



**PHYSICAL THERAPIST ASSISTANT
PROGRAM**

Policy and Procedures Manual

2017-2018

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I. Introduction

A. Non-Discrimination Policy

The PTA program is in agreement with and adheres to the college's policy on non-discrimination in regards to the admission process (p.28 College Student Handbook). The PTA faculty will adhere to the non-discrimination policy in the instruction of and matriculation of PTA students.

B. Basic Program Description and Requirements

The PTA Program at Craven Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

As a Physical Therapist Assistant Program student at Craven Community College, you have enrolled in this curriculum with the goal of completing training to sit for the National Physical Therapy Examination for PTAs. After receiving a passing grade on this exam and completion of your state's jurisprudence activity, you will receive a license to practice and will qualify to seek employment to work as a licensed Physical Therapist Assistant (PTA). As such, you have committed yourself to become a skilled health care provider prepared to work under the guidance and supervision of a physical therapist. You will ultimately provide direct patient care services under the direction of a supervising Physical Therapist for the restoration of function, alleviation of pain, and prevention of physical impairment which are the ultimate goals of the profession of physical therapy.

This handbook has been designed to serve as a quick reference to you, the beginning student, regarding your responsibilities as a PTA student here at Craven Community College (CCC). It should assist you in clarifying the policies of this program.

You are responsible for observing all the rules as stated in the Craven Community College Catalog and Student Handbook as well as those stated in the CCC PTA Student Handbook and Clinical Education Handbook. In addition, this manual will specify rules of behavior required while you are enrolled in this PTA program. The rules are considered in effect while at all clinical sites. When a student from CCC is present at a clinical site, that facility is considered part of the college. The rules and regulations stated in this manual represent a contractual agreement between CCC and the PTA student for the 21 months of the program, from the time of first class attendance. Failure to comply with these rules and regulations will effect student evaluations and can result in dismissal from the PTA program. The PTA program faculty reserves the right to modify this manual as deemed appropriate at any time during the program.

You are encouraged to question your program advisor for clarification or elaboration when questions or concerns arise regarding aspects of this program. The mutual goal of CCC faculty and the student is your successful completion of this program. Welcome!

C. Career Opportunities

Graduates may be eligible to take the National Physical Therapy Examination (NPTE) for PTAs administered by the Federation Board of Physical Therapy. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

D. PTA Program Faculty

PTA Program Coordinator

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II. Institutional Description

A. Mission Statement

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.

Craven Community College fulfills this mission through:

1. **Adult General, Basic and Secondary Education** Courses and services for students who desire to complete a high school equivalency credential or improve their adult basic education, literacy and English language skills, or for enrolled high school students seeking acceleration opportunities.
2. **Cultural, Citizenship and Community Enrichment Activities**, services, group travel and special projects in response to cultural needs and quality of life interests of community populations and for the leisure enjoyment and enrichment of adults and youth served.
3. **College Readiness Studies**, courses and services for students in need of further growth and development of academic and basic skills preparation for acceptance into a curriculum and to succeed in college programs.
4. **Economic/Workforce Development Education and Special Training**, Customized courses specifically designed for, and in collaboration with, business, industry and the military including workforce readiness, job enhancement and technical skill development.
5. **Career and Technical Education** Programs, courses and services for students who plan to enter the workforce or upgrade their career training, professional skills and work performance.
6. **Student Development** Programs and services to support and enhance student academic, career and personal skill development and growth, and assure success for diverse and ever-changing student populations.
7. **University-Parallel Education** Programs and coursework for the freshman and sophomore years of an undergraduate education for students who plan to continue studies toward the baccalaureate or pursue postsecondary liberal arts studies.

B. Institutional Goals

1. ***Craven Community College will provide students with an engaging learning experience within and beyond the classroom.***
 - Strengthen the student learning experience from entry to exit.
 - Provide learners with enhanced opportunities for civic engagement and leadership development.
 - Incorporate multicultural content and experiences into classes and co-curricular activities.
 - Support alternative learning opportunities, technology usage and information literacy.
2. ***Craven Community College will strengthen alliances and serve as a recognized catalyst for regional economic, social and cultural development.***
 - Identify and develop responsive programs and enhanced support systems to serve new and expanded markets.
 - Position the College as the central focus for community cultural opportunities and for visual, applied and performing arts programming.
 - Strengthen and expand partnerships with colleges and universities, K-12 schools and businesses and industries.
3. ***Craven Community College will strengthen capacity through fiscal accountability, institutional advancement and resource development.***
 - Support continuous professional development and recruit highly qualified and team-oriented colleagues.
 - Revitalize the College Foundation and secure federally-funded and private Foundation grants to address strategic priorities.
 - Seek funding for implementation of the Facilities Master Plan for the New Bern and Havelock-Cherry Point campuses.
 - Enhance physical facilities, infrastructure and landscapes that support “Going Green” systems to sustain the environment.

C. Values

We proudly share these Core Values as the foremost principles which serve as a foundation to guide and direct our attitudes, behaviors and decisions:

1. **Diversity** We recognize the dignity, worth and potential of all persons and proudly celebrate the rich diversity of our local and global community.
2. **Integrity** We place fairness and honesty at the center of our teaching, services and operations, and uphold high ethical standards.
3. **Learning** We revere learning and scholarship as transformational and multidimensional, and embrace education as dynamic, lifelong and limitless for all.
4. **Quality** We set high and challenging standards for our personal, professional and organizational performance, and advocate continuous improvement.
5. **Respect** We work together in a cooperative environment of civility, courtesy and humility.
6. **Trust** We value honesty and transparency, and responsibly manage the capital, fiscal and human resources entrusted upon us by our citizens.

D. Vision Statement

Craven Community College will be recognized as a vibrant community college focused on student success and lifelong learning through innovative community partnerships, cultural arts programming, military educational services, public radio, and workforce training.

III. CCC PTA Program Mission, Philosophy, Outcomes and Objectives

A. Mission of Physical Therapist Assistant Program at Craven Community College

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.”

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.

