

# Completing the PT MACS for CI's

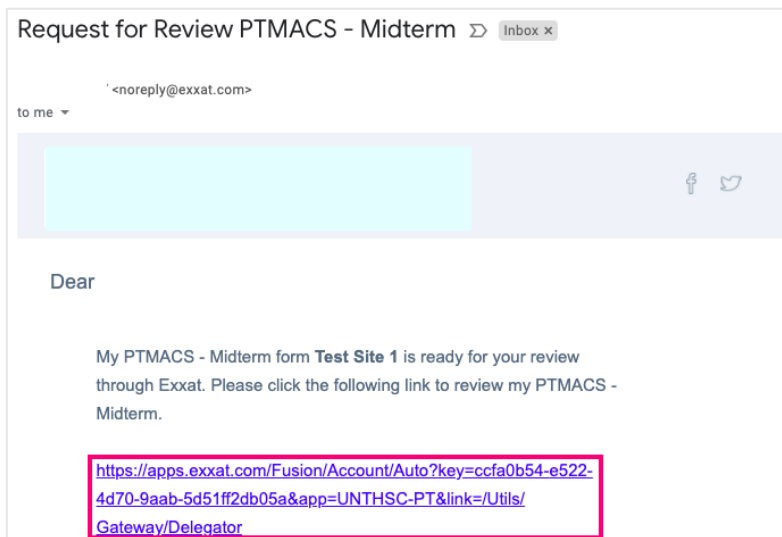
## STEPS PT

You may be working with a student that will use Exxat to complete the PTA MACS evaluation. Here is how you'll access the evaluation tool.

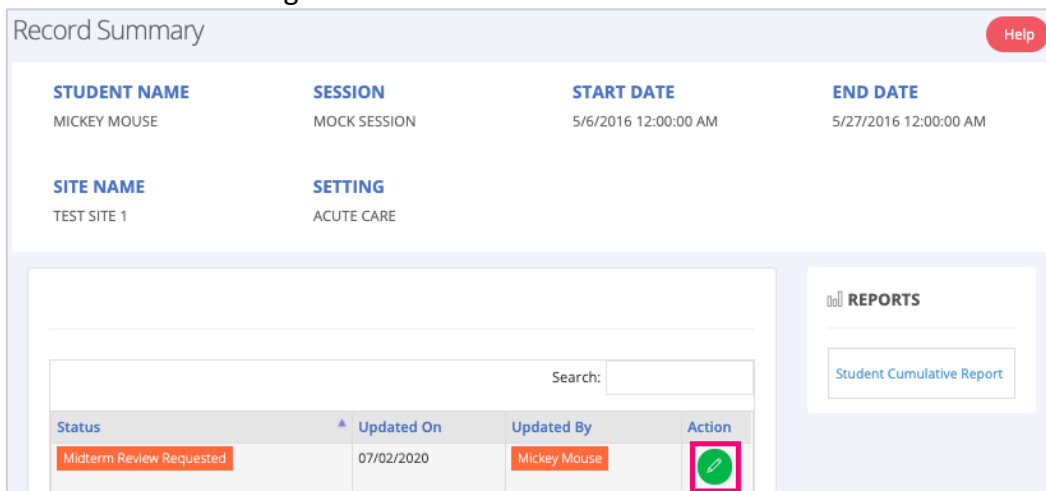
- [Starting Midterm](#)
- [Completing Final](#)

### Starting Midterm:

1. The student will complete their midterm and send you the form once completed. You will receive an email. Click on the link to open the form.
  - a. *For a better experience, please use Google Chrome if possible.*
  - b. *Please note the link will expire after **60** days.*



2. You'll be taken to the Record Summary page. Click on the green edit pencil for the desired student to begin the PT MACS form.



3. A new tab will open with the form. (Skills #1-11)

- a. You can always Save your progress and come back to complete the form at a later time. Click the orange Save button to save your progress.
- b. Once done with the first section click the Next button to move to the next section.

