Amarillo College

Physical Therapist Assistant Student Handbook



AMARILLO COLLEGE

AEEC'S CORE VALUES

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

- **Caring through WOW**
- **Caring through FUN**
- **Caring through INNOVATION**
- **Caring through FAMILY**
- **Caring through YES**

AC'S MISSION
Transforming our community and economy through learning, innovation, and achievement.

Edited KJ 07/23/2026

HANDBOOK DISCLAIMER

This program handbook is reviewed and updated once per year by the faculty. It 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.

Changes in the handbook may become necessary to improve 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.

The student shall carefully read this program handbook and become knowledgeable of its contents as soon as possible. The student will abide by its contents each day while participating 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 or is different than the course syllabus.

Refer to the course syllabi for the most recent changes. Each syllabus may include additional requirements or restrictions that apply to the course specific technical, psychomotor, and content knowledge and skill acquisition. The syllabus will supersede the information in this handbook.

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Amarillo Texas 79178
806-371-5000

Physical Therapist Assistant Program

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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 Amarillo, Potter County, Texas.

HEALTH SCIENCES

Amarillo College West Campus is a 42-acre site 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 Sciences offerings currently include Associate Degree Nursing, Dental Hygiene, Licensed Vocational Nursing, Medical Data Specialist, Medical Laboratory Technology, Nuclear Medicine Technology, Occupational Therapy Assistant, Physical Therapist Assistant, 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 program.

PTA PROGRAM HISTORY

On February 16, 1981, an advisory committee was formed to determine the need for a Physical Therapist Assistant Program in 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 1981, the first class was admitted to the program, graduating in 1983.

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 requires 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), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: (703) 706-3245; email: accreditation@apta.org; website: http://http/www.capteonline.orghttp://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, 2006, and 2016, the PTA program received continuation of accreditation. The program is due for re-accreditation in 2026.

PROGRAM DESCRIPTION

The Physical Therapist Assistant program prepares the student to work in healthcare as an entry-level physical therapist assistant as permitted by each state's jurisdiction. 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 in which they are seeking licensure.

The program consists of 5 semesters including 4 regular semesters (fall and spring) and 1 summer semester. In the final semester of the program, the student is required to achieve a minimum

passing score (600/800) on the capstone exam (the Practice Examination and Assessment Tool, or PEAT). Upon successful completion of the program, the student receives an Associate in Applied Science degree (A.A.S.). Successful completion of the Amarillo College PTA Program and achievement of a passing score on the National Physical Therapy Examination allows the graduate eligibility for licensure as a physical therapist assistant in all 50 states of the United States.

The curriculum has a sequential design. Each semester prepares the students for the next and subsequent semester coursework. Students must complete the PTA technical courses in the order designated in the curriculum to comply with current standards of physical therapy education

PROGRAM GOALS AND OBJECTIVES

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

- The Amarillo College PTA Program will produce clinically competent graduates eligible to take the national licensure exam and subsequently work as an entry-level physical therapist assistant under the direction and supervision of a physical therapist
    - 100% of 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.
    - 100% of students will receive clinical instructor approval and/or re-approval of skills in the Professional Behaviors comprehensive by completion of the final clinical experience.
    - At least 90% of program graduates seeking employment will be employed within 1 year of graduation.
    - At least 75% of responses for each question on the Program's Employer of Graduate Survey will be at least a 3 out of 4

- The Amarillo College PTA Program will produce graduates who exhibit effective critical thinking and problem-solving skills.
    - 100% of students will receive clinical instructor approval on components of comprehensive assessment by the end of the final clinical experience
    - At least 75% of responses for each question on the Program's Employer of Graduate Survey regarding critical thinking and problem solving will be at least a 3 out of 4

- The Amarillo College PTA Program will produce graduates who engage appropriately with effective oral, written, and nonverbal communication skills in a culturally competent manner with patients and their families, and other health care providers
    - 100% of students will receive clinical instructor approval or re-approval on the mandatory communication skills in the comprehensive clinical performance assessment implemented by the PTA Program.
    - At least 75% of responses for each question on the Employer of Graduate Survey regarding communication and cultural competence will be at least a 3 out of 4.

- The Amarillo College PTA Program faculty will provide students with positive learning experiences and a curriculum based on current physical therapy practice within an

atmosphere of academic excellence.

- At least 75% of responses for each Program Alumni survey question regarding the curriculum and faculty will be positive or state no need for improvement
- At least 75% of responses from each student course evaluation will be positive or state no need for improvement
- 100% of core faculty will stay up to date with contemporary physical therapy practice through part-time clinical practice and/or appropriate professional education

- The Amarillo College PTA Program will promote the importance of continuing personal and professional development through life-long learning opportunities and membership in professional organizations.
  - 100% of PTA Program faculty will maintain membership in the APTA and TPTA.
  - Course content regarding membership in professional organizations and life-long learning will be annually presented in PTHA 1301 The Profession of Physical Therapy and PTHA 2317 Issues in Health Care
  - The PTA Program will host a workshop on either clinical education or a clinical topic annually.

