

# PENNSYLVANIA INSTITUTE OF TECHNOLOGY PHYSICAL THERAPIST ASSISTANT PROGRAM



## STUDENT HANDBOOK 2012 – 2017

*Revision: August 2016*

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\*This handbook is an addendum to Pennsylvania Institute of Technology *Catalog of Courses* and its *Student Handbook* and applies only to the Physical Therapist Assistant (PTA) Program and its students. Policies that are addressed in the *College Catalog of Courses* and the *Student Handbook* apply to the PTA Program and its students.

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## PENNSYLVANIA INSTITUTE OF TECHNOLOGY PHYSICAL THERAPIST ASSISTANT PROGRAM

### Program Mission

The mission of the Pennsylvania Institute of Technology (P.I.T.) Physical Therapist Assistant Program is to graduate well-prepared, professional and responsible entry-level clinicians. The Program provides physical therapy education that is evidence-based. Students are provided with classroom and clinical instruction using relative and current practices. The PTA Program faculty cares about the success of its students, and encourages them to remain life-long learners as they make an immediate impact on the surrounding community and continue to make meaningful contributions to the profession and to society.

### Program Vision

The Pennsylvania Institute of Technology Physical Therapist Assistant Program will develop and produce the region's most mature, successful, professional, and skillful entry-level Physical Therapist Assistants who will provide exceptional patient care.

### Program Philosophy

The underlying philosophy of the PTA Program is to ensure adherence to the criteria and performance expectations outlined in detail in *A Normative Model of Physical Therapist Education* published by the American Physical Therapy Association (APTA). Complying with these criteria and performance expectations ensures that students will receive a solid foundation in the skills needed to be successful Physical Therapist Assistants under the supervision of Physical Therapists.

The PTA program integrates general education courses and professional course work throughout the curriculum. Students build upon the knowledge and skills acquired in basic courses as they advance through the curriculum. Further, many non-laboratory courses in the PTA Program incorporate both didactic and “hands-on” learning experiences enabling students with different learning styles to acquire the appropriate knowledge.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; [accreditation@apta.org](mailto:accreditation@apta.org) is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant Program at the Pennsylvania Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

## Program Goals

The goals of the P.I.T. PTA program are to:

1. Provide students with an environment to obtain knowledge, develop skills, and to obtain practical experience which reflects today's evidence-based and current physical therapy practice.
  2. Graduate a service-oriented, competent, reflective and ethical student who will perform safely, effectively, and efficiently as an entry-level clinician under the direct supervision of a licensed physical therapist.
  3. Maintain professional accreditation with the Commission on Accreditation of Physical Therapy Education (CAPTE) as outlined in the evaluative criteria and the Rules of Practice and Procedure.
- 

## Objectives Of The Physical Therapist Assistant Program

Entry-level Physical Therapist Assistants will be able to:

1. Demonstrate competent written and oral communication skills.
2. Perform all treatment procedures skillfully and safely, including modalities, massage, manual skills, gait training and data collection for the physical therapist to use for assessment purposes.
3. Demonstrate knowledge of the normal structure and function of the human body and understand the physiological and psychological effects of disease and injury.
4. Demonstrate understanding of his/her professional role as a PTA and demonstrate awareness of ethical behavior, legal responsibility and the PT/PTA professional relationship.
5. Recognize and appreciate the diversity within society and the health care profession.
6. Successfully pass the NPTE licensure exam and begin practice as an entry-level physical therapist assistant.

## Program of Study

### ***Classroom and Laboratory***

The Program is a Physical Therapist Assistant professional program toward licensure or certification. The courses are arranged sequentially over the span of five (5) semesters. The length of the program is designed so that the students can achieve the program objectives and competencies. The curriculum is comprised of 78 credits. In addition, a variety of teaching strategies & learning experiences will be utilized, including lecture, slide show presentations, group work, role play, written assignments, self-directed learning, case studies, computer-assisted instruction, quizzes, exams, clinical laboratory simulations, and clinical experiences in a variety of settings.

### ***Clinical Experiences***

Clinical Education is an integral part of the academic preparation of the Physical Therapist Assistant (PTA). It requires the dedication and cooperation of many parties including the academic faculty the clinical instructors, the clinical coordinators and other clinicians who interact with the student in their quest to learn how to do “what they do” with such ease on a day to day basis. Each student will have the opportunity to work with a clinical instructor in a variety of clinical settings after passing skills assessments to test competency and practical examinations. The clinical education courses provide clinical affiliations in area clinical sites to provide patient experience in the clinical setting to foster skill development.

One of the strengths of the profession of physical therapy is the diversity that exists among the types of settings in which physical therapy services are delivered. The PTA program faculty members will make every effort to ensure that students have a variety of experiences through the three clinical education courses within the PTA program curriculum.

Each of the clinical education courses has a handbook with specific objectives. Successful completion of the PTA program includes successful completion of the clinical education courses and classroom courses within the PTA program. Clinical education course are somewhat different in that they take place off site from P.I.T. Policies have been drafted to assist the student to understand who is responsible for what parts of the clinical education process.

This program specific Student Handbook has been developed to help serve as a resource for information regarding both the classroom and the clinical education components of the Physical Therapist Assistant Program at P.I.T., including curriculum and conduct.

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## Core Performance Standards

Standard	Clinical Examples
<p><b>Standard: Sensory</b> Physical Therapist Assistant students must be able to accurately observe both close at hand and at a distance to learn skills and to gather data. Students must possess functional use of the senses that permit such observation.</p>	
<p><b>Tactile:</b></p> <ul style="list-style-type: none"> <li>• Feel vibrations</li> <li>• Feel differences in sizes, shapes</li> <li>• Detect temperature</li> <li>• Feel differences in surface characteristics</li> <li>• Detect environmental temperature</li> </ul>	<p>Tactile ability sufficient to perform physical assessments, examinations and procedures</p> <ul style="list-style-type: none"> <li>• Palpate pulses</li> <li>• Palpate vein</li> <li>• Identify land marked</li> <li>• Skin turgor, rashes</li> <li>• Skin temperature</li> <li>• Check for drafts</li> </ul>
<p><b>Visual:</b></p> <ul style="list-style-type: none"> <li>• See objects up to 20 inches away</li> <li>• See objects up to 20 feet away</li> <li>• See objects more than 20 feet away</li> <li>• Use depth perception</li> <li>• Use peripheral vision</li> <li>• Distinguish color</li> <li>• Distinguish color intensity</li> </ul>	<p>Visual acuity sufficient to</p> <ul style="list-style-type: none"> <li>• Observe changes in skin condition including distinguishing change in skin integrity, breathing patterns (including absence of respiratory movement) and color intensity</li> <li>• Identification of allergic responses such as skin rashes</li> <li>• Access patient information on computer screens</li> <li>• Read very fine print on medication labels, monitor strips, equipment calibrations</li> <li>• Draw up correct quantity of medication into syringe</li> </ul>
<p><b>Hearing:</b></p> <ul style="list-style-type: none"> <li>• Hear normal speaking level sounds</li> <li>• Hear faint voices</li> <li>• Hear faint body sounds</li> <li>• Hear in situations when not able to see lips</li> <li>• Hear auditory alarms</li> </ul>	<p>Hearing acuity sufficient to</p> <ul style="list-style-type: none"> <li>• Assess changes in heart, breath, abdominal, vascular sounds</li> <li>• Take blood pressure</li> </ul>
<p><b>Smell:</b></p> <ul style="list-style-type: none"> <li>• Detect odors from clients</li> <li>• Detect smoke</li> <li>• Detect gasses or noxious smells</li> </ul>	<p>Smell sufficient to</p> <ul style="list-style-type: none"> <li>• Detect odors exhibited by body fluids which may be indicative of disease processes</li> </ul>
<p><b>Standard: Communication</b> Physical Therapist Assistant students must be able to communicate effectively and efficiently.</p>	<p>Clinical Examples</p>
<ul style="list-style-type: none"> <li>• Teach</li> <li>• Explain Procedures</li> <li>• Give Oral Reports</li> <li>• Interact with others</li> <li>• Speak on the telephone</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with patients/clients, family members and health care providers regarding the individual's plan of care</li> <li>• Read and comprehend printed material and documents</li> </ul>

<ul style="list-style-type: none"> <li>• Influence people</li> <li>• Direct activities of others</li> <li>• Convey information through writing</li> <li>• Utilize technology for sharing information</li> </ul>	<ul style="list-style-type: none"> <li>• Document clearly and correctly on patient's medical record for legal documentation</li> <li>• Transmit information through written documents that use good grammar, syntax, spelling and punctuation</li> <li>• Access laboratory data via automated information system</li> <li>• Clarify the meaning of non-verbal communication</li> <li>• Use physical touch as a therapeutic non-verbal intervention</li> <li>• Present oral reports</li> </ul>
<p><b>Standard: Psychomotor Skills</b> Physical Therapist Assistant students must have sufficient motor capacities and mobility to execute the various tasks and physical maneuvers that are required within the program. Candidates must be able to display motor functioning sufficient to fulfill the roles toward which the program educates.</p>	<p><b>Clinical Examples</b></p>
<p><u>Gross Motor Skills</u></p> <ul style="list-style-type: none"> <li>• Move within confined spaces</li> <li>• Sit and maintain balance</li> <li>• Stand and maintain balance</li> <li>• Reach above shoulders</li> <li>• Reach below waist</li> <li>• Stoop and squat</li> </ul>	
<p><u>Fine Motor Skills</u></p> <ul style="list-style-type: none"> <li>• Pick up objects with hands</li> <li>• Grasp small objects with hands</li> <li>• Write with pen or pencil</li> <li>• Key/type</li> <li>• Pinch/pick or otherwise work with fingers</li> <li>• Squeeze with fingers</li> </ul>	<ul style="list-style-type: none"> <li>• Able to coordinate eyes and hands/fingers with speed and accuracy in making precise movements when providing patient care</li> <li>• Calibrate equipment</li> <li>• Draw up a solution/medication in a syringe</li> <li>• Twist objects with hands</li> <li>• Take vital signs</li> <li>• Pick up or grasp small objects</li> <li>• Transmit information via electronic means</li> </ul>
<p><u>Physical Endurance</u></p> <ul style="list-style-type: none"> <li>• Stand</li> <li>• Sustain repetitive movements</li> <li>• Maintain physical tolerance</li> </ul>	<ul style="list-style-type: none"> <li>• Perform cardiopulmonary resuscitation</li> <li>• Stand/walk to complete clinical day</li> <li>• Complete assigned clinical practice within an acceptable time period</li> </ul>
<p><u>Physical Strength</u></p> <ul style="list-style-type: none"> <li>• Push and pull 25 pounds</li> <li>• Support 25 pounds of weight</li> <li>• Lift 25 pounds</li> <li>• Move light objects</li> <li>• Use upper body strength</li> <li>• Squeeze with hands</li> </ul>	<ul style="list-style-type: none"> <li>• Position patients</li> <li>• Use transfer techniques in moving and lifting patients in all age groups and weights</li> <li>• Assist with ambulation</li> </ul>
<p><u>Mobility</u></p> <ul style="list-style-type: none"> <li>• Twist</li> </ul>	<ul style="list-style-type: none"> <li>• Maneuver in small spaces</li> <li>• Move independently from room to room</li> </ul>

