

Amarillo College



Physical Therapist Assistant Student Handbook

AMARILLO COMMUNITY COLLEGE

AC'S CORE VALUES

Create a No Excuses philosophy through actions which display the following values:

1. Caring through WOW
2. Caring through FUN
3. Caring through INNOVATION
4. Caring through FAMILY
5. Caring through YES

AC'S MISSION

Enriching the lives of our students and our community.

AC'S VISION

We will ensure a 70% Completion Rate by 2020

This program handbook describes the policies, regulations, and procedures which are currently in effect for the Physical Therapist Assistant Program at Amarillo College. Amarillo College always reserves the right to make necessary changes in the handbook at any time to reflect current Board of Regents policies, administrative regulations and procedures, and amendments imposed by Texas law.

Also, changes in the handbook may become necessary with the intent of improving the program. Should any change in policy and/or procedures become necessary, each student will be notified, in writing, of the change. Consequently, any change supersedes previous statements and the student will be required to abide by the change.

You are expected to carefully read this program handbook and become knowledgeable of its contents as soon as possible. You will be responsible for “living” its contents each day while you remain in this educational program. Any question, comment, or criticism about any statement in the handbook should be directed, in writing (signed and dated), to the Program Director.

Students are responsible for all information in the handbook. Students claiming to be unaware of a policy will not be excused from complying with the policy. Students should request clarification as soon as possible if any portion of the handbook is unclear.

**Amarillo College
PO Box 447
Amarillo Texas 79178
806-371-5000**

Physical Therapist Assistant

PROGRAM CONTACTS:

PTA Program Director	Kelly Jones, PT, DPT kjjones@actx.edu	(806)354-6043
PTA Academic Clinical Coordinator Education	Jennifer Hilbert, PTA j0343088@actx.edu	(806)354-6003
PTA fax number	group fax – please add cover	(806) 354-6076
PTA web site	www.actx.edu/phys_therapist	
Allied Health Dean	Mark Rowh	(806) 354-6055
Allied Health Administrative Assistant	Keri Shelburne	(806) 354-6055

Table of Contents

Cover page

Introduction

Amarillo College PTA Program contact information

Overview of Amarillo College6

Amarillo College.....6

Allied Health(AH) or Health Sciences (HS)6

Overview of the Physical Therapist Assistant (PTA) Program7

History7

Mission7

Philosophy7

Accreditation7

PTA Program Curriculum8

Program Description8

Program Goals and Objectives8

Competencies9

Description of PTA Courses10

General Education Courses.....12

Suggested Degree Plan.....13

PTA Program and Academic Policies14

Admission Policy.....14

Additional Admission Criteria.....15

Transfer Students.....16

Attendance Policy.....16

Long Term Illness Policy.....17

Late Work/Make-Up Policy.....18

Final Grade of Incomplete.....18

Progression in the PTA Program.....18

Repeat of Courses/Dismissal from Program/ Withdrawal.....19

Grading Scale.....20

Grade Reports.....20

Use of technology for courses.....20

Malpractice Insurance.....20

On-Campus Educational Experiences.....21

Off-Campus Educational Experiences.....21

Dress code.....21

Conduct.....22

Professionalism.....	24
Informed Consent.....	24
Privacy and Confidentiality.....	25
Safety Procedures.....	25
Patients with a Communicable Disease.....	25
Potential Health Risks.....	26
Universal Precautions.....	26
Accidents.....	26
Equipment.....	27
Class Cancellations.....	27
Student Services.....	27
Student Competence.....	28
Clinical Guidelines.....	28
Clinical Contract.....	29
Due Process.....	29
Complaints Not Addressed By Due Process.....	29
Filing Complaints with CAPTE.....	29
Clinical Education policies.....	30
AC'S student policies	45
DisAbility Services	45
Student Rights and Responsibilities.....	45
Academic Honesty.....	45
Student Grievance.....	46
Equal Opportunity.....	46
Professional Ethics, values, and development.....	46
Responsibility.....	46
Ethics	47
Program Information.....	50
Applicant/Graduation Rates.....	50
Licensure Pass Rates.....	50
Estimated Program Cost.....	51

As captured at <http://www.actx.edu/cr/facts> on 5/19/10:
Amarillo College

Amarillo College, founded in 1929, is a public community college dedicated to providing educational, cultural and community services and resources to enhance the quality of life for the diverse population in its West Texas service area. Amarillo College has six campuses and an outreach center in three Texas counties. <http://www.actx.edu/cr/index.php...map=7> Administrative offices are housed at the Washington Street Campus in the city of Amarillo, Potter County, Texas.

AC offers more than 160 programs of study and many continuing education programs for licensure and professional certifications.

Allied Health(AH) or Health Sciences (HS)

Amarillo College West Campus is a 42-acre site that was purchased in 1966 to become the School of Vocational Arts that opened with four buildings in September 1967. The school began with programs in auto mechanics, refrigeration and air conditioning, industrial welding, radio-television repair and servicing, and industrial electronics. In 1974 a new building opened for the School of Biomedical Arts and Sciences (SBAS). This housed the six allied health programs that included Dental Assisting, Dental Hygiene, Medical Laboratory Technology, Medical Records Technology, Radiography and Respiratory Therapy. Previously these programs were scattered among buildings on the Washington Street Campus.

After a successful bond election in 1994, the West Campus expanded in 1996 to eight buildings that included the renovation of the SBAS building and a name change to the Allied Health Building and the addition of a Gym/Dance Building, Child Development Lab School and Lecture Hall that were completed in 1996. Health Science offerings were increased to 18 programs that today are Associate Degree Nursing, Dental Assisting, Dental Hygiene, Emergency Medical Services Professions (Paramedics and Emergency Medical Technologists), Licensed Vocational Nursing, Medical Data Specialist, Medical Laboratory Technology, Mortuary Science, Nuclear Medicine Technology, Occupational Therapy Assistant, Physical Therapist Assistant, Pharmacy Technology, Radiography, Radiation Therapy, Respiratory Care, Sonography, and Surgical Technology.

Stephen Jones Hall opened in the Fall of 2010. The three-story structure houses the associate degree nursing, dental assisting, dental hygiene, and licensed vocational nursing programs. The first floor includes a sixteen chair state-of-the-art dental clinic that provides preventive dental services to anyone who makes an appointment. These services are FREE to AC students and employees.

PTA PROGRAM HISTORY

On February 16, 1981, an advisory committee was formed to determine the need for a Physical Therapist Assistant Program in the city of Amarillo. The committee consisted of area Physical Therapy clinic directors and administrative personnel from Amarillo College. It was a consensus of this committee that there was a definite need to establish a program to train Physical Therapist Assistants at Amarillo College. In the fall semester of that year, the first class was admitted to the program. A full time program director was hired in April of the following year. A second faculty member was approved for the following fall semester. Amarillo College was approached by Vernon Regional Junior College administration in 1997, with a request to expand the PTA program to their campus. In February 1998, Amarillo College petitioned the Commission on Accreditation of Physical Therapy Education to expand its program to Vernon Regional Junior College and received approval for the expansion in May 1998. The first course was presented via interactive TV in the fall of 1998. The program at Vernon Regional Junior College was closed in the summer of 2001 due to decreased enrollment.

PTA PROGRAM MISSION

In keeping with the mission of Amarillo College, the Physical Therapist Assistant Program has a mission “to provide the student with positive learning experiences within an atmosphere of academic excellence and to assure that the student acquires the knowledge, skills, and other abilities required of the entry-level physical therapist assistant to enhance the service area.”

PROGRAM PHILOSOPHY

A career in health care is chosen and prepared for with a dedication of the individual to the dignity and mental and physical well-being of the patient. Immediately upon entering the program, the student assumes an obligation of service to the patient, Amarillo College, and the community-at-large.

ACCREDITATION

The Physical Therapist Assistant Program at Amarillo College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. Amarillo College received its initial accreditation in June 1983 after an on-site inspection in April of that year. In 1988, 1996, and 2006 the PTA program received continuation of accreditation, after undergoing additional self-study and on-site visitation. The program is due for re-accreditation in 2016.

PROGRAM DESCRIPTION

The Physical Therapist Assistant program is designed to prepare the student to perform basic Physical Therapy procedures and skills. A Physical Therapist Assistant must be a graduate of a program approved by the American Physical Therapy Association Commission on Accreditation in Physical Therapy Education and must pass the licensing requirements of the state they are seeking licensure in.

The program at Amarillo College is a two year program consisting of one summer session. Upon successful completion of the program, the student receives an associate in applied science degree (A.A.S.) and is eligible to apply for state licensure.

The curriculum is designed so that each semester builds the needed foundation for the following semester. Therefore, it is advised that no student withdraw from courses without the program director's approval in order to avoid the possibility of prolonging the length of each individual student's course of study.

PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Physical Therapist Assistant program are as follows:

1. Monitor program effectiveness
 - a. Program will assess graduate satisfaction
 - b. Program will assess employer satisfaction
 - c. Program will assess employment rate
 - d. Program will assess licensure pass rates
 - e. Program will assess retention rates
2. Produce clinically competent graduates
 - a. Students will achieve a clinical instructor ranking of "meets" level of performance compared to an entry-level PTA or higher after completion of final clinical experience on the PTA MACs progress report.
 - b. Students will receive clinical instructor approval and/or re-approval of all skills in the Professional Behaviors, Data Collection, and Interventions sections of the PTA MACs Progress Report by completion of the final clinical experience
 - c. Graduates will receive employer survey ratings of 3 or higher on the area of clinical competence for employer surveys
3. Produce graduates who can exhibit effective critical thinking and problem solving skills
 - a. Students will receive clinical instructor approval or re-approval on all components of PTA MACs skills #6 critical thinking and #9 problem solving by the end of the final clinical experience
 - b. Graduates will receive employer survey ratings of 3 or higher on the areas of critical thinking and problem solving

4. Produce graduates who can express effective communication skills
 - a. Students will receive clinical instructor approval or re-approval on all components of PTA MACs skill #3 Communication Skills: Oral and Written by the end of the final clinical experience
 - b. Graduates will receive an employer rating of 3 or higher on the area of verbal communication skills
 - c. Graduates will receive an employer rating of 3 or higher on the area of written communication skills
5. Promote health and wellness within the community
 - a. Students will participate in at least one health and wellness event within the community annually

COMPETENCIES

Students admitted into the Physical Therapist Assistant Program at Amarillo College must with reasonable accommodation be able to perform the following competencies at the completion of the program. These competencies are adapted from the criteria published by the Commission on Accreditation of Physical Therapy Education.