COMPETENCIES

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

- Implement a comprehensive treatment plan which may include, but is not limited to use or application of:
  - Activities of daily living and functional training
  - Assistive/adaptive devices
  - Balance and gait training
  - Biofeedback
  - Developmental activities
  - Electrical current
  - Electromagnetic radiation
  - External compression
  - Hydrotherapy
  - Orthoses and prostheses
  - Patient/family education
  - Postural training and body mechanics
  - Pulmonary hygiene techniques
  - Therapeutic exercise
  - Therapeutic massage
  - Thermal agents
  - Topical applications (including those for iontophoresis)
  - Traction
  - Ultrasound

- Universal precautions/infection control

- Demonstrate basic wound care techniques

- Demonstrate knowledge of the rationale and effectiveness of physical therapy treatment procedures

- Communicate to others the scope of their abilities in delivery of care

- Adhere to ethical standards of conduct as well as applicable state and federal law

- Demonstrate data collection techniques that identify the patient's status in the areas such as strength, endurance, equilibrium responses, length, and girth measurements

- Demonstrate effective written, oral, and nonverbal communication with patients and their families, colleagues, health care providers, and the public

- Interpret professional literature and the participate in continued development of knowledge and skills

- Demonstrate 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

- Interact with patients and families in a manner which provides the desired psychosocial support including the recognition of cultural and socioeconomic differences

- Participate in the teaching of other health care providers, patients, and families

COURSE DESCRIPTIONS

The following courses are to be entered only after a student has been accepted to the PTA Program at Amarillo College. All classes must be taken in the order they are presented in the program's technical portion. All classes in each semester must be completed successfully to progress to the next semester in the program.

PTHA 1260 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 (2 semester hours; 30 clinic)

PTHA 2567 Practicum I
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student

Hours (5 semester hours; 35 clinic)

PTHA 1201 Profession of Physical Therapy
Introduction to the profession of physical therapy and the role of the physical therapist assistant.
Hours (2 semester hours; 2 lecture, 1 lab)

PTHA 1321 Pathophysiology for the PTA
Study of the pathophysiology of diseases/conditions commonly encountered in physical therapy.
Hours (3 semester hours; 3 lecture)

PTHA 1405 Basic Patient Care Skills (Lecture and Lab)
The application of basic patient handling, functional skills, communication, and selected data collection techniques.
Hours (4 semester hours; 3 lecture, 4 lab)

PTHA 1413 Functional Anatomy (Lecture and Lab)
The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement.
Hours (4 semester hours; lecture/lab combo)

PTHA 1431 Physical Agents (Lecture and Lab)
Biophysical principles, physiological effects, intervention efficacy and application of physical agents.
Hours (4 semester hours; 3 lecture, 3 lab)

PTHA 1391 Special Topics in Physical Therapy
Advanced knowledge and skills within the scope of practice of the entry-level physical therapist assistant, particularly in orthopedics.
Hours (3 semester hours; lecture/lab combo)

PTHA 2301 Essentials of Data Collection
Data collection techniques used to prepare the physical therapist assistant to assist in patient/client management.
Hours (3 semester hours; lecture/lab combo)

PTHA 2217 Issues in Health Care
Organizational patterns, administrative principles, legal and ethical issues in physical therapy, and preparation for licensure and employment.
Hours (2 semester hours; 2 lecture)

PTHA 2409 Therapeutic Exercise
Concepts, principles, and application of techniques related to therapeutic exercise and functional training.
Hours (4 semester hours; 3 lecture, 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 (4 semester hours; 3 lecture, 3 lab)

PTHA 2435 Rehabilitation Techniques
Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected musculoskeletal, neuromuscular, cardiopulmonary, and integumentary disorders.
Hours (4 semester hours; 3 lecture, 3 lab)

GENERAL EDUCATION COURSES

General education courses required for completion of the Physical Therapist Assistant Degree (PTHA.AAS) include the following:

- BIOL 2401 Anatomy & Physiology I
- BIOL 2402 Anatomy & Physiology II
- HITT 1205 Medical Terminology I
- PSYC 2314 Lifespan Developmental Psychology
- Speech (SPCH 1315, 1318, or 1321)
- ENGL 1301 Freshman Comp
- One 3-hour course from Language, Philosophy, and Culture/Creative Arts