Physical Therapist Manual for the Assessment of Clinical Skills Help

STUDENT NAME	SESSION	START DATE	END DATE
MICKY MOUSE	MOCK SESSION	5/6/2016 12:00:00 AM	5/27/2016 12:00:00 AM
SITE NAME	SETTING		
TEST SITE 1	ACUTE CARE		

**INSTRUCTIONS:**  
**Skill Rating's:**  
 A. Student and CI should review the school's syllabus and read each skill and its objectives at the beginning of the clinical experience  
 B. CI should identify applicable objectives(Not ALL objectives apply to each setting)  
 C. CI should discuss expectations required to complete each skill  
 D. Student and CI rate the student's performance relative to all applicable objectives for the setting at mid-term and final evaluation  
   a. Student will complete their self-assessment first and then a link will be emailed to the CI for both mid-term and final-term

<b>+</b> <b>Above entry-level:</b> Surpasses entry-level standards for this setting by meeting all applicable objectives; practices the skill safely, effectively, consistently and efficiently.
<b>✓</b> <b>Entry-level:</b> Meets entry-level standards for this setting by meeting all applicable objectives; practices the skill safety and effectively.
<b>NI</b> <b>Not Independent:</b> Below entry-level standards for this setting; does not meet all applicable objectives; practices the skill with supervision or assistance from the CI requiring guidance and/or correction. <b>Requires comment by CI.</b>
<b>U</b> <b>Unacceptable:</b> Well below entry-level standards for this setting; does not meet applicable objectives even with repeated assistance from CI to correct deficits; practices the skill in an unsafe and/or ineffective manner despite repeated guidance from CI. <b>Requires comment by CI citing incidents/reasons for the Rating: CI or CCCE must call DCE as soon as possible once the student earns this Rating:</b>

**Section I: PROFESSIONAL BEHAVIORS - Mid Term**

**++: Above Entry-level, ✓: Entry-level, NI: Not Independent, U: Unacceptable, N/A: Not Applicable**

4. For each question you'll see the student rating & enter your own rating along with any comments. All ratings are mandatory and must be entered in order to move forward.

Professional Behaviors: Skill #1 Professionalism

**Objectives:**

- a. Abides by state licensure regulations, facility policies and procedures, and APTA Code of Ethics.
- b. Confirms informed consent from patient or responsible party.
- c. Projects professional image at all times.
- d. Maintains patient/client confidentiality in accordance with best practice and legal standards.
- e. Manages personal affairs in a manner that does not interfere with professional responsibilities.
- f. Respects authority and complies with decisions of those in authority.
- g. Implements, in response to an ethical situation, a plan of action that demonstrates sound moral reasoning congruent with core professional ethics and values.

Student Mid Term Rating:  +

CI Mid Term Rating:  +  ✓  NI  U  N/A

Enter your Notes here.

5. After clicking on Next, you'll see another page with more skills to rate. (Skills #12-16)
  - a. To go back to the previous section, click Back.
  - b. To save progress & continue later, click Save.
  - c. Once done with this section, click Next to continue.

⏪ Back   Save   ⏩ Next

**For better user experience and performance, we recommend using [Google Chrome](#) browser for PTAMACs**

**Section II: Plan Of Care - Mid Term**

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**Plan of Care: Skill #12 Patient History and Chart Review**

**Objectives:**

- a. Identifies pertinent information by performing an organized review of patient record prior to intervention.

**Plan of Care: Skill #13 Implementation of Plan of Care**

**Objectives:**

- a. Understands the POC written for the individual patient.
- b. Implements delegated interventions identified in the POC.
- c. Monitors the patient status and progress toward short term and long term goals and outcomes and reports to the supervising PT or

6. The next section (Skills #17-22) will have skills you'll rate the student on and comment as needed.
  - a. Once ready, click Next to move onto the next section.

**Management of Care Delivery: Skill#17 Safety During Patient Management**

**Objectives:**

- a. Recognizes and manages safety concerns in all aspects of patient/client management.
- b. Solicits and directs assistance when unable to independently manage patient/client safely.
- c. Uses appropriate body mechanics and guarding techniques.
- d. Demonstrates safe handling of patient and equipment (eg, lines, tubes, and lift devices).
- e. Familiarizes self with risk management policies of facility (eg, patient and environmental emergency procedures, disaster plan, and incident report procedures).
- f. Demonstrates awareness of risk management issues (eg, falls, burns, healthcare associated- infection, and safety hazards) that may have legal ramifications.
- g. Reports suspected cases of abuse of vulnerable populations as appropriate.
- h. Responds effectively to patient/client and environmental emergencies.

