



PHYSICAL THERAPIST ASSISTANT STUDENT HANDBOOK

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LETTER FROM THE PTA PROGRAM DIRECTOR

Dear Student,

Congratulations on your acceptance into the Physical Therapist Assistant program at Craven Community College! You have chosen a challenging, exciting and ever-changing career option. As a Physical Therapist Assistant with an Associate Degree in Applied Science you will find a variety of employment opportunities and a lifetime of learning challenges in staying abreast of the changes in healthcare.

On behalf of the Administration and Faculty at Craven Community College, I welcome you and wish you good luck in your pursuit of a career as a Physical Therapist Assistant.

Sincerely,

Dr. Daniel Friedlander

Program Director

INFORMATION REGARDING ACCREDITATION

The PTA Program at Craven Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100 | Alexandria, VA | 22305-3085; telephone: 800-999-2782; email: accreditation@apta.org; website: <https://www.capteonline.org/>

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I. THE PHYSICAL THERAPIST ASSISTANT PROGRAM

A. MISSION

The Physical Therapist Assistant Program supports the mission of the North Carolina Community College System and the mission of Craven Community College.

Mission of the North Carolina Community College System:

“To open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, develop a globally and multi-culturally competent workforce, and improve the lives and well-being of individuals by providing:

Education, training and retraining for the workforce including basic skills and literacy education, occupational and pre-baccalaureate programs;

Support for economic development through services to and in partnership with business and industry and in collaboration with the University of North Carolina System and private colleges and universities; and

Services to communities and individuals which improve the quality of life.”

Mission of Craven Community College:

Craven Community College is a dynamic and responsive institution of higher education committed to improving and enriching individual lives and society through comprehensive, high quality and accessible learning opportunities that allow students to contribute and compete in a diverse and global community. We provide:

- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs;
- Support for economic development through services to and in partnership with business and industry; and
- Services to communities and individuals which improve the quality of life.

The faculty of the PTA program is committed to providing accessible, high quality physical therapist assistant (PTA) education to meet the diverse and changing health-care needs of the service area and to promoting the development of qualified students prepared for the professional role of licensed PTA at entry level. Graduates of this program will meet the requirements to take the PTA licensure examination.

Mission of Physical Therapists Assistant Program at Craven Community College

It is the mission of this program to provide a strong core program that will produce an entry-level PTA knowledgeable in academic content and able to translate that knowledge into the clinical care of patients in a caring, professional, and ethical manner. It is also the mission of this program to produce a professional individual who can function in the role of educator to patients and colleagues, is a willing consultant to the community about physical therapy, has a strong commitment to on-going professional growth, and is a promoter of the profession of physical therapy to the community and potential students due to a strong sense of societal and professional obligation.

B. PHILOSOPHY

The faculty of the PTA program recognizes the individuality of each person, respects the dignity of each life and strives to enrich each student to value the human community. We expect individual effort and will provide collective support to all students. We recognize that the unique functioning of each individual includes body, mind and spirit and that health is a state of physical, emotional and psychological well-being. We believe that all people should receive respect for their unique cultural and social beliefs and values and that human dignity should be preserved without exception. We think that all students should exercise moral responsibility and achieve academic excellence.

Physical therapy is an integral component of the health care team. Patients have the right to quality, current, thorough, compassionate care that addresses their specific, individual needs. The PTA, under the direction of the PT, can be instrumental in facilitating the patient's optimal function within society. We believe that in physical therapy we should consider psycho-social, cultural and ethical elements in the care of patients.

To provide optimum care the PTA must have a substantial breadth and depth of knowledge in basic and applied sciences, critical thinking skills, good interpersonal skills, high moral and ethical standards, personal integrity and the ability to bridge theory and practice. Each practitioner will be prepared to participate in a broad spectrum of activities including health care promotion, preventative care, acute care, long-term care, in-home care and rehabilitation. Each practitioner will be prepared to treat patients across the lifespan with disorders of the musculoskeletal, neurological, cardiopulmonary and integumentary systems.

It is the goal of this program to provide a framework which allows the students to fulfill the requirements of the program to become a PTA professional in society. In this learning environment, we encourage collaboration, unity of purpose, commitment to inquiry and practical implementation while serving as role models for professional behavior, service to society and service to the profession of physical therapy.