<ul style="list-style-type: none"> <li>• Bend</li> <li>• Stoop/squat</li> <li>• Move quickly</li> <li>• Climb</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Twist bend stoop engage in procedures and direct patient care</li> </ul>
<p><b>Standard: Intellectual and Cognitive Abilities</b> Physical Therapist Assistant students must be able to measure, calculate, reason, analyze, integrate, remember and apply information. Creative problem solving and clinical reasoning require all of these intellectual abilities.</p>	
<p><u>Reading</u></p> <ul style="list-style-type: none"> <li>• Read and understand written documentation</li> <li>• Read and understand columns of writing</li> <li>• Read digital displays</li> <li>• Read graphic printouts</li> </ul>	<ul style="list-style-type: none"> <li>• Read and understand English printed documents</li> <li>• Read measurement marks</li> </ul>
<p><u>Arithmetic Competence</u></p> <ul style="list-style-type: none"> <li>• Calibrate 4s in records</li> </ul>	<ul style="list-style-type: none"> <li>• Use measurement tools recognized as central to the care of patients/clients</li> <li>• Perform dosage calculations in a time frame to deliver safe care</li> </ul>
<p><u>Analytical Thinking</u></p> <ul style="list-style-type: none"> <li>• Transfer knowledge from one situation to another</li> <li>• Process information</li> <li>• Evaluate outcomes</li> <li>• Problem solve</li> <li>• Prioritize tasks</li> <li>• Use long term memory</li> <li>• Use short term memory</li> </ul>	<ul style="list-style-type: none"> <li>• Handle multiple tasks and problem solve simultaneously</li> <li>• Assimilate and apply knowledge acquired from multiple learning experiences</li> <li>• Seek supervision and consultation in a timely manner</li> </ul>
<p><u>Critical Thinking</u></p> <ul style="list-style-type: none"> <li>• Identify cause-effect relationships</li> <li>• Integrate knowledge and skills</li> <li>• Sequence information</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritize tasks</li> <li>• Comprehend and apply abstract concepts</li> </ul>
<p><b>Standard: Professional and Social Attributes</b> Physical Therapist Assistant students must exercise good judgment and promptly complete all responsibilities required of the program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence and motivation are requisite for the program.</p>	
<p><u>Interpersonal skills</u></p> <ul style="list-style-type: none"> <li>• Negotiate interpersonal conflict</li> <li>• Respect differences in clients</li> <li>• Establish rapport with clients</li> <li>• Establish rapport with co-workers</li> </ul>	<ul style="list-style-type: none"> <li>• Show respect for the differences in patients/clients and co-workers</li> <li>• Function as a member of an interdisciplinary team</li> <li>• Establish rapport with patients/clients</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in partnered and group efforts in classroom and clinical learning activities</li> <li>• Practice in a manner that is non-judgmental and non-discriminatory</li> <li>• Interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds</li> </ul>
<p><u>Emotional stability</u></p> <ul style="list-style-type: none"> <li>• Establish therapeutic boundaries</li> <li>• Provide client with emotion support</li> <li>• Adapt to changing environment/stress</li> <li>• Deal with the unexpected</li> <li>• Focus attention on tasks</li> <li>• Monitor own emotions</li> <li>• Perform multiple responsibilities concurrently</li> <li>• Handle strong emotions</li> </ul>	<ul style="list-style-type: none"> <li>• Function effectively under stress</li> <li>• Assume responsibility/accountability for own actions</li> <li>• Provide patient/family with emotional support</li> <li>• Adapt effectively to changing environments and increasing tension levels in a variety of situations</li> </ul>
<p><b>Standard: Application of Legal/Ethical Principles and Professional Standards</b></p> <p>Physical Therapist Assistant students must demonstrate professional attitudes and behaviors and must perform in an ethical manner in dealing with others. The physical therapist assistant programs require personal integrity and the adherence to standards that reflect the values and functions of the profession.</p>	
<p>Demonstrate the application of the physical therapist assistant code of ethics to clinical practice.</p> <ul style="list-style-type: none"> <li>• Adhere to the practice standards of the physical therapy profession</li> <li>• Adhere to the legal/ethical standards set forth by the Board of Physical Therapy Examiners for the State of Pennsylvania</li> <li>• Apply negotiation and mediation skills in ethical decision making</li> <li>• Demonstrate accountability for one’s own practice</li> <li>• Take action to protect the public from the unsafe, illegal or unethical practice of others</li> <li>• Participate in the legal/regulatory/social policy processes that influence health care and physical therapy practice</li> <li>• Act as a moral agent in the practice of physical therapy</li> </ul>	<ul style="list-style-type: none"> <li>• Abide by the accepted standards of practice</li> <li>• Demonstrate ethical and professional attitudes and conduct</li> <li>• Participate in physical therapy organizations</li> <li>• Advocate for the welfare of individuals and groups</li> <li>• Practice in a manner that preserves/protects client autonomy, dignity and rights</li> <li>• Maintain client confidentiality</li> </ul>

## Essential Skills for a Physical Therapist Assistant

The successful completion of the Physical Therapist Assistant Program at the Pennsylvania Institute of Technology requires students to participate in, and satisfy, the didactic, laboratory, and clinical training components of the program.

Students are required to perform the essential skills identified in the Clinical Performance Instrument, as well as demonstrate command of the following skill sets:

### **Communications**

The student will establish the ability to:

1. clearly and effectively verbalize, to health care colleagues, essential information about physical therapy interventions
2. clearly and effectively verbalize, to health care colleagues, assessments of a patient's condition
3. hear and understand patient's oral communications
4. read and understand written orders
5. document clear, concise, and accurate notations, manually or electronically, in a patient record

### **Cognitive**

The student will:

1. Exhibit appropriate inter-personal skills necessary to effectively interact with patients, families of patients and health care colleagues
2. Demonstrate organizational and time management skills required to provide multiple treatment plans
3. Make decisions and act decisively based on the assessment of situations
4. Comprehend and make adjustments on therapeutic decisions within the designated plan of care depending upon the need of the patient
5. Willingly accept instruction, guidance, and supervision from supervisory caregivers and instructors
6. Assume personal responsibility, take the initiative, and work independently

### **Physical**

The student will demonstrate the ability to:

1. evaluate the readiness status of a patient through visual, auditory, and tactile methods
2. spend prolonged periods of time walking, standing, sitting, bending, reaching, pushing, pulling, and crawling
3. safely operate an array of electrical and mechanical therapeutic equipment
4. lift a moderate weight, usually in excess of fifty (50) pounds
5. safely transfer patients from one location to another using minimum, moderate, and maximum techniques

## Student Responsibilities

1. Students are expected to follow the policies of the College and the Physical Therapist Assistant Program.
2. Students need to meet all financial obligations to the College and be officially registered in order to sit in class.
3. Students are to activate their email accounts and check on a daily basis. In addition, students must ensure that their username and password for the network are current and working.
4. Students are to update the Physical Therapist Assistant Program with any changes in personal contact information.
5. Students should exhibit appropriate behavior in the classroom, in clinical and on campus at all times.
6. Students are expected to be prepared for all classes with the appropriate tools, notebooks, writing utensils, theme paper, calculators, clinical/laboratory equipment and anything else the instructor requires.
7. Students are expected to attend all classes, be on time, and remain in their scheduled class for the duration of the class period.
8. All assignments are due at the start of class on the due date. Those received after this time will be subject to point reduction.
9. If a student is placed on Academic Probation or Academic Warning, the student must meet with his/her faculty advisor. Please see the Student Discipline Policy for further details.
10. Students should keep track of their attendance and are responsible for obtaining any needed attendance verification.
11. If a student misses class/clinical/lab, it is his/her responsibility to obtain the missed information and to complete any assignments in the manner and time frame as outlined by the instructor.
12. If a student misses an exam, the student is responsible for arranging the make-up as per the policy on pages 26 -27.
13. Any requests for paperwork from the program require at least 3 business days' notice and are to be submitted in writing.
14. Students are expected to demonstrate professional behavior with instructors, staff members, other students, and clinical agency staff. Professional behavior includes, but is not limited to, treating others with dignity and respect, demonstrating sensitivity to the feelings of others, maintaining a professional demeanor, and interacting with others in a positive manner. Unprofessional behavior may lead to warning, suspension, probation, or dismissal from the program of study

## Attendance/Absence

Students are expected to attend and arrive on time for all scheduled classes, laboratory sessions, and clinical experiences in order to meet course objectives and to be successful in the program. Students are encouraged to maintain a record that extends for the length of the program detailing all lateness and absences. This record should include supportive documentation. Please note that while there may be explanations for missed time, there are no excused absences. Chronic tardiness, leaving early and absence are subject to review by the Director or Assistant Director.

A student who is absent for five (5) or more consecutive days will be automatically withdrawn from the program.

A student who has or had an illness or injury may be required to submit health care provider authorization to return to the program. If the student cannot fully resume all activities, documentation will be required. The Director and/or Assistant Director will determine if student is able to return.

Attendance absence from clinical/lab sessions:

1<sup>st</sup> Absence – Written warning

2<sup>nd</sup> Absence – Probation

3<sup>rd</sup> Absence – Withdrawal (dismissal)

A student withdrawn (dismissed) from the program due to unsatisfactory attendance may apply for reinstatement in the program. See the Reinstatement Policy.

### ***Military Deployment***

If a student is called into active duty to the armed services of the United States of America, the student will be given an immediate leave of absence, with guaranteed placement in the next graduating cohort, upon his or her return.

The student will receive a capstone exam containing content from the previously completed subjects. The faculty will develop an action plan to address the identified deficits in the student's academic preparedness, in order to assist in the student's successful return to the PTA curriculum.

### ***Long-Term Illness (Including Pregnancy)***

Upon written request of a student with a medically documented long-term illness, and who is unable to complete the program coursework, there is an option for a medical leave of absence (LOA). The student must submit this written request to the program manager, prior to the start of the next Spring semester cohort. Upon acceptance, the student will be granted guaranteed placement in a future cohort, provided they meet the readmission criteria. The written request to return must be received within two (2) years of the LOA. After two (2) years of absence, a student must reapply to the program.

The student may not be required to repeat program coursework; however, it is to the discretion of the faculty to require the student to retake a Capstone exam, or a practical examination to determine the student's readiness to return to coursework.

## Clinical Attendance and Punctuality Policy

The Physical Therapist Assistant Program believes that attendance and punctuality are essential for optimal learning and are important aspects of professional and personal accountability.

The Physical Therapist Assistant Program faculty has determined that regular attendance in clinical is essential to achieving clinical objectives, for transferring of theoretical knowledge to clinical practice and for assimilation into the physical therapist assistant profession. A student's progress towards meeting clinical objectives is evaluated during each clinical learning experience. However, in the event that personal illness or other circumstances make it unsafe for the student to be at clinical the student will follow established guidelines for reporting absence.

- Attendance will be taken in the clinical phases of the program.
- If a student is going to be late to clinical, the student must inform his/her clinical instructor thirty (30) minutes prior to the scheduled start of clinical.
  - The clinical instructor has the authority to decide if a student who is late is permitted to remain or not.
- The student must make the call whenever possible; if this is not possible, a family member or significant other may make the call. A message relayed by another student is not acceptable except in *extreme* circumstances.
- Failure to notify and/or failure to notify in a timely manner of absence or lateness will be documented on a student's clinical evaluation record and will impact the clinical grade earned.
- The student assumes the responsibility for obtaining any missed information including assignments.
  - Extenuating circumstances beyond the student's control resulting in clinical absence will be evaluated on an individual bases by the Program Director and/or the Clinical Coordinator (ACCE.)
    - If a student feels his/her reason for missing clinical was beyond his/her control the student may submit a written request within three (3) days of the missed clinical day asking to make up the clinical day. The student should include supporting documentation of extenuating circumstances with request.
    - A student may be required to submit a letter detailing reason for clinical absence over the allotted number and attach supporting documentation.
    - Permission to make up missed clinical time is at the discretion of the Director and/or ACCE and his/her decision is final.

### **Late or Missed Exam**

- A student who arrives late to an exam may or may not be admitted, but if admitted, will have only the remaining allotted time to complete the exam.
- A student who is absent for an exam is expected to make up the exam on the first day he/she returns to class. The highest grade a student can earn on a makeup exam is a 75%.
  - It is solely the student's responsibility on the first day he/she returns to class to contact the appropriate faculty member in person to make arrangements.
    - If the appropriate faculty member is not available, contact the Director or Assistant Director.
  - Date and time of the make-up exam will be decided by the faculty. Make-up exams may be any type and the type selected may be different from the original exam.
- Failure to contact the appropriate faculty to make arrangements to take the missed exam will result in a grade of zero for the exam.



- If a student is aware in advance of any need to be absent on a scheduled exam day, the student is encouraged to make arrangements with the appropriate faculty to sit for the exam the first day he/she returns to class. The highest grade a student can earn on a make-up exam is a 75%.
- Occasionally extenuating circumstances may cause a student to be absent on a scheduled exam day. A student may submit (after the make-up exam has been taken) a written request for exception to “highest grade a student can earn on a makeup exam is a 75%” to the Director or Assistant Director. Request must include the name of the exam missed and detailed rationale with supporting documentation.
  - A written request for exemption must be submitted within two (2) days of taking the make-up exam. Requests submitted late are not eligible for consideration.

Extenuating circumstance refers to something unforeseeable or unavoidable.

- Examples of extenuating circumstances that would be considered with supporting documentation: illness (with dated and signed statement from health care provider on letterhead), death in the immediate family (with death notice or funeral home document), court appearance (with copy of court summons), unforeseen emergency such as vehicle collision, house fire (with signed statement from appropriate agency).
- Examples of non-extenuating circumstances that will not be taken into account: attending events such as a wedding, vacation, child’s school event, missing a bus, moving, routine visit to health care provider.

