

Navarro College
Physical Therapist Assistant Program



Student Handbook
2024-2025

WELCOME

Navarro College and the faculty of the Physical Therapist Assistant (PTA) Program would like to welcome you to the program and to the profession of physical therapy. We hope you are embarking on a life-long career, which will be rewarding for you in all ways.

The purpose of this handbook is to share information in which we feel will prepare you to perform at your highest potential while a student in the program. This information will help you understand the physical therapist assistant program goals, the program's operation, the vision of the faculty, policies of the program, and our philosophy of physical therapy.

Physical therapy is a profession aimed at helping each individual fully participate in life to his/her full potential. In physical therapy, you will have opportunities to work with people of all ages in various stages of their lives (both in wellness and in altered states of health or independence).

Each of you will bring to the classroom and to clinicals your own personality and personal experiences. You will learn to interweave many components into a therapeutic self, aimed at interacting with your clients to assist them in setting their own goals and motivating them to achieve those goals.

Just as each student and each faculty member is different in his/her experiences, personality, communication styles, and motivation, so will each of your patients. There is no formula to tell you how to treat all. Physical therapy embraces our individual differences and challenges physical therapy practitioners to be flexible, adaptable, creative, and quick thinking. The concept of critical thinking - or finding the complete picture using pieces of a puzzle from many sources - is an essential part of the Navarro College PTA Program.

We want you to set your goals high and to reach beyond what you have known before. We expect you to see yourself as an emerging professional and to act accordingly with responsibility and ethical behavior.

The Navarro College PTA faculty is dedicated to assisting you in reaching your goal of becoming certified as a physical therapist assistant and to practice in the field of physical therapy. We look forward to the next 24 months of working with you.

Sincerely,
The faculty and staff of the Navarro College PTA Program

PTA FACULTY AND STAFF

Sarah Austin, PT, DPT

Sarah is the director for the PTA Program and a professor for the PTA Program on the Midlothian of Navarro College. She graduated in 2002 from The University of Oklahoma Physical Therapy program with a Master's in Physical Therapy. In August of 2021, she completed her transitional DPT program through A.T.Still University. She has practiced and continues to practice in a variety of treatment settings, including wellness clinics, home health pediatrics, hospital pediatrics, outpatient rehabilitation, and in various school settings. Sarah is involved with supervision of physical therapist assistants on a constant basis. Sarah has also owned a home health company focusing on pediatrics, working side by side with therapists of other disciplines, physicians, nurses, and other health care personnel. She also teaches and develops various continuing education courses.

Lisa Rigsby, PT, DPT

Lisa is the Academic Coordinator of Clinical Education and an associate professor for the PTA Program on the Midlothian of Navarro College. She graduated in 1999 from The University of Texas Southwestern Medical Center Physical Therapy program with a Bachelor's in Physical Therapy and recently from Texas Tech University with a Doctorate of Physical Therapy in 2017. She has practiced and continues to practice in home health with focus on geriatrics. Lisa has worked in a variety of treatment settings, including rehabilitation director for six years in a busy orthopedic outpatient business with three satellite facilities, functioned as therapy director for home health agency, and has worked in various acute hospital and inpatient rehabilitation and outpatient settings. She also has experience in ergonomic design for companies and home modification training, has advised employees and staff in work safety and injury prevention in a local warehouse business. Lisa has also owned a home health contracting company, teaching and directing physical therapist and physical therapist assistants, and supporting disciplines of speech and occupational therapies.

Teresa O'Neil, PTA

Terri is a full-time faculty member for Navarro College PTA program. She graduated with her AAS degree in PTA in 1994 and has been working in the field of physical therapy continuously. She has expansive knowledge in a variety of settings, with emphasis on the geriatric population. She also has significant clinical experience working as a consultant and training other clinicians in the correct use of physical modalities. She served as a professor and the Academic Coordinator of Clinical Education for Kaplan College in the PTA Program.