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. PTA Program 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. PTA Program Outcomes

1. To recruit and retain diverse faculty who
 - Provide breadth of knowledge in physical therapy
 - Exemplify excellence in teaching
 - Serve as role models
2. To recruit and matriculate highly qualified and diverse students
3. To provide necessary support for a high rate of completion of the program and a high rate of professional entry
4. To produce general practitioners who:
 - Exhibit effective verbal, non-verbal, and written communication skills necessary to obtain and convey information to colleagues, patients, caregivers, and the members of the community
 - Can incorporate academic knowledge and technical skills into a meaningful, accountable, cost-effective, safe, quality treatment process under the direction of a physical therapist
 - 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
 - Are prepared to assume the role of entry level clinical PTA's upon graduation

D. PTA Objectives

Objectives for Outcome 1:

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

Objectives for Outcome 2:

- To keep local high schools and colleges/universities informed of the PTA offering 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, interesting 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

- (a) Upon completion of the program the student is able to
 - Be an attentive, active listener to better understand and respond appropriately
 - 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 and 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 reports 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 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.

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.

IV. PTA Job Qualifications and Program Requirements/Expectations

A. Clinical Agency Requirements

Craven Community College will establish contractual agreement with area clinical agencies confirming that our PTA students will abide by their policies and procedures when caring for patients in their facilities. Therefore, students will need to be oriented to each of the agencies in which they are assigned clinical patients. Some of the clinical agencies requirements may include signing confidentiality statements, completing blood-borne pathogen competencies, having documentation of specific immunizations, and agreeing to drug screens and /or criminal background checks prior to clinical affiliations, etc. Students will need to purchase and wear a CCC nametag identifying them as a student when working in the clinical agencies.

Clinical sites have the right to deny student access based on criminal background check or drug testing results. The inability to complete the clinical portion of the curriculum will prevent the student from progressing within the program.

CastleBranch, <http://portal.castlebranch.com/rz21> is a company that can perform the background check. Results of the criminal background check must be submitted from the company performing the check directly to Carolina East Medical Center at djenkins@carolinaeasthealth.com (copies not accepted).

B. Disability Policy

The PTA Program follows the College's statement on Accommodations of Individuals with Disabilities:

- The College is committed to working with students with different learning styles and those with documented learning disabilities. If a student believes that disability-related issues have affected or may affect academic progress, he/she may voluntarily supply documentation about the disability and its specific impact on educational experiences to the Academic Skills Center Director. If the student supplies such documentation, the College will keep it confidential and use it only as part of efforts to increase access by individuals with disabilities in accordance with ADA mandates. If a student chooses not to supply this information, he/she will not be eligible for accommodations. Because each individual situation and each service, program, and activity are different, accommodation decisions are made on a case-by-case basis. It is the College's policy to afford disabled persons every reasonable opportunity to receive the benefits and services provided by the College and to succeed. The College strives to keep the lines of communication open between students with disabilities who require reasonable accommodation and those instructors and other College personnel who are responsible for the services, programs, and activities. More information may be found on page 13 of the Student Handbook http://cravencc.edu/wp-content/uploads/2014/04/CCCStudent_Handbook.pdf
- Student Disability Appeal Procedures: Craven Community College does not discriminate against any individual on the basis of race, color national origin, sex, age, religion, disability, or sexual orientation in its educational programs and activities or employment practices. Also, no qualified student with a disability should be denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any college program or activity, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title III of the Americans with Disabilities Act (ADA). More information may be found on page 41 of the Student Handbook http://cravencc.edu/wp-content/uploads/2014/04/CCCStudent_Handbook.pdf

C. Licensure/Credential Requirements to Work as a PTA:

Students of the PTA program at Craven Community College will be eligible to take the National Physical Therapy Examination (NPTE) for PTAs after successful completion of all didactic requirements or upon graduation from the program and are expected to do so after successfully graduating. The licensure exam is a national exam that entitles one to licensure in a specific state or states. A different license is required for each different state in the US. Requirements on jurisprudence exams and continuing education vary from state to state and should be researched for the state in which you choose to obtain licensure.

The NC Board of Physical Therapy Examiners (NCBPTE) requires proof of good moral character to apply for the licensure examination. This means any criminal conviction may limit the applicant from being eligible to become licensed. Licensed PTAs in the state of North Carolina are required to pass a jurisprudence exam and complete 20 hours of continuing education in a two-year period.

Applicants to the PTA program should be aware of Grounds for Disciplinary Action (90-270.36) by the North Carolina Board of Physical Therapy Examiner 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 violates 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

D. Professional Membership

CCC PTA students are required to maintain Affiliate Student Membership into the American Physical Therapy Association (APTA) while enrolled in the program. By joining early in your career as a student, you are assured delivery of the PT Magazine and PT Journal, discounted health and liability insurance, access to vital information on the APTA's website, and a discount on membership for the first two years of your career. To apply for student membership contact APTA's Member Services Dept at: 800/999-2782 (ext. 3395) or via e-mail at: memberservices@apta.org.

E. Educational Experience

New graduates will be eligible for employment after successful completion of their license examination and graduation from an accredited program. Clinical affiliations will afford the student a breadth of clinical experiences to assist the student in determining the type of physical therapy practice in which they would like to seek employment after passing the licensure examination.

F. Physical and Psychological Requirements of the Job and Program:

A. Skill Levels/Physical Abilities

Working conditions that the PTA should be expected to face and manage professionally could include: high patient caseload, crowded conditions, stressful environment due to any combination of the following: suddenly reduced staff, equipment failures, lack of adequate or desired supplies, staff or personnel problems reflected in spontaneously adverse behaviors. Such conditions will have been discussed and perhaps simulated and acted out or written out in problem-solving segments of specific courses in our curriculum.

Students and graduates may be required to perform at a moderate work capacity such that a graduate can safely lift and carry equipment and supplies/materials up to 100 pounds without help, and over 100 pounds with assistance of mechanical devices or other personnel.

Students and graduates must be able to use appropriate body mechanics necessary to: stop, push/pull adequately to move a patient or equipment into position for treatment as well as to execute and complete that treatment, always being aware that potential risk for back injuries is high.

