 26
Attendance - Class and Lab 29
Personal Appearance and Dress Code 30
Professional Behavior Criteria and Assessment 32
Instructional Class/Lab Methods 35
Exam Policies and Procedures 35
Make-up exams 35
Post Test/exam review 35
Testing Procedures 35
Testing Procedure for Lab or Skills Examinations 36
Late Assignment Policy 36
OTA Student Advising 36
Pre-Class Assignments 37
Video Recording and Photographs 37
Grade Reporting 37
Social Media 38
Student Safety - Classroom, Lab and Fieldwork 38
Evacuation Procedures 40
Student Communication 40
Handheld Electronic and Similar Devices 40
Emergency Access to Students 40
Change of Personal Information 41

B. FIELDWORK POLICIES 41
Fieldwork Completion 41
Pregnancy Considerations 42
Fieldwork Placement Policy 42
CPR Certification and Immunization Policy 43
Collaboration between OTA Program and Fieldwork Site Regarding Student Progress 43
Fieldwork Evaluation: 43
Level I Fieldwork (Clinical) 43
Level II Fieldwork (Practicum) 44
Fieldwork Problems or Concerns 44
Fieldwork Academic Appeal Process 45
Professional Risks 46
Fieldwork Attendance Policy 46
Fieldwork Educational Assignments 47
Confidentiality 47
<table>
<thead>
<tr>
<th>Section III - HEALTH SERVICES, PHYSICAL LIMITATIONS, and BACKGROUND CHECKS and DRUG SCREENS</th>
<th>51</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Services</td>
<td>51</td>
</tr>
<tr>
<td>Physical Limitations Policy</td>
<td>51</td>
</tr>
<tr>
<td>Criminal Background Checks And Drug Screens</td>
<td>53</td>
</tr>
<tr>
<td>Student Medication Record</td>
<td>55</td>
</tr>
<tr>
<td>Section IV. PANOLA COLLEGE HEALTH SCIENCES SUBSTANCE ABUSE POLICY</td>
<td>56</td>
</tr>
<tr>
<td>Substance Abuse Recovery – Student Applicant or Readmission</td>
<td>57</td>
</tr>
<tr>
<td>Consent for Drug Screening</td>
<td>59</td>
</tr>
<tr>
<td>Confirmation of Student’s Understanding and Agreement</td>
<td>60</td>
</tr>
</tbody>
</table>
Welcome to New Students

Welcome to the Occupational Therapy Assistant (OTA) Program at Panola College. You have chosen a very exciting and rewarding profession. Our goal is to provide you with the knowledge and skills required to provide quality occupational therapy (OT) services.

The purpose of this handbook, in addition to offering a word of welcome, is to share information. This information will help you understand the OTA Program goals, mission, policies, the faculty teaching philosophies and our philosophies of OT. Occupational therapy practitioners adhere to a professional code of ethics. Because of this, some OTA policies differ from those of Panola College as described in the Panola College General Catalog and the on-line college student handbook, The Pathfinder. As an OTA student, you are expected to follow the policies and guidelines from all three resources.

It is through cooperation between students and faculty that the common goal of learning is achieved. Competence in the OT profession is developed through diligence and hard work in the clinical environment as well as in the classroom. Your experiences in the upcoming months will be both challenging and rewarding.

If you should need assistance during your course of study, please feel free to contact the OTA department at (903) 6944000. The office of the occupational therapy department is located in room 2100 in the Health and Natural Sciences building located on the main Panola College campus. In general, office hours are from 7:30 am - 5:15 pm Monday through Thursday and Friday from 7:30 am to 12:30 pm.

We are dedicated to your success and welcome your questions by phone or e-mail. Please refer to the OTA Program website or course syllabi for specific methods for contacting instructors.

We look forward to sharing our knowledge and experiences with you.

Sincerely,

The Faculty and Staff of the OTA Department
OTA Program Faculty and Staff

You will have the opportunity to learn from instructors with diverse backgrounds, as well as guest speakers from fieldwork sites around the ArkLaTex. Below are the full time and part time staff members that comprise the OTA faculty team.

Cheri Lambert, MS, OTR
Cheri is the Chair of the OTA program. She graduated with a Bachelor of Science degree in Occupational Therapy from LSU Medical Center School of Allied Health in Shreveport, LA in 1988. She practiced OT at Our Lady of the Lake Regional Medical Center in Baton Rouge, LA for 6 years. She was an instructor in the LSU Medical Center School of Allied Health Health Department of Occupational Therapy. In 1996, Cheri developed the OTA program at Panola College. Her home town is Keatchie, LA and she is a graduate of Logansport High School. In 2010, Cheri earned a Master of Science degree in Clinical Practice Management from Texas Tech University. Her specialty areas are adult rehabilitation, management, experiential education and team based learning.

Terrie King, MA, LPC, OT
Terrie is a graduate of Austin Community College’s OTA program as well as Texas Women’s University’s OT program. Terrie completed her Master’s degree in Counseling Education from Adams State College in Alamosa, CO. Terrie has extensive experience in a variety of settings including private pediatric clinics, school systems, early childhood intervention; community based mental health settings, chemical dependence recovery, inpatient rehab, and home health. Terrie is the Academic Fieldwork Coordinator and teaches mental health concepts in courses throughout the curriculum.

John Jaskiewicz, OTD
John earned a Doctorate degree in OT in 2004 at Creighton University in Omaha, Nebraska. He is the Director of Rehabilitative Therapy at Good Shepherd Medical Center in Longview, TX. He has extensive experience in adult rehab services and management.

Julie Green, MOT, OTR
Julie Green is a graduate of Carthage High School and of the Panola College OTA Program. In 2002, she graduated from Panola College with an Associates of Applied Science in Occupational Therapy and an Associates of Science degree. While working as a COTA she completed her Bachelors of Science degree in Clinical Services Management from Texas Tech University in 2005. In 2012 she graduated from Texas Woman's University with a Master's degree in Occupational Therapy. Her primary practice settings are home health, skilled nursing facilities and geriatric care services.
Joy Moreland, COTA
Joy is a 2008 graduate of the Panola College OTA program. She is an adjunct instructor and has extensive experience providing pediatric OT services in school systems, home health and community based programs. Joy has owned/managed a private practice pediatric therapy service.

Mickie Cash
Mickie is the Administrative Secretary for the OTA department. If you cannot find an OTA instructor to assist you, Mickie can help. Mickie is a vital OTA department team member.

You are the reason we are here. Each semester you will be given opportunities to let us know what we can do to enhance your educational experiences.
Curriculum Standards

Occupational Therapy Assistant Educational programs across the nation must meet the Standards for an Accredited Educational Program for the Occupational Therapy Assistant (Adopted Dec. 98, revised 2011) as set forth by The Accreditation Council for Occupational Therapy Education. The Standards serve to assure a measure of consistency among programs nationwide and they are the guide for assessing minimal content mastery for an entry level, generalist OTA practitioner.

Accreditation Status

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. AOTA’s phone number is (301) 652-6520. In 2002, the OTA Program was accredited for ten years, the longest time span awarded by ACOTE. The OTA program underwent a rigorous accreditation renewal process in July of 2013 and was, once again, awarded a ten year re-accreditation.

Credentialing and Licensure

Upon completion of the OTA Program, graduates will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). Upon passing the exam, the individual will earn the title of “COTA” or Certified Occupational Therapy Assistant. Most states, including Texas, require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction could jeopardize a student’s ability to graduate, obtain licensure and/or certification. More information is provided later on each specific agency.
OTA Program Philosophy

**Relationship to the Profession**
The OTA Program philosophy reflects the foundations of Occupational Therapy practice based on systems theory, human development, adaptation, and the person, occupation, environment (PEO) model.

**Nature of Humanity**
Humans inherently adapt both physiologically and behaviorally. They are intrinsically motivated to engage in activity which promotes adaptation to or impact upon their social and physical environments. Through the developmental process, behavior becomes increasingly complex and effective in this interaction with the environment. As an open system, the individual’s interaction with and adaptation to the environment influences occupational performance. This is part of a dynamic, mutually influencing life process of which purposeful activity or occupation is a central aspect.
Occupational Therapy Assistant Education

Occupational therapy assistant education at Panola College involves fostering the development of professional behaviors and clinical reasoning skills necessary for competent, ethical practice. The OTA faculty members believe that the therapeutic relationship between the OT practitioner and the client is critical to treatment effectiveness. To this end, interpersonal skills such as self-awareness, authenticity, and active listening are nurtured throughout the curriculum. Knowledge of human development, function, adaptation and occupation is central to occupational therapy practice. The OTA program promotes the student’s ability to integrate information from biological, behavioral and social sciences, the Occupational Therapy Practice Framework and OT frames of reference. Students are then challenged to apply this information using clinical reasoning skills to deliver occupation based, evidence based, and client-centered interventions.

Approach to Learning and Instruction

In addition to fostering the above essential skills in the educational approach, and in concert with the curriculum design, the underlying instructional theme of this program follows the idea that meaningful occupation enables an individual to positively influence his or her state of wellbeing (Reilly, 1962). This concept of meaningful occupation is also reflected in the OTA instructional process. Based on the philosophy of experiential education (Association for Experiential Education, 2008) each OTA course emphasizes “learning by doing”. Faculty members provide meaningful, engaging learning activities (occupations) that facilitate a collaborative and interactive approach to the teaching-learning process.

The hallmark of the OTA program is the student’s ongoing involvement in experiential and service learning projects throughout the curriculum. Such instructional techniques are guided by theories based on the work of John Dewey and Kurt Levine (Kolb 1984) that support the learner’s need for movement, introspection, peer feedback and novelty for optimum learning. Additionally, student personality traits (Miscin, 2004) and learning styles are assessed and capitalized upon by both students and instructors. Students in the OTA program have opportunities to apply these concepts as they participate in innovative collaborative learning projects including initiatives with former OTA program graduates and students from other educational backgrounds such as EMT, nursing, and MOT students.

The average age of the OTA student at Panola College is 27.8 years (2013-2015 data). The majority of our students are married, have one or more children and possess a variety of work experiences. For this reason, adult learning principles (Knowles, et al 2005) are incorporated into instruction throughout the curriculum. Knowles principles are as follows:

1. Adults are internally motivated and self-directed.
2. Adults bring life experiences and knowledge to learning experiences.
3. Adults are goal oriented.
4. Adults are relevancy oriented.
5. Adult learners are practical.
6. Adult learners like to be respected.

