

**Physical Therapist
Assistant
Student Handbook
2022-2023**

Lakeland
COMMUNITY COLLEGE

Physical Therapist Assistant Program

PTA PROGRAM STUDENT DISCLOSURE STATEMENT

Background checks and drug screens: Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who are participating in clinical placements, internships, or practicum experiences through their program should be aware that their host facility requires a criminal fingerprint background check and drug screening. Each student is responsible for obtaining and paying for the background check and other screening processes at the school's designated vendor. Clinical facilities have the right to refuse clinical experiences to any student at any point in the PTA program. It is not the college's responsibility to secure alternative clinical experiences.

A denial of clinical placement will result in the student's ineligibility to complete the program. Host facilities may consider expunged convictions in placement decisions. Students shall further be aware that a criminal record may jeopardize licensure by the State certification body.

Students should consult the website for the Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board for more details regarding background checks. Successful completion of a program of study at the College does not guarantee licensure. Standards for licensure may change during a student's program of study.

Students may not contact employees of clinical sites for any reason, including but not limited to, disputing denial of clinical placement due to background check or drug screen issues, securing their clinical placements, or to request participation in observational or other experiences that are not an official activity of the program.

Federal Compliance Statement: It is expected that students will spend two to three hours, minimally, outside of the classroom/ laboratory performing course-related work such as readings, research, homework assignments, practicals, and other academic work for every hour of instruction spent in the classroom/laboratory.

Procedure for changes in program policies

The PTA Program faculty at Lakeland Community College reserves the right to make changes in the policies and procedures in this handbook, with the exception of policies related to progression or requirements for completion of the program, for currently enrolled students. Students with questions concerning any of the policies should consult with the PTA Program Director. When a major change in policy or procedure occurs, students will be required to acknowledge receipt of the written notification of the change with their signatures, which is kept on file.

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Program Accreditation

Effective November 16, 2021, the Physical Therapist Assistant Program at Lakeland Community College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone: 703-706- 3245; email: accreditation@apta.org. If needing to contact the program/institution directly, please call 440-525-7470 or email ldaigle1@lakelandcc.edu. Candidate for Accreditation is an accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program may matriculate students in technical/professional courses. Achievement of Candidate for Accreditation status does not assure that the program will be granted Initial Accreditation. Graduation from a physical therapist assistant education program accredited by CAPTE is necessary for eligibility to sit for the licensure examination, which is required in all states.

Contact Information

Core PTA Program Faculty

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Mission Statement

Our mission is to provide a high-quality learning environment and a comprehensive curriculum based on contemporary physical therapy practice to prepare graduates to meet the needs of the community as competent and professional physical therapist assistants able to work under the direction and supervision of a physical therapist.

Goals

1. Program graduates will meet community needs by working as entry-level physical therapist assistants under the direction and supervision of a physical therapist.
2. Program faculty will provide a high-quality learning environment and a comprehensive curriculum based on contemporary physical therapy practice.
3. Program graduates will exhibit a high level of professionalism with patients, caregivers, and other healthcare providers.
4. The program will promote personal and professional development through faculty modeling, life-long learning opportunities and membership in professional organizations.
5. Program graduates will communicate effectively in a culturally competent manner with patients and caregivers from diverse backgrounds.
6. Program students will display professional behaviors during interactions with patients, families, caregivers, other healthcare providers, and faculty.

PTA Program Curriculum Plan

Course #	Course Title	Credit hours
FIRST SEMESTER - Fall		
BIOL 2210	Anatomy & Physiology I	4
ENGL 1110	English Composition I	3
FYEX 1000	First Year Experience	1
HLTH 1215	Medical Terminology for Health Professions	3
PSYC 1500	Introduction to Psychology	3
HLTH 1500	Ethics and Legal Issues	2
Total		16
SECOND SEMESTER - Spring		
BIOL 2220	Anatomy and Physiology II	4
PTAS 1200	Introduction to Physical Therapist Assisting	2
PTAS 1210	Functional Anatomy and Kinesiology	4
PTAS 1220	Physical Therapist Assistant Interventions - I	4
MATH 1330	Statistics for the Health Sciences	3
Total		17
THIRD SEMESTER - Summer		
PTAS 1300	Physical Therapist Assistant Interventions - II	4
HLTH 2100	Pathophysiology	3
Total		7
FOURTH SEMESTER - Fall		
PSYC 2700	Abnormal Psychology	3
PTAS 2110	Physical Therapist Assistant Interventions - III	3
HLTH 1600	Basic Pharmacology	2
PTAS 2120	Pediatric and Geriatric Physical Therapy	3
PTAS 2130	Rehabilitation	3
PTAS 2140	Clinical Education I	2
Total		16
FIFTH SEMESTER - Spring		
PTAS 2200	PTA Seminar	2
PTAS 2210	Clinical Education II	2
PTAS 2220	Clinical Education III	3
Total		7
Program Total		63

Course Descriptions – Core Curriculum

PTAS 1200 - Introduction to Physical Therapist Assisting (2 cr. lecture)

This course introduces students to the study of physical therapy, and the role of the physical therapist assistant. It emphasizes the history of physical therapy in the United States and explores the expected behaviors of the Physical Therapist Assistant (PTA).

PTAS 1210 – Functional Anatomy and Kinesiology (2 cr. lecture, 2 cr. lab)

This course includes the application of neuromuscular and musculoskeletal anatomy and physiology to the practice of physical therapy. Students will be introduced to manual muscle testing, and range of motion measurements of the spine and extremities used in physical therapy practice.

PTAS 1220 – PTA Interventions I (2 cr. lecture, 2 cr. lab)

This course introduces students to concepts of functional mobility universal to all settings of physical therapy practice. Emphasis is placed on basic patient care skills, treatment, procedures, and interventions utilized in physical therapy including informed consent, infection control, vital signs, patient measurements, documentation, body mechanics, and assistive devices for mobility for safe practice.

PTAS 1300 – PTA Interventions II (2 cr. lecture, 2 cr. lab)

This course continues the study of the principles and procedures of therapeutic physical therapy intervention. Emphasis is on physical therapy interventions and procedures including exercise to develop strength, endurance, flexibility, range of motion, balance, and coordination based on patient status and tolerance.

PTAS 2110 – PTA Interventions III (2 cr. lecture, 1 cr. lab)

This course introduces students to therapeutic modalities such as ultrasound, electrical stimulation, traction, light/laser, compression, cryotherapy, and superficial and deep thermal therapy.

PTAS 2120 – Pediatric and Geriatric Physical Therapy (3 cr. lecture)

This course explores the considerations of providing physical therapy to pediatric and geriatric populations. Normal development and milestones will be explored. Considerations for these populations, including psychosocial and physiological changes, will be examined. Interventions for the neuromuscular system will be introduced.

PTAS 2130 – Rehabilitation (2 cr. lecture, 2 lab)

This course provides instruction in the rehabilitation techniques and procedures that physical therapists use in treating adult patients with neurological, orthopedic, medical, and/or spinal cord diseases or injuries. The course emphasizes the completion of functional activities for these patient populations, along with patient safety and documentation.

PTAS 2140 – Clinical Education I (1 cr. lecture, 128 hours clinical – 2 cr. total)

This course builds on the content presented in the previous physical therapist assisting courses. Students are expected to assist in the provision of physical therapy services under the direction of a clinical instructor, who is either a licensed physical therapist or a licensed physical therapist assistant. Students will apply knowledge and skills in a variety of clinical settings.

PTAS 2200 – PTA Seminar (2 cr. lecture)

This course explores the state and professional guidelines that govern the provision of physical therapy. The Ohio state practice act will be explored, and contemporary issues in physical therapy and healthcare will be reviewed, including specialty areas, technology, employment, and fiscal and governmental issues. Students begin the review process for the state board licensing exam.

PTAS 2210 – Clinical Education II (240 hrs. clinical – 6 weeks – 3 cr. total)

This course builds on the content presented in the previous physical therapist assisting didactic and clinical education courses. Students are expected to provide physical therapy services under the direction of a clinical instructor, who is either a licensed physical therapist or a licensed physical therapist assistant. Students will apply knowledge and skills in a variety of clinical settings.

PTAS 2220 – Clinical Education III (320 hrs. clinical – 8 weeks – 3 cr. total)

This course builds on the content presented in the previous physical therapist assisting didactic and clinical education courses. Students are expected to provide physical therapy services under the direction of a clinical instructor, who is either a licensed physical therapist or a licensed physical therapist assistant. Students will apply knowledge and skills in a variety of clinical settings. Students are expected to achieve entry-level clinical competence by the conclusion of the course.

Equal Opportunity

The PTA Program follows the college's Non-Discrimination policy (3354:2-20-02):

A. Statement of Commitment

Lakeland Community College continues its policy that, in its educational and employment opportunities, there shall be no harassment or discrimination against any person because of sex, race, color, religion, sexual orientation, national origin, disability, ancestry, veteran or Vietnam-era veteran status, age, or familial status.

B. Educational Programs and Activities

1. Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the College receiving federal financial assistance regardless of whether those programs take place in the College's facilities, or at a class, program, or activity sponsored by the College at another location.
2. For purposes of Title IX, sex-based discrimination, harassment, or misconduct occurs when a person is excluded from participation in, or is denied the benefits of, a federally assisted program or activity because of the person's gender. Sexual harassment is a form of sex discrimination which violates state and federal laws respecting both employees and students. Sexual misconduct is a broad term that includes but is not limited to sexual assault, sexual exploitation, sexual harassment, stalking, dating violence, and domestic violence.
3. Prohibited Conduct
 - a. The College prohibits sexual harassment and sexual misconduct.
 - b. The College prohibits gender-based harassment, that includes but is not limited to acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.
 - c. The College also prohibits aiding or facilitating the commission of a violation of this Procedure and retaliation for making a complaint under this Procedure.
4. This policy applies to alleged sexual harassment or sexual misconduct that takes place on College property or in connection with any activity sponsored, conducted, or authorized by the college or by a recognized student organization, regardless of the location of the activity.
5. This policy may also apply to alleged sexual harassment or sexual misconduct that occurs off-campus when the Title IX Coordinator determines that the alleged off-campus conduct could reasonably create a hostile environment or a continuing adverse effect on campus, or where the sexual harassment or sexual misconduct undermines the security of the College community or the integrity of the educational process.
6. The Title IX Coordinator for Lakeland Community College is the Director for Human Resources and can be located through the college website, www.lakelandcc.edu.
7. Reporting

Any person who believes he or she has been a victim of discrimination or harassment is strongly encouraged to pursue relief by reporting the discriminatory or harassing behavior to the Title IX Coordinator as outlined in the appropriate procedure.

C. Employment

1. Lakeland Community College is committed to act affirmatively to promote equal employment opportunities and practices for employees. Equal employment opportunity consists of all the

procedures and cultural diversity activities of the college which contribute to nondiscrimination and ensure equal employment opportunity for all.

2. Lakeland Community College will recruit, select, and employ the individual most likely to succeed in a position in accordance with equal employment opportunity. The skills, education, work experience established as requirements for employment in a position will be reasonable, bona fide occupational qualifications.
3. All tenure-track faculty positions and continuing status administrative positions will be announced nationwide.
4. Lakeland's equal employment opportunity policy shall be widely disseminated within the college and the community. This is an official policy of the college and shall be considered a public document and distributed by the Human Resources department.
5. The president shall have the ultimate responsibility for achieving equal employment opportunity and related decisions.
6. The operating responsibility to implement and evaluate the equal employment opportunity program is assigned by the President to the Director for Human Resources.
7. All supervisory personnel are responsible for compliance with the equal employment opportunity policy within their area.

D. Facilities

There shall be no discrimination in the provision or rental of facilities with the exception of the availability of segregated facilities where the traditional right of privacy dictates usage segregated by sex.

E. Construction contractors and sub-contractors

All construction contractors and sub-contractors shall be informed of the college non-discrimination requirements of the equal employment opportunity policy and notified that the college expects them to conform to applicable federal and state guidelines.

F. Purchasing

All contractors and suppliers shall be informed of the college's non-discrimination requirements of the equal employment opportunity policy and notified that the college expects them to conform to applicable federal and state guidelines.

PTA Program Essential Functions

Each applicant must be able to perform, with or without reasonable accommodations, each of these essential functions in order to fully participate in the PTA Program and successfully complete the requirements of the AAS degree in PTA.

1. Attend class approximately up to 30 hours a week or perform 40+ hours a week of clinical education, depending on the stage of the program curriculum.
2. Complete all assignments on time.
3. Participate in classroom discussions.
4. Perform or instruct others in the following procedures in a timely manner: transfers, gait training, physical agents, activities of daily living, therapeutic exercises or activities, and data collection procedures.

5. Use sound judgment to maintain safety for self and others. This includes adherence to precautions (exposure to blood-borne pathogens and/or infectious disease may occur as part of the educational experience).
6. Meet class standards for successful course completion.
7. Use critical thinking when making decisions.
8. Follow standards stated in PTA Program Student Handbook and the PTA Program Clinical Education Handbook.
9. Address problems or questions to the appropriate person at the appropriate time.
10. Maintain classroom, work area, equipment, supplies, personal appearance and hygiene conducive to a professional setting as appropriate.
11. Behave in a competent, professional manner.
12. Sit up to 8 hours per day.
13. Stand up to 8 hours per day.
14. Generate force to lift and transfer patients and provide assistance for bed mobility.
15. Squat or stoop.
16. Assess physiological status of an individual.
17. Have sufficient standing and unsupported sitting balance to demonstrate exercises and activities, and to support patients during activities.
18. Complete documentation on paper and computer.
19. Communicate effectively with a variety of people through written, verbal, and nonverbal methods.
20. Shift weight in sitting or standing in order to provide safety for patients during activities.
21. Demonstrate the ability to manipulate physical therapy equipment while performing physical therapy interventions.
22. Reach above shoulder level.
23. Kneel, kneel-stand, and half kneel.
24. Use equipment that emits electrical, ultrasonic, and thermal energy.

Mandatory Program and Clinical On-Boarding Requirements

Please be aware that all students enrolled in a nursing and/or any allied health program/certificate must complete a criminal background check. Students with a criminal record may be ineligible to participate in a clinical course/rotation/practicum, receive a professional licensure/registration, or obtain employment in the health field. Delays, for any reason, in obtaining background results may cause an interruption in course sequence and/or inability to complete program requirements. Additional background screening may be required. Drug testing is required in accordance with clinical affiliation requirements.

The PTA program and its clinical partners have mandatory requirements that must be completed every semester in order for students to be enrolled in current or future PTA courses. Requirements must be current throughout the program, including during all school breaks. Students will be notified of the deadline for initial submission of requirements. Failure to meet the deadlines or to allow a lapse of requirements while in the program will result in ineligibility to remain in the current course or future PTA courses and will result in the student's removal from the program.

Clinical facilities require documentation of health requirements, background check, drug screen, CPR, medical insurance, and completion of required electronic documents, modules, and tests prior to participation in clinical experiences. Additional requirements may be required by clinical agencies at any time, thus obligating the student to meet said requirements in order to participate in the clinical education course, to remain enrolled in or move forward to the subsequent semester. Students will incur the cost of all requirements. If a student does not want the clinical facility to receive the required information, the student will be ineligible to participate in clinical experiences and will be administratively withdrawn from the PTA program. The student will be required to notify the PTA Program Director in writing of his/her decision. Once assigned to a clinical facility for a clinical education course, the student will not be transferred to a different facility unless deemed appropriate by the Academic Coordinator of Clinical Education. This will not include circumstances

where the student fails to meet facility requirements, or student requests. See the PTA Program Clinical Education Handbook for details.

A copy of all health and clinical agency requirements must be submitted to the Health Services office (H-273) or designated drop boxes. Electronic documents, modules, and tests must also be completed by due dates, which occur prior to the start of class each semester. It is the responsibility of the student to regularly check Lakeland email and the myLakeland health requirements tab for the most current program requirements. Students should contact the Academic Coordinator of Clinical Education for additional information about electronic requirements. If any requirement expires while enrolled in the PTA program, the student is responsible for updating requirements before the expiration date. Failure to do so will result in administrative withdrawal from the current course and/or inability to move forward the next semester.

Students' health records are maintained following the Family Educational Rights and Privacy Act (FERPA). The paper copies/files are located in locked cabinets in the Health Services office. Electronic records are password protected and the Health Services officer is the only person who can access the electronic record. Students may obtain a copy of their file with a photo ID.

Required (subject to change based on clinical facility policy):

1. Physical Examination: A physical examination by a primary health care provider is required. This examination may be completed within one year prior to enrollment in the PTA program.
2. Tuberculosis Screening: A negative tuberculosis skin test (using the standard two-step Mantoux test or QuantiFERON-TB Gold test) within 12 months before starting the program is required with appropriate follow-up for positive tests. The twostep Mantoux consists of two (2) injections. Each injection is given at separate times, 1 week apart. It takes at least 9 days to complete the 2-step TB test.