**Student Mid Term Rating:** +

**CI Mid Term Rating:** \*    +    √    NI    U    N/A

notes

7. Complete the following section (Skills #23-24) by rating the student on each item.
  - a. Once ready, click Next to move onto the next section.

**Practice Management: Skill#23 Payment/Reimbursement**

**Objectives:**

- Understands reimbursement processes and payment systems (eg, need for pre-approvals from payors, prospective payment systems, PT and PTA differences in reimbursement patterns).
- Codes correctly for reimbursement (eg, CPT, diagnostic codes, G codes).
- Documents effectively for justification of plan of care, DME, etc.
- Composes effective letters of medical necessity.
- Weights treatment decisions with an understanding of financial implications (eg, patient costs related to frequency of therapy, equipment recommendations).

**Student Mid Term Rating:** +

**CI Mid Term Rating:** \*  +  ✓  NI  U  N/A

notes

**Practice Management: Skill#24 Personnel and Financial Management**

**Objectives:**

- Provides cost effective and efficient quality care (eg, use of support personnel, scheduling, productivity expectations).
- Participates in outcomes collection/management regarding care delivery (eg, patient satisfaction surveys, chart audits, quality assurance activities).
- Demonstrates a basic understanding of budgeting issues (eg, equipment purchases, maintenance schedules, consumables).
- Understands personnel decisions pertinent to the facility (eg, staff mix, scheduling, and overtime issues).
- Understands basic marketing strategies and/or activities.

**Student Mid Term Rating:** +

**CI Mid Term Rating:** \*  +  ✓  NI  U  N/A

notes

8. Complete the next section (Skills #25-28) by rating the student on each skill.
  - a. Once ready, click Next to move onto the next section.

[Back](#) [Save](#) [Next](#)

**For better user experience and performance, we recommend using Google Chrome browser for PTAMACS**

**Section V: Healthcare Environment - Mid Term**

**+: Above Entry-level, ✓: Entry-level, NI: Not Independent, U: Unacceptable, N/A: Not Applicable**

**Healthcare Environment: Skill #22 Safety**

**Objectives:**

- Recognizes and remedies safety concerns during patient care.
- Asks for assistance when unable to independently manage patient safety.
- Uses appropriate body mechanics and guarding techniques.

**Healthcare Environment: Skill #23 Interprofessional Practice**

**Objectives:**

- Collaborates with those who receive care, those who provide care, and others who contribute to or support the delivery of health services.
- Communicates one's roles and responsibilities clearly to patients, caregivers, and other

9. You will see a summary of the ratings provided so far, both the students' and your ratings:
  - a. Click on the blue "i" next to each skill to see the objectives.
  - b. If you would like to go back and make changes to your selections, click Back.
  - c. If you would like to save your progress and come back to the form at a later time, click Save.
  - d. Once you are done with this page & don't need to challenge any ratings, you'll click Submit.

[Back](#) [Save](#) [Submit](#)

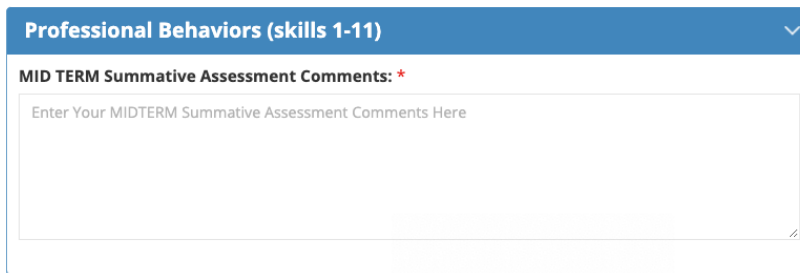
**+: Above Entry-level, ✓: Entry-level, NI: Not Independent, U: Unacceptable, N/A: Not Applicable**

**INSTRUCTIONS:**  
Please review your Rating's & scroll down to enter Summative Comments.  
Please hover on the icon ⓘ to see all the objectives for all the skills