These concepts are practically applied as instructors relate to students as the colleagues that they will become in two short years. In addition to treating students with respect, OTA faculty members are also committed to:

- Getting to know and address each student on a first name basis.
- Recognizing, fostering and building upon the skills and abilities that the students already possess.
- Explaining the critical connections between what is being learned and how it will be used in practice.
- Incorporating meaningful experiences that are relevant and applicable to practice (using labs, case studies, videoed treatment sessions, service learning projects and incorporating direct client interactions when possible).
- Providing instruction in methods and formats that support the unique needs of the adult learner (providing 24 hours a day electronic access to all instructional materials, videos, podcasts, research databases and delivering select OTA courses in a web-enhanced format).

Based on the requirements for competent occupation-based OT practice (Law, Baum, and Baptiste, 2002), the OT Code of Ethics (AOTA, 2010) and The Occupational Therapy Practice Framework (AOTA, 2008) that guide our profession, and professional behaviors as described by Kaser and Clark (2000), we value and foster the following essential skills in the OTA Program at Panola College:

**Exceptional professional skills**
- Effective work behaviors which include dependability, cooperation, flexibility, effective communication skills, safety of self and others, and organization
- Demonstration of ethical behaviors and concern for the welfare and dignity of others
- Self-initiated lifelong learning to ensure practice competency
- The ability to receive and effectively use constructive feedback
- The ability to give constructive feedback

**Service to Others**
- A passionate commitment to improving the quality of life of others

**Effective therapeutic relationships**
- Awareness of self, others and the environment and the interrelationships between each
- Awareness of the impact of culture on their own and others’ values, beliefs, and behaviors
- The ability to **interpersonally connect** with others and establish meaningful relationships
● Understanding the powerful impact of the OTA’s planned use of his or her personality as part of the therapeutic process (therapeutic use of self)

**Competent OT practice skills**

• The impact of meaningful occupations and their transactive or two-way relationship between the person, the person’s performance and the environments in which the person functions
• The ability to find evidence and use it to support clinical decision making
• The ability to clinically reason and problem solve using multiple forms of evidence
• The use of occupations (or interventions that directly support occupations) to help clients achieve their highest level of independence
• Technical competence in the delivery of OT services
• The ability to participate in consensual decision making and collaboration with clients, families and other disciplines
• The importance of the collaborative process between the OTA and OT

These skills are a reflection and natural extension of the OTA Program’s mission and can be found throughout the program from student selection process to graduate assessment.
References:


OTA Curriculum

<table>
<thead>
<tr>
<th>Semester I (Prerequisite Courses)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2401 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2301 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HUMA 1301 Introduction to Humanities I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 2314 Life Span Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>OTHA 1405 Principles of OT</td>
<td>4</td>
</tr>
<tr>
<td>OTHA 1409 Human Structure and Function in OT</td>
<td>4</td>
</tr>
<tr>
<td>OTHA 1415 Therapeutic Use of Occupations or Activities I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2402 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>OTHA 2301 Pathophysiology in OT</td>
<td>3</td>
</tr>
<tr>
<td>OTHA 1341 Occupational Performance from Birth - Adolescence</td>
<td>3</td>
</tr>
<tr>
<td>OTHA 2260 Clinical I (pediatric Focus)</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV (Summer)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHA 2261 Clinical II (mental health focus)</td>
<td>2</td>
</tr>
<tr>
<td>OTHA 2335 Health Care Management in OT</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester V</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHA 1349 Occupational Performance of Adulthood</td>
<td>3</td>
</tr>
<tr>
<td>OTHA 2262 Clinical III (adult focus)</td>
<td>2</td>
</tr>
<tr>
<td>OTHA 2402 Therapeutic Use of Occupations or Activities II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester VI</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHA 2366* Practicum I (8 weeks)</td>
<td>3</td>
</tr>
<tr>
<td>OTHA 2367* Practicum II (8 weeks)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**TOTAL HOURS** 60

*Capstone learning experience
Revised 2016
OTA Program Objectives

Upon completion of the Occupational Therapy Assisting Program and under the supervision of the occupational therapist the student will be able to:

1. Demonstrate excellent **professional work behaviors** such as dependability, showing empathy towards co-workers and clients, initiation, acceptance of feedback, organization, cooperation with others and adherence to safety requirements.

2. Develop **therapeutic relationships** with patients (includes establishing rapport, building trust, working in partnership, etc.) and employ therapeutic use of self as an intervention strategy.

3. **Design, select, set-up, grade and implement preparatory and occupation based (functional) interventions** which are meaningful to the client and consistent with the established treatment plan.

4. Accurately **identify and collect data** from patient observations, records and interview to assist in the development of the occupational profile.

5. **Complete screenings and administer selected assessments** in accordance with established guidelines and procedures.

6. Demonstrate basic knowledge of OT **theories and frames of reference** in relationship to practice.

7. **Assist in the formulation of goals and objectives** using terminology consistent with The OT Practice Framework and OT Standards of Practice.

8. Consider the **client’s roles, values, interests, habits and performance abilities in the intervention process**.

9. **Collaborate and establish alliances with therapists, patients, families** and other health professionals during all aspects of the OT process.

10. Consider the **sociocultural context in which the patient functions** and in which the therapeutic process occurs.

11. Demonstrate effective **interpersonal and communication skills** when interacting with patients, families and co-workers.

12. Demonstrate the ability to effectively perform various **technical skills** such as goniometric range of motion measurements, basic manual muscle strength
evaluations, patient transfers and mobility, fabrication of orthotics and adaptive devices, group facilitation, reflex testing, activity facilitation, patient positioning, joint mobility, muscle tone normalization, and sensory integration techniques.

13. Effectively and efficiently document occupational therapy services in accordance with state laws.

14. Provide occupational therapy services consistent with The Occupational Therapy Code of Ethics, Standards of Practice, and the laws, rules and regulations governing occupational therapy practice.

15. Demonstrate the awareness of professional responsibilities including participation in ongoing educational experiences, active involvement in local and national service and professional organizations, and serving as a mentor and/or fieldwork educator for future OTA students.

16. Understand the collaborative relationship between the OT and OTA including educational background, roles and areas of expertise.

17. Design and/or participate in service learning opportunities which support community members' participation and engagement in healthy occupations within natural contexts.
OTA Program Information

The Occupational Therapy Assistant (OTA) Program consists of five academic semesters and two eight-week Level II Fieldwork experiences. The curriculum ensures a balance of theoretical and technical courses as well as supervised application of skills in area health care facilities. Upon successful completion of the program the student is awarded an Associate of Applied Sciences Degree in Occupational Therapy Assisting Technology.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. AOTA’s phone number is (301) 652-AOTA. Upon program completion, graduates will be able to sit 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 the exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states, including Texas, require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Prior to applying to the OTA program, students must successfully complete four prerequisite courses with a “C” or better. Once in the program, OTA students must earn a grade of “C” or above in all prerequisite and required curriculum courses. Students must maintain an overall grade point average of at least 2.0 in order to graduate from the OTA Program.

The OTA program requires a grade of 75% to earn a “C” in any OTA course. If a student earns a grade of D, W, or F in any required curriculum course (OTA or non-OTA), the student will be dropped from the program and must reapply for admittance. A student may be readmitted once, on a space available basis. If readmitted, the student will be required to repeat the course in which the unsatisfactory grade was earned and pass that course with a “C” or better in order to continue. The student will also be required to repeat any co-requisite OTA courses as stipulated in the College Catalog.

Program Admission Requirements

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities to all on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability or genetic information. Admission to Panola College does not guarantee admission to the OTA program.

For more information on OTA Admission requirements, refer to the College Catalog or OTA Program Webpages.
Professional Organizations

American Occupational Therapy Association, Inc. (AOTA)
4720 Montgomery Lane
Bethesda, Maryland 20824-1220
(301) 652-AOTA (2682)
www.aota.org

The American Occupational Therapy Association is the largest and most influential professional organization for occupational therapists in the world. Founded in 1917, it has grown in size and stature since that time, as evidenced by its current membership of over 39,000 occupation therapists and occupational therapy assistants.

The mission of AOTA is to advance the quality, availability, use, and support of occupational therapy through standard-setting, advocacy, education, and research on behalf of its members and the public. Since AOTA is a voluntary organization, its bylaws and policies are determined by those occupational therapy practitioners who comprise its membership. In addition to an Executive Board of elected and appointed officers, various committees and commissions meet and deliberate throughout the year to determine strategies for achieving the association's goals. For example, AOTA's Centennial Vision for 2017 identified these five directions for the OT profession: (1) fulfilling our potential; (2) articulating our value; (3) linking education, research, and practice; (4) valuing our members; and (5) developing our resources. Members of AOTA are encouraged to participate in organizational activities so that national goals and initiatives can include the efforts and reflect the viewpoints of a broad constituency of occupational therapists, occupational therapy assistants, and students.

At the national level student events are organized through the American Student Committee of the Occupational Therapy Association (ASCOTA). ASCOTA has officers as well as delegates from OT educational programs, and is designed to offer an opportunity for students to become members of the AOTA in advance of graduation and certification. The cost of AOTA basic student membership is $75.00 and includes subscriptions to The American Journal of Occupational Therapy and OT Practice. Student members also receive discounts on conference registration and AOTA publications.

AOTA has established a home page on the world wide web at www.aota.org. More information regarding ASCOTA, as well as a host of student and consumer resources can be found on the web page.
The Texas Occupational Therapy Association (TOTA) is a professional association established for the benefit of professionals and students of occupational therapy. Membership services include public relations, legislative information, practice forums, educational meetings and student services.

One of the oldest and most established state occupational therapy organizations, TOTA is organized into six geographical areas, or districts, including Alamo, Capital, Great Plains, Gulf Coast, Rio Grande, Trinity North. This association and its districts also have an executive board and elected officers. An annual conference is conducted yearly at a major city in Texas, and a newsletter, *Revista OT*, is published bimonthly. Membership in TOTA is independent of AOTA membership. Cost for OTA student membership is $30.00.