FACULTY CONTACT INFORMATION

Sarah Austin, PT, DPT
PTA Program Director; Assistant Professor
Office telephone/voicemail: 972-775-7270
Email: sarah.austin@navarrocollege.edu

Lisa Rigsby, PT, DPT
Academic Coordinator of Clinical Education, Associate Professor
Office telephone/voicemail: 972-775-7252
Email: lisa.rigsby@navarrocollege.edu

Teresa O'Neil, PTA
Associate Professor
Office telephone/voicemail: 972-775-7254
Email: teresa.oneil@navarrocollege.edu

ADMINISTRATION CONTACT INFORMATION

Guy E Featherston, MS
Executive Dean of Health Professions and Navarro College – Waxahachie
Office telephone/voicemail: 972-923-5120
Email: guy.featherston@navarrocollege.edu

Patti Binger, MS
Coordinator of Operations
Office Telephone/Voicemail: 972-923-5121
Email: patti.binger@navarrocollege.edu

Full-time faculty telephones include voicemail, which can be accessed 24 hours a day. Faculty members will make every attempt to return telephone messages and email messages within 24 hours. Emails or telephone messages sent to faculty on Friday will be answered the following Monday.

PHONE NUMBERS

EMERGENCY PHONE NUMBERS

Security Telephone:	(972) 923-6436
Emergency Services (Fire, Medical, Police)	
From a phone:	911
Fire Department (Non-Emergency)	(972)775-7660
Poison Control:	800-222-1222
Police Department (Non-Emergency):	(972) 775-3333

IMPORTANT PHONE NUMBERS

Navarro College - Corsicana 3200 West 7th Avenue Corsicana, TX 75110 1-800-NAVARRO	Navarro College - Waxahachie 1900 John Arden Drive Waxahachie, TX 76165 (972) 937-7612
Navarro College - Midlothian 899 Mount Zion Road Midlothian, TX 76065 (972) 775-7200	Navarro College - Mexia 901 North MLK Highway Mexia, TX 76667 (254) 562-3848
Office of Admissions	(903) 875-7700
Registrar's Office	(903) 875 7700
Residence Life Office	(903) 875-7541
Office of Financial Aid	(903) 875-7400
Navarro College Bookstore	(972) 775-7241
International Student Services	(903) 875-7425
Department of Public Safety	(903) 875-7500
Office of Accessibility and Accommodations	(903) 875-7377
Bulldog Mental Wellness Center (BMWC)	(903) 875-7670

TABLE OF CONTENTS

WELCOME TO NEW PTA STUDENTS	1
PTA FACULTY AND STAFF.....	2
FACULTY CONTACT INFORMATION	3
PHONE NUMBERS.....	4
EQUAL EDUCATIONAL OPPORTUNITY	9
DISABILITY AND ACCESS INFORMATION	9
STUDENT CODE OF CONDUCT IN SPECIAL PROGRAMS.....	9
PURPOSE	9
SIGNATURE SHEET INFORMATION	10
ACCREDITATION	10
CONTEXT OF THE INSTITUTION	10
NAVARRO COLLEGE PTA MISSION AND PHILOSOPHY	11
PROGRAM OVERVIEW	11
PTA PROGRAM MISSION	11
PTA PROGRAM PHILOSOPHY.....	11
NAVARRO COLLEGE PTA GOALS AND PROGRAM LEARNING OUTCOMES	12
GOALS.....	12
PROGRAM LEARNING OUTCOMES	12
CURRICULUM	11
CURRICULUM DESIGN	12
PROGRAM CURRICULUM	14
PROGRAM COURSE DESCRIPTIONS	14
CLINICAL PLACEMENTS.....	16
ADMISSIONS.....	19
Applicant Entrance Criteria Worksheet.....	20
NAVARRO COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM (COMPLETED BY FACULTY)	20
APPLICATION REQUIREMENTS.....	22
TSI COMPLETION.....	22
OBSERVATION HOURS.....	22

COMPLETION OF COURSEWORK.....	22
COURSEWORK TIMEFRAME.....	22
MEDICAL SAFETY AND HEALTH	23
LIABILITY INSURANCE	23
HEALTH INSURANCE	23
INFECTIOUS DISEASE	23
STUDENT PHYSICAL EXAMINATIONS	23
IMMUNIZATIONS.....	23
CPR	23
ACCIDENT OR INJURY REPORTING.....	24
STANDARD PRECAUTIONS.....	24
DRUG AND SUBSTANCE USE.....	24
SMOKING/VAPING.....	25
CRIMINAL BACKGROUND CHECK.....	26
SEXUAL HARASSMENT AND MISCONDUCT	27
PROFESSIONAL CONDUCT	27
DRESS CODE	27
STUDENT CONDUCT	28
GUIDELINES FOR PROFESSIONAL CONDUCT IN THE CLINIC	28
STUDENT SOCIAL MEDIA	30
PROFESSIONAL BEHAVIORS.....	31
FAMILY AND EMPLOYMENT (OUTSIDE OF THE PTA PROGRAM).....	31
PERSONAL ELECTRONIC DEVICES OR CELLULAR PHONES	31
STUDENT COMPLAINTS	32
CHANGE OF PERSONAL INFORMATION.....	32
ATTENDANCE.....	32
DIDACTIC ATTENDANCE	32
MISSED DAILY WORK/QUIZZES/EXAMIINATIONS/PRESENTATIONS	33
CLINICAL ATTENDANCE	33
ATTENDANCE OF STUDENTS WITH VA BENEFITS	34
ABSENCE DURING A RELIGIOUS HOLIDAY	34
GRADING	34