Tuberculosis screening must be done annually, using a one-step Mantoux or QuantiFERON-TB Gold test, with no more than twelve (12) months between tests. If the time between tuberculosis screening exceeds 12 months, the student must repeat the two-step process.

Positive Mantoux TB Reactors must submit a blood assay result annually.

3. Immunizations: The following immunizations and/or titers are required. If a titer is negative or equivocal, then the student must receive a booster and re-titer 4-8 weeks later,
 - a. Hepatitis B: A series of three injections or a positive titer or a signed declination form. If the titer is negative, additional vaccinations are required or the student must sign a declination form. The declination form is available in Health services (S-011)
 - b. Tdap (Tetanus Diphtheria Pertussis Toxoid): Tdap vaccination, to reactive immunity, within 10 years of entering the program.
 - c. Mumps: A positive antibody titer
 - d. Rubella: A positive antibody titer
 - e. Rubeola: A positive antibody titer
 - f. Varicella: A positive antibody titer
 - g. Annual influenza vaccination is required – must be injection only
 - h. COVID-19

Recommended immunizations, but not required:

- a. Polio: A positive antibody titer

Physician documentation must be submitted. If a student is not able to submit a health requirement for medical reasons (i.e. allergy, pregnancy). A student may submit a waiver request for health requirements, which will be reviewed by the Lakeland legal department. Clinical facilities have the right to refuse clinical experiences to any student who does not meet the requirements. It is not the college's responsibility to secure alternative clinical experiences.

4. Pregnancy: If a student becomes pregnant while in the PTA Program, she may continue (or re-enter the program) with written permission from her attending physician. Written permission must state that the student may participate in clinical without restrictions. If the physician requires that the student medically withdraw from the course, she

may return upon receipt of written permission of her physician. The student must submit a written request to return to the PTA program to the PTA Program Director at least four (4) months prior to the beginning of the returning semester to ensure completion of clinical requirements.

5. **Illness/Injury:** If a student develops a prolonged illness or injury while in the PTA Program, the student may be granted an INCOMPLETE grade noted in college policies or may be advised to withdraw. The student may return to the program upon receipt of written permission from the attending physician. Date of return will depend on the school calendar and availability of space. Requirements for readmission must be met according to the Leave of Absence (LOA) policy. The time a student spends out of the program due to illness counts toward the total five academic year completion time for the program, and re-application to the program counts towards the one-time maximum re-application to the program.

6. **Latex Allergies:** There are certain circumstances in clinical facilities and in PTA practice labs that present a major exposure to latex products. Latex allergy can result from repeated exposures to proteins in natural rubber latex through skin contact or inhalation. Primary sources of exposure are latex gloves, powder used to lubricate some gloves, and latex tubing. This exposure may put the student at risk for an unforeseen allergic response to latex particles.

If a student has had any reactions to latex exposures or develops an initial reaction, it is his/her responsibility to notify the course instructor. If reasonable modifications cannot eliminate the reactions to latex, the student may be counseled to consider a career change. Lakeland Community College will NOT be responsible or liable for any student reactions/allergies to forms of latex products.

7. **Drug Testing:** Students are required to participate in drug testing in accordance with clinical affiliation requirements. In order to be placed at a clinical agency and participate in PTA courses, all students must have a negative drug screen submitted by the required deadline. Students who have a negative dilute result must repeat and pay for additional drug tests. Students with a positive drug test are ineligible to take PTA courses.

Infectious/Contagious Status

Clinical facilities require notification of any student known to test positive for an infectious or contagious disease, including Tuberculosis, Hepatitis, SARS-CoV-2, or HIV. Upon request from the facility, the student will be asked to provide follow up information to assess the risk of transmission.

Certification in CPR

All students must be certified in CPR (cardiopulmonary resuscitation). This certification must be the "American Heart Association - Basic Life Support Healthcare Provider." (BLS-HC). Certification is valid for two years and must be current throughout the program. The PTA program does not accept American Red Cross CPR certification, or Resuscitation Quality Improvement certification (RQI).

The student must provide a photocopy of the BLS-HC certification to Health Services (H-273) by the established deadline. Failure to maintain current BLS-HC certification will necessitate the student's removal from the clinical area.

Liability Insurance

All students must carry liability insurance while practicing in the clinical setting. Therefore, the cost of liability insurance is incorporated into the lab fee for each PTA clinical education course. Coverage is only in effect while enrolled in a PTA clinical education course and participating in a required clinical education experience as a student PTA.

Clinical Facility Data

The student's name, last four digits of the social security number, date of birth, home address, home phone number, email address, background check and drug screening results, health requirements, and or other identifying data may be given to assigned clinical facilities upon request of the facility. Students must provide this information to Paula Pastor-Hinkel, Medical Records Coordinator for Health Services, and/or the required clinical facility website.

Student Healthcare Insurance

Students are financially responsible for their own health care. This includes emergency treatments incurred as a result of injuries incurred at the clinical site or exposure to illnesses. Neither Lakeland Community College nor the clinical facility will be responsible for any fees incurred as a result of student injury or illness while at the clinical facility. While enrolled in the PTA Program, clinical facilities require students to provide evidence of health insurance before being permitted to attend clinical experience. The student must provide a photocopy of their current healthcare insurance card to the Health Services office (H-273) by the established deadlines.

It is the student's responsibility to obtain his/her own health care insurance. Additional information may be obtained from the Health Services office, (H-273).

Criminal Background Check/Drug Screening

All students enrolled in the PTA program at Lakeland Community College must complete a criminal background check and a 10-panel drug screening. The results of these reports will be disclosed to field placement agencies, hospitals, and clinical facilities. In accordance with clinical site requirements, students with a criminal record or positive/negative dilute drug screen may be ineligible to participate in a clinical course/rotation. Delays, for any reason, in obtaining background results may cause an interruption in the clinical course/rotation sequence. If a student has a history of a legal issue, processing of a criminal background check may be delayed. The clinical agencies reserve the right to deny clinical placement resulting in eligibility to participate in the course. If the drug screen results are a "negative dilute," the student can pay for and repeat the drug screen process.

If the information is not available in time to meet established deadlines, the student will have to delay program/course start. Additional background/drug screenings may be required by individual facilities. Any and all costs associated with the aforementioned screenings will be borne by the student. Further, all fees paid for screenings are non-refundable.

Students are required to self-report any background infractions that have occurred since the background check at the start of the program. Failure to do so will result in immediate dismissal from the PTA program. The program has the right to require a repeat background check and drug screen for due cause. Any student who is not enrolled in PTA courses for 1 year or longer will be required to have a repeat background check and drug screen prior to return.

Program Fees, Expenses, and Refunds

The schedule of program fees and expenses is distributed at the PTA program orientation. It is also posted on the website at <http://www.lakelandcc.edu/web/about/physical-therapist-assistant>. The college refund policy is followed. When outside vendors are used, such as for NPTE test preparation or drug screening, students must comply with the company's refund policy.

Credits	Tuition in County per credit at \$142.80	Tuition out of County per credit at \$171.10	Student Support Fee	Lab Fees	Program Specific Books	Background Check	Drug Test	Application Registration Fees	Supplies Materials Uniforms	Entrance Exam TEAS	Licensure Exam	Graduation Fee
63	\$8,996.40	\$10,779.30	\$14.25	\$401	\$879.81	\$66	\$45	\$75	\$102	\$65	\$727	\$40

PROGRAM CURRICULUM, PROGRESSION, AND GENERAL INFORMATION

PTA Program Curriculum and Degree Requirements

The Physical Therapist Assistant Program at Lakeland Community College prepares graduates to function as physical therapist assistants able to work under the direction and supervision of licensed physical therapists. The program is pursuing accreditation from the Commission on Accreditation in Physical Therapy Education (CAPTE) and meets the College requirements for an Associate in Applied Science degree. Program graduates must complete all general education and PTA technical courses in the curriculum to earn the Associate of Science degree. Graduates are then eligible to take the NPTE for PTAs and the Ohio Jurisprudence Exam, which are required for practice as a PTA in the state of Ohio.

Students must be admitted to the PTA Program in order to enroll in required PTA technical courses. Admission to Lakeland Community College does not guarantee admission to the PTA Program. General education courses that must be taken prior to admittance into the PTA program include: BIOL 2210 Anatomy and Physiology I, ENGL 1110 English Composition I, FYEX 1000 First Year Experience, HLTH 1215 Medical Terminology for Health Professions, HLTH 1500 Ethics and Legal Issues, and PSYC 1500 Introduction to Psychology. The remaining required general education courses (non-PTA courses) may be taken prior to admission into the PTA Program. The PTA program follows Lakeland Community College policies for transfer of General Education Courses from other public colleges and universities through the Ohio Transfer Module. No PTA technical courses may be transferred from another institution.

***Prerequisite course (BIOL 1200) may be required. See catalog and college counselors.**

****English course selection is based on placement test results (ENGL 1110 is 3 credits, students may take ENGL 1111, which is 4 credits).**

Course Descriptions and Prerequisites for Each Course

See college catalog – available on-line at www.lakelandcc.edu - Academics - College Catalog.

APTA Membership

The American Physical Therapy Association (APTA) is the professional organization for physical therapists and physical therapist assistant students in the United States of America. Membership in the APTA will be necessary in order to complete assignments in the program. Students in PTA programs are offered discounted rates for membership. Membership information can be found at: <https://www.apta.org/apta-and-you/explore-aptamembership>

Program Progression Policy

Students must maintain a GPA of 2.0 and earn a “C” grade or higher in all PTA and general education courses in order to complete the PTA program. Students must satisfactorily complete all PTA technical courses in each semester in order to progress to the subsequent semester. In order to pass each PTAS course with a lab component, students must also pass all skill checks and practical examinations in order to progress to the next semester. Students must meet the program’s expected level on the Professional Behaviors for that semester also in order to progress.

PTA courses are arranged sequentially. Students must meet the following requirements to progress to the subsequent semester:

First semester: BIOL 2210, ENGL 1110, FYEX 1000, HLTH 1215, PSYC 1500, and HLTH 1500

do not need to be taken concurrently but must be passed with a grade of “C” or better (with the exception of BIOL 2210, which must be passed with a grade of “B” or better) in order to be admitted to the technical phase of the PTA program.

Second semester: PTAS 1200, PTAS 1210, and PTAS 1220 must be taken concurrently, and must be completed with a grade of “C” or higher for a student to be eligible to enroll in the third semester of the program. BIOL 2220 and MATH 1330 must be taken in order for the student to be eligible to progress to the third semester of the program, but the student may elect to take these courses at an earlier time. (Students may choose to take MATH 1550 instead of MATH 1330.)

Third semester: PTAS 1300 must be completed with a “C” grade or higher for a student to be eligible to enroll in the fourth semester courses. Students are required to complete HLTH 2100 to be eligible to enroll in the fourth semester courses.

Fourth semester: PTAS 2110, PTAS 2120, PTAS 2130, and PTAS 2140 must be completed with a grade of “C” or better for a student to be eligible to enroll in the fifth semester of the program. In addition, students must pass a comprehensive pre-clinical exam before participating in PTAS 2140, Clinical Education I. Students are required to complete PSYC 2700 and HLTH 1600 to be eligible to enroll in the fifth semester courses.

Fifth semester: All previous PTA technical courses must be taken and passed with a grade of “C” or higher in order to progress to the fifth and final semester of the PTA program. The student must have passed the pre-clinical exam and have passed PTAS 2140 in order to progress to the fifth semester courses.

Graduation Criteria

Upon successful completion of the following criteria, Lakeland Community College will grant an Associate of Applied Science Degree in Physical Therapist Assistant:

1. Course completion: Students are required to complete all program general education and PTA technical coursework with a minimum grade of “C” for each course.
2. Clinical Education: Students are required to pass all clinical education courses and obtain a minimum rating of “Entry-level” in all categories of the Acadaware clinical assessment tool.
3. Comprehensive Exam: Students are required to complete a comprehensive examination during PTAS 2200 Seminar. If a student does not obtain a passing score (which may differ from the standard passing score for the program), they are allowed up to two additional attempts to pass the exam, although a different version of the exam will be given. The interval between exam attempts will not be less than one week to allow students adequate time to prepare. Students will not be able to complete the program until the comprehensive exam is passed.
4. Student must be assessed at “Entry-level” for all ten categories on the Professional Behavior Assessment Tool by program faculty, with input from clinical instructors.

POLICIES FOR PTA STUDENTS

PTA Student Records/Data

All PTA student records are maintained following Federal Education and Privacy Act (FERPA). PTA program student records are maintained and stored in the PTA program office or at a secured off-campus site as required by the College Record Retention policy. All PTA student files housed on campus are locked.

Current student records include, but are not limited to:

- Course anecdotal and final course evaluation
- Learning contracts and incident reports
- Acknowledgment forms (student handbook, confidentiality, release of information)

It is the student's responsibility to notify the PTA department and registrar, in writing, of any changes in name, address, telephone number(s), and/or other biographical data that occurs while the student is enrolled in the PTA program. This notification is essential for receiving pertinent PTA program progression information.

Professional Behavior

Students are expected to behave in a way that reflects the policies of the College (College Student Conduct Code (3354; 2-6101), the Standards of Ethical Conduct for the PTA, Core Values for the PT and PTA, the Ohio Administrative Code, and the policies of the clinical institutions. Behavior violations will be individually reviewed by the PTA faculty and may result in disciplinary action, including administrative withdrawal from the currently enrolled course(s), course failure, and/or dismissal from the PTA program.

Students are expected to behave in a professional manner in clinical settings, classrooms, and laboratories and in all communications with faculty and staff, and at all times during clinical education. Students will complete self-assessments using the Professional Behavior Assessment tool, and program and clinical faculty will grade the student using the Professional Behavior Assessment tool during each semester. Guidelines for the Professional Behavior Assessment (see Appendix D) standards are as follows:

Expected Professional Behavior levels are:

- a. End of Semester I: All Professional Behaviors at least beginning level
- b. End of Semester II: 50% of Professional Behaviors at intermediate level or higher
- c. End of Semester III: all Professional Behaviors at least intermediate level
- d. End of Semester IV: all Professional Behaviors at entry level

Faculty will provide both oral and written feedback regarding professional behaviors each semester. Copies of this feedback will be placed in the student's file. Students are expected to change unsatisfactory behaviors after receiving feedback from faculty, and faculty will discuss any concerns about professionalism as soon as concerns arise. If a student is not demonstrating professional behaviors at an appropriate level at the end of each semester, students will be placed on probation or dismissed from the program.

Use of Social Networking Sites

The PTA Program recognizes that social networking websites and applications are an important means of communication. Students who use social networking websites and applications should be aware of their roles as professionals, and as representatives of the program and Lakeland Community College. Use of social networking websites are strictly prohibited in any patient care areas.

Date: _____

Regardless of how these forms of media are used, students are responsible for the content they post or promote. PTA students must maintain strict adherence to standards of privacy and professionalism when posting to social media sites. Postings on social networking sites are subject to the same professional standards as any other personal, classroom, or clinical interactions. Students and faculty are expected to maintain professional boundaries and standards at all times.

Students are prohibited from disclosing any of the following through social media:

- Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA). You must not post or communicate any patient-related information (including pictures and/or referencing any clinical sites and activities) or information which may potentially identify a particular patient. Removal of the patient's name does not solve this problem—inclusion of gender, age, race, diagnosis, etc. may still allow the reader to recognize the identity of a specific individual.
- Taking and/or displaying photos/videos of patients, or photos depicting the body parts of patients.
- Posting photos or videos of families, faculty, peers, and clinical staff on personal devices, including mobile devices. This includes photos of any sort that contain clinical facility identification.
- No photos of any sort, including photos of faculty, guest speakers, classroom environments, field trips are permitted on social media.
- Students must not post or communicate another student's private academic information of any kind.

Safety in the Classroom and Clinic

It is an expectation that in all environments, including the classroom and clinic, that the student will demonstrate safe and professional behaviors. When a student's performance in any environment is unsafe, unprofessional, and/or not meeting course student learning outcomes, documentation will be initiated, and faculty will determine appropriate action(s) based on the individual situation. This may include disciplinary action, including administrative withdrawal from the currently enrolled course(s), course failure, and/or dismissal from the PTA program. Students are expected to act as patient-simulator in laboratory settings for all classes. However, students may refuse to act as a patient-simulator in laboratory settings if there is a safety or medical concern. Students are responsible for informing the instructor if they will not be able to serve as a patient-simulator on the first day of class, or as soon as the safety/medical concern is known, in order for appropriate planning of laboratory experiences and evaluation.

Learning Contracts

When a student's performance in any environment is unsafe, unprofessional, and/or the student is at risk for not meeting course student learning outcomes, a student learning contract (See Appendix B) will be initiated. A student learning contract will be initiated any time the average is less than 75%, beginning with the first examination.

