

St. Clair College  
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Program Coordinator: Dr. Phil Rance PhD. Reg. PT

## **Occupational/Physical Therapy Assistant Program**

*Welcome to St. Clair College – Chatham Campus. The content of this orientation guide was developed with the goal of assisting you through the exciting transition into post-secondary education. Please read through the following information and if you have any questions feel free to ask.*

### **Course Work**

- Please note that the passing grade for all classes with course codes starting “OTP” is a “C” or 60%.
- In order to maintain the academic integrity of each of the courses routine “make-up” papers will not be offered to students. This is with respect to students who have either failed a single written exam and wish to improve their grade mid-course, or to students who fail to pass the course as a whole.
- Make-up opportunities can only be offered rarely and under exceptional circumstances
- Courses that have a tested practical component or observed skills checklist as well as theory exams require that BOTH the practical and theory components achieve a 60% passing grade independently to pass the course. These courses include OTP 200, 300, 305, 400 and 405.
- Students who fail ONLY the practical exam may be offered the opportunity to retake the exam at the end of the semester at the discretion of the professor and the program coordinator.

### **Lab Classes**

- LAB hours ARE MANDATORY. You must call or email your professor if you are unable to attend.
- Arrive promptly for mandatory college lab classes at the scheduled time.
- If you miss 3 labs you are at risk of receiving an unsatisfactory grade and failing the course. Any time missed will have to be made up. Videos missed are to be watched in the library and brief summaries handed in to your clinical teacher.

- Students will be required to review a set of lab rules and documents. This is mandatory for all students using the OTA/PTA lab. Completion of a “declaration of completion” is required by all students within the first two weeks of commencement of each course with a lab component. Your first lab class will be in semester two.
- Students who have not completed the training and the subsequent documentation will not be allowed to attend any further labs (after week two) until completion and any work missed as a result will be the responsibility of the students and subject to normal “missed work without justification” penalties.
- The declaration of completion will be required for EVERY course that requires lab time and the material covered will be considered course content and may be tested on any course assessment.
- Students are initially allocated to early and late labs on a random basis and where possible students will have equal numbers of early and late labs. Students MAY NOT simply attend the lab of their choice and switching labs with a fellow student may only be undertaken with the permission of the course professor.

### **Class Assignments**

- All assignments for all courses must be complete and on time. If you are late without a valid AND justifiable reason you will receive a zero.
- Papers will only be accepted in a format approved by the professor.
- Unless specifically stated otherwise it is the responsibility of the student to ensure that work is handed in on time and in the format required by the professor. Last minute technological issues are NOT a legitimate reason for late work unless exceptional circumstances arise.
- Exceptions may be made if a paper is to be handed in late for medical reasons or other legitimate emergencies. The student will inform the professor before the deadline, if not, the usual late rules will apply. This pre-arrangement requirement will be waived only on an exceptional basis and a medical note or proof of emergency may be required at the discretion of the professor.
- **PLEASE NOTE** - a “reason” and an “emergency” are **NOT** the same so simply informing your professor that work will be late may be insufficient justification. Reasons for accepting late papers are at the discretion of the professor and /or program coordinator but must be exceptional if outside the usually acceptable medical or emergency circumstances.

**Advanced Standing.** It is possible that some students will have completed prior classes that can be used for advanced standing for this diploma. Most usually these are general elective

classes that have been completed either at St Clair College or at other institutes of higher learning. In general current policy is as follows but be aware that policy is subject to change:

- Elective classes from St Clair College have the suffix “G” after the course code. These are transferable to the OTA/PTA program. St Clair College elective transfers happen automatically so do not need to be formally transferred.
- Elective classes from other institutions will most usually have the suffix “G” and can usually be transferred with the appropriate paperwork.
- Transfer credits must have a passing grade of “C” or better.
- If you wish to transfer credits from a previous post-secondary institution you have attended please ensure that you have the course outline (this is **NOT** the class syllabus/ class schedule, it is the official outline of contents which should be available to you through the registrar’s office of the prior institution). You will also need an **UNOPENED** copy of your official transcript. The transfers cannot be processed without both.
- Should you wish to submit potential courses for transfer review, an unofficial transcript as well as the course outline must be provided. The sealed official transcript will still be required before final processing however.
- For potential non- elective St Clair course transfers I will simply need a copy of your transcript.
- If you wish to transfer credits please get onto this sooner rather than later as there may be a delay in graduation if you wait until the last moment

## **Accommodations for LEARNING NEEDS**

- Anatomy and Physiology (and if necessary Clinical Pathology) tutoring will be set up and this can be arranged through student services. Formal class tutoring for A+P may be hosted by Dr. Phil in weeks 9-14 of the course. Attendance is strongly recommended.
- For any students who perceive that they are struggling with any courses it is strongly suggested that a meeting with one of our counselors be set up to discuss learning and studying strategies. Specific peer tutoring may also be available
- The current counselor is Jenifer Johns (ext. 3272) or you can contact The Student Services Admin Assistant, at ext. 3306.
- For students requiring classroom or exam accommodations, these will need to be verified by the counsellors at student services. Students who receive accommodations for learning needs (note takers, extra time for writing exams etc.) will receive a form that should be given to each of your professors.