SUGGESTED INTEGRATED DEGREE PLAN

Summer Semester (Pre-PTA Program)	
HITT 1205 Medical Terminology I	2
1st year Fall Semester – 1st 8 weeks (Pre-PTA Program)	
BIOL 2401 Human Anatomy and Physiology I	4
ENGL 1301 Composition I	3
1st year Fall Semester – 2nd 8 weeks (Pre-PTA Program)	
BIOL 2402 Human Anatomy and Physiology II	4
PSYC 2314 Life Span Developmental Psychology	3
1st Spring Semester – 1st 8 weeks (Pre-PTA Program)	
SPCH 1318 Interpersonal Communication OR SPCH1315 Public Speaking OR SPCH 1321 Business and Professional Speaking	3
Course in Language, Philosophy, Creative Arts	3
Total (Pre-PTA Program)	22

1st Fall Semester (PTA Program)	
PTHA 1201 Profession of Physical Therapy	2
PTHA 1413 Functional Anatomy	4
PTHA 1405 Basic Patient Care Skills	4
1st Spring Semester (PTA Program)	
PTHA 1431 Physical Agents	4
PTHA 1321 Pathophysiology	3
PTHA 2409 Therapeutic Exercise	4
Summer Semester (PTA Program)	
PTHA 2301 Essentials of Data Collection	3
PTHA 1260 Clinical I	2
2nd Fall Semester (PTA Program)	
PTHA 2431 Management of Neurological Disorders	4
PTHA 2435 Rehabilitation Techniques	4
PTHA 1391 Special Topics in PT	3
2nd Spring Semester (PTA Program)	
PTHA 2217 Issues in Health Care	2
PTHA 2567 Practicum I	5
Total (PTA Program)	44

TOTAL CURRICULUM HOURS: 66

Students complete the prerequisite coursework prior to admission to the PTA program.

ADMISSION POLICY

Prospective students must apply and be accepted into the college and then complete the Health Sciences Application, indicating their interest in the PTA Program. After completing the application process by the Health Sciences deadline, students are admitted to the Physical Therapist Assistant program beginning in the fall semester. The AC application is available at https://www.actx.edu/enroll/ Acceptance into the program is based on assigned point totals based on completed coursework. Official college/university transcripts from other institutions should be submitted to the AC Registrar's Office as soon as possible. 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 – Composition 1301 or 1302, Speech, one Language/Philosophy/Culture/Creative Arts course, Medical Terminology and Lifespan Developmental Psychology. Students will receive 10 points for each "A" in these courses, 7 points for each "B", and 4 points for each "C". For the Anatomy & Physiology I and II courses, applicants will receive 15 points for each "A", 10 points for each "B", and 4 points for each "C". Applicants are required to attend a Physical Therapist Assistant Information Meeting, Complete EDUC 1100 Learning Frameworks, and complete 8 hours of observation in a Physical Therapy facility. Applicants will also be required to complete the TEAS test.

After acceptance into the program, the student will be required to complete the following items:

- Essential Functions of the PTA form or a physical examination form completed by the applicant's physician
- Amarillo College "Student Release and Waiver of Liability" form
- 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
- two (2) Varicella injections (titer rather than immunization if the applicant has had chickenpox)
- Current TB test (this expires annually)
- Annual Flu shot
- Current healthcare provider CPR certification
- Drug screen
- Documentation of completion of COVID immunizations OR completion of the accepted AC form contained at www.Complio.com for requested exemption waiver due to medical or religious reasons

Immunization records will be entered into a designated web-based database for a required 2-year access fee.

After calculation of the application scores, up to 24 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 next year.

Although the PTA program accepts up to 24 students annually, the PTA program reserves the right to decrease the number of students accepted to the PTA program due to ongoing changes in the health care industry and to prevent over-enrollment in PTA courses.

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 through Complio prior to admission to the program. Students will also complete the required drug screening during 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 must notify the Program Director immediately if any changes in his/her criminal background occur while enrolled in the PTA program.

OCCUPATIONAL LICENSE DISCLAIMER

Students enrolled in an educational program in preparation for obtaining certain occupational licenses are potentially ineligible for such license if the student has been convicted of an offense. For further information, please contact:

Melodie Graves
Justice Involved Advocate
Student Service Center 117
mgraves24@actx.edu

You can also contact the Legal Clinic, or the faculty member in charge of the educational program in which you seek to enroll. The further information you will receive will include notification to you of your right to request a criminal history evaluation letter from the licensing authority to clarify your situation.

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 in which they were previously enrolled. 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 student's responsibility to attend class in accordance with the course requirements established by the instructor. (Amarillo College Student's Rights and Responsibilities Publication). Absences and tardiness will be monitored and evaluated in the Student Engagement Portal to determine a student's final course grade.