**CI Rating's**

Skills	CI Mid Term Rating:	CI Final Term Rating:	CI Comments
<b>SECTION I: PROFESSIONAL BEHAVIORS</b>			
Skill #1: Professionalism ⓘ	N/A		notes

10. Scroll on down and you'll enter summative assessment comments for all skills & overall performance.

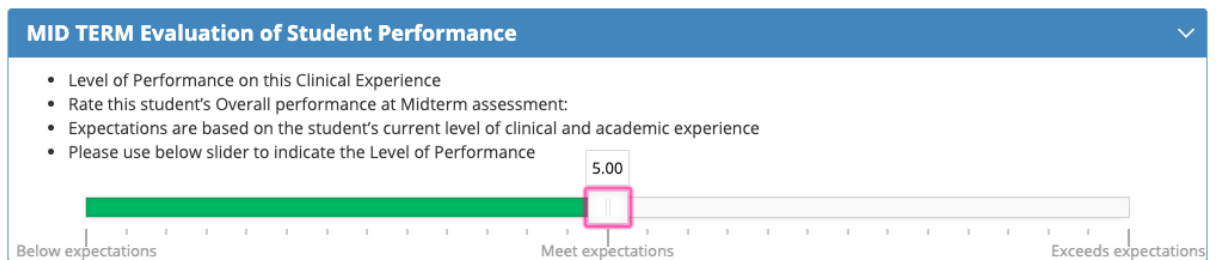


**Professional Behaviors (skills 1-11)**

**MID TERM Summative Assessment Comments: \***

Enter Your MIDTERM Summative Assessment Comments Here

11. Next up you'll rate the student on their level of performance. Use the slider to make your selection.



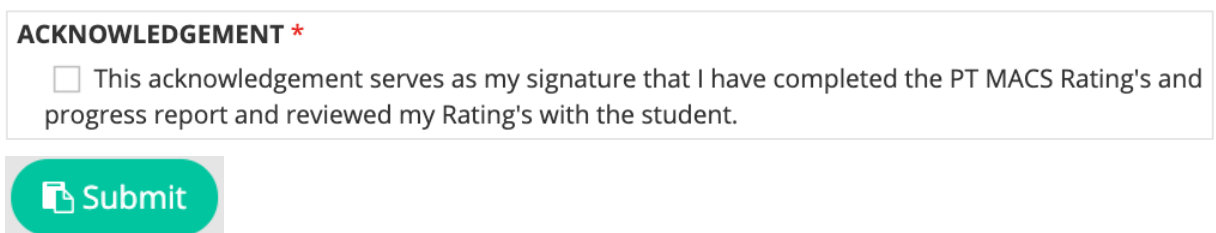
**MID TERM Evaluation of Student Performance**

- Level of Performance on this Clinical Experience
- Rate this student's Overall performance at Midterm assessment:
- Expectations are based on the student's current level of clinical and academic experience
- Please use below slider to indicate the Level of Performance

5.00

Below expectations Meet expectations Exceeds expectations

12. And lastly, sign off on the acknowledgement statement and submit when ready.

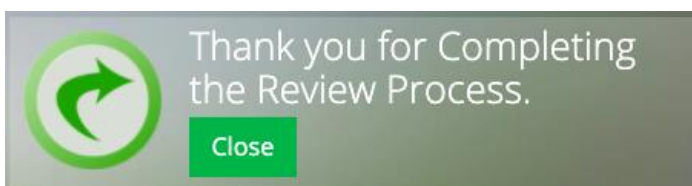


**ACKNOWLEDGEMENT \***

This acknowledgement serves as my signature that I have completed the PT MACS Rating's and progress report and reviewed my Rating's with the student.

**Submit**

13. Once you submit, the page will refresh and notify you you're all done! The student will now review the midterm, signoff and make it available for the school to review.




### Completing the Final:

1. The final follows the same process; the student will complete the final, and then send you an email for you to complete the final.
2. You'll receive an email with a link. Click on the link to access the form.

My PTMACS - Finalterm form **Test Site 1** is ready for your review through Exxat. Please click the following link to review my PTMACS - Finalterm.

<https://apps.exxat.com/Fusion/Account/Auto?key=34ecd35c-1248-466c-bfd7-6cb15d75a4a9&app=UNTHSC-PT&link=/Utils/Gateway/Delegator>

- You'll be taken to the Record Summary page. Click on the green edit pencil for the desired student to begin the PTA MACS form.