- If writing tests/exams in a separate room, this must be booked at least one week in advance in student services and your instructor needs to know so that she or he may leave the test/exam with the appropriate person.

## **EVERYONE - Please read the statement below – and PLEASE take it seriously!!**

"Academic misconduct, including cheating of any form will not be tolerated. Consequences may include, but are not limited to a warning, a grade of "Zero" on the assignment, test, examination or a failing grade in the course." (Code of Students Rights and Responsibilities: Section 4.3 & 5.3) All students and employees of this college have a right to study and work in an environment that is free from harassment and discrimination."

### **Books**

- Program books will be found in the Campus Book Store under the relevant course codes. The following are the course codes for the first semester: OTP 101, OTP 102, OTP 103 and OTP 111. The only book required for semester one in Clinical Kinesiology and Anatomy by Lynn S Lippert 6<sup>th</sup> Ed. ISBN: 3658233. This book is required for OTP 101, 103 and courses in semester two. You may also be able to obtain used books from our senior students or through independent websites.
- The books will likely be available by the beginning of August, call first to confirm. The Campus Book Store is open 0830-1530 Monday to Thursday and 0830-1230 on Fridays. Starting in mid August the store will move back to regular hours 0830-1600 Monday to Friday. The Campus Book Store is located on the first floor next to the cafeteria.  
**Extension: 3231**

**For second hand books check the book store or the bulletin boards on the wall across from the bookstore.**

### **General**

- Should you wish, you have 10 days in which to withdraw from the program BUT you MUST see either one of the counselors at Student Services to fill out the withdrawal form.
- St. Clair College is a Scent Free Building. Please refrain from using perfume, cologne or scented products.
- While it is recognized that we all need a vacation at times it is strongly recommended that students do not take time away from their studies unnecessarily. Missed assignments and exams for non-emergency time off will not be offered make-up options.

## Computer Access etc.

- Make sure you enter your password and user ID on the computer. If you need help with that, Library Staff will be happy to assist you. This information is found in your student handbook that has been mailed to you.
- Usernames – will consist of the entire student number, beginning with the letter W.
- Password – will consist of the first two letters of your FIRST name, and the first two letters of your LAST name and the last 4 digits of your student number.
- If you e-mail me – you MUST use your St. Clair College e-mail account.
- Please Note that most, if not all, course related correspondence will occur through the Blackboard Learning System. As such, it is very important that you keep your contact information updated and check your college email regularly.

## Clinical Placements:

- Clinical placement does not start until semester 3 but is an integral part of your education. Two placements occur, one in the latter seven weeks of semester 3 and the second in the latter seven weeks of semester 4.
- While health and police check requirements are **NOT** needed until semester 3 it is strongly recommended that ALL requirements are in place **at the beginning** of semester 3. While it is important to obtain all of the requirements in a timely fashion please be aware that if they are obtained too soon it is possible that they will have expired prior to completion of placement and require renewal.
- A list of all the requirements is available on the St. Clair website under the OTA & PTA page. Please remember that sometimes there are delays or issues come up that take time to sort out. If you do not have the requirements completed in time, **for whatever reason**, you will not be allowed to commence placements. So.....keep it on your radar and if you are unsure, ask!
- Placements can be in Chatham-Kent or, due to the full time 7 week block format, can be undertaken at a location of your choosing. While out-of-town placements cannot be guaranteed, we have had good success in locating many “home town” work site opportunities.
- Should you source a specific place at which you wish to have a placement please speak to Dr. Phil as soon as you can. Generally speaking.....
  - If the placement has never been used before you will be given preference.

- The placement must be supervised by a PT or OT
- We try to get one clinic and one LTC facility or hospital placement, so rarely will two independently sourced placements in a similar facility be acceptable.
- Missed clinical time (even legitimate sick time etc.) will need to be made up.
- Each placement is considered independent and requires 259 hours of placement time – 7 x 37 hour weeks. Extra time from the first placement cannot be banked to make the second placement shorter.
- St Clair college scrubs are REQUIRED for all placements. This includes placements where the “wear what you like” option is given. The only exception is when an agency specifically requests that scrubs are NOT worn.

### **Important Numbers and Emails to Know**

- **Ms. Monica Tighe**, Chair School of Health Science, St Clair College.  
[mtighe@stclaircollege.ca](mailto:mtighe@stclaircollege.ca) Ms. Tighe can be reached by phone at ext. 4456
- **Dr. Phil Rance**, program coordinator will have office hours on Monday, Wednesday and Friday from 12 – 2 pm. Please make an appointment by emailing at [prance@stclaircollege.ca](mailto:prance@stclaircollege.ca) . Dr. Rance can be reached by phone at ext. 3315
- **Mrs. Linda Quick** is the departmental administrative assistant for the Health Science programs at SCC. Linda is available from 8 am - 4pm Monday to Friday. Her desk is upstairs in the faculty office area, room 200. Linda is located at the second desk in this room which is the office across the hall from the elevator and can be reached at ext. 3244 or at [lquick@stclaircollege.ca](mailto:lquick@stclaircollege.ca)

**Welcome to the Occupational Therapy Assistant and Physiotherapy Assistant Program at St. Clair College. We are looking forward to sharing this educational experience with you!**