



PHYSICAL THERAPIST ASSISTANT PROGRAM
BASIC WORKPLACE SKILLS ASSESSMENT FORM
(Letter of Recommendation)

I, _____, hereby authorize the individual named below to complete this assessment form and return it directly to the Physical Therapist Assistant Program at McLennan Community College. I understand that the information contained in this assessment form will be considered by the MCC Health Careers Admissions Committee when making admission decisions for the Physical Therapist Assistant Program. I waive ____/I do not waive ____ all future rights to review this form once submitted to the College and agree to respect the confidentiality of the remarks contained in this assessment form.

Signature of PTA Applicant

Date

Name of Individual to Complete this Form: _____

(One form must be completed by a PHYSICAL THERAPIST or a PTA. The second form should be completed by a current/recent employer or instructor.)

The PTA applicant named above has listed your name as a reference for application to the Physical Therapist Assistant Program at McLennan Community College. Please complete the following assessment of this individual, and then mail this form directly to:

PTA Program
McLennan Community College
1400 College Drive
Waco TX 76708

This form must be received in the PTA department by no later than June 1st. Late submissions will NOT be accepted.

Please place a check beside the appropriate response to the following questions:

How long have you known this person?

___ 6 months or less ___ 6-12 months ___ 1-3 years ___ 3 years or more

In what capacity have you known the applicant?

___ Teacher/Counselor

___ Employer/Supervisor within the physical therapy profession

___ Employer/Supervisor outside the physical therapy profession

___ Applicant was a volunteer/ did observation hours in this department

Purpose:

While it is essential that the applicant is academically able to be successful in the PTA program, academics alone does not ensure success as a clinician. It is imperative that persons entering the profession of physical therapy have attributes, characteristics or behaviors that are not explicitly part of the technical skills of a PTA but nonetheless are required for success in the profession. Ten professional behaviors were identified through a study conducted at the University of Wisconsin at Madison in 1991-1992. The ten abilities identified are listed below. Based on your interactions with the applicant, please rate them as honestly as possible on the following:

If a category was not observed, please indicate by marking "X" in the space provided.

Commitment to learning					Not Observed _____	
1	2	3	4	5	6	7
Requires direction often, has difficulty identifying needs and sources of learning and rarely seeks out knowledge and understanding		Self directed, frequently identifies needs and sources of learning, and invites new knowledge and understanding			Highly self directed, consistently identifies needs and sources of learning and deliberately seeks out new knowledge and understanding	

Interpersonal skills					Not Observed _____	
1	2	3	4	5	6	7
Engages in non effective or judgmental interactions with persons in the clinical/classroom/work setting and loses focus in unexpected or new situations		Usually engages in effective and on judgmental interactions with most persons in the clinical/classroom/work setting and maintains focus in unexpected/new situations			Consistently engages in highly effective and non judgmental interactions with all persons in the clinical/classroom/work setting and responds exceptionally well to unexpected/new situations	

Communication skills					Not Observed _____	
1	2	3	4	5	6	7
Exhibits poor written, verbal and non-verbal communication skills and lacks ability to modify information to meet the needs of various audiences/purposes		Exhibits acceptable written, verbal and non verbal communications skills and is usually capable of modifying information to meet the needs of various audiences/purposes			Exhibits superior written, verbal and non verbal communication skills and readily modifies information to meet the needs of various audiences/purposes	

Effective use of time and resources					Not Observed _____	
1	2	3	4	5	6	7
Exhibits poor use of time and resources, shows lack of flexibility/adaptability, and seems incapable of setting goals		Obtains good results through proper use of time and resources, shows adequate flexibility/adaptability, and is capable of setting goals			Consistently obtains maximum results through superior use of time and resources, shows unusual flexibility/adaptability and sets realistic goals	

Use of constructive feedback					Not Observed _____	
1	2	3	4	5	6	7
Accepts feedback defensively, does not identify or integrate feedback, provides non constructive , negative or untimely feedback to others		Usually accepts, identifies, and integrates feedback from others, and frequently provides appropriate feedback to others			Seeks out, identifies, and eagerly integrates feedback from others, and constructive, timely, and positive feedback to others	