The instructor will take attendance for each class and note absences for each student. Students are expected to be present for the entire class/lab time. Students must report any anticipated class/lab absence to the instructor.

An excused absence is granted at the discretion of the instructor. Verification documentation may be required. A period of extended absences may be considered for approval upon submission of a written request by the student. This will be determined by an ad hoc committee of the 3 faculty members.

Following an absence, the student is responsible for obtaining missed notes, assignments, copies of handouts, etc. from classmates. The student is also responsible for obtaining any needed clarification of missed information from the course instructor. After 2 absences in a course, the course instructor will implement an educational contract with the student.

If there is a period where remote access to classes is required because of public health situations, the attendance policies will be revised.

The attendance policy for clinical/practicum is as follows:

PTHA 1260 Clinical I:
Each student is required to attend all scheduled days and hours of the clinical rotation assigned for four consecutive weeks. In the event that the student has an emergency or illness, the ACCE must be contacted no later than 2 hours before the clinical day begins by phone (not text). If the student is unable to contact the ACCE after 2 tries, the program director should be contacted by phone. The ACCE or program director will then advise the student regarding contact with the clinical instructor. Missed hours/days for illness/personal reasons must be rescheduled. Ten (10) points may be deducted from the overall grade for the clinical for any absences.

PTHA 2567: Practicum I:
Each student is required to attend all scheduled days and hours of two clinical rotation assigned for seven consecutive weeks. In the event that the student has an emergency or illness, the ACCE must be contacted no later than 2 hours before the clinical day begins by phone (not text). If the student is unable to contact the ACCE after 2 tries, the program director should be contacted by phone. The ACCE or program director will then advise the student regarding contact with the clinical instructor. Missed hours/days for illness/personal reasons must be rescheduled. Ten (10) points may be deducted from the overall grade for the clinical for any absences.

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 reschedule missed clinic time before the end of the semester will be given an incomplete grade ("I") in the course pending completion of clinical hours.

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 can 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. This process may be determined by an ad hoc committee.

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 later. 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, credit cannot be given for the course.

LATE WORK/MAKEUP POLICY

Late work will not be accepted without written permission specifying a new due date from the course instructor following a written request by the student. The course instructor may not grant an extension of the due date. There will be no rescheduling of quizzes. Missed lecture or practical exams may be rescheduled under all the following conditions: the student must request a makeup exam in writing; the student must provide verification of the reason the exam was missed; and written permission is received from the instructor. Granting permission or imposing any point penalty is at the instructor's discretion. Makeup exams will be scheduled based on the availability of the instructor. If permission for a makeup exam is not granted, the student will receive a grade of "0".

Exam grades or practical grades may be dropped at the discretion of the instructor. In the event a student fails to pass a practical exam, the student will be given the opportunity to retake the practical exam one time; however, the maximum earned grade will be 75.0%. Failure of a practical exam retake will result in an "F" in the course.

Assigned skill checks must be completed prior to the practical exam date. Failure to complete the skill checks will result in a “0” grade on the first attempt of the practical exam. The student will be allowed to have a second attempt on the practical exam, with the maximum earned grade of 75.0%. Failure of a practical exam retake will result in an “F” in the course.

FINAL GRADE OF INCOMPLETE (I)

Under exceptional 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, 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 and student, if approved by the program director. 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 individually, and no one shall set a precedent for another. 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 college's graduation requirements. In addition, students enrolled in the PTA program leading to an Associate of Applied Science (AAS) degree must progress in meeting the requirements of the program according to the following:

- 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. If a student scores below 75.0% in any program course, he/she may request to reenter the program the next semester the course is offered. The failed course must be retaken and passed with a grade “C” or better. Failure of 2 or more courses within the curriculum makes the student ineligible to return.
- Students must maintain current CPR certification.
- Students must maintain annual documentation of required immunizations and health testing such as flu and TB.
- Students must maintain acceptable health status that allows required performance within the clinical environment.
- Students must successfully complete and pass a background check without any felony conviction while enrolled in the program.
- Students must complete all PTHA and general education courses with a grade of “C” or better (75.0% or above) prior to the end of the second fall semester to progress to PTHA 2567: Practicum I at the start of the final semester of the PTA program.

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 being promoted to the next higher level of study. The student must successfully complete all coursework including the integrated clinical before promoting to the terminal clinical rotations. The grade a student earns on any assignment is recorded.

REPEAT/DISMISSAL/WITHDRAWAL

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 two or more courses, they will be dismissed from the program.

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. Re-entry into the program is not automatic and will be dependent on the student's past performance, current competencies, and retention of skills and knowledge. Students must contact the program director if they wish to re-enter the program.