National Board for Certification in Occupational Therapy (NBCOT)

12 South Summit Avenue
Suite 100
Gaithersburg, MD 20877
(301) 990-7979
Fax (301) 869-8492
http://www.nbcot.org

The National Board for Certification in Occupational Therapy (NBCOT) is the independent national credentialing agency that certifies eligible persons as occupational therapists, registered (OTR's) and certified occupational therapy assistants (COTA's). Certification by NBCOT is independent of state licensing requirements. All state regulatory agencies have recognized the use of NBCOT's occupational therapy certification examination as the regulatory standard. The acronyms “OTR” and “COTA” are registered trademarks and may only be used by practitioners certified in good standing with NBCOT.

The NBCOT offers a certification examination leading to certification of both OTR and COTA candidates. To be certified, an individual must: graduate from an accredited occupational therapy program; successfully complete all occupational therapy fieldwork requirements; and pass the NBCOT certification examination. Students can expect to pay $600 - $675 to register for the NBCOT certification exam.
If you are concerned about an issue in your background that might prevent you from being eligible to sit for the certification exam, NBCOT provides an early determination & character review process. More information can be found on the NBCOT website.

**Texas Board of Occupational Therapy Examiners (TBOTE)**

(A subdivision of the Executive Council of Physical Therapy and Occupational Therapy Examiners)

333 Guadalupe, Suite 2-510
Austin, Texas  78701-3942
(512) 305-6900
[http://www.ptot.texas.gov/page/home](http://www.ptot.texas.gov/page/home)

The Texas Board of Occupational Therapy Examiners is the state licensing agency for OT practitioners in the state of Texas. Maintenance of a current state license is required in the state of Texas to provide Occupational Therapy services. Renewal is required every two (2) years with the approval of a designated number of contact hours of continuing education and payment of a renewal fee. The current cost to apply for a regular OTA license is $100.00.

If you are concerned about an issue in your background that might prevent you from being eligible to obtain an OTA license in Texas, you may request a criminal history evaluation from TBOTE. More information can be found on the TBOTE website.

**Panola College Student Occupational Therapy Association (SOTA)**

The Student Occupational Therapy Association is an optional, Panola College-sanctioned club for OTA students, OTA declared majors and OTA alumni. The Association primarily promotes OT and the OTA Program through community service projects. The membership fees are $5.00 per each long semester.

**Credentialing**

Credentialing consists of various forms of recognition that an individual has met prescribed standards to engage in professional practice. There are two types of credentialing that apply to the occupational therapy assistant--certification and licensure. Information on these types of credentialing is provided below.

**Certification (see NBCOT)**

It is important to remember that completion of the program requirements at Panola College will not in itself authorize an individual to practice OT in the United States. In order to practice in the State of Texas you must be initially certified and hold a current license. In order to become initially certified, an individual must successfully complete an accredited occupational therapy assistant program of study. This entitles one to complete the certification examination for
occupational therapy assistant. If the certification examination is successfully passed, the individual becomes certified by the National Board for Certification in Occupational Therapy, thus putting the “C” in COTA. However, before you can practice OT in Texas, you must obtain a license (see below).

**Licensure (See TBOTE)**

Licensure is the governmental (state) regulation of practice, designed to protect the health and welfare of the citizens of a state against unscrupulous or incompetent practice by persons who have not met prescribed qualifications. In Texas, occupational therapy assistants are required to obtain a license to practice from the Texas Board of Occupational Therapy Examiners prior to practicing. Failure to do so renders both the individual as well as his/her employer (if applicable) liable for misdemeanor charges and fines. The Board maintains certain rules and regulations that govern eligibility for a license, as well as requirements for licensure renewal. Upon successful completion of the certification exam you are eligible to apply for licensure. If you have met all requirements except the certification examination, you are eligible to apply for a temporary license. You may practice during this period **only if you are in possession of a temporary license and work under the supervision of a licensed therapist.**

**Application for Certification and Licensure**

During your course of study you will receive the most current information available regarding certification and licensure. It is your responsibility to provide each agency with the appropriate information within the specified time frames. Neither TBOTE nor NBCOT is forgiving or understanding of students who miss deadlines or fail to accurately complete forms.

As of 6/2017, you can expect to pay from $625 to $675 when applying for the NBCOT certification exam.

Both NBCOT and TBOTE ask character questions that must be answered honestly. Failure to accurately and honestly answer these questions could jeopardize your ability to practice OT.
Student Resources

**Academic Advising**
Academic advising is available through Panola College Student Services. The primary function of the advising program is to help students adjust to the college environment as well as to provide academic, career and technical advising. OTA program declared majors, applicants and students enrolled in the OTA program are also advised by OTA faculty. For more information on student advising specifically related to the OTA program, refer to the Student Advising Policy in this manual.

**Library Facilities**
The M.P. Baker library is an academic Learning Resources Center (LRC). The LRC includes the library collection and the Instructional Media Services Department. The growing collection of books, journals and audiovisuals supports all programs at Panola College. Many of the library services are available online. Students in the OTA program will be given assignments that require use of the LRC. It is the student’s responsibility to know how to access the resources of the library. Orientation tours and reference classes are available on request.

The M.P. Baker Library offers copying, printing and scanning services for students but not faxing. Fax services are available at the College Store.

**Student Financial Aid Services**
There are numerous financial aid opportunities available through the Panola College Financial Aid office (see Panola College Catalog). Occasionally grants become available specifically for OTA students. Students are encouraged to have a financial aid application on file so that these grant opportunities can be automatically processed.

**Computer Labs and Copy Cards**
The Health and Natural Sciences building houses a well-equipped computer lab for classroom use. Individually, students may access computer labs located in the M.P. Baker Library. Students may be given course assignments that require use of a computer lab. Students are asked to respect the equipment in these labs by not drinking or eating in the area. Students are asked to respect other students by not talking in this area. Print copies may be made for $.10 per page at the student’s expense. A photocopier is available for student use in the M.P. Baker library. A card must be purchased in order to use the photocopier. Copy cards may be purchased in the Health and Natural Sciences building from Ms. Jackie Sanders (room 1100) or in the M. P. Baker library. Copies will not be made for students by the department secretaries – please do not ask.
Fieldwork Affiliations
Panola College OTA Program is very fortunate to have various fieldwork sites throughout East Texas to provide our students with quality fieldwork experiences. We are grateful to these agencies for opening their doors to our students. OTA Fieldwork educators are volunteers and should be recognized and respected as such. Panola College enters into a legally binding affiliation agreement with each fieldwork site stipulating that participating faculty and students will abide by the rules and regulations governing that site.

Canvas
Canvas is the learning management system that is used college-wide to enhance student learning. Some OTA courses are taught in a hybrid format (part face to face, part distance education) and all OTA courses are enhanced with Canvas. Students are expected to comply with all course requirements involving the use of Canvas. Online instructional materials will be provided in Microsoft Word (or PDF) format and students are required to submit materials in Microsoft Word format. Microsoft Word is available in all computer labs.

Student Mail Boxes
Each OTA student is responsible for checking his or her mailbox daily. Mailboxes are located inside the ADL lab (room 1120).
Section II. INSTRUCTIONAL POLICIES

A. Classroom and Lab Policies

Facilities
Classes will be held in rooms 1120, 1121 and 1122 in the Health and Natural Sciences building (HNSB). The normal operating hours for the HNSB are 8:00 to 5:00, M-Th and 7:30 to 12:30 on Fridays. The OTA office is located in room 2100 and the phone number is (903) 694-4000. Any questions or concerns should be directed to staff in this office. The OTA Program has established fieldwork agreements with many facilities in the North East Texas region.

Student Ethics
Students enrolled into the OTA program are expected to behave in ways that reflect high ethical standards. The OTA program expects students to adhere to the basic guidelines regarding ethical behavior in the classroom as defined in The Pathfinder. In addition to those guidelines the OTA program has further clarified ethical expectations as described below.

Students in the OTA program are expected to:

1. Follow the codes of conduct and policies described in this manual and any additional requirements included in OTA course syllabi. “Acting in a manner counter to the principles detailed in any ethical code or student code of conduct that applies to you is unethical behavior.” (Sladyk, 2015, p. 609)

2. Use their own knowledge and skill to complete examinations without referring to others’ answers, class notes or other references unless specifically permitted by the instructor. Students who fail to comply with this standard can expect to receive a zero on the exam and may be subject to further disciplinary actions.

3. Use their own knowledge to write papers analyze activities or compile research information. They shall not plagiarize, quote or copy other students’ work without giving proper recognition as stated in a standard style manual or resource. Students who fail to comply with this standard can expect to receive a zero on the exam and may be subject to further disciplinary actions.

4. Assume that each assignment completed in class or outside of class is to be done without consultation of another current or former class member unless specifically and clearly permitted by the instructor. If the student is unsure, it is the student’s responsibility to clarify this with the instructor PRIOR to submitting the assignment.

5. Respect instructors and other learners.
• They may not insult, slur, raise their voice to or disrespect Panola College faculty* or staff, instructors*, other health professionals or students. (This expectation does not infringe upon a student's right to raise questions and request clarification but does define parameters in which the question or clarification is expressed).

• Students will refrain from engaging in side conversations during class (Sladyk, 2015, p. 609). Students may not allow their cell phone to adversely affect the learning environment (Sladyk, 2015, p. 609).

• Students shall not use tobacco products or vapor products on Panola College campuses.

• Students will honor commitments by being on time for classes, field trips, and fieldwork duties. When students are not on time or absent, they will follow the appropriate procedures. (Refer to attendance and absence notification procedures in this manual and in course syllabi).

6. Respect the limited resources of furniture, fixtures, textbooks, computers, instructional technology, supplies, library books, and journals. Students shall not mutilate, deface, damage or withhold resources for their own use.

7. Conserve limited resources by using only supplies needed for completion of assignments and maintain equipment in good working order. They shall not waste supplies or misuse equipment. It is the student’s responsibility to report any damaged resources to the course instructor or OTA Program Chair.

8. Assist in maintaining class and laboratory rooms in good order. They shall not leave these rooms dirty, cluttered, littered or in disarray or disorder upon completion of their assignment in each room.

9. Complete all assignments by the scheduled date and time or make satisfactory arrangements with the course instructor for an extension. Students should not expect to receive equal consideration in grading unless such arrangements are made.

10. Comply with and act upon safety procedures when working with peers, patients and equipment whether in class, lab, clinic or the patient’s home. Under no circumstance shall a student endanger the safety and welfare of patients, other students, faculty and staff.