## College Closing Information

The announcement of a College closing, a delayed opening, or an early closing may be heard on radio station KYW, 1060 AM. The day emergency number for P.I.T. is **504**, and the evening and Saturday emergency number is **2504**. This information will also be posted at [www.pit.edu](http://www.pit.edu). Students should sign up for the Emergency Message System through the college website.

The PTA Program may create a phone chain for disseminating information about closing, delays, or changes in clinical schedules. The phone chain may also be used to convey other essential information. Each student is responsible for keeping his/her contact information current.

## Dress Code

Students are expected to wear the Physical Therapist Assistant Program uniform to all clinical sessions, unless advised otherwise by instructor. The uniform will be provided by the College.

- The uniform is to be neat, clean, wrinkle-free, and odor free.
- Classroom dress must be clean casual wear. No hoodies are permitted.
- Clean street shoes or athletic shoes must be worn (no clogs, slides or sandals).
- The Pennsylvania Institute of Technology student identification (ID) badge and a facility ID, if required by the facility, must be visible when in the clinical setting. A student who does not have his/her ID will be sent home and considered absent for the day.
- Professional attire may be acceptable in certain clinical facilities, but only as directed by the instructor.
- The only jewelry permissible is a plain wedding band and a wristwatch with a sweep second hand. Only studs and hoop earrings less than ¼” in diameter are permissible. The College is not responsible for damaged or lost jewelry items.
- Visible body-piercing including tongue studs are not permitted. Tattoos have to be covered.

- Fingernails are not to extend beyond the fingertip and must be clean. No artificial nails or nail polish is allowed in the clinical area or laboratory.
- Hair must be clean, styled, and kept off the shoulders. No large fancy barrettes or hair ornaments permitted. **No head coverings** except those utilized for religious reasons are permitted. Head bands should be small and not brightly colored.
- Beards and mustaches must be clean and trimmed.
- No perfume or perfumed body lotions are to be worn.
- Make-up must be subtle.
- Careful attention to personal hygiene is expected.
- Chewing gum while in clinical or laboratory is not permitted.

**NOTE:** The instructor has the authority to remove a student from the clinical area, laboratory, or the classroom if the student is non-compliant with the dress code. The student will be considered absent for the day.

## Cell Phone Policy

Use of cell phones, etc. is not permitted and they are to be turned off and put away. Under no circumstance should a cell phone be charged in the classroom. During clinical practice, the use of cell phones is forbidden and cell phones are not to be carried so as to be visible.

A student, who feels he/she has a valid reason to have his/her cell phone turned on while in the classroom or laboratory, must first request permission from the instructor. If given permission, the cell phone may be turned on silent or vibrate mode and the student must leave the classroom to answer it.

Permission to turn a cell phone on in the clinical facility will not be granted. While at clinical facility, a student must exit the building to use his/her cell phone and he/she may do so only on his/her scheduled break or lunch time.

Cell phones must be turned off and secured away during exams. A student found using a cell phone or other electronic device during an exam will be considered to be engaging in academic dishonesty and appropriate actions will be taken.

## Smoke-Free Environment

P.I.T. is a smoke-free facility. In recognition of the clear and present hazards associated with smoking and the responsibility of P.I.T. to provide a healthy environment for everyone, the College has adopted a formal policy **prohibiting smoking throughout all campus buildings and anywhere along the front of the building including the main entrance to the College.**

## Drug and Alcohol Testing

All students shall upon admission sign a *Declaration of Intent to Comply* with the *Physical Therapist Assistant Student Handbook*. The program also reserves the right to perform drug and alcohol testing upon reasonable suspicion that a student is under the influence of drugs or alcohol. The student will be escorted to the laboratory chosen by the program for the testing. Any student who refuses to undergo testing will be considered to have tested positive. If the test is positive the student will immediately be withdrawn from the program.

## Food and Beverage Policy

Food and drinks are not allowed in classrooms or laboratories except for bottled water with a lid. However, when computers are in use, **no** food and drinks are allowed.

## Rules for the PTA Laboratory

Students are expected to act in an adult and professional manner when in the PTA lab. In addition, the lab is to remain free of trash. No liquids will be allowed in the lab. Aisles must be kept open and free of clutter. No unsupervised activity to take place in the lab. Prior to leaving the lab, it is the responsibility of all of the students and instructors that the room returns to its previous form with chairs under the desks, foot and rolling stools out of the aisles, and all linens placed in the appropriate bins.

## Employment Policy

While the faculty realizes that employment is necessary for some students, the practice of employment while attending a full-time program may prove harmful to the student's performance and is discouraged. Working prior to clinical may hinder alertness and ability to provide safe care.

If employed, students may not identify themselves as a representative of the Pennsylvania Institute of Technology Physical Therapist Assistant Program by wearing the program uniform, ID badge, or any other item with P. I. T. logo.

## Faculty Advising and Assistance

Faculty assistance such as tutoring, remediation, etc. is available to a student. It is recommended that the student first seek assistance from the instructor who is teaching the course or conducting clinical learning experience.

Faculty members are available to students during specified office hours and by appointment. Faculty offices are located in the Faculty Tower. Faculty office hours are posted outside the individual faculty member's office.

## Discipline Policy

Refer to *College Student Handbook* for the "Disruptive and Abusive Student Behavior Policy."

## Grading Policy

All general education courses, or courses not designated as technical in nature, will be graded on the scale consistent with the College.

Students who are unsuccessful in the initial attempt at the practical examination may make a second attempt within 48 hours of failure. The score of the second attempt may not be greater than 80%.

Two (2) unsuccessful attempts at a practical examination will be considered a failing grade requiring either a PTA faculty decision regarding the allowance of a third and final attempt, or the student's discontinuation in the program.

### **PRACTICAL EXAMINATIONS**

In order for a student to qualify for the practical examination, she or he must pass all required skills assessments from the laboratory courses. The signed skills assessment forms must be turned into the course director prior to being scheduled for the practical examination.

## Grading System

At P.I.T., the quality of a student's work is measured by a system of letter grades and cumulative quality points. The grading system is included on each course syllabus. The meaning of each grade in relation to its quality point value is as follows:

Letter Grade	Grade Points	Definition
A	4.00	Distinctive Achievement
A-	3.67	Distinctive Achievement
B+	3.33	Excellent Achievement
B	3.00	Excellent Achievement
B-	2.67	Excellent Achievement
C+	2.33	Satisfactory Achievement
C	2.00	Satisfactory Achievement
C-	1.67	Satisfactory Achievement
D+	1.33	Minimal Achievement
D	1.00	Minimal Achievement
D-	0.67	Minimal Achievement
F	0.00	Insufficient Achievement
FA	0.00	Insufficient Achievement*
I	0.00	Incomplete*
W	0.00	Withdrawal
AU	0.00	No quality points earned

**\*Notes:** The final grade of “FA” is assigned to students who failed to participate in course activities through the end of the semester. This grade is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

**“I” (Incomplete) is a temporary grade.** Students are required to petition for this grade by completing the Verification of Incomplete Grade Form. This form must be approved in advance by the instructor and the Dean or an Assistant Dean of Academic Affairs. It is the sole responsibility of the student to complete the required work no later than 60 calendar days from the last class session or by an earlier date assigned by the instructor.

### Physical Therapist Assistant Program – Grading Scale

All courses considered technical in nature (specifically Semesters III, IV & V) will be graded as indicated in the table below:

Letter grade	Percentage	Letter grade	Percentage	Letter grade	Percentage
A	93-100	B	83-86	C	70-74
A-	90-92	B-	80-82	I	0
B+	87-89	C+	75-79	W	0

#### Notes:

- The Federation of State Boards of Physical Therapy (FSBPT) has set the minimum passing score on the PTA NPTE as 600 out of a 200 to 800 point score. Thus, students enrolled in the PTA Program at P.I.T. must achieve a minimum of 75% average in any PTA program technical course, in order to pass that course. Averages of 74% and below are considered non-passing scores *in the Physical Therapist Assistant Program only* and do not reflect on the quality points received by the College toward your

grade point average. See the previous section regarding the College grading system for non-technical courses.

- While in the technical phase of the PTA Program, incomplete (“I”) is a temporary grade and granted solely by the combined decision of the Physical Therapist Assistant Program Manager and the course instructor. Students are required to petition for this grade by completing the Verification of Incomplete Grade Form. This form must be approved prior to the last day of classes by the instructor and the Dean or Assistant Dean of Academic Affairs. It is the sole responsibility of the student to complete the required work no later than 60 days from the last class session or by an earlier date assigned by the instructor.
- An incomplete grade in a PTA program course may result in the postponement or cancellation of a student’s Clinical Practice assignment.
- The grading policy for each Clinical Experience course is detailed on page 34.

## Video Policy

Faculty reserve the right to video tape skills assessment, lab practical exams and cumulative practical exams (for re-admission) for educational and evaluative purposes. The student will be allowed to view the video upon request.

## Skills Assessments Policy

### Process

1. This is an untimed assessment.
2. This assessment is not given a letter grade. The student will receive a “PASS” or “FAIL” from the tester, based on the given criteria for that particular skill.
3. Student-clinician, student-patient and skills tester have the assessment scenario prior to the scheduled testing time.
4. The skills tester may ask the student-clinician questions during the testing time. These questions are not to be combative or meant to break the concentration of the student-clinician.
5. The completed documentation of the measure or treatment, in format of a SOAP note, is considered part of the skill.
6. Students may attempt the skills assessment two times without penalty. The second attempt must be made within one week following the initial attempt.
7. Students who are not successful after two attempts must meet with the course instructor for remediation.
8. A student may not participate in the practical exam until a remediation has occurred with the Program Manager/course director and course instructor to determine readiness.
9. The course instructor makes the decisions as to the student’s preparedness for a 3<sup>rd</sup> and final attempt.
10. The program manager will be notified of a student’s failure to pass a required skill assessment.

### Responsibilities

<b>Skills Tester</b>	<b>Student-Clinician</b>	<b>Student-patient</b>
<ol style="list-style-type: none"> <li>I. Use rubric to determine if student-clinician is issued a PASS or FAIL</li> <li>II. Ask questions: that are pertinent to the task at hand</li> <li>III. Offer alternatives to the student’s methods</li> <li>IV. Make minor corrects to student’s skill including body mechanics, patient positioning and technique</li> <li>V. Provide immediate feedback: verbal and written for skill; written for documentation</li> <li>VI. Collect documentation</li> <li>VII. Grade documentation</li> <li>VIII. Sign grade sheet with PASS or FAIL</li> </ol>	<ol style="list-style-type: none"> <li>I. Know skill prior to test time</li> <li>II. Have classmate perform a skills check-off first</li> <li>III. Perform skill</li> <li>IV. Completed documentation</li> <li>V. Accept feedback</li> <li>VI. Internalize feedback through reflection</li> <li>VII. Make corrections</li> </ol>	<ol style="list-style-type: none"> <li>I. Show up on time</li> <li>II. Do not assist student-clinician</li> <li>III. Act the part!</li> <li>IV. Do not the impede the student-clinician from completing the task</li> <li>V. Be dressed appropriately</li> </ol>

## Didactic Course Descriptions

### **BIO 135 Anatomy & Physiology I**

Presentation of basic concepts of human anatomy and physiology, and an introduction to proper anatomical and directional terminology, positioning of body parts, cell structure, tissue and body systems. Content includes structure and function of skeletal, muscular, integumentary, and nervous systems. Laboratory component consists of instruction and activities that include the study of human anatomy and physiology via software and quantitative study.

**Contact Hours:** Lecture-3, Lab-2, Credits-4

**Prerequisite(s):** High school biology

### **BIO 136 Anatomy & Physiology II**

This course is a continuation of BIO 135, Anatomy and Physiology I, and presents basic concepts of human anatomy and physiology of the overall structure and function of the human body. Content includes basic anatomy and physiology of the endocrine, cardiovascular, respiratory, lymph, immune, urinary, and reproductive systems. Laboratory component consists of instruction and activities that include the study of human anatomy and physiology via software and quantitative study.

**Contact Hours:** Lecture-3, Lab-2, Credits-4

**Prerequisite(s):** BIO 135 Anatomy & Physiology I

### **BIO 230 Functional Anatomy & Kinesiology**

This course offers an interactive presentation of the musculoskeletal and neuromuscular structures and function in the human body. This course is an in-depth study of the human skeleton and muscles with and integrated laboratory component focusing on the functional interaction of these systems in producing movement. Students will be introduced to static and dynamic postures.

**Contact Hours:** Lecture-3, Lab-2, Credits-4

**Prerequisite(s):** BIO 135 Anatomy & Physiology I; BIO 136 Anatomy & Physiology II

### **ENG 108 English Composition**

In this course, students learn to write clear, organized academic essays. Students apply rhetorical modes, such as comparison/contrast, cause and effect, process, and descriptive narration to essay writing assignments. Grammar exercises are incorporated to give students an intensive review of the rules of English grammar. Assessments are based on writing assignments, homework, and grammar exercises. A short expository research paper is required as well, with a concentration on integrating academic sources into the paper.