GRADING SCALE

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

A grade of C (75.0% and above) is necessary for successful completion of courses required for graduation from the program. The current grading scale for the PTA Program is the following, as outlined in the PTA syllabi:

A = 100 - 92.0
B = Less than 92 - 84
C = Less than 84 - 75
F = Less than 75

REQUIRED TUTORIAL SUPPORT

If the student scores below 75% on any course exam or practical, they are required to schedule a planning meeting with the course instructor. At this meeting, the student will be expected to develop an action plan for successful completion of the course. This action plan 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 may result in a 10-point deduction from the final course grade. IT IS THE RESPONSIBILITY OF THE STUDENT TO SCHEDULE THE MEETING WITH THE COURSE INSTRUCTOR AND TO COMPLETE THE ACTION PLAN.

As part of the action plan, the instructor may assign the student a task of attending general instructional tutoring from the Amarillo College Tutoring Center or program-specific tutoring from the designated peer/professional tutor. The student may be required to complete both types of tutoring. In addition to the Verification of Tutoring in the Student Engagement Portal, official verification of tutoring must be uploaded by the student into the appropriate course drop box.

Students may access grades online through the Blackboard Learning Management System.

TECHNOLOGICAL USE

Students will be required to bring a Wi-Fi compatible laptop for all PTHA coursework for testing and academic purposes. Students shall come prepared for the lab and lecture with the laptop. In addition, computers are available for student use at the West Campus in the Building D computer lab. The emergency contact during class time is the Executive Secretary for Health Professions at (806) 354-6055. If the student anticipates an emergency during practicum time, he/she can leave a message with faculty so that the student can be taken out of the clinical rotation by the PTA faculty.

MALPRACTICE INSURANCE

Each student is covered by malpractice insurance as prescribed by the college for all clinical affiliations. The premium is included in the registration fee assessed through the Business Office along with tuition.

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 are responsible for adhering 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. The instructor may require that faculty be present before some techniques are implemented or practiced.

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 is responsible for ensuring 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

Students in the PTA Program are expected to dress conservatively and professionally, as expected in the clinic. The student will attend class in clothing that is clean and neat. At times, the student may be required to wear business professional dress including black, navy, or khaki pants and polo-type shirts. T-shirts, jeans, shorts, or athletic clothing are not allowed on off-campus learning experiences unless otherwise indicated by the course instructor. Amarillo College Badge/ID's should also be worn during all off-campus class and clinical activities. Students are required to adopt the following rules during lecture, lab, skill checks, practical exams, practicums, and field trips:

1. Neat clean, appropriate clothing that would be acceptable in a work environment.
2. Closed-toe, closed-heel shoes with non-slip soles in good, clean condition.
3. Hair that is clean, secured back off of the face, and styled in a manner that is professional in appearance. Hair color must conform to clinical facility policies.
4. All jewelry and cologne should be conservative and limited to a minimal amount.
5. No hats/caps.
6. Fingernails should be short and clean.
7. Facial hair must be kept neatly trimmed to the standards required by the clinical setting.
8. Students will always maintain good hygiene, with daily bathing/showering, oral hygiene, and use of antiperspirant required. No offensive body odor.
9. No excessive make-up.

The above is applicable to lab activities. Additionally, the following rules for lab attire must be followed:

1. Clothing must be clean and in good condition, with no rips, holes, or stains. No cut-offs or crop tops.
2. Closed-toe, closed-heel shoes with non-slip soles in good, clean condition.
3. Athletic wear including shorts, tank tops, and sports bras. Compression shorts are required under shorts for modesty. Tights/leggings and jeans are not appropriate during labs.
4. Students must come prepared to each lab session to reveal the entire treatment area.
5. Sweatshirts/sweatpants can be worn as needed for warmth during lab activities but must be removed when necessary for lab activities.
6. **Each student is required to utilize appropriate draping techniques as needed during all lab activities to protect other students' modesty, in order to demonstrate appropriate professional behavior and responsibility.**

The student's professional dress is subject to approval by the course instructor. If professional dress code is not followed, the student may be excluded from participation in the scheduled activity or lab, may receive an attendance penalty for the day, and may/may not have the option to makeup the assignment. This decision is at the instructor's discretion.

CONDUCT

Students shall read the Amarillo College "Student Rights and Responsibilities" information with emphasis placed on the Academic Information, Student Conduct and Responsibilities, Alcohol and Drug Abuse Education/Prevention Program sections.
Courtesy and respect are expected between the student and instructor. Students are expected to be attentive to instructors, guests, and other students during presentations. Students are required to extend the highest respect to patients/clients/others when making off-campus contact. Lack of regard

to this expectation at any time by any single student or group of students may result in immediate dismissal of the student/s from the situation by the instructor, guest lecturer, or patient/client/other. Dishonesty in the classroom or in completing any assignment will not be tolerated. Students demonstrating academic dishonesty as defined in the "Student Rights and Responsibilities" publication will receive a grade of "F" in the course and will be subject to all PTA Program policies regarding course failure.