Additional Requirements for Program-Based Activities

- Prospective students will be asked about their ability to complete required tasks, with and without reasonable accommodation. Reasonable accommodation does not mean students with disabilities will be exempt from certain tasks; it does mean that we will work with students with disabilities to determine whether there are ways that we can assist the student toward completion of the tasks. Prospective students who cannot complete required tasks with or without reasonable accommodation are ineligible for admissions. Please refer to the College's statement on Accommodations of Individuals with Disabilities as found in the Student Policies and Procedures section of the Policies and Procedures Manual for a full description (section 4.1.3).
- Students must complete readings, assignments, and other activities outside of class hours

- Students must gather decision-making pieces of information during patient assessment activities in class or in the clinical setting without the use of an intermediary such as classmates or an aide.
- Students may perform treatment activities in class or in the clinical setting by direct performance or by the appropriate instruction and supervision of a licensed clinical instructor.
- Students must apply critical thinking processes to their work in the classroom and the clinic and must exercise sound judgment in class and in the clinic, and must follow safety procedures established for each class and clinic.
- Students must have interpersonal skills as needed for productive classroom discussion, and respectful interaction with classmates and faculty.
- Students must maintain personal appearance and hygiene conducive to classroom and clinical settings and per program dress code guidelines.
- Students typically attend class 12 or more hours per week. Classes can be online or seated and may consist of a combination of lecture, discussion, and laboratory activities. When on clinical rotation, students are typically present at the clinic 40 or more hours per week on a schedule that corresponds to the operating hours of the clinic.
- Students typically sit for 2-10 hours daily, stand for 1-2 hours daily, and walk or travel 2 hours daily.
- Students frequently bend, twist, and stoop and occasionally crawl, climb, reach above shoulder level, and kneel.
- Students frequently stand and walk while providing support to a classmate simulating a disability or while supporting a patient with a disability.
- Students continuously use their hands repetitively with a simple grasp and frequently use a firm grasp and manual dexterity skills,
- Students frequently coordinate verbal and manual activities with gross motor activities.

B. Specific Motor and Sensory Abilities

1. Visual and Auditory Acuity – accurate perception of colors and average hearing ability to beware of a patient’s reaction to treatments or to anticipate potential hazards as well as to read instructions and heed safety warnings or be able to make appropriate adaptations.
2. Written and Oral Comprehension and Documentation Abilities – to understand and interpret medical terminology as it applies to physical therapy; to communicate with clients, staff, physicians, visitors, and to prepare precise and succinct reports, progress notes, and other data that record patient treatments, reactions, and evaluate their progress.
 - a. Clerical/Reception Abilities – to accurately record patient charges for services rendered, to carry on brief professional phone conversations, to be adept at filing for timely retrieval of charts and other physical therapy documents as well as to assist in compiling data for quality assurance reports and audits. These tasks are generally the responsibility of the secretary, but ultimately the PTA as one of that person’s supervisors, is responsible for them as well.
3. Responsibility Levels
 - a. Confidentiality respected and adhered to regarding patient’s status, access to patient medical records, and other documents pertaining to the client.
 - b. Planning and timely daily organization of workload/schedule for personal and other supervised staff’s maximum efficiency with the guidance of the PTA’s supervising therapist.
 - c. Direct and indirect supervision of aides, students, volunteers, visitors, and patients waiting to be treated.
 - d. Public relations link in physical therapy department’s chain of communications with – nursing units, physicians, clients and their families, other department staff, co-workers requiring diplomatic and profession communication skills.

- e. Awareness of and loyal adherence to all applicable policies and procedures of the firm or institution and specific department or section of that firm that you work for. If you have problems with any policies, follow appropriate chain of command and “grievance” procedures to handle your position/situation.
- f. Active participation in delivering as well as attending continuing education programs and quality assurance activities.

G. Occupational Exposure

CCC PTA students must sign a statement acknowledging that exposure to various communicable/transferable illnesses may occur during clinical experiences, and that the protection against these conditions (i.e. following safe health practices and becoming immunized) is the student’s responsibility)

Craven Community College PTA students receive coursework regarding the use of universal precautions at the beginning of the first semester and continuing throughout their PTA coursework. Students must demonstrate an understanding of these concepts through test questions included on written examinations and utilization of universal precautions in all lab and clinical activities including but not limited to:

- Blood and airborne pathogens
- Hepatitis B Immunization
- Mechanism of pathogen transmission
- Appropriate disposal, labeling and housekeeping measures
- Prevention of exposure to blood and airborne pathogens
- Universal precautions
- Exposure control, including determination of exposure and post-exposure reporting and action

H. CPR

CPR (Basic Life Support) certification must be completed prior to the first clinical affiliation. The course must be an American Heart Association Health Care Provider or equivalent course. Documentation of CPR certification must be presented to the Chair of the PTA Program. CPR must be maintained while enrolled in the PTA program.

I. Medical Professional Liability Insurance

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.

J. Student Accident Insurance

All students are expected to have personal health insurance. The college and the clinical affiliation settings are not responsible for the cost of medical care if the PTA student becomes ill or injured at school or at the medical facility.

V. Basic Program Information

A. Accreditation Information and Responsibilities

The PTA Program at Craven Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

The PTA Program Director and Faculty as well as any other necessary administrators or faculty of the Health Programs Department are responsible for creating policies and procedures which support practices by the institution to facilitate compliance with accreditation policies and procedures. PTA Program Faculty and Health Programs Department administration are responsible for the following:

1. submission of required fees and documentation, including reports of graduation rates, performance on state licensure or certification examinations and employment rates
2. 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
3. coming into compliance with accreditation criteria within two years or the length of the program, whichever is shorter.

B. Program Length

The program spans a five (5) semester time frame of 22 months from August through May of the second year. Fall and Spring semesters are 16 weeks long, with one summer term of 10 weeks. There is a break of varying length between consecutive semesters. The program will award a degree of Associate in Applied Science in Physical Therapist Assistance to all students who successfully complete all of the academic requirements for the Physical Therapist Assistant Program.