Problem solving**Not Observed**

1	2	3	4	5	6	7
Does not regularly recognize and define problems, analyze data, develop and implement solutions and evaluate outcomes		Frequently recognizes and defines most problems. Analyzes data, develops and implements solutions and evaluates outcomes			Consistently and insightfully recognizes and defines problems, analyzes data, develops and implements solutions, and evaluates outcomes	

Professionalism**Not Observed**

1	2	3	4	5	6	7
Exhibits questionable or poor conduct concerning ethics, regulations and procedures, and represents the profession in an incompetent and negative manner		Usually exhibits professional conduct concerning ethics, regulations, policies and procedures, and represents the profession in a competent and positive manner			Exhibits superior professional conduct concerning ethics, regulations, policies and procedures, and actively promotes/represents the profession in a highly competent/commendable manner	

Responsibility**Not Observed**

1	2	3	4	5	6	7
Demonstrates a poor level of commitment, is not dependable, not punctual, not aware of personal and professional limitations, and does not accept responsibility for actions and outcomes		Demonstrates an appropriate level of commitment, is usually dependable, punctual, aware of personal and professional limitations, and accepts responsibility for actions and outcomes			Demonstrates a high level of commitment over and above normal responsibilities, very dependable, always punctual, acutely aware of personal and professional limitations, and accepts full responsibility for actions and outcomes	

Critical thinking**Not Observed**

1	2	3	4	5	6	7
Does not identify, articulate, or analyze problems, does not distinguish relevant from irrelevant, does not recognize/differentiate among facts, illusions and assumptions and does not resent ideas		Frequently identifies, articulates and analyzes problems, distinguishes relevant from irrelevant, recognizes/differentiates among facts, illusions and assumptions, and presents ideas			Readily identifies, articulates, and analyzes problems, consistently and accurately distinguishes relevant from irrelevant, recognizes/differentiates among facts, illusions, and assumptions, and generates original ideas	

Stress management**Not Observed**

1	2	3	4	5	6	7
Fails to identify sources of stress/problems in self and others, does not seek assistance or utilize coping skills, and is unsuccessful at balancing professional/personal life		Is usually aware of sources of stress/problems in self and others, frequently seeks assistance as needed, utilizes coping strategies and maintains balance of professional/personal life			Accurately identifies sources of stress/problems in self and others, actively seeks assistance when appropriate, demonstrates effective use of coping mechanisms and successfully maintains a balance of professional/personal life	

Adapted from:

May W, Morgan BJ, Lemke J, Karst G, Stone H. Model for ability based assessment in physical therapy education. *Journal of Physical Therapy Education*. 1995; 91: 3-6.

Warren May PT, MPH, Laurie Kontney PT, DPT, MS, Z. Annette Iglarsh, PT, PhD, MBA. Professional Behaviors for the 21st Century. 2009.

Overall Engagement in Observation Experience**Not Applicable**

1	2	3	4	5	6	7
Fails to demonstrate engagement in observation experience.		Engaged; participates; shows interest in patients, staff, and treatment.			Actively engaged; high level of participation while on site; demonstrates investment in patients, staff, and treatment as well as the profession.	

Based on the known attributes and abilities of the applicant, what do you feel is the likelihood of them successfully completing the PTA program

1	2	3	4	5	6	7
Highly unlikely to be successful based on the above rated abilities		Likely to be successful based on the above rated abilities			Highly likely to be successful based on the above rated abilities	

Based on the known attributes and abilities of the applicant, would you recommend them for the PTA program

0	1	2	3	4
Do not recommend	Neutral (no strong opinion one way or the other)	Recommend with reservation	Recommend	Highly Recommend

Any additional comments about this applicant:

(Signature of person completing form)_____
(Date)

- Questions concerning this document should be addressed with the PTA program director, Heather Mattingly, 254-299-8715.

McLennan Community College provides equal opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment. The following person is designated to handle inquiries regarding nondiscrimination policies: Drew Canham, Vice President of Student Success, 1400 College Drive, 254-299-8645, titleix@mcclennan.edu