A Physical Therapist Assistant student's conduct shall be respectful, attentive, responsible, and professional. Without the cooperation of the local 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 may be required to obtain drug testing for cause 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, the student may request a formal review by the program director. An ad hoc committee consisting of the program faculty, dean's representative, and other program director may be convened to determine a plan of action and responsibility. Examples of factors included in professional conduct are the following:

- Showing respect for the patient's needs, desires, and person
- Preserving the confidentiality of patient records and information (this is a federal legal requirement and could result in litigation and punitive consequences if not met)
- Showing respect for clinical supervisors and hospital/facility personnel
- Performing duties described by the clinical instructors
- Arriving for clinical experiences on time and leaving at the institution's typical shift change
- Following the facility's policies and guidelines
- Abstaining from the posting of inappropriate statements on social media

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 Vice President of Enrollment Management and/or Amarillo College Campus Police.

The following examples of unprofessional conduct will result in disciplinary measures and may 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

Students must always demonstrate the professional demeanor expected of any health care provider.

While in this educational program, the student must collaborate and cooperate with others in the classroom. At times, classroom, laboratory, and clinical experiences will be performed as a class. What one class member does may reflect on all other members. Designated assignments are to be done individually. Failure to complete these assignments independently may result in a failing grade for the assignment.

It is the student's immediate responsibility to work cooperatively with peers and faculty. Active participation in the educational environment is essential to success in this program. All matters of non-participation, hindrances to the learning environment, and non-cooperation will be addressed by the faculty through a disciplinary process.

The faculty who teaches on-campus courses and those who will supervise students in the off-campus clinical setting will be closely observing each student's communication skills, psychomotor skills, and his/her ability to demonstrate professionalism. Unprofessional or disruptive behavior may result in dismissal from the program based on recommendations of an ad hoc committee.

If a student compromises any professionalism standard to an unacceptable level while in the clinical setting, the clinical supervisor may choose to discharge him/her from that facility immediately. If that discharge is permanent from that facility, the student may receive an "F" in the course, subject to the decision of an ad hoc committee. 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 are responsible for informing 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 recorded or imaged for instructional purposes. Students will be provided with 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 regarding 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
- Immunization records
- Personal medical records kept by the program
- Records to be kept by the program include acceptance forms, syllabi agreements, 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, faculty and students must 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 371-5163 and if necessary, 911 for an ambulance. Students can use any available phone in 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 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 in 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

STANDARD PRECAUTIONS

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

- Gloves are worn in the following situations:
    - Touching any blood, body fluids, mucous membranes, or non-intact skin.
    - Handling items or surfaces soiled with blood or body fluids.
- 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.
- 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.
- Hands must be washed before and after contact with any patient.
- 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 hazardous materials. Any hazardous materials must be stored in the appropriate location and labeled as hazardous.

ACCIDENT REPORTS

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 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 of 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 the contracted business that handles on-the-job injuries/needle-sticks. 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 or an off-campus field trip.

EQUIPMENT

PTA program faculty assume responsibility for monitoring usage of all PTA lab equipment and 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 permission with on-site supervision.

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/Program Director.

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 until a self-check, peer check, and instructor check indicate successful mastery. In the event a student fails to pass a practical exam, the student will be given the opportunity to retake the practical exam one time; however, the maximum earned grade will be 75.0%.

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 must inform all patients of their status as a student before 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 is to expose the student to patient care in a real-life situation. Clinical experiences 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 at least one out-of-town clinical rotation, which may cause them to incur additional room and board expenses for the rotation.

CLINICAL CONTRACTS

Clinical contracts are an established agreement between Amarillo College and the participating facilities. Copies of all signed clinical contracts are maintained in the Health Professions Division Office. Both the Program Director and the ACCE are responsible for reviewing clinical contracts each year to ensure that all clinical contracts are current and unexpired.

GRIEVANCE PROCESS

A student who has an issue with the course or 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, Dean of Health Professions/Division Committee, Associate Vice President of Academic Affairs, Vice President of Academic Affairs, and the Amarillo College President - IN THAT ORDER. If needing to contact the program/institution directly, please call 806-354-6043 or email kjjones54@actx.edu.

The Physical Therapist Assistant Program at Amarillo College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: (703) 706-3245; email: accreditation@apta.org; website: http://http/www.capteonline.orghttp://www.capteonline.org.

How to File a Complaint About the Physical Therapist Assistant (PTA) Program

The PTA Program encourages individuals to express any concerns they may have about the program. All individuals have the right to raise concerns and file complaints without fear of retribution.

