

PTHA 1301 The Profession of Physical Therapy (Web-enhanced)

Course Syllabus: **Fall 2019**



“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description:

This course provides an introduction to the profession of physical therapy including the historical and current scope of physical therapy; and the role of the physical therapist assistant. Pre-requisite: Admission to the program. Three hours of lecture each week.

Required Textbook(s):

The Role of the Physical Therapist Assistant *Regulations and Responsibilities* 2nd ed., H. M. Clynch, F.A. Davis

Medical Terminology: A Short Course, 8th ed., Chabner, Saunders/Elsevier

Publisher: F.A. Davis

ISBN Number: 9780803658165

Recommended Reading(s):

- The Role of the Physical Therapist Assistant *Regulations and Responsibilities* 1st ed., H. M. Clynch, F.A. Davis
- Documentation for PTA's, 4th ed., Bircher, F.A. Davis (Optional)
- Medical Terminology: A Short Course, 7th ed., Chabner, Saunders/Elsevier

Student Learning Outcomes:

COURSE LEARNING OUTCOMES

1. Demonstrate knowledge of the history, purpose, settings, and scope of physical therapy.
2. Recognize the education, roles, and responsibilities of the physical therapist assistant and the physical therapist.
3. Describe the expected PTA interaction with other disciplines and patients.
4. Recognize professional *Core Values*, professional standards, Practice Act, and expected ethical behaviors of the PTA.
5. Explain the basic history, structure, resources, and function of the APTA and the TPTA
6. Describe HIPAA
7. Discuss patient's rights

8. Identify common legal and ethical issues in physical therapy
9. Define types of laws/regulations impacting physical therapy
10. Describe the cultural and spiritual impact on PT intervention.
11. Demonstrate relevant communication principles and skills used by the PTA.
12. Explain purposes of PT documentation/elements, Evaluation, CPT codes, & ICD 10
13. Construct adequate documentation i.e. SOAP note, Discharge note, Incident Report, etc.
14. Apply accurate billing codes/charges relevant to specific interventions and/or insurance types.
15. Implement basic research methodology and terminology related to EBP.
16. Examine professional literature that facilitates professional development.
17. Analyze, pronounce, spell and define medical terms using common combining forms, suffixes, and prefixes

GENERAL EXPECTATIONS

1. Attend all classes and arrive on time.
2. Discuss the potential implications of in-attendance and tardiness in the classroom.
3. Demonstrate professional behavior in interactions with instructors/students during classroom activities.
4. Demonstrate acceptance and application of faculty feedback on written exams.
5. Learn the benefits of participation in the APTA/professional organizations.
6. Participate in the professional organization through attendance of a national, state, or district activity.
7. Recognize the need and discuss opportunities for participation in events to promote access to or awareness of physical therapy.

SPECIFIC COURSE OBJECTIVES

Upon completion of this course on a written examination with 75% proficiency, the student will be able to:

<p>Chapter 1: History of PT and the PTA:</p> <ol style="list-style-type: none"> 1. Identify key events in the early development of the physical therapy profession. (CLO 1) 2. Discuss the factors that led to the creation of the physical therapist assistant position. (CLO1) 3. Describe the initial concerns and issues related to PTA task delegation and skill performance. (CLO 1) (CLO 2) 4. Identify historical and current trends in demands for PTA services and PTA educational program enrollment. (CLO 2) (CLO 3)
<p>Chapter 2: Physical Therapist Practice Settings:</p> <ol style="list-style-type: none"> 5. Describe the purpose and content of the American Physical Therapy Association's <i>Guide to Physical Therapist Practice</i> (CLO 4) 6. Describe typical practice settings in which PTs and PTAs are employed (CLO 1) 7. Describe how PTAs are utilized in various practice settings and with different patient populations. (CLO 1) (CLO 2) 8. List other professions and health-care providers with whom PT and PTAs must commonly interact. (CLO 2)
<p>Chapter 3: The PT/PTA Preferred Relationship:</p> <ol style="list-style-type: none"> 9. Identify key components of the preferred physical therapist/physical therapist assistant (PT/PTA) relationship. (CLO 2) 10. Describe PT and PTA educational programs. (CLO 2) 11. List the responsibilities of each person in an effective PT/PTA team. (CLO 2) (CLO 3) 12. Identify APTA standards, policies, and documents that provide guidance regarding PT and PTA interaction. (CLO 4) (CLO 5)