C. PROGRAM OUTCOMES

1. Produce general practitioners who:
 - Effectively incorporate academic knowledge and technical skills into a meaningful, accountable, cost-effective, safe, quality treatment process under the direction of a physical therapist
 - Exhibit professional verbal, non-verbal, and written communication skills necessary to obtain and convey information to colleagues, patients, caregivers, and members of the community
 - Demonstrate adaptability to the dynamic health care environment which necessitates lifelong learning
 - Demonstrate the ethical standards of the APTA in the provision of health care and who foster tolerance for cultural and religious diversity
 - Promote the profession of physical therapy and its role in societal well-being by responsibility and accountability to the patient, the PT profession and the community
 - Ready to assume the role of an entry level clinical PTA upon graduation

2. Recruit and matriculate highly qualified and diverse students
 - Utilize a clearly defined and point-based application process to admit students to the program
 - Participate in college recruitment activities
 - Maintain a positive relationship with community stakeholders

3. Actively engage each enrolled student to support them in content understanding, program completion, and professional behavior
 - Maintain appropriate faculty mentoring student relationships to support ongoing communication and student development
 - Promote and utilize usage of on-campus resources including the Academic Skills Center, PTA tutors, and meetings with faculty

4. Recruit and retain Full-time and Part-time faculty who
 - Represent adequate coverage of physical therapy practice and settings
 - Participate in continuous self-evaluation and instructional progression
 - Serve as role models that are actively increasing their knowledge base and refining their professional behavior

D. PROGRAM OBJECTIVES

Objectives for Outcome 1

- (a) Upon completion of the program the student is able to
 - To communicate effectively and competently both verbally and non-verbally with patients and family as well as with the professional community as measured by observations by the academic faculty in the classroom, lab and the clinical faculty in the patient care setting
- (b) Upon completion of the program the student is able to
 - Review the plan established by the physical therapist prior to initiating intervention
 - Provide intervention established by the PT in a safe manner, minimizing risk to patients, self, and others
 - Follow established procedures and respond appropriately to emergencies in the practice setting
 - Recognize when an intervention is no longer appropriate due to changes in the patient's status and report such to the PT
 - Provide appropriate instruction to patients, family, caregivers, and other professionals to achieve patient goals and outcomes as described in the plan of care by the PT
- (c) Upon completion of the program the student is able to
 - Conduct self-assessment, performance appraisals, and demonstrate work place adaptability
 - Participate in continuing education, career development, and evidence-based practice
- (d) Upon completion of the program the student is able to
 - Adhere to federal, state, and institutional regulations in the delivery of health care in general and in physical therapy in particular as determined by class instruction and clinical evaluation
 - Adhere to institutional policies and procedures
 - Identify unethical situations and understand the process for reporting violations in a timely manner
 - Demonstrate social responsibility and citizenship by reporting situations of suspected physical, psychological, substance, or sexual abuse of patients
 - Appropriately use social agencies and advocacy groups and understand how these may be of help to patients
 - Respond to all aspects (biological, cultural, and social) of the patient's care with empathy and compassion and without judgment to cultural or religious beliefs
- (e) Participate in organizations that promote PT including the APTA

- (f) Demonstrates ability to meet the entry-level job responsibilities of a PTA which includes: academic and clinical preparedness; punctuality; following PT directives; and ensuring safety, privacy and confidentiality of patient.

Objectives for Outcome 2:

- To keep local high schools and colleges/universities informed of PTA offerings at Craven Community College
- To promote the PTA program to diverse groups of high school and college students
- To promote the PTA program to community groups, including a variety of civic and religious organizations

Objectives for Outcome 3:

- To acquire faculty who can provide thorough, relevant, engaging content
- To provide faculty who will respond rapidly to any problems in learning and help these students individually and/or through referral to the Academic Skills Center on campus or other facility for academic support

Objectives for Outcome 4:

- To advertise faculty positions broadly and provide faculty support to attract persons who provide a wide body of knowledge in PT
- Retain instructors who exhibit exemplary teaching skills and have proven to serve as role models for other entering professionals

E. STUDENT OUTCOMES

Upon completion of the program the student is able to:

1. Review the plan established by the PT prior to initiating intervention.
2. Provide intervention established by the PT in a safe manner, minimizing risk to patients, self, and others.
3. Follow established procedures and respond appropriately to emergencies in the practice setting.
4. Recognize when an intervention is no longer appropriate due to changes in the patient's status and reports such to the PT.
5. Provides appropriate instruction to patients, family, caregivers and other professionals to achieve patient goals and outcomes as described in the plan of care by the PT.
6. Conduct self-assessment, performance appraisals, and demonstrate work place adaptability.
7. Participate in continuing education, career development, and evidence-based practice.

8. Adhere to federal, state, and institutional regulations in the delivery of health care in general, and in physical therapy in particular, as determined by class instruction and clinical evaluation.
9. Adhere to institutional policies and procedures.
10. Identify unethical situations and report violations in a timely manner if they arise.
11. Demonstrate social responsibility and citizenship by reporting situations of suspected physical, psychological, substance or sexual abuse of patients.
12. Appropriately use social agencies and advocacy groups to help patients.
13. Respond to all aspects (biological, cultural, and social) of the patient's care with empathy and compassion and without judgment to cultural beliefs.
14. Participate in organizations that promote PT including the APTA.
15. Demonstrate the ability to meet the entry-level job responsibilities of a PTA which includes: academic and clinical preparedness; punctuality; following PT directives; and ensuring safety, privacy and confidentiality of patients.