C. Program Sequence and Plan of Study

The curriculum model for the CCC PTA Program is as follows:

Year 1 – Fall Semester

ACA 111 – College Student Success	1 credit hour
OR	
ACA 122 - College Transfer Success	1 credit hour
BIO 168 – Anatomy and Physiology I	4 credit hours
HUM 115 – Critical Thinking	3 credit hours
MAT 110 – Math Measure and Lit	3 credit hours
PTA 212 – Health care Resources	2 credit hours
PTA 110 – Intro to Physical Therapy	3 credit hours
PTA 130 – Physical Therapy Procedures I	<u>3 credit hours</u>
Total	19 credit hours

Year 1 – Spring Semester

BIO 169 – Anatomy and Physiology II	4 credit hours
COM 120 – Intro to Interpersonal Communications	3 credit hours
PTA 120 – Functional Anatomy	3 credit hours
PTA 150 – Physical Therapy Procedures II	3 credit hours
PTA 140 – Therapeutic Exercise	<u>4 credit hours</u>
Total	17 credit hours

Year 1 – Summer Semester

PTA 170 – Pathophysiology	3 credit hours
PTA 222 – Professional Interactions	2 credit hours

PSY 150-General Psychology	<u>3 credit hours</u>
Total	8 credit hours

Year 2 – Fall Semester

ENG 111 – Expository Writing	3 credit hours
PTA 160 – Physical Therapy Procedures III	3 credit hours
PTA 240 – Physical Therapy Procedures IV	5 credit hours
PTA 180 – Clinical Education Intro	<u>3 credit hours</u>
Total	14 credit hours

Year 2 – Spring Semester

PTA 270 – PTA topics/board prep	1 credit hour
PTA 260 – Advanced Clinical Education	<u>10 credit hours</u>
Total	11 credit hours

D. Cost of Program

- Tuition – in-state - \$76.00/credit hour/semester, maximum \$1,216.00
-out-of-state - \$268.00/credit hour/semester, maximum \$4,288.00
-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
- 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.

E. Facilities

1. *Lecture Room* – Our lecture room is Perdue Hall 100. Most PTA Program classroom lecture will take place in this room. Use all our resources wisely with careful consideration for personal safety and proper care and maintenance of the very expensive physical therapy equipment with which we are afforded.

2. *Laboratory Space* – Our laboratory is located in 110 Perdue Hall. Recognizing the expense of the equipment contained in this lab, please adhere to the following policies:

- a. 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 Director, and must be returned within an agreed upon time frame.
 - Students are expected to conduct themselves as though they are in the clinical setting. Inappropriate 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.
- b. 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.
- c. 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.

3. Library

Godwin Library is located on the second floor of Barker Hall. It contains a host of printed and electronic materials to supplement classroom instruction and assist with related projects and assignments. You can also access databases for research articles both in the library and at home on the library's home page. Assistance with library services is available online or at the library itself at the Reference Desk. The hours of the library change throughout the year and are available on their website:

<http://cravencc.libguides.com/friendly.php?s=library>

4. Academic Skills Center

The Academic Skills Center (ASC) provides academic support to curriculum students who are enrolled in courses at all levels. Their mission is to help students reach their academic, personal, social and economic potential by supporting their intellectual growth, directing them to reach sources and motivated them to become lifelong learners. ASC also offers a computer and writing lab which may be helpful to students in the PTA program. Computer programs specific to the PTA curriculum will also be available on the computers in the ASC. The ASC is located in Barker Hall. Hours of the ASC change throughout the year and are available on their website <http://cravencc.edu/asc>

5. *Financial Aid Office*

The purpose of all financial aid awarded at Craven Community College is to provide monetary assistance to students who, without the receipt of aid, would be unable to begin or continue their studies at this institution. Types of financial aid include grants, loans, scholarships, and work study. Students must be accepted for admissions prior to being offered any type of financial aid. Students must reapply each year for financial aid. Students interested in pursuing financial aid can contact the Financial Aid Office in the Student Services Center and also find out more information the College website: <http://cravencc.edu/financialaid/>

6. *Student Services*

Student Services is located in the Student Center and is a place where students will need to often visit. The following is a brief list of the services housed within Student Services:

- academic advising
- financial aid
- registration and records
- tuition and payments

Students can contact Student Services at 638-7200 or look at the College website for more information on this department. <http://cravencc.edu/students/>

F. Budget Process

The process for determining budget for the Physical Therapist Assistant program at Craven Community College is as follows:

- Based on program review, goals and outcomes, and dialogue between program faculty and advisory members, the Program Director submits equipment and supply needs to the Dean of Health Programs.
- The Dean of Health Programs compiles requests from nursing and allied health programs and submits a request for the Health Programs center to the Vice President of Administrative Services, who presents requests/needs to the Executive Team (President and VPs) and the president's Cabinet.
- Overall College requests and needs are prioritized based on the strategic plan and college priorities and budgets are allocated to the various college units and departments.

VI. Academic Standards

A. Grading

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

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

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) 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. 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.

B. Requirements to Progress

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 (PTA course) prior to progression into the following clinical rotation. Students who do not earn an “A” or “B” in a technical course must repeat the course in which they were not successful in order to progress in the curriculum. Multiple PTA courses may not be repeated—one PTA course may be repeated once. If a student is unsuccessful in more than one PTA course, the student will be dismissed from the program.
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.

C. Attendance and Tardiness Policy

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/lecture/lab time may result in automatic withdrawal. Arriving later than 10 minutes is considered tardy and you will be asked to wait outside the classroom until the instructor provides a break. The class/lab time missed due to a tardy 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 on their behalf) must notify the clinical faculty and the academic faculty (ACCE) no later than the appointed starting time for that day for any absence from the clinical affiliation. Failure to notify the ACCE as directed, will result in 10% reduction in the student’s overall grade for each absence for that rotation. If a student completes the required number of hours early within the clinical rotation, they must still continue to attend the rotation in its entirety, as scheduled.

D. Lab Practical/Passage Policy

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 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**

E. Expected Competence Prior to Attending Clinical Affiliations

Students will have a grade of 80% or better in all PTA courses completed prior to the clinical affiliation. All students will have to demonstrate laboratory competencies during laboratory sessions/assignments. Student will have to pass all lab practical exams with a grade of 80% or better.