DIDACTIC GRADING SYSTEM	34
CLINICAL GRADING SYSTEM	35
PLAN OF CORRECTION.....	41
LATE WORK.....	41
EXAM POLICIES.....	42
MAKE-UP EXAMS.....	42
COMPETENCY OF SKILLS.....	42
GRADING CRITERIA.....	43
MINIMUM CRITICAL SAFETY SKILLS	44
ACADEMIC HONESTY	44
ACADEMIC ADVISORY.....	44
TUTORIAL SERVICES.....	45
STUDENT EVALUATION OF PROGRAM COURSES/FACULTY	45
STUDENT RECORDS AND PAPERS	45
STUDENT GRIEVANCE WITHIN THE PTA PROGRAM	45
COLLEGE REGULATIONS AND GUIDELINES	46
FACILITIES	46
INSTRUCTIONAL CLASSROOM METHODS.....	46
DIDACTIC ASSIGNMENTS.....	47
LABORATORY	47
EQUIPMENT USE	47
RETENTION/WITHDRAWALS/DISMISSALS	48
TRANSFER STUDENTS	49
READMISSION.....	50
READMISSION FOR APPLICATION TO FULL PROGRAM.....	50
REENTRY TO SUBSEQUENT SEMESTERS	50
STUDENT SERVICES.....	51
FINANCIAL AID.....	51
LIBRARY SERVICES	52
ACADEMIC ADVISING.....	52
COUNSELING SERVICES	52
CARL PERKINS CAREER CENTER.....	52

PROFESSIONAL MEMBERSHIPS	52
AFTER GRADUATION	54
HIGHER EDUCATION POSSIBILITIES	54
LICENSURE.....	54
EMPLOYMENT AFTER GRADUATION	55
ESTIMATED TOTAL COST OF BOOKS, TUITION, AND FEES.....	55
APPENDIX	57
ESSENTIAL FUNCTIONS OF PTA STUDENTS	57
PERSONAL DATA SHEET FOR STUDENT CLINICAL EXPERIENCE	60
HEALTH EVALUATION FORM - PARTS I AND II.....	62
IMMUNIZATIONS.....	64
DRUG SCREENING.....	66
CRIMINAL HISTORY DECLARATION	67
CONFIDENTIALITY AGREEMENT	68
STANDARDS OF ETHICAL CONDUCT FOR A PTA	69
ETHICAL BEHAVIOR	70
PERFORMANCE STANDARDS: PHYSICAL.....	71
PERFORMANCE STANDARDS: COGNITIVE/MENTAL/ENVIRONMENTAL	72
PERFORMANCE STANDARDS.....	75
USE OF STUDENT WORK, NAME, IMAGE, AND RELEASE OF INFORMATION.....	76
STUDENT TRAVEL RELEASE FORM.....	77
APPLICANT DATA FOR SELF STUDY REPORT.....	78
STUDENT ACKNOWLEDGEMENT	79

EQUAL EDUCATIONAL OPPORTUNITY

Navarro College is committed to providing a safe and nondiscriminatory employment and educational environment. The College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, or other status protected by the law in its programs, activities or in the content of employment.

DISABILITY AND ACCESS INFORMATION

The mission of the Navarro College Office of Accessibility and Accommodations is to assist, support, and enhance the students' college experience and facilitate equal access to all services and programs at Navarro College, through the provision of reasonable accommodation in compliance with the Americans with Disabilities Act (ADA).

Navarro College is committed to ensuring equal access of facilities, activities, and programs by providing reasonable and appropriate accommodations for qualified students regarding disabilities and regarding the potential for success as defined in Section 504 of the Amended Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 2000, and the ADAAA of 2009. It is Navarro College's policy that no otherwise qualified person with a disability be excluded from participating in any college program or activity, be denied the benefits of any college program or activity, or otherwise be subjected to discrimination regarding any college program or activity. A program or activity refers to any credit or non-credit program or activity sponsored by Navarro College.