13. Discuss strategies for resolving conflict in the PT/PTA relationship. (CLO 7)

Chapter 4: Regulatory Requirements for Direction/Supervision of the PTA:

- 14. Identify the various organizations and regulatory bodies that influence the scope of work of the PTA. (CLO 5)
- 15. Discuss the implications for not abiding by the APTA and state standards/positions. (CLO 5)
- 16. Define the levels of supervision assigned by the APTA. (CLO 4) (CLO 5)
- 17. Describe typical licensure requirements for the PTA. (CLO 4)
- 18. Discuss the regulatory requirements that must be considered to provide appropriate supervision of students. (CLO 4) (CLO 5)

Guide for Conduct of the PTA

Value Based Behaviors/core values

Generic Abilities

Texas Practice Act & PT Rules

Chapter 5: Ethics and Ethical Behavior in Physical Therapy:

- 19. Define terms related to ethics and ethical theory. (CLO 4)
- 20. Identify categories of ethical issues in physical therapy. (CLO 4)
- 21. Describe key components of ethical behavior. (CLO 4)
- 22. Use the Code of Ethics and Standards of Ethical Conduct for the PTA to give examples of specific ethical behaviors to be demonstrated by the PTs and PTAs. (CLO 2) (CLO 4)
- 23. Describe the decision-making model that can be used to determine appropriate actions when encountering ethical dilemmas. (CLO 4)
- 24. Identify APTA resources for ethical development. (CLO 4) (CLO5)
- 25. Describe the processes of the APTA in dealing with ethical complaints. (CLO 4) (CLO 5)

Chapter 6: The Patient-PTA Relationship:

- 26. Give examples of patient rights that are supported by law and the APTA policies. (CLO 5)
- 27. Discuss the responsibility of the PTA in ensuring that patient rights are being maintained. (CLO 2) (CLO 7)
- 28. Describe the intent of HIPAA. (CLO 6)
- 29. Describe how the PTA's personal and professional values can affect his role as a health-care provider. (CLO 4)
- 30. Give examples of verbal and nonverbal communication skills required for developing rapport with patients and peers. (CLO11)

Chapter 7: The Impact of Culture and Spirituality on the Delivery of PT Interventions:

- 31. Differentiate between cultural awareness, cultural competency, and cultural proficiency. (CLO 10)
- 32. Give examples of the elements that might define an individual's culture. (CLO 10)
- 33. Define spirituality and religion. (CLO 10)
- 34. Discuss how culture influences one's preferred communication style. (CLO 10) (CLO 11)

Communication:

- 35. Demonstrate clear oral and written communication skills. (CLO11)

Chapter 9: The Physical Therapist Assistant and the APTA:

- 36. Describe the current basic organizational structure of the APTA. (CLO 5)
- 37. Identify avenues for the PTA involvement in the APTA. (CLO 5)

Chapter 10: Laws Impacting Physical Therapist Practice Payment for PT Services:

- 38. Differentiate between a legal and ethical issue. (CLO 8)
- 39. Define various terms used in the legal system. (CLO 9)
- 40. Give examples of state and federal laws with specific relevance to health-care providers. (CLO 6) (CLO 9)
- 41. Discuss principles of law related to health-care malpractice and liability. (CLO 9)

- 42. Differentiate between fraud and abuse. (CLO 9)
- 43. Explain the purpose of the Americans with Disabilities Act. (CLO 9)
- 44. Identify mechanisms and resources for minimizing risk while providing PT services. (CLO 9)
- 45. Describe the processes of a state licensing agency in dealing with an alleged practice act violation. (CLO 5)