F. Rescheduling of Classes

Occasionally classes may need to be rescheduled. Efforts will be made to reschedule at a time that the majority of students can attend. Each instructor reserves the right to change the class schedule, due dates for assignments, and all other dates and times related to the course and /or program at his or her discretion. The instructor will make every effort to give adequate notice of any scheduling changes that may occur.

G. Academic Integrity

Academic dishonesty is regarded by the College as a breach of academic ethics and deserves consequences. Academic dishonesty includes acts such as cheating, plagiarism, knowingly furnishing false information, forgery, alteration, or any use of identification or other projects with intent to defraud. Faculty may take action to address cases involving academic dishonesty as they deem appropriate. Repeated acts of academic dishonesty will be referred to the Vice President of Student Services, who has the authority to administer more severe disciplinary actions according to the Student Code of Conduct.

H. Ethical Behavior and Expectations of Students

1. Conduct at the School

- a. 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.
- b. Cell phones, pagers and other communication devices will be non-auditory during class time.
- c. Cheating on any written work (tests, reports, quizzes) or the use of alcohol or drugs is strictly prohibited and will be grounds for removal from the program.

2. Conduct in the Clinical Setting

- a. The APTA's STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPIST ASSISTANT (see Student Handbook) applies to all students in the PTA Program. 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.

- b. 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.
- c. Cell phones, pagers and other communication will be non-auditory during clinical affiliation hours.
- d. Students are expected to conduct themselves in a dignified, socially acceptable manner at all times when dealing with instructors, patients or facility staff.
- e. Use of profane or obscene language and smoking is prohibited.
- f. Eating and drinking in designated areas only.
- g. If the student becomes emotional during a patient exposure, then they will remove themselves from the area until they have regained composure.
- h. 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.

3. 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.

I. Academic Advising

Jolie Huffman is the primary advisor for Health Programs and advises both perspective and accepted students. Accepted students will meet with her at least once throughout their time in the program. The PTA Director and ACCE also serve as advisors for perspective and admitted students.

J. Academic Grievance/Due Process

1. DUE PROCESS

- a. All students will receive the fundamental right to justice
- b. All students in the PTA program are bound by the Code of Conduct in the Student Handbook for the college (p. 29)
- c. All students in the PTA program will be held to the Prohibited Conduct statements in the college Student Handbook (p.29-30)
- d. The Authority for Disciplinary Action (p. 30) and Student Disciplinary Procedures (p. 31) in the college Student Handbook will apply to the PTA Program
- e. All PTA students will be eligible for the Student Appeal Procedures (p. 39 - 40) in the college Student Handbook.
- f. All PTA students may use the Student Grievance Procedure (p. 44 - 45) described in the college Student Handbook.

2. COMPLAINTS PROCESS

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

- a. 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.
- b. The program director will consult with appropriate individuals to respond to the complaint.

- c. Focus of the complaint process to resolution will be to improve the program and better address the program objectives.
- d. 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.
- e. 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.
- f. 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.
- g. If resolution is not obtained there, then the issue may be taken to the Executive Vice President/Chief Academic officer.
- h. Records of complaints will be maintained for five years.
- i. Complaints concerning the PTA Director should be directed to his or her supervisor.
- j. The PTA Program Complaint Form is provided for this process and can be found in the appendix of this manual.

K. Student Dismissal Policy

Students may be dismissed from the PTA program for any of the following reasons:

- 1. Inability to progress – If a student does not maintain an 80 out of 100 and a 3.0 GPA in all technical courses, they may be dismissed from the program. If a student falls below an 80, the instructor may offer an exam retake.
- 2. A student who is unable to successfully pass the practical exam on a second examination date may receive a failing grade in the course
- 3. Academic Dishonesty – If a student breaks the Craven Community College Academic Integrity policy, disciplinary actions will be taken per that policy.
- 4. Unethical Conduct – If a student does not comply with the APTA’s Standards of Ethical Conduct for the Physical Therapist Assistant, they may be dismissed from the program. Students are required to be student members of the APTA throughout the program and in so doing are held to these standards.

L. Withdrawal Policy

Withdrawing from the program is a voluntary action taken by the student. If a student withdraws, there may or may not be a possibility of re-admission (please see the re-admission policy below). In order to be considered for re-admission, students must withdraw in writing to the Program Director and include a reason for the withdrawal.

M. Readmission

If a student withdraws or is dismissed from the program in good standing and with an approved reason, that student **may** be offered a slot in the next class providing **space is available** and they meet the following criteria:

- 1. In order to be eligible for readmission, the student must have successfully completed PTA 110. Students who are unsuccessful anytime during PTA 110 will have to submit a new application package for the program.
- 2. The student may be readmitted into the program only once. Only one PTA course may be repeated.
- 3. Readmission into the program is based on space availability and academic performance. In any given semester, multiple students applying for readmission will be rank-ordered based on their academic performance and those students with the highest GPAs will be given priority for readmission.
- 4. When a former CCC PTA student applies for readmission, he/she must:
 - a. Consult with the Program Director and the ACCE.

- b. Submit a formal letter of desire for re-admission to the Program Director 2 months prior to the semester for re-admission
- c. Perform all skill checks from prior completed courses to demonstrate competency in previously learned skills.
- d. Be readmitted at the point within the program at which the student withdrew.
- e. Be readmitted within one year of the withdrawal or dismissal.
- f. Submit physical exams if records on file are more than one-year-old. Submit updated CPR, immunization records, and an updated criminal background check with a drug screen.
- g. Meet the current curriculum requirements at the time of readmission.

A student who is dismissed for failure in more than one class will be required to submit a new application for the program. Students dismissed for Academic Dishonesty or Unethical Conduct, as defined by the CCC student handbook and the PTA student handbook, will not be allowed to re-enter the program.

N. Admission Options

Students are allowed the initial admission and one readmission in PTA program with only one PTA course repeatable. If the student has exhausted these options and desires to continue towards a career in PTA, the student may apply for admission in the PTA program and meet current admission and selection criteria. (This entails starting the program from the beginning; all PTA courses must be repeated for this option; and the current plan of study must be followed).