II. INSTRUCTOR-STUDENT RESPONSIBILITIES

At Craven Community College, the instructor and the student are obliged to meet a number of responsibilities to each other within their Teacher-Learner relationship.

It is the **student's responsibility** to:

- a. Attend all classes, laboratory periods and clinical assignments;
- b. Be prepared to participate in the day's assigned work or activities;
- c. Obtain assignments from the instructor prior to being absent, whenever possible, so that work may be submitted upon return;
- d. Make –up assignments missed due to legitimate absences, according to the procedure stipulated by the instructor at the onset of the course; and to
- e. Seek assistance from the instructor when additional help is needed in meeting course requirements.

It is the **instructor's responsibility** to:

- a. Be prepared for each class
- b. Start each class on time
- c. Provide a full period of effective instruction during each class period through the term
- d. Provide the students with complete information on the objectives and requirements of the course, including resources available to the students outside the classroom or laboratory
- e. Maintain an accurate record of attendance on all students
- f. Consult with students on any attendance problems
- g. Maintain office hours that meet the college requirement in order to be available to students outside of class time if additional help is needed in meeting course requirements.

III. ADMISSIONS

A. HEALTH REQUIREMENTS

1. A physical examination must be submitted prior to the first clinical affiliation/internship. The physical must be done within the same academic school year as their clinical affiliations and prior to the beginning of the first rotation. The physical must be documented on provided form and must address the following items as required by Complio:
 - a. Tuberculosis
 - b. MMR
 - c. Hepatitis B
 - d. Tdap
 - e. Varicella
 - f. Influenza
 - g. COVID-19
2. In the event of pregnancy or other medical condition, some of these immunizations may be hazardous to the student. Immunizations may be waived if the student presents a document signed by a physician, physician assistant, or nurse practitioner stating the medical reason for the waiver.
3. Included within the physical examination is a statement by the examining physician certifying that the applicant is free of any disease (physical or mental) which would impair their ability to perform duties in a health-related field.
4. The results of the physical will be reviewed by the faculty prior to the candidate's participation in clinical rotations. A follow-up will be required of any student with significant findings or discrepancies found on the clinical exam that would interfere with the safety of the student or any patient in the clinical setting.
5. A copy of the Student Medical Form for NC Community College System Institutions can be found on the PTA Program's web site.

B. ADMISSIONS PROCESS

Admissions to the PTA Program will be determined by overall GPA (including pre-requisite courses), GPA for all math courses, GPA for all science courses, and TEAS test scores. If an applicant has not taken any college coursework, the high school GPAs will be used. Credit for prerequisite and general education classes will be given per college transfer credit policies. Applicants are also required to obtain 16 hours of unpaid observation in two separate therapy settings through directly shadowing a licensed PT or PTA and they must complete the Physical Therapy Observation Hours Verification Form verifying this experience. Additionally, students will complete a 250-500-word reflection discussing their observation experience.

C. CRIMINAL BACKGROUND CHECK & DRUG SCREEN

Prior to participation in the first clinical, and during the academic school year of their clinical affiliations, all students are required to complete a criminal background check and drug screen through the Complio website. Clinical sites have the right to deny student access based on criminal background check (felony offences are generally prohibitive of clinical placement) or drug testing results. The inability to complete the clinical portion of the curriculum will prevent the student from progressing within the program.

D. CPR

CPR certification must be completed **prior to the first clinical affiliation**. The course must be an American Heart Association Basic Life Support or equivalent course. The student must upload documentation of CPR certification to Complio and must be maintained while enrolled in the PTA program.

E. LICENSURE

1. Graduates of the PTA program at Craven Community College will be eligible to take the national board examination and are expected to do so upon graduation from the program.
2. Applicants to the PTA program should be aware of Grounds for Disciplinary Action (90-270.36) by the North Carolina Board of Physical Therapy Examiners: include but are not limited to
 - The employment of fraud, deceit or misrepresentation in obtaining or attempting to obtain a license, or the renewal thereof
 - The use of drugs or intoxicating liquors to the extent which affects professional competency
 - Conviction of an offense under any municipal, State, or federal narcotic or controlled substance law, until proof of rehabilitation can be established
 - Conviction of a felony or other public offense involving moral turpitude, until proof of rehabilitation can be established
 - An adjudication of insanity or incompetency, until proof of recovery from the condition can be established
 - Engaging in any act or practice that violates of any of the provisions of this Article or of any of the rules and regulations adopted by the Board, or aiding, abetting or assisting any other person in the violation of the same
 - The commission of an act or acts of malpractice, gross negligence or incompetence in the practice of physical therapy
 - Practice as a licensed PT or PTA without a valid certificate of renewal
 - Engaging in conduct that could result in harm or injury to the public