The PTA Program maintains its own complaint policy, which operates independently from the college's due process policies and procedures. This program-specific policy focuses on concerns unique to the PTA program, including academic issues, clinical rotations, and interactions among faculty, students, and the public. In contrast, the college's due process policies address more serious matters, such as sexual harassment, discrimination, and academic misconduct.

Anyone may report concerns about the PTA program without fear of retaliation, including

- **Students (current and prospective)**
- **Graduates**
- **Faculty and staff (full-time, part-time, and visiting)**
- **Clinical education sites**
- **Employers**
- **The general public**

You can file a complaint about a wide range of issues, such as:

- **Academic issues: unfair treatment by instructors, cheating**
- **Non-academic issues: program resources, student behavior, safety concerns, fairness, communication problems**
- **Faculty or staff behavior: unprofessional conduct, harassment, discrimination**

Follow these steps to file a complaint:

1. **Make an issue to settle the issue informally before escalating**
2. **If informal discussion doesn't work, fill out a PTA Program Complaint form within 10 days of the incident.**
3. **Complaints must include the following information:**
    a. **Name and contact information for the stakeholder. Anonymous complaints will not be investigated.**
    b. **The date and time of the incident.**
    c. **A clear statement of the issue, relevant facts, contact information, and any supporting documentation.**
    d. **The names of any other individuals who were involved in the incident.**
    e. **Copies of any other relevant information and supporting evidence.**
4. **Submit the form and support documents to the Program Director**
    a. **Complaints regarding the Program Director should be sent to Dean of Health Sciences**

Complaint Investigation: The PTA program will establish an ad-hoc committee of three to investigate complaints. Upon receiving the complaint, the ad-hoc committee will evaluate and investigate the concerns raised within five business days. Each participant will be able to offer their perspective and submit relevant evidence or witnesses.

Investigation Process: The Program Director will lead the investigation, ensuring transparency, impartiality, and confidentiality. They may gather additional information from students, faculty, or others involved. Once the investigation is completed, the Program Director with a written decision within 48 hours.

Complex Complaints: The complexity and nature of the complaint may necessitate additional time to conduct a thorough and fair investigation. In such cases, the Program Director will provide the complainant with regular updates regarding the process of the investigation and estimated timeline for resolution.

The Complaint Committee may need to:

- **Gather more information**
- **Interview people involved**
- **Carefully review evidence**

Communication of Findings: Once the investigation is completed, the Program Director will provide a written report summarizing the findings, recommendations, and proposed actions to address the complaint.

Decisions and Appeals:

1. Complaints outside due process: Program-level decisions concerning complaints beyond the scope of due process are final. If dissatisfied with the program-level resolution, there is no additional avenue for appeal within the program.
2. Due process concerns: Students who believe their due process rights have been violated are referred to the Student Rights and Responsibilities section of the Catalog.
3. CAPTE Accreditation Standards: Individuals who believe the program is not adhering to CAPTE accreditation standards should directly contact CAPTE.

Filing a Complaint with CAPTE:

The program encourages you to use the internal complaint process first. However, you have the right to file a complaint with the Commission on Accreditation in Physical Therapy Education (CAPTE) if you believe the college's process hasn't adequately addressed your concerns about the program's quality.

What can you file a CAPTE complaint about?

- **Issues related to the program's curriculum, such as content, organization, or outdated materials.**
- **Concerns about the qualification or performance of faculty members.**
- **Problems with the program's facilities or resources, impacting your ability to learn.**

How to File a CAPTE Complaint:

1. Visit the CAPTE website for their complaint process and forms: Complaints | Commission on Accreditation in Physical Therapy Education
OR
2. Contact the APTA Accreditation Department for more information to obtain any necessary materials
- **Phone: 703-706-3245**
- **Email: accreditation@apta.org**

Remember:

- **Filing a CAPTE complaint is a separate process from the college's internal grievance procedure.**
- **CAPTE focuses on issues that impact the overall quality of the program, not individual grievances.**

STUDENT REQUIREMENTS FOR CLINICAL ASSIGNMENTS

- Grade Point Average
  - The student must have earned a grade of "C" or higher (75.0% or higher) in all Physical Therapist Assistant courses to participate in PTHA 1260 Clinical I and PTHA 2567: Practicum I.