- The instructor will document the area(s) of concern and meet with the student.
- The instructor will develop an individualized plan for remediation.
- The student will identify strategies to improve area(s) of concern.
- The student is expected to demonstrate continuous improvement
- Failure to demonstrate continuous improvement will result in removal from the practice environment and faculty review of student status in the course and program to determine disciplinary action, including administrative withdrawal from the currently enrolled course(s), course failure, and/or dismissal from the PTA program.

Early Alert

The PTA faculty may institute the College's Early Alert process for students who receive a learning contract or if they identify particular areas of concern for a student in order to facilitate student success.

The College has identified the following "Alert Types":

- Attendance (missing two consecutive classes with the lack of attendance as a source of academic issues); Admissions will contact student.

- Disruptive (sleeping, texting, noisy, tardy); Student Engagement and Leadership will contact student.
- Participation (failure to participate or not turning in assignments); Men's/Women's Center will contact student.
- Performance (need for tutoring, time management); Learning Center will contact student.
- Resources (no textbooks, needs funds for living expenses); Financial Aid will contact student.
- Personal (family emergencies, health issues, stress); Counseling will contact student.

Academic Honesty

Honesty, as the basic component of trust, is essential to both individual and institutional integrity. With this premise in mind, Lakeland Community College has set forth certain behaviors as violating academic honesty, and thus potentially diminishing Lakeland's integrity, reputation for academic quality, and ability to function as an academic community. The institution's faculty and administration, therefore, regard academic dishonesty as a serious offense and will take appropriate action against such behaviors. As noted in the College Student Handbook, students are prohibited from procuring course materials (test, quiz, or assignment) without the instructor's permission; altering, copying, or distributing course materials (test, quiz, or assignment) without instructor's permission; or engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

LCC Policy of Plagiarism: Plagiarism will be penalized by a failing grade. Failing to authenticate written work, as requested, can result in failing the course. Students are expected to show academic and personal integrity. Any act of academic dishonesty or cheating by a student will not be tolerated and will result in zero points for that assignment, as well as the student being reported to the Dean of Students, with additional consequences including but not limited to removal from the program.

Established as violations of academic honesty at Lakeland Community College include, but are not limited to, the following: cheating, facilitating cheating, plagiarism, fraud, deceit, and falsification in academic research such as buying or exchanging papers and falsification of documents including patients' charts. Policies dealing with violations of these, and other items may be found in the Lakeland Community College Student Handbook and the booklet, Student Conduct Code Policy and Procedures for an extensive explanation about the consequences for plagiarizing or showing academic dishonesty.

Dress Code Requirements

1. During laboratory classes, students are expected to wear clothing that allows freedom of movement as well as access to the major joints of the body, such as shorts and t-shirts, tank tops, or halter tops for female students. No torn clothing or clothing with offensive language may be worn at any time. Closed toe shoes must be worn for all classes.
2. Appropriate business-casual attire is expected when attending any off-campus activity during first technical semester in the PTA program. This includes polo shirts, and khaki or black pants. Certain institutions may have other requirements, which will take precedence when traveling to that facility. From the second technical semester on, students are to wear the blue polo PTA shirt with black, grey, or khaki color pants or shorts for all lectures and field trips.
3. Hair must be clean, well-groomed, and pulled away from the face, and arranged neatly above the uniform collar. Hair must be a natural color. Hair accessories must be conservative and be white, navy, black, or neutral color. Male students must be clean shaven in the clinical area except for a neatly trimmed beard and/or moustache.
4. Nails must be short in length, not to exceed the tips of fingers. Artificial nails including acrylics, silk wraps, and extenders along with nail jewelry and are prohibited.

Date: _____

5. Students will be free from offensive body odor, tobacco/cigarette smell, and/or wood smoke smell. No colognes, highly scented hair spray, or scented aftershave lotion is permitted.
6. Plain wedding band only, a standard wristwatch with a second hand, and one pair of small stud like earring of neutral color may be worn in each earlobe. Absolutely no other jewelry may be worn in or on other exposed body parts, including the face and tongue.
7. Tattoos may need to be concealed for the duration of the time spent at the clinical site, depending on the policies of that facility. The only exceptions are medical alert tattoos.
8. Make-up must be appropriate (no excesses of eye makeup, blushes, or lipstick). Only pale or neutral shades will be acceptable.
9. Clothing is to be clean and wrinkle-free. Shoes must be clean.
10. Gum chewing is not permitted in the clinic.
11. Faculty reserves the right to address any unprofessional appearance that is not listed above.
12. Some areas and/or clinical agencies may have specific dress codes that exist for infection control and environmental safety reasons. The students are to follow the specific dress code of these areas when assigned there for clinical education experiences.

Failure to adhere to the dress code regulations will result in a Learning Contract, and, if not corrected, will result in dismissal from the clinical area. Any student dismissed from a clinical site will be dismissed from the program.

Attendance Policy

Class attendance is mandatory in technical courses in the PTA Program. Attendance will be tracked in Blackboard, and points earned based on this record. If a student is unable to attend class or lab, the student must contact the instructor prior to the beginning of class. The instructor, in coordination with the program director, will determine if the absence is excused or unexcused. If no contact is made with the instructor prior to class, the absence is considered unexcused and will be reflected in the student's professional behavior score for that course. The student is responsible for obtaining any missed learning materials from classmates, and/or making time up during open lab.

The student is responsible for all material presented, and for meeting all course requirements, even during class absence. This includes quizzes, examinations, skill checks and lab practical exams, and all required written work regardless of absence. Opportunities to make up quizzes and examinations may be provided at the discretion of the instructors (see "[Make-Up Exam](#)" policy).

Students must be registered for the appropriate PTA course(s) in order to attend lecture and clinical education experiences. Students whose names do not appear on the class list will be required to provide the lead instructor with documentation of enrollment. All students are expected to attend every clinical and laboratory experience. Any missed clinical or laboratory experience must be made up as indicated in course specific syllabus policies, which are designed to meet overall course student learning outcomes. Student standing in the course and attainment of course outcomes will be considered in the determination of a make-up. If course policy requires a clinical make up day and there is not an opportunity to complete the day within the same semester, students may be given a deadline in the subsequent semester, if approval is obtained beforehand from the ACCE, the CI, and the clinical site. The clinical make up is based on clinical availability, not on student availability. If the student fails to meet the deadline or if a timeline extension is not approved, the course grade will change from "I" (incomplete) to "F". Failure to complete a required clinical within the same semester will preclude the student from progressing to the subsequent semester. Clinical or classroom absence may require a Learning Contract and may result in an unsatisfactory grade.

Students who will be absent during a clinical rotation must notify the clinical instructor and the ACCE at least one hour before the scheduled clinical experience for unplanned absences. Any planned absences must be communicated to the course instructor for didactic courses, and CI and ACCE for clinical education as soon as the student becomes aware of the need for the absence. Planned absences will be handled on a case-by-case basis and will require the student to make up the time missed from clinical education with the prior approval of the

ACCE and the CI. Absence from didactic courses requires notification of the course instructor. Medical clearance may be required upon return to clinical experience. Students who come to class or clinical ill or physically impaired, or who become ill or physically impaired during class or clinical will be directed to leave the classroom, lab, or clinical facility for the entire session.

Medical and/or surgical conditions that interfere with mobility and maneuverability will require medical clearance that must state that the student may participate in clinical without any restrictions. External immobilization devices (i.e. splint, air cast, etc.) or assistive devices (canes, walkers) are not permitted in the clinical area due to patient safety concerns.

If a course, lab, or clinical experience must be cancelled due to instructor absence, weather, or local/national emergency, there will be a make-up experience scheduled. In the case of CI absence, the student is responsible for immediately communicating with the site and ACCE to determine if an alternate CI or other suitable experience is available.

If an observed religious holiday conflicts with any clinical education experience, it is the responsibility of the student to notify the ACCE during week 1 of the semester prior to the holiday.

Since promptness is a necessity for job performance, tardiness is unacceptable. Students must report to the clinical facility promptly and be ready for clinical practice at the scheduled time. Tardiness will constitute an unexcused absence. Records will be kept throughout the program concerning clinical absences and tardiness.

Open Laboratory

Open laboratory times are available for each semester in which courses with a laboratory component are offered. Students will be informed of open laboratory times at the beginning of each semester. Additional open lab times may be offered at the discretion of the instructor. Students are expected to attend open lab to support learning every semester, and attendance is linked to the professional behavior rubric. A sign-in/sign-out log will be available in the laboratory to track time completed. Students will earn up to 5 points on the professional behavior rubric for each class with a laboratory component, as follows:

0 hours = 0 points

>0 - 1 hours = 1 point

>1 - 2 hours = 2 points

>2 – 3 hours = 3 points

>3 – 4 hours = 4 points

>4 hours = 5 points

The instructor may change the open laboratory times as needed and will provide students of the updated open lab schedule. A faculty member will be available and in the lab during open laboratory times. Only students in the PTA program may participate in open laboratory sessions, and only students in the PTA program may act as patients. Individuals who are not students in the program may not participate in any way. When the student is practicing a skill in which the corresponding skill check has not been passed, a PTA faculty member must be present. No student may practice application of any modality (including ultrasound, electrical stimulation, compression, traction, or thermal or cryotherapy) unless a PTA faculty member is present in the lab. The only lab space that may be used is H-316, unless the PTA faculty determines that another space may be used.

Testing Policies

The PTA faculty is committed to maintaining a testing environment that respects the rights of others and upholds the integrity of the examination/quiz. Examinations will be computerized or paper-and-pencil, and laboratory assessment will consist of skill checks and lab practical exams.

Date: _____

1. Examinations and quizzes will be administered as set forth in each PTA course syllabus, although the instructor for each course will always reserve the option to give unscheduled (pop) quizzes. Exceptions to this will be limited to:
 - a. Students who are ill or have an appropriate extenuating circumstance (see "Make-Up Exam" policy), or;
 - b. Students who have a documented disability and have contacted the Student Accommodations Center to obtain appropriate testing accommodations. The PTA program follows the College's policies regarding testing accommodations for written accommodations. Laboratory examinations will not be subject to the same accommodations, as some accommodations will change the fundamental nature of the exam, and thus would be inappropriate. For example, increased time for skill checks or lab practicals is inappropriate, as physical therapy services are billed based on timed codes, and increased time spent on a patient activity would result in more units billed for the same service. In addition, increased time with one patient would decrease time spent with other patients. Another example is a quiet or distraction-free testing environment. Clinical facilities may often be loud, busy, and have multiple distractions present. The program faculty will work with the Student Accommodations Center and the student to ensure appropriate accommodations are available.
2. Prior to administration of the examination/quiz, all personal belongings must be left at the front or side of the room. This includes watches or other wrist objects, purses, coats, hats, baseball caps, backpacks, sweatshirts, sweaters, or jackets with pockets, etc.
3. Faculty reserve the right to check for recording devices.
4. No food or beverages will be permitted during examinations and quizzes.
5. Cell phones and any other electronic devices must be turned off and must be stored in backpacks or purses.
6. The desktop must be free any non-testing related materials. One pencil will be permitted for computerized testing in addition to one piece of scratch paper, both provided by the instructor. No additional erasers or highlighters are permitted.
6. The drop-down calculator will be used for computerized testing. If a paper test is administered an approved, simple, non-graphing calculators without memory may be used when permitted by faculty administering the examination or quiz. No cell phone calculators are permitted.
7. No breaks will be permitted during examinations or quizzes. Students will not be permitted to ask questions, leave their seat, or leave the exam room during examinations or quizzes.
8. Students may not disclose or discuss with anyone, including instructors, information about the items or answers seen in your examination (this includes posting or discussing questions on the Internet and social media websites).
9. Students may not reconstruct exam items using memory of the exam or the memory of others.
10. Students may not remove examination items and/or responses (in any format) or notes about the examination from the testing room.
11. Students who finish the examination early must leave the testing area immediately after turning in the examination and answer key. Students must leave quietly refraining from conversation with others.
12. Students who have completed the examination may not return to the testing room until the examination has been completed.
13. Students arriving late for a scheduled quiz or exam will be permitted to take the test in the time remaining. No time extension will be given to complete the quiz or exam. Faculty will determine if sufficient time is left to complete the exam, or the missed exam policy will be followed.
14. If a paper test is administered, the answer on the Scantron or the most visible answer on the paper will be the only answer accepted. Students are responsible for keying the Scantron correctly.
15. Exam and quiz policies in the PTA Student Handbook and individual course syllabi will be followed.

18. Students must achieve a cumulative score of 75% on examinations in order to pass PTA technical courses. Other course points (such as for assessments) will be added after the 75% benchmark is achieved.
19. In courses with a laboratory component, all skill checks and lab practical exams must be passed with a minimum of 75% in order to pass the course.
20. The College Test Center policies must be followed for any test taken in the Test Center.

Make-Up Examination Policy

Exams: Students are required to be present for all scheduled written and laboratory examinations. If a student is unable to take an exam on the scheduled date/time they must notify the instructor at least 1 hour prior the start of the exam. The exam should ordinarily be completed within 24 hours; however, the instructor may adjust that time frame for bona fide reasons. The exam should be taken as soon as is practical. The instructor will communicate to the student the required time frame. Students may be required to complete the exam in the Lakeland Testing Center. If the student fails to complete the make-up exam within the designated time frame, the student will receive a zero for that exam. There is no option for remediation or change of grade, and the student will fail the course and be dismissed from the program.

A student cannot miss class, lab, or clinical to make up a written exam or competency evaluation. Faculty has the option of giving an alternative exam. These policies will be in effect for all PTA courses.

NOTE: If a student will be taking a make-up exam in the College's Testing Center (A-1044E), the student will be required to show a **PHOTO ID** before being permitted to take the exam. It is the student's responsibility to contact the Testing Center (440-525.7574) for further information.

Examination Item Contestation Policy

If a student would like to contest an item on an examination or quiz, the student must wait at least 24 hours after the receiving the quiz/exam results. The student must find a reference from the class materials (course textbook, PowerPoints, or handouts), and provide the reference to the course instructor, including the exact location of the information the student wishes to use. This information must be presented in writing, along with the quiz/exam item number and the rationale for the quiz/exam item contestation.

Testing Policies for Students with Disabilities

Students who request alternative testing arrangements must present recent documentation of their disability from the appropriate physician, psychologist, school district, or other qualified profession to the Counselor for students with disabilities at the Student Accommodations Center. Accommodations will be made in a reasonable time frame. (Call 440.525.7020 or visit the Learning Center, room A-1044). This documentation is subject to review and approval by the college. All records are confidential. Students must be registered for classes during the special registration period (listed in the course schedule) to be guaranteed provision of all identified accommodations. The Counselor will then notify, in writing, the appropriate PTA faculty of required accommodations. Students must abide by college policies in order to receive accommodations for alternative testing in PTA courses.

Students with documented disabilities must ensure that faculty receive official accommodation notification at least one week prior to the first examination so that computerized testing accommodations can be provided.

No accommodations will be retroactive, so students are encouraged to contact the Student Accommodations Center at the beginning of each semester.

Date: _____

Field Trip Policy

While in the PTA Program, the student occasionally will be required to attend field trips and other observational experiences utilized to enhance the student's learning. The course instructor will outline requirements for satisfactory completion. The student should dress in a professional manner (refer to Dress Code Requirements), arrive at the scheduled time, and exhibit professional conduct as outlined in the student conduct policy. Upon completion of this assignment, the student may be required to write a report or give a verbal account of the experience. The student may not provide direct patient care during field trips or other observational experiences.

Skill Checks and Laboratory Practical Examinations

Students are required to complete competency testing (skill checks and laboratory practical evaluations) throughout the PTA program to validate attainment of knowledge, psychomotor skills, and values reflective of the student learning outcomes. Satisfactory performance on these assessments (75% or higher grade) is required in order to pass the course. On every skill check and lab practical, there are critical safety elements of the respective skills that are directly related to safety, whether to the patient or the student, or both. These critical safety elements were identified by analysis of the skills involved and with consultation with faculty at other PTA and DPT programs and reviewed by the program's advisory committee. If these areas of the skill are not performed correctly, or if the student acts in a way that compromises the safety of anyone involved with the skill check, the faculty member will immediately stop the assessment, and the student will receive a grade of "0" for that attempt. Students who require remediation and additional attempts to pass a skill check will achieve a maximum score of 75% for that skill check. For example, a student receiving a failing score of 60% on the first attempt, and a passing score of 95% on the second attempt, will receive a grade of 75%, regardless of the performance on the repeat attempt.

Skill Checks

If the student fails a skill check with a grade below 75%, the student will have up to two additional attempts to pass. The follow-up assessment(s) will be scheduled after any required remediation. Both the remediation and the follow-up assessment(s) will be scheduled by the course instructor. All skill checks must be completed satisfactorily prior to taking the cumulative lab practical. Failure to pass any skill check by the third attempt will result in course failure, and dismissal from the PTA program. Students are limited to remediation on a maximum of two separate skill checks in any class. If a student fails a third distinct skill checks in any one course (regardless of performance on follow-up attempts), the student will fail that course and be dismissed from the program.