IV. CONDUCT

A. CONDUCT AT THE SCHOOL

1. Code of Conduct: Handbook of Craven Community College: All PTA students are expected to abide by the Code of Conduct published in the Handbook of CCC.
2. Cell phones, pagers, and other communication devices will be non-auditory during class time.
3. Use of any recording devices for video, auditory, or still pictures during class time is at the discretion of the primary instructor for the course. It is the student's responsibility to request permission prior to use of such device.
4. Cheating on any written work (tests, reports, and quizzes), plagiarism, or the use of alcohol or drugs during class time is strictly prohibited and will be grounds for removal from the program.

B. CONDUCT IN THE CLINICAL SETTING

1. Standards of Ethical Conduct for the Physical Therapist Assistant
 - All students accepted into the PTA Program at Craven Community College will be expected to become student members of the American Physical Therapy Association (APTA). In so doing, each student will be held to the Standards of Ethical Conduct for the Physical Therapist Assistant.
 - To apply for student membership, visit the membership page of the APTA website.
2. All PTA students must follow the conduct policies of each facility where they affiliate. This includes appropriate dress, grooming, jewelry, etc. in the clinical setting.
 - a. Cell phones, pagers and other communication will be non-auditory during clinical affiliation hours.
 - b. Students are expected to conduct themselves in a dignified, socially acceptable manner at all times when dealing with instructors, patients or facility staff.
 - c. Use of profane or obscene language and smoking is prohibited.
 - d. Eating and drinking in designated areas only.
 - e. If the student becomes emotional during a patient interaction, they will remove themselves from the area until they have regained composure.
 - f. If the PTA student displays inappropriate behavior in the clinical setting, the clinical faculty or other employee of the facility has the right to ask the student to leave the facility and deny readmission. Students denied readmission to a clinical facility may be unable to progress in the program and thus be dismissed from the program.

C. DRESS CODE

1. General PTA Program Dress Code: Students should present themselves for class or any other experience related to the PTA program in a professional manner and fitting with the specific experience. Students should dress comfortably for lecture classes and it is suggested that students wear “neat casual attire.” For other experiences outside of the lecture and laboratory settings, students should adhere to the Dress Standards for Patient Care Areas unless otherwise instructed. Faculty will inform students of any deviations from these policies based on the specific experience as they arise.
2. The student dress code policy for the pinning ceremony is intended to help provide a consistent professional appearance. The goal is that each student represents themselves, the program, and the college in a way that is positive and not a distraction during the presentation. Students are expected to dress in business casual attire. This includes slacks and a collared shirt or blouse. Jackets or blazers are optional. Dresses and skirts should be at or below knee length. Please refrain from wearing any item that could be interpreted as revealing. This is a college sanctioned event and students who are not dressed appropriately may be excluded from participating in the ceremony.

V. ATTENDANCE

1. All PTA students are expected to be in class on time and attend all classes, laboratory periods, and clinical sessions.
2. Any absence will be made up according to the requirements of the individual faculty member.
3. Absence in excess of 10% of class or lab time may result in automatic withdrawal. Arriving up to 10 minutes late is considered tardy. You will be asked to wait outside the classroom until the instructor provides a break. The class/lab time missed due to a tardy (including time waiting to be allowed into the classroom) will be counted as one hour towards an absence unless you missed more than one hour, in which case, time greater than one hour will be counted according to the actual time missed. Students who must leave class/lab before the designated duration of the class/lab has been fulfilled must notify their instructor prior to their departure and the time that they missed will be counted toward the 10% allotted absence. Absence in excess of 10% or greater may result in automatic withdrawal from the class and the program and will require the student to provide proof of the necessity of their absence. Extenuating circumstances will be addressed on an individual basis with the instructor and Program Coordinator.
4. PTA students are expected to attend 100% of their clinical assignments. Absence for illness or other extenuating circumstances will be dealt with on an individual basis. The

student (or someone acting in their behalf) must notify the clinical faculty and the academic faculty immediately for any absence from clinical assignment. (Refer to the CCC PTA Program Clinical Education Manual for greater details)

VI. GRADING

1. The grading system used in the PTA program is as follows:

Letter	Numerical Equivalents	Quality Points
A	90-100	4
B	80-89	3
C	70-79	2 (unable to progress)
D	60-69	1 (unable to progress)
F	Below 60	0 (unable to progress)
W	Withdrawal	
I	Incomplete	
AU	Audit	