1. Implement a comprehensive treatment plan which may include, but is not limited to use or application of:
 - a. Activities of daily living and functional training
 - b. Assistive/adaptive devices
 - c. Balance and gait training
 - d. Biofeedback
 - e. Developmental activities
 - f. Electrical current
 - g. Electromagnetic radiation
 - h. External compression
 - i. Hydrotherapy
 - j. Orthoses and prostheses
 - k. Patient/family education
 - l. Postural training and body mechanics
 - m. Pulmonary hygiene techniques
 - n. Therapeutic exercise
 - o. Therapeutic massage
 - p. Thermal agents
 - q. Topical applications (including those for iontophoresis)
 - r. Traction
 - s. Ultrasound
 - t. Universal precautions/infection control
 - u. Wound care
2. Demonstrate knowledge of the rationale and effectiveness of physical therapy treatment procedures

3. Communicate to others the scope of their abilities in delivery of care
4. Adhere to ethical standards of conduct as well as applicable state and federal law
5. Assessment and measurement techniques that identify the patient's status in the areas such as strength, endurance, equilibrium responses, length and girth measurements
6. Effective written, oral, and nonverbal communication with patients and their families, colleagues, health care providers, and the public
7. The practice of reading and interpreting professional literature and the participation in continued development of knowledge and skills
8. Understanding of levels of authority and responsibility; planning, time management, supervisory process, performance evaluations, policies and procedures; fiscal considerations for physical therapy providers and consumers; and, continuous improvement
9. Interaction with patients and families in a manner which provides the desired psychosocial support including the recognition of cultural and socioeconomic differences
10. Participation in the teaching of other health care providers, patients, and families

DESCRIPTION OF COURSES

The following courses are to be entered only after a student has been accepted to the PTA Program at Amarillo College.

PTHA 1160 Clinical I

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional..

Hours (1 sem hr; 80 clinic)

PTHA 1161: Clinical II

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Hours (1 sem hr; 48 clinic)

PTHA 2567 Practicum I

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student

Hours (5 sem hours; 560 clinical)

PTHA 1301 Profession of Physical Therapy

Introduction to the profession of physical therapy and the role of the physical therapist assistant.

Hours (3 sem hrs; 3 lec)

PTHA 1321 Pathophysiology

Corequisites: BIOL 2401

Study of the pathophysiology of diseases/conditions commonly encountered in physical therapy.

Hours (3 sem hrs; 3 lec)

PTHA 1405 Basic Patient Care Skills (Lecture and Lab)

Corequisite: PTHA 1301, PTHA 1229, PTHA 1321, and BIOL 2401

The application of basic patient handling, functional skills, communication and selected data collection techniques.

Hours (4 sem hrs; 3 lec, 3 lab)

PTHA 1413 Functional Anatomy

Corequisite: PTHA 2409 and PTHA 1413

The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement.

Hours (4 sem hrs; 3 lec, 3 lab)

PTHA 1431 Physical Agents (Lecture and Lab)

Prerequisites: BIOL 2402, PTHA 1229, PTHA 1413

Biophysical principles, physiological effects, intervention efficacy and application of physical agents.

Hours (4 sem hrs; 3 lec, 4 lab)

PTHA 2305 Neurology

Prerequisite: BIOL 2402

Study of neuroanatomy and neurophysiology as it relates to commonly

encountered neurological conditions.

Hours (3 sem hrs; 3 lec)

PTHA 2301 Essentials of Data Collection

Corequisites: PTHA 2409 and PTHA 1413

Data collection techniques used to prepare the physical therapist assistant to assist in patient/client management.

Hours (3 sem hrs; 2 lec, 3 lab)

PTHA 2317 Issues in Health Care

Organizational patterns, administrative principles, legal and ethical issues in physical therapy, and preparation for licensure and employment.

Hours (3 sem hrs; 3 lec)

PTHA 2409 Therapeutic Exercise

Corequisite: PTHA 1413, PTHA 2301, and BIOL 2402

Concepts, principles and application of techniques related to therapeutic exercise and functional training.

Hours (4 sem hrs; 3 lec, 4 lab)

PTHA 2431 Management of Neurological Disorders

Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders

Hours (4sem hrs; 3 lec, 3 lab)

PTHA 2435 Rehabilitation Techniques

Prerequisites: PTHA 1413 and PTHA 2409

Corequisite: PTHA 2431

Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected musculoskeletal, neuromuscular, cardiopulmonary and integumentary disorders.

Hours (4 sem hrs; 3 lec, 3 lab)

GENERAL EDUCATION COURSES

General education courses required for completion of the Physical Therapist Assistant Degree (PTHA.AAS) include BIOL 2401: Anatomy & Physiology I, BIOL 2402: Anatomy & Physiology II, PSYC 2314: Lifespan Developmental Psychology, Speech (SPCH 1315, 1318, or 1321), ENGL 1301: Freshman Comp, and a course from Language, Philosophy, Culture/Creative Arts.

SUGGESTED DEGREE PLAN

1st Fall Semester

BIOL 2401 Human Anatomy and Physiology I	4
ENGL 1301 Freshman Composition	3
PTHA 1301 Profession of Physical Therapy	3
PTHA 1321 Pathophysiology	3
PTHA 1405 Basic Patient Care Skills	4
TOTAL	17

1st Spring Semester

BIOL 2402 Human Anatomy and Physiology II	4
PTHA 2409 Therapeutic Exercise	4
PTHA 1413 Functional Anatomy	4
PTHA 2301 Essentials of Data Collection	3
TOTAL	15

Summer Semester

PTHA 1160 Clinical I	1
PTHA 2305 Neurology	3
PSYC 2314 Life Span Developmental Psychology	3
TOTAL	7

2nd Fall Semester

PTHA 2431 Management of Neurological Disorders	4
PTHA 2435 Rehabilitation Techniques	4
PTHA 1431 Physical Agents	4
PTHA 1160 Clinical I	1
SPCH Speech	3
TOTAL	16

2nd Spring Semester

Language, Philosophy, Culture/Creative Arts	3
PTHA 2317 Issues in Health Care	3
PTHA 2567 Practicum I	5
TOTAL	11

TOTAL CURRICULUM HOURS: 66

ADMISSION POLICY

Prospective students must apply and be accepted into the college before applying for admission to the PTA program. After completing the application process in the preceding spring semester, students are admitted to the Physical Therapist Assistant program in the fall semester. All necessary application forms are available online, from the Program Director, and as an appendix (Appendix A) to this document.

Although there are no prerequisites for entry into the PTA program, applicants must have all developmental/remedial coursework completed prior to starting the PTA program. Developmental/remedial coursework includes courses such as Basic, Beginning, or Intermediate Math/Algebra, Reading, and Writing.

Applicants must complete and submit an online application between February 1st and April 1st. The application will be available at the www.actx.edu/phys_therapist website during the application period.

After receipt of the online application, the Program Director email a forms packet to applicants. The forms packet will contain a link to schedule a mandatory application finalization session. At the finalization session, students must turn in:

- a. Documentation of clinical observation hours
- b. Essential Functions of the PTA form or a physical examination form completed by the applicant's physician
- c. Amarillo College "Student Release and Waiver of Liability" form
- d. College/university transcripts indicating previous coursework
- e. Documentation of immunizations and/or titers for Hepatitis B (3-shot series), MMR (2 separate immunizations), Tetanus (most recent immunization must have been completed in the last 10 years), and Varicella (titer rather than immunization if the applicant has had chickenpox)
- f. Current TB test (this expires annually)
- g. Current healthcare provider CPR certification

Applications will NOT be considered if the applicant fails to bring any of the above documents to the application finalization meeting with the Program Director.

After Spring semester courses grades are received, the application score will be calculated.

Applicants will be awarded points based on completion of the following general education courses – Anatomy and Physiology I and II, Composition I, Speech, one Language/Philosophy/Culture/Creative Arts course, and Life-Span Developmental Psychology. Students will receive 10 points for each “A” in these courses, 7.5 points for each “B”, and 5 points for each “C”.

Applicants will also receive points for completion of observation hours as follows:

- a. 30 points for 30 observation hours in 3 or more different clinical settings
- b. 20 points for 30 observation hours in 2 different clinical settings or experience as a PT tech in 2 different settings
- c. 10 points for 15 observation hours and/or observation in only 1 clinical setting or experience as a PT tech in 1 setting

After calculation of the application scores, up to 20 applicants with the highest scores will be selected for entry into the PTA program. In the event of a tie, the student who submitted the application first, as evidenced by the computer generated timestamp, will be selected to enter the program. Students not selected will be placed on a waiting list and encouraged to reapply the next year.

Although the PTA program generally accepts 20 students annually, the PTA program reserves the right to decrease the number of students accepted to the PTA program to prevent over-enrollment.

ADDITIONAL ADMISSION CRITERIA

The Joint Commission on Accreditation of Hospital Organizations (JCAHO) requires hospitals to conduct a Criminal Background Check (CBC) on all employees to retain accreditation. As a direct result of that accreditation requirement, Amarillo College requires all allied health and nursing majors to have a CBC prior to acceptance into their respective program of study. All students applying to the Physical Therapist Assistant Program must pass a criminal background check conducted by PreCheck, Inc. prior to admission to the program.

Certain criminal convictions that have occurred anytime in a student’s past may prevent the student from training in a JCAHO accredited hospital and, likewise, prevent the student from taking the state licensing examination necessary to practice after program graduation. Hospitals reserve the right to refuse

admittance to an Amarillo College physical therapist assistant student based on a past criminal record of that student. Likewise, if the student is convicted of a crime while enrolled in the program, the hospital reserves the right to terminate training privileges and the student will receive a grade of “F” in the clinical or practicum course at the time of conviction and cannot be permitted to enroll in any remaining clinical/practicum courses. The student is required to notify the Program Director immediately if any changes in his/her criminal background occur while enrolled in the PTA program.

Applicants must complete a “student release and waiver of liability” form, a minimum of 15 observation hours or employment as a Physical Therapy Technician/Aide, and the Essential Functions for the PTA student form. In addition, the student must provide proof of all required immunizations (tetanus/ isability, measles, mumps, hepatitis B, TB test, meningitis, and Varicella) and of CPR certification.