Lab Practicals

If the student fails a lab practical with a score below 75%, they will have one additional attempt to pass and demonstrate competence. Any remediation and retake will be scheduled by the instructor. The maximum recorded score will be 75%. If a student does not pass the lab practical on the second attempt, the student fails the course and the student will be dismissed from the program.

Exam Remediation Policy

In addition to satisfactory laboratory evaluations, the student will be required to demonstrate successful completion of course quizzes and examinations, as well as other course assignments as outlined in each course syllabus.

Midterm and Final Exams: Exams must be completed within the allotted time, unless previous arrangements are made in accordance with individual accommodations. The midterm exam will cover the first half of the course material; the final exam will be cumulative, with approximately 75% of the material from the second half of the course.

Students are expected to earn a minimum score of 75% on written exams. A student who earns a score lower than 75% on a midterm or final exam will be required to remediate the exam. The content of required remediation is at the discretion of the instructor after review of the exam, and may include an assignment covering missed

material, a verbal discussion of material, a retake exam (not the same exam), or other reassessment based on the extent of remediation required. The score for any remediated exam will be adjusted to no more than 75%. Only one exam remediation per course will be eligible for this grade adjustment. Only one exam remediation per course will be eligible for this grade adjustment. If a student does not complete remediation, or does not achieve a score of 75% or greater on the remediation attempt, the student will fail the course and be dismissed from the program.

Equipment and supplies

Program equipment will be subject to annual calibration, which is the responsibility of the program director. All program faculty are responsible for checking equipment before the semester begins for safety and adequacy. Students are responsible for notifying the instructor immediately if any issue is noted with program equipment or supplies. Supplies are to be used only for classroom or program-related activities. Disposal of equipment must be into appropriate containers, and consistent with standard precautions. Sharps and items contaminated with body fluids must be handled appropriately and discarded into appropriate containers.

Email Communication

Lakeland Community College (LCC) assigns email accounts to all students enrolled in credit courses. **It is the policy of LCC and the PTA Program that the LCC issued email account is the official form of communication from LCC and the faculty.** You are required to check your email regularly, both during the semester and official college breaks. Failure to meet course or program requirements sent via email may result in inability to enroll or continue in PTA courses. All student communication will occur via email.

Faculty will not respond to emails sent from students' personal accounts.

Grading Policies

Students are informed of the grading procedures used by each instructor and the expectations for theoretical, laboratory, and/ or clinical performance for each PTA course on the first day of each course. Students are advised of the status of their performance, both academically and clinically, as specified in each course syllabus. The student's current grades are posted on Blackboard.

Alternative grading: PTA clinical education experiences are graded SATISFACTORY/ UNSATISFACTORY. The grading alternatives of PASS/FAIL or SATISFACTORY/ UNSATISFACTORY are not permitted in PTA technical courses unless the PTA Program Director grants permission.

Requirements for various courses are the prerogative of the instructors. Students are informed at the beginning of each course of the requirements and grading method to be used. The PTA Program has adopted the following uniform grading scale:

- 94 - 100 = A
- 86 - 93.99 = B
- 75 - 85.99 = C
- 70 - 74.99 = D
- 69.99 and below = F

A grade of "D" or "F" in either the lecture or laboratory portion of the course results in failure of the entire course. Cheating, plagiarism, deception, and fraud will result in written charges, which will be filed with the Associate Vice-President of Student Development and Dean of Students. (Note: see "Academic Honesty"). Plagiarism is defined as representing, in an academic assignment, another person's words or ideas without citing appropriate credit.

Date: _____

Clinical Education: Clinical education experiences are an important component of physical therapy education. Clinical education evaluation is based the student's performance in meeting clinical outcomes. The clinical education experiences are graded as Satisfactory (S) or Unsatisfactory (U).

Clinical instructors will maintain documentation of a student's clinical performance using the Weekly Clinical Instructor/Student Meeting sheet and the Performance Assessment System by Acadaware.

In addition, during each clinical education experience, there will be a variety of additional assignments, such as weekly discussion forum posts in Blackboard, and completion of the Professional Behaviors Assessment tool. See the PTA Program Clinical Education Handbook for additional details.

Preparation for Clinical Education Experiences: Clinical education experiences are necessary to enhance the student's understanding of theory content and to implement learned practices in a patient care setting. The student is required to attend all scheduled clinical experiences as dictated by the clinical site, CI, and ACCE. The student may not request an altered schedule to accommodate personal preference, including for outside employment. Any requests for brief, infrequent alterations to the schedule for rare events (for example, weddings) must be directed to the ACCE. Any change to the schedule must be approved by both the CI and the ACCE. If any schedule change is not approved by both the ACCE and the CI, the student will not be excused from the absence, and may not pass the clinical education experience

Revisions in Clinical Assignment Related to Student Pregnancy - Students who are pregnant have the responsibility to inform the ACCE in writing of the pregnancy as soon as it is known. Students who are pregnant or post-delivery must obtain written medical clearance to participate in clinical education experiences. The written medical clearance must state that the student may participate in clinical activities without any restrictions.

Policies for Program Readmission, Repeating, or Withdrawing from Required PTA Courses

Repeating a Required PTAS Course: A student who earns a course grade less than 75%, or who does not pass with 75% an exam or lab practical on the second attempt, will fail the course. A student who has failed a PTA technical course:

- Must repeat the entire course (lecture and lab, or clinical) at Lakeland Community College
- Can repeat the same course one time only
- Must reapply to the program and seek re-admission to the program
- A returning student will be required to demonstrate competency in all other courses that occurred in the same semester as the failed course(s). The PTA faculty will assign a personalized education plan to include skill checks from all previously passed courses, and other assignments as deemed appropriate. This will include attendance at activities outside the course that requires repeating. The student will have one opportunity to pass all required activities with a grade of at least 75%. **The student will not be allowed to complete remediation of failed activities when repeating a course due to previous failure.**
- Students who fail more than one technical PTA course in a given semester will be dismissed from the program and will require written approval from the Program Director in order to reapply to the program. Students in this category will submit via email a formal request to the Program Director to be considered for readmission.

A student who withdraws from one required PTA course must follow the College's Policies (see below):

- must withdraw through Admissions and Registration. Failure to do so will result in an F grade.
- must repeat the entire course (lecture and lab, or clinical) at Lakeland Community College
- must follow the procedures for readmission into the program
- can repeat the same PTA course one time only
- any subsequent withdrawals during the PTA program may result in dismissal from the program (see Dismissal from the PTA Program policy).

College Withdrawal Policies

Lakeland Community College's withdrawal policy is as follows:

- students are able to withdraw from a course through Friday of the 12th week for a full semester course
- students are able to withdraw from a course through Friday of the 4th week for a 5-week course
- students are able to withdraw from a course through Friday of the 6th week for an 8-week course
- a course withdraw ("W") will be indicated on the student's academic record

After the 12th week of a full semester course, 4th week of a 5-week course, or 6th week of an 8-week course, no withdrawal is permitted. Students considering withdrawal should consult with the Financial Aid department regarding the impact on aid.

A student seeking an exception to the posted withdrawal deadline for reasons beyond the student's control, must petition the Registrar in writing for a late withdrawal and will need to indicate that attendance and completion of course work is not possible for documented serious personal, medical, or employment reasons. Documentation must be included with the petition.

A student is required to complete the official withdraw process in the Counseling and Admission Office. Failure to complete the withdraw process will result in a final course grade of FNA" (failure due to nonattendance).

A student requesting to return to the PTA program must re-apply for admission into the program. Readmissions will be considered on a sequential, space-available bases.

Dismissal from the PTA Program

A student who achieves a grade of D, F, U, W, or FNA in a PTA course, or who fails a PTAS course due to failure of an exam or lab practical without successful remediation, will be dismissed from the program and will be required to apply for re-admission into the program.

A student who is in good academic standing (grades of >75% and satisfactory performance in classes and/or clinical education at the time of the withdrawal) who chooses to withdraw for non-academic reasons is not subject to dismissal. A student may seek to return to the program with other program applicants on a rolling admission, space-available basis. However, a student requiring more than one withdrawal in good academic standing at any point in the PTA program will be required to seek faculty approval to return. If approval is granted, the student may be assigned a personalized education plan consisting of additional assignments and examinations in addition to courses that require completion.

Requesting Readmission

The procedure for requesting to repeat a PTA course for sequentially enrolled students: •

Submit a written request to the PTA Program Director

The following information must be included in the request:

- Complete name, current address, telephone number (permission to leave message or decline to have a message left)
- Lakeland e-mail address and Lakeland ID number (LID)
- The course(s) you are requesting to take or repeat
- The semester and year you are requesting to return
- Explanation of what the student believes caused the student's inability to meet course objectives/outcomes
- Student's plan to correct the situation
- Unofficial, current transcript, with a documented GPA, including all courses taken at Lakeland, and any courses transferred to Lakeland, meeting required grade criteria, and an overall GPA of 2.0 or higher.

SCREENSHOTS OF THE TRANSCRIPT ARE NOT ACCEPTED.

Date: _____

- The student must reapply to the program. Applications are considered on a rolling-admissions, space available basis. If the next cohort of students already has 20 qualified applicants, the student will be placed on a waiting list for admission.

Clinical placement is made on a space available basis. If a student requests readmission during clinical education courses, preference is given to sequentially enrolled students. If clinical sites are not available, or the application and other required materials are not submitted in a timely manner, the student will not be placed in that clinical education course and will be placed on a wait list. It is the student's responsibility to complete all additional requirements at the student's expense, including drug testing, background check, and any other requirements of the clinical site.

Leave of Absence from PTA Program

A leave of absence (LOA) is described as a period of time that a student will not be enrolled in a required PTA course.

A student requesting a LOA must complete the following procedure:

- Submit a written request for a LOA to the PTA Program Director
- Submit the request at least 2 weeks prior to the beginning of the academic semester in which the student plans to sit out OR as soon as the student knows a LOA will be needed, whichever is sooner
- Submit a written request to the PTA Program Director to return to the PTA program at least four (4) months prior to the beginning of the returning semester. This request may be submitted along with the request for the LOA if the anticipated date of return is known.
- Submit a current, unofficial transcript indicating an overall GPA of 2.0 or higher with the written request to return
- The student is responsible for obtaining information on program requirements, and completion of any additional requirements including prerequisites, in case of any changes
- Must meet all program required deadlines
- Must complete the program within 5 academic years of the first PTS course
- Will follow the program policies, procedures, and curriculum requirements in effect for the cohort that the student joins when the student reenters the program

Course and clinical placement will be made on a space available basis. Preference will be given to sequentially enrolled students. Placement is based on the order of the request to return. Students are added to the cohort once all information is received, on a space-available basis. Students should contact the program director again the week after final examinations to determine if a space is available. Placement cannot be determined until all requirements have been verified. The program will not admit more than 20 students per cohort. Sequentially enrolled students will be given preference, and students on an LOA may not be allowed reentry to the program if the current cohort has 20 enrolled students.

Incomplete Grade for a Required PTA Course

The student must meet with the course instructor and PTA program director prior to requesting and initiating a grade of incomplete to determine if make-up of course requirements is an option. An incomplete grade may be requested by a student who is progressing satisfactorily in a course but, for reasons beyond his/her control (e.g., illness, financial, death in family), has not completed all requirements for the course when final grades are submitted by the instructor. An incomplete grade may not be used to allow a student extra time to avoid failing a course. If the incomplete is requested during a clinical education course, the student must meet with the ACCE and PTA program director. It will be the decision of the ACCE whether to allow the incomplete for the clinical education course. If the incomplete is allowed, it will be up to the ACCE if the student will continue the clinical education course at the same clinical facility or will require additional placement. If new/additional placement is required, it is the student's responsibility to satisfy all additional requirements of the site.

The student must complete all conditions established by the instructor, as listed on the incomplete grade form, by the end of the following academic semester (A student receiving an incomplete grade at the end of spring or summer semester must complete all conditions by the end of the following fall semester). Upon the student's

completion of these conditions, the instructor will change the incomplete grade to the earned final grade. If the student fails to complete the necessary conditions within the prescribed time limit, the incomplete grade will automatically be changed to an "F" grade on the student's record, and the student will be removed from the program.

Program Completion and Time Limitations

To qualify for completion of the PTA Program, the student must complete all PTA courses within five academic years from the time the first PTA courses were originally taken (PTAS 1200, 1210, and 1220). Students applying for readmission may only be readmitted to the program one time.

Policies for Technology and Recording

Personal technologic equipment (audible paging devices, cell phones, tablets, cameras, etc.) may not be used without permission of the instructor in the class. Personal technologic equipment is not permitted in any area of the clinical setting.

Students may not audio or video record any part of a course/class without the prior permission of the instructor. Recorded materials are to be used by the student only for enhancement of understanding and may not be used in any way against Lakeland Community College, the PTA Program, or instructor(s).

Audio, photo, or video recording in the clinical setting is a violation of HIPAA and may result in criminal prosecution of the student. **AUDIO RECORDING, VIDEO RECORDING, OR PICTURE TAKING IN A CLINICAL FACILITY IS PROHIBITED.**

Recorded information is protected under federal copyright laws and may not be published or quoted.

Videotaping and Student Privacy Policy

Cameras may be used in simulation and laboratory areas for education purposes. Students are advised that cameras are always operational and in a "videotape" mode. Faculty will determine which simulation/laboratory activities to record and save. Students will participate in simulation/laboratory experiences throughout the course of the PTA program. Simulation and laboratory experiences are designed for both learning and competency evaluation. These experiences may be videotaped so that faculty and students can review critical elements to foster learning. Students may view parts of the videotape as a group, providing peer-to-peer feedback, under the supervision of a faculty member. The videotape may also be used for student evaluation to validate student performance. In this situation, multiple faculty may view the video. The videotape is not used for any public purpose.

All video records generated within the laboratory areas are maintained on a private network server. Firewall protection is maintained according to accepted standards of Lakeland Community College. Access to the server room is limited to the Center Director and authorized IT staff. Access to all video records is password protected. Video records will be maintained in accordance with Lakeland Community College Record Retention Policy.

The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that protects the privacy of student education records. Students sign an authorization, granting permission to share (release) the simulation video recordings to fellow students and faculty who have a legitimate educational interest in viewing the recordings as part of PTA course requirements. This authorization remains in effect for the duration of the educational program, or until permission is terminated in writing.

Date: _____

College Closing due to Weather or Emergency

Information on school closings due to inclement weather conditions or emergencies will be available on Lakeland Emergency Closing Hotline (440.525.7242), Lakeland Closings Webpage: www.lakelandcc.edu/closings , or Local Television/Radio/Web. Refer to www.lakelandcc.edu/closings for specific information.

All current students are automatically enrolled in the College Emergency Alert System. To update contact information for the College Emergency Alert System, refer to: www.lakelandcc.edu/emergencyalerts. If the main College campus (Kirtland) is closed due to weather or a local/national emergency, classes and clinical experiences will be canceled. If there is an emergency at the College's main campus or satellite campuses (power outage, water main break, etc.) that does not affect the clinical sites, clinical experience will continue as scheduled.

If a clinical experience must be canceled, students will be notified according to policies predetermined by the ACCE. Refer to Attendance Policy related to clinical make-up experience.

Transportation

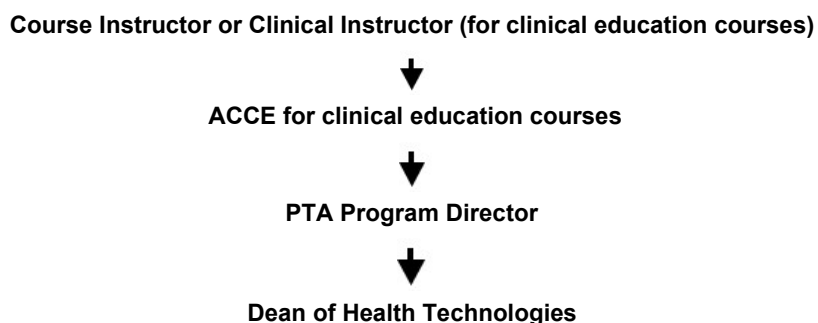
Students are responsible for their own transportation and parking expenses to and from the College and clinical facilities. Once assigned, students may not request different clinical facilities for clinical education experiences. Students should be prepared to travel for clinical education courses and other off-site experiences. There may be occasions where travel over significant distances may be required.

Children in Classroom

Children are not permitted in the classroom, laboratories, computer labs, or clinical settings. Children should not be left unattended in the hallways or the restrooms.

Student Initiated Complaint Procedure

In the PTA Program there is a line of communication (hierarchy) that students are expected to use when attempting to solve problems, offer suggestions, express a complaint, get questions answered, etc. The line of communication begins with the Instructor of the course or the Clinical Instructor and proceeds as follows until the situation is resolved or the question is answered:



Student use of the communication line reflects professionalism. Students who initiate their communication at a higher level should expect to be referred back to the appropriate person. If a problem persists that cannot be resolved students are to follow the LCC Student Initiated Complaint Procedure.