VII. Faculty and Staff Development Planning

A. Meetings

Core PTA program faculty will meet monthly. The PTA program faculty will meet with the advisory committee as needed throughout the year to discuss issues that arise as the program proceeds including policy changes, departmental changes, and program changes, to ensure optimal functioning of the program and educational experiences for the students. The PTA program faculty will meet with the general education faculty once during the fall and once during the spring semester to discuss general education preparation of PTA program students, design and sequence of general education courses, and any additional content that the faculty may find necessary. The PTA program faculty will meet with the Health Programs Admissions Advisor each fall and spring semester to discuss the program's application requirements, including prerequisite courses, and any other issues that involve advising students interested in applying to the program. The ACCE will meet with clinical education faculty yearly to discuss strengths and weaknesses of student preparation for clinical affiliations, program strengths and weaknesses, and program effectiveness for clinical practice. The PTA program faculty will meet with the president of the PTA Club monthly to discuss issues that arise within the classroom and laboratory environment as well as any other issues that involve the cohort as a whole. The PTA program faculty will meet with the Director of Library Science once during the fall and once during the spring semester to discuss materials to add to the library resources for program and student use and other topics as necessary.

B. Program Effectiveness Plan

Students evaluate core and adjunct faculty after each class each semester. Students also evaluate the program as a whole upon completion and following a year of employment as a PTA. Employers are encouraged to evaluate graduates after one year of employment to assess program effectiveness and student preparedness for employment as a PTA. Adjunct faculty and clinical instructors evaluate the PTA program after each clinical affiliation to assess program effectiveness and student preparedness. Faculty also complete a self-appraisal annually to assess effectiveness of teaching and the learning environment.

C. Faculty and Staff Development Plan

The core PTA program faculty will utilize multiple forms of evaluation including but not limited to Student Opinions of Instruction, annual reviews and self-reflections to determine areas for improvement. PTA program faculty will each attend one continuing education class per year in content areas that will enhance the programs curriculum and instructional performance. One faculty member will also attend a national APTA meeting at least every other year where continuing education courses can also be taken. Core and adjunct faculty will evaluate their performance and complete the faculty development plan form outlining specific goals for improvement the following year. At their next review the goals set will be evaluated for effectiveness and new goals set.

D. Curriculum Review and Modification

The PTA program faculty and the advisory committee will compile student, clinical instructor, employer evaluations and FSBT exam performance reports to assess the need for any changes in program curriculum on an annual basis. Necessary modifications will be discussed and decided upon as a joint effort between the PTA program faculty and the advisory committee.

VIII. Program Policies and Procedures

A. Admissions

1. Health Requirements

- a. A physical examination must be submitted prior to the first clinical affiliation/internship. The physical must be done within one year prior to the beginning of the first clinical. The physical must include:
 1. PPD and/or chest x-ray (must be repeated annually)
 2. Rubella (German measles): Proof of immunization x2 or positive titer
 3. Rubeola (measles): Proof of immunization x 2 or positive titer
 4. Hepatitis B immunization (series must be started prior to enrollment)
 5. Tetanus immunization or booster within the last 10 years
 6. Varicella (chicken pox) proof of immunization x 2 or positive titer
 7. Influenza vaccination annually in October
- b. 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.
- c. 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.
- d. 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.

2. 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 the applicant has not taken college coursework, the high school GPA's will be used. Credit for prerequisite and general education classes can be given if the course has been taken within 5 years prior to admission. Students are also required to obtain 20 hours of observation in the field of physical therapy through directly shadowing a licensed PT or PTA and they must complete the Physical Therapy Observation Hours Verification Form verifying this experience. Students should obtain their 20 hours through observations at different types of facilities for which they are not paid.

3. Criminal Background Check & Drug Screen

Prior to participation in the first clinical, all students are required to complete a criminal background check and drug screen. Some facilities require a social security number to be supplied. In the event a prospective student does not have a social security number, that student will have to work 1:1 with the vendor to determine if the criminal background check can be completed based on their individual circumstance. Clinical sites have the right to deny student access based on criminal background check or drug testing results. The inability to complete the clinical portion of the curriculum will prevent the student from progressing within the program.

CastleBranch, <http://portal.castlebranch.com/rz21>, is a company that performs the background check, drug screen and monitoring of vaccinations. Results of the criminal background check must be submitted from the company performing the check and drug screen directly to Carolina East Medical Center at djenkins@carolinaeasthealth.com (*copies not accepted*).

4. 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. Documentation of CPR certification must be presented to the PTA Program ACCE. CPR must be maintained while enrolled in the PTA program.

B. Dress Code

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.

Dress Standards for Patient Care Areas: Slacks/trousers and solid colored polo shirts or solid colored scrubs (depending on your affiliation site) are required for the duration of all clinical affiliations regardless of the facility dress code. 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.
- Tight fitting, or ill-fitting clothing (Yoga pants, low cut tops/bottoms), that expose your private body parts are not appropriate.
- 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.

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.

C. Privacy/Confidentiality

1. Privacy of the Student: The PTA faculty/staff will abide by the Student Records and Privacy Rights Policy (college Student Handbook p.24). See the policy in its entirety at: http://cravencc.edu/wp-content/uploads/2014/04/CCC-Student_Handbook.pdf (page 33).

2. Privacy 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.

3. Faculty/Staff Privacy Policies

The PTA program will follow the College's privacy policies. Please refer to the College's Personnel Records Policy found in Human Resources Policies and Procedures for a full description of the policy.

4. Human Subjects

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

D. Health Related Policies

1. Drug and Alcohol Abuse Policy/Drug Testing Policy

The PTA Program follows the College's Drug and Alcohol Abuse Policy found in the Student Handbook (pg 34). The College prohibits "manufacture, distribution, dispensing, possession, sale, purchase, or use of any illicit drug or alcohol while on the College campus, while at school or work or during his or her school or working hours, at a College-sponsored event, while engaging in College business, while representing the College away from the College campus, or while participating in College activities." Students may be subject to a drug and alcohol screening and/or a background check prior to beginning any affiliation if this is part of the policy for the specific clinical site.