TRANSFER STUDENTS

Students wishing to transfer to the Amarillo College Physical Therapist Assistant program must provide written documentation from the program director of the PTA program they are enrolled in. This documentation should state that the student is currently enrolled in “good-standing” in the PTA program and eligible to return the next semester. If a student is unable to provide this documentation, they will not be considered a transfer student and will need to apply for admission to the Amarillo College PTA program. If selected for admission, they will need to retake PTHA coursework as determined by the PTA program director. Acceptance of transfer students is dependent on current enrollment numbers.

PTA PROGRAM ATTENDANCE POLICY

Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the learner to attend class.

Amarillo College endorses attendance as a key to success. Attendance is required for successful completion of the Physical Therapist Assistant program.

At the beginning of each lecture and lab, learners will be expected to sign the roster provided by the instructor. Failure to sign in will result in the learner being marked absent for attendance purposes even if he/she is present in class and seen by the instructor. Attendance will be taken beginning with the first course class meeting the first day of the fall semester and will continue across the didactic courses through the last day of the spring semester.

Each learner will be allowed only one absence for lecture or one for lab in any class. After the first absence a penalty of five (5) points will be deducted from the final course grade for each subsequent absence. For example, a learner who misses three (3) lectures will have ten (10) points deducted from the final grade for the course.

Full attendance of class time is also expected. A learner will be counted as “absent” if the learner is out of class more than 20 minutes of a class time. For example, if in a given day a learner arrives 10 minutes late to class, takes an extra 5 minutes for break and leaves class for 5 minutes for any reason(phone calls, appointments, bathroom breaks, illness), that is considered an “absence” for the day. This type of absence counts in the total number of absences resulting in lowering of the final course grade.

The attendance policy for clinicals/practicum is as follows:

PTA1160 Clinical I:

Students are expected to attend daily, during the clinical settings regular hours, for two consecutive weeks, totaling 80 hours. Missed days for illness/personal reasons must be made up.

PTA1161 Clinical II: Students are expected to attend daily, during the clinical settings’ regular hours, for 4 hours for 12 weeks, totaling 48 hours. Missed days for illness and/or personal reasons must be made up.

PTHA 2567: Practicum I: Students are expected to attend two different rotations daily, during the clinical settings’ regular hours, for 4 consecutive weeks totaling 560 hours. Missed days for illness and/or personal reasons must be made up.

In conclusion, students enrolled in the PTA program are expected to attend all lectures, labs, and clinical experiences and will be held accountable for obtaining all information presented during these times. Students failing to make up missed clinic time before the end of the semester will be required to complete the contract for an incomplete grade and will be given an “I” in the course.

LONG TERM ILLNESS POLICY

Any student who is seriously ill, had surgery, been injured, is temporarily disabled, or absent to such an extent as to be prevented from attendance in the classroom and/or practicum setting for more than two weeks, will be required to submit a written physician’s documentation of diagnosis, prognosis, and activity limitations to the course instructor. This physician documentation will be required BEFORE the student is permitted to return to classes and/or practicum

duty. Based on the medical information and the individual situation concerning the student's status in the program, the Instructor, in conjunction with the Program Director, will review the situation and reach a decision as to the student's continued status in the program.

If the student cannot meet the practical and/or didactic objectives required by the program, the student may be asked to apply for a "leave of absence," or, if necessary, for re-admission to the program at a later date. Every effort will be made to accommodate the student's needs; however, if the student cannot meet the required practical/academic objectives for the specific semester within a given time period, credit cannot be given for the course.

LATE WORK/MAKEUP POLICY

Late work will not be accepted unless prior arrangements have been made with the course instructor. There will be **no makeups** given for quizzes; however, the lowest quiz grade in each course will be dropped prior to calculation of the quiz average. Missed tests or practicals may be made up if prior arrangements have been made with the instructor. Makeup tests will be scheduled at the end of the semester at the mutual convenience of the student and the instructor. A 5-point penalty will be deducted from the score achieved on the makeup test. No test grade or practical grade will be dropped. In the event, a student fails to pass a practical, the student will be given the opportunity to retake the practical until demonstrating successful mastery of the skill; however, the recorded grade will be the grade received on the first practical.

FINAL GRADE OF INCOMPLETE (I)

Under special circumstances, it may be necessary for a course instructor to issue a final course grade of "incomplete" to provide additional time for the student to satisfactorily complete the course. Such circumstances are rare and must be authorized by the instructor and supported by the program director. A final grade of incomplete is not appropriate to provide a second-chance to finish a course when a grade of "F" seems inevitable.

When a final grade of "incomplete" is appropriate, a written contract to remove the "I" will be prepared by the course instructor and signed by the instructor, student, and program director. Normally, the grade of "I" must be converted to a passing grade within 90 days of the conclusion of the course. Under very rare circumstances, a time extension of an additional 90 days is possible. Each case will be handled on an individual basis and no one case shall set a precedent for another case. If the "I" is not removed in accordance with the contract, the final course grade will be recorded as an "F".

PROGRESSION IN THE PTA PROGRAM

Candidates for a degree in any Health Science curriculum must meet the requirements for graduation of the college. In addition, students enrolled in the PTA program leading to an associate's degrees must progress in meeting the requirements of the program according to the following:

1. Students must complete all general education courses with a grade of "C" or better. In a semester when a student does not earn a grade of "C" or better in a course, a student will be placed on hold within the program. The student is eligible only in the next cycle of courses to retake courses not successfully completed. A student who fails to reenter the program at the next offered cycle of courses needed for the degree who wishes to complete an A.A.S. in PTA at Amarillo College must begin the PTA degree process again including application.
2. Students must maintain current CPR certification.
3. Students must maintain annual documentation of required immunizations and health testing such as flu and TB.
4. Students must maintain acceptable health status that allows required performance within the clinical environment.
5. Students must successfully complete and pass a background check and remain felony free while enrolled in the program.
6. Any student enrolled in the PTA Program at Amarillo College may be subject to random drug testing. At several points during their academic career, students will be eligible for random sampling. Refusal to submit will result in immediate removal from the program with no option to reapply or re-enter.
7. Students must complete all PTHA and general education courses with a grade of "C" or better prior to the end of the second fall semester in order to PTHA 2567: Practicum I at the start of the final semester of the PTA program.
8. Students must complete terminal clinical rotations within 18 months of the last day of enrollment in PTA courses if there should be a lapse between the sophomore fall semester and the sophomore spring semester.
9. Students are required to attend all scheduled classroom, laboratory and clinical sessions. The student must fulfill all requirements for each course in the level of study before promoting to the next higher level of study. The student must successfully complete all coursework including integrated clinicals before promoting to the terminal clinical rotations. The grade a student earns on any assignment is the grade which will be recorded.

REPEAT OF COURSES/DISMISSAL FROM PROGRAM/ WITHDRAWAL

A grade of C and above is necessary for successful completion of courses required for graduation from the program. The student may repeat a given PTA course one time and may not fail more than two courses in different semesters throughout the curriculum. If the student fails more than two courses, they will

be dismissed from the program. When a student repeats a course, they will need to pass a competency test for all previous PTA courses. If they fail any or all of the other course competency tests, they will be required to repeat these courses as well.

Students must complete the program within two and a half years from their original admission date. To meet this requirement, students are expected to enroll in a repeat course the first time it is offered. If for some reason a student needs to drop out of the program for reasons other than academic failure, the student will be required to pass the same competency tests for previously completed course work and will be required to complete the program within two and a half years from their original admission date. Re-entry into the program is not automatic and will be dependent on current class size. Students must contact the program director if they are wishing to re-enter the program.

GRADING SCALE

The physical therapist assistant program uses the following elevated grading scale:

A = 100 – 92.5
B = 92.4 – 83.5
C = 83.4 – 72.5
F = 72.4 – 0

GRADE REPORTS

At the midterm of each course, the student shall receive a grade report. If the midterm grade is failing as indicated by the grade report, the student must contact the course instructor to schedule a planning meeting. At this meeting, the student will be expected to develop an action plan for successful completion of the course. This action plan should include a detailed study schedule, should identify any areas of weakness in understanding course content, and must include methods/strategies that will be used to correct the learning deficit. Failure to meet with the instructor or to complete the action plan will result in a 10 point deduction from the final course grade. **THE INSTRUCTOR WILL NOT BE RESPONSIBLE FOR REMINDING STUDENTS OF THEIR RESPONSIBILITY TO COMPLETE THE MIDTERM PROCESS. THE INSTRUCTOR WILL TREAT ALL STUDENTS AS ADULTS AND WILL THEREFORE EXPECT THE STUDENT TO APPROACH THE INSTRUCTOR TO DISCUSS ANY CLARIFICATION OF THESE GUIDELINES.**

In addition to the midterm grade report, students may access grades online through the Blackboard Learning Management System

USE OF TECHNOLOGY FOR COURSES

Beginning in the fall 2015 semester, students will be required to bring a wi-fi compatible laptop for all PTHA coursework for testing and academic purposes. In addition, computers are available for student usage at the West Campus in the Building D computer lab.

MALPRACTICE INSURANCE

Each student must carry malpractice insurance as prescribed by the college for all clinical affiliations. The premium should be paid at the Business Office along with your tuition. Each student is required to submit proof of insurance to the Physical Therapist Assistant program director in the form of a Xerox copy of your paid receipt. No student will be permitted to attend clinic until proof of insurance is submitted.

ON-CAMPUS EDUCATIONAL EXPERIENCES

Any necessary safety regulations or procedures relating to a specific course or activity will be discussed prior to participation in the event. The program is responsible for maintenance of equipment safety and will ensure annual inspection/calibration of any equipment used for instructional purposes. Students have the responsibility to adhere to all safety precautions and instructions given during laboratory and classroom interactions. Any actions taken by a student that do not adhere to the necessary safety precautions will be addressed by the course instructor. (This includes students in the role of patient-simulator, subject, and clinician.) Students participating in “open lab” sessions or other activities outside of regularly scheduled class time are required to obtain instructor permission and **must be observed by the instructor** before performing any procedure or using laboratory equipment.