A formal complaint is the inability of a student to resolve a concern or disagreement with a college department, a Lakeland faculty member, administrator, supervisory/professional, or staff employee. A formal complaint must be written. The PTA program follows the college Student Initiated Complaint Procedure (SS61-02B) which can be found in the Lakeland Community College Student Handbook. The handbook can be found on myLakeland

under the Guides and Resources Section. Under the college policy, the complaint becomes a formal appeal once it is put in writing.

Safety Procedures

Student's may be exposed to blood and body fluids and must follow Standard Precautions. Additional precautions may be required for individual courses and clinical education experiences. Students should contact the clinical education site once assigned to obtain additional information.

Substance Use/Abuse Policy

The Lakeland PTA Program is committed to upholding a learning environment that supports student wellbeing and growth. PTA students are, therefore, expected to report to class and clinical education experiences unimpaired by alcohol and drugs, including over the counter or prescription medications. The department will assist students wishing to correct a substance abuse problem by directing them to appropriate professional services. All information and records related to student substance abuse problem information will remain confidential.

Substance Use Procedure: The following procedures will be adhered to for all occurrences of suspected substance abuse:

1. The instructor must objectively document observed behavior to identify if there is behavior that is not normal for the student(s). Behavior may be subtle as well as grossly overt. If at any time the instructor observes that the student behavior is unsafe, the student will be dismissed from the classroom, lab or clinical area immediately.
2. The instructor will review the documentation with the PTA Program Director.
3. A conference with the instructor, the PTA Program Director, and the student will be held. The student may choose to bring an advocate with him/her. The instructor will advise the student of the documented actions/behaviors that were observed.
4. A learning contract and recommendations will be initiated.
5. If the actions/behaviors continue after the conference and initiation of the Learning Contract, the faculty will file a formal written charge with the Associate Vice-President of Student Development and Dean of Students, as a violation of "general student misconduct". Interim measures may be imposed by the faculty and/or PTA program director, up to and including exclusion from classes and clinicals, until final resolution of the charge.

For further information, please refer to the Lakeland Community College Publication Additional Policies & Procedures, Policy #3354:2-20-72, "Drug- and Alcohol-Free Workplace," and Policy #3354:2-10-11, "Alcohol-Free Campus Policy." This publication can be retrieved from:

http://lakelandcc.edu/c/document_library/get_file?uuid=c1d0f14f-7b1e-4217bd9a4970da73c357&groupId=344645

Harassment Policy

The Lakeland PTA Program is committed to a campus environment that is based on honesty, civility, and the freedom to pursue knowledge. Such an environment must be free of harassment and hostility in order to encourage individuals to attain their fullest potential. Examples include but are not limited to: physical abuse or assaults, threats or threatening behavior, intimidation, harassment, coercion, bullying, and/or other conduct which threatens or endangers the health or safety of any person (including, but not limited to messages sent via text messages, e-mails, on social media networks, or any electronic format including phone, etc.)

For further information, refer to the Lakeland Community College Student Handbook, Student Conduct Code Policy no. 3354:261-01; and Student Conduct Code Procedure no. SS61-01, available on the myLakeland portal Student Tab.

Any questions regarding this policy may be directed to the PTA Program Director.

Date: _____

STUDENT SERVICES AND ACTIVITIES

Counseling

Full-time PTA faculty are available to students for 10 posted office hours per week. Faculty schedules and office hours are posted outside faculty office doors each semester. Arrangements for meeting with faculty other than the posted hours may be available by appointment.

Students may also make appointments for counseling assistance with the Counseling and Advising Center. This center is staffed by professional counselors who are available for students to see on an individual basis for assistance in the following areas:

- Admissions and Academic Counseling
- Career Counseling
- Personal Counseling
- Policy and Procedure Counseling
- Psychological Counseling

Learning Center

The Learning Center is located in room A-1044. The mission of the Learning Center is to provide quality educational support for currently enrolled students in order to assist them with improving learning and achieving their educational goal. The following services are offered free of charge to currently enrolled students:

- College Success Workshop Presentations
- Bridge Your Math Gap
- College Success Workshops
- eTutoring
- Math in Minutes
- Academic Success Coaching
- Tutoring
- Writing Center

Services for Students with Disabilities

Lakeland Community College is committed to providing all students equal access to learning opportunities. The Student Accommodation Center, located in Room A-1042, coordinates support services for eligible students with physical, psychological, or learning disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Services may include the following:

- Individual contact with faculty members regarding classroom accommodations
- Personal, career and limited academic advisory
- Liaison with The Learning Center, support groups and community agencies
- Priority registration
- TDD and adaptive technology
- Alternative testing arrangements

Students must present recent documentation of their disability from the appropriate physician, psychologist, school district, or other qualified professional. This documentation is subject to review and approved by the college. All records are confidential. Students must be registered for classes during the special registration period (listed in the course schedule) to be guaranteed provision of all identified accommodations. For further information, contact the Student Accommodation Center at 440.525.7020 or Cindy Putrino at cputrino@lakelandcc.edu

Title IX

Lakeland Community College is committed to providing an academic, study and work environment free of inappropriate and disrespectful sexual conduct and communication in any form. Lakeland will conduct its programs, services, and activities in accordance with applicable federal laws, including Title IX of the Education

Amendments of 1972, as well as state and local laws, and Lakeland's policies and procedures. Lakeland's responsibilities and programs for preventing sexual harassment and sexual misconduct and addressing it when it occurs are coordinated by Lakeland's Title IX Coordinator. Resources are available for students and employees to address concerns pertaining to sex discrimination, including sexual misconduct. If students require information, support or would like to file a complaint, contact Lakeland's Title IX Coordinator: Cathy Bush; Room C-2103; phone 440.525.7112; email: cbush@lakelandcc.edu

Technology

Students are required to have a basic degree of computer literacy to succeed in the PTA program. These tasks include (but are not limited to):

- keyboarding and word processing
- procedures for sending/receiving e-mail, including e-mail with attached files
- navigating and conducting information searches within the World Wide Web
- familiarity with common computing terms/activities
- familiarity with own hardware, software, and operating system environment
- ability to utilize Lakeland Community College's email system, myLakeland, and Blackboard.

All students registered at Lakeland Community College are granted access to use of Lakeland's computer resources primarily through classrooms, computer labs, and the library. All registered students are assigned a Lakeland Identification Number (LID) which can be used to access their student e-mail account. Instructions for use of student e-mail are located on the college's homepage (www.lakelandcc.edu).

MyLakeland is the campus portal of Lakeland Community College. MyLakeland is personalized and customizable. Find information and services such as registration, transcripts, grades, course home pages, library tools, financial information, and more. Directions to log into myLakeland are located in the Lakeland Student Handbook and online at www.lakelandcc.edu - click on the myLakeland link at the top of the page. Blackboard is the online Learning Management System used for distance learning and/or as an assistant to traditional classes. Orientation to Blackboard is accessed through the college's homepage (www.lakelandcc.edu), logging in to myLakeland, and clicking on the blackboard link. The college's Help Desk is available for questions and ongoing support and assistance and can be reached via the college's homepage and clicking on the Blackboard link, or via telephone at 440.525.7570 or e-mail at lcchelpdesk@lakelandcc.edu.

Orientation to the EMR systems at each clinical facility may be provided by the clinical facility, depending on the processes at the clinical site.

College Library

The Lakeland library faculty provide information literacy session to educate student about search strategies for quality, evidence-based health care information. Students learn how to search databases and websites for pertinent information. Students attend information literacy sessions as part of selected PTA courses. In addition, the librarians are available in person, by phone, and online to assist students.

General information about the library and its services are included in the College student handbook and on the myLakeland site.

Computer Labs

There are computer labs available throughout campus. The main computer lab is located in A-1046. See Lakeland Student Handbook for current open hours. There are additional computers available on the 1st floor of the health building with printing capabilities.

Date: _____

College Bookstore

The College bookstore sells textbooks, school supplies, and other useful items. Further information about the bookstore is available in the College student handbook.

Student PTA Association

The Student PTA Association (the Association) promotes student participation in College and community activities and represents the student body in governance activities. It also serves to enhance communication between and among PTA students and faculty. Membership is open to all Lakeland PTA students.

Association Officers are elected and can serve up to four (4) semesters. Sponsored events include fundraisers, community service and social activities. Elected student representatives from the association will be invited to attend occasional faculty meetings and provide information to faculty and students.

All elected members of the Association must be enrolled in the PTA program and all required courses and must have a GPA of 2.0 or above. Any Association officer who earns less than a grade of "C" in a required PTA course must resign his/her office. The Association board will fill the vacant position.

* The PTA faculty reserves the right to deny student participation in the Association based on a learning contract and/or critical incident in didactic or clinical education courses.

Financial Aid

Information pertaining to financial assistance may be obtained from the Financial Aid Office, Building A, Room A-1004; 440-525-7070. Email: finaid@lakelandcc.edu

Tuition

The College tuition and fee schedule can be found at <http://www.lakelandcc.edu/web/about/tuitioncontroller>.

GRADUATION AND LICENSING PROCEDURES

Graduation Requirements

The degree of Associate in Applied Sciences will be conferred on those PTA students who have satisfactorily completed: a. A minimum GPA of 2.0 and a “C” grade or higher is required in all PTA and general education courses as listed in the curriculum guide for the AAS degree in PTA.

1. All PTA courses within five academic years from the time the first PTA course was originally taken (PTAS 1200, 1210, and 1220).
2. Lakeland Community College requires successful completion of at least 60 semester hours with a 2.0 minimum grade point average (GPA).
3. Being assessed at entry-level on all performance criteria by the final clinical education experience.
4. Being assessed by faculty as being entry-level on all 10 Professional Behaviors

A student who wishes to transfer to Lakeland Community College from another PTA program may not transfer any PTA technical courses. Students may transfer general education courses per policy 3354:2-46-15 and procedure IS46-15. See <https://www.lakelandcc.edu/web/about/transfer-to-lakeland>, <https://catalog.lakelandcc.edu/general/transfer-opportunities/>, and <https://www.lakelandcc.edu/web/about/transfer-center-credit-procedures> for additional details.

Graduation Application

It is the student’s responsibility to apply for graduation. Application and fees must be completed online through myLakeland by the specified date, which is posted online. If the student is unable to complete the program in the semester in which they initially applied for graduation, the student must reapply.

The graduation application is mandatory in order for an official transcript to be available to the PTA department, and subsequent completion of the Certification of Entry Level Education for the State of Ohio Occupational Therapy, Physical Therapy, and Athletic Trainer’s Board. See <https://otptat.ohio.gov/Physical-Therapy/Applications> for additional details. All other outstanding College fees must be paid before a transcript will be released. Students who had financial aid are required to complete the electronic financial aid exit survey. Any delay in the processing of an official transcript may delay the licensure testing procedure for the student to practice as an PTA.

Commencement Ceremony

The College’s commencement ceremony (the conferring of degrees) is held annually in May. Students who have completed graduation requirements in December or May are invited to participate in the commencement ceremony.

Criminal Records Check for NPTE Candidates

The Ohio Revised Code requires those applying for a license or certification issued by the State of Ohio Occupational Therapy, Physical Therapy, and Athletic Trainer’s Board to submit fingerprints for both an **FBI** (federal) and **BCI** (civilian) criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI&I). The Board cannot, by law, complete the process of your application until the Board receives **BOTH** background check reports. See <https://otptat.ohio.gov/PhysicalTherapy/Applications> for additional details.

Students will be provided information regarding criminal record checks during the 3rd semester of the PTA Program (Summer semester). Students will be responsible for completing the background check. The

Date: _____

background check results must be sent directly to the State of Ohio Occupational Therapy, Physical Therapy, and Athletic Trainer's Board by the student. Results are valid for one year.

Licensing Procedure and the National Physical Therapy Licensing Exam for Physical Therapist Assistants (NPTE)

Graduates of the PTA Program must pass the National Physical Therapy Licensing Exam for Physical Therapist Assistants (NPTE) to become licensed to practice as PTA. The PTA Program Director will provide information about the application procedures during the PTAS 2200 PTA Seminar Course. Current information regarding the licensure process can be found on the State of Ohio Occupational Therapy, Physical Therapy, and Athletic Trainer's Board website, at <https://otptat.ohio.gov/PhysicalTherapy/Applications>, and at the Federation of State Boards of Physical Therapy's website, at <https://www.fsbpt.org/Secondary-Pages/Exam-Candidates>.

Students Testing Out-of-State

Students testing in a state other than Ohio must notify the program director in writing. It is the student's responsibility to determine the testing requirements of the Physical Therapy board of that state. The student should provide the program director copies of any documents that are required from the PTA program by the respective state board. The student can obtain official transcripts directly from the College <http://www.lakelandcc.edu/web/about/transcripts>.

Physical Therapist Assistant Program Policy and Procedure Agreement

I have received and read the current version of the Student Handbook for the Physical Therapist Assistant Program at Lakeland Community College. I understand its content and agree to abide by the policies and procedures set forth during my tenure as a Physical Therapist Assistant student. The Program or PTA Program Director reserves the right to alter policies, procedures, and content.

Current Version Date _____

Student Name (Please Print)

Signature

Date

APPENDIX A

PTA Program Student Learning Contract

Name: _____ Date: _____ Course: _____
Semester/Year: _____

Goal: To attain a 75% passing average for the PTA course.

Purpose: To develop a plan for remediation to achieve a minimum grade of 75% passing average for the PTA course. This contract recognizes that you are in jeopardy of receiving a non-passing grade for this course.

Instructor Recommendations for attaining a 75%: (check those that apply)

_____ Schedule an individual appointment to review your exam with instructor during office hours. This will minimize distractions and maximize opportunities to focus on your learning needs.

_____ Study daily by reviewing class notes and completing all required readings and assignments. Establish a routine for studying and establishing priorities.

_____ Meet with tutor in the Learning Center 440 525-7019 and/or counselor/school psychologist in the Counseling Center 440 525-7200.

_____ Review progression policies in the PTA Department Handbook regarding Non-passing Final Grade and/or Withdrawal, and Repeating a Required Course. Deadline for course withdrawal is _____.

_____ Schedule a meeting with Instructor after subsequent exams/quizzes to review progress in meeting academic goal.

Grades on exams/quizzes:

Grade _____ Current Course Percentage _____ Student initials _____ Date _____

Grade _____ Current Course Percentage _____ Student initials _____ Date _____

Grade _____ Current Course Percentage _____ Student initials _____ Date _____

Final Course Grade _____

Faculty Signature _____ Date _____

Student Signature _____ Date _____

PTA Program Student Learning Contract: Student Reflection

Student Reflection must be completed by _____(date/time).

Test Preparation:

- Describe your usual study schedule/routine and time invested

- Describe how you prepared for this test.

- Did you study primarily: _____by self _____in a group?

After reviewing the test with your instructor, indicate below the areas where you experienced difficulty:

The Student's Plan of Action:

In addition to instructor's recommendations, I plan to:

Faculty Signature

Date

Student Signature

Date

APPENDIX B

Lakeland Community College PTA Program

Incident Report

Student's Name: _____ Date: _____

Course: _____

Students in the PTA Program are expected to maintain the highest standards of safety and professionalism. These standards must be adhered to in classroom and clinical settings. Any action or inaction that compromise the safety of patients, clients, family members, members of the healthcare team, the student, or others, or that are seen as unprofessional are not acceptable. Any such event may result in disciplinary action up to and including failure of the course as well as dismissal from the PTA Program. A copy of the infractions of critical elements will be placed in the student's permanent record upon the student's exit from the PTA Program.

SUMMARY OF INCIDENT(S) OR PATTERN OF BEHAVIOR: (Include DATE)

PLAN FOR IMPROVEMENT/RESOLUTION:

Should the plan include:

- Removal from the course without possibility of reentry
- Removal from the course with possibility of reentry
- Removal from the clinical site
- Remediation of cognitive, laboratory, or clinical skills
- Other:

STUDENT RESPONSE/COMMENTS:

Faculty Signature

Date

Student Signature

Date

Appendix C

Standards of Ethical Conduct for the Physical Therapist Assistant

Preamble:

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Physical therapist assistants are guided by a set of core values (accountability, altruism, collaboration, compassion and caring, duty, excellence, integrity, and social responsibility). Throughout the document the primary core values that support specific principles are indicated in parentheses. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients and clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive. The APTA Guide for Conduct of the Physical Therapist Assistant and Core Values for the Physical Therapist and Physical Therapist Assistant provide additional guidance.

Standards

Standard #1: Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

(Core Values: Compassion and Caring, Integrity)

1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapist services.

Standard #2: Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients and clients.

(Core Values: Altruism, Collaboration, Compassion and Caring, Duty)

2A. Physical therapist assistants shall act in the best interests of patients and clients over the interests of the physical therapist assistant.

2B. Physical therapist assistants shall provide physical therapist interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients and clients.