2. Students are responsible for taking all tests as scheduled.
3. If a test is missed for an approved reason, the make-up test will be taken within 24 hours of returning to campus (class, lab, or clinical) or at the discretion of the instructor and should be coordinated with the instructor administering that test. Scheduling a make-up test will not interfere with other class or program activities.
4. Final average below 80 will mean the student is unable to progress in the program. If a student makes below 80 on an individual test the student **should** meet with the instructor to review the tested material and to develop a plan for remediation and/or a Strategic Plan. The instructor has the right to develop additional assignments or exams in order to ensure tested information is learned. The student must comply with any remediation in order to proceed in the course.
5. The PTA program utilizes many forms of assessment within the curriculum. Each type of assessment utilized is decided upon by the instructor and are designed to address corresponding student learning outcomes for the course. Assessments are also used to determine the readiness of each student to advance through the curriculum. Following the assessment each student will receive their score and typically be given an opportunity to review the assessment. During review it will be up to the instructor of how the process will go. The instructor will provide distinct instructions for students to follow during the review. It is important that the instructor maintains the integrity of the exam. Under no circumstances is the student to remove the exam from the room, write down specific aspects of the exam's content, take pictures of the exam or create an audio file of the content in the exam.

VII. STRATEGIC PLAN

The Strategic Plan for Success is a formal intervention process for assisting students in meeting learning outcomes. Strategic plans allow faculty, students and administrators to be aware of the plan which allows for more accountability and accurate tracking of corrective strategies utilized. Issues which generate a strategic plan include, but are not limited to, deficits in professional demeanor/behavior, low test scores, repeated low scores during practical examinations, impaired interaction during classroom activities, and overall course grades which are less than 80%. Course grades are monitored throughout the semester. If it is observed that the student has a downward trend in performance, a strategic plan will be initiated.

1. When a student earns an unsuccessful grade (unsatisfactory or less than 80), a *Student Strategic Plan for Success* may be initiated.
2. The individualized plan may remain in effect up to the end of the curriculum program for the student.
3. Strategies will be specific to the individual need of the student.
4. Failure to meet the requirements set forth in the Strategic Plan will result in grounds for dismissal from the program

Note: Strategies may include, but are not limited to the use of specific campus resources, focused practice in lab, remediation assignment or other strategies to improve academic and clinical performance.

VIII. LABORATORY POLICIES

INFORMED CONSENT- LABORATORY/CLINICAL PATIENT-SIMULATORS

PURPOSE:

To provide guidelines for obtaining informed consent of students or non-students when participating as subjects or as patient-simulators during laboratory and clinical experiences. The role of these volunteers during laboratory and clinical-experiences may include participation in exercise, treatment, videotaping, audio-taping, or photographing of individuals for instructional purposes.

POLICY:

1. Each PTA student will be required to sign an informed consent form prior to the first day of their initial lab class. Signed informed consent forms will remain active throughout the student's enrollment in the PTA program or until otherwise revoked.

2. All other persons volunteering to participate as a patient-simulator in lab will be required to sign informed consent in advance of the lab session. This consent will be valid throughout the term of the course in which the individual is volunteering.

3. Signed forms will be maintained by the Program Director in a locked file cabinet.

LABORATORY ATTIRE

Laboratory attire is required for all classes and skill demonstrations in which the student will play the role of a simulated patient. Lab clothes must be kept clean. Appropriate lab dress for men include: shorts and t-shirts. Women will wear shorts, t-shirt, and a sports bra, halter top, or swimsuit top.

LABORATORY GRADING POLICIES AND PROCEDURES

Laboratory evaluations are required to ensure each student possesses a level of acceptable skill when performing physical therapy related techniques prior to beginning a clinical experience.

Policies and procedures/format and grading for Competency Based Testing

- The student must demonstrate all skill competencies in the laboratory setting. To pass the course, the student must score 80% or better on the lab practical exams.
- The instructor will assign a time for the student to be tested.
- The student will be provided the opportunity to retest a skill should he/she fail to meet the designed criteria for the specified skill on the first try.
- Students have at least two chances to pass a skills competency.
- If the student requires a second attempt the maximum score the student will be able to achieve is 80%
- **A student who is unable to successfully pass the practical exam on a second examination date may receive a failing grade in the course**

LAB USE

The use of PTA equipment is designated to the PTA Program faculty and the students enrolled in the PTA Program. As the equipment is owned collectively by the college, the equipment may be borrowed by other qualified instructors when not in use by the PTA students, only with the express permission of the Program Coordinator, and must be returned within an agreed upon time frame.