Chapter 12: Leadership Development for PTAs:

- 46. List traits that are currently used to exemplify leadership. (CLO 2)
- 47. Identify ways in which leadership skills can be developed. (CLO 2) (CLO 5)

Chapter 13: Evidence-Based Practice and Research Review Fundamentals:

- 48. Define Evidence-Based practice (EBP); PICO question. (CLO 15)
- 49. Describe the principles on which EBP is based. (CLO 15)
- 50. Discuss how EBP is used to support the delivery of PT services. (CLO 15) (CLO 16)
- 51. Identify various resources for obtaining and using clinical evidence. (CLO 5) (CLO 16)
- 52. Describe the role of the PTA in EBP. (CLO 5) (CLO 15)
- 53. Differentiate the various levels of evidence. (CLO 15) (CLO 16)
- 54. Define various terms related to research methodology. (CLO 16) (CLO 17)

Chapter 8: Introduction to Documentation for the PTA

- 55. Explain the various purposes for which documentation is used. (CLO 12)
- 56. List the basic principles of proper PT documentation. (CLO 13)
- 57. List methods of obtaining patient pain ratings through the use of various pain scales, graphs or questionnaires. (CLO 12)
- 58. Give examples of components of documentation that can and cannot be performed by the PTA according to the APTA and/or 3rd party guidelines. (CLO 14) (CLO 2) (CLO 4)
- 59. Describe the content included in each section of the SOAP note (CLO 12)
- 60. Given various documentation statements, place them in the appropriate section of a SOAP note. (CLO12)
- 61. Describe how documentation requirements vary depending upon practice setting. (CLO12) (CLO 4)
- 62. Given a patient diagnosis and treatment, write an acceptable progress note in SOAP format. (CLO 12) (CLO13)
- 63. Discuss common problems in documentation. (CLO 12)
- 64. Identify APTA resources for improving documentation skills. (CLO 5)
- 65. Given a patient's plan of care, the student will be able to communicate the purpose of the established treatment. (CLO 11) (CLO 12) (CLO 13)
- 66. In given scenarios, determine exercises or activities appropriate based on the STG and/or LTG's. (CLO 12)

**Chapter 11: Payment for PT services
Billing and Coding for payment:**

- 67. Identify various ICD 10 codes and billing methods used for reimbursement purposes. (CLO 12) (CLO 14)
- 68. Differentiate among Medicare part A, part B and Medicaid. (CLO 12) (CLO 14)
- 69. Demonstrate competence using the "8 minute rule" method of charge. (CLO 12)
- 70. Differentiate types of CPT codes ie. Time-based, service-based and bundled codes. (CLO 12)

**Medical Terminology: The following medical terminology course objectives meet
CLO 17**

1. Divide medical terms into component parts
2. Construct medical terms when given their definitions.
3. Identify common prefixes used in medical terms
4. Pronounce and spell medical terms using common combining forms, suffixes, and prefixes
5. Build and analyze medical terms associated with the body systems and general medical terms.
6. Analyze, pronounce, and spell new terms related to organs and tissues
7. Analyze, spell, and pronounce medical terms that contain diagnostic and procedural suffixes

8. Interpret medical terminology as written in case reports
9. Appropriately identify and utilize medical abbreviations.

On other class assignments, the student will be able to:

1. Perform a professional literature review and construct an abstract of a physical therapy related article using an acceptable format. In small groups, review the various physical therapy related professional journal and present a brief oral presentation covering the information.
2. Utilize appropriate aspects of therapeutic communication in role playing situations acknowledging cultural diversities, communication barrier.
3. Given written scenarios, student will submit SOAP notes.
4. Submit completed Chapter worksheets.
5. Author and maintain a journal of self-reflection entries of various class concepts.

