

PTHA 2339 Professional Issues (Capstone)

Course Syllabus: **Fall 2017**



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

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
						TBD

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 (include prerequisites):

A capstone course which engages the student in discussion of professional issues and behaviors related to clinical practice and which prepares the student for transition into the workforce. A portion of this course will be offered in class and remaining portion in Blackboard format; the schedule for this course will be arranged with the instructor. Pre-requisite: Successful completion of all PTHA courses up to this point in the curriculum, Admission to the program.

Required Textbook(s):

Assigned readings
Discussion board Posts/responses
APTA Website/ PT journal

Publisher:

ISBN Number:

Recommended Reading(s):

Assigned readings
Discussion board Posts/responses
APTA Website/ PT journal

Student Learning Outcomes:

Upon successful completion of this course the student will:

1. Construct a formal Resume
2. Recognize the importance of evidence based practice.
3. Demonstrate and practice commitment to the patient's needs.
4. Recognize specialty areas within the profession.
5. Be familiar with new and emerging aspects in the field of physical therapy.
6. Perform literature reviews utilizing available databases and post brief summaries of articles reviewed.
7. Prepare for state licensure and practice as a graduate and a Licensed Physical Therapist Assistant by participating in systematic review of course material, and utilizing computerized review courses offered by Scorebuilders

SCANS Skills:

Scans addressed as follows: Information (acquires and evaluates information, organizes and maintains information, interprets and communicates information, uses computers to process information); Interpersonal (teaches others, serves clients/customers, works with cultural diversity); Basic Skills (reading, writing, listening, speaking); Thinking Skills (creative thinking, decision making, problem solving, seeing things in the mind's eye, knowing how to learn, reasoning); Personal Qualities (responsibility, self-esteem, sociability, self-management, integrity/honesty).

Lectures & Discussions:

Class Portion: August 31-September 14

August 31:

9:00 – 11:00 Student In-services – Christy, Nick, Stephanie, Taelor, Dillon, Lacey

September 7:

1:00 – 4:00 *Training with Medical Assistant Class:*

Fitting the crutches appropriately

Ascending and Descending curb

Transfer training

Cold/Heat application

Goniometric measurement – Main joints

September 11:

8:15 – 9:00 Sarah Spiker, Instructor of Philosophy/Government

Resume Development

9:00 – 10:30 Dr. John Coleman, Assoc. Faculty Psychology/Behavioral Sciences & Communications Specialist for Admissions

Interview skills (Do's and don'ts) & Communication/Non-Verbal Communication

September 14: Ms. Amanda Hutchings, Clinical Director & Professor for Medical Assisting Program

Short Course - Pharmacology: Contraindications/Indications

Adult Protective Services & Child Protective Services

On-Line Portion:

September 18 Assignment 1 dropbox – Article Summary 1 due Sept. 22nd

Week 1 Discussion Board Post due Sept. 20th

Discussion Board Response due Sept 22nd

September 25 Assignment 2 dropbox – Ethics Scenario – Improper Conduct due Sept. 29th

Week 2 Discussion Board Post due Sept. 27th

Discussion Board Response due Sept. 29th

October 2 Assignment 3 dropbox – Article Summary 2 due Oct. 6th

Week 3 Discussion Board Post due Oct. 4th

Discussion Board Response due Oct. 6th

October 9 Week 4	Assignment 4 dropbox – Ethics Scenario – Confidentiality Issues due Oct. 13 th Discussion Board Post due Oct. 11 th Discussion Board Response due Oct. 13 th
October 16 Week 5	Assignment 5 dropbox – Article Summary 3 due Oct. 20 th Discussion Board Post due Oct. 18 ^h Discussion Board Response due Oct. 20 th
October 23 Week 6	Assignment 6 dropbox – Reflection paper on Practicum II Clinical Experience due Oct. 25 th
October 30 Week 7	Assignment 7 dropbox – Ethics Scenario – Ethical Issues & Students due Nov. 3 rd Discussion Board Post due Nov. 1 st Discussion Board Response due Nov. 3 rd
November 6 Week 8	Assignment 8 dropbox – Article Summary 4 due Nov. 10 th Discussion Board Post due Nov. 8 th Discussion Board Response due Nov. 10 th
November 13 Week 9	Assignment 9 dropbox – Resume due Nov. 17 th Discussion Board Post due Nov. 15 th Discussion Board Response due Nov. 17 th
November 20 Thanksgiving Break	No assignments due 😊
November 27 Week 10	Assignment 10 dropbox – Reflection paper on entire clinical experience due Nov. 29 th

Evaluation/Grading Policy:

Participation/Discussion Board.....	25%
Resume.....	5%
Ethics Scenario Assignments.....	35%
Article Summary Reviews.....	35%

GRADING REGARDING PARTICIPATION

For the student to receive credit for the course and receive a passing grade, a minimum average of 75 must be received for all course components including participation at least 3 times weekly. Failure on more than one-half the graded components of a course will result in a course failure, regardless of cumulative grade. All assignments must be completed with a graded score of 75 or higher. The instructor has the option of requiring submitted work to be re-done if found deficient or lacking in any area. The highest grade possible for resubmitted work or assignments is a 75.

Tests/Exams:

None

Assignments:

See above

Other Course Requirements:**Student Responsibilities/Expectations:****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. It is the responsibility of the student to turn in assignments on time.

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 Shannin Garrett, Academic Advisor/Coordinator of Special Populations located in the College Connection. She can be reached at 903-434-8218. 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. References: Privacy Rights Clearinghouse (2015). Fact Sheet: 35 Social Networking Policy: How to be Safe, Secure and Social. Retrieved from <https://www.privacyrights.org/social-networking-privacy>. Merriam-Webster Dictionary (2015). Retrieved from <http://www.merriam-webster.com/>

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.