OFF-CAMPUS EDUCATIONAL EXPERIENCES

During off-campus educational experiences, students have the responsibility to familiarize themselves with the facility’s safety policies including handling body substances and hazardous materials, security and evacuation procedures, and use of equipment. The program has the responsibility to ensure that all off-campus facilities are licensed and/or regulated by the appropriate agency.

During all off-campus educational experiences, students must remember that all patients are protected by HIPAA (Healthcare Information Portability and Accountability Act) which means that all patient information is to remain confidential. The student may be reported to the appropriate agencies for failure to comply with HIPAA guidelines.

In addition, students must recognize that all patients have the right to refuse treatment by students and must appropriately identify themselves as students prior to initiation of all treatments.

DRESS CODE

The program director retains the right to remove a student from a clinical site for a day or a semester if general and clinical dress code guidelines are not followed. If a student is removed from a clinical setting, a grade of “F” can be assigned for any course.

Beginning with the Profession of Physical Therapy and Basic Patient Care Skills courses and continuing throughout the duration of the program, students enrolled in the Physical Therapist Assistant Program will be expected to participate in “Professional Dress” days. The purpose of these days is to prepare students for future employment as a PTA and the specific clothes to be worn for these days will be noted in the course syllabus for each class. Students will studgeneral, when dressing for the “Professional Dress” days and for clinical/practicum rotations, only clean, neat shirts, pants, or skirts are acceptable. Shirts and blouses must cover the chest and midriff completely even while bending. Logos of any type are unacceptable. Pants are to cover the hips and buttocks completely even while bending. In the event that guidelines established by the clinical site’s dress code policies are more stringent than the Amarillo College policies, the student is expected to abide by the more stringent policy. Shoes must be clean, affording good traction, and only closed-toe shoes will be allowed for clinical/practicum rotations.

Jewelry should be kept to a minimum. Jewelry can be a source of infection and a source of danger particularly when working with electrical modalities. A watch, wedding ring, and small post earrings are acceptable. Body piercings are limited to a single set of ear piercings in each ear of female students. All other piercings visible to the public must be removed to remain in the PTA program and to allow for healing prior to the start of clinical/practicum. This includes but is not limited to eyebrows, nose, and any chest or abdominal piercing which might be noticed through a t-shirt or scrub top. A pierced tongue appliance is not permitted to be worn while on clinical duty to avoid a potential speech complication that could jeopardize accurate communication with patients and the medical staff. Tattoos are to be completely covered on all professional dress days and in all clinicals as well as practicums.

Your personal hygiene cannot be compromised. Body odors and/or bad breath are especially obnoxious to someone who is already ill. Strongly scented creams, lotions, perfumes, hair sprays, after-shave lotions, etc. should not be used as these can act as an irritant especially to patients with respiratory distress.

Keep fingernails short and clean. The skin of many patients is very fragile and easily susceptible to germs. Long fingernails are “weapons” to these patients. Do not use brightly colored fingernail polish colors. Joint Commission has recently restricted the use of artificial nails in health care settings.

“Hair must be neat, clean and appropriate at all times. Extreme hair styles and colors are not permitted” as noted in the Pennsylvania Hospital administrative Policy Manual captured August 4, 2007 at <http://www.uphs.upenn.edu/pahedu/gme/policies/hr12.pdf>. Hair in general should be well kept and not interfere with the ability to treat a patient in any setting. If it could be scary to children or make a 90 year old man stare, it needs to be changed. Your first responsibility is to the general public which you will be serving as a health care provider. You have elected a professional career in the health care setting.

CONDUCT

A Physical Therapist Assistant student's conduct should be above question at all times. Without the cooperation of the area institutions, this program would not be possible. Misconduct by one student reflects on the entire program and jeopardizes other students' use of such services. Students are expected to follow the expectations and guidelines set forth in the Clinical Instructors Manual as well as the policies of the facilities. Students may be subject to drug testing as a condition for attendance at clinical settings. The clinical instructor or supervisor has the authority to dismiss a student exhibiting improper or questionable behavior. Once a student has been dismissed from a clinical, they may not return until the program director has counseled them. While in the clinics, the students are expected to conduct themselves in a professional manner. Factors included in professional conduct are:

- a. showing respect for the patient's needs, desires, and person
- b. preserving the confidentiality of patient records and information
- c. showing respect for clinical supervisors and hospital/facility personnel
- d. performing duties described by the clinical instructors
- e. arriving for clinicals on time and leaving at the institution's typical shift change
- f. following the facility's policies and guidelines

Appropriate student conduct is imperative for classroom success as well. Students will be held responsible for their actions. If at any time a student behaves in manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, instructors, patients, or the health care team”, they will be referred to the Office of Enrollment Management and/or Amarillo College Campus Police.

The following examples of unprofessional conduct will result in disciplinary measures and may ultimately result in removal from clinic sites, probation, or withdrawal from the PTA program.

- Verbal or nonverbal language, actions or voice inflections, or insubordination which compromises a rapport or working relations with peers, faculty, patients and their family or healthcare team members.

- Any behavior that may compromise contractual agreements and/or working relations with clinical affiliates or constitute violations of legal or ethical standards.
- Using or being under the influence of any drug (OTC, prescription, illegal) that may alter judgment and/or interfere with safe performance.”
- Dishonesty in either the academic or clinical settings

PROFESSIONALISM

At all times, students are obligated to demonstrate the professional demeanor expected of any health care provider.

While in this educational program, it is very important that students consistently make every effort to be a team player at all levels. Classroom, laboratory, and clinical experiences will, to some degree, be performed as a class. What one class member does may reflect on all other members.

Each new class soon establishes its own identity based upon the attitudes and ideals of all its members. As a member of this class, it is the student's immediate responsibility to begin working with peers and faculty. A “loner mentality” is not appropriate. Whenever there is discontentment or disharmony within a class unit, the goals of the entire group become jeopardized.

To be successful, a student must ask questions, listen, express opinions, quickly correct mistakes, and respect the opinion of others.

The faculty who teach your on-campus courses and those who will supervise you in the off-campus clinical setting will be closely observing each student's hands-on skills and his/her ability to demonstrate professionalism.

If a student compromises professionalism standards while in the clinical setting to an unacceptable level, the clinical supervisor may choose to discharge him/her from that facility immediately. If that discharge is permanent, the student will receive an “F” in the course. This same level of professionalism is also expected while on campus and carries the same dismissal penalty should it be compromised to an unacceptable level as determined by the program director.

INFORMED CONSENT

All students enrolled in the physical therapist assistant program are expected to participate in laboratory and classroom activities. Students may be asked to simulate patients or therapists during these activities. All students have the right to be informed of the activities required by a specific course and any limitations that would preclude them from participation. All students have the responsibility to inform the course instructor of any limitation(s) that may limit their ability to

participate in an event. Students may be videotaped, audio-taped, photographed, or otherwise recorder or imaged for instructional purposes. Students will be provided an informed consent form upon acceptance into the PTA program. In addition, students will be informed of any requirement(s) of clinical facilities which may include, but are not limited to the following:

- Drug screening
- Immunization records
- Dress codes

PRIVACY AND CONFIDENTIALITY

All students have the right to expect privacy and confidentiality in regard to the following:

- Counseling and advising sessions
- Reports regarding academic performance (including all written and oral evaluations by instructors)
- Reports regarding clinical performance (including all written and oral evaluations by clinical instructor, student, ACCE, and CCCE)
- Academic records – faculty will respect the rights afforded students by The Family Educational Rights and Privacy Act as outlined in the “Student Rights and Responsibilities” handbook
- Personal medical records kept by the program
 - Records to be kept by the program include immunization records, admission forms, acceptance forms, and clinical records. These records will be stored in locked filing cabinets in the Program Director’s office and are accessible only to the program director and the ACCE.

In addition, both faculty and students are required to adhere to HIPAA guidelines regarding patient confidentiality and privacy.

SAFETY PROCEDURES

In case of an emergency, the student needs to call the Safety and Security department at 9-371-5163 and if necessary, 9-911 for an ambulance. Students are permitted to use any available phone in the event of an emergency.

PATIENTS WITH A COMMUNICABLE DISEASE

All physical therapist assistant students will be assigned to observe and/or work in several medical institutions. When entering the actual medical environment, students will be expected to perform physical therapy procedures on the based on academic preparation and skill level. Some procedures will involve patients who have communicable diseases such as hepatitis, tuberculosis, and AIDS.

Within the course content of PTHA 1405: Basic Patient Care Skills, students will learn practices to follow when working with patients diagnosed with

communicable diseases. These practices are to be strictly adhered to. If the student contracts a communicable disease (other than the “common cold” or influenza), he/she will immediately report the illness to the college’s Academic Clinical Coordinator of Education (ACCE). The ACCE will require the student to visit his/her private physician for a recommendation regarding school attendance. The school will abide by the recommendation of the physician. A written record of the physician’s recommendation must be presented to the clinical coordinator before returning to classes.

POTENTIAL HEALTH RISKS

Throughout the PTA program, the student may encounter potential health risks not limited to communicable disease in both the classroom and lab setting. These may include, but are not limited to, equipment malfunction, environmental risks, travel risks, as well as risks associated with participation with physical activities/physical modalities.

Although faculty take all reasonable precautions and will attempt to notify the student of any risks, it is also the responsibility of the student to minimize risk by accurately communicating pertinent health information to program faculty in a timely manner

UNIVERSAL PRECAUTIONS

Universal precautions regarding blood and body fluids must be closely practiced at all times. The following general guidelines should be followed in classroom/clinical/and lab settings:

1. Gloves are worn when
 - a. Touching any blood, body fluids, mucous membranes, or non-intact skin.
 - b. Handling items or surfaces soiled with blood or body fluids.
2. Gowns or aprons should be worn if soiling of one’s clothing is likely. Hands or other skin surfaces must be washed immediately and thoroughly if contaminated with blood or other body fluids.
3. Try to prevent injuries caused by needles or sharps. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand. After use, needles, scalpel blades, and other sharp items must be placed in a puncture-resistant container.
4. Hands must be washed before and after contact with any patient.
5. In the event of a spill of a hazardous substance (i.e. mercury from broken thermometers), the Safety Department will be contacted

regarding appropriate disposal of the hazardous materials. Any hazardous materials must be stored in the appropriate location and labeled as hazardous.