**Contact Hours:** Lecture-3, Lab-0, Credits-3

**Prerequisite(s):** None

### **ENG 215 Analytical Writing**

In this course, students will write in-depth analytical essays as well as reader response assignments. Analytical essays will include: Classification, Definition, and Argument. Students will also demonstrate a proficiency in analyzing visual rhetoric. Students will complete an Analytical Argument Research Paper with academic sources to demonstrate proficiency in academic exploration.

**Contact Hours:** Lecture-3, Lab-0, Credits-3

**Prerequisite(s):** ENG 108 Composition.

### ***MTH 145 College Algebra and Trigonometry***

This is a first-semester course that covers basic topics in algebra and trigonometry. Upon completion of this course, the students simplify algebraic and numerical expressions utilizing the fundamental operations. Students have a basic understanding of the rectangular coordinate system, are able to plot points, use a calculator to graph functions, and evaluate functions at a given point. Students solve systems of two and three linear equations; work with trigonometric, logarithmic, and exponential functions; and perform the fundamental operations on fractional algebraic expressions. Finally, students are able to solve problems in technology involving ratio, proportion, and variation.

**Contact Hours:** Lecture-3, Lab-0, Credits-3

**Prerequisite(s):** Grade of “C” or better in MTH 111 Algebra Skills for College Success or placement testing

### ***MOT 115 Health Care in a Transcultural Environment***

Today’s health care provider will be delivering health care in a transcultural environment. This environment may well present consumer-provider challenges that create barriers to quality care for consumers and to a positive sense of competence and satisfaction for the provider. This course provides students with the opportunity to gain an appreciation for delivering health care within the environment of continuously changing vulnerable, racial, ethnic, and cultural demographics. Students will learn communication concepts related to the principles and techniques designed to provide the student with an awareness and knowledge of appropriate means of interactivity with diverse health care consumers. The student will learn to apply the concepts when gathering data for assessment, developing plans of care, and delivering quality health care.

**Contact Hours:** Lecture-3, Lab-0, Credits-3

**Prerequisite(s):** None

### ***MOT 130 Mathematics for Health Care Professionals***

Students progress during this course from mathematic fundamentals to more advanced functions applicable within various health care settings. The course will expand from numerical and measurement systems to a focus on fractions, decimals, ratios and proportions, and conversions and calculations. Practical application of learned skills will be accomplished using health care-related scenarios.

**Contact Hours:** Lecture-3, Lab-0, Credits-3

**Prerequisite(s):** None

### ***PSY 105 Introduction to Psychology***

This course provides a general overview of the field of psychology. Students focus on human behavior and human brain functioning. Through the examination of significant psychological research trends and important figures in the field, students trace the evolution of this social science. Topics covered in this course include: memory, learning, creativity, emotions, abnormal behavior, mood and psychological disorders, group dynamics, and motivation. At the conclusion of this course, students are able to apply the concepts they have learned to their own behavior and to that of those around them.

**Contact Hours:** Lecture-3, Lab-0, Credits-3

**Prerequisite(s):** None

### ***PSY 109 Human Growth and Development***

Psychology and sociology combine in an attempt to understand and predict the behavior of people in their social context. Developmental psychology is the study of the changes in people and their relationships across the lifespan. This course helps students understand those changes in themselves and in the people in their lives.

**Contact Hours:** Lecture-3, Lab-0, Credits-3

**Prerequisite(s):** None



### ***PTA 101 Introduction to Physical Therapy***

This course provides an introduction to the physical therapy profession, the American Physical Therapy Association, and the role of the physical therapist assistant in a health care environment. Students are provided with an overview of the current healthcare system, including third party payment systems, documentation and communication skills, health literacy, and the systematic review of professional literature.

**Contact Hours:** Lecture-2, Lab-0, Credits-2

**Prerequisite(s):** ENG 215 Analytical Writing

### ***PTA 115 Therapeutic Procedures I***

This course will introduce basic Physical Therapist Assistant clinical skills for measurement of peripheral joint range of motion (ROM), muscle strength, and edema using volumetric, circumferential and postural assessments. Students will be introduced to manual muscle testing and goniometry, and exposed to dynamometry, and the use of inclinometers in the clinic. Course instruction will include the monitoring of vital signs and completing aseptic techniques. The understanding of common special tests performed by the physical therapist and physician are covered. Competency will be evaluated throughout the term.

**Contact Hours:** Lecture-2, Lab-4, Credits-4

**Prerequisite(s):** BIO 230 Functional Anatomy & Kinesiology

**Co-requisite(s):** PTA 215 Therapeutic Procedures II, PTA 221 Physical Therapist Assistant Modalities

### ***PTA 130 Diseases of the Human Body***

The student is introduced to the medical and surgical conditions most frequently encountered in PT departments, with emphasis on the role of the PTA in the treatment of each. The basic inflammatory and healing processes and the principles of treatments to promote healing are covered. Students will become familiarized with the essential nature of diseases, and abnormalities of structure and function that are characteristic of diseases.

**Contact Hours:** Lecture-3, Lab-0, Credits-3

**Prerequisite(s):** BIO 230 Functional Anatomy & Kinesiology

**Co-requisite(s):** PTA 101 Introduction to Physical Therapy; PTA 215 Therapeutic Procedures II

### ***PTA 215 Therapeutic Procedures II***

This course will introduce basic patient care and handling techniques, including body mechanics, positioning and bed mobility, patient transfer techniques, gait training with assistive devices and wheelchair management using simulated patient care scenarios. Student participation includes receiving and administering care. Skills are assessed throughout the course through skills-competency testing and written and practical examinations.

**Contact Hours:** Lecture-1, Lab-4, Credits-3

**Prerequisite(s):** BIO 230 Functional Anatomy & Kinesiology

**Co-requisite(s):** PTA 115 Therapeutic Procedures I, PTA 221 Physical Therapist Assistant Modalities

### ***PTA 221 Physical Therapist Assistant Modalities***

This course is designed to introduce the student to the use of physical agents and therapeutic modalities in physical therapy practice. Lecture and laboratory activities develop problem solving skills and critical thinking in the use of electrical stimulation, therapeutic heat & cold application, traction, hydrotherapy and aquatics to accomplish therapeutic treatment goals. This course will include instruction in therapeutic massage and continued practice for therapeutic exercises. Skills will be assessed and tested for competence throughout

the semester. Students are expected to both receive and administer each of the therapeutic interventions discussed.

**Contact Hours:** Lecture-2, Lab-2, Credits-3

**Prerequisite(s):** BIO 230 Functional Anatomy & Kinesiology

**Co-requisite(s):** PTA 115 Therapeutic Procedures I, PTA 215 Therapeutic Procedures II

### ***PTA 227 Clinical Practice I***

This course is four weeks of structured clinical instruction with a focus on gaining familiarity with PT/PTA interactions and the clinic environment. Students are expected to develop professional deportment and communication, practice measurement and muscle testing skills, refine time management skills, and gain exposure to written or electronic health records and documentation.

**Contact Hours:** Lecture-0, Lab-0, Clinical-160, Credits-4 (4 weeks)

**Prerequisite(s):** PTA 101 Introduction to Physical Therapy; PTA 115 Therapeutic Procedures I; PTA 130 Diseases of the Human Body; PTA 215 Therapeutic Procedures II; PTA 221 Physical Therapist Assistant Modalities

### ***PTA 225 Orthopedic and Neurological Rehabilitations***

This course is a study of orthopedic conditions and their underlying pathology, and introduces developmental milestones for normal human motor development across the lifespan. Topics include genetic, hereditary, congenital and acquired disorders, and their impact on human motor development. Emphasis is on physical therapy interventions utilized in the rehabilitation of specified conditions.

**Contact Hours:** Lecture-3, Lab-5, Credits-4 (11 weeks)

**Prerequisite(s):** BIO 230 Functional Anatomy & Kinesiology; PTA 130 Diseases of the Human Body

**Co-requisite(s):** PTA 231 Therapeutic Exercise; PTA 229 Rehabilitation Techniques

### ***PTA 229 Rehabilitation Techniques***

This course examines the theory and implementation of rehabilitation techniques for patients diagnosed with cerebrovascular accidents, spinal cord injury, progressive neurological disorders, amputation, joint replacement, traumatic head injury, and cardiovascular & pulmonary disease. The focus will be on patient function including assessment instruments used to identify and document architectural barriers and the level of assistance needed for independence with activities of daily living. Use of and need for orthotics and prosthetics will be explored.

**Contact Hours:** Lecture-2, Lab-4, Credits-3 (11 weeks)

**Prerequisite(s):** PTA 130 Diseases of the Human Body

**Co-requisite(s):** PTA 233 Special Populations

### ***PTA 231 Therapeutic Exercise***

This course is designed to provide students with entry-level knowledge of therapeutic exercise instruction including stretching and strengthening of the major muscle groups, monitoring patient progress, and effective documentation strategies.

**Contact Hours:** Lecture-2, Lab-4, Credits-3 (11 weeks)

**Prerequisite(s):** PTA 115 Therapeutic Procedures I; BIO 230 Functional Anatomy & Kinesiology

**Co-requisite(s):** PTA 225 Orthopedic and Neurological Rehabilitations; PTA 229 Rehabilitation Techniques

### ***PTA 233 Special Populations***

This course is designed using multiple instructional strategies and methods, for cultivating the student's ability to critically think, in order to apply specialized treatment interventions used in the rehabilitation setting for specialized populations. Students will be introduced to multiple complexities associated with giving care to the medically complex older adult or child. Students will participate in expanded discussions regarding the geriatric and pediatric populations.

**Contact Hours:** Lecture-3, Lab-0, Credits-2 (11 weeks)

**Prerequisite(s):** PTA 130 Diseases of the Human Body

**Co-requisite(s):** PTA 229 Rehabilitation Techniques

### ***PTA 237 Clinical Practice II***

This course is a six-week supervised full-time clinical experience structured to allow students to apply and practice skills learned in the most recent classes and learn to become an integral part of a physical therapy department. Students will be assessed on skill acquisition with regards to treatment interventions for orthopedic and neurological patient populations.

**Contact Hours:** Lecture-0, Lab-0, Clinical-240, Credits-6 (6 weeks)

**Prerequisite(s):** PTA 229 Rehabilitation Techniques; PTA 231 Therapeutic Exercise; PTA 225 Orthopedic and Neurological Rehabilitations; PTA 233 Special Populations; PTA 227 Clinical Practice I

**Co-requisite(s):** PTA 249 PTA Seminar

### ***PTA 247 Clinical Practice III***

This course is a six-week supervised full-time clinical experience intended for students to practice all of the techniques and procedures taught throughout the program curriculum with an emphasis on applying specialized treatment interventions used in the rehabilitation setting for specialized populations. Students will be performing all of the activities normally expected of a physical therapist assistant. Participants are expected to conduct an educational "in-service" presentation to colleagues at the clinical site.

**Contact Hours:** Lecture-0, Lab-0, Clinical-240, Credits-6 (6 weeks)

**Prerequisite(s):** PTA 237 Clinical Practice II

**Co-requisite(s):** PTA 249 PTA Seminar

### ***PTA 249 PTA Seminar***

This course incorporates an overview of the organization and administration of a physical therapy service and identifies the role of the assistant in various aspects of physical therapy practice. It also provides a forum for student discussion and exchange of clinical experiences and student presentations of case studies and physical therapy topics which include patients and staff scheduling; professional growth and development; quality assurance concepts; and negotiation skills for employment opportunities. Lectures will address résumé writing and interviewing skills.

**Contact Hours:** Lecture-7, Lab-15, Credits-2 (2 weeks)

**Prerequisite(s):** PTA 227 Clinical Practice I

**Co-requisite(s):** PTA 237 Clinical Practice II, PTA 247 Clinical Practice III

## Policies for Clinical Education

One of the strengths of the profession of physical therapy is the diversity that exists among the types of settings in which physical therapy services are delivered and to whom. Clinical education is an integral part of the academic preparation of physical therapist assistants. It would be impossible for an associate degree program in physical therapist assisting to provide students with quality clinical experiences in ALL of the specialty areas of practice. However, the PTA program faculty will make every effort to ensure that students have a variety of experiences through the three (3) clinical education courses within the PTA Program curriculum.

There are a total of three clinical education courses within the PTA program curriculum. Each of these courses has its own handbook with specific objectives, just like the didactic courses within the PTA program curriculum.