11. Comply with all policies and procedures established by the Occupational Therapy Assistant Department and all fieldwork facilities. This includes expectations outlined in each OTA course syllabus. They shall not exempt themselves without specific permission by a faculty member or fieldwork educator.

12. Comply with requests from the Program’s Academic Fieldwork Coordinator (AFWC). Failure to comply with instructions from the AFWC can cause serious complications. For this reason, students must specifically comply with all instructions or requests from the Academic Fieldwork Coordinator (AFWC), including deadlines and time-specific actions including but not limited to, contacting the field work educator, submitting student data
sheets and site preference forms. Failure to respond appropriately will result in grade penalties and/or disciplinary action.

13. Respect the confidentiality of patient information regardless of source (patient, therapist, records, charts, etc.). They shall not repeat information outside of the classroom, clinic or facility in which any part of the patient's name appears except initials. They will fully adhere to HIPAA Guidelines for Fieldwork as published by the American Occupational Therapy Association.

14. Respect the confidentiality of information shared in the classroom. All discussions held in the classroom, lab or fieldwork are to be considered confidential in nature. “Due to the nature of OT education, sometimes students and instructors have personal examples that are relevant to class discussions. This information should be respected and not used for gossip.” (Sladyk, 2015, p. 611)

15. Work in cooperation with and respect for peers and other health care team members. Students will contribute their fair share of group or team projects.

16. Respect the property and property rights of the OTA department and other allied health faculty and staff, all allied health students, fieldwork facility and staff and patients. They shall not remove or borrow property without permission and shall not damage or misuse Panola College property, or any fieldwork-related properties.

17. Respect other student's projects. Students shall not handle, steal, alter, deface or otherwise harm another student's project, especially in a manner which might cause the student to earn a lower grade.

18. Monitor and maintain current CPR and immunization status as required by the OTA program.

19. Honor commitments made with peers, College faculty, staff, and fieldwork educators. This includes timely notification in advance, when unable to keep a commitment. Fieldwork site or learning site abandonment (leaving without notice and/or permission) is grounds for dismissal from the Program.

20. Function within the role of a student. If you are unsure if certain actions are outside of the role and scope of a student, ask before acting.

21. Students are expected to check Canvas mail at least weekly during the semester and weekly during the semester breaks for administrative announcements. Failure to respond appropriately to time-sensitive requests made by faculty or staff will result in disciplinary action.

* Fieldwork Educators are considered an extension of the Panola College faculty.
Students are expected to be aware of and comply with these ethics standards. Acting in a manner counter to these standards will result in consequences that reflect the severity of the infraction. Students who fail a class or are withdrawn from the OTA program due to one or more ethics violations will not be allowed to reapply to the program. Refer to the Disciplinary Action section for more information.


**Attendance - Class and Lab**

I. If a student is tardy or absent, he or she must notify (directly via telephone or voice message) the OTA Department Secretary prior to the start of class. Failure to do so will result in a 5 point deduction from the overall course grade per occurrence.

II. A student is considered tardy if they come to class late (by any increment) or leave class prior to the published end time, where 25% of the class is missed. For example, in a class that meets once a week from 8:00 to 12:00, a student who arrives one minute late is tardy as well as a student who leaves any time before 11:00. Two tardies are considered one absence.

When a student is tardy to class (either initially, or when class resumes after a timed break) he or she is expected to quietly enter the classroom and address the tardiness issue with the instructor at the first available break. For tardiness to fieldwork, refer to the Fieldwork Section of this manual.

III. OTA classes and labs are interactive, experiential and hands-on, so attendance is vital for achieving course objectives. When a student has excessive absences (more than 11% of the total hourly face to face requirement for the course) the instructor may recommend to the OTA Program Chair that the student be withdrawn from the course. If the OTA Program Chair agrees, the student will be withdrawn from the course, resulting in a W or F, depending on the date of withdrawal.

IV. Make-up work may be required for absences of any time span in order to ensure that students acquire information and skills presented during their absence.

V. Extended absences due to special circumstances will be handled at the discretion of the Program Chair. As stated above, withdrawal procedures may be necessary.

VI. There is no such thing as an excused absence or tardy. All absences and tardies will be considered as described above. If a student is absent due to illness, a physician’s excuse may be requested by the instructor.

VII. In the event of an absence, for any reason, grades taken on daily work, such as quizzes and lab exercises may not be made up.
VIII. Elective absences, for example, missing class for a pre-planned event, must be discussed in advance with the course instructor. Failure to do so could result in disciplinary action.

**Personal Appearance and Dress Code**

The Personal Appearance and Dress Code Policy, established by OTA faculty, is designed to optimize student learning experiences. Students are expected to follow these requirements when in class, lab or fieldwork, when attending required events and when conducting Program-related business.

OTA instructors or fieldwork educators (FWEs) may require students to dress in a certain way for specific learning activities. For example, at summer camps or other outdoor learning activities, shorts, t-shirts or warm up pants may be warranted. In such situations, the instructor will notify students and other instructors in writing.

1. Uniforms will consist of black scrubs during class, labs or fieldwork unless instructed otherwise. Crew neck undershirts of a solid color must be worn under scrub tops. Scrub uniforms must be of appropriate size and type so that if a student bends, squats, raises the arms overhead or assumes a quadruped position, no skin is visible.
2. For clinical sites that prohibit scrubs, students must wear black scrub pants and a Panola College OTA Program monogrammed polo shirt – either green or black (sold at the College store).
3. Clean tennis shoes and socks and required.
4. Level II fieldwork sites may require a different scrub set color and/or a lab jacket.
5. Students are required to wear an ID badge.
6. Jewelry must be minimal and may not interfere with any aspect of learning activities or patient care. No large loops or dangling earrings may be worn. Students may wear one body piercing at each ear lobe. Body piercings in other areas are not permitted. Gauges or spacers are not permitted. Students may be required to remove all jewelry for certain learning activities. A digital watch with a timer feature is required.
7. Tattoos must not be visible. Students must conceal visible tattoos in a professional, non-distracting manner.
8. Hair must be securely held off the uniform collar and away from the face. Ponytails must be secured so that they do not hang forward into the face area. Hair style should be moderate and clean. Hair must be no more than three inches above the crown. Large barrettes, bands, ribbons, bows, ties or similar adornments are not permitted. Hair color must be natural to humans. Facial hair must be neat and shortly trimmed. If facial hair impedes medical PPE, it must be completely removed.
9. Caps or hats may not be worn during clinical or learning activities.
10. Make-up should be worn in moderation. No perfumes, colognes, after shaves or
scented lotions or similar substances may be worn during patient care or learning activities; they may be offensive or could cause adverse reactions to others. Clothing and person should be free from body odor and tobacco odors. NO SMOKING WHILE IN UNIFORM.

11. Fingernails must be clean and filed smoothly. The fingernails should not extend beyond the fingertips. Fake nails and nail polish are not allowed.

12. When explicitly permitted in writing, shorts must be no more than 2 inches from the top of the knee. Shorts may not be form-fitting.

13. When explicitly permitted in writing, t-shirts must be solid, without logos. Exception: <br> t-shirts with Panola College logos may be worn.

14. When explicitly permitted in writing, warm up pants must not be form-fitting.

15. Sunglasses are not permitted during educational activities.

Students in non-compliance of this policy may be subject to disciplinary action. Additionally, students may be required to leave class, lab or fieldwork to correct the situation. In such cases, the student will be considered absent.

Exceptions to this policy may be considered with appropriate medical documentation.
**Professional Behavior Criteria and Assessment**

**Student Name:**

**Rating Scale:**
4 – Exceeds Standards: Performance is highly skilled and self-initiated (rarely earned).
3 – Meets Standards: Performance is consistent with expectations.
2 – Needs Improvement: Performance is progressing but still needs improvement for success in a work setting.
1 – Unsatisfactory: Performance is below expectations and could not be sustained in a work setting. This rating is earned when there is a concern about performance.

I. **Professional Behaviors**

<table>
<thead>
<tr>
<th>Score</th>
<th>1. Ethics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Consistently adheres to the Panola College OTA Program Student Ethics policy.</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Score</th>
<th>2. Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Consistently adheres to safety regulations. Anticipates potentially hazardous situations and takes steps to prevent accidents.</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Score</th>
<th>3. Self-Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Takes responsibility for improving his/her professional competence by seeking out learning opportunities and seeking out interactions with mentors, instructors and FWEs. Actively engages in classroom and virtual discussions.</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Score</th>
<th>4. Responds to feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Responds constructively to feedback. Reflects on outcomes and generates solutions.</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
</tr>
<tr>
<td>Score</td>
<td>5. Basic Work Behaviors</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------</td>
</tr>
<tr>
<td></td>
<td>Consistently demonstrates effective work behaviors including initiative, preparedness, dependability and work site maintenance.</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Score</th>
<th>6. Advanced Work Behaviors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Uses resources to generate solutions prior to asking questions.</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Score</th>
<th>7. Time Management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Demonstrates effective time management (punctuality, meets deadlines, etc.).</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Score</th>
<th>8. Interpersonal Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student demonstrates positive interpersonal skills including but not limited to eye contact, body posture, empathy, cooperation, tact and flexibility.</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Score</th>
<th>9. Cultural Competence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Demonstrates respect for diversity factors of others including but not limited to socio-cultural, socioeconomic, spiritual and lifestyle choices.</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Score</th>
<th>10. Advocacy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Participates or supports events, organizations or causes that positively impact at-risk populations.</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
</tr>
</tbody>
</table>
II. Communication

<table>
<thead>
<tr>
<th>Score</th>
<th>11. Verbal and Nonverbal Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clearly, effectively and respectfully communicates verbally and nonverbally with peers, instructors, the public, clients, families, and significant others.</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
</tr>
</tbody>
</table>
**Instructional Class/Lab Methods**

Course material will be presented in lecture/demonstration/lab format with performance of specific techniques in the laboratory during or following the lecture. Much of the OTA curriculum instruction is delivered through team based learning (TBL). Team based learning is a powerful form of small group learning that facilitates student preparation and engagement. Students may also experience hands-on patient skill labs, guest lecturers, service learning opportunities and field trips. A variety of technology will be used, including, live video, video playback, instructional videos, MS PowerPoint presentations, and streaming video presentations. All OTA course materials (syllabi, course schedule, reading assignments, handouts, etc.) will be provided via Canvas in MS Word or PDF format. Students are expected to access Canvas frequently in order to obtain necessary course materials.