ACCIDENTS

Any accident that may occur during a clinical or practicum rotation resulting in patient or personal injury and/or damage to the equipment must be reported immediately to the adjunct clinical instructor or physical therapy department supervisor. The student will be required to follow the proper procedure for documenting the incident on the proper form at the time the incident occurred. The incident report should be returned to the clinical supervisor immediately. A copy of this report must be submitted to a faculty member with an explanation when the student returns to the college campus. In addition, the Amarillo College Safety and Security department will need to be contacted so that additional paperwork can be completed.

It is the student's responsibility to seek medical advice and/or treatment from their private physician or Concentra, a local business that handles on-the-job injuries. If payment is required "up front", the student will have to make the payment and be reimbursed. Thereafter, the student may file a claim through the Amarillo College business office to be reimbursed in accordance with the limitations of the accidental injury policy that is purchased at the time of each practicum/clinical course registration. This medical insurance coverage does not apply to an injury that occurs on-campus.

EQUIPMENT

PTA program faculty assume responsibility for monitoring usage of all PTA lab equipment as well as for periodic inspections. An annual safety check/calibration is performed on all electrical equipment by an independent agent.

Students are not to use PTA lab equipment without PTA faculty present.

CLASS CANCELLATIONS

If Amarillo College is closed due to inclement weather, an official announcement will be made through local radio and television stations by 6:30 AM.

STUDENT SERVICES

The Amarillo College Student Services tab on the actx.edu website contains links pertaining to academic, counseling, health, disability and financial aid services.

Although the Advising department offers advising services to all students, once admitted to the PTA program, students are expected to seek assistance from their

department advisor – Kelly Jones advises students with last names starting A-M, Jennifer Hilbert advises students with last names starting N-Z.

The Social Services department assists students with shelter/affordable housing, utilities, transportation, food, clothing, childcare, substance abuse, counseling, and legal referrals.

The Disability Services department assists students with any disability-related needs.

The Financial Aid department assists students with scholarship/tuition information.

The Student Services tutoring link refers students to sources available for tutoring.

STUDENT COMPETENCE

Prior to clinical assignments, the program will provide time for demonstration of clinical skills. Students will be allowed to practice the skills in lab and “open lab” sessions under the supervision of the course instructor. Students will then be expected to demonstrate a representative sampling of clinical skills in “skills check-off” sessions and in practical examinations. If a student fails to demonstrate mastery of the skill in either the “skills check-off” or on the practical examination, the student will be required to repeat the skill until successful mastery is demonstrated (However, the first grade will be the recorded grade).

To further assure student competence prior to clinical assignment, students who fail a course and wish to be re-admitted to the program will be required to demonstrate continued proficiency in all previously approved skills.

Likewise, students are required to inform all patients of their status as a student prior to intervention. Clinical instructors are informed of this requirement and are expected to ensure that students represent themselves as students.

CLINICAL GUIDELINES

The purpose of the clinical experiences, both part and full-time, is to expose the student to patient care in a real-life situation. The clinicals are used for observation and application of actual treatment techniques studied in the classroom and lab. There are three full-time clinical rotations. Students should expect to complete a **minimum** of one out-of-town clinical rotation which may cause the student additional expense for room and board for the duration of the rotation.

A very important question to consider is this: What characteristics about you as an individual may give poor impressions to others? You cannot begin to realize,

at this very early point in your new career, just how closely you will be observed; how important it is to create a favorable impression with your patients and professional colleagues.

An unfavorable impression can be very damaging to your long-term career.

The saying “first impressions are lasting impressions” is one that is absolutely true! Your personal appearance must never be in question when working in close proximity with your patients, the public, and your fellow health team members.

CLINICAL CONTRACT

Clinical contracts are an established agreement between Amarillo College and the participating facility(ies). Copies of all signed clinical contracts are maintained in the Allied Health Division Office. Both the Program Director and the ACCE are responsible for reviewing clinical contracts each year at the beginning of the Fall semester to ensure that all clinical contracts are current and unexpired.

DUE PROCESS

A student who has a grievance concerning an academic course in which he or she is enrolled should make an appeal in the following order:

1. Instructor
2. Department Chair/Program Director
3. Dean
4. Vice President of Academic Affairs
5. College President

COMPLAINTS NOT ADDRESSED BY DUE PROCESS

This may include, but is not limited to, complaints by clinical education sites, employers of graduates, general public, and unsuccessful program applicants. Formal complaints will be recorded on the “PTA Grievance Form” available online. Complaints about the PTA Program should first be addressed to the PTA Program Director. Should the complaints include the behavior or performance of this individual, the complaints should be addressed to the Health Science Dean or alternatively, the Vice President of Academic Affairs. Complaints may also be reported online on the PTA program webpage at www.actx.edu/phys_therapist.

The person receiving the complaint will be responsible for conducting a thorough investigation of the complaint and evaluation of the problem as it has been described. Any personnel on campus will be involved in this process to the extent that their input would aid in the resolution of the concern. The complaining party

will be kept apprised of the process as it evolves and will be notified of the ultimate resolution of the concern in a timely fashion. A record of the complaint, the ensuing evaluation and investigation process and the ultimate resolution of the complaint will be retained in the Program Director's files with a copy sent to the Health Science Dean.

FILING COMPLAINTS WITH CAPTE

The Commission on Accreditation in Physical Therapy Education has established a formal mechanism for consideration of complaints about programs that are accredited, are seeking accreditation, or about CAPTE itself. This policy as well as the link for requesting materials to file a complaint can be found at <http://www.capteonline.org/Complaints/>

CLINICAL EDUCATION HANDBOOK POLICIES

CRITERIA FOR SELECTING CLINICAL FACILITIES

When a clinical facility is surveyed by the ACCE to join the Amarillo College PTA program, they must meet or exceed the following criteria:

1. The clinical education site's philosophy for patient care and clinical education is compatible with those of the Amarillo College PTA program.
2. The clinical education program provided by the individual clinical facility is planned to meet the objectives of the Amarillo College PTA program, its individual students, and the physical therapy service.
3. The physical therapy staff practices ethically and legally as outlined by: a. state standards of practice b. clinical center policy c. the APTA Code of Ethics, Standards of Ethical Conduct for the Physical Therapist Assistant, Guide to PT Practice and the policy and positions of the APTA.
4. The clinical education site is committed to the principle of equal opportunity and affirmative action as required by federal legislation.
5. The clinical education site demonstrates administrative support of physical therapy education. A. Each site agrees to sign and renew as needed a written agreement in a format acceptable to both parties. A corporate clinical education agreement with an academic program may exist to cover multiple clinical education sites. B. Each site promotes participation of its staff as a CCCE and as clinical instructors.
6. Each clinical education site has a variety of learning experiences appropriate to the setting available to students. These learning experience are varied and include education, administration, and social responsibility and advocacy.
7. The clinical education site provides an active, stimulating environment appropriate for the learning needs of students. A. Each site agrees to review the Amarillo College PTA program curriculum plan, objectives, and

- clinical education policies and procedures. B. Each site agrees to complete and review at midterm and final appropriate written evaluation forms with its students. C. Each site agrees to review each Amarillo College student's Weekly Assessment Forms. D. Each site agrees to complete and forward all clinical education forms, evaluations on a timely basis.
8. Selected support services are available to students. A. Each center agrees to provide current clinic site information to the ACCE as a source of these services. B. Support services may include, but are not limited to: emergency medical care, library facilities, email, internet, educational media and equipment, duplicating services, and parking. C. Support services will be provided for special learning needs of students with reasonable accommodation and in accordance with ADA guidelines.
 9. The roles of physical therapy personnel are clearly defined and distinguished from one another. A. Current job descriptions exist and are available for all levels of physical therapy personnel which are consistent with the respective state practice act and rules and regulations. B. Each site has available a physical therapy organizational chart and policies and procedures manual.
 10. The physical therapy staff is adequate in number to provide an educational program for students. A. Adequate staff exists to provide supervision for each Amarillo College PTA student in the ratio of one student to one supervisor unless previously discussed with the ACCE. B. Each center designates individuals as Clinical Instructors (Cis); each CI must be a licensed PT or PTA possessing a minimum of one year of continuous clinical experience interested in and willing to work with student.
 11. Each clinical facility agrees to designate a Center Coordinator of Clinical Education (CCCE) who is responsible for coordinating the assignments and activities of students at the clinical center.
 12. If available, special expertise of clinical center staff is made available to students.
 13. The clinical education site encourages clinical educator (CI and CCCE) training and development including the completion of the APTA CI Education and Credentialing Program.
 14. The clinical education site actively facilitates staff development through on-the-job training, in-service education, continuing education, and post-professional study.
 15. The physical therapy staff is active in professional activities including, but not limited to:
 47. self-improvement activities
 - b. professional enhancement activities
 - c. membership in professional associations
 - d. professional activities relating to offices or committees
 - e. papers, verbal presentations

16. Each clinical education site in its offering of physical therapy service has an active and viable process of internal evaluation of its own affairs and is receptive to the procedures of review and audit approved by appropriate external agencies and consumers.

ACADEMIC COORDINATOR OF CLINICAL EDUCATION (ACCE)

Roles and Responsibilities

The ACCE is the faculty member at the college who is responsible for supervising clinical rotations. Different faculty members may be assigned depending upon the clinical. Final authority and responsibility remains with the program chair.

The responsibilities of the ACCE include, but are not limited to the following:

1. Assigning eligible students to clinical rotation and confirming the assignment in writing to each CCCE.
2. Assuring that all written contracts or letters of agreement between the college and the facilities are signed and periodically reviewed.
3. Making regular and periodic contacts with each facility where students are placed either by phone or personal visit.
4. Maintaining a current information file on each facility where students are placed.
5. Maintaining a clinical education notebook with updated information concerning each active clinical facility.
6. Identifying new sites for clinical rotations.
7. Developing and implementing a policy for the withdrawal of students from a facility.

8. Orienting students to the general purposes of clinical experiences and providing them with necessary forms.
9. Reassigning students who do not complete original assignments in accordance with the PTA Program's policy.
10. Developing clinical programs that provide the best opportunity for the implementation of theoretical concepts offered as part of the didactic curriculum.
11. Maintaining a collaborative relationship with all facilities.
12. Sending necessary correspondence information for each student to the CI unless responsibility is assigned to the student.

CENTER COORDINATOR OF CLINICAL EDUCATION (CCCE)

Roles and Responsibilities

The CCCE may be a SLP, OT, PT, or PTA at the selected clinical facility. This person coordinates placements of the student with the ACCE and CI.