Successful completion of the program includes successful completion of the clinical courses and didactic courses. Clinical education courses are somewhat different in that they take place off campus from P.I.T. The following policies have been drafted to assist the student, and provide a guide in order to understand who is responsible for what components of clinical education.

### ***Clinical Experiences***

Each student will receive a Clinical Student Handbook at the start of the first clinical experience which will provide the responsibilities assigned to the Academic Clinical Coordinator (ACCE), the Clinical Instructor (CI) as well as the student during the clinical affiliation experience.

In order for a student to progress to the clinical experience, she or he must pass all scheduled practical examinations from the previous didactic semester. In order for a student to qualify for the practical examination, she or he must pass all required skills assessments from the laboratory courses. The signed skills assessment forms must be turned into the course director prior to being scheduled for the practical examination.

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### ***Responsibilities of the PTA Program Faculty Member (ACCE)***

For student affiliations, locating physical therapy facilities that offer the opportunity to participate in the delivery of quality physical therapy services.

Maintaining contracts with clinical facilities to ensure that students will have the opportunity to affiliate with quality physical therapy facilities. Affiliation Agreement renewal letter will be sent every March.

Contracting and/or visiting facilities to maintain an open line of communication with regard to the student performance, program progress, and the role of the PTA in clinical practice.

Arrangement of and scheduling clinical affiliations.

Ensuring proper training for use of the American Physical Therapy Association (APTA) Clinical Performance Instrument (CPI), to be completed by the clinical faculty, as a means of reporting to the PTA faculty, a student's progress toward the course objectives for the clinical education course.

Determining a student's final grade for each clinical education course.

## **Clinical Education Course Grading**

Clinical education courses are graded by PTA program faculty members who are responsible for determining that course objectives have been met by the student.

Charles Hewlings is the Academic Coordinator of Clinical Education (ACCE) for the PTA program. In order to meet the needs of the student, the ACCE assigns clinical rotations based on individual's interests, experiences, commute, and site availability. It is the sole responsibility of the ACCE from the college, to communicate directly with the clinical instructor(s) who will be working with the student during the clinical course. Also, it is the ACCE's responsibility to schedule either a visit or phone conference with the site to discuss the student's progress. This conference will include the ACCE, or designated college faculty member, the clinical instructor (CI), and the student. Each student will be visited during at least one of his/her clinical affiliations. For those who are not visited, a phone conference will be scheduled with the clinical instructor approximately halfway through the clinical education course.

After each clinical site visit a form is completed that indicates the content of the discussions with the student, the clinical instructor, and possibly the Center Coordinator of Clinical Education (CCCE). The form details any further actions that might need to be taken or concerns that were raised during the visit. This completed form is placed in the student's file maintained by the PTA program.

Students are encouraged to contact the ACCE at any time during the clinical education course to express any concerns and/or questions. Those students who are not scheduled for a site visit halfway through the course are *required* to contact the ACCE to discuss the clinical education experience, professional behavior, and any identifiable barriers to progress toward clinical goals. CIs are encouraged to do the same, as well as discuss safety, and the current competence level of the student.

This activity is viewed as a powerful learning experience where the student has the ability to self-evaluate and discuss self-assessment in a non-defensive environment. Essentially, the on-going communication provides all parties the opportunity to be certain that they are all "on the same page" in terms of student progress.

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## **Course Grading**

The College will be using the APTA 2009 version of the *Physical Therapist Assistant Clinical Performance Instrument* (CPI) to calculate a student's final grade. The first three (3) performance criteria - *safety, clinical behaviors, and accountability* - are individually scored higher than the remaining eleven (11) criteria, as the faculty has deemed them critical to the success of a clinical experience.

The student will receive a score for each performance criteria based on the anchor definitions of beginning (BE), advanced beginner (AB), intermediate (IN), advanced intermediate (AI), or entry-level (EL) performance. In each subsequent clinical experience, the student will be expected to score at higher levels of performance, such that an A grade in PTA 227 Clinical Practice I, may reflect intermediate performance in the majority of the final 11 criteria, in contrast to an A grade in the final experience requiring a score of entry-level performance in all criteria.

Although it is college policy to have midterm grades posted, for the clinical education courses in the PTA program, students will be categorized as having made satisfactory or unsatisfactory progress toward final goals, as determined by the midterm CPI and ACCE site visit. Student action plans will be generated based on this information.

See page 30 for the entire Physical Therapist Assistant Program grading scale.

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### ***Responsibilities of the PTA Student***

- To provide the physician completed Physical Examination Report as requested, prior to the beginning of the first clinical education course.
  - To earn and maintain First Aid and Health Care Provider level CPR certification prior to the beginning of the first clinical education course, and provide the ACCE of the PTA Program with a copy of the current certification.
  - To contact the clinical facility to which they have been assigned prior to the first day of each of the clinical affiliations to determine, for themselves:
    - directions to the facility;
    - attire requirements;
    - hours of operation (as well as the time the student is expected to report); and
    - confirmation of the name of the Clinical Instructor (CI) at that facility.
  - To arrange transportation to the clinical facility at the student's expense and to provide the appropriate attire for that clinical site as designated by the facility.
  - To complete and return the clinical education evaluation instruments at the conclusion of each clinical education course along with any additional forms that may have been requested by the Academic Coordinator of Clinical Education (ACCE).
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### ***Plagiarism***

Plagiarism is a form of academic dishonesty which is unacceptable in any academic institution. The P.I.T. academic community will make all reasonable efforts to discourage this form of dishonesty. Plagiarism is the unacknowledged use or incorporation of another person's words, ideas, materials, research, graphics or computer programs may be considered plagiarism. Students should cite the source by using quotations and/or reference notes, including foot or endnotes. P.I.T. requires the use of either the MLA citation format or the APA citation format. The instructor will inform students which format should be used in a particular course.

Sources of plagiarism may include material obtained from a friend, from duplicated student writings used in other writing courses, or from commercial sources, all of which must be acknowledged by reference notes or quotations. Students can obtain assistance from the P.I.T. librarian regarding the research and citation process. Students who are unsure of their ability to produce a finished draft, which is virtually error-free or required strategies for proper writing, should arrange to meet with an English tutor in the Student Resource Center or contact the ADP staff for writing assistance.

Initial Violation: An automatic grade of "F" will be assigned for the test, project, essay, or other course requirements when plagiarism has been proven to occur. Subsequent violations will be dependent on the nature of the infraction. The faculty member may assign a grade of "F" in the appropriate course; refer the matter to the Assistant Dean of Academic Affairs, and the Assistant Dean of Academic Affairs will refer the matter to the Academic Standards Committee for further action. The Academic Standards Committee

(comprised of the Dean of Student Services, Dean of Academic Affairs, Registrar, Program Manager for the Humanities, Director of Financial Aid, and others as needed) will then recommend a course of action to the Dean of Academic Affairs.

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### **Academic Integrity**

Within the PTA program includes but is not limited to:

- Cheating on written exams
- Cheating during lab practical exams
- A student turning another’s work in as her or his own work
- Use of electronic devices when inappropriate (mobile phones, cameras, recorders, etc.)
- The aforementioned plagiarism, and
- Not reporting unexcused absences by falsifying attendance records (classroom and clinical affiliation)

The severity of the offense will be determined by the PTA program faculty. Not all offenses are guaranteed a warning. Consequences for infractions may result in a reduction in the course grade, failure of the course, or program dismissal.

### **Responsibilities for Clinical Education Placements**

PTA Program	assure that the PTA student has a variety of clinical experiences
Student	provide the PTA program with a completed placement survey form prior to the end of the first semester within the technical phase of the curriculum
Student	update the placement form information to maintain its accuracy
PTA program	contact, visit, assess and contract with acceptable area facilities where physical therapy services are delivered to arrange clinical affiliations for students
PTA program	maintain current accurate information regarding the clinical sites and the types of services that are provided
PTA program	maintain up-to-date clinical site information that is accessible to students, for the purpose of learning more about the facility prior to starting a clinical affiliation course
Student	familiarize themselves with the information kept on file in the PTA program clinical education files
Student	contact the assigned clinical site prior to the first day of the course. Determine the details of the facility with the clinical instructor such as: reporting time, ending time, attire requirements, directions, parking, etc.
Student	all costs incurred for housing, transportation, uniform (if required) name tags, meals, parking, tolls or any specific medical testing or immunizations that may be required by the facility

Student	develop personal goals for each clinical education course and discuss those goals with the clinical instructor at the beginning, middle and end of each clinical education course
PTA program	contact the clinical site at least once during a clinical affiliation to discuss progress of the student
PTA program	contact the student at least once during the clinical affiliation to discuss progress and integration within the site
PTA program	act as the advocate for the student in the event that a conflict arises in a clinical facility
Clinical Site	Provide the student with direct patient care activities as identified in the objectives for the clinical education course once patient safety issues have been satisfied
PTA program	discuss and provide a written copy of the goals and objectives of the clinical education courses with the clinical education facilities in advance of the arrival of a student for a clinical education course
Clinical Site	provide written (Clinical Performance Instrument [CPI] at mid-course and at the end of course) and verbal feedback (as appropriate) regarding student performance and progress toward meeting the goals of the clinical education course, as well as the individual goals that the student has discussed with the clinical instructor
PTA program	contact clinical sites in written format as least once annually to maintain accurate information regarding the site, and to inform the site of any changes that might have been made in the PTA program (curriculum, policies, et. al) during the prior 12 months
Clinical Site	foster an environment that encourages learning and positive role modeling for the physical therapy profession
PTA program	grading of the clinical experience for PTA students (as previously described)

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### **Procedure for Obtaining Clinical Slots**

1. Letters are mailed to all active sites in the first week of March requesting affiliation slots for the following calendar year.
2. When a completed form is received by the ACCE accepting a student for clinical affiliation, the status of the written agreement with that clinical site is reviewed.
3. Students are assigned to a clinical site for the affiliation six (6) weeks prior to the start of the affiliation.
4. Students complete the “Physical Therapist Assistant Student Evaluation: Clinical Experience and Clinical Instruction” form for each for their clinical affiliations. These instruments are reviewed by the ACCE to help in determining the quality of the clinical site for future student affiliations. Students are visited at least once during the PTA program. The ACCE meets with the CI, and when possible



with the CCCE, to discuss the clinical affiliation, and the relationship between the college and clinical site.

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### **Patient Confidentiality**

During the academic preparation to become a physical therapist assistant, there are instances when student will be expected to collect data regarding a patient that is being treated in the physical therapy department. This data must be used for educational purposes only. Under **NO** circumstances should this data be photocopied, or identified with a particular patient or individual, by the use of proper names.

Sample acceptable data for collection:

Diagnosis	Physical therapy plan of care (POC)
Prescribed medications	Record of PT visits
Age, gender	Physical Therapy documentation (progress of care)
Overall medical condition of patient	Patient response to treatment
Previous medical history	

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### **Confidentiality Expectations**

Classmates:

Periodically during the course of the semester, individuals among your classmates may be asked to share physical anomalies or previous injuries and treatments with the PTAP class. If an individual chooses to share this information with the class, it is **NOT** to leave the classroom. If an individual does not wish to share a personal diagnosis or anomaly with the class, it is within the right of the individual not to do so.

Faculty:

Any and all individuals who elect to allow themselves to be the patient during class and lab activities or choose to share physical anomalies or previous injuries with the class must be able to expect that all information gained during the activity will remain confidential. In other words, whatever is shared during class time must remain in the class and not discussed outside of the classroom. This is analogous to discussing a patient outside of the clinical environment and the behavior would violate a patient's privacy. This extends to all PIT faculty and PIT staff members who elect to participate as "patients".

### **Videotaping, Audio Taping, and Sharing of Media**

Students may audio tape lectures given by instructors upon approval from that instructor. The videotaping of lab activities is strictly prohibited without written permission from EVERY individual involved in the process. *Under no circumstances shall an audio or videotaped be disseminated in a public forum without a media release form which has been signed by all entities caught on tape, and filed with the appropriated authorities at the College.* These rules extend to taping that occurs while on a clinical experience.

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### **Student Expenses**

As a student in the PTA program, you are entitled to know approximately what costs are associated with the curriculum in addition to the tuition to the college. Costs are subject to change after the publication

of this document; however, this should provide student with a reasonable expectation for the amounts involved (where known).

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### ***Medical***

You, the student are responsible for all costs incurred while having a physical with your family physician for the purpose of completing the necessary health information worksheet. You are also responsible for attaining and maintaining your own health insurance policy. The forms and proof of insurance are due in the PTA program office PRIOR to the beginning of the Summer semester in the technical phase of the curriculum.

