

# Amarillo College



## Physical Therapist Assistant Program Handbook 2013

### AMARILLO COMMUNITY COLLEGE

#### **AC'S CORE VALUES**

Quality \*Integrity and Trust\*Learning\*Respect  
Accessibility and Opportunity\*Creativity and Innovation

#### **AC'S MISSION**

Amarillo College, a public community college, is dedicated to providing educational, cultural and community services and resources to enhance the quality of life for the diverse population in the service area.

#### **AC'S VISION**

Amarillo College will be the preferred source for higher education and workforce training in the Texas Panhandle. Our students will increase their potential for success through the College's quality learning opportunities. Faculty and staff will view Amarillo College as a great place to work because they can make a difference in the community. Our stakeholders will know that the College is a valuable, innovative force for positive change in the community, and, as a result, will increase their support. Amarillo College will be respected for productive and innovative partnerships.

We are excited that you have chosen a career in physical therapy and look forward to helping you begin a career as a physical therapist assistant!

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

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# Table of Contents

Cover page

Introduction

Amarillo College PTA Program contact information

## Overview of Amarillo College .....7

Amarillo College.....7

Allied Health(AH) or Health Sciences (HS) .....7

## Overview of the Physical Therapist Assistant (PTA) Program .....8

History .....8

Mission .....8

Philosophy .....8

Accreditation .....9

## PTA Program Curriculum .....9

Program Description .....9

Program Goals and Objectives .....9

Competencies .....10

Description of PTA Courses .....12

General Education Courses.....14

Suggested Degree Plan.....15

## PTA Program and Academic Policies .....16

Essential Expectations of the PTA student.....16

Admission Policy.....17

Additional Admission Criteria.....18

Informed Consent.....19

Complaints Not Addressed By Due Process.....19

Grading Scale.....20

Grade Reports.....20

Final Grade of Incomplete.....20

Repeat of Courses/Dismissal from Program/ Withdrawal.....21

Long Term Illness Policy.....21

Attendance Policy.....22

Late Work/Make-Up Policy.....23

Use of technology for courses .....23

Student Competence .....23

Progression Through Courses .....24

Privacy and Confidentiality.....24

Dress code.....25

Conduct.....	26
Professionalism.....	27
Malpractice Insurance.....	28
On-Campus Educational Experiences.....	28
Off-Campus Educational Experiences.....	28
Safety Procedures.....	28
Patients with a Communicable Disease.....	28
Universal Precautions.....	29
Accidents.....	29
Scholarships and Financial Aid.....	30
Clinical Guidelines.....	30
Clinical Contract.....	31
Graduation Requirements.....	31
Class Cancellations.....	31
<b>AC'S student policies .....</b>	<b>32</b>
DisAbility Services .....	32
Student Rights and Responsibilities.....	32
Academic Honesty.....	32
Student Grievance.....	32
Equal Opportunity.....	32
Transfer Students.....	33
<b>Professional Ethics, values, and development.....</b>	<b>34</b>
Responsibility.....	34
Ethics .....	35
<b>Program Information.....</b>	<b>36</b>
Applicant/Graduation Rates.....	36
Licensure Pass Rates.....	36
Estimated Program Cost.....	37



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.

Fall 2009 enrollment was 11,100 academic students in addition to approximately 30,000 continuing education students.

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

Dr. Paul Matney is the 13th president of Amarillo College. He assumed office in July 2009. His office phone is 806-371-5123.

#### 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) of the American Physical Therapy Association (APTA).

The Commission on Accreditation in Physical Therapy Education  
Department of Accreditation  
American Physical Therapy Association  
1111 North Fairfax Street  
Alexandria, VA 22314  
Telephone: 703-706-3245  
Website: [www.apta.org/CAPTE](http://www.apta.org/CAPTE)

## **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 of the Physical Therapist Assistant program are as follows:

1. Provide an educational environment that promotes student success by...
  - a. Applying fair and informative admission practices.
  - b. Providing effective instruction via an experienced and highly trained professional faculty.
  - c. Providing an array of support services to include advising and counseling, placement testing, remedial coursework, financial assistance, job placement, and life-long learning through continuing education activities.