- 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 status change, they must get clearance from their physician before clinical assignments. Health requirements, such as tuberculosis screening and immunizations must be current, must be maintained by the student in Complio (www.complio.com), and must be available for all clinical assignments. In addition, clinic rotations may have additional testing requirements, such as drug or lab testing. If the student cannot safely and competently perform the essential physical requirements for a physical therapist assistant in the work setting, the student shall provide the clinical site with reasonable accommodation and will be required to provide the medical documentation requirements as a potential employee within that facility. The clinical site has the right to deem the accommodation unreasonable.
- Liability Insurance
    - Each student is required to pay a fee as a part of his/her tuition and fees that covers liability insurance for clinical participation. These fees 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.
- Current healthcare provider CPR certification.
- 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.
- Complio (www.complio.com) Background Check
    - Students are required to successfully complete a background check through Complio (www.complio.com) prior to acceptance into the PTA program.

UNACCEPTABLE STUDENT CONDUCT DURING CLINICAL ASSIGNMENT

Assignment of students to clinical facilities depends on the facility's willingness 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 the following: "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:

- Threatening behavior or potential threatening behavior affecting
    - welfare of the patient/client
    - the facility to which the student is assigned
    - the educational collaboration relationship between the college and the facility
- Violation of patient confidentiality, including photography or comments on social media
- Specific mentions of clinical sites or staff on social media
- 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
- Initiating or responding to attempts to establish a personal relationship (including social media contact) with other staff members, patients, or families during the time of the clinical rotation

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

- If a CCCE or CI preceptor requests the withdrawal from the clinic of a student, the following actions may occur. Depending on the situation, the sequence of these actions may vary. 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.
- As soon as possible, the ACCE, CCCE, CI and the student will meet to resolve the problem(s). 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.
- 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.
- 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 the student 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.
- 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. The ability to reenroll will be based upon the appeal process outcome.
- 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 (ACCE) or in his absence, the program director must be notified. 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

PTHA 1260 Clinical I:
Clinical 1 is the first of three clinical experiences in a Physical Therapy setting. The purpose of this initial full-time, integrated four-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.

PTHA 2567 Practicum 1:

Practicum I comprises the second and 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. This experience emphasizes integrating previously learned and practiced PTA skills, special topics in PT, and clinical management and health care issues into delivering 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 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:

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

All matters and information under HIPAA protection or FERPA (Family Educational Rights and Privacy Act) will not be provided to the clinical site without signed releases. The student is the party responsible for any release of information without a signed release.

FAILURE/TERMINATION

If a student fails or is terminated for any reason (academic, health, or other) in either PTHA 1260 or PTHA 2567, there is NO automatic guarantee that he/she will be allowed to repeat the clinical. 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 can 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 1260 or PTHA 2567, a student (with approval as discussed above) can repeat 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 1260 and PTHA 2567 must be taken in sequence.

CLINICAL SKILLS (FOR PTHA 1260 AND PTHA 2567 ONLY)

The PTA program uses a web-based clinical assessment tool for the evaluation of each student's clinical performance. This tool addresses the scope of PTA practice including professional behaviors, patient management, technical skills, documentation, and communication. The student must meet minimum standards required for entry level status to graduate

STUDENTS WITH A DISABILITY

Any student who, because of a disabling condition, may require some special arrangements to meet course requirements should contact Disability Services (Student Service Center Room 112, Phone (806) 345-5639 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. If

there is evidence of any type of cheating on an exam, the student will receive an "F" in the course. Any assignment that is indicated to be submitted individually must be completed on an individual basis, or the student will receive a grade of "0" on the assignment. If any written assignment submitted through plagiarism software receives a score above 30%, it will be subject to further review and may receive a penalty or "0" for the assignment, at the discretion of the instructor.

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 PTA Program Director, Dean of Health Professions, Associate Vice President of Academic Affairs, Vice President of Academic Affairs, and the President – IN THAT ORDER. Retaliation against an individual who reports a grievance is a violation of program policy. Any grievance who feels that he/she is being retaliated against, either during or after an investigation, shall report the incidents of retaliation to the investigator.

Equal Opportunity

Our admission policy does not discriminate based on race, color, national origin, sex, age, religion, or disability. This same non-discriminatory philosophy continues for students while they are enrolled at Amarillo College.

TITLE IX

Amarillo College is committed to building and maintaining a safe, gender-equitable environment for students, faculty, and staff in all aspects of educational programming and employment. The College's Title IX Coordinator is

Mychal Coleman, VP of Human Resources
Office Location: Student Life and Community Center, Suite 260
Phone: (806) 371-5044
E-mail: titleIX@actx.edu

ETHICS

As students enter the program, the student shall 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."

HANDBOOK STUDENT ACKNOWLEDGEMENT AGREEMENT

I acknowledge that I have read the policies/procedures found in the Physical Therapist Assistant Student Handbook (edit version 7/23/2026). I understand I may discuss all issues with the Program Director before 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 the policies and procedures within this document. I acknowledge the course specific syllabus will reflect the most current policies and procedures for any course. I understand that it is my sole responsibility to seek clarification of any conflict in information or change.

_____ _____

Name Date