2C. Physical therapist assistants shall provide patients and clients with information regarding the interventions they provide.

2D. Physical therapist assistants shall protect confidential patient and client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

Standard #3: Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

(Core Values: Collaboration, Duty, Excellence, Integrity)

3A. Physical therapist assistants shall make objective decisions in the patient's or client's best interest in all practice settings.

3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapist interventions.

3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient and client values.

3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.

3E. Physical therapist assistants shall provide physical therapist services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient or client status requires modifications to the established plan of care.

Standard #4: Physical therapist assistants shall demonstrate integrity in their relationships with patients and clients, families, colleagues, students, research participants other health care providers, employers, payers, and the public.

(Core Value: Integrity)

4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.

4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients and clients, students, supervisees, research participants, or employees).

4C. Physical therapist assistants shall not engage in any sexual relationship with any of their patients and clients, supervisees, or students.

4D. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

4E. Physical therapist assistants shall discourage misconduct by physical therapists, physical therapist assistants, and other health care professionals and, when appropriate, report illegal or unethical acts, including verbal, physical, emotional, or sexual harassment, to an appropriate authority with jurisdiction over the conduct.

4F. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the appropriate authority, subject to law.

Standard #5: Physical therapist assistants shall fulfill their legal and ethical obligations.

(Core Values: Accountability, Duty, Social Responsibility)

5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.

5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient and client safety.

5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.

5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

Standard #6: Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

(Core Value: Excellence)

6A. Physical therapist assistants shall achieve and maintain clinical competence.

6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.

6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

Standard #7: Physical therapist assistants shall support organizational behaviors and business practices that benefit patients and clients and society.

(Core Values: Integrity, Accountability)

7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.

7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.

7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients and clients.

7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.

7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients and clients.

Standard #8: Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

(Core Value: Social Responsibility)

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation

restrictions, and disabilities in order to promote their participation in community and society.

8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapist services.

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.

Source: American Physical Therapy Association (2021). *Standards of Ethical Conduct for the Physical Therapist Assistant*. <https://www.apta.org/apta-and-you/leadership-and-governance/policies/standards-of-ethical-conduct-for-the-physical-therapist-assistant> Last updated 8/12/2020. Accessed January 27, 2021

Appendix D

Professional Behaviors Assessment Tool

Student Name _____ Date: _____

- Directions:**
1. Read the description of each professional behavior.
 2. Become familiar with the behavioral criteria described in each of the levels.
 3. Self-assess your performance continually, relative to the professional behaviors, using the behavioral criteria.
 4. At the end of each semester:
 - a. Using a highlighter, highlight all criteria that describes behaviors you demonstrate in Beginning Level (column 1), Intermediate Level (column 2), or Entry Level (column 3).
 - b. Give at least one specific example of a time when you demonstrated a behavior from the highest level highlighted.
 - c. Place an “x” along the visual analog scale to indicate the level (B, I, or E) at which you primarily function in each ability. This should be based on your highlighted areas, the specific example, and feedback from your CI.
 5. Sign and return to Program Director

Professional Behaviors Assessment Tool

Student Name _____ Date: _____

Directions:

1. Read the description of each professional behavior.
2. Become familiar with the behavioral criteria described in each of the levels.
3. Self-assess your performance continually, relative to the professional behaviors, using the behavioral criteria.
4. At the end of each semester, complete this form.
 - a. Using a Highlighter pen, highlight all criteria that describes behaviors you demonstrate in Beginning Level (column 1), Intermediate Level (column 2), or Entry Level (column 3).
 - b. Give at least one specific example of a time when you demonstrated a behavior from the highest level highlighted.
 - c. Place an "x" along the visual analog scale to indicate the level (B, I, or E) at which you primarily function in each ability. This should be based on your highlighted areas, the specific example, and feedback from your CI.
5. Sign and return to Program Director

<p>1. Critical Thinking: The ability to question logically; identify, generate and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and assumptions; and distinguish relevant from irrelevant information. The ability to appropriately utilize, analyze, and critically evaluate scientific evidence to develop a logical argument, and to identify and determine the impact of bias on the decision making process.</p>		
<p>Beginning Level: Raises relevant questions; Considers all available information; Articulates ideas; Understands the scientific method; States the results of scientific literature but has not developed the consistent ability to critically appraise findings (i.e. methodology and conclusion); Recognizes holes in knowledge base; Demonstrates acceptance of limited knowledge and experience</p>	<p>Intermediate Level: Feels challenged to examine ideas; Critically analyzes the literature and applies it to patient management; Utilizes didactic knowledge, research evidence, and clinical experience to formulate new ideas; Seeks alternative ideas; Formulates alternative hypotheses; Critiques hypotheses and ideas at a level consistent with knowledge base; Acknowledges presence of contradictions</p>	<p>Entry Level: Distinguishes relevant from irrelevant patient data; Readily formulates and critiques alternative hypotheses and ideas; Infers applicability of information across populations; Exhibits openness to contradictory ideas; Identifies appropriate measures and determines effectiveness of applied solutions efficiently; Justifies solutions selected</p>
<p>Specific Example:</p>		<p>Place an “x” on the visual analog scale</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">B I E</p>

<p>2. Communication: The ability to communicate effectively (i.e. verbal, non-verbal, reading, writing, and listening) for varied audiences and purposes.</p>		
<p>Beginning Level: Demonstrates understanding of the English language (verbal and written): uses correct grammar, accurate spelling and expression, legible handwriting; Recognizes impact of non-verbal communication in self and others; Recognizes the verbal and non-verbal characteristics that portray confidence; Utilizes electronic communication appropriately</p>	<p>Intermediate Level: Utilizes and modifies communication (verbal, non-verbal, written and electronic) to meet the needs of different audiences; Restates, reflects and clarifies message(s); Communicates collaboratively with both individuals and groups; Collects necessary information from all pertinent individuals in the patient/client management process; Provides effective education (verbal, non-verbal, written and electronic)</p>	<p>Entry Level: Demonstrates the ability to maintain appropriate control of the communication exchange with individuals and groups ; Presents persuasive and explanatory verbal, written or electronic messages with logical organization and sequencing; Maintains open and constructive communication; Utilizes communication technology effectively and efficiently</p>
<p>Specific Example:</p>		<p>Place an “x” on the visual analog scale</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">B I E</p>

3. <u>Problem Solving:</u> The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.		
<i>Beginning Level:</i> Recognizes problems; States problems clearly; Describes known solutions to problems; Identifies resources needed to develop solutions; Uses technology to search for and locate resources; Identifies possible solutions and probable outcomes	<i>Intermediate Level:</i> Prioritizes problems; Identifies contributors to problems; Consults with others to clarify problems; Appropriately seeks input or guidance; Prioritizes resources (analysis and critique of resources); Considers consequences of possible solutions	<i>Entry Level:</i> Independently locates, prioritizes and uses resources to solve problems; Accepts responsibility for implementing solutions; Implements solutions; Reassesses solutions; Evaluates outcomes; Modifies solutions based on the outcome and current evidence; Evaluates generalizability of current evidence to a particular problem
Specific Example:		Place an "x" on the visual analog scale <hr/> B I E

4. <u>Interpersonal Skills:</u> The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community in a culturally aware manner.		
<i>Beginning Level:</i> Maintains professional demeanor in all interactions; Demonstrates interest in patients as individuals; Communicates with others in a respectful and confident manner; Respects differences in personality, lifestyle and learning styles during interactions with all persons; Maintains confidentiality in all interactions; Recognizes the emotions and bias that one brings to all professional interactions	<i>Intermediate Level:</i> Recognizes the non-verbal communication and emotions that others bring to professional interactions; Establishes trust; Seeks to gain input from others ; Respects role of others; Accommodates differences in learning styles as appropriate	<i>Entry Level:</i> Demonstrates active listening skills and reflects back to original concern to determine course of action; Responds effectively to unexpected situations; Demonstrates ability to build partnerships; Applies conflict management strategies when dealing with challenging interactions; Recognizes the impact of non-verbal communication and emotional responses during interactions and modifies own behaviors based on them
Specific Example:		Place an "x" on the visual analog scale <hr/> B I E

5. **Responsibility:** The ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community and social responsibilities.

<p>Beginning Level: Demonstrates punctuality; Provides a safe and secure environment for patients; Assumes responsibility for actions; Follows through on commitments; Articulates limitations and readiness to learn; Abides by all policies of academic program and clinical facility</p>	<p>Intermediate Level: Displays awareness of and sensitivity to diverse populations; Completes projects without prompting; Delegates tasks as needed; Collaborates with team members, patients and families; Provides evidence-based patient care</p>	<p>Entry Level: Educates patients as consumers of health care services; Encourages patient accountability; Directs patients to other health care professionals as needed; Acts as a patient advocate; Promotes evidence-based practice in health care settings; Accepts responsibility for implementing solutions; Demonstrates accountability for all decisions and behaviors in academic and clinical settings</p>
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<p>Specific Example:</p>	<p>Place an "x" on the visual analog scale</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">B I E</p>
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6. **Professionalism:** The ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Physical Therapy profession.

<p>Beginning Level: Abides by all aspects of the academic program honor code and the APTA Code of Ethics; Demonstrates awareness of state licensure regulations; Projects professional image; Attends professional meetings; Demonstrates cultural/generational awareness, ethical values, respect, and continuous regard for all classmates, academic and clinical faculty/staff, patients, families, and other healthcare providers</p>	<p>Intermediate Level: Identifies positive professional role models within the academic and clinical settings; Acts on moral commitment during all academic and clinical activities; Identifies when the input of classmates, co-workers and other healthcare professionals will result in optimal outcome and acts accordingly to attain such input and share decision making; Discusses societal expectations of the profession</p>	<p>Entry Level: Demonstrates understanding of scope of practice as evidenced by treatment of patients within scope of practice, referring to other healthcare professionals as necessary; Provides patient & family centered care at all times as evidenced by provision of patient/family education, seeking patient input and informed consent for all aspects of care and maintenance of patient dignity; Seeks excellence in professional practice by participation in professional organizations and attendance at sessions or participation in activities that further education/professional development; Utilizes evidence to guide clinical decision making and the provision of patient care, following guidelines for best practices; Discusses role of physical therapy within the healthcare system and in population health; Demonstrates leadership in collaboration with both individuals and groups</p>
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<p>Specific Example:</p>	<p>Place an "x" on the visual analog scale</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">B I E</p>
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<p>7. <u>Use of Constructive Feedback:</u> The ability to seek out and identify quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others.</p>		
<p><i>Beginning Level:</i> Demonstrates active listening skills; Assesses own performance; Actively seeks feedback from appropriate sources; Demonstrates receptive behavior and positive attitude toward feedback; Incorporates specific feedback into behaviors; Maintains two-way communication without defensiveness</p>	<p><i>Intermediate Level:</i> Critiques own performance accurately; Responds effectively to constructive feedback; Utilizes feedback when establishing professional and patient related goals; Develops and implements a plan of action in response to feedback; Provides constructive and timely feedback</p>	<p><i>Entry Level:</i> Independently engages in a continual process of self evaluation of skills, knowledge and abilities; Seeks feedback from patients/clients and peers/mentors; Readily integrates feedback provided from a variety of sources to improve skills, knowledge and abilities; Uses multiple approaches when responding to feedback; Reconciles differences with sensitivity; Modifies feedback given to patients/clients according to their learning styles</p>
<p>Specific Example:</p>		<p>Place an “x” on the visual analog scale</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">B I E</p>

<p>8. <u>Effective Use of Time and Resources:</u> The ability to manage time and resources effectively to obtain the maximum possible benefit.</p>		
<p><i>Beginning Level:</i> Comes prepared for the day’s activities& responsibilities; Identifies resource limitations (i.e. information, time, experience); Determines when and how much help/assistance is needed; Accesses current evidence in a timely manner; Verbalizes productivity standards and identifies barriers to meeting productivity standards; Self-identifies and initiates learning opportunities during unscheduled time</p>	<p><i>Intermediate Level:</i> Utilizes effective methods of searching for evidence for practice decisions; Recognizes own resource contributions; Shares knowledge and collaborates with staff to utilize best current evidence; Discusses and implements strategies for meeting productivity standards; Identifies need for and seeks referrals to other disciplines</p>	<p><i>Entry Level:</i> Uses current best evidence; Collaborates with members of the team to maximize the impact of treatment available; Has the ability to set boundaries, negotiate, compromise, and set realistic expectations; Gathers data and effectively interprets and assimilates the data to determine plan of care; Utilizes community resources in discharge planning; Adjusts plans, schedule etc. as patient needs and circumstances dictate; Meets productivity standards of facility while providing quality care and completing non-productive work activities</p>
<p>Specific Example:</p>		<p>Place an “x” on the visual analog scale</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">B I E</p>

<p>9. Stress Management: The ability to identify sources of stress and to develop and implement effective coping behaviors; this applies for interactions for: self, patient/clients and their families, members of the health care team and in work/life scenarios.</p>		
<p>Beginning Level: Recognizes own stressors; Recognizes distress or problems in others; Seeks assistance as needed; Maintains professional demeanor in all situations</p>	<p>Intermediate Level: Actively employs stress management techniques; Reconciles inconsistencies in the educational process; Maintains balance between professional and personal life; Accepts constructive feedback and clarifies expectations; Establishes outlets to cope with stressors</p>	<p>Entry Level: Demonstrates appropriate affective responses in all situations; Responds calmly to urgent situations with reflection and debriefing as needed; Prioritizes multiple commitments; Reconciles inconsistencies within professional, personal and work/life environments; Demonstrates ability to defuse potential stressors with self and others</p>
<p>Specific Example:</p>		<p>Place an "x" on the visual analog scale</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">B I E</p>

<p>10. Commitment to Learning: The ability to self direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.</p>		
<p>Beginning Level: Prioritizes information needs; Analyzes and subdivides large questions into components; Identifies own learning needs based on previous experiences; Welcomes and/or seeks new learning opportunities; Seeks out professional literature; Plans and presents an in-service, research or cases studies</p>	<p>Intermediate Level: Researches and studies areas where own knowledge base is lacking in order to augment learning and practice; Applies new information and re-evaluates performance; Accepts that there may be more than one answer to a problem; Recognizes the need to and is able to verify solutions to problems; Reads articles critically and understands limits of application to professional practice</p>	<p>Entry Level: Respectfully questions conventional wisdom; Formulates and re-evaluates position based on available evidence; Demonstrates confidence in sharing new knowledge with all staff levels; Modifies programs and treatments based on newly-learned skills and considerations; Consults with other health professionals and physical therapists for treatment ideas</p>
<p>Specific Example:</p>		<p>Place an "x" on the visual analog scale</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">B I E</p>

Based on my Professional Behaviors Assessment, I am setting the following Goals:

To accomplish these goals, I will take the following specific actions:

Student Signature: _____

Date:

Faculty Signature: _____

Date:

Appendix E: Skills Check List

Students in the PTA program will complete skill checks and lab practical examinations in all laboratory courses to ensure competence in psychomotor skills prior to working with patients. The skills are listed below:

Hand hygiene and informed consent

Vital sign collection

Assistive devices, gait training, stair training

Passive range of motion

Transfers and bed mobility

Positioning and draping

Wheelchair mobility instruction

ROM testing of all major joints

Manual muscle testing of the major muscles of the body

Therapeutic exercise instruction, including balance activities, and flexibility and strengthening exercises for the major muscles

Thermotherapy and cryotherapy

Compression

Traction

Electrical stimulation

Girth measurement

Soft tissue mobilization

Ultrasound

Functional mobility for individuals with neurological impairments

Residual limb wrapping and desensitization

Postural drainage

PTAS 1210 Student name: _____ Date: _____

Elbow and Wrist SKILL CHECK – GONIOMETRY

Attempt: #1 _____ #2 _____ #3 _____

Note: The student’s final score will be to 75% maximum for any repeated attempts.