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### ***Transportation Expenses***

Students are responsible for their own transportation costs to and from all scheduled classes and clinical affiliations. This includes any other expenses incurred for food, parking, tolls, etc. while attending PTA program classes and clinical affiliations.

The student is also responsible for reliable transportation to and from clinical site, all expenses incurred with regard to transportation, all expenses incurred with regard to parking and all liability for incidents involved with transportation.

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### ***Off-Campus Education Experience Policy***

The College is responsible to obtain written permission from the site for a non-clinical education experience. A letter will be developed that will authorize the student visit to the facility signed by the College and the site. The College carries liability insurance on each student. The student is responsible for all costs incurred for housing, transportation, uniform, name tag, parking, meals, and tolls.

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### ***Tuition and Fees***

Tuition and fees are established by the P.I.T. College Board of Trustees. The college reserves the right to change tuition or fees at any time by action of the Board of Trustees. In addition to tuition and fees, students are responsible for purchasing their books and supplies for classes.

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### ***Clinical Education Hours***

Students are expected to complete the required number of clinical hours indicated for each clinical education course. The specific schedule for hours per week that comprise the attendance in the clinic will be dependent upon the hours of operation of the clinical facility and the clinical instructor availability during the weeks of the clinical education course. Daily hours can be discussed with the clinical facility and rely heavily upon the requirements of that clinical facility.

Students are expected to be in their assigned clinical area, at the clinical facility, prepared to engage in clinical education activities, a minimum of 10 minutes prior to the start of their “shift.” Failure to meet

this requirement constitutes lateness. Chronic lateness will affect the student's grade for the course and may result in disciplinary action.

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### **Absences**

Any time that a student is absent from clinical education he or she must make up that time with permission of the clinical instructor *and* the Academic Coordinator of Clinical Education. Students must call the clinical site if they will be absent or late on the day assigned, prior to the start of their "shift." Refer to pages 25-26 for the detailed policy. **(Texting is not an appropriate way to contact the clinical site or the ACCE, and is unacceptable)**

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### **Holidays**

All holidays observed by the college will be considered holidays for students. Clinical sites that observe holidays that coincide with scheduled clinical days will also be regarded as holidays by those students assigned to that facility. However, scheduled holidays will NOT reduce the required number of clinical hours each student is required to experience.

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### **Weather-related School Closings**

When college classes are cancelled due to inclement weather, students will not be required to attend clinical education. Students must check the P.I.T website. When the college announces a delayed opening due to bad weather, students are expected to attend clinical education at the time of the reported opening.

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### **Americans with Disabilities Act**

On July 26, 1990, the President of the United States signed the Americans with Disabilities Act (ADA). The ADA is intended to remove barriers against more than 43 million people with disabilities in the United States. If a student has a documented learning disability, psychological disability, physical disability, or other hidden disability that requires an accommodation, it is the responsibility of that individual to make an appointment to meet with the Course Director to provide documentation indicating the accommodation that supports that request that is being made. This meeting must occur PRIOR to the due date for any course examinations or assignments to discuss what accommodations might be necessary. It is the responsibility of the student to provide written documentation for the need.

A list of Essential Functions for PTA program students and graduates is available to all by requests made to the PTA program manager. Any student in this class who has special needs because of a disability is entitled to receive accommodations. Eligible students at P.I.T. are assured services under the Americans with Disabilities and Act Section 504 of the Rehabilitation Act of 1973. If you believe you are eligible for such services, please contact the Dean of Student Services.

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## ***Student Injuries during Clinical Education Courses***

In the event that a student is injured while participating in a clinical education course, the following steps must be taken to assure that expenses for any insurance claim are handled appropriately:

- Advise the clinical and course instructors immediately of the injury.
  - An Insurance Claim Form will be obtained from the college Business Office and prepared by the ACCE. The originals will be filed with the insurance company. Both the student and ACCE will maintain a copy for official records.
  - It is the responsibility of the student to follow up directly with the insurance company if necessary.
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## ***Safety in On-Campus Educational Experience***

Students attending a class at an alternate location are individually responsible for their own transportation, as well as vehicle insurance coverage.

PTA program faculty members will not assume any additional risk by transporting students to an off-site campus activity. If a PTA student requires minor medical assistance e.g. for a cut or abrasion, the PTA Lab has a First Aid Kit, which contains bandages and first aid cream.

If a student requires immediate medical assistance during a PTA program course then either a PTA program faculty member or designee will call 911.

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## ***Requirements for Completing Mandatory Health Records***

Health Records Checklist and requirements prior to starting Clinical Affiliations

Contained in Student Handbook:

- Privacy Waiver (initial only once)
- Student Handbook Form
- Criminal Background Check Notice
- Clinical Education Handbook Form

Physical Evaluation: (these are collected by Certified Background Check and requirements are subject to change based upon clinical affiliate requirements)

- A complete and signed physical exam
- Titers showing:
  - Proof of immunity to Rubella
  - Proof of immunity to Rubeola
  - Proof of immunity to Varicella
  - Proof of immunity to Hepatitis B or evidence of recent series
- PPD – two step required or Negative Chest X-ray

- Seasonal Flu Shot (required yearly)
- Insurance Coverage - Medical malpractice insurance
- CPR & First Aid – AHA CPR for health care providers
- Criminal Background Checks

These health records need to have been completed within one year of your clinical affiliation.

All documents are uploaded to Certified Background Check; student will not be permitted to begin clinical experiences without the required documents. Please keep copies of the requirements, the program **IS NOT ABLE TO** provide you copies.

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### ***Potential Health Risks within Clinical Practice***

The Physical Therapist Assistant student-clinician works in a variety of health care settings. You will be handling patients who may place you at risk for disease. To limit the potential health risks to both the student and the patient, students are required to meet the same standards as hospital employees providing patient care. These standards are mandated by the Pennsylvania Department of Health and The Joint Commission. Students accepted into the PTA program, must maintain an accurate and current medical health record. Students are required to submit a completed copy of the “Physical Examination Report for Allied Health Programs.” Failure to submit the completed form, requested vaccination information, and laboratory test results prior to enrollment in PTA 227 Clinical Education I, may result in a delay in the target graduation date for that student. It is the responsibility of the student to make arrangements to have the necessary vaccinations. The student is also responsible for any costs incurred to bring the medical history and vaccinations up to date.

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### ***Physical Evaluation***

All students entering the PTA program for the first time must submit a completed Physician’s Examination (PE) Form to the Academic Coordinator of the Clinical Education (ACCE) prior to the start of the technical phase of the curriculum. The physical Examination requirements will affirm that each student is able to meet the demands of the program without compromising the patient or themselves and meets the contractual requirements of the clinical sites. Copies of all lab work must be submitted with the Physician’s Examination Form. This exam may be performed by the physician/assistant/nurse practitioner of the student’s choice.

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### ***PPD for Tuberculosis***

The Mantoux test (PPD or Tuberculosis) test must be repeated annually:

- Proof of testing, including the date of the re-test and the results must be submitted to the ACCE by the anniversary date.
- Proof of a 2 step Mantoux test is required. If the anniversary date occurs during the semester, the student must have the test done prior to the start of the semester.

Those individuals who have a positive Mantoux test must submit a statement from the health care provider indicating that he/she has been examined and “there is no evidence of pulmonary disease.”

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## **Hepatitis B**

The PTA program will include clinical work performed in hospitals and other facilities and will direct care or exposure to patients with a variety of illnesses and diseases. Therefore, students should understand that they may be exposed to diseases carrying bacteria and microorganisms and come in contact with patient situations that could be hazardous to individuals who are pregnant.

### **Hepatitis B Information**

Definition:	Hepatitis is a viral infection of the liver. There are several types of infectious hepatitis: A, B, Non-A, Non-B, C, Delta and E. Hepatitis B presents the greatest risk to healthcare workers.
Transmission:	Hepatitis B is transmitted by sexual contact, sharing needles and through contaminated blood and blood by products. It is not transmitted by casual contact.
Symptoms:	Many people who are infected never have any symptoms. Hepatitis is often an acute illness characterized by flu-like symptoms including fatigue, mild fever, muscle & joint aches, loss of appetite, nausea, vomiting, diarrhea, abdominal pain and jaundice. Severe infections may be fatal. Chronic carriers of Hep. B may develop cirrhosis or liver cancer.
Risks:	Everyone who has contact with potentially infected blood or body fluids is at risk. The Hepatitis B antigen is found in blood, saliva, urine, semen, and vaginal secretions. Healthcare workers are at 20 times greater risk of contracting this virus than is the general public. Every year approximately 18,000 workers contract Hepatitis B. According to the proposed OSHA regulation on occupational exposure to infectious blood borne diseases, exposure average of one time per month is considered to be “at risk”.
Vaccine:	A Vaccine is available that is safe and effective in the prevention of Hepatitis B infection. The Engerix B vaccine contains NO HUMAN COMPONENTS-it is 100% synthetic. The vaccine is administered in three doses at 0, 1, and 6 months. Adverse reactions include local reactions such as soreness, redness and swelling at the injection site. The vaccine is contraindicated in individuals who are hypersensitive to yeast.

A signed “Notice of Declination” must be included with the PE form if you choose not to have the Hepatitis B Vaccine and you are not immune.

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## **Liability Insurance**

You will need to provide proof of liability insurance coverage to the ACCE prior to starting PTA 227, Clinical Practice I in the Summer I Semester. The College does not recommend any particular provider of liability insurance; however, students are encouraged to contact the national association for guidance.

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## **Medical Health Insurance**

All students are required to carry health insurance. All students are financially responsible for medical treatment if illness or injury occurs while enrolled in the PTA program.

Should an accident occur, students must follow this procedure:

- Advise your instructor immediately of the incident.
  - Ensure that a report is prepared.
  - Obtain a copy of this report for your records.
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## **CPR**

Students are required to hold and maintain current certification in CPR throughout the PTA program curriculum. Prior to the start of the first clinical affiliation of the technical phase of the curriculum, the student must provide proof of current individual certification to the Academic Coordinator of Clinical Education (ACCE):

Cardiopulmonary Resuscitation (CPR) - This course must be taken at the level for the professional health care provider. Certification is available through courses provided by the American Red Cross (CPR for the Professional Rescuer) or through the American Heart Association (Healthcare Provider CPR). These courses include the following: infant/child/adult CPR, foreign body airway obstruction, and AED (Automated External Defibrillators).

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## **Criminal and Child Abuse Background Check**

All PTA program students are required to submit to a criminal and child abuse background check.

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## **Conduct and Behavioral Expectations**

### **Conduct during Clinical Affiliations**

- Activities begin promptly at the time specified by the clinical instructor
- Students are required to wear name tags in the clinical site at all times and in addition, they must carry a P.I.T. ID badge with picture. On occasion, they may be asked to identify themselves as a student and the picture badge will serve that purpose. If the P.I.T. badge is lost, students are required to replace it and pay the fee. The library issues and replaces badges.
- Certain clinical facilities require that their badges be worn. They will be distributed at the start of the clinical rotations. Failure to return them at the end of the rotation may result in an incomplete grade for that course.

- Students are not permitted to visit any client in hospital settings while in uniform, nor should they go to any area of the hospital other than their assigned area, unless they have special permission from their clinical instructor.
- Telephones in hospitals are not for personal use. Students do not make or receive calls or text messages while in the clinic. Emergency calls only can be returned during lunch breaks or at the end of the day with the permission of the clinical instructor.
- Cell phones are to be used only in designated areas and should not be turned on while in the facility. Best practice is to leave the cell phone in a designated locker or secure desk.
- Chewing gum is not permitted while in the clinic.
- Most health care facilities have a “NO SMOKING” policy campus-wide. Therefore, students are not permitted to smoke on the premises; this includes in the student’s vehicle while on the facility property.
- Remember to keep your voice volume low when going into a clinical site. Do not discuss patients or their care in elevators, corridors or other public areas; this is a violation of patient rights.
- Students are not permitted to photocopy or otherwise duplicate patient information; this is a violation of patient confidentiality.
- No visual depictions of patient may be obtained without expressed written permission. This includes but is not limited to videotaping, still photos, or use of cell phones or any other technology to take pictures of patients who are actively receiving treatment at the clinical site.
- A student may not act as a witness for any personal or business consent form. They may not transact any business for clients or patients. The Business Office of that site must handle this.
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- Students are NEVER permitted to deliver or receive medications for patients, from the clinical unit in a hospital setting.
- Students are not permitted to accept from or offer gifts to patients. This is both unprofessional as well as unethical.
- All breakage of equipment must be immediately reported to the clinical instructor in the clinical facility.
- In the event of an accident or injury during a clinical affiliation, the student must report to the appropriate office at the facility and complete an Incident Report. Consult the section on Accident and Health Insurance for details; remember any fees involved are the responsibility of the student.
- Clinical evaluations are performed approximately at midpoint during every affiliation. A clinical failure occurs when a majority of evaluations in any one objective is graded as unsatisfactory. However, the **ACCE RESERVES THE RIGHT TO IMMEDIATELY DISMISS A STUDENT FROM THE**



**CLINICAL AREA IF HIS/HER BEHAVIOR IS DEEMED UNSAFE. THIS DISMISSAL MAY RESULT IN A CLINICAL FAILURE IF THE ACCE AND/OR CLINICAL INSTRUCTOR BELIEVE IT IS WARRANTED.**

- Any time lost due to illness may require a doctor's note clearing the student to return to the clinical environment. This note must be presented to the clinical instructor upon returning to the clinic, and a copy must be handed to the ACCE upon return to P.I.T. campus with the evaluation materials.
  - Remember, at all times that YOU are representing the college, the P.I.T. PTA Program and the profession of physical therapy. Your behavior affects more than just YOU! The use of the clinical site is a privilege.
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### ***Communication Expectations and Skills***

As potential members of the profession of physical therapy, students are expected to convey an attitude of respect for one another and they are to conduct themselves in a manner conducive to communication.