2. Communicable Disease Policy

The following is taken from the Craven Community College Policy on Management of Students Exposed to Blood and Body Fluids and are procedure is to be followed by students and clinical instructors in the event that an exposure to blood or body fluids via parental, mucous membranes, or open skin routes occurs while participating in clinical or laboratory experiences:

Exposure Report:

1. The exposure incident procedures of the clinic facility as they apply to students should be followed.

2. The student will seek immediate medical attention through either the employee health services of the clinical facility or the individual's private physician. Payment of medical bills is the responsibility of the exposed individual.
3. The student will notify the ACCE as soon as possible after the incident.
4. The clinical instructor and the student will each complete and submit an original written report within two working days to the ACCE/Program Director which includes the following:
 - a. Date and time of exposure
 - b. Details of the exposure, including procedure being performed, where and how the exposure occurred, if the exposure involved a sharp device, type and amount of fluid or material involved in the exposure, and condition of skin (i.e. intact, chapped, abraded) of student
 - c. Information about exposure source or individual determining infection risk, when policies of facility do not prohibit direct release of this information
 - d. Information about follow-up.
5. The exposure incident report will be permanently placed in the student's file and a copy of the incident report will be kept by the ACCE.
6. The ACCE/Program Director will notify the Dean of Health Programs with a copy of the incident report.

Exposure Management:

It is the responsibility of the student to arrange and finance post-exposure medical follow-up and care. However, the ACCE will advise the student of the following Centers for Disease Control recommendations*:

1. Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water.
2. OSHA guidelines direct the clinical facility's infection control officer to attempt to determine the infectivity status of the source individual. The student, clinical instructor, and ACCE will be provided this information, or when policies of the facility prohibit direct release of this information, the name of the individual determining infection risk.
3. The student's physician should clinically and serologically evaluate the student member as soon as possible to determine the need for post exposure prophylaxis.
4. The "Evaluating Physician's Statement" should be returned to the student. This statement should be returned to the ACCE and attached to the incident report.
5. Baseline testing for HIV antibody should be performed. If initial testing is negative, it is suggested that the student be retested at 3 and 6 months' post exposure.
6. In the event a student is exposed to blood or body fluid from an individual who is positive for Hepatitis B viral antigen, or if the infectivity of the source individual cannot be determined, the student should immediately have their Hepatitis B immunity status evaluated by their physician utilizing appropriate serologic testing such as Anti-HBs antibody titer.
7. In the event a student does not have immunity or has low immunity to Hepatitis B virus, the student should seek medical treatment at once. Hepatitis B Immune Globulin (HBIG), if recommended by the student's physician, should be administered within seven (7) days following an exposure. Repeat vaccination may also be recommended.
8. In the event that the student declines to seek medical care, the ACCE/Program Director shall have the student sign a Declaration to Seek Post-Exposure Medical Follow-up Form. This form shall be attached to the incident report and a copy of the form shall be forwarded to the College's Director of Legal Services.

3. Medical Emergency in the Classroom or Clinic

Medical emergencies can happen in the clinic or classroom or laboratory. It is expected that people will respond in a manner consistent with their level of training.

4. Health Insurance Policy

All students are expected to have personal health insurance. The college and the clinical affiliation settings are not responsible for the cost of medical care if the PTA student becomes ill or injured at school or at the medical facility.

5. Immunizations and Health Status

Please see the health requirements for admission in section VIII for full details of required immunizations and proof of health status.

E. Program Safety and Security

1. Students in the PTA program will abide by the Emergency Information provided in the College's Student Handbook and Planner (p. 20).
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 appropriately. Inspection will be made annually prior to the beginning of fall classes. A Preventative maintenance sticker (PM) will be placed on equipment once it passes. The program uses Carolina Biomedical Services representative Doug Colvin to service and inspect its equipment.
Carolina Biomedical Services
2190 S. 2nd Ave
Siler City, NC 27344
Doug Colvin
Colvin11@embarqmail.com
919-548-1037
3. Safety in dealing with body substances and hazardous materials – refer to 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://cravenc.edu/wp-content/uploads/2014/04/CCC-Student_Handbook.pdf (page 34)
5. Safety of students when in the role of subjects or patient simulators:
See Section VII of this document – Laboratory Policies

F. Food and Beverages

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.

G. Off-Site Learning Experience/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.

IX. Clinical Education Policies

Please see CCC PTA Program Clinical Education Manual

X. Appendices

I. Physical Therapy Observations Hours Verification Form

II. Informed Consent for Laboratory Experience

III. Student Signature Sheet for Receipt of Student Manuals

IV. Informed Consent for Audio/Video or Photographs for Educational Purposes

V. PTA Program Complaint Form

VI. Student Travel Release Form

VII. Parent Release

VIII. Occupational Exposure Disclaimer



800 College Court
New Bern, NC 28562
252-638-7200
(Fax) 252-638-4795

305 Cunningham Blvd.
Havelock, NC 28532
252-444-6005
(Fax) 252-444-1918
www.cravencc.edu

Physical Therapist Assistant Program Observation Hours Verification

The PTA Program at Craven Community College requires applicants to obtain at least 20 hours of observation with a licensed PT or PTA prior to application to the program. Applicants should observe in two different settings (locations) to obtain the total of 20 hours.

NOTE: Upon completing this form, the PT/PTA that the applicant observed must place it in a sealed envelope with their signature across the seal.