- Students are expected to conduct themselves as though they are in the clinical setting. Inappropriately loud talking or joking, use of foul language, or other disruptive behavior will cause the student to be dismissed from the lab session and will result in disciplinary action.
- Students are only authorized to use modality equipment or work with volunteers in the presence of an instructor. It is advised that the student utilize open lab time when an instructor is scheduled to oversee practice.

- All volunteers must sign an informed consent that indicates that the sole purpose of the experience is for education and instruction. This form must be on file with the instructor prior to the volunteer being treated. Refer to the Informed Consent policy for more information.
- When a volunteer is to be treated, the student will introduce himself or herself to the volunteer and explain the procedure. The student(s) will conduct themselves as they would in a clinical site. All volunteers shall be treated with the same respect and courtesy as patients in the clinical setting.

POLICY:

Laboratory equipment safety is a collaborative effort between the college maintenance department and the PTA program faculty. Faculty and students are all responsible to ensure the safe operation of equipment by doing the following:

1. Visually inspect equipment for damage and current Preventive Maintenance (PM) sticker (some equipment may not require a PM sticker).
2. Pre-check equipment prior to use.
3. If PM sticker is not current, inform lab instructor or Program Director and do not use the equipment.

When a piece of equipment fails or malfunctions:

- Attend to the immediate needs of the subject.
- Report the incident to the lab instructor or Program Director.
- Remove the equipment from the area and label it as “out of service.”
- Lab instructor or Program Director will contact maintenance department.

IX. CLINICAL

1. PTA students are expected to dress neatly wearing CCC PTA Program approved attire for the clinical affiliation in addition to, Craven Community College nametag. Students will be required to wear full length slacks/trousers and solid colored polo shirts or solid-colored scrubs (depending on your affiliation site) for the duration of all clinical affiliations regardless of the facility dress code.
2. All clinical attire must be clean, well-fitting and wrinkle-free. Tight fitting, or ill-fitting clothing (yoga pants, low cut tops/bottoms) that exposes your private body parts are not appropriate.
3. Shoes must be closed- toe and comfortable with a rubber- like sole.
4. Fingernails will be cut so they do not extend beyond the fingertips with no artificial nails.
5. Visible body piercing jewelry (such as tongue, eyebrow, nose) is prohibited.
6. Each student will wear a watch with a second hand or digital read out of seconds.
7. Hair styles and make-up should be neat and not extreme.
8. Beards and mustaches should be short and neat.
9. Long hair should be pulled back

10. Compliance with the dress code will be determined by the academic and clinical faculty.
11. Malpractice liability insurance through Craven Community College Business Office is required of all PTA students prior to clinical rotations. PTA students must maintain coverage while enrolled in the PTA program. Personal policies are not accepted.
12. Dress Standards for Patient Care Areas: Clothing worn into patient care areas should be neat and clean. Students should remove clinic attire for laundering as soon as possible after leaving the clinic to reduce the possibility of contamination. _Expected clinic attire/appearance includes:
 - Solid color, supportive, non-slip shoes with appropriate hosiery. We recommend shoes with soles that will allow pivoting. Open-toed shoes and sandals are not appropriate. Shoes with heavy tread also do not allow pivoting. NOTE: Some facilities may have more specific requirements. If so, students are expected to adhere to these requirements. Variations may include – casual/washable clothing for pediatrics or scrubs for wound care or situations where clothing may become soiled and need to be changed during the day.
 - The student must always have Craven Community College Physical Therapist Assistant student identification clearly visible.

Other requirements include:

- A watch, preferably waterproof, with second hand or digital readout is required. Other jewelry is limited to small earrings and plain ring bands, i.e. wedding band.
- NOTE: Some types of body piercing and related jewelry may lead to unwanted exposure to infectious diseases. These types of piercing, as well as visible tattoos, are not appropriate for patient care settings.
- Hair short or restrained so that it does not fall in front of the shoulders.
- Fingernails no longer than the ends of the fingers (must not leave nail marks after palpation) and free of all polish and decorations.
- No perfume or cologne.
- Additional requirements as specified by the facility.

X. LECTURE

1. Shield Free Learning Environment:

Craven CC PTA program implements a shield free learning environment. A shield is referred to as anything that blocks the connection between the instructor and the student. Examples of shields are backpacks, stacks of books, handbags, laptop screens and mobile devices. Technology use is supported when appropriately utilized to enhance learning, but it must not be an obstruction that creates a physical or mental barrier. Digital and/or hand-written note taking strategies are encouraged during lab and lecture. Please inquire with the program director if there is confusion about

permitted electronic devices during lecture. Instructors reserve the right to disallow the use of any electronic device use during their lecture or lab.

