



PTHA 2301 ESSENTIALS OF DATA COLLECTION

Course Syllabus: Spring 2020

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

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Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	9:00-12:00	1:00-3:00	9:00-12:00	1:00-3:00	None	None

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 3 credit hours; two hours of lecture and four of lab each week. Data collection techniques used to prepare the physical therapist assistant to assist physical therapy management.

Prerequisite(s): Admission to the program; Anatomy and Physiology I, Functional Anatomy; Anatomy and Physiology II.

Student Learning Outcomes: The students will perform data collection techniques specific to physical therapy (1); utilize data collected for the purpose of monitoring patient/client response to enhance physical therapy management (2); and utilize relevant communication techniques (3).

Evaluation/Grading Policy:

EVALUATION

Unit Tests (3)	35 %
Lab Practical Examinations (2)	20%
Pop Quizzes/Assignments/Lab Check Sheet/Unit Quizzes	5%
Final Comprehensive Practical	20%
Final Comprehensive Exam	20%

GRADING

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

Specific objectives are established for each of the PTHA courses. These may be found in the course syllabus provided to the student on Blackboard under the specific course number. The student should refer to the specific objectives frequently throughout the course of study.

The PTA program designates 75% as the minimum passing level of achievement. A student must have a 75% course

exam average to be eligible to sit for the final exam. In addition, the student must have a 75% lab component average to be eligible to sit for the final exam. Any student receiving a final course average below 75% will not pass the course and subsequently dismissed from the program. If a student does not meet either the exam average or the lab component average of 75%, he/she will not be eligible to sit for the final exam and will fail the course.

Required Instructional Materials:

1. Muscle and Sensory Testing, Reese, 3rd Ed, Elsevier Saunders, 2011.
2. Joint Range of Motion and Muscle Length Testing, Reese and Bandy, 3rd Edition, Elsevier, 2017.

Publisher: Elsevier

ISBN Number: 978-1-4377-1611-5 & 978-1-4557-5882-1

Optional Instructional Materials: None

Minimum Technology Requirements: Daily high speed internet access; Microsoft Word; Power point

Required Computer Literacy Skills: Word Processing skills; Email skills

Course Structure and Overview:

OUTLINE OF CONTENT

1. Cranial Nerve Testing
2. Other Testing – Body Fat Composition
3. Deep Tendon Reflex Testing
4. Sensation Testing
5. Introduction of Manual Muscle Testing and Goniometry
6. Shoulder Tests MMT, and Goniometry
7. Elbow and Forearm Tests, MMT, and Goniometry
8. Wrist and Hand Test, MMT, and Goniometry
9. Hip Tests, MMT, and Goniometry
10. Knee Tests, MMT, Goniometry
11. Ankle and Foot Tests, MMT, Goniometry
12. Gait Analysis and Deviations
13. Spine Tests, MMT, Goniometry/Inclinometry

METHODS OF PRESENTATION

1. Lecture utilizing PowerPoint Presentations
2. Assigned Readings
3. Classroom Participation
4. Laboratory Demonstrations and Practice
5. Guest Lectures
6. Multi-Media

Communications: Questions with Blackboard course work for this class should be directed to me at dmoody@ntcc.edu. Messages will be returned within 24 hours M-R and until Friday at noon. Communication received Friday and on weekends will be returned on Monday.

Institutional/Course Policy:

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 (5) 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 PTA 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.**

Remediation: In the event a student scores less than a 75 on a lab practical exam, the student **may be assigned remediation** for the previously failed practical components (based on specified course lab practical rubric). Failure to complete remediation satisfactorily (demonstration of proficiency) will result in failure of the course.

Due to failure of safety criteria on lab practicals:

On lab practical exams several areas on each exam are considered to be patient safety criteria or “critical elements”; if a student **fails a patient safety element/criteria, he/she will be required to re-do the lab practical.** The re-do (2nd) lab practical cannot be taken on the same day as the failed lab practical. It is the **student’s responsibility** to schedule a time with the instructor to re-do the practical and must be **scheduled and completed** during the instructor’s office hours or other established time within the next week. The highest grade that a student can receive on the “re-do” is 75. If a student fails the safety criteria on the lab practical “re-do”, the student is given a grade of “0” and automatically fails the course. Only one lab re-do per course, per semester, will be permitted for failure of safety criteria.

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 assignment is not turned in by the next class period the student will receive a grade of “0” for that assignment. Students are expected to participate in and perform a variety of physical therapy procedures on each other in lab and the classroom for educational purposes; after practicing each laboratory skill, the student will be asked to present a return demonstration to the instructor at some point prior to the conclusion of the lab. This participation is vital to the learning process. The student’s consent is needed to participate in these procedures.