SCANS Skills:

Scans addressed as follows: Resources (allocates time, allocates money, allocates material & facility resources); Information (acquires and evaluated information, organizes and maintains information, interprets and communicates information); Interpersonal (participates as a team member, teaches others, and serves clients/customers); Systems (understands systems); Technology (applies technology); Basic S skills (reading, writing, arithmetic, listening, speaking); Thinking Skills (decision making, problem solving, knowing how to learn, reasoning); Personal Qualities (responsibility, self-esteem, sociability, self-management, integrity/honesty).

Lectures & Discussions:

METHODS OF PRESENTATION

1. Lecture with PowerPoint presentations - traditional and web-enhanced
2. Assigned Readings
3. Guest Lecturers
4. Group Discussion
5. Multi-Media
6. Role Playing
7. Various learning related games
8. Quizzes – graded and ungraded

OUTLINE OF CONTENT

1. History of Physical Therapy and the PTA
2. PT Practice Settings
3. PT/PTA Roles & Relationship, HIPAA training (web)
4. Regulatory requirements for direction and supervision of the PTA
5. Ethics and ethical behavior in PT
6. The Patient-PTA relationship
7. Impact of culture and spirituality on the delivery of PT intervention
8. Introduction to documentation for the PTA
9. The PTA and the APTA
10. Laws impacting physical therapist practice
11. Payment for PT services
12. Leadership development for the PTA

- 13. Evidence-Based Practice and Research review fundamentals
- 14. Medical Terminology related to the PT profession

Evaluation/Grading Policy:

Unit Exams (4).....	75%
Medical Terminology.....	15%
Presentations/Assignments/ Quizzes.....	10%

GRADING SCALE

- A 92-100
- B 83-91
- C 75-82
- D 66-74
- F Below 65

A grade below 75 constitutes unsatisfactory understanding of the course content and/or unsatisfactory performance of skills.

Tests/Exams:

- Exam I – September 3
- Exam II – September 16
- Exam III – September 25
- Exam IV – October 10

- Chapter 1 Medical Terminology Quiz – September 7
- Chapter 2 Medical Terminology Quiz – September 13
- Chapter 3 Medical Terminology Quiz – September 20
- Chapter 4 Medical Terminology Quiz – September 27
- Chapter 5 Medical Terminology Quiz – October 4

Assignments:

Evidence-Based Practice Group Presentation – October 8

Other Course Requirements:

- HIPAA Training
- ICD-10 Coding and Billing instruction

Student Responsibilities/Expectations:

ATTENDANCE AND ABSENTEEISM/TARDINESS

Students are responsible for the attendance policies stated in the **Northeast Texas Community College Student Handbook and the PTA Program Student Policy and Procedure Handbook.**

TARDIES AND ABSENCES ARE STRONGLY DISCOURAGED

The PTA faculty believes that the habits and work patterns established in school will be carried over to the work setting. Therefore, every effort should be made to establish patterns of good attendance and promptness. This applies not only to the technical courses but also the general education and support courses. Student attendance is addressed under student responsibilities in the school catalog. In addition, student attendance and participation is also addressed utilizing the Professionalism Development Rubric. This document provides the student a means to identify and track any area(s) of deficiency regarding professional behaviors; and, to improve in the area(s). For the PTA Program, the following guidelines concerning attendance will be enforced:

1. For every class period missed, one (1) absence is accumulated.
2. A student more than five minutes late or leaving class early with or without instructor permission is considered tardy.
3. Three (3) tardies constitute one (1) absence.
4. After absences (excused or unexcused) in any 4 class periods per semester, the student will be placed on probation. Stipulations of probation will be developed based on the student's history and circumstances surrounding the absences; and conditions for dismissal in the event of a future absence will be included in the probationary contract.
5. Make-up work is required for all absences in order to ensure that the student acquires information and skills presented during his/her absence (see Make-up work section). It is the student's responsibility to meet with instructor(s) on the first day back to schedule make-up work and/or lab check-off.
6. Students must notify (voicemail or e-mail) the PTA office in advance whenever excessive (>5 minutes) tardiness or absence is unavoidable. Notification of the student's absence by classmates is not acceptable.