2. Food and Drink:

Food and beverages are not allowed in the classroom or laboratory without specific permission from the instructor. The area must be left clean at the end of class-time or any permission that may have been granted will be revoked.

XI. PROGRESSION

1. A 3.0 minimum grade point average (a grade of "B" or higher) is required in each technical course for progression within the PTA program.
2. Each PTA student must have an 80 point/100 average or higher in each technical course prior to progression into the following clinical rotation.
3. Each PTA student must have a 70 point/100 average or higher in general education courses to progress in the PTA program.
4. Likewise, each PTA student must meet the clinical objectives to progress to the next level of academic courses.

XII. EXPENSES

- Tuition:
 - in-state - \$76.00/credit hour/semester, maximum \$1,216.00
 - Out-of-state - \$268.00/credit hour/semester, maximum \$4,288.00
- Fees:
 - Activity fees - \$35/semester (does not apply to summer courses)
 - Computer technology fee - \$48/semester
 - Parking and security fee - \$10
 - Distance education fee - \$25/per course in all on-line and hybrid curriculum courses
- Course Fees:
 - PTA 270: \$80.00
 - PTA 110: \$15.00
 - PTA 150: \$60.00
- Books: It is highly recommended that students acquire books that are required for courses and other supporting texts as able. A personal professional library is a valuable resource. Prices based on publishers' prices.
- Name Badge - \$2.50

- Membership in APTA (Student) - \$90. If a student chooses to join a section, this price may increase.
- Background check fee: ~ \$90
- Drug Screen – estimated at \$35
- CPR certification - \$5-100
- Graduation supplies: cap, gown, and tassel - \$30, diploma - \$15, Associates degree hood - \$30
- Travel to Clinical Sites: This cost will vary depending upon the site. Students will be encouraged to car pool when able. Every effort will be made to minimize cost without compromising the variability of the clinical experience.
- Physical Examination: The cost of the physical will depend upon your personal health insurance policy.
- All students are expected to have personal health insurance. The college is not responsible for the cost of medical care if the PTA student becomes ill or injured at school or at the medical facility.
- Liability Insurance: \$16. PTA students will obtain malpractice liability insurance through Craven Community College Business Office. Personal policies are not accepted. This policy is required before beginning the first clinical affiliation and must be maintained throughout the program.

XIII. PRIVACY AND CONFIDENTIALITY

1. Of the student: The PTA faculty/staff will abide by the Student Records and Privacy Rights Policy within the Craven CC Student Handbook.
2. Of the Patient: Healthcare is one of the most personal services rendered in our society. The healthcare provider must treat patient information confidentially and protect its security in accordance with state laws, federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and as amended under the Health Information Technology for Economic and Clinical Health Act (HITECH Act) and policy of the facility where the patient is being seen. Proper patient authorization is necessary to release information.

XIV. INFORMED CONSENT

As Student: The record of each student in the PTA program is considered confidential by the PTA faculty. Release of this information for purposes of research, academic counseling, awards, etc. will only be done with informed written consent of the student done freely without undue influence. Confidential information would include but not be limited to: academic records, clinical affiliation records, counseling records, and medical records. Student release forms can

be found on the college web site at cravencc.edu under *Current Students* and then *Student Forms*.

Of Patient: Patient's or their legal representatives must consent for the release of personal information. This consent is most often done in written form. Once health information is released, a record of that disclosure must be kept in the record. If information is used for a class report it can be done by masking any patient identifiers. Especially sensitive information would include: psychiatric records, HIV status, genetic testing information, and sexually transmitted disease information or substance abuse treatment records.

As volunteer: All volunteers must sign an informed consent that indicates that the sole purpose of the experience is for education and instruction.

XV. DUE PROCESS

1. All students will receive the fundamental right to justice
2. All students in the PTA program are bound by the Code of Conduct in the Student Handbook for the college
3. All students in the PTA program will be held to the Prohibited Conduct statements in the college Student Handbook
4. The Authority for Disciplinary Action and Student Disciplinary Procedures in the college Student Handbook will apply to the PTA Program
5. All PTA students will be eligible for the Student Appeal Procedures in the college Student Handbook.
6. All PTA students may use the Student Grievance Procedure as described in the college Student Handbook.

XVI. COMPLAINTS PROCESS

**The following process describes how the program anticipates
Handling and maintaining a record of complaints which fall outside due process**

1. All complaints regarding the PTA program that fall outside of due process (from sources other than students and/or faculty or staff) will be reviewed by the Program Director in a timely manner.
2. The Program Director will consult with appropriate individuals to respond to the complaint.
3. Focus of the complaint process to resolution will be to improve the program and better address the program objectives.
4. Complaints received by the PTA Program from various sources including clinical education sites, employers of graduates, other health care professionals, and the general public will be maintained by the Program Director.