**Exam Policies and Procedures**

**Make-up exams**

Students must notify the instructor in advance if unable to take a scheduled examination. If not, the student will receive a zero for the exam. A make-up exam will not be given in this circumstance.

Written or practical make up exams will not be given in the event of an elective student absence. Make up exams may be given upon extenuating emergent circumstances, for example, an illness or death in the immediate family. Instructors may ask for proof of extenuating circumstances.

The type of make-up exam given is at the discretion of the faculty and may be essay, short answer, open book, multiple choice, oral or any combination of test formats. The student should make every effort to make up the exam as soon as possible. Exams not made up within one week of the scheduled date may be given a grade of zero at the discretion of the instructor.

**Post Test/exam review**

Learning theorists have proven that students retain and learn more when given immediate feedback regarding performance. Faculty members will assign high priority to the timely return of assignments, quizzes and exams. Faculty may review exams with students and address all questions relative to the exam such that the entire class may benefit. Students may be required to express specific concerns about exams and grading in writing and make an appointment with the faculty member for further discussion. For optimal transference of learning, final exams should be reviewed during the last week of class when possible.

**Testing Procedures**

We, as a faculty, do not employ examination procedures because we think students are inclined to cheat. In fact, we expect that OTA students will not cheat. Instructors will design a
class atmosphere that encourages and facilitates academic honesty. In order to do this we adhere to the following procedure when administering written exams or quizzes:

1. Classroom tables must be separated.
2. Only two students are allowed per desk. If laptops are being used, students will sit facing each other on opposite ends of the desk.
3. Students will be required to place all materials on the floor or away from the testing area.
4. Each student may bring several pens/pencils to the testing area.
5. Once the instructor hands out or opens the exam, no talking is permitted.
6. During the examination period, students are permitted to go to the restroom one at a time.
7. If a student has a question regarding the examination, the instructor may address the question. When appropriate, all of the students are allowed to hear the question and answer that the instructor provides. Only questions regarding test question clarity will be addressed by the faculty.
8. Exams delivered by computer are password protected. As the students are taking the exam, the password will be changed to protect the integrity of the exam.

**Testing Procedure for Lab or Skills Examinations**

The OTA faculty members recognize that students learn from observing the lab or skills examinations of other students. During a skills examination, a limited number of students may be allowed to directly observe and an unlimited number may be allowed to observe a live stream video. On occasion, students may participate in the exam as an untrained assistant. In such cases, observing students are to follow the instructions of the student being tested if they are asked to participate in any way. Observing/participating students are not to act independently. Under no circumstances should observing/participating students give verbal or non-verbal cues to the student being tested. These actions will be considered as dishonest and unethical and could result in a zero for the observer or other consequences as described in the Disciplinary Action section of this manual.

**Late Assignment Policy**

Students are expected to submit completed assignments on time, according to written instructions. The course instructor may extend an assignment deadline if notified of extenuating circumstances prior to the deadline. Students can expect a 50% reduction for assignments that are submitted one day late. Assignments submitted more than one day late will result in a grade of zero.

**OTA Student Advising**

All OTA faculty are responsible for advising OTA students on matters related to coursework and/or fieldwork success. Academic advising guidelines are as follows:
1. Upon acceptance into the OTA program, students are assigned a faculty advisor.
2. During the first semester of the program, each student is evaluated by his or her assigned faculty advisor using the Professional Development Assessment form included in this manual.
3. Students are expected to meet with his or her assigned faculty advisor at least once each semester to discuss academic progress.
4. Questions or concerns about a specific course should be discussed with the course instructor.
5. Students may make an appointment with an adjunct instructor or visit a full time instructor during designated office hours (or by appointment).

**Pre-Class Assignments**

It is critical that students complete all pre-class assignments, as outlined in the course schedule or assigned by the instructor. Students will receive point deductions for each day that an assignment is late as outlined in the course syllabus. Students failing to return requests for course-related information (CPR cards, health records, insurance, fieldwork information packets, etc.) may receive up to a 5 percentage point deduction from his or her overall course grade for each day that the information is late and may be subject to further disciplinary action. Assignments or other required documentation that is submitted late is considered an ethics violation (refer to Ethics section in this manual). Electronically submitted assignments must be submitted in the specified format.

**Video Recording and Photographs**

To enhance the education process, photographs or video recording of students will occur during lecture, demonstration and/or lab experiences. The OTA classrooms and equipment rooms are have motion-triggered cameras. Video recording of skills examinations may be used for instruction or evaluation purposes. Students should be prepared for photographs and/or video recording during lecture or lab. Photographs and videos may also be used for OTA program advertisement. *Your signature on the last page of this Student Policy Manual grants permission to be videoed or photographed.*

**Grade Reporting**

Students who are not passing at mid-term will be notified electronically via “Campus Connect”. The percentage system for letter grades below will be used for all reporting with the exception of OTHA 2366 and 2367. Specific grading criteria are detailed in each course syllabus and reviewed at the beginning of each semester.

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89%</td>
<td>B</td>
</tr>
<tr>
<td>75 - 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 - 74%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>
Social Media

Integrity extends to social media. Social media is defined as: web-based and mobile platforms for user generated content that create interactive and highly accessible and often public dialogues. This includes, but is not limited to: Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut, Whatsapp, Vine, Snapchat, Twitter, Tumble, Flickr, Instagram, any electronic association such as photos or videos, on any device with internet or photo capability such as Smart Phone watches, and any future social media devices or networks.

Students and faculty should not request to be added, friended or followed by each other on any social media. This includes clinical instructors, fieldwork educators, preceptors, and other people or entities affiliated with the Panola College Health Science programs and the education of Panola College students (i.e. any employee in the agency whether directly educating you or not). This does not apply to officially sanctioned, closed sites developed by Panola College or your program nor does this apply once the student has successfully completed the program and has graduated from Panola College or is no longer a student.

Students shall not post any derogatory or negative remarks regarding anything related to Panola College or their fieldwork/clinical setting. Patient privacy is paramount and HIPAA guidelines must be followed and adhered to by every student at all times including on social media.

Consider what you post on any social networking site – you may think it disappears after a certain amount of time, but it does not. Many potential employers view your sites to determine if they are interested in hiring you. Be aware of everything you post – and be professional – now and always!

Violation of this policy by the student will result in disciplinary action according to this policy manual.

Student Safety - Classroom, Lab and Fieldwork

The OTA Program promotes safety for all students, staff, faculty, and patients. The OTA program complies with accepted policies, standards, and guidelines set forth by the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA). Students learn about Standard Precautions in the first semester and the concepts are practiced and reinforced throughout the program.

Students are responsible for using Standard Precautions and infection control guidelines and are responsible for any personal expenses that may occur in the event of an exposure. In the event a student becomes exposed to blood or body fluids, the exposure should be reported to
the fieldwork educator, course instructor and the authorities at the fieldwork site. Guidelines from the fieldwork site for such exposure should be followed including documentation.

Additionally, the following procedures will be followed to ensure safety:

- Food is not allowed in classroom or lab areas (exception: official meetings, events or class-related).
- The ADL kitchen area and kitchen equipment/tools are for supervised lab practice only. No food/drink items are to be stored, prepared or heated in the kitchen.
- Children are not allowed in the classrooms or labs.
- Panola College employees are not allowed to dispense or administer medications or pain relievers.
- The Maintenance department is responsible for inspection of electrical equipment and fire extinguishers. Fire extinguishers are labeled to reflect the date of inspection.
- Students will notify faculty members of non-working or malfunctioning equipment and the faculty member will submit a work order for repair. The malfunctioning equipment will be tagged as such by the faculty member and students will not be allowed to use the item until it is repaired.
- Students are responsible for cleaning equipment and materials used in class/lab and returning them to the proper storage area.
- Dirty/used linens should be put in the laundry hamper.
- Only the 4 step safety ladder will be used when suspending therapy equipment.
- Safety mats will be placed under each suspended equipment platform when in use.
- Suspended equipment platforms will be removed when not in use and the height adjustment kit will be raised to approximately 6’.
- Flammables (aerosols, paints, tanning fluids, etc.) are stored in the flammables cabinet located in room 1116.
- Lint in the clothes dryer lint trap will be discarded upon each use of the dryer.
- Students may not access therapy equipment without instruction from a faculty member.

Throughout the program students will use a variety of therapeutic media, supplies and tools. Students must follow all written and oral instructions prior to beginning lab activities. Faculty will orient students to potentially harmful materials/equipment and explain any risks and contraindications prior to demonstrating their proper use. Students will be required to demonstrate competent and safe use of materials and equipment prior to ongoing use. In the event of an accident, Crisis Management Plans and first aid kits are available in OTA classrooms/labs 1120, 1121 and 1122.

The Pony Alert system is an emergency notification program that notifies faculty, staff and students via text and e-mail message in the event of severe weather or other campus emergencies. Also, there is a telephone in each classroom that can broadcast emergency messages to students and faculty. Using the classroom phone, faculty members can make local (on campus) calls and outside emergency calls.
**Evacuation Procedures**
If an emergency arises during class or lab, your instructor will safely escort you out of the building in the shortest possible route. If you are not in class and an emergency arises, proceed to the closest exit and continue well beyond the building to an area of safety. All classrooms are supplied with maps showing the nearest exit route.

**Student Communication**
(phones, data devices, telephone messages and e-mail)

**Handheld Electronic and Similar Devices**
In an effort to promote an environment conducive to learning and testing, the following policies will be enforced:

Students are not allowed to use handheld electronic devices or other potentially distracting devices during class, labs or exams, except when approved for use by the instructor for educational purposes. Students are not allowed to use handheld electronic devices or other potentially distracting devices at clinical or fieldwork sites. If a student has an emergency situation he or she must obtain the course or fieldwork educator’s permission to use the device. Because of the disruptive nature of cell phones, the student and instructor must agree on what constitutes an “emergency situation” for an exception to be granted. Students must set such devices so that they do not disrupt the classroom or clinic, i.e. off or in silent mode. As an aspect of classroom management, any OTA instructor has the option, at any time, to restrict the presence or use of cell phones from his or her classroom environment.

Devices used for medical purposes must not be audible and must be inconspicuously placed so as not to distract or draw attention to the device.