*Note: An absence will be excused by provision of a note written and signed by a medical professional and by uncontrollable or unavoidable extenuating circumstances as documented below. All other absences/tardies will be considered unexcused.

Further explanation of excused absences is as follows:

- "A student's serious illness" shall mean a condition such as pneumonia, surgery, hospital confinement, or valid documented medical reason. A physician's documentation verifying illness must be provided.
- "Death in the immediate family" shall be interpreted to mean mother, father, mother-in-law, father-in-law, spouse, child, brother, sister, grandparents, or significant other. Documentation must be provided.
- "Statutory government responsibilities" refer to such matters as jury duty or subpoena for court appearance. Documentation must be provided.
- Inclement weather – see program student handbook.

MAKE-UP WORK

Due to Absence:

Each student is responsible for all material and techniques presented in class and labs. If a class is missed, the student is responsible for obtaining from a classmate, information/ notes, handouts, lab work, covered during that absence. It is the **student's responsibility** to schedule a time with the instructor to complete lab check-offs for content missed. Lab check-offs must be made up within one

week of the date absent. The student's grade will be lowered **10 points** on the corresponding lab practical for each lab session and check-off not made up within the allocated timeframe. If the student has not "checked-off", any missed lab material/techniques; they will **NOT** be allowed to take the corresponding lab practical and a grade of "0" will be assigned. If a test, lab practical, or special assignment is missed due to an **excused** absence, it is the student's responsibility to consult the instructor the next time the student is on campus about making up a test or turning in an assignment. The student must make-up the missed test or lab practical within one week from the date missed providing **appropriate notification of absence was made prior** to the original test time. Lack of notification prior to exam time will result in a grade of "0" for the missed exam; **notifying classmates to relay the student's absence is not acceptable!** Assignments due on the date of the excused absence must be turned in the next time the student is on campus; otherwise, the student will receive a "0" for the work missed.

An **unexcused** absence will result in a "0" on a test, lab practical, or special assignment missed; the student will not have the opportunity to make up the work missed work.

One make-up test and/or lab practical due to excused absence, per class, per semester is allowable without penalty. **It is the student's responsibility to set up a time with the instructor to make up the test or lab practical missed.**

POLICY ON DISHONESTY

It is the responsibility of students and faculty to help maintain scholastic integrity at the College by refusing to participate in or tolerate scholastic dishonesty. **Plagiarism** and other **forms of dishonesty** undermine the very purpose of the college and diminish the value of an education. Specific sanctions for academic dishonesty are outlined in the Northeast Texas Community College Student Handbook and in this manual. Personal and professional ethics are inherent in the field of physical therapy therefore; the highest standards of honesty and integrity must be adhered to. This Honor Code, in its simplest form means that you will neither give nor receive any unauthorized assistance from any person, paper, or object on any examination, lab practical, paper, or project. This includes talking about lab practical exams, regular exam questions, looking at copies of old tests from previous students, copying or allowing anyone to copy off of your test or assignment, and discussing any aspect of an exam or practical with a student who has not yet taken the test and/or practical (this includes the State Board exam).

With regards to research papers, in-services, group projects, etc. the use of another person's words or ideas must be cited and credit given to the source(s). Examples of plagiarism include:

- The inclusion of another person's exact words in a paper or assignment without placing quotation marks around the words to indicate an exact quote, *even if the source is cited*;
- Using **several** consecutive sentences written by another person, changing the words somewhat to keep the passage from being an exact quote, *even if the source is cited*;
- Presenting someone else's ideas without citing that person as the original thinker;
- Submitting a paper written in part or in whole by another person;
- Any other act intended to circumvent the process of performing and presenting original academic research in completion of a course assignment.

Violations of any portion of this policy will be brought to the attention of the student by the instructor. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student and a written warning/contract will be issued if warranted. If there is clear evidence that a

violation has taken place, the student will receive a grade of “0” for that test/assignment in question; and the instructor will impose a sanction ranging from a written warning to dismissal from the course with a failing grade.