Status	Updated On	Updated By	Action
Finalterm Review Requested	05/21/2020	Mickey Mouse	

For better user experience and performance, we recommend using **Google Chrome** browser for PTAMACs

**Section I: Professional Behaviors - Final Term**

+: Above Entry-level, √: Entry-level, NI: Not Independent, U: Unacceptable, N/A: Not Applicable

**Professional Behaviors: Skill #1 Professionalism**

**Objectives:**

- a. Introduces self as a student.
- b. Adheres to legal practice standards, including all federal, state, and institutional regulations and APTA Core Ethics Documents.

**Professional Behaviors: Skill #2 Commitment To Learning**

**Objectives:**

- a. Demonstrates willingness to evaluate own performance.
- b. Identifies problems and information/learning needs.
- c. Seeks and utilizes appropriate resources to facilitate learning.

- For each skill (Total of 28) you'll see the midterm ratings & comments, along with the students' final ratings:

**Professional Behaviors: Skill #1 Professionalism**

**Objectives:**

- a. Abides by state licensure regulations, facility policies and procedures, and APTA Code of Ethics.
- b. Confirms informed consent from patient or responsible party.
- c. Projects professional image at all times.
- d. Maintains patient/client confidentiality in accordance with best practice and legal standards.
- e. Manages personal affairs in a manner that does not interfere with professional responsibilities.
- f. Respects authority and complies with decisions of those in authority.
- g. Implements, in response to an ethical situation, a plan of action that demonstrates sound moral reasoning congruent with core professional ethics and values.

**Student Mid Term Rating:** +

**CI Mid Term Rating:** √

**Student Final Term Rating:** +

**CI Final Term Rating: \***  +  √  NI  U  N/A

**Mid Term Comments**

**Final Term Comments**

- a. Once done with each section, click Next to continue.
- b. To go back to the previous section, click Back.
- c. To save progress & continue later, click Save.



5. Once you've completed the rating activity, you'll see a summary page of all the ratings both midterm and final:
  - a. Click on the blue "i" next to each skill to see the objectives.
  - b. To go back to the previous section, click Back.
  - c. To save progress & continue later, click Save.
  - d. Once you are done with this page & don't need to challenge any ratings, you'll click Submit.

**+: Above Entry-level, √: Entry-level, NI: Not Independent, U: Unacceptable, N/A: Not Applicable**

**INSTRUCTIONS:**  
 Please review your Rating's & scroll down to enter Summative Comments.  
 Please hover on the icon ⓘ to see all the objectives for all the skills

CI Rating's ▼

Skills	CI Mid Term Rating:	CI Final TermRating:	CI Mid Term Comments	CI Final Term Comments
<b>SECTION I: PROFESSIONAL BEHAVIORS</b>				
Skill #1: Professionalism ⓘ	√	+		comment
Skill #2: Commitment to Learning ⓘ	√	+		comment

6. Scroll on down and you'll enter summative assessment comments for all skills & overall performance.

**Professional Behaviors (skills 1-11)**

**MID TERM Summative Assessment Comments:**  
test

**FINAL TERM Summative Assessment Comments: \***  
Enter Your FINALTERM Summative Assessment Comments Here

- Next up you'll rate the student on their level of performance. Use the slider to make your selection.

**Final Evaluation of Student Performance**

**MID TERM Evaluation of Student Performance**

5.00

Below expectations | Meet expectations | Exceeds expectations

**FINAL TERM Evaluation of Student Performance**

- Level of Performance on this Clinical Experience
- Rate this student's Overall performance at Finalterm assessment:
- Expectations are based on the student's current level of clinical and academic experience
- Please use below slider to indicate the Level of Performance

0.00

Below expectations | Meet expectations | Exceeds expectations

- The last item is to sign off on the acknowledgement statement.

**ACKNOWLEDGEMENT \***

This acknowledgement serves as my signature that I have completed the PT MACS Rating's and progress report and reviewed my Rating's with the student.

- Once ready click Submit.



- Once you submit, the page will refresh and notify you you're all done! The student will now review the final and acknowledge the ratings given.