The CCCE also has is responsible for administrative functions and day-to-day supervision of the student. This person, who may also be the CI, may delegate the day-to-day supervision of the students to one or more staff members.

The administrative responsibilities of the CCCE include, but are not limited to the following:

1. Collaborating with the ACCE in the development of a program that provides the best opportunity for the implementation of theoretical concepts offered as part of the academic educational program.
2. Completing an updated Clinical Site Information Form (CSIF) and returning it to the ACCE as well as current information about the facility usage of the conceptual models from which evaluation is derived, and upon which treatment is based.

3. Collaborative effort with the ACCE in scheduling of students in order to ensure student success in the facility.
4. Familiarizing self with the policy regarding the “withdrawal of student from clinical”.
5. Notifying the ACCE of any student for whom the facility is requesting withdrawal.
6. Reviewing periodically the contractual agreement between the facility and the college and ensuring that these agreements are signed.
7. Providing regular and periodic supervision of students.

CLINICAL INSTRUCTOR

Roles and responsibilities of the CI

The clinical instructor must be a qualified physical therapist or a physical therapist assistant. The clinical instructor must have a minimum of one year of clinical practice post-graduation from PT or PTA school. Clinical instructors are expected to receive a rating of 3 or higher on the clinical instructor portion of the Student Evaluation of Clinical Education Experiences which rates clinical instructors on creating an open, supportive learning environment, clearly communicating weaknesses, providing constructive feedback in an appropriate and timely manner, allowing an appropriate amount of time for discussions of patients, plans, and interventions, providing a positive role model, and overall effectiveness as a clinical teacher. The direct day-to-day supervisory responsibilities of the CI include, but are not limited to the following:

1. Providing an adequate orientation to the facility and to specific departmental policies and procedures.
2. Assigning patients and/or clients to the student.

3. Supervising the provisions of physical therapy services, documentation, and oral reporting of the student.
4. Assessing skill and knowledge level of the student.
5. Meeting with the student on a regular basis to establish skills to be addressed, review performance and to provide guidance/feedback.
6. Evaluation of the student at the mid-term as well as at completion of the clinical using the performance evaluation instruments provided by the college and the PTA MAC'S.
7. Notifying the CCCE of any problems a student may be experiencing.
8. Providing documented instances of unsatisfactory performance by a student.

STUDENT

Student Responsibilities

Take responsibility by arriving on time, and dressing according to facility recommendations.

- Show motivation and interest in clinical education.
- Take initiative without being asked.
- Perform at the appropriate level for educational background.
- Ask for assistance when indicated
- Complete an evaluation on the clinical experience in a timely manner
- Demonstrate the ability to accept constructive feedback and act on it to improve performance.
- Constructive use of all clinic time including any time not involving direct patient care.
- Communicates with Academic Coordinator of Clinical Education through individual interviews, written requests, and/or telephone, as appropriate. The student is expected to actively and cooperatively assist the ACCE in determining his/her specific clinical education objectives. O Review

provided Clinical Site Information on a particular clinical facility once placement has been assigned. Information to be reviewed includes the dress code, hours of operation, and any requirements unique to that facility. O Complies with the requirements of the clinical facility to which they have been assigned which includes dress code, hours of operation, confidentiality, etc.

- Notifies both their clinical instructor and ACCE AS SOON AS FEASIBLY POSSIBLE if they will be absent or tardy. All absences and hours missed must be made up prior to the completion of a clinical practicum at the convenience of the clinical facility.
- Provides transportation to and from their clinical facility.
- Incurs all expenses associated with clinical education (in addition to tuition) including, but not limited to: transportation, meals, liability insurance, clothing/uniform, name tag, and CPR certification.
- Meets all requirements to participate in clinicals
- Adheres to the Standards of Ethical Conduct for the Physical Therapist Assistant maintained by the American Physical Therapy Association.
- Adheres to the Drug and Alcohol Policies applicable to Amarillo College. In the event that it is suspected that a PTA student is under the influence of drugs and/or alcohol on a clinical or PTA sponsored event, they will not be permitted to participate in that experience. The PTA Program Director and ACCE will be notified by the involved clinical or academic faculty. Safe transportation from the event and to the student's place of residence is the responsibility of the student to include any costs associated with said transportation. In addition, the involved clinical or academic faculty has full discretion regarding the safety and adequacy of said transportation arrangements.

Occasionally a facility will cancel an affiliation prior to its start because of unforeseen circumstances. In the event of a last minute cancellation, every effort will be made to secure a comparable clinical replacement, depending on the availability of existing clinical sites.

The physical therapist assistant student is representing not only the profession of physical therapy but also the college. There are additional expectations each student is to observe during each clinical assignment. These expectations are as follows concerning appropriate dress and hygiene.

1. Good hygiene is imperative. Any personal hygiene habits that are offensive to patients, patients' family, as well as staff members, such as breath and body odors, must be controlled while in the clinical areas.
2. No jeans will be worn, unless the facility expresses permission to do so.

3. Clothes should be clean and neat.
4. Clothes should not be tight fitting or revealing. Clothing should be functional for the clinic setting.
5. Appropriate foundation garments must be worn.
6. No sandals or high heeled shoes may be worn.
7. Hair must be clean and tied back if long.
8. Males must be clean shaven except if beard or mustache is worn; these need to be well groomed.
9. Do not wear strong perfumes or colognes.
10. Nails should be short and well groomed. Nail polish color is to be conservative. Artificial nails are not to be worn.
11. Do not wear dangling or excessive amounts of jewelry.
12. No gum chewing, smoking, or chewing tobacco is permitted when working with patients.
13. Lab coats or smocks are to be worn, unless facility specifies otherwise.
14. Name tags are to be worn at all times at the clinical facility with name tag facing forward.

STUDENT REQUIREMENTS FOR PARTICIPATION IN CLINICALS

1. Grade Point Average

The student must have earned a grade of “C” or higher in all Physical Therapist Assistant courses in order to participate in PTHA 1160: Clinical I, PTHA 1161: Clinical II, and PTHA 2567: Practicum I.

2. Health Requirements

Students are required to complete the Essential Expectations for the PTA Students after acceptance into the Physical Therapist Assistant Program and to notify the program director and ACCE if they have any changes in their ability to complete the essential expectations. After a change in status, they are required to get clearance from their physician prior to clinical assignments. Health requirements, such as tuberculosis screening and immunizations must be current, must be maintained by the student and the ACCE, and must be available for all clinical assignments. In addition, clinic rotations may have additional testing requirements such as drug or lab testing.

3. Liability Insurance

Each student is required to carry a \$1,000,000 liability insurance policy at the cost of \$12.00 per clinical course for PTHA 1160: Clinical I, PTHA 1161: Clinical II, and PTHA 2567: Practicum I. This fee must be paid prior to the student’s participation in the clinical courses. Students who fail to meet this requirement will not be allowed to intern in Physical Therapy departments until premiums are paid. Absence because of non-payment of an insurance premium is considered an unauthorized absence, and the student may be dropped from the course.

4. Current healthcare provider CPR certification.

5. Name tag

Each student must purchase an Amarillo College student PTA name tag through the West Campus Student Assistance Center. The ACCE will notify students when they may purchase name tags.

6. PreCheck Background Check

Students are required to successfully complete a background check through PreCheck prior to acceptance into the PTA program.

UNACCEPTABLE STUDENT CONDUCT DURING CLINICAL ASSIGNMENT

Assignment of students to clinical facilities is dependent on the willingness of the facility to accept a student at a specified time. Clinical assignment is not guaranteed with enrollment. A student is a guest in the facility to which he/she has been assigned; consequently, if the student's behavior or performance in any way disrupts patient services in the facility, the preceptor or faculty may immediately terminate the student's assignment. The standard agreement between the college and the clinical facility states:

While the agency has the right to require the college to withdraw any student whose work, conduct, demeanor, or willingness to cooperate with co-workers or to serve patients/clients or the public is unsatisfactory to the agency, the agreement also grants and recognizes the right of an agency department head, in an emergency as interpreted by that department head, in his or her discretion, to summarily relieve that student from a specific assignment or to summarily request a student to leave the department pending final determination of the student's future assignment by the agency and college.

One or more of the following actions (or like actions) by a student may be grounds for immediate termination by the college of the clinical assignment or termination from the program.

- Behavior that creates a threat to the welfare of the patient/client.
- Behavior that creates a threat to the facility to which the student is assigned.
- Behavior that threatens the continued relationship between the college and the facility.
- Violation of patient confidentiality
- Failure to adhere to facility policy and/or procedures.
- Repeated failure to follow instructions.
- Arguing with the supervisor.
- Use of profane, abusive, or vulgar language.
- Refusal to carry out assigned duties.
- Failure to follow attendance procedures.
- Misrepresentation of personal competency level.

Failure to alter behavior after constructive feedback from supervisor, may lead to the following.

If a CCCE or CI preceptor requests the withdrawal from clinic of a student, the following actions may occur. Depending on the situation, the sequence of these actions may vary.

1. The CCCE or CI will notify the ACCE of the problems in student performance and indicate at what date he/she wishes the student's assignment to be terminated.
2. As soon as possible, the ACCE, CCCE, CI and the student will meet to attempt to resolve the problem(s) in question. At this point, a plan of action will be developed to improve the identified deficit(s). Compliance with this plan of

action will affect the final decision on continuation or discontinuation of that assignment. This decision will be determined by the AACE and the director of the PTA Program. If a facility requests the withdrawal of a student from a clinical assignment, the student cannot return to that facility for any future clinical assignments nor shall the student in any way harass employees of that facility.

3. If, in the judgment of the ACCE or program director, the student should continue in the clinical, but be placed in another facility, attempts will be made by the ACCE to secure another site following the normal procedures for site assignment.
4. If the student's behavior indicates additional learning experiences will be necessary to facilitate a successful placement, the student will be prescribed additional learning activities by the ACCE, and will be eligible for re-enrollment. No more than one reenrollment in a clinical assignment will be allowed whether the student is terminated for behavior problems or academic difficulty.
5. If the student indicates by his/her behavior unwillingness or inability to perform successfully in the clinical, the student will be withdrawn from the clinical. Ability to reenroll will be based upon the appeal process outcome.
6. Any documented evidence of unprofessional/unethical behavior by the student during the clinical will result in a written and verbal probationary reprimand (and possible dismissal) by the director of the PTA Program and will become part of the student's records.