- d. Providing an on-campus teaching and learning environment with modern classrooms and laboratories equipped with state-of-the-art equipment.
  - e. Providing a variety of clinical experiences which enhance and reinforce the learning process.
- 2. Produce graduates who possess the knowledge, practical skills, critical thinking skills, and problem-solving abilities needed to...
  - a. Be committed to foster positive health of man through beliefs in the worth and uniqueness of man.
  - b. Conceptualize wellness, illness, and the changing needs of man.
  - c. Value physical therapy as an integral part of healthcare.
  - d. Become aware of the scope of healthcare and identify physical therapy in an appropriate perspective within that scope.
  - e. Acquire essential physical therapy skills including safety, effectiveness, and efficiency.
  - f. Value legal and ethical components of the healthcare profession.
  - g. Accept responsibility for personal and professional growth.
  - h. Acquire knowledge of essential facts, principles, concepts, and trends.
  - i. Acquire the ability and willingness to make functional and objective use of knowledge.
- 3. Closely monitor the academic progress of each student and provide professional assistance when necessary to ensure that no less than 75% of any group of students in a given year successfully complete the program.
- 4. Prepare graduates to successfully complete the licensing examination administered by the Federation of State Boards of Physical Therapy with no less than a 90% pass rate for any given year and group of candidates.
- 5. Provide employers with graduates who have entry-level employment skills as documented by the Physical Therapist Assistant Manual for the Assessment of Clinical Skills.
- 6. Provide for graduate placement assistance that will ensure no less than an 85% placement rate within twelve months of program completion for any given year and group of graduates. Placement includes military service and those seeking a higher-level degree.

### **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; 35 clinic)

### PTHA 1229 Applied Physical Principles

The application of physical principles to selected interventions in physical therapy.

Hours (2 sem hrs; 2 lec)

### 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 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, efficacy and application of physical agents.

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

### PTHA 2205 Neurology

Prerequisite: BIOL 2402

Study of neuroanatomy and neurophysiology as it relates to neurological conditions.

Hours (2 sem hrs; 2 lec)

**PTHA 2301 Essentials of Data Collection**

Corequisites: PTHA 2409 and PTHA 1413

Data collection techniques used 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**

Comprehensive rehabilitation techniques of selected neurological disorders

**PTHA 2435 Rehabilitation Techniques**

Prerequisites: PTHA 1413 and PTHA 2409

Corequisite: PTHA 2431

Comprehensive rehabilitation of selected diseases and disorders.

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

**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; 40 clinical)

### **GENERAL EDUCATION COURSES**

General education courses required for completion of the Physical Therapist Assistant Degree (PTHA.AAS) include HITT 1305: Medical Terminology, BIOL 2401: Anatomy & Physiology I, BIOL 2402: Anatomy & Physiology II, PSYC 2301: General Psychology, PSYC 2314: Lifespan Developmental Psychology, MATH 1314: College Algebra or MATH 1332: Contemporary Math, Speech (SPCH 1315, 1318, or 1321), ENGL 1301: Freshman Comp, and a course from either the Humanities or Fine Arts list.

## SUGGESTED DEGREE PLAN

### 1<sup>st</sup> Fall Semester

BIOL 2401 Human Anatomy and Physiology I	4
ENGL 1301 Freshman Composition	3
HITT 1305 Medical Terminology	3
PTHA 1301 Profession of Physical Therapy	3
PTHA 1229 Applied Physical Principles	2
PTHA 1405 Basic Patient Care Skills	4

**TOTAL 19**

### 1<sup>st</sup> Spring Semester

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

**TOTAL 18**

### Summer Semester

PTHA 1160 Clinical I	1
PTHA 2205 Neurology	2
PSYC 2301 General Psychology	3
Any course from the humanities and humanities/art course list	3

**TOTAL 9**

### 2<sup>nd</sup> Fall Semester

PTHA 2431 Management of Neurological Disorders	4
PTHA 2435 Rehabilitation Techniques	4
PTHA 1431 Physical Agents	4
PSYC 2314 Life Span Developmental Psychology	3