Minimum passing score is 75%, or 18.75/25 (9.75/13 for ROM, 9/12 for MMT)

- | | |
|------------------------------------|--------------------------------|
| 1. Elbow flexion (0-150) sup/sit | 5. Wrist Flexion (0-80) sit |
| 2. Elbow Extension (150-0) sup/sit | 6. Wrist Extension (0-70) sit |
| 3. Forearm Pronation (0-80) sit | 7. Radial Deviation (0-20) sit |
| 4. Forearm Supination (0-80) sit | 8. Ulnar Deviation (0-30) sit |

Student will perform two of the above

MOTION	Yes (1 point)	No – 0 points	Comments
1. Sanitizes hands*			
2. Explains procedure			
3. Obtains informed consent, including permission to palpate *			
4. Positions patient correctly**			
5. Exposes, palpates, and identifies landmarks**			
6. Identifies normal ROM for joint**			
7. Correctly aligns axis, proximal, and distal segment of goniometer throughout motion**			
8. Measures correct movement and accurately reads goniometer**			
Score: /13			

*Denotes critical safety elements

** Student will get 1 point for each measurement, 2 points total

ELBOW AND WRIST SKILL CHECK – MANUAL MUSCLE TESTING

Biceps Brachii
 Brachialis
 Brachioradialis
 Extensor Carpi Radialis Brevis/Longus
 Extensor Carpi Ulnaris
 Flexor Carpi Radialis

Flexor Carpi Ulnaris
 Flexor Digitorum Superficialis
 Flexor Digitorum Profundus
 Pronator Teres and Quadratus
 Supinator

Student will perform two of the above

Muscle Test	Yes (1 point)	No – 0 points	Comments
1. Explains Procedure			
2. Assess AROM**			
3. Positions patient correctly**		Automatic failure if positioning is unsafe*	
4. Performs resistance at midpoint throughout range; or asses ROM in gravity eliminated position when appropriate**			
5. Stabilizes appropriately and eliminates substitute motions**			
6. Determines correct muscle grade**	Within ½ grade		
7. Uses safe and correct body mechanics throughout session*			
SCORE /12			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

** Student will get 1 point for each measurement, 2 points total

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 1210

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

****Note:** The student’s final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 18.75/25 (9.75/13 for ROM, 9/12 for MMT)

HIP, KNEE, ANKLE SKILL CHECK ROM

Student must perform 2 measurements for each joint

HIP:

- 1. Flexion 0-120 (supine)
- 2. Extension 0-30 (prone)
- 3. Abduction 0-45 (supine)
- 4. Adduction 0-30 (supine)
- 5. Internal / external rot 0-45 (supine or sit)
- 6. Straight leg (hams) >90 (supine)
- 7. Hip flexors, Thomas test , greater than 0 (supine)

KNEE:

- 1. Flexion / extension 0-135 (supine)
- 2. Patellar glide
- 3. Hamstrings (supine 90/90)
- 4. Rectus Femoris (prone Ely or supine Thomas test)

Ankle:

- 1. Ankle Dorsiflexion (0-20) supine
- 2. Ankle Plantarflexion (0-50)
- 3. Inversion (0-5) Prone
- 4. Eversion (0-5)

MOTION	Yes (1 point)	No – 0 points	Comments
9. Sanitizes hands*			
10. Explains procedure			
11. Obtains informed consent, including permission to palpate *			
12. Positions patient correctly**			
13. Exposes, palpates, and identifies landmarks**			
14. Identifies normal ROM for joint**			
15. Correctly aligns axis, proximal, and distal segment of goniometer throughout motion**			
16. Measures correct movement and accurately reads goniometer**			
Score: /13			

*Denotes Critical Safety element

** Student will get 1 point for each measurement, 2 points total

HIP, KNEE, ANKLE SKILL CHECK - MMT
 Student must perform 2 MMT for each joint

Hip:

1. Flexion-iliopsoas (sit / Sidelying)
2. Extension – glut mas, bi fem, semit, semim) – prone legs over or supine/ Sidelying
3. Abduction (Glut med, min)- Sidelying / Supine
4. Adduction (Add long, brev, mag, pectineus, gracilit)-sidelye / supine
5. Internal / external rot. (glue med, min, TFL, / piriformis, obturators) Sit / supine

KNEE:

1. Knee flexion (Bic Fem, Semit, Semim)-Prone/ Sidelying
2. Knee Extension (Rec Fem, Vastus Int, Lat, Med) Sit/ Sidelying

ANKLE:

1. Ankle Dorsiflexion and Inversion (Tibilis Ant.) Sit/ Sidelying
2. Ankle Plantarflexion (Gastroc, soleus) Prone/ Sidelying
3. Foot Inversion (Tib. Post) Sidelying / Sidelying
4. Foot Eversion (Peroneus long & Brev) Sidelying & Supine

Muscle Test	Yes (1 point)	No – 0 points	Comments
8. Explains Procedure			
9. Assess AROM**			
10. Positions patient correctly**		Automatic failure if positioning is unsafe*	
11. Performs resistance at midpoint throughout range; or asses ROM in gravity eliminated position when appropriate**			
12. Stabilizes appropriately and eliminates substitute motions**			
13. Determines correct muscle grade**	Within ½ grade		
14. Uses safe and correct body mechanics throughout session*			
SCORE /12			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

** Student will get 1 point for each measurement, 2 points total

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 1210

Student name: _____

Date: _____

Shoulder Skill Check

Attempt: #1_____ #2_____ #3 _____

**Note: The student’s final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 18.75/25 (9.75/13 for ROM, 9/12 for MMT)

Shoulder Goniometry

- 5. Shoulder Flexion (0-180) sup
- 6. Glenohumeral flexion (0-120) sup
- 7. Shoulder Hyperextension (0-60) prone/sit
- 8. Shoulder Abduction (0-180) sup/sit
- 5. Shoulder Horiz Abduc. (0-45) sit
- 6. Shoulder Horiz Adduc. (0-135) sit
- 7. Shoulder Int. Rot. @ 90 abd (0-70) pro/sup/sit
- 8. Shoulder Ext. Rot. @ 90 abd (0-90) pro/sup/sit

Student will perform two of the above

MOTION	Yes (1 point)	No – 0 points	Comments
17. Sanitizes hands*			
18. Explains procedure			
19. Obtains informed consent, including permission to palpate *			
20. Positions patient correctly**			
21. Exposes, palpates, and identifies landmarks**			
22. Identifies normal ROM for joint**			
23. Correctly aligns axis, proximal, and distal segment of goniometer throughout motion**			
24. Measures correct movement and accurately reads goniometer**			
Score: /13			

*Denotes critical safety element

** Student will get 1 point for each measurement, 2 points total

Student name: _____

Date: _____

SHOULDER/SCAPULOTHORACIC SKILL CHECK – MANUAL MUSCLE TESTING

- | | |
|----------------------|--------------------------------------|
| 1. Anterior Deltoid | 8. Lower Trapezius |
| 2. Middle Deltoid | 9. Serratus Anterior |
| 3. Posterior Deltoid | 10. Coracobrachialis |
| 4. Pectoralis Major | 11. Latissimus Dorsi and Teres Major |
| 5. Rhomboids | 12. Infraspinatus and Teres Minor |
| 6. Upper Trapezius | 13. Supraspinatus |
| 7. Middle Trapezius | |

Student will perform two of the above

Muscle Test	Yes (1 point)	No – 0 points	Comments
15. Explains Procedure			
16. Assess AROM**			
17. Positions patient correctly**		Automatic failure if positioning is unsafe*	
18. Performs resistance at midpoint throughout range; or asses ROM in gravity eliminated position when appropriate**			
19. Stabilizes appropriately and eliminates substitute motions**			
20. Determines correct muscle grade**	Within ½ grade		
21. Uses safe and correct body mechanics throughout session*			
SCORE /12			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

** Student will get 1 point for each measurement, 2 points total

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 1210 Student name: _____ Date: _____

Attempt: #1_____ #2_____ #3_____

Note: The student’s final score will be to 75% maximum for any repeated attempts.

Minimum passing score is 75%, or 18.75/25 (9.75/13 for ROM, 9/12 for MMT)

Spine SKILL CHECK - ROM

Student will perform two measurements each for neck and trunk:

NECK: (sitting)

1. Flexion 45 degrees, 3 cm
2. Extension 45 degrees, 20 cm
3. Lateral Flexion 45 degrees, 13 cm
4. Rotation 60 degrees, 11 cm

TRUNK: (All standing except rotation-seated)

1. Thoracolumbar Flexion 80 degrees, 10cm
2. Thoracolumbar Extension 20-30 degrees
3. Lumbar Flexion
4. Lumbar Extension
5. Lateral Flexion 35 degrees
6. Rotation 45 degrees

MOTION	Yes (1 point)	No – 0 points	Comments
25. Sanitizes hands*			
26. Explains procedure			
27. Obtains informed consent, including permission to palpate *			
28. Positions patient correctly**			
29. Exposes, palpates, and identifies landmarks**			
30. Identifies normal ROM for joint**			
31. Correctly aligns axis, proximal, and distal segment of goniometer throughout motion**			
32. Measures correct movement and accurately reads goniometer**			
Score: /13			

* = Denotes critical safety element – Automatic failure if this item is not performed correctly

** Student will get 1 point for each measurement, 2 points total

NECK AND TRUNK SKILL CHECK - MMT
Student will perform two of the following

Student name: _____

TRUNK:

6. Rectus Abdominis (supine)
7. Trunk flexion and rotation (Obliques) – supine/sit
8. Trunk Extension (Erector Spinae)-prone
9. Pelvic Elevation (Quadratus Lumborum)-prone

Muscle Test	Yes (1 point)	No – 0 points	Comments
22. Explains Procedure			
23. Assess AROM**			
24. Positions patient correctly**		Automatic failure if positioning is unsafe*	
25. Performs resistance at midpoint throughout range; or asses ROM in gravity eliminated position when appropriate**			
26. Stabilizes appropriately and eliminates substitute motions**			
27. Determines correct muscle grade**	Within ½ grade		
28. Uses safe and correct body mechanics throughout session*			
SCORE /12			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

** Student will get 1 point for each measurement, 2 points total

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 1220

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

****Note:** The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 7.5/10

Skill Check – Introduction, Consent, hand hygiene

	Yes – 1 point	No – 0 points	Comments
1. Addresses patient with preferred name			
2. Student identifies self as student PTA			
3. Obtains consent to treat			
4. Wets wrists and Hands (hands down) *			
5. Applies soap *			
6. Rubs hands vigorously (30 seconds minimum)*			
7. Washes all surfaces of hands and fingers *			
8. Rinses hands thoroughly (hands down) *			
9. Dries hands with clean paper towel *			
10. Turns off faucet with a clean paper towel *			
Score /10 points			

COMMENTS: * Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 1220

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

****Note:** The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 22.5/10

Skill Check – Vital Signs

Pulse/Respiration	Yes 1 point	No 0 points	Comments
1. Introduces self to patient			
2. Obtains consent to treat/sanitizes hands *			
3. Explains procedure, clear and concise			
4. Uses index and middle fingers			
5. Palpates artery (carotid, brachial, or radial)			
6. Counts pulse – 30 seconds using watch/timer			
7. Fingers still on pulse point, observes chest/abdomen rise			
8. Counts respiration – 30 secs.			
9. Records pulse correctly, including quality/characteristics (beats/min)			
10. Records respiration correctly, including quality/characteristics (breaths/ min)			
SCORE /10			

Blood Pressure	Yes 1 point	No 0 points	Comments
1. Identifies Precautions *			
2. Explains procedure, clear and concise			
3. Patient positioned with UE at heart level, supported			
4. Push up sleeve or remove shirt			
5. Cleans stethoscope *			
6. Cuff over brachial artery, secure cuff			
7. Palpate for brachial pulse, place stethoscope over site			
8. Find radial pulse			
9. Closes valve and inflates cuff until radial artery occluded, notes reading			
10. Deflates cuff, waits 60 secs			
11. Reinflates cuff until 10 mm HG above previous reading			
12. Loosens valve, deflates at 5mm HG/sec			
13. First Karotkoff sound is systolic			
14. When no longer hear sound-diastolic			
15. Records pressure systolic/diastolic mm HG			
SCORE /15			

Pulse Oximetry	Yes 1 point	No 0 points	Comments
1. Explains procedure, clear and concise			
2. Cleans pulse oximeter *			
3. Places pulse ox appropriately (if unable to obtain reading, selects another appropriate site)			
4. Identifies optimal value for SaO ₂			
5. Records SaO ₂ correctly			
SCORE /5			

TOTAL SCORE /30

COMMENTS: * Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 1220

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

****Note:** The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 15/20

Skill Check – Assistive devices and gait

	Yes (1 point)	No – 0 points	Comments
1. Intro./Consent/Sanitizes hands *			
2. Dons gait belt with correct fit and site *			
3. Verifies weight bearing status *			
4. Identifies appropriate device *			
5. Correctly measures and adjusts device			
6. Chooses appropriate gait pattern *			
7. Demonstrates appropriate gait pattern			
8. Instructions are clear and concise			
9. Locks W/C *			
10. Transfers appropriately from W/C			
11. Confirms fit of device			
12. Maintains protected WB status *			
13. Guards patient correctly with ambulation *			
14. Cues patient correctly for gait pattern			
15. Correctly instructs patient in stair ascension *			
16. Correctly instructs patient in stair ascension *			
17. Patient is guarded correctly *			
18. Patient turns to correct side *			
19. Transfers patient back to wheelchair correctly			
20. Uses good body mechanics			
Score / 20			

COMMENTS: * Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 1220

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

****Note:** The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 15/20

Skill Check – Assistive devices and gait

	Yes (1 point)	No – 0 points	Comments
1. Intro./Consent/Sanitizes hands *			
2. Dons gait belt with correct fit and site *			
3. Verifies weight bearing status *			
4. Identifies appropriate device *			
5. Correctly measures and adjusts device			
6. Chooses appropriate gait pattern *			
7. Demonstrates appropriate gait pattern			
8. Instructions are clear and concise			
9. Locks W/C *			
10. Transfers appropriately from W/C			
11. Confirms fit of device			
12. Maintains protected WB status *			
13. Guards patient correctly with ambulation *			
14. Cues patient correctly for gait pattern			
15. Correctly instructs patient in stair ascension *			
16. Correctly instructs patient in stair ascension *			
17. Patient is guarded correctly *			
18. Patient turns to correct side *			
19. Transfers patient back to wheelchair correctly			
20. Uses good body mechanics			
Score / 20			

COMMENTS: * Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 1220

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

**Note: The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 11.25/15

Skill Check – Sensation

Student will check 2 of the following: Light touch, deep touch/pressure, proprioception, temperature

	Name		Comments
	Yes 1 point	No 0 points	(-0.5 point/movement if unable to correctly name movement)
1. Introduces self to patient			
2. Obtains consent to treat			
3. Sanitizes hands *			
4. Explains procedure, clear and concise			
5. Appropriately tests first sensation			
6. Appropriately tests second sensation			
7. Compares both sides			
8. Uses good body mechanics *			
SCORE / 27			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 1220

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

**Note: The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 15/20

Skill Check – Transfers and Bed mobility

Stand pivot	Yes-1 point	No-0 points	Comments
1. Washes hands *			
2. Applies gait belt *			
3. Prepares area for transfer			
4. Instructs patient clear and concise			
5. Patient scoots forward			
6. Transfers patient to surface safely *			
7. Uses proper/safe body mechanics *			
Sliding board			
8. Prepares equipment/site for transfer			
9. Instructs patient clear and concise			
10. Patient positioned appropriately			
11. Transfers patient to surface safely *			
12. Student uses good body mechanics*			
Bed mobility			
13. Instructs patient clear and concise			
14. Assists patient in rolling			
15. Assists patient in supine to sit			
16. Assists patient in sit to supine			
17. Scoots patient higher in bed			
18. Patient positioned for comfort			
19. Drapes patient appropriately when done			
20. Call light within reach *			
Score /20			

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

**Note: The student’s final score will be decreased by -10% per re-take.

Minimum Passing score is 75%, or 9/12

	Yes-1 point	No-0 points	Comments
1. Intro/Consent/Sanitizes hands *			
2. Demo ability apply arm rests			
3. Demo ability remove arm rests			
4. Demo ability apply and remove leg rests			
5. Demo ability to elevate/lower leg rests-controlled			
6. Demo ability to fold/unfold wheelchair			
7. Applies/releases brakes			
8. Demo ability to ascend curb			
9. Demo ability to descend curb			
10. Instructs patient in weight shifting for pressure relief			
11. Places w/c in correct position for transfer			
12. Applies brakes *			
Score /12			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 1300

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

****Note:** The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 11.25/15

Skill Check – Balance

Students will instruct subject in 1 exercise for each of 2 impairments listed below:

- | | |
|------------------|--------------------------|
| 1. Vestibular | 6. Ankle strategy |
| 2. Vision | 7. Hip strategy |
| 3. Somatosensory | 8. Stepping strategy |
| 4. Static | 9. Weight shift strategy |
| 5. Dynamic | 10. Suspension strategy |

	1st impairment		2nd impairment		Comments
	Yes-1 point	No-0 points	Yes-1 point	No-0 points	
1. Sanitizes Hands, Obtains consent, Introduction*					
2. Explains Procedure, including purpose (indication)					
3. Chooses appropriate activity to address impairment**					
4. Instructs patient clearly					
5. Demonstrates correct activity					
6. Guards patient appropriately *					
7. Verbalizes correct frequency, duration					
8. Adapts exercise for safe HEP *					
SCORE: /15					

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

** Denotes element essential to skill demonstration. Automatic failure if not correct

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

****Note:** The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 8.25/11

Skill Check – Lower Extremity

Students will perform one resistance training exercise for a muscle group, and one stretch for another muscle group

Hip:

1. Gluteus Maximus
2. Gluteus Medius/Minimus
3. Iliopsoas
4. External rotators (Piriformis, Obturators...)
5. Hip adductor group

Ankle

1. Gastrocnemius
2. Soleus
3. Tibialis Anterior
4. Peroneus Longus/Brevis
5. Tibialis Psterior

Knee

1. Quadriceps
2. Hamstrings

	Resistance		Stretch		
	Yes-1 point	No-0 points	Yes-1 point	No-0 points	
1. Sanitizes Hands, Obtains consent, Introduction*					
2. Explains Procedure, including purpose (indication)					
3. Chooses intervention appropriate for muscle/muscle group and goal (strengthening or flexibility)					
4. Positions pt. correctly					*Automatic failure if unsafe
5. Instructs patient clearly, including demonstration					
6. Verbalizes correct frequency, speed, repetition range/intensity					
SCORE: /11					

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 1300

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

****Note:** The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 8.25/11

Skill Check – Lower Extremity

Students will perform one resistance training exercise for a muscle group, and one stretch for another muscle group

Hip:

- 6. Gluteus Maximus
- 7. Gluteus Medius/Minimus
- 8. Iliopsoas
- 9. External rotators (Piriformis, Obturators...)
- 10. Hip adductor group

Ankle

- 1. Gastrocnemius
- 2. Soleus
- 3. Tibialis Anterior
- 4. Peroneus Longus/Brevis
- 5. Tibialis Posterior

Knee

- 3. Quadriceps
- 4. Hamstrings

	Resistance		Stretch		
	Yes-1 point	No-0 points	Yes-1 point	No-0 points	
1. Sanitizes Hands, Obtains consent, Introduction*					
2. Explains Procedure, including purpose (indication)					
3. Chooses intervention appropriate for muscle/muscle group and goal (strengthening or flexibility)					
4. Positions pt. correctly					*Automatic failure if unsafe
5. Instructs patient clearly, including demonstration					
6. Verbalizes correct frequency, speed, repetition range/intensity					
SCORE: /11					

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

****Note:** The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 15/20

Skill Check – Stretching

All Positions are Supine unless otherwise stated: Muscles are listed as to what is to be stretched. Students will complete 1 sustained stretch for the upper extremity, one for the lower extremity, and a PNF stretch for either the upper or lower extremity.