POLICY ON CIVILITY IN THE CLASSROOM

Students are expected to assist in maintaining a classroom environment that is conducive to learning. Inappropriate or distractive classroom behavior is prohibited in order to assure that everyone has opportunity to gain from time spent in class. Inappropriate or distractive language is also prohibited. Should a disruptive classroom incident occur, the faculty member in charge may remove a student. The student has the right to appeal through appropriate channels.

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.

DRESS FOR CLASS AND LABORATORY

Students should be dressed appropriately for lab **prior to the beginning** of each lab session **unless specified differently**. Students not dressed properly for lab will receive a “0” for any lab work for that lab period. Students **not dressed properly for lab practicals will not be permitted to take the lab practical test and will receive a “0” for that test.** If appropriate attire is not available, a student may be asked to wear a patient gown for that lab period and will receive a “0” for that lab period. *Remember, when not dressed properly for lab one deprives himself/herself and a partner of valuable learning opportunities.

- Option 1: NTCC PTA Program Polo, khaki pants and appropriate closed-toed shoes
- Option 2: NTCC PTA Program Scrubs and appropriate closed-toed shoes
- Option 3: NTCC PTA Program approved t-shirt and black athletic shorts and appropriate

closed-toed shoes

Instructors will determine appropriate options per class/lab period.

Additional clothing requirements:

WOMEN: Back-fastening halter-type tops are required for some labs. Tops must allow for the back to be fully exposed. T-shirts will be worn over the clothes when practicing on a partner.

MEN: Tanks or bare torso are required for some labs.

HAIR& NAILS: Nails must be short, clean and void of nail polish. Nails should be shorter than the fingertips when observed from the palm side. Hair should be clean and out of the way with rubber bands or hair clips as necessary. **Personal hygiene is very important since many of the lab techniques require close contact.**

ACADEMIC HONESTY POLICY

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 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 expulsion 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 Vice President for Instruction and Student Development. 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.

NTCC Academic Honesty/Ethics Statement:

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NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

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 the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

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.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Reading Legend: M=Muscle and Sensory Testing, Reese
 J=Joint Range of Motion and Muscle Length Testing

<u>Dates</u>	<u>Topic</u>	<u>Reading</u>	
January	22	Body Fat Percentage Testing/Cranial Nerve Testing M: pgs: 536-567	
		Deep Tendon Reflex Testing M: pgs: 507-514	
	27	Sensation Testing M: pgs. 487-503	
	29	Intro to MMT/Goniometry M: CH. 1; J: CH: 1	
February	3*	Sensation Check-offs	
	5	Shoulder Tests Student Lab J: CH: 3	
	10*	Shoulder Tests M: pgs. 17-93	
	12	Elbow/Forearm Tests Student Lab J: CH: 4	
		M: pgs. 95-114	
	17*	Elbow/Forearm Tests	
	19	Wrist/Hand Tests Student Lab J: CH: 5	
	24*	Wrist/Hand Tests M: pgs. 115-181	
	26	Wrist/H and (TE)	
	27 TH (8-12)	UE Ortho Special Tests Guest Speaker	
March	2 – 4	EXAM I	
	2	HEP Groups	
	3 TU AM	PRACTICAL I	
	4	Exam Period	
	5 TH AM	PRACTICAL I	
	9*	Hip Tests J: CH: 11	
	11	Hip Tests Student Lab M: pgs. 233-27	
	16-20	SPRING BREAK	
	23*	Hip Tests/Knee Tests Intro J: CH: 12	
	25	Knee Tests Student Lab M: pgs. 279-286	
April	30*	Knee Tests/Ankle & Foot Tests J: CH:13 ;M:pgs. 287-325	
	1	Ankle/Foot Test Student Lab	
	2 TH (8-12)	LE Ortho Special Tests Guest Speaker	
	3-7	EXAM II	
	6	Knee & Ankle/Foot (TE)	
	7 AM	PRACTICAL II	
	8 (1-5)	LE Joint Mobilization Lab Guest Speaker (TE)	
	9 AM	PRACTICAL II	
	13	Normal Gait/Gait Analysis M: CH: 10	
		Special ReadingManske: CH: 14	
April/May	15	Spine Tests Student Lab J: CH: 8&9; M: CH: 3	
	20*	Spine Tests	
	22	Spine Tests Student Lab	
	27*	Spine Tests	
	29	Independent Study/Exam Period	
	28-1	EXAM III	
	May	4-6	COMPREHENSIVE LAB PRACTICAL (Data Collections, Therapeutic Exercise, Physical Agents)
		7	DATA COMPREHENSIVE WRITTEN FINA