Physical therapist assistants will be expected to work under the direct supervision of a physical therapist and are responsible for communicating effectively with the PT to assure the safety and well-being of the patient.

A significant portion of each of the PTA program courses, specifically the PTA Seminar course will focus on communication styles and methods of self-assessment for personal growth and development. The PTA Seminar course is complementary to the final two Clinical Experience courses within the PTA curriculum. Students discuss their observations, fears, interests and newly found knowledge during class sessions.

Assignments are given to the student that draw upon the experiences that they are having in the clinical environment. The seminar course provides a "safe" environment (without the presence of a clinical instructor or patient) for students to share with each other. All communication within this and other PTA program courses is prefaced with the expectation that it will be constructive and professional. A student may raise concerns and seek guidance from their classmates, on how to handle something that has come up during the clinical experience.

### ***Guidelines for Appearance in the Clinical Setting***

- Each student in the PTA program is provided with a P.I.T. polo shirt for use during skills assessment testing and practical exams while on campus. However, in the clinical environment each site will have its own requirements regarding what is appropriate. These guidelines must be considered when there are no other guidelines provided by the site or when the class goes off campus for an activity.
- Clothes must be modest, clean, wrinkle free and free from odor.
- Pants or slacks length must be to the ankle, not above or excessively low which is dangerous.

- Denim jeans, sweatpants or stirrup pants are not acceptable.
  - Shirts must be long enough to cover the abdomen and necklines must not be revealing.
  - Jewelry should be kept to a minimum to avoid catching in patient clothing. (Allowable: studs or hoop earrings up to ¼ inch diameter).
  - Cosmetics, cologne, perfumes, aftershave, etc. should not be used due to potential allergies.
  - Hair must be clean, neat, and away from the face (long hair must be secured).
  - Nails must be short, neat and clean, clear polish or none only.
  - Proper undergarments must be worn at all times.
  - Name tags and required I.D. must be worn while in the facility. Failure to do so may result in dismissal from the clinical affiliation at the discretion of the clinical coordinator and instructor.
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### ***Dismissal***

Faculty members are authorized to deny a student the privilege of participation in clinical affiliations, skill competency tests, lab activities or classroom lectures when the student is unprepared or student performance falls below a competent level with regard to patient safety (which makes him/her potentially dangerous to others), or presents a health hazard to clients or fellow classmates when the student does not meet agency or facility health standards.

In such situations, participation in the experience will be discontinued until there is evidence that the student's progress meets minimal criteria for safe clinical performance. This may require medical documentation from the student's health care provider, if indicated. Students who are identified as not meeting clinical objectives will have an action plan for performance improvement developed by his/her clinical instructor (CI).

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### ***Readmission Policy***

Students may be readmitted to the PTA program ONLY one (1) time. A student must apply for readmission to the PTA program within two (2) years of withdrawal to be considered for advanced placement beyond the first semester of the program. PTA courses taken two (2) or more years prior to readmission will have to be repeated. In cases of significant curriculum revision, courses taken less than two (2) years prior to readmission may have to be repeated.

Applicants for readmission will be accepted on a space available basis only, and is not guaranteed. Students must meet admission criteria in place at the time of application. Students must complete an application for re-admission along with the following:

Submit a formal paper (not a letter), typed, single-spaced of no less than one page nor more than three pages to include the following information:

1. Reason for Withdrawal from the PTA Program;
2. All courses you have successfully completed since withdrawing from the PTA Program that demonstrate an ability to attain a “C” or better in a college course; and
3. A plan that identifies the factors that prevented successful completion of the curriculum year and details point-by-point what will be done to prevent these factors from re-occurring if granted readmission to the PTA Program

Applicants for readmission will be notified of an available space at the end of the semester prior to the anticipated date of re-entry with the exception of students re-applying for entry into the first semester of the program. Students applying for re-entry into the first semester of the PTA program will be notified of an available space following the drop/add period of the first semester. Students who are re-admitted may be re-tested in the basic skills up to the withdrawal point in the program to assure competency in didactic information and practical skills.

Readmitted students will be held to the policies and procedures of the college catalog and student handbook that is in place for the semester in which they are returning.

All re-admitted students must also fulfill the following requirements:

Health Certification:

1. Must be completely redone if the student is out of the PTA program two or more long semesters (Fall and Spring)
2. Must provide evidence of a current tuberculin skin test (within one year), or chest film (within past five years). An annual tuberculin skin test will be required for the duration of the program.

CPR Certification:

1. Proof of certification in Basic Life Support for the Health Care provider offered through the American Heart Association. The student must maintain a current CPR certification while enrolled in the PTA program. Certification is good for two calendar years.
2. If the current certification expires prior to the anticipated graduation date, the student will be required to complete another CPR course while in the program.
3. Failure to maintain a current CPR certification will result in immediate withdrawal from all clinical courses.

Background Check:

1. Must be redone if the student has been out of the program for two or more long semesters (Fall and Spring).

## Clinical Education Criteria for Pass, Incomplete and Failure

### Clinical Education Courses PTA 227, 237, & 247

#### **Criteria for a Grade of PASS**

(letter grade to be issued by ACCE):

- Perfect attendance is mandatory and student will abide by the faculty's schedule, making every possible attempt to arrive 15 minutes prior to when he/she is expected to treat the first patient of the day. If this arrival time cannot be met, the student is expected to notify both the CI and the ACCE of any change in arrival time for clinical, whenever it might occur. Any deviation in the schedule will need to be addressed and negotiated between the student and the CI in advance.
- Student Self Performance Evaluations must be completed prior to both the midterm and final meetings with the Clinical Instructor.
- It is the responsibility of the student to make sure that the Clinical Performance Instrument (CPI) is completed by the instructor and returned to the ACCE @ P.I.T.
- Skills completed will vary based on the affiliation and where the student is within the curriculum. A list of acceptable skills to be addressed will be given to the student and the CI prior to each affiliation.
- Special assignments may be made at the discretion of the ACCE, for each rotation, and are due prior to being assigned a grade in the course. These may include but are not limited to, case studies, journal entries, research projects, or in-service presentations. CIs may also require special projects of a student, which must be completed in the clinic. These may include in-service presentations, reading assignments, or other assignments that have been discussed and agreed to by the student, the CI and the ACCE, and are considered reasonable expectations.

#### **Criteria for a Grade of INCOMPLETE:**

- If time is missed during the clinical affiliation which inhibits the student's ability to successfully complete the objectives for that clinical education course, due to medical reasons or personal emergencies, then the student may receive a grade of incomplete for the course at the faculty's discretion. An action plan will be developed based upon the program course. This may delay the graduation date by one full year dependent upon the individual circumstances for that student. Faculty will consult The PTA Program Policy and Procedure Manual in any instance.

#### **Criteria for a Grade of FAIL:**

A student/learner will receive a grade of C, or lower, for a clinical education course if:

- He or she is removed from the clinical setting for violating the rules and regulations of the clinical facility for disclosing confidential information, engaging in conduct that disrupts the activities of the facility, or threatens the safety of the personnel or its patients.
- He or she engages in unprofessional or unethical behavior in accordance with professional guidelines or the APTA Code of Ethics and Standards of Ethical Conduct for the Physical Therapist Assistant.

- He or she fails to meet the necessary academic requirements to pass the course as stated in the handbook.
  - He or she is found to be involved in criminal activity within the clinical site of the hospital.
  - He or she uses alcohol, drugs or other toxic or foreign agents, which tend to limit or adversely affect the student's duties and responsibilities.
  - He or she engages in any behavior which violates a hospital/clinical site regulation and/or results in denial by the hospital/clinical site of privileges.
  - He or she takes any action which knowingly endangers the health or well-being of the student, a fellow student, patient or hospital personnel or visitor.
  - He or she vandalizes or abuses clinical equipment.
  - If a student is removed from a clinical education site, he or she may be dismissed from the PTA Education Program.
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### ***Clinical Education Disciplinary Policy***

Although it is presumed that all physical therapist assistant students exercise maturity and sound judgment in the process of becoming productive members of the health care community, there are occasions when it becomes necessary to address matters of conduct and discipline. In the event that disciplinary action becomes necessary, the program faculty will exercise fairness, utilizing progressive discipline when possible.

The type of disciplinary action taken will depend on the seriousness and nature of the offense, and the student's history of problems.

Disciplinary action may include one or more of the following:

- Verbal counseling, when the infraction is relatively minor or a first offense.
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- Written warning which may become part of the student's permanent file when verbal counseling fails to achieve the desired change in behavior.
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- Removal from the clinical site when previous disciplinary actions fail to produce desired changes in behavior, or conduct presents a danger to self and others. REMEMBER, the aim is to promote those behaviors which best serve the needs of the patients, the health care institution and the community.

### **THE FOLLOWING ARE CONSIDERED JUST CAUSE FOR DISMISSAL FROM CLINICAL EDUCATION:**

- Unprofessional or unethical behavior on the part of the student in accordance with professional guidelines or the APTA Code of Ethics and Standards of Ethical Conduct for the Physical Therapist Assistant.
- Failure on the part of the student to meet any necessary academic requirements.
- Criminal activity within the clinical site or hospital.
- Use of alcohol, drugs or other toxic or foreign agents, which tend to limit or adversely affect the student's duties and responsibilities.
- Any behavior which violates a hospital/clinical site regulation and/or resulting in denial by the site of clinical privileges.
- Action which knowingly endangers the health or well-being of the student, a fellow student, patient or hospital personnel or visitor.
- Vandalism or abuse of clinical equipment.

WHEN A STUDENT IS REMOVED FROM A CLINICAL EDUCATION SITE, SHE OR HE MAY BE *DISMISSED* FROM THE EDUCATION PROGRAM.

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### ***Due Process and Grievance Procedure***

Please refer to the *College Student Handbook*, Pg. 30, 31 for an explanation of student due process procedures. The procedures applicable to campus activities are also applicable to medical assisting, nursing, physical therapist assistant, and radiology program clinical education.

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### ***Grievances and Complaints***

The PTA program at Pennsylvania Institute of Technology engages regular monitoring of program functions consistent with College protocol and the accreditation standards as set forth by the Commission on Accreditation in Physical Therapy Education (CAPTE). We welcome the comments, suggestions, ideas and constructive criticism of the public. The Grievance/Due Process policies (*P.I.T. Student Handbook*, pg. 30 & 32) provide a voice for current and prospective students, employees, and other affiliated persons. However, individuals in the community who do not have a format affiliation with this institution or program are also welcome to provide comments according to the following policy.

1. This process is only for comments or concerns that cannot be addressed by existing grievance/due process procedures described in the *Pennsylvania Institute of Technology Course Catalog*, *Faculty Handbook* or the *PTA Program Policy and Procedure Manual*.

2. Comments must be provided in writing and signed by the author. Anonymous submissions will not be acknowledged, nor will written comments provided on behalf of an anonymous source.
3. Comments must be submitted to the following:
 

PTA Program Manager  
 Pennsylvania Institute of Technology  
 800 Manchester Avenue  
 Media, PA 19063
4. The PTA Program Manager shall respond to all comments within seven (7) days to further discuss and resolve the issue. If a satisfactory resolution is not or cannot be reached, the appeal may be made to the Office of the President within seven (7) days. The decision of the President will be final and not subject to further appeal. Neither the Dean of Academic Affairs nor the President will become involved until all attempts to resolve the issue with the Program Manager have been exhausted, unless the comment is directly related to the performance of the Program Manager.
5. Records of all correspondence will be confidentially maintained by the Program Manager for five (5) years. These records are not open to the public.