If the student does not feel that the issue is satisfactorily resolved, the student should contact the PTA Program Director to discuss the matter. If the matter cannot be resolved at that level, the student may contact the Dean of Allied Health, followed by the Executive Vice President for Instruction. If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal grievance procedure outlined in the NTCC Student Handbook and in this manual.

CLASS PREPAREDNESS

Students are expected to complete all reading assignments, as outlined in the course schedule or assigned by the instructor, prior to class time. It is the responsibility of the student to turn in assignments on time. Assignments are due at the beginning of the class period. Late assignments received by the next class period will result in a maximum grade of 75. If an assignment is not turned in by the next class period the student will receive a grade of “0” for that assignment.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with Katherine Belew, Academic Advisor/Coordinator of Special Populations. She can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](#).

Family Educational Rights And Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education

institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Other Course Policies:

POLICY ON CIVILITY AND CELL PHONES IN THE CLASSROOM AND LABORATORY

Use of cell phones is **prohibited** in class/lab. Phones are **NOT** allowed and should be kept out of sight during class time. If the student is observed using the phone (texting, calling) during class he/she will be asked to turn the phone off and surrender it to the instructor. If the student desires to use the phone to access course materials, the student is asked to inform the instructor prior to class for approval. If a student's cell phone rings in class, the student will be required to turn off the phone immediately. If a student is expecting a very important call, he/she is to notify the instructor prior to class regarding the nature of the situation. The student will be asked to keep the phone silent, and upon receiving the call he/she must step out of the room to answer.

RETENTION & CONDITIONS FOR DISMISSAL

1. Dishonesty & Misconduct: Unlike many other professions, actions and behaviors as a PTA student directly affect the lives of others. For this reason, the highest honesty and ethical standards are mandatory. Dishonesty and unethical behavior(s) in any form will result in disciplinary measures and may result in dismissal from the program. Students will be monitored in this area. Any first violation will be reviewed by the PTA instructor, Clinical Instructor, Program Director, and/or Program Advisory Committee; and appropriate action taken, possibly including dismissal. Any subsequent violations will result in immediate dismissal from the program.
2. Absences: Emphasizing the previously stated attendance policy, students who miss any 4 class periods will be placed on probation. The student may be asked to leave the program based on non-compliance of the probationary contract.
3. Failure to Maintain Academic Standing: Students must earn a minimum overall grade of 75 in all PTHA class, lab, and core courses in order to remain in the PTA Program. Students are encouraged to access and monitor all course grades by utilizing Blackboard course gradebooks.

The course grades on Blackboard will be considered the first level of notification of possible impending failure of the course. The student is responsible for seeking additional help from course instructors if grades fall below average. If a student earns a final grade below 75 in any of the PTHA courses, the student will not be allowed to proceed in the program and will fall under the Re-Admission Policy. All prerequisites must be met for the student to progress in the PTA curriculum.

The second level of notification of impending failure will be considered if a student's performance is weak or unsatisfactory (course average of 74 and below) at mid-term; he/she will be formally notified via the "Early Concern Letter" and required to meet with the PTA Director and/or faculty to discuss areas of concern. At this time, the "Student Success Action Plan" will be developed and completed by the student and instructor(s) as a means to set goals meant to guide student remediation. In all instances, program faculty will be available for assistance upon student request. All discussion presented during the meeting will be documented and signed by all parties. The student's signature on the "Student

Success Action Plan” indicates that the student contributed and agrees with the action plan as well as requires all goals for success are met. This document will be revisited at various times during the semester to ensure the student is progressing towards established goals. This document will be kept confidential and placed in the student’s personal folder.

*For questions regarding material in a specific PTHA course, the student should consult the instructor who is teaching that material.

*For concerns dealing with clinical matters, the Clinical Instructor and/or the Director of Clinical Education (DCE) should be consulted.