**TOTAL 15**

### 2<sup>nd</sup> Spring Semester

MATH 1314 College Algebra	3
<b>or</b> MATH 1332 Contemporary Math	3
PTHA 2317 Issues in Health Care	3
PTHA 2567 Practicum I	5

**TOTAL 11**

**TOTAL CURRICULUM HOURS: 72**

## **ESSENTIAL EXPECTATIONS OF THE PTA STUDENT**

All PTA applicants are expected to complete the “Essential Expectations for the PTA Student” Form prior to beginning the Amarillo College PTA Program. If the applicant/student has any medical condition(s) restricting his/her ability to perform the “Essential Expectations for the PTA Student”, the applicant/student is expected to provide additional documentation of these restrictions from the individual’s physician. Restrictions include, but are not limited to, weight-bearing restrictions or lifting precautions. Throughout the duration of the program, the student is expected to notify the Program Director if changes occur in his/her ability to perform the following essential expectations:

- Attend class approximately 20-30 hours per week, including lecture, lab, and clinical observation times
- Attend (1) two week full-time and (2) seven week full-time clinical rotations
- Complete all assignments on time
- Participate in classroom discussions.
- Perform or instruct others in the following procedures (as learned in class): transfers, gait training, physical agents, activities of daily living, therapeutic exercise or activities, and data collection procedures.
- Use sound judgment and safety precautions.
- Exposure to blood-borne pathogens and/or infectious disease may occur as part of the educational experience. Students will be trained in safety/infection control and will be expected to follow these guidelines to avoid contracting or transmitting disease.
- Meet class standards for successful course completion.
- Use critical thinking when making decisions.
- Follow standards in the PTA Student Handbook.
- Address problems or questions to the appropriate person at the appropriate time.
- Maintain classroom work area, equipment, supplies, personal appearance and hygiene conducive to professional setting as appropriate.
- Behave in a competent, professional manner.
- Physical requirements for the PTA program include the need to occasionally, frequently, or continually stand 3-7 hours per day with lecture blocks up to 4 hours.
- Stand 1-6 hours with lab time blocks up to 4 hours.
- Travel 1-1 ½ hours to clinic or be willing and/or financially able to relocate for up to 7 weeks.
- Lift up to 60 pounds unassisted.
- Push/pull up to 50 pounds of force exerted at waist level.
- Squat or stoop.
- Use auditory, tactile, and visual senses to assess physiological status of an individual.
- Demonstrate good standing and unsupported sitting balance.



- Demonstrate good finger dexterity.
- Coordinate verbal and manual instructions.
- Communicate effectively with a variety of people through written and verbal methods.
- Use hands repetitively.
- Shift weight in sitting or standing.
- Use a firm grasp.
- Reach above shoulder level.
- Kneel, kneel-stand, and half-kneel.
- Use equipment that emits electrical, ultrasonic, and thermal energy.
- Physically move and transfer patients.

### **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 will be available online or from the Program Director.

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](http://www.actx.edu/phys_therapist) website during the application period.

After receipt of the online application, the applicant will follow instructions from the program director to schedule an application finalization session meeting time to finalize the application. The applicant will be expected to bring the following documents to this appointment:

- 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 Meningitis, Influenza, 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 CPR certification designated as “healthcare provider”
- h. Proof of background check through PreCheck, Inc.

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, Medical Terminology, Freshman Comp I, College Algebra or Contemporary Math, Speech, Humanities or Fine Arts, General Psychology, 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". The points received for each course will then be multiplied by the number of course hours (i.e. a student receiving an “A” in BIOL 2401 will receive 10 points which will then be multiplied by 4 since this is a 4 hour course or 40 points).

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.

### **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/diphtheria, measles, mumps, hepatitis B, TB test, and Varicella) and of CPR certification.

### **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

### **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." This form will be reviewed and retained by the director of the program who will take appropriate action.

## **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 receive other grade reports throughout the semester from the instructor. The final course grade will be available to the student on WebAdvisor at [www.actx.edu](http://www.actx.edu).