STUDENT CLINICAL RESOLUTION STATEMENT

If at any time, problems arise with the student in the clinic, the academic coordinator of clinical education or in his absence, the program director must be notified and if appropriate, a time will be scheduled for the ACCE to meet with the student and the clinical coordinator of clinical education to resolve the problem.

CLINICAL ROTATIONS

PTHA1160 Clinical I:

Clinical I is the first of three clinical experiences in a Physical Therapy setting. The purpose of this initial full-time, integrated two-week clinical experience is to apply, integrate, and perform learned clinical skills on patients under the direct supervision of a licensed Physical Therapist and/or licensed Physical Therapist Assistant. Basic patient care skills, anatomy/biomechanics, therapeutic exercise, selected assessment techniques, and human disease and pathology will be

emphasized. Typical practice settings may include acute care hospitals, private practice, skilled nursing centers, outpatient rehabilitation centers and home health agencies.

PTHA1161 Clinical II:

Clinical II is the second of three comprehensive clinical experiences in a physical therapy setting. The purpose of this integrated part-time clinical experience is to apply, integrate, and perform learned clinical skills on patients under the direct supervision of a licensed Physical Therapist and/or licensed Physical Therapist Assistant. The emphasis of this experience is to integrate previously learned and practiced PTA skills, therapeutic modalities, advanced therapeutic techniques, and neurophysiological techniques into an established physical therapy program. Typical practice settings may include acute care hospitals, private practice, sports, developmental centers, skilled nursing centers, geriatrics, pediatrics, in-patient and out-patient rehabilitation centers, and V.A. hospitals.

PTHA 2567 Practicum I:

Practicum I is the third of three comprehensive clinical experiences in a physical therapy setting. The purpose of this final full-time clinical experience is to apply, integrate, and perform learned clinical skills on patients under the supervision of a licensed Physical Therapist and/or licensed Physical Therapist Assistant. This experience consists of two seven rotations in two different settings. The emphasis of this experience is to integrate previously learned and practiced PTA skills, special topics in PT, and clinical management and health care issues into the delivery of a comprehensive physical therapy treatment program. Typical practice settings may include acute care hospitals, private practice, sports, developmental centers, skilled nursing centers, geriatrics, pediatrics, VNA, in-patient and out-patient rehabilitation centers.

INFORMATION SENT TO CLINICAL FACILITY PRIOR TO ARRIVAL OF STUDENT

The following information is sent to each CCCE to be forwarded to the CI prior to the clinical rotation. Upon completion of the clinical, all forms are to be forwarded immediately to the ACCE so that grading can be done on a timely basis:

- a. Student Contact Information
- b. Requests for accommodations for clinical education
- c. Pertinent Information, when applicable, about previous clinical performance

ATTENDANCE

PTA1160 Clinical I:

Students are expected to attend daily, during the clinical settings regular hours, for two consecutive weeks, totaling 80 hours. Missed days for illness/personal reasons must be made up.

PTA1161 Clinical II: Students are expected to attend daily, during the clinical settings' regular hours, for 4 hours for 12 weeks, totaling 48 hours. Missed days for illness and/or personal reasons must be made up.

PTHA 2567: Practicum I: Students are expected to attend two different rotations daily, during the clinical settings' regular hours, for 4 consecutive weeks totaling 560 hours. Missed days for illness and/or personal reasons must be made up.

FAILURE/TERMINATION

If a student fails or is terminated for any reason (academic, health, or other) in either

PTHA1160, PTHA1161, or PTHA 2567, there is NO automatic guarantee that he/she will be allowed to repeat the clinical. In order to repeat the clinical, the student must make a request in writing within 10 days to the Program Director and ACCE. If the decision is made to allow the student to be reassigned to a clinic, the placement will depend on several prerequisites:

- Availability of a clinic in the local area.
- The student's signing a Release of Information form allowing Amarillo College to share relevant information with the clinic to which the student is reassigned. Upon review of that information, the clinic will have the option to accept or reject that student.
- When Amarillo College feels it is necessary, the student must seek and receive medical clearance and/or psychological counseling, during and/or prior to the student's assignment to the clinic.
- Upon failure/termination of PTHA 1160, PTHA1161 or PTHA 2567, a student (with approval as discussed above) will be allowed to repeat a total of one failed clinical. If the student fails to pass at this point, they will be automatically dismissed from the program. Housing and transportation are the responsibility of the student. PTHA 1160, PTHA 1161, and PTHA 2567 must be taken in sequence.

CLINICAL SKILLS (FOR PTHA 1160 AND PTHA 2567 ONLY)

The assessment tool used to show competency for the student is the PTA MAC's.

During the student's first full time clinic rotation or PTHA 1160: Clinical I, the following skills are appropriate for mastery as these pertain to the student's academic preparation.

Section I. Professional Behaviors

Skill(s) 1-12

Section II. Data Collection

Skill(s) 13, 14.4, 14.5, 14.13

Section III. Intervention

Skill(s) 15.1-15.4, 17.1, 17.2, 17.3, 17.5, 17.15, 18.3, 19, 21.1, 20.2, 20.3, 21

Section IV. Site Specific Skills

Skill(s) 22.2,

24 other skills **only** if the student has received academic/didactic preparation.

During PTHA 2567: Practicum I, all skills may be addressed or re-addressed with emphasis on the following.

Section I. Professional Behaviors

Skill(s) 1-12

Section II. Data Collection

Skill(s) 14.1, 14.2, 14.3, 14.5, 14.7, 14.8, 14.9, 14.10, 14.11, 14.12,

Section III. Intervention

Skill(s) 16.1, 16.2, 16.3, 16.4, 16.5, 16.6, 16.7, 16.8, 16.9, 16.10, 17.4, 17.5, 17.6, 17.7, 17.8, 19.8, 17.10, 17.11, 17.12, 17.13, 17.14, 17.15, 17.16, 18.1, 18.2, 18.4, 22.1, 22.3, 22.4, 22.5, 22.6, 22.7, 2.1, 23.2, 23.3, 23.4, 24

Although a student will be have the opportunity to be exposed to other skills, the academic institution is unable to report credit until the information has been provided in the class room.

If the CI teaches a student a measurement or treatment procedure that has not been presented and practiced in the academic setting, the clinical instructor is responsible for determining if the student is safe in applying the procedure. If the measurement or treatment procedure is a skill in which **all** students in the program must be competent, the **program** remains responsible for assuring the competence for all students.

Therefore, even though we encourage you to expose the students to new skills, we can only report credit for skills in which prior academic/didactic preparation has been received in the class room.

PTA MAC's

The PTA MAC's (Mastery and Assessment of Clinical Skills) was developed in 1982 by ACCE's from several PTA programs. The concept to adapt the Blue MAC's to the physical therapist assistant level was an original goal of the Texas Consortium for Physical Therapy Clinical Education. There was a committee formed that was comprised of physical therapists and physical therapist assistants who were directly involved with the supervision of the students in clinical settings, and faculty/ACCE's from various PT and PTA programs. The PTA MAC's will be used for assessment of students for full-time clinical rotations.

The Mastery and Assessment of Clinical Skills describes the skills a new **entry level** graduate physical therapist assistant need in order to practice safe and effective clinical practice

1. It outlines for students and their clinical instructors skills that all students are expected to master prior to graduation.
2. It provides a uniform mechanism for rating students from all schools at all clinical education sites.
3. It allows students to assess their own performance and to compare their selfassessments with those of their clinical instructors.
4. It provides an up-to-date summary of the individual student's current strengths and areas for improvement, and therefore helps the students and their instructors plan an appropriate clinical experience.
5. It provides a mechanism to identify strengths and areas for improvement in the academic portion of the curriculum.

USING THE PTA MAC'S

To show competency by the end of the third full time clinic rotation a student must demonstrate entry-level mastery of all clinic skills.

The PTA MAC's is divided into four sections, with each section providing key indicators for the mastering of each skill.

Section I. Professional Behaviors
 Section II. Data Collection
 Section III. Intervention
 Section IV. Site Specific

GRADING FOR PTHA 1161:

CLINICAL II Clinical Practicum Written

Assignments:

Format for Clinical II Written Assignment (PTHA 1161 only): There is a written requirement for PTHA 1161: Clinical II. This assignment will be in the form of a daily log.

Select a two- or three-ring looseleaf notebook and divide it into four (4) sections; Daily Reflective Journal, Clinical Instructor Feedback, Other Observations, and Handouts and/or Literature Provided You. Each clinic day, make your entries in the appropriate section and include the date of entry. At minimum an entry should be made daily in the "daily reflective journal" section. This entry should

reflect the specific learning acquired that day. Please de-identify any patient information so that it will remain confidential. The clinical instructor will need to complete the feedback form at the end of each four hour clinic day. Completed notebooks must be submitted to the ACCE within seven days after the completion of the experience. Failure to complete and return the notebook by the due date will result in an “I”. You may also be dismissed from the program.

SUGGESTIONS FOR THE CLINICAL INSTRUCTOR

1. The faculty strongly encourages the student to be exposed to other disciplines, especially rehabilitation and surgery.
2. The faculty suggests that the student not be assigned to a clinical staff with less than 1-year experience, unless it is an emergency situation.
3. The faculty encourage that the CCCE and appropriate staff attend educational opportunities in order to help ensure the success of the student.

COMPLAINTS POLICY

Complaints about the PTA Program regarding the general performance of students or staff or the general quality of the curriculum and practical preparation of the student participants should first be addressed to the PTA Program Director. Should the complaints include the behavior or performance of this individual, the complaints should be addressed to the Health Science Dean or alternately, the Vice President of Academic Affairs. Complaints may also be reported online on the PTA program webpage at www.actx.edu/phys_therapist.

The person receiving the complaint will be responsible for conducting a thorough investigation of the complaint and evaluation of the problem as it has been described. Any personnel on campus will be involved in this process to the extent that their input would aid in the resolution of the concern. The complaining party will be kept apprised of the process as it evolves and will be notified of the ultimate resolution of the concern in a timely fashion. A record of the complaint, the ensuing evaluation and investigation process and the ultimate resolution of the complaint will be retained in the Program Director’s files with a copy send to the Health Science Dean.