5. Complaints will be private and confidential and will be viewed only by authorized individuals including: Advisory Committee, Academic Coordinator of Clinical Education, other PTA faculty, Dean of Health Programs.
6. If complaints cannot be resolved with the PTA Director, then the person making the complaint may request discussion/resolution from the Dean of Health Programs.
7. If resolution is not obtained there, then the issue may be taken to the Executive Vice President/Chief Academic officer.
8. Records of complaints will be maintained for five years.
9. Complaints concerning the PTA Director should be directed to the Dean of Health Sciences.
10. A PTA Program Complaint Form is provided for this process.

XVII. SAFETY OF STUDENTS IN ON-CAMPUS EDUCATIONAL EXPERIENCES

1. Students in the PTA program will abide by the Emergency Information provided in the College's Student Handbook and Planner.
2. Safety regarding use of equipment in the program laboratory: Physical Therapy equipment used in class and lab settings will be of good repair and calibrated yearly or as recommended by the manufacturer. Inspection will be made annually. A Preventative maintenance sticker (PM) will be placed on equipment once it passes. Any equipment used from vendors will be checked for inspection date by the faculty if it is not new.
3. Safety in dealing with body substances and hazardous materials:
See the PTA Program: Clinical Education Manual
4. Safety in student interactions in the classroom and laboratory settings:
Policies for Sexual and other Unlawful Harassment and Code of Conduct can be found on the College's website at http://cravencc.edu/wp-content/uploads/2014/04/CCC-Student_Handbook.pdf
5. Safety of students when in the role of subjects or patient simulators:
See Section VII of this document - Laboratory Policies

XVIII. SAFETY OF STUDENTS IN OFF-CAMPUS EDUCATIONAL EXPERIENCES

1. Each PTA student will be expected to review the emergency & safety procedures of the affiliation facility with the Facility Clinical Education Coordinator.
2. The safety of each PTA student will also be ensured through knowledge gained in specific course work prior to the affiliation showing a minimum 80% proficiency (i.e. universal precautions, proper body mechanics, isolation techniques, sterile technique, etc.).

XIX. STUDENT COMPETENCE PRIOR TO CLINICAL ASSIGNMENT

1. Each PTA student will demonstrate a final average of 80% or better on each PTA academic course taken prior to a scheduled clinical affiliation.
2. Each PTA student will have to provide proof to the ACCE of current certification in Basic Life Support CPR by an authorized instructor for the American Heart Association Health Care Provider course. Certification must be current for all affiliations. The student will thus be trained to recognize several life-threatening emergencies, provide CPR, use an automated external defibrillator (AED) and relieve choking in a safe, timely and effective manner.
3. Each PTA student will have passed all necessary criminal background checks and drug testing required by the affiliation facility.

XX. NON-DISCRIMINATION POLICY

1. The PTA program is in agreement with and adheres to the college's policy on non-discrimination in regards to the admission process (p. 27 College Student Handbook).
2. The PTA faculty will adhere to the non-discrimination policy in the instruction of and matriculation of PTA students.

XXI. RESPONSIBILITIES FOR ACCREDITATION

The PTA Program Director is responsible for creating policies and procedures that support practices by the institution to facilitate compliance with accreditation policies and procedures.

The PTA Program Director is responsible for:

- Submission of required fees and documentation, including reports of graduation rates, performance on state licensing or certification examinations and employment rates.
- Notification of expected or unexpected substantive change(s) within the program and of any change in institutional accreditation status or legal authority to provide postsecondary education.
- Maintaining CAPTE accreditation of the program.

XXII. OFF-SITE LEARNING EXPERIENCES/FIELD TRIPS

Students are responsible for their own transportation to off-site learning experiences/field trips, as well as clinical sites. It is the responsibility of the student to follow the parking regulations at the facility. Since students are responsible for the costs, car-pooling is encouraged.

Student safety and accountability is paramount in off-campus learning experiences as it is in on-campus learning experiences. A faculty member will accompany students to all off-campus laboratory or field trips events. The faculty member will evaluate the situation and remove all students if the environment is found to be unsafe or inappropriate. Field trips will be submitted to the Dean for approval at least one week in advance. Attendance will be taken at the event to ensure that the students have made it safely to the event. The attendance list will include emergency contact information in the event of an accident.

APPENDIX

1. PTA Program Complaint Form

PTA PROGRAM COMPLAINT FORM

Craven Community College

Physical Therapist Assistant Program

Date: _____

Complainant: Name: _____

Contact Info

Description of Complaint:

Reviewers of Complaint and Date Reviewed:

Action (s) Taken (including any response to complainant) include date:

Any Further Actions to/from Complainant or Program (include date):