## Program Contact Information

Program Manager	Kelly Thompson, MS, PTA, ATC <a href="mailto:kelly.thompson@pit.edu">kelly.thompson@pit.edu</a>	610-892-1573
Clinical Coordinator	Charles H. Hewlings, P.T., M.Ed., A.T.C. <a href="mailto:chewlings@pit.edu">chewlings@pit.edu</a>	484-448-2920
Dean of Academic Affairs	Robert Hancox, PhD Assistant: Terri Walklett <a href="mailto:mwalklett@pit.edu">mwalklett@pit.edu</a>	610-892-1562
PTA Program Coordinator	Terri Walklett <a href="mailto:mwalklett@pit.edu">mwalklett@pit.edu</a>	610-892-1562
PTA Program	<a href="mailto:PTAProgram@pit.edu">PTAProgram@pit.edu</a>	484-448-2920
Dean of Student Services	Dona Fabrizio, Ed.D. <a href="mailto:dfabrizio@pit.edu">dfabrizio@pit.edu</a>	610-892-1514
Assistant Dean of Academic Affairs (Media)	Rachelle Chaykin <a href="mailto:rchaykin@pit.edu">rchaykin@pit.edu</a>	610-892-1528
Assistant Dean of Academic Affairs (Center City)	Lea Llanes-Capobianco, MD <a href="mailto:lcapobianco@pit.edu">lcapobianco@pit.edu</a>	484-442-1273

## Program Course Sequence (Curriculum Summary)

SEMESTER 1- HEALTH SCIENCE			Hours		Hours		
			Lecture	Lab	Clinical	Credits	
HEALTH SCIENCE DOMAIN	BIO	135	Anatomy & Physiology I	3	2	0	4
	ENG	108	Composition I	3	0	0	3
	MOT	115	Health Care in a Transcultural Environment	3	0	0	3
	MOT	130	Mathematics for Health Care Professionals	3	0	0	3
	PSY	105	Introduction to Psychology	3	0	0	3
	<b>SEMESTER TOTAL</b>			<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>
SEMESTER 2 – HEALTH SCIENCE			Hours		Hours		
			Lecture	Lab	Clinical	Credits	
HEALTH SCIENCE DOMAIN	BIO	136	Anatomy & Physiology II	3	2	0	4
	BIO	230	Functional Anatomy * Kinesiology	3	2	0	4
	ENG	215	Analytical Writing	3	0	0	3
	MTH	145	College Algebra and Trigonometry	3	0	0	3
	PSY	109	Human Growth & Development	3	0	0	3
	<b>SEMESTER TOTAL</b>			<b>15</b>	<b>4</b>	<b>0</b>	<b>17</b>
SEMESTER 3- PHYSICAL THERAPIST ASSISTANT			Hours		Hours		
			Lecture	Lab	Clinical	Credits	
PHYSICAL THERAPIST ASSISTANT DOMAIN	PTA	101	Introduction to Physical Therapy	2	0	0	2
	PTA	115	Therapeutic Procedures I	2	4	0	4
	PTA	130	Diseases of the Human Body	3	0	0	3
	PTA	215	Therapeutic Procedures II	1	4	0	3
	PTA	221	Physical Therapist Assistant Modalities	2	2	0	3
	<b>SEMESTER TOTAL</b>			<b>10</b>	<b>10</b>	<b>0</b>	<b>15</b>
SEMESTER 4 - PHYSICAL THERAPIST ASSISTANT			Hours		Hours		
			Lecture	Lab	Clinical	Credits	
PHYSICAL THERAPIST ASSISTANT DOMAIN	PTA	225	Orthopedic and Neurological Rehabilitations (11 weeks)	3	5	0	4
	PTA	227	Clinical Practice I (4 weeks)	0	0	160	4
	PTA	229	Rehabilitation Techniques (11 weeks)	2	4	0	3
	PTA	231	Therapeutic Exercise (11 weeks)	2	4	0	3
	PTA	233	Special Populations (11 weeks)	3	0	0	2
	<b>SEMESTER TOTAL</b>			<b>10</b>	<b>13</b>	<b>160</b>	<b>16</b>
SEMESTER 5 - PHYSICAL THERAPIST ASSISTANT			Hours		Hours		
			Lecture	Lab	Clinical	Credits	
PHYSICAL THERAPIST ASSISTANT DOMAIN	PTA	237	Clinical Practice II (6 weeks)	0	0	240	6
	PTA	247	Clinical Practice III (6 weeks)	0	0	240	6
	PTA	249	PTA Seminar (2 weeks)	7	15	0	2
<b>SEMESTER TOTAL</b>			<b>7</b>	<b>15</b>	<b>480</b>	<b>14</b>	
<b>PROGRAM TOTAL</b>			<b>57</b>	<b>44</b>	<b>640</b>	<b>78</b>	



## Clinical Education Disclosure Form

One of the tasks of the clinical education component of the PTA curriculum is to provide students with the opportunity to work in a clinical setting with a diagnosed patient population. Through contractual arrangement, facilities have agreed to allow P.I.T. PTA students to work directly with their patients under the supervision of a clinical instructor who is employed by the clinical facility. This type of agreement relies heavily on trust between the facility and the PTA program's clinical environment.

Facilities and clinical instructors are committed to students' successful completion of the clinical education component of the curriculum. In the event that a student must re-take a clinical education course some decisions need to be made.

1. What remediation needs to take place for the student to be more successful in the clinical setting?
2. Whether or not to disclose the reasons that the student was not successful in the first attempt with the clinical education course.
3. Which clinical sites would provide an opportunity for a student to repeat a clinical education course?

Every student has the right to privacy with regard to his or her academic and clinical performance. This information is not disclosed to anyone without the expressed consent of the student. When he/she needs to re-take a course it is the opinion of the PTA faculty that this information would be very helpful to disclose. Once the information is disclosed to the clinical instructor, a remediation plan can be developed by the PTA program faculty and implemented. This plan would be designed to assist the student to become more successful as he/she re-takes the clinical education course.

Please indicate whether or not you agree to allow the PTA program faculty members to disclose this information on your behalf and develop a remediation plan for you. Failure to grant this permission will make you ineligible for the development of any remediation when you re-take this course.

\_\_\_\_ I agree to have the PTA program faculty disclose that I am re-taking this course and the reasons that I need to retake it. I understand that the purpose of this disclosure is to help me be more successful.

\_\_\_\_\_  
Signature Date Print Name

\_\_\_\_ I do not want the PTA program faculty to disclose any information about my re-taking this course. I understand that this makes me ineligible for the development of a remediation plan for this course

\_\_\_\_\_  
Signature Date Print Name

**PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
PHYSICAL THERAPIST ASSISTANT PROGRAM**

## Disciplinary Action Form

**Program of Study:** Physical Therapist Assistant

**Student Name:** \_\_\_\_\_

**Faculty Member:** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_

**Nature of Offense**

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### ***Written Warning***

This offense was originally discussed with you on \_\_\_\_\_. Recommended changes in behaviors or actions have not been demonstrated. This copy serves as your written notice that the desired effect has not yet been achieved. Failure to produce the agreed upon changes within \_\_\_\_\_ will result in your removal from the clinical education site.

**Student:** \_\_\_\_\_

**Faculty Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*\*copy to the student and to the Academic Clinical Coordinator or designee\*\***

PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
PHYSICAL THERAPIST ASSISTANT PROGRAM

Anecdotal Record

Student Name:	Date:
Evaluator/Observer:	
Setting: (place, persons involved, atmosphere, etc.):	
Student Action or Behavior:	
Evaluator Interpretation:	
Student Comments:	
Student Signature:	Date:
Evaluator Signature:	Date:

**PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
PHYSICAL THERAPIST ASSISTANT PROGRAM**

## Critical Incident Report

Directions: Record each entry clearly and concisely

Student Name:	Date of Event:
Evaluator/Observer:	
Description of Incident:	

	Antecedents	Behaviors	Consequences
Date/Time			
Student Initials:			
Observer Initials:			
Date/Time			
Student Initials:			
Observer Initials:			
Date/Time			
Student Initials:			
Observer Initials:			

Student Signature	
Evaluator Signature	

**PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
PHYSICAL THERAPIST ASSISTANT PROGRAM**

**Student Injury/Accident Form**

**INJURED**

Student Name:	
Address	
City	State/Zip
Date Injured	Time
Phone:	
Location	

**INJURY**

Describe the injury	
Referred to:	
By Whom:	
Date:	Time:
Student Signature	Date:
PIT Staff Signature	Date:

**WAIVER:**

I, \_\_\_\_\_ decline treatment.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PIT Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
PHYSICAL THERAPIST ASSISTANT PROGRAM**

### Probation from Clinical Education

Based upon both written and verbal information received by PIT faculty, you have been placed on clinical probation. This decision was not made without considerable thought and concern for your ability to successfully complete the PTA program curriculum. Probation will last for a time period agreed to between yourself, your clinical instructor, the academic clinical coordinator, and the program manager.

Start Date:	Completion Date:
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Successful completion of the probation indicates that the student has performed in a safe and appropriate manner throughout the probationary period. At that point, the student may continue in the clinical education course as described in the clinical education course handbook.

Unsuccessful completion of the probationary period may result in a student’s inability to progress within the academic courses of the PTA program curriculum. This decision will be based upon individual student records, and in accordance with the PTA program student handbook.

Your signature represents that you understand the information that has been explained to you.

Student Name:		Date:
Student Signature:		

Signatures of the clinical instructor, academic coordinator, and the PTA program manager indicate that they too understand the gravity of this decision, and that it has been explained to you.

Clinical Instructor		Date:
Signature		

Clinical Coordinator	Charles H. Hewlings, PT, MEd, ATC	Date:
Signature		

Program Manager	Kathryn Slezak, M.S. PT	Date:
Signature		

**PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
PHYSICAL THERAPIST ASSISTANT PROGRAM**

## Notice Regarding Criminal Background Checks

The events of September 11, 2011 have caused many organizations to review their screening processes in order to strengthen institutional security. Of particular concern is the screening of health care professionals.

As a consequence, anyone who will have patient care responsibilities may be subject to criminal background checks by prospective employers, state licensing and certification boards, and other organizations. Included among those who are subject to background checks are students seeking clinical experiences.

Please be advised that the hospitals and outpatient centers with which the Physical Therapist Assistant Program is affiliated may require background checks of its student. An unfavorable report could bar a student from clinical attendance at one or more of our affiliates. It is at the discretion of the affiliate. If this occurs, it is unlikely that the college will be able to identify a suitable alternative clinical placement. These students may continue taking the lecture and laboratory courses, but will not be able to obtain a satisfactory grade in courses where clinical education is a required component.

Student who chose to continue with registration for each semester's PTA-designated courses do so with the understanding that a criminal record could prevent successful completion of the educational program and could prevent the student from being granted a license to practice as a PTA.

Acknowledgement:

I, \_\_\_\_\_ have read and received a copy of this notice.  
[Print Name Legibly]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
PHYSICAL THERAPIST ASSISTANT PROGRAM**

**Declaration of Intent to Comply**

with the PHYSICAL THERAPIST ASSISTANT STUDENT HANDBOOK

I, the undersigned, have received a copy of the *PTA Program Student Handbook*. My signature acknowledges that the information contained within has been explained to me and that I have been given the opportunity to ask questions about the content. I understand that I will be held accountable for the expectations of P.I.T. students delineated within this handbook and the *College Student Handbook* as stated or implied. I agree to comply with the policies and procedures. Furthermore, I understand that from time to time changes may be made to the handbook and that if this occurs I will receive a written addendum and may be asked to sign to acknowledge receipt, understanding, and compliance if warranted.

My signature below confirms that I:

- Did receive a copy of the Pennsylvania Institute of Technology *Physical Therapist Assistant Student Handbook*
- Understand that I am expected to comply with the policies and regulations in this handbook
- Understand that I am expected to comply with policies and regulations in Pennsylvania Institute of Technology *Catalog of Courses* and *Student Handbook*
- Understand that if I fail to comply with the policies and regulations the result could be my withdrawal (dismissal) from the program
- Understand that if I have questions about any policy or regulation I should seek advice from the Physical Therapist Assistant Program Manager or Student Services staff.
- Understand that I may be asked to submit to drug and alcohol testing.
- Understand that I am solely responsible for maintaining a record of my attendance with documentation for any lateness and/or absence.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Witness (print): \_\_\_\_\_

Witness Signature: \_\_\_\_\_