## **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”.

### **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.

### **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.

## **ATTENDANCE POLICY**

As stated in the Students Rights and Responsibilities Handbook, “Regular attendance is necessary for satisfactory achievement.”

The attendance policy for lectures and labs is as follows (unless otherwise indicated by the course syllabus):

At the beginning of each lecture and lab, students will be expected to sign the roster provided by the course instructor. Even if a student is present in class and seen by the instructor, failure to sign in will result in the student being marked absent for attendance purposes. If a student signs in another student, both students will be counted absent. Each student will be allowed only one absence for lecture only courses and two absences for lecture/lab courses. After the first absence for lecture courses and second absence for lecture/lab courses, a penalty of five points will be deducted from the student’s final course grade for each subsequent absence. For example, a student who misses 3 lectures in a lecture only course will have 10 points deducted from the his/her final grade in that course. A student will be considered “tardy” if he/she arrives to class 1-10 minutes late or leaves before class is dismissed by the instructor. Two “tardies” will be considered one absence. Students arriving to class after 10 minutes will not be permitted to enter the lecture or lab until the next course begins. Exceptions to this policy will only be made under extenuating circumstances and only if the course instructor receives the appropriate written documentation to support the event within 5 days of the absence.

Full attendance of class time is also expected. A student will be counted as “absent” if the student is out of class more than 20 minutes of a class time. For example, if in a given day a student 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 student is then considered “absent” 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 full-time clinical/practicum is as follows:

If the student needs to be absent, they must make arrangements with the Clinical Instructor to make the time up. The ACCE also is to be informed by the student about missed clinic dates and make up times. Attendance is required for successful completion of all

clinical/practicum courses in the Physical Therapist Assistant program. The student is expected to attend all clinic days in the two-week and seven-week rotations. Tardiness will not be accepted in any of the clinical rotations. One tardy will be considered one absence. For each absence/tardy a 5-point deduction will be made on the final grade. For example a student who is absent twice or is tardy two times will have a total of 10 points deducted from his/her final grade. Exceptions to this policy will only be made under extenuating circumstances and only if the ACCE and Clinical Instructor receive the appropriate written documentation to support the event within 2 days of the absence. Students will be required to make up any and all missed time from the clinic rotation for the rotation to be considered complete.

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.

### **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.

### **USE OF TECHNOLOGY FOR COURSES**

Students are required to use computers with internet access for most academic coursework in the PTA program. Computers are available for student usage at the West Campus in the Building D computer lab.

### **STUDENT COMPETENCE**

Prior to clinical assignments, the program will provide time for demonstration of clinical skills. Students will then 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.

### **PROGRESSION THROUGH COURSES**

Students are expected to complete all developmental coursework prior to beginning the PTA program. All general education courses, with the exception of BIOL 2401: Anatomy and Physiology I and BIOL 2402: Anatomy and Physiology II may be taken at any time during the student’s academic career. BIOL 2401 and BIOL 2402 are co-requisites for the 1<sup>st</sup> and 2<sup>nd</sup> semesters of the PTA program and must be taken during these semesters or the student will not be allowed to progress to the third semester courses. Since each PTHA course builds on the previous PTHA coursework, all PTHA courses must be taken in the order presented on the student degree plan.

### **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 and the physical examination. These records will be stored in locked filing cabinets in the PTA department 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.



## **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 receive advance notification prior to scheduling of “Professional Dress” Days. In general, 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 also be immediately discharged from the program with no possibility to re-enroll in that same program at some later date. 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.**

## **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.

## **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. A public phone is available in the hall leading to the dental laboratory at the Amarillo Campus and 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.

### **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), Ed Wynn in the Safety Department will be contacted regarding appropriate disposal of the hazardous materials.

### **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.

### **SCHOLARSHIPS AND FINANCIAL AID**

Information for various scholarships and loans can be obtained from the financial aid office/ student assistance center on either campus. In addition, the Physical Therapist Assistant program administers a scholarship through the office of financial aid. The Lynn Laird scholarship is available to an entering sophomore student based on service during the freshman year. If interested in this scholarship, contact the Physical Therapist Assistant program director.