Students are encouraged to observe faculty posted office hours as much as possible; and appointments made with PTA Program faculty when possible. Faculty should be called after hours **only in case of emergency.**

MEDICAL CONDITIONS POLICY

In the event that a student has surgery or experiences a significant change in medical status, the student must notify the PTA program director immediately. The director may request that the student have permission from his/her medical physician to participate in class, laboratory, or clinical experiences. If there is obvious decline in a student’s health, he/she will be asked to see a physician for precautionary purposes. In the event a student’s health becomes a barrier for success in class or clinicals, he/she may be advised to withdraw from the program. The student may petition for re-entry after resolution of health issues and acquisition of a physician’s release indicating his/her ability to participate (100%) in class, lab activities, and clinicals (without restriction). If, upon re-entry the student experiences a subsequent change in medical status, the student will be asked to withdraw from the program. The opportunity for a second re-entry will be determined by the Program Director, faculty and Dean of Health Sciences. Availability of space and the student’s academic/clinical standing, prior to withdrawal, will determine re-admittance.

PREGNANCY POLICY

Students who are, or become, pregnant during their studies in the program must inform the program director of her status at the earliest possible time. Pregnancy is a condition that is a contraindication to the reception of several physical therapy modalities and techniques; and as such would limit the person’s ability to participate in certain lab situations which could impact the student’s grades. Pregnancy could also affect a student’s full participation in clinic courses. In the event the student’s pregnancy/delivery becomes a barrier for completion of course and/or clinical work, she may be advised to withdraw from the program. The student may petition for re-entry after resolution of health issues or delivery and acquisition of a physician’s release indicating her ability to participate (100%) in class, lab activities, and clinicals (without restriction).

The student who is pregnant **MUST** provide the program director with a physician’s diagnosis and release indicating her ability to participate in class, lab, and clinical activities **without restriction at 100%** (the student shall present the appropriate course objectives to the physician for his/her consideration).

While the student who is pregnant is attending her clinical rotations, she must provide each clinic with an updated Physician’s release indicating that she is able to participate at 100%, without restriction, as a

student PTA. The release shall be based on the objectives of the clinical course and clinic facility policy and shall be updated as the student advances in her pregnancy.

Accelerated or delayed completion of required clinical hours may be requested by the student, but the final decision regarding the feasibility of such an alternative schedule rests with the DCE and the Program Director. The student may be advised to withdraw from the program and, based on the student's academic/technical standing, petition for re-entry after the birth of the baby. The program is not obligated to locate a clinical site for any person considered to be "at-risk" or at a less than 100% participation level.

Upon delivery of the baby and return to the program's activities, the student is required to submit a final clearance from the Physician allowing for a full return to all expected activities.

SEXUAL HARASSMENT POLICY

The PTA Program follows the NTCC Policy on Sexual Harassment. The Sexual Harassment policy can be found on the NTCC website at www.ntcc.edu in the student handbook. While participating in clinical courses complaints of sexual harassment should be reported immediately to the PTA program director. The student should also follow the clinical facilities policy for reporting sexual harassment.

SOCIAL MEDIA AND ELECTRONIC DEVICES

According to the Merriam/Webster Dictionary, social media is defined as "forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content [such as videos and pictures]" (merriam-webster.com, 2015). Forms of electronic devices and communication may include computers, smartphones, texting, emails, and websites for blogs and social media formats. Examples of social media formats include but are not limited to LinkedIn, Twitter, Facebook, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, YouTube, Vine, Instagram, Snapchat, etc.

In both the healthcare and educational fields, distribution of sensitive and confidential information is protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act (FERPA), whether discussed through traditional communication channels, video recording, text, or social media. Information that is communicated through these types of channels are circulated through social interaction using highly accessible publishing techniques that are web-based and may cross traditional boundaries between professional and personal relationships. Therefore, students should ensure that personal, professional, and institutional information is protected.