**Emergency Access to Students**
In the case of an emergency, your family may contact the OTA office at 903-694-4000 and speak with a department staff. The staff may screen the call to determine if the message is of an emergency nature. If the student is on campus in class, the message will be delivered immediately. The student is responsible for notifying the family, day care, etc. when he or she will be away from campus. Students are encouraged to have a back-up system for emergencies. The information provided on your Student Information Sheet will be used to locate you or your next of kin in the event of an emergency. If emergency requires that a family member must speak directly with a student, the department secretary will call the classroom and the student will be dismissed. Family members are not allowed to directly access classrooms under any circumstance.
Change of Personal Information
It is the student’s responsibility to immediately inform the OTA department secretary of changes in personal information while enrolled in the OTA program. This includes changes in e-mail and physical addresses, telephone and mobile phone numbers, marital status, etc.

B. FIELDWORK POLICIES

Clinical and/or Practicum courses are considered “Fieldwork” experiences. Each semester, you will participate in a hands-on practical learning experience with individuals. Fieldwork provides an opportunity for the student to practice and learn in community based agencies, schools, hospitals, clinics, mental health settings and eldercare communities. Students will have three (3) Clinical courses each focusing on a specific area of study - Pediatrics, Mental Health and Adults. The focus of the Clinical courses is to give students opportunities to apply foundational skills needed by all OT practitioners - rapport building techniques, understanding of human behavior, group dynamics, interpersonal skills, group facilitation skills and critical reasoning. The Clinical courses consist of 96 hours of learning time through a combination of field experiences and hybrid learning formats. The instructor of the Clinical course provides onsite supervision for an aspect of the clinical course.

Practicum I and II are the final courses of the OTA program and consist of 336 hours each with 640 hours directly working with individuals receiving OT services. The focus of Practicum courses is to provide an opportunity for students to apply their understanding of evidence based practice in an eight (8) week full time supervised OT practice setting under the direct supervision of an OT practitioner.

This section of the handbook describes policies and procedures which govern the fieldwork portion of your educational program. Please be aware that noncompliance with regulations or failure to execute the responsibilities in this section may jeopardize your standing in the program or affect your eligibility to practice after graduation.

Fieldwork Completion
As stated in the College Catalog, Level I Fieldwork (Clinical) placements begin and end in concert with the corresponding academic courses. Assignments related to fieldwork experiences may be given in any academic course taken concurrently with a clinical. It is the goal of the OTA program to integrate classroom learning within a context that supports the ability to apply new skills.

Level II fieldwork (Practicum) courses are capstone experiences designed to help students integrate information learned in didactic courses. To ensure a positive learning experience for both student and fieldwork educator (FWE), Level II Fieldwork
experiences (OTHA 2366 and 2367) must be completed within 18 months of the completion of the 5th semester.

**Pregnancy Considerations**

Students will be allowed to attend Level II fieldwork courses (OTHA 2366 and OTHA 2367) only up until the end of the first trimester of pregnancy (12 weeks). A student whose pregnancy has advanced or will have advanced beyond the 12th week by the first scheduled day of fieldwork will not be allowed to register for the fieldwork course (and any co-requisite courses). In such cases, the student will make an appointment to meet with the OTA Program Chair and Academic Fieldwork Coordinator to develop a plan for completing graduation requirements.

**Fieldwork Placement Policy**

While the OTA Program Chair and other faculty members have input into student placements, the Academic Fieldwork Coordinator (AFWC) is responsible for finalizing all Clinical and Practicum assignments. Fieldwork placements are designed to expose the student to as many areas of occupational therapy practice as possible and, thereby, facilitate the attainment of the essential skills needed for the entry level practice of occupational therapy.

Students are given an opportunity to provide input regarding areas of interest before fieldwork assignments are made. However, the program cannot grant assurances that students will be placed in specific or preferred sites. Students should be prepared to incur expenses for transportation, travel, food and uniforms during required fieldwork assignments. Every effort will be made to place students within a reasonable (60-90 minute) driving distance from his or her residence. Students residing in rural areas can expect longer commutes. Quality fieldwork sites and fieldwork educators whose practice supports the program’s mission are limited. For this reason, students may be required to comply with additional site requirements as listed in the College catalog. For example, some fieldwork sites require additional background check information, drug screens or health insurance. In such cases, these must be purchased at the student’s expense.

Students who choose not to attend an assigned fieldwork site will earn an “F” for that course. Extenuating circumstances for consideration may be submitted to the Program Chair in writing. Depending on the circumstances, the student may be re-assigned to a different site, however it is up to the AFWC if there will be any special criteria for the re-assignment.

Fieldwork placements are reserved many months (and in some cases, up to a year) in advance of a scheduled fieldwork experience. The AFWC will assign all eligible students to specific facilities for Level I and Level II Fieldwork experiences. It is very difficult to re-
schedule student fieldwork placements once assignments have been made. For this reason, the decisions regarding fieldwork placements are final.

The Program cannot assume liability for timely rescheduling of fieldwork placements canceled by the clinical site. However, the Program recognizes and accepts its ethical obligation in those situations where the facility or fieldwork educator has canceled a scheduled placement, or when extenuating circumstances have precluded the student's participation in the experience.

**CPR Certification and Immunization Policy**
Students must have current CPR and immunization documentation on file in the OTA office in order to participate in fieldwork courses (OTHA 2366 and 2367).

**Collaboration between OTA Program and Fieldwork Site Regarding Student Progress**
At a minimum, the Academic Fieldwork Coordinator (AFWC) who is also the Practicum instructor will receive student progress reports at midterm from the fieldwork educator. Contact between the AFWC, the student and/or fieldwork educator increases if problems arise. This is explained in detail below in the FIELDWORK PROBLEMS OR CONCERNS section.

**Fieldwork Evaluation:**

**Level I Fieldwork (Clinical)**
Student performance in Level I Fieldwork is generally evaluated by the fieldwork educator assigned at the site and/or by OTA faculty through completion of assignments. The student will complete three (3) Level 1 courses during the OTA program each consisting of a minimum of 96 hours. The focus of Level I courses is to develop foundational OT practitioner skills related to professionalism, interpersonal skills and clinical reasoning. The fieldwork educator will use the Clinical Skills Assessment form to assess student performance. This form evaluates basic professional behaviors of the student rather than specific, technical skills. The student is responsible for submitting this finalized, scored, document to the corresponding course instructor on the designated date.

Where assigned, the student may also complete and share with the fieldwork educator a Student Evaluation of Level I Fieldwork. If required, it is the student’s responsibility to return a signed copy of this form to the corresponding course instructor on the designated date.

Students participating in Level I fieldwork are required to complete a Clinical Time Log that verifies attendance required for Fieldwork. It is the student’s responsibility to ensure the accuracy of the time log entries, obtain required signatures and keep a running total of fieldwork hours completed. Inaccurate or incomplete time logs will be considered an ethical violation and may result in disciplinary action and/or course grade reductions.
If a student is fails, is removed/withdrawn from, or fails to complete the hourly requirement of the Level I Fieldwork rotation, this will result in an “F” for the course. Health-related exceptions may be made with the consent of both the OTA Program Chair and Dean of Health Sciences.

**Level II Fieldwork (Practicum)**

The student will complete two (2) 336 hour Level II Fieldwork placements once all other OTHA courses have been successfully completed. Student performance and course grade in Level II Fieldwork is assessed by the fieldwork educator assigned at the site of the affiliation and the course instructor as stipulated in the course syllabi. Grading is guided by AOTA’s *Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student (FWPE)*. The evaluation form provides an objective assessment of the student’s skills performed at the clinical site. The fieldwork educator meets with the student weekly to discuss progress, formally at the midpoint and again upon completion of the 8 week experience. Student progress, rated on a scale of 0-100%, is submitted at both midterm and final evaluation periods. Level II Fieldwork courses are Pass/Fail with at least a 70% score on the final FWPE. In addition, the student must score at least a “3” on the first three areas of the FWPE which pertain to Ethics and Safety.

The student will complete and share with their fieldwork educator a Student Evaluation of Level II Fieldwork Instruction form at the midterm and final evaluation periods each rotation.

Students participating in Level II fieldwork are required to complete a Clinical Time Log that is signed by the fieldwork educator at least weekly. It is the student’s responsibility to ensure the accuracy of the time log entries, obtain required signatures and keep a running total of fieldwork hours completed. Inaccurate or incomplete time logs will be considered an ethical violation and may result in disciplinary action and/or course grade reductions.

If a student fails, is removed/withdrawn, or fails to complete the hourly requirement of the Level II Fieldwork rotation, this will result in an “F” for the course. Health-related exceptions may be made with the consent of both the OTA Program Chair and Dean of Health Sciences.

**Fieldwork Problems or Concerns**

Fieldwork concerns may be identified at any point by the fieldwork educator, the student or by the AFWC. Students may contact the AFWC any time he or she has a concern. However, the student will be encouraged to resolve issues as independently and professionally as possible. If unresolved concerns remain, the fieldwork educator, AFWC, student and course instructor will discuss problem areas and strategies for success. In such cases, the AFWC will remain in weekly contact with the fieldwork educator, the course instructor and/or the student until the issues are resolved. The OTA Program Chair may be asked to participate in meetings or discussions at any time during this process. All conference minutes and information related to student performance are maintained in the student’s electronic file in the OTA department. A student may file an appeal through the academic appeals process described below.
Fieldwork Academic Appeal Process

The purpose of the fieldwork academic appeal process is to provide a mutually acceptable method for the prompt and equitable settlement of student grievances regarding fieldwork.

The following steps should be followed by as student wishing to file a fieldwork academic appeal:

Step 1: Resolution with Fieldwork Educator (FWE)

The student who believes he/she has a legitimate appeal should first discuss the concern with the Fieldwork Educator. The Fieldwork Educator is responsible for:

1. Seeking the underlying causes of the problem or concern.
2. Rendering a fair and impartial decision based on the facts relevant to the issues involved.
3. Consulting, with the course instructor and/or the AFWC for a solution to the problem.
4. Documenting all efforts to settle the issue.
5. Notifying the Academic Fieldwork Coordinator promptly if a complaint has not been resolved.

If the student still feels the problem has not been resolved, he or she can proceed to step 2 and file a formal academic appeal. A formal appeal must be submitted in writing to the OTA Program Chair and must include a description of the problem, the history of efforts to resolve the problem and the requested remedy.