Applicant Name: _____ **Student ID#** _____
Applicant Phone: _____ **Email:** _____

Name of Facility where observation occurred: _____
Address of Facility: _____
City: _____ State: ____ Zip code: _____
Name of and credentials of clinician that applicant observed: _____
State and license #: _____ (will be kept confidential)
Email: _____ Phone: _____

PT setting where observation occurred: Mark One: ____ Paid ____ Volunteer ____ Both
____ Acute Care
____ Rehab/Sub Acute Rehab
____ Extended Care Facility/Nursing
____ Home/Skilled Nursing Facility
____ Outpatient Clinic (Private Practice)
____ School/Pre-School
____ Wellness/Prevention/Fitness
____ Industrial/Occupational Health
____ Other (please specify) _____

Dates and times of observation:

Date: _____ Time in and out: _____
Date: _____ Time in and out: _____
Date: _____ Time in and out: _____
Date: _____ Time in and out: _____
Date: _____ Time in and out: _____
Date: _____ Time in and out: _____

_____ **Signature of Licensed PT/PTA** _____ **Date**

II. Informed Consent for Laboratory Experience

INFORMED CONSENT
TO BE A SUBJECT OR PATIENT-SIMULATOR
FOR A LABORATORY EXPERIENCE FOR THE
PTA PROGRAM AT CRAVEN COMMUNITY COLLEGE

1. I the undersigned agree to be a subject or patient-simulator in the laboratory practice portion of the PTA curriculum at Craven Community College (CCC).
2. I understand that the sole purpose of this experience is for education and instruction of the PTA students at CCC.
3. Students will conduct themselves as though they are in the clinical setting.
4. All volunteers will be treated with the same respect and courtesy as patients in the clinical setting and will receive an explanation of the procedure to be done.

I am a student in the PTA program and agree to serve as a subject or patient-simulator for my classmates and instructors in the laboratory portion of the curriculum.

Name: _____ Date _____

This signature will remain active throughout my enrollment in the PTA Program.

I am a volunteer for the lab portion of PTA Class: _____

Name: _____ Date _____

This signature will remain active throughout the term of this course.

III. Student Signature Sheet for Receipt of Student Manuals

SIGNATURE SHEET FOR MANUALS

This is to confirm that I, _____, received, read, and will abide by the rules set forth in the manuals. I acknowledge that all manuals are updated every academic year and posted online. It is my responsibility to review the manuals yearly and abide by any changes in rules and regulations.

Craven Community College

Associate Degree

Physical Therapist Assistant

Student Handbook

Date received _____ Signature _____

Craven Community College

PTA Program

Clinical Education Manual

Date received _____ Signature _____

Craven Community College

PTA Program

Policy and Procedure Manual

Date informed _____ Signature _____

IV. Informed Consent for Audio/Video or Photographs for Educational Purposes

INFORMED CONSENT
FOR
AUDIO/VIDEO OR PHOTOGRAPHS
FOR EDUCATIONAL PURPOSES
PTA PROGRAM
CRAVEN COMMUNITY COLLEGE

I the undersigned agree to audio and/or videotaping or photographs for educational purposes or as promotional materials for the PTA Program at Craven Community College. This permission will be in effect through the duration of my participation as a student in the PTA Program at Craven Community College.

Signature: _____ Date: _____

Printed name: _____

V. 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):

VI. Student Travel Release

NAME: _____
(Last, First, Middle)

ADDRESS: _____

The undersigned person hereby requests permission to participate in field trips, class trips, live projects, extracurricular events, and/or any activity(ies) sponsored by Craven Community College or in which the College has any involvement or participation and affirms:

- (i) I recognize and am aware that participation in any of these activities could result in physical and/or mental injury including death; and,
- (ii) I am in proper physical condition to participate in these activities. Further, I recognize and am aware that there are risks of physical and/or mental injury and death which might result from accidents, negligence or the intentional acts of others occurring during travel to and from said activities, whether by transportation provided by Craven Community College or by private vehicle or otherwise or at any time and by any other means.

In consideration of Craven Community College and any of its personnel in any capacity allowing me to participate in any such activities based on my request and affirmations, and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, I hereby waive, release and agree to hold harmless Craven Community College, its instructors, personnel, employees, agents, successors or assigns acting in whatever capacity, all sponsors and organizers of any such activities and all other persons and entities involved in the preparation for, conduct and/or control of any said events in any capacity or role whatsoever of and from any and all actions, claims, demands, costs, loss of services, expenses, compensation and all consequential and/or punitive damages on account of any and all injuries, illness or other damages, including death, which may result directly or indirectly from my participation in or attendance at or observation of any such activities.

This RELEASE has been read by me and I understand its contents and that it shall be binding on me, my heirs, personal representatives, executors, successors and assigns. I further certify and affirm that as of the signing of this Release, I am eighteen (18) years of age or older.

IN TESTIMONY WHEREOF, I have set my hand and adopted as my seal the typewritten word "SEAL" appearing beside my name, this the _____ day of _____.

(SEAL)Signature _____

Witness _____

INSTRUCTIONS THAT APPLY WHEN A STUDENT IS TO SIGN THIS RELEASE: The Student must sign above if the student is 18 years of age or older. If the Student is under the age of 18, then the Student does not sign but the parent(s) or guardian(s) sign on the next page. _____

VII. PARENT RELEASE

I/We hereby certify and affirm that the above student is under the age of eighteen (18), that I/we are his parent(s) or legal guardian(s), that I/we hereby execute this Release on his or her behalf and on behalf of myself/ourselves and his or her and my/our respective heirs, personal representatives, executors, successors and assigns so as to fully release all persons and claims as set forth in detail above in the body of this Release.

If this Release is signed by only one parent or guardian, he or she certifies that he or she is signing this Release on behalf of, as the agent of and with the permission of the other parent or any other guardian or guardians and any other person or person who may have any claim whatsoever in connection with any injuries, illness or other damages, including death, to the above named student and fully binds such other person or persons and their heirs, personal representatives, executors, successors and assigns to this Release.

The undersigned(s) certify that I/we have read this Release and understand its content and that it is binding on the above named student, on me/us and on the student's and my/our heirs, personal representatives, executors, successors and assigns.

IN TESTIMONY WHEREOF, I/we have set my/our hand and adopted as my/our seal the typewritten word "SEAL" appearing beside my/our name(s), this the _____ day of _____ .

_____(SEAL)
Signature of Parent or Guardian

_____(SEAL)
Signature of Parent or Guardian

Witness

VIII. 2017-2018 Craven Community College PTA Program

Acknowledgment of Occupational Exposure Risk

I _____ acknowledge that exposure to various communicable/transferable illnesses may occur during clinical experiences, and that the protection against these conditions (i.e. following safe health practices and becoming immunized) is my responsibility. Furthermore, I understand that I am expected to have personal health insurance and that I am responsible for the cost of medical care if I become ill or injured at school or at a medical facility.

Student Signature

Date