Shoulder:

- 11. Latissimus Dorsi
- 12. Pectoralis Major/Minor
- 13. Posterior capsule stretch kneeling)

Hip:

- 1. Gluteus Maximus
- 2. TFL (Standing, sidelying)
- 3. Hip Flexors (liopsoas/rectus fem)(Prone,
- 4. Internal rotators
- 5. Hip adductors

Elbow / Forearm:

- 1. Biceps/Elbow flexors
- 2. Triceps
- 3. Supinator
- 4. Pronator teres/quadratus

Knee:

- 1. Quadriceps (prone/sidelying) thigh on towel
- 2. Hamstrings

Wrist:

- 1. Extensor group
- 2. Flexor group

Ankle:

- 1. Gastrocnemius
- 2. Soleus

Muscles being stretched	UE		LE		PNF (CR,AR,CR-AC)		Comments
	Yes-1 point	No-0 points	Yes-1 point	No-0 points	Yes-1 point	No-0 points	
9. Introduction, Obtains consent, Sanitizes Hands*							
10. Explains Procedure, clear and concise							
11. Asks and checks PROM before stretching for pain*							
12. Positions pt. correctly							
13. Stabilizes pt. / body part							
14. Demonstrates correct hand placement.							

15. Demonstrates correct procedure							
16. Verbalizes correct frequency, duration, hold time							
SCORE: / 20							

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 1300

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

**Note: The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 8.25/11

Skill Check – Upper Extremity

Students will perform one resistance training exercise a muscle group, and one stretch for another muscle group

Shoulder:

- 14. Deltoid
- 15. Pectoralis major
- 16. Latissimus Dorsi
- 17. Infraspinatus/Teres minor
- 18. Subscapularis
- 19. Middle or lower Trapezius
- 20. Upper trapezius

Elbow / Forearm:

- 1. Biceps/brachialis/bracioradialis
- 2. Triceps
- 3. Supinator
- 4. Pronator Teres/Quadratus

Wrist:

- 1. Extensors
- 2. Flexors

	Resistance		Stretch		
	Yes-1 point	No-0 points	Yes-1 point	No-0 points	Comments
17. Sanitizes Hands, Obtains consent, Introduction*					
18. Explains Procedure, including purpose (indication)					
19. Chooses intervention appropriate for muscle/muscle group and goal (strengthening or flexibility)					
20. Positions pt. correctly					*Automatic failure if unsafe
21. Instructs patient clearly, including demonstration					
22. Verbalizes correct frequency, speed, repetition range/intensity					
SCORE: /11					

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 2110

Student name: _____
#3 _____

Date: _____

Attempt: #1 _____ #2 _____

**Note: The student’s final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 7.5/10

Skill Check – Cryotherapy/Thermotherapy

Student will apply cryotherapy (cold pack or ise massage) or thermotherapy (hydrocollator hot pack)

Critical Elements	Yes -1 Point	No-0 Points	Comments
1. Introduction; obtains consent, performs hand hygiene*			
2. Obtains pain rating before and after*			
3. Notes skin condition before and after *			
4. Checks skin sensation before *			
5. Identifies appropriate contraindications/precautions*			
6. Positions patient appropriately			
7. Use of Modality Appropriate – correct # of Layers *, correct size chosen, keeps ice moving if applicable, good body mechanics of therapist			
8. Draping appropriate for modality used			
9. Checks Patient response to intervention, adjusts to patient’s response, and verbalizes checking after 5 minutes. If ice massage checks skin for numbness and redness frequently *			
10. Provides a call bell & timer*			
Total score /10			

FINAL SCORE /48

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 2110

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____

#3 _____

**Note: The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 6.75/9

Skill Check – Intermittent Pneumatic Compression

Student will apply compression device to lower extremity for either residual limb reduction, management of venous stasis ulcer, or general LE edema.

	Yes- 1 point	No-0 points	Comments
1. Sanitizes Hands, Obtains consent, Introduction*			
2. Explains Procedure, including purpose (indication)			
3. Identifies contraindications, asks patient if present			
4. Positions patient and applies compression sleeve correctly			*Automatic failure if unsafe
5. Identifies and sets appropriate pressure			*Automatic failure if excessive/unsafe
6. Identifies and sets appropriate inflation and deflation time			
7. Verbalizes checking on patient comfort during treatment period *			
8. Verbalizes correct frequency and duration			
9. Checks skin integrity once completed *			
SCORE: /9			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 2110

Student name: _____

Date: _____

Attempt: #1_____ #2_____

#3 _____

**Note: The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 9.75/13

Skill Check – Electrical Stimulation

Student will apply electrical stimulation, either IFC, Premod, High Volt, or Russian to the lower extremity, upper extremity, or trunk

Critical Elements	Yes -1 Point	No-0 Points	Comments
1. Introduction; obtains consent, performs hand hygiene*			
2. Obtains pain rating before and after*			
3. Notes skin condition before and after *			
4. Checks skin sensation before *			
5. Identifies appropriate contraindications/precautions*			
6. Positions patient appropriately			
7. Applies electrodes to correct area, utilizing gel if contact not good with electrodes			
8. Draping appropriate			
9. Turns power on before attaching lead wires.			
10. Sets parameters based on diagnosis/goal			
11. .Adjusts intensity based upon patient response. *			
12. Checks Patient response to intervention, adjusts to patient's response, and verbalizes checking after 5 minutes. *			
13. Provides a call bell *			
Total score /13			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____

#3 _____

****Note:** The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 8.25/11

Skill Check – Girth

Student will measure either ankle circumference using figure 8 method, or knee joint line circumference.

Critical Elements	2 Points	1 Point	0 Points	Comments
Intro self to patient; obtains consent, washes hands *	All completed		Automatic Practical Fail	
Measures correct side			Incorrect side	
Position of patient	Ankle kept in neutral, patient comfortable	Patient positioned appropriately, but ankle not in neutral PF/DF or Inv/EV	Patient not comfortable and ankle not in neutral	Automatic failure if positioning compromises safety of student or patient*
Therapist Body Mechanics	Excellent, maintains proper body mechanics for 100% of the time	Fair (maintains proper body mechanics for 75-99% of the time).	Poor	
Uses correct measuring technique	Correct technique		Incorrect technique	
Documents appropriately	Measures both sides, includes date, type of measurement, body part, and units of measure (cm)	Does not include 1 component	Omits more than 1 component	

FINAL SCORE /12

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 2110

Student name: _____

Date: _____

Attempt: #1_____ #2_____

#3 _____

**Note: The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 7.5/10

Skill Check – Soft tissue mobilization

Student will apply soft tissue mobilization to one of the following areas: cervical, thoracic, lumbar

Critical Elements	Yes -1 Point	No-0 Points	Comments
1. Introduction; obtains consent, performs hand hygiene*			
2. Obtains pain rating before and after*			
3. Notes skin condition before and after *			
4. Checks skin sensation before *			
5. Identifies appropriate contraindications/precautions*			
6. Positions patient appropriately			Automatic f
7. Maintains appropriate body mechanics			
8. Draping appropriate			
9. Uses correct massage techniques for area			
10. Obtains feedback from patient during treatment, and adjusts technique or pressure as needed based upon patient response. *			
Total score /10			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 2110

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____

#3 _____

**Note: The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 6.75/9

Skill Check – Traction

Student will apply compression device for either the lumbar spine or cervical spine.

	Yes-1 point	No-0 points	
1. Sanitizes Hands, Obtains consent, Introduction*			
2. Explains Procedure, including purpose (indication)			
3. Identifies contraindications and precautions, asks patient if present			
4. Positions patient and traction harness correctly			*Automatic failure if unsafe
5. Identifies and sets appropriate force			*Automatic failure if excessive/unsafe
6. Identifies and sets appropriate on/off times			
7. Verbalizes checking on patient comfort during treatment period *			
8. Verbalizes correct duration			
9. Checks patient's symptoms after treatment *			
SCORE: /9			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 2110

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____

#3 _____

****Note:** The student’s final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 7.5/10

Skill Check – Ultrasound

Student will apply Ultrasound to a randomly selected area: the humeral lateral epicondyle, the quadriceps muscle belly, the gastrocnemius muscle belly, the lateral malleolus, or the deltoid muscle belly.

Critical Elements	Yes -1 Point	No-0 Points	Comments
1. Introduction; obtains consent, performs hand hygiene*			
2. Obtains pain rating before and after*			
3. Notes skin condition before and after *			
4. Checks skin sensation before *			
5. Identifies appropriate contraindications/precautions*			
6. Positions patient appropriately			
7. Applies sufficient ultrasound gel before hand			
8. Draping appropriate			
9. Turns power on before attaching lead wires.			
10. Sets parameters based on diagnosis/goal, location, and stage of healing; including frequency, intensity, and duration of treatment			Automatic failure if intensity is too high or frequency set for 1Mhz over boney prominence
11. Appropriate speed, movement of US head			
12. Adjusts intensity based upon patient response. *			
13. Provides a call bell *			
Total score /13			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical

_____ Check here if student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

****Note:** The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 15/20

Skill Check – Residual Limb Desensitization

Desensitization of Distal Residual Limb	Yes-1 point	No-0 points	Comments
1. Performs appropriate hand hygiene. *			
2. Dons nonsterile gloves.*			
3. Prepares materials required for desensitization.			
4. Instructs patient on technique and expectations clear and concise.			
5. Determines area of distal residual limb hypersensitivity.			
6. Applies gradual progression of tolerated materials.			
7. Application in back/forth and circular motions.			
8. Covers entire hypersensitive area.			
9. Incision is not touched.*			
Residual Limb Wrapping (given either TT or TF to perform)			
10. Proper hand washing technique.*			
11. Dons nonsterile gloves.*			
12. Prepares proper materials required (number of wraps and size).			
13. Instructs patient about procedure, precautions, wearing time clear and concise.			
14. Position's model (TT knee extended/TF side lying) with proper draping.			
15. Application distal to proximal.*			
16. Even tension applied.			
17. Covers all areas to be wrapped.			
18. Application has no creases or folds.			
19. Application in figure 8 - no circular wrapping.*			
20. Secured end of wrap with tape-no metal clasps.*			
Score /20			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical.

_____ Check here if the student completed all the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments:

PTAS 2130

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

**Note: The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 15/20

Skill Check – SCI Transfers and Bed mobility

Sit-Pivot with Slide Board Transfer	Yes-1 point	No-0 points	Comment
1. Performs proper hand hygiene.*			
2. Applies gait belt.*			
3. Prepares area/equipment for transfer (w/c position, armrest remove, brakes locked).*			
4. Instructs patient clear and concise.			
5. Patient positioned with board in tripod manner.			
6. Instructs patient to move head in opposite direction of hips, lean forward for hip lift.			
7. Patients' feet supported, hips/knees 90-degree angle.			
8. Transfer's patient to another surface safely.*			
9. Uses proper/safe body mechanics.*			
Floor to Wheelchair Transfer			
10. Instructs patient clear and concise.			
11. Prepares area for transfer (stabilizer behind w/c, brakes locked).*			
12. Transfer's patient safely from floor to w/c.*			
13. Uses proper/safe body mechanics.*			
SCI Bed Mobility			
14. Instructs patient clear and concise.			
15. Assists patient with leg lifter to cross legs in supine.			
16. Assists patient in rolling.			
17. Assists patient side-lying to sit using UEs to move LEs.			
18. Assists patient sit to side-lying using UEs to move LEs.			
19. Position's patient in bed and floats heels with pillow draped appropriately.			
20. Call light within reach.			
Score /20			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical.

_____ Check here if the student completed all the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 2130

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

**Note: The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 15/20

Skill Check – Hemiplegia Transfers and Bed mobility

Hemiplegia Transfers(will be given one of high,mid,or low level to perform)	Yes-1 point	No-0 points	Comment
1. Performs appropriate hand hygiene. *			
2. Applies gait belt. *			
3. Prepares area for transfer (w/c position, footrests/armrest remove, brakes locked).*			
4. Instructs patient clear and concise.			
5. Assists patient with clasp hands, affected thumb on top.			
6. Assists patient with dissociative scooting forward with midline trunk alignment/feet on floor.			
7. Proper hand placement on patient.			
8. Instructs patient to move head opposite of hips.			
9. Blocks patient's affected LE.			
10. Transfers patient to surface safely.*			
11. Uses proper/safe body mechanics. *			
Hemiplegia Bed Mobility			
12. Instructs patient clear and concise.			
13. Instructs patient in supine to clasp hands affected thumb on top and reach UEs toward ceiling.			
14. Assists patient to hook-lying position while stabilizing affected LE.			
15. Assists patient in rolling to affected side.			
16. Assists patient side-lying to sit with weight bearing through affected UE elbow and hooked LEs.			
17. Assists patient sit to supine to affected side with weight bearing on affected UE elbow and hooked LEs.			
18. Scoots patient higher in bed with hands clasped thumb on top and hook-lying position.			
19. Positions patient in bed with pillow under affected UE and floats heels with pillow draped appropriately.			
20. Call light within reach on non-affected side. *			
Score /20			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical.

_____ Check here if the student completed all of the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

PTAS 2130

Student name: _____

Date: _____

Attempt: #1 _____ #2 _____ #3 _____

**Note: The student's final score will be decreased to a maximum of 75% for any repeated attempts.

Minimum passing score is 75%, or 18/24

Students will be given 2 of the following positions to perform: Upper Lobes (apical/posterior/anterior/singular segments), Right Middle Lobe, and Lower Lobes (anterior/lateral/posterior/superior segments)

Skill Check – Postural Drainage

	Yes-1 point	No-0 points	Comments
1. Verbalizes the precautions/contraindications for postural drainage. *			
2. Gathers materials for set-up (# of pillows, tissue box, waste basket).			
3. Performs proper hand hygiene. *			
Dons nonsterile gloves*			
5. Explains procedure to patient clear and concise.			
6. Positions the patient for the procedure and demonstrates proper draping.			
7. Performs skin and palpation assessment prior to applying techniques. *			
8. Demonstrates proper percussion and shaking techniques and verbalizes how long they would be performed.			
9. Applies techniques over the proper body area.			
10. Instructs patient in two techniques for airway clearing (cough/huff).			
11. Demonstrates proper body mechanics.*			
12. Returns patient to comfortable resting position with call light within reach.*			
Score /24			

* Denotes critical safety elements. Failure of any critical safety element will result in automatic failure of the Skill Check/Lab Practical.

_____ Check here if the student completed all the above elements in a manner safe for the student and the patient. (Automatic failure if not checked).

Comments: _____

Physical Therapist Assistant Program Policy and Procedure Agreement

I have received and read the Student Handbook for the Physical Therapist Assistant Program at Lakeland Community College. I understand its content and agree to abide by the policies and procedures set forth during my tenure as a Physical Therapist Assistant student. The Program or PTA Program Director reserves the right to alter policies, procedures, and content.

Student Name (Please Print)

Signature

Date