Step II: Formal Appeal

When the OTA Program Chair receives the written notification of grievance by the student the following will occur:

1. The fieldwork course instructor and the academic fieldwork coordinator will collaboratively form an action plan.

2. Action plans may include but are not limited to:
   - Contacting the student for gathering of data, counseling and/or advisement.
   - Contacting the FWE for clarifying information. Resolution may be possible at this point with resources, advising, etc.
   - Review of current OTA program and fieldwork site policies.
   - Arranging for a site visit to meet with the student and FWE to clarify areas where misunderstanding may exist due to a failure by either party to properly clarify their intentions. The Program Chair may attend this meeting.
• Providing the FWE and/or student with resources for solving the grievance and for optimizing the learning experience.

3. Assigned OTA faculty/staff will document the details of the situation and place into the appropriate student file and send copy to the OTA Program Chair.

**Step III: Final Resolution**

The OTA Program Chair will be responsible for:

1. Reviewing documentation and recommendations from the AFWC, course instructor and FWE.
2. Collaborating with the AFWC, course instructor and FWE to determine a course of action. Fair and impartial decisions/actions will be made based on the facts relevant to the issues involved.

If the student is not satisfied with the disposition of the matter then he or she may continue with the academic appeals process as described in the Student Pathfinder. If a decision was made to withdraw a student from the fieldwork site, the student will not be assigned to a different site until the appeal is fully resolved.

**Professional Risks**

Interactions with clients in the health care system carry inherent risks to both the client and the health care provider, including, but not limited to communicable diseases. In the first OTA course and regularly throughout the curriculum, students will be given information regarding known risks for various diseases and the standard precautions required to prevent the spread of infection.

All students will be expected to provide appropriate care to clients assigned to them in any health care setting as a learning experience. These assignments may include clients with medical diagnoses of tuberculosis, hepatitis A or B or C or HIV. Refer to the Classroom/Lab safety section of this manual for additional details.

**Fieldwork Attendance Policy**

If a student is tardy (arrives late or departs early) or is absent on the scheduled days of fieldwork, he/she **MUST** notify the OTA Program Secretary **AND** the fieldwork educator by telephone **prior** to the assigned reporting time. Each failure to follow this policy will result in point reductions from the student’s grade and will be considered a “strike” (see Disciplinary Action section of this manual). If the student fails to follow this procedure a third time, he/she will be withdrawn from the OTA program. All absences from fieldwork experience **must** be made up at a time convenient to the clinic as agreed upon by the student, the fieldwork educator, and the course instructor.
Recurrent tardiness or absences to fieldwork will not be permitted. If a student is tardy or absent more than once, an action plan must be created as a performance improvement measure with the fieldwork educator and course instructor. If an additional tardy or absence occurs after the action plan is in place, it will result in a “strike” (see Disciplinary Action section).

**Fieldwork Educational Assignments**
Students should be prepared for additional assignments that may be required by the fieldwork educator at the facility. Assignments are designed to enhance your learning experience and should be treated as such. ALL assignments must be completed in a timely manner to successfully complete the clinical affiliation.

**Confidentiality**
It is unethical to share information with other individuals regarding facilities, fieldwork educators, or classmates outside of the classroom. It is illegal to share such information about patients. Violation of this ethical code may result in expulsion from the OTA Program. For additional information, refer to the Ethics section of this manual.

**Student Conference**
For information about student advising, refer to the Student Advising section of this manual. Student conferences may be scheduled at times convenient for both student and faculty. At any time, students may request to meet with any faculty member or the Program Chair to discuss academic issues or other issues that impact the student’s success in the Program. When a student's academic or professional performance is unsatisfactory, she/he will be required to meet with the OTA Program Chair and/or faculty to discuss areas of concern. Topics of discussion might include the student’s classroom/lab performance, fieldwork issues, or professional behaviors. Concerns regarding future or present fieldwork placements are directed to the academic fieldwork coordinator.

The Professional Development Assessment Rating Scale and/or Conference Forms may be used to guide conference discussions. Students may be asked to generate a written action plan.

**Disciplinary Action**
When students make poor choices, especially those that violate policies described in this manual, it is the OTA faculty’s responsibility to meet with the student individually to provide feedback and help the student learn from the situation. In such cases, a "Disciplinary Action Form" will be completed by the faculty and student. The student will be provided with a copy of the completed form.
Poor choices that involve minor infractions will result in a “foul” or warning. More serious infractions that include but are not limited to failure to respond to previous feedback, behaviors that affect or could potentially affect the safety of others, and dishonesty will result in a “strike”. Fouls and strikes are cumulative throughout the program. Every third foul converts to a strike, even if unrelated. Upon earning three strikes (or nine fouls) the student will be withdrawn from the OTA program, resulting in “F” in all OTHA courses that semester.

Below are more examples of the lesser, “foul” offense. This is not an all-inclusive list.

- Smoking on the Panola College campus or other prohibited areas
- Cell phones disrupting the educational environment
- Failure to adhere to social media policies
- Inappropriate dress or nail length
- Using offensive voice tone or language
- Unauthorized use of supplies or equipment
- Failure to follow procedures regarding tardiness
- Non-adherence to direct requests (contacting fieldwork educators, completing immunizations) that affect educational programming

Below are some examples of behaviors that warrant a “strike”. This is not an all-inclusive list.

- Repeated “foul” offenses or foul offenses that result in unusually negative consequences
- Non-adherence to direct requests from Panola College faculty or staff (i.e. contacting fieldwork educators, completing immunizations) that affect educational programming
- Behavior that threatens the safety of others (hitting, throwing objects, etc.)
- Threatening, coercing or intimidating others
- Failure to follow notification procedures when absent (depending on results)
- Breaches in confidentiality that adversely affect clients or peers

There are some behaviors that may result in immediate withdrawal from the Program, without going through a 3 step process. Examples may include, but are not limited to, extreme cases of “strike” offenses, offenses involving substance abuse, patient abuse, or fieldwork site/learning site abandonment (leaving a learning environment or designated area without notification/permission).

* The student’s signature does not necessarily indicate that the student agrees with the statements made on the form(s), only that the issues stated on the form were discussed with the student and the student had an opportunity to review the form(s) and make comments.
Physical Examination/CPR Certification/Immunizations

Students accepted into the program must complete a physical examination by a licensed physician and must show proof of current immunizations. Students must submit the completed physical examination as directed. Students are required to maintain current CPR certification throughout the program. All students must successfully complete a CPR class as a part of OTHA 1405, Principles of OT. Students will provide the OTA office with copies of required immunization and CPR documentation.

**Important!! Students are responsible for maintaining current health records in the OTA department; students failing to do so will not be allowed to attend OTA classes. Failure to maintain current immunizations and submit health care records is considered an ethical violation and will result in disciplinary action. Non-compliance could result in dismissal from the OTA Program.**

Immunizations:


All required immunizations must be kept current. Students provide proof of required immunizations as required during admission and prior to participating in clinical experiences. In addition, students must meet the college immunization requirements as well as any individual facility requirements when attending clinical.

Required Vaccinations for Students Enrolled in Health-related Courses in Institutions of Higher Education:

This section applies to all students enrolled in health-related courses, which will involve direct patient contact. Students may be enrolled while obtaining the required vaccines and acceptable evidence of vaccination but cannot be in simulation or clinical until vaccination status is current.

1. One dose of Tetanus/Diphtheria/Acellular Pertussis (TDAP) is required, followed by TD every 10 years.

2. Students who were born on or after January 1, 1957 and do not present with a positive MMR titer must show acceptable evidence of vaccination of two doses of measles, mumps, and rubella (MMR) vaccine administered since January 1, 1968 and a positive rubella titer.

3. Students shall receive a complete series of Hepatitis B vaccine (3) OR show serologic confirmation of immunity (titer) to Hepatitis B virus. Shots in progress must be # 1 documented by application, # 2 one month after first dose, and # 3-four months after first dose. If, after six (6) doses of vaccine, the student produces a negative titer then the
student shall be deemed a non-responder and is considered to have met the criteria.

4. Students shall show documentation of a positive Varicella titer. Students showing a negative titer shall receive the Varicella vaccination and titer a second time.

5. Students shall show documentation of annual flu vaccine.

6. An annual negative TB test (ppd or Quantiferon Gold) must be documented. If positive, an annual negative chest exam must be verified by primary provider.

Declination of any immunization must follow department of State Health Service Policy Title 25 Part 1 Chapter 97 Subchapter B Rule 96.62 of the Texas administrative Code: https://www.dshs.texas.gov/immunize/school/exemptions.aspx. Students may also be required to complete a declination required by a clinical facility.

Polio vaccine is not required but students are encouraged to determine they are immune to poliomyelitis.

Acceptable Evidence of Vaccinations:

a) Vaccines administered after September 1, 1991, shall include the month, day and year each vaccine was administered.

b) Documentation of vaccines administered that include the signature or stamp of the physician or his/her designee, or public health personnel is acceptable.

c) An official immunization record generated from a state or local health authority, such as a registry, is acceptable.

d) A record received from school officials including a record from another state is acceptable.

e) Laboratory results must be provided for titers: Serologic confirmations of immunity (titer) for measles, mumps, rubella, hepatitis B, and varicella illnesses are acceptable if they consist of a laboratory report that indicates confirmation of immunity.
Section III - HEALTH SERVICES, PHYSICAL LIMITATIONS, and BACKGROUND CHECKS and DRUG SCREENS

Health Services
Students in the OTA program have the same access to health services provided to other students enrolled in the College. Panola College offers no health care facility on campus. If an accident or emergency occurs on campus, aid will be administered in accordance with the Panola College General Catalog and The Pathfinder. The cost of any professional service is the responsibility of the student. Students are encouraged to have medical insurance coverage from a company of their choice. The Panola College Human Resources Office provides information concerning a sickness and accident insurance policies available to students and their dependents.

A list of area health care providers can be obtained in the OTA office.

Physical Limitations Policy
In the event of an illness, accident, injury, or other medical condition that hinders a student’s ability to perform in the classroom or laboratory setting, the Occupational Therapy Assistant program may require a physician’s statement authorizing the student to continue participation in academic and/or fieldwork courses. Specific release guidelines may be requested for situations involving back injury, surgery, pregnancy, communicable diseases, etc.

If a student is injured in class, lab or fieldwork, the course instructor must be notified immediately. If the student is injured at fieldwork, the fieldwork educator must be notified immediately and the student may be treated in the hospital emergency room or may go to a private physician. Agency guidelines will be followed for unusual occurrence reporting. Students are responsible for any medical costs incurred.