EVALUATION OF EACH CLINICAL FACILITY, CLINICAL INSTRUCTOR, AND ACCE

Regular evaluation of each clinical facility is critical to the success of the clinical education program. During each clinical practicum, affiliating students complete the PTA Student Evaluation: Student Evaluation of Clinical Education Experiences (SECEE). The SECEE will be forwarded to the ACCE for review upon completion/termination of the practicum. Each clinical facility will also be

evaluated by: The ACCE and PTA faculty will use the results of these evaluations in planning for future practicums, to provide feedback to individual facilities for future experiences, and to identify developmental areas in planning for clinical faculty development activities. A clinical facility may request a copy of the student critique of their facility from the ACCE.

Evaluation of the Clinical Instructor occurs through the Student Evaluation of Clinical Education Experiences. This survey allows the student to evaluate the clinical faculty on areas such as teamwork, modeling of ethical and legal practice, understanding of the role of a PTA student, and supervision. In addition, the ACCE provides monitoring of clinical instruction through weekly communication with students and the midterm and final interviews.

Evaluation of the Amarillo College PTA Program and ACCE Regular evaluation of the

ACCE and the Amarillo College PTA Program is critical to the success of the Physical Therapist Assistant Program. After each clinical practicum, the CCCE, CI, and/or other clinical faculty complete the Evaluation of the Amarillo College PTA Program and ACCE Form which will be forwarded to Amarillo College's ACCE for review by the PTA faculty. The PTA faculty will use the results of these evaluations to update and improve our existing academic and clinical education curriculums. The ACCE is also evaluated as students complete the SECEE questions regarding strengths and weaknesses of the academic program and through course evaluations completed during the clinical course.

STUDENTS WITH A DISABILITY

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Disability Services (Student Service Center Room 119, Phone 371-5436) as soon as possible.

STUDENT'S RIGHTS AND RESPONSIBILITIES

Students are to read the Amarillo College Student Rights and Responsibilities publication with emphasis on reading the sections on Academic Information, Equal Opportunity Policy, Student Conduct and Responsibilities, Alcohol and Drug Abuse Education/Prevention Program, Student Complaints and the Student Grievance procedure.

The following policies specifically apply to the Physical Therapist Assistant Program:

- Academic Honesty
Students who demonstrate academic dishonesty as described in the Student Rights and Responsibilities handout will receive a grade of "F" in

the course and will be subject to all policies for course failure. Because dishonesty is a reliable predictor of unacceptable job performance following graduation, each instructor takes the position that a dishonest student is probably also unethical in other ways and may pose a threat to the safety of any patient who comes in contact with the student. In other words, this policy will be strictly enforced!

- **Student Grievance**
A student who has a problem with the course or the course instructor should make every attempt to resolve the problem with the course instructor. If that is not successful, the student may appeal the decision of the instructor to the program director, chairman of allied health division, the dean of instruction, and the president – IN THAT ORDER.
- **Equal Opportunity**
Our admission policy does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability. This same non-discriminatory philosophy continues for students while they are enrolled at Amarillo College.

RESPONSIBILITY

Your entry into the health care arena as a student physical therapist assistant is filled with more responsibilities than you could ever imagine. At this very early point in your new career, it is not possible for us to stress enough the importance of “responsibility” for you to fully realize its scope. Your major areas of responsibility include, but are not limited to, the following:

1. To the patients who are prepared to place their lives in your caring and “expert” hands.
2. To the medical staff and team with which you will work. It should not be difficult to understand that when one member of a team (any kind of team) “lets down” the entire team suffers the consequences.
3. To the faculty who are committed to assist you to meet your educational goals. They spend many hours preparing coursework to make sure that you have the latest and most accurate information. As a student, you should be prepared to reciprocate through prompt and regular attendance in classes and by demonstrating an enthusiasm for learning.
4. To those family and friends who care for you and are “rooting” for you to succeed.

5. To yourself. In many ways, the next two years will be a “test of endurance” and you will most surely need to constantly replenish your motivation and perseverance to complete that test.

Before you invest much time, effort, and money to complete this program, now is the time to carefully evaluate the circumstances that brought you here and the future possibilities of your new career choice. Are your motivations sincere? Are you looking for something quick and easy? Why are you here? Are you here because you truly want to be or because of pressures from a family member or friend? Do you view physical therapy as just another job and a way to earn money necessary to sustain a reasonably comfortable lifestyle? Etc. Etc. Etc.

In any job or profession, the worker will get out of the job no more than what is contributed. As a student physical therapist assistant, great demands of conduct, personality, and attitudes will be made of you, by your patients, your teachers, and by the other professional people with whom you will come in contact with. If you study diligently, develop your professional skills to the best of your ability and if you are loyal to your profession, you will be successful.

ETHICS

As you enter the program, you are expected to adhere to the American Physical Therapy Association *Standards of Ethical Conduct for the Physical Therapist Assistant*:

PREAMBLE

Physical therapist assistants are responsible for maintaining and promoting high standards of conduct. These *Standards of Ethical Conduct for the Physical Therapist Assistant* shall be binding on physical therapist assistants who are affiliate members of the Association.

STANDARD 1

Physical therapist assistants provide services under the supervision of a physical therapist.

STANDARD 2

Physical therapist assistants respect the rights and dignity of all individuals.

STANDARD 3

Physical therapist assistants maintain and promote high standards in the provision of services, giving the welfare of patients their highest regard.

STANDARD 4

Physical therapist assistants provide services within the limits of the law.

STANDARD 5

Physical therapist assistants make those judgments that are commensurate with their qualifications as physical therapist assistants.

STANDARD 6

Physical therapist assistants accept the responsibility to protect the public and the profession from unethical, incompetent, or illegal acts.

Graduation/Retention Rates

Class Entering	# Applicants Meeting Admission Requirements	# Applicants Entering Program	# Graduating on Expected Date	Ultimate Graduation Rate	# Graduating with Extended Time
Fall 2012	50	20	16	80%	0
Fall 2011	54	24	16	70.8%	3
Fall 2010	32	22	15	68.2%	0
Spring 2010	22	21	14	66.7%	1
Spring 2009	24	19	9	47.4%	2

Licensure/Pass Rates

Class Graduating	Number of Graduates	Number of Graduates who Took Exam Within 1 Year of Graduation	Number of Graduates Passing Exam on 1 st Attempt	First-Time Licensure Pass Rate(based on number of graduates taking exam)	Ultimate Pass Rate Within 1 Year of Graduation	Licenses Employed as a PTA Within 6 Months of Graduation
Spring 2014	18	18	15	83.3%	94.4%	100%
Spring 2013	16	16	14	87.5%	100%	100%
Spring 2012	16	16	15	93.8%	100%	100%
Spring 2011	16	14	13	92.9%	81.3%	100%
Spring 2010	13	13	13	100%	100%	100%
Spring 2009	16	16	16	100%	100%	100%
Spring 2008	13	13	12	92.3%	100%	100%

ESTIMATED PROGRAM COSTS (Based on 2015-16 tuition/fees)

1st Fall Semester

PTHA 1301- 3 lecture hours

PTHA 1321- 3 lecture hours

PTHA 1405 - 3 lecture hours, 4 lab hours

Total - 10 contact hours (\$837.50 for in-state/in-district; \$1907.50 for out-of-state)
 - additional lab fees (\$24.00)
 - book costs (approximately \$415.00)
 - APTA student membership (\$90.00)
 - supply pack (approximately \$75.00)
 - laptop (approximately \$450.00)
 - shirt (approximately \$20.00)
 - What Got You're here book (approximately \$15.00)

Estimated Costs for 1st Fall = \$1926.50 in state/in-district; \$2996.50 out-of-state

1st Spring Semester

PTHA 1413: Functional Anatomy – 3 lecture hours, 3 lab hours

PTHA 2409: Therapeutic Exercise – 3 lecture hours, 4 lab hours

PTHA 2301: Essentials of Data Collection – 2 lecture hours, 3 lab hours

Total - 11 contact hours (\$921.25 for in-state/in-district; \$2098.25 out-of-state)
 - additional lab fees (\$72.00)
 - book costs (approximately \$400.00)
 - PTA MACS (approximately \$70.00)

Estimated Costs for 1st Spring = \$1463.25 in state/in-district; \$2640.25 out-of-state

Summer Semester

PTHA 2305: Neurology – 3 lecture hours

PTHA 1160: Clinical I – 2 week full-time clinical rotation

Total - 4 contact hours (\$335.00 for in-state/in-district; \$763.00 out-of-state)
 - additional fee for malpractice insurance (\$12.00)
 - book costs (approximately \$90.00)

Estimated Costs for Summer = \$437.00 in-state/in-district; \$865 out-of-state

2nd Fall Semester

PTHA 2431: Management of Neurological Disorders – 3 lecture hours, 3 lab hours

PTHA 2435: Rehabilitation Techniques – 3 lecture hours, 3 lab hours

PTHA 1431: Physical Agents – 3 lecture hours, 3 lab hours

PTHA 1161: Clinical II – part-time, integrated clinical experience (1 day/week throughout semester)

Total - 13 contact hours (\$1088.75 for in-state/in-district; \$2479.75 out-of-state)
 - additional fees for malpractice/lab (\$84.00)
 - book costs (approximately \$400.00)
 - renewal of APTA membership (\$90.00)

Estimated Costs for 2nd Fall Semester = \$1662.75 for in-state/in-district; \$3053.75 for out-of-state

2nd Spring Semester

PTHA 2317: Issues in Health Care – 3 lecture hours

PTHA 2567: Practicum I – 2 full-time 7-week clinical rotations

Total - 8 contact hours (\$670.00 for in-state/in-district; \$1526.00 out-of-state)
 - additional lab fee for malpractice insurance (\$12.00)
 - Review Book (approximately \$70.00)
 - Mock Licensure Exam (\$35.00)

Estimated Costs for 2nd Spring Semester = \$787.00 for in-state/in-district; \$1643.00 out-of-state

Estimated Grand Total = \$6276.50 in-state/in-district; \$11198.50 out-of-state

I hereby acknowledge that I have read the policies/procedures found in the 2015-16 Physical Therapist Assistant Student Handbook. I understand that I am free to discuss all issues with the Program Director prior to signing this document. My signature on this page indicates that I agree to follow the policies/procedures. I will be notified in writing of any changes to this document.

Name

Date