Sending information on electronic devices and publishing information on social media sites may become public for anyone to see and can be traced back to the author. Information garnered from social media sites include information that is shared and information that is gathered through electronic tracking (Privacy Rights Clearinghouse, 2015). These forms of communication provide little control regarding how this information may be used by others. Therefore, students should be aware that "*private*" social media sites do not exist because search engines can turn up posts years after the original publication date, comments can be forwarded or copied, and archival systems save information, including deleted postings through a variety of authorized and unauthorized individuals and organizations (Privacy Rights Clearinghouse, 2015).

If you identify yourself as a student of the NTCC Physical Therapist Assistant Program or a prospective/future student of the PTA program through posting, personal web pages, social media accounts, etc., you **MUST** ensure that ANY content you publish and/or acknowledge is consistent with your professional ethics and is compliant with all confidentiality and privacy laws. You should always consider the legal liability of each post you make and the posts that are made on your site, as well as on the sites of others. Additionally, students must also be aware of the electronic and social media policies of the institutions/entities that are contracted with NTCC for practicum/clinical so that these policies are not violated.

As a Physical Therapist Assistant Program Student, it is your responsibility to:

Protect confidential, sensitive, and proprietary information; do not post confidential or proprietary information about the college, program faculty and staff, students, peers, clinical facilities, clients/patients, employees, or others you may come in contact with while in the role as an NTCC Physical Therapist Assistant student. ***Protect all private and confidential information related to you and to others.*** Be responsible for what you post and protect yourself and others!

Be aware that you are associated with NTCC, the Physical Therapist Assistant Program and the Health Sciences Department when engaging in online social networks. Regardless of how you identify yourself, be it personal or as a student, ensure that your profile and related content is consistent with how you wish to present yourself to colleagues, clients/patients, and potential employers. **Employers consistently conduct Web searches on job candidates before extending offers.** Be sure that what you post today will not come back to “inconvenience” you in the future.

Refrain from using NTCC or the Physical Therapist Assistant Program inscriptions/symbols, such as logos and graphics, on personal social media sites. Do not use NTCC’s name to promote a product, cause, or a political party candidate. NTCC and/or Physical Therapist Assistant logos and/or graphics may be used for School sanctioned events (posters, fliers, postings, or others) but must be **approved** by the Physical Therapist Assistant Program Director and Director of Student Activities and Multicultural Affairs.

Upon entering the classroom or the practicum/clinical site, all cell phones will be placed in the vibrate/silent mode. Cell phones/electronic devices for emergencies only must be used outside of patient areas. Any social use of cell phones/electronic devices will only be used at break times or before/after classroom or practicum/clinical hours. Computers located in UHS 246 are for class use only. **Students accessing social medial sites during class time will have their course grade reduced by 1 letter grade for each infraction.**

Violations of client/patient privacy with an electronic device will be subject to HIPAA procedures and guidelines. Consequences will result in **TERMINATION** from the Physical Therapist Assistant Program. Each student is legally responsible for individual posting and may be subject to liability if individual postings are found to be defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information from music, videos, text, and any other media. Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

COMMUNICABLE DISEASE POLICY

All students will receive thorough instructional material on communicable diseases such as AIDS, Tuberculosis, meningitis, MMR, Hepatitis B Viruses, etc. throughout the program. It is the program's intention to inform all students of the possible potential for acquiring such conditions.

When or if a student is identified as being infected with any communicable disease, the following steps are to be taken to ensure the health of the NTCC community, and of the patients with whom the student would be in contact. This policy is also designated to protect the student who is infected.

1. The student must notify the program director in writing and verbally of the disease contracted and his or her physician's name and number. The student will not be allowed to attend class or clinical at this time.
2. The program director will contact the Health Service director of NTCC.
3. The Health Service director will confer with appropriate public health officials and/or current literature for guidance as to protocol concerning the disease report and inform the program director.
4. The program director will contact the student as to when the student may return to campus or clinical practicum. The program director will adhere to public health guidelines dictated by the Health Services Director.
5. The student will supply the program director and DCE documentation from the treating or advising physician stating that he/she may return to campus or clinical practicum.
6. Every effort will be made to work with the student to keep the student current with his/her classes or clinical practicum.