### **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.

**A disfavorable 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.

## **GRADUATION REQUIREMENTS**

Prior to graduation, the student must:

1. Pass all required courses in the curriculum with a “C” or better. Courses within the Physical Therapist Assistant major must be taken in sequence and may be repeated only once.
2. Complete all scheduled clinical rotations.
3. Pass a comprehensive written examination administered by the Physical Therapist Assistant department at Amarillo College.
4. Discharge all financial obligations to the college prior to graduation.
5. Submit an application for graduation in the office of the Registrar during the prescribed time in the spring semester of the graduation year.

## **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.

## **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.



## **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 be expected to take all PTHA coursework.

## **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.

**APPLICANTS & GRADUATION RATES**

<b>Class Entering</b>	<b>Number of Applicants Completing all Admission Requirements</b>	<b>Number of Applicants Starting Program</b>	<b>Number of Students Graduating as Expected</b>	<b>Graduation Rate</b>	<b>Number of Students Graduating with Extended Time</b>
<b>Fall 2011</b>	<b>54</b>	<b>24</b>	<b>Available Spring 2013</b>	<b>Available Spring 2013</b>	<b>Available Spring 2013</b>
<b>Fall 2010</b>	<b>32</b>	<b>22</b>	<b>15</b>	<b>68.2</b>	<b>0</b>
<b>Spring 2010</b>	<b>22</b>	<b>21</b>	<b>14</b>	<b>66.7</b>	<b>1</b>
<b>Spring 2009</b>	<b>24</b>	<b>20</b>	<b>10</b>	<b>47.4</b>	<b>2</b>

**LICENSURE PASS RATES**

<b>Class Graduating</b>	<b>Number of Graduates</b>	<b>Number of Graduates who Passed Licensure Exam on 1<sup>st</sup> Attempt</b>	<b>First Time Licensure Pass Rate</b>	<b>Number of Graduates who Passed Licensure Exam on Additional Attempt</b>
<b>Spring 2012</b>	<b>16</b>	<b>15</b>	<b>93.8%</b>	<b>1</b>
<b>Spring 2011</b>	<b>16</b>	<b>13</b>	<b>92.9% (only 14 students attempted)</b>	<b>Not reattempted</b>
<b>Spring 2010</b>	<b>13</b>	<b>13</b>	<b>100%</b>	<b>NA</b>
<b>Spring 2009</b>	<b>16</b>	<b>16</b>	<b>100%</b>	<b>NA</b>
<b>Spring 2008</b>	<b>13</b>	<b>12</b>	<b>92.3%</b>	<b>1 (2<sup>nd</sup> attempt)</b>

### ESTIMATED PROGRAM COSTS (Based on 2012-13 tuition/fees)

	Tuition/Basic Fees In-district	Out of State Tuition	Additional Fees (lab/malpractice)	Books	Supplies
<b>1<sup>st</sup> Fall</b>	<b>\$1458.25</b>	<b>\$3358.25</b>	<b>\$24</b>	<b>\$900</b>	PTA shirt \$20.00 PTA supply packet Approximately \$80.00 APTA/TPTA membership \$90.00
<b>1<sup>st</sup> Spring</b>	<b>\$1381.50</b>	<b>\$3181.50</b>	<b>\$72</b>	<b>\$400</b>	PTA MACs \$50.00
<b>Summer</b>	<b>\$690.75</b>	<b>\$1590.75</b>	<b>\$12</b>	<b>\$100</b>	
<b>2<sup>nd</sup> Fall</b>	<b>\$1151.25</b>	<b>\$2651.25</b>	<b>\$72</b>	<b>\$500</b>	APTA/TPTA membership \$90.00
<b>2<sup>nd</sup> Spring</b>	<b>\$844.25</b>	<b>\$1944.25</b>	<b>\$36</b>	<b>\$250</b>	
<b>Totals</b>	<b>\$5526.00</b>	<b>\$12726.00</b>	<b>\$267</b>	<b>\$2150</b>	<b>\$330</b>

**I hereby acknowledge that I have read the policies/procedures found in the 2013 Physical Therapist Assistant Program 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.**

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**Name**

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**Date**