The student will also notify his/her course instructor of the condition so that appropriate policies may be followed. It is the responsibility of the student to advise the course instructor or fieldwork educator of any activity limitations or changes that occur from any condition that may affect successful completion of the current course objectives. The student will then have his/her physician complete the Limitations & Liability Release Form at the beginning of each semester and/or anytime during the semester as changes occur.

The OTA faculty will consider the limitations or other treatment plan prescribed by the primary care provider and will attempt to accommodate such plans. In the case of pregnancy, Panola College assumes no responsibility for problems that may occur with the fetus, the pregnancy or the delivery. (Refer to the Fieldwork section of this manual for additional information regarding pregnancy and fieldwork).
Panola College OTA Program
Limitations & Liability Release

I, _______________________________, age __________, am a student at Panola College. I am currently under the care of ____________________________________ (primary care provider name and credentials)

for the following condition/injury: ________________________________________________.

My primary provider has recommended the following limitations: ________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Primary Provider Signature: _________________________
______________________________________________________________________

Printed Primary Provider Name: ____________________________________________

I am requesting to be allowed to continue in the OTA curriculum with modifications as outlined by my instructor(s) and participate in activities as able.

I HEREBY FREELY, KNOWINGLY, AND VOLUNTARILY ELECT TO PARTICIPATE IN ASPECTS OF THE OTA PROGRAM, AS I AM ABLE. I HEREBY AGREE TO RELEASE, INDEMNIFY AND HOLD HARMLESS PANOLA COLLEGE OCCUPATIONAL THERAPY ASSISTANT PROGRAM, ITS FACULTY, STAFF, AGENTS AND EMPLOYEES FROM ANY AND ALL LOSS, DAMAGE, CLAIM, OR LIABILITY ARISING FROM THE SAME, INCLUDING BUT NOT LIMITED TO PERSONAL INJURIES SUSTAINED BY ME OR INFLECTED UPON ANOTHER.

I PERSONALLY ASSUME ALL RISK OF MY VOLUNTARY PARTICIPATION. ________ (initials). I HAVE READ THIS IN ITS ENTIRETY AND I ACKNOWLEDGE THAT IT IS LEGALLY BINDING.

Dated this __________ (day) __________ (month) __________ (year)

__________________________________
Student Signature

WITNESS:
Name: __________________________
Address: ________________________
**Criminal Background Checks And Drug Screens**

In an effort to promote client safety, most OTA Program fieldwork sites require verification of a student’s background check and drug screen results prior to permitting the student to participate in the educational program at the facility. It is for this reason that a background check and drug screen are required as a condition of continued enrollment in the OTA program. Panola College engages the services of a private agency to conduct background checks and drug screens. A favorable review of this information by the OTA Program as a condition of continued enrollment is not binding upon a fieldwork facility. A fieldwork facility may refuse to permit a student to participate in a Clinical or Practicum if current background check information and/or drug screen results are not provided, or if upon review, it determines the student is disqualified. For this reason, upon admission to the OTA Program, students are required to acknowledge, in writing, that background check and drug screen results must be shared with fieldwork facilities. Panola College will designate the agency selected to do the screenings. All drug screening information will be kept in confidential paper or electronic files.

The drug screen procedure is as follows:

1. During the first week of the program, the student will sign and submit the Confirmation of Student’s Understanding and Agreement page of the Student Policy Manual indicating knowledge of and consent to this policy.
2. Students will complete a Student Medication Record.
3. The list of OTA students to be tested will be sent to the designated screening agency.
4. The results of the screenings will be sent directly to the OTA Department Chair for review.
5. A student with a positive drug sample must have the results detailed and verified by a second testing center at cost to the student. Students should be advised that additional testing may cost in excess of $200.
6. A student with an unexplained positive drug screen will be dropped from the program (see Substance Abuse Policy).
7. Students are responsible for providing drug screen documentation to a designated person at the fieldwork facility.
8. Students will repeat the drug screen process again in the 4th semester.

The criminal background check procedure is as follows:

1. During the first semester a list of OTA students will be sent to the Panola College Campus Police department.
2. The results of the criminal background checks will be sent directly to the OTA Department Chair for review.
3. The OTA Department chair will send the results to each student electronically via Canvas mail.
4. Students with positive criminal backgrounds will be individually counseled and advised to obtain early eligibility determinations from NBCOT for certification and TBOTE for Texas licensure, both of which are required in order to legally provide OT services.

5. Students are responsible for providing criminal background documentation to a designated person at the fieldwork facility.

6. Students will repeat the criminal background process again in the 4th semester.
# Student Medication Record
Panola College OTA Program

<table>
<thead>
<tr>
<th>Name:</th>
<th>SS#</th>
<th>DOB:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician’s Name:</td>
<td>Physician’s Address</td>
<td>Physician’s Phone #:</td>
</tr>
</tbody>
</table>

**LIST ALL MEDICATIONS CURRENTLY TAKING:** *(This includes all prescription medication herbal medications, over the counter medications, vitamins and birth control medications)*

<table>
<thead>
<tr>
<th>Name of Medication</th>
<th>Dosage</th>
<th>Frequency</th>
<th>Reason Taken</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If more room is required, use another sheet of paper.
Section IV. PANOLA COLLEGE HEALTH SCIENCES
SUBSTANCE ABUSE POLICY

Any student enrolled in a Health Science program will be tested for drugs twice while completing the Program (see Criminal Background and Drug Screen Policy). In addition, testing will occur when there is a reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e. drugs which are controlled substances under federal law that are not being used under the supervision of a licensed health care professional (as prescribed), or otherwise in accordance with the law. The student will be subject to disciplinary guidelines as indicated in the Student Handbook for Panola College and/or the department.

Procedure:
1. Students will be asked to submit to drug screening by their program Chair in the following circumstances:
   a. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherence, marijuana or alcohol odors
   b. Possession of drugs, apparent paraphernalia or alcoholic beverages.
   c. Detailed, factual and persistent reports of misuse by multiple colleagues.
   d. Abnormal or erratic behaviors such as sudden outburst, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
   e. Involvement in suspicious accidents.
   f. Apparent lapses in judgment or memory
   g. Unusual lethargy.
2. Faculty and students will adhere to the following testing guidelines:
   a. The student will sign consent to undergo drug screening upon admission.
   b. The instructor(s) will document student’s behavior and confer with program Chair (see attached documentation form). If a program Chair is the faculty member concerned about the student’s behavior or if the program Chair is unavailable, the conference will be with the Dean of Instruction or Dean’s designee.
   c. A request for a drug screen will be initiated.
   d. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
   e. The program Chair will arrange for transportation of the student directly to a designated testing center accompanied by a Panola College representative.
   f. After the drug screen specimen has been obtained the student will be transported back to the point of origin or home.
3. The student is excluded from all clinical/field and/or classroom and lab activities pending results of the drug screen.
4. Drug screen findings will normally be interpreted by the designated testing center as soon as possible.
5. Positive results will be sent to the Dean of Instruction where they will be kept in a confidential, locked file. Records may be released only to the student or the decision
maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of a positive drug test.

6. The College will bear the cost of the initial drug screen. If the drug screen is positive, the cost of testing will be billed to the student.

7. Student may have positive drug screen detailed and verified by a second testing center at cost to the student. Student should be advised that additional testing may cost in excess of $200.

8. During the review process by the Vice President of Instruction and the program Chair, the student will have the opportunity to:
   a. Explain the cause of the positive drug screen
   b. Provide the name of the physician authorizing any prescription medications.

9. The Dean or Chair will contact the attending physician for verification. If verification is obtained, the student will be monitored to assure medication use is appropriate.
   a. Any evidence of impairment (inability to function in the role defined by the program) due to prescribed medications will result in probation. The student, in collaboration with his/her physician and the program Chair will develop a plan for reducing the impairment. Failure to develop or follow the plan will result in dismissal from the program.
   b. Any evidence of impairment due to misuse of prescribed medication will be documented and result in dismissal from the program.

10. If drug screen is positive and unexplained/unverified, the student will be:
    a. Dismissed from the program (see readmission below)
    b. Reported to the state licensing agency, if applicable

11. The student may appeal the recommendation using the student Grievance Procedure in the Student Handbook (*Pathfinder*, online).

12. A student who tests positive will be provided a list of community resources for treatment.

13. If the drug screen is negative, the student will be immediately reinstated by the program Chair and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.

**Substance Abuse Recovery – Student Applicant or Readmission**

Panola College believes that persons identified as having substance abuse problems can benefit from therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable source. No recovering student shall be denied learning opportunities purely on the basis of history of substance abuse. A student applicant with a positive pre-admission test result or with a prior history of substance abuse (whether or not they have previously been dismissed from a health science program) will be required to do the following before entering:

A. Demonstrate at least two years of abstinence immediately prior to application.
B. Provide letters of reference from all employers within the last two years.
C. Provide a report of participation and current status from an acceptable treatment or support source(s).
D. Sign an agreement to participate in monitoring by random drug screening consistent with the policy of Panola College Health Sciences Division and the clinical agency where assigned for client care. Testing will be paid for by the student.

E. For ADN candidates only: Obtain information regarding a declaratory order from the Board of Nurse Examiners prior to taking the licensure exam.

F. For VN and OTA candidates: Faculty will provide directions for contacting licensure/certification boards.
Consent for Drug Screening

I, ___________________________, recognize that the use and abuse of alcohol, drugs or substances can create an unsafe clinical working environment for others and myself. When requested, I agree to provide a blood, urine and/or breath sample to the drug-testing laboratory designated by Panola College. I also permit the testing laboratory to release the results of the drug-screening test to designated Panola College authorities. I give permission for prescription medications to be verified with the prescribing primary health care provider by the College authorities.

______________________________ ________________
Student Name                     Date
Confirmation of Student’s Understanding and Agreement

This is to certify that I have read and understand the information found in the Panola College Occupational Therapy Assistant Student Policy Manual 2017-2018 Edition. I agree to abide by all rules, regulations and guidelines and requirements contained herein.

I also understand that failure to abide by these rules and regulations may serve as grounds for disciplinary action that could lead to withdrawal from the OTA Program.

Additionally, I understand that I may be required to submit background check and drug screen results to fieldwork placement sites.

__________________________________________
Student Signature

__________________________________________
Student Printed Name

__________________________________________
Date