STUDENT CODE OF CONDUCT IN SPECIAL PROGRAMS

Certain programs such as honors programs, Residence Life, as well as instructional areas (e.g. Cosmetology, Welding, Oil and Gas), Allied Health (e.g. Nursing, OTA, PTA) and Protective Services (e.g. Police, Fire and EMS) will require additional standards of conduct and may involve additional requirements for admissions and sanctions against student misconduct. The request for appeal of any instructional programmatic decisions must be made through the program director and his/her supervisor consistent with the Student/Instructor Conflict Resolution procedures. The students in these programs will be required to abide by both the Navarro College Student Handbook and the program specific Student Handbook. When there is conflict, the Navarro College Student Handbook supersedes the program handbook at the discretion of the judicial officer designee.

PURPOSE

The PTA Student Handbook provides you with the information concerning policies and procedures of the Navarro College Physical Therapist Assistant Program, which will guide your actions during the two years you work toward your Associate Degree of Applied Science and national licensure as a Licensed Physical Therapist Assistant. The PTA Student Handbook is approved by the Executive Vice President of Academic Affairs. The policies and procedures of the PTA Student Handbook are in addition to the Navarro College Catalogue, the Navarro College Student Handbook, and the PTA course syllabi.

SIGNATURE SHEET INFORMATION

Throughout this manual, you will find policies and procedures, which require your signature. Each page requiring a signature occurs twice; one sheet is in the bound copy for you to keep and one sheet is a loose copy for you to return to the Academic Coordinator of Clinical Education in your student portfolio (which is described in this manual).

Students will read and agree to the Navarro College policies and procedures in the Navarro College Catalog, the Navarro College Student Handbook, and the PTA Student Handbook for each year of study.

ACCREDITATION

The Physical Therapist Assistant program at Navarro College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 972-923-5121 or 972-775-7270 or email patti.binger@navarrocollege.edu.

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

CONTEXT OF THE INSTITUTION

Navarro College is a two-year accredited, state-supported, community college with four locations in Corsicana, Waxahachie, Midlothian, and Mexia. Navarro has a long history of service to the community and is committed to creating a learning environment that is accessible, affordable, responsive, and innovative.

MISSION

Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.

VISION

Navarro College will be nationally recognized as a higher education institution committed to providing innovative career pathways and student-centered learning opportunities that result in students capable of succeeding in local and global communities.

VALUES

Integrity: actively building open relationships with students, employees, local business, and local communities. Serving all people we touch with a strong sense of ethics and personal and organizational responsibility.

Diversity: fostering acceptance, multi-dimensional thinking, and respect and understanding the different experiences of all people. We know we are stronger for who we are together—as a college, as a community, as a culture, as part of a global village.

Innovation: leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global community.

Student Centeredness: placing students at the heart of all we do, with an emphasis not only on excellence and learning, but, also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.

Accountability: honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect, citizenship, civic responsibility, and humanitarianism as both individuals and an institution.

NAVARRO COLLEGE PTA MISSION AND PHILOSOPHY

PROGRAM OVERVIEW

The two-year, 66-hour curriculum in physical therapy leads to an Associate of Applied Science Degree (A.A.S. PTA). The program helps prepare the graduate to take the national certification examination provided by the Federation of State Board of Physical Therapy (FSBPT) to become a Physical Therapist Assistant (PTA). Graduates must also meet licensure requirements as mandated by the Texas Board of Physical Therapy Examiners (TBPE) or the state in which licensure is sought. The physical therapist assistant curriculum includes coursework and clinical experiences in traditional and non-traditional physical therapy settings.

PTA PROGRAM MISSION

Through visionary leadership and contemporary teaching, Navarro College Physical Therapist Assistant Program provides students the technical skills necessary to provide evidenced based care and leadership within their communities and practices while maintaining high ethical standards and professional behaviors of a physical therapist assistant under the supervision of the physical therapist.

PTA PROGRAM PHILOSOPHY

Navarro College provides students with entry level practice knowledge and skill sets in physical therapy, necessary to improve an individual's optimum quality of life through health promotion, prevention of disabilities and rehabilitation regardless of the disability. Navarro College seeks to educate students to be compassionate and live out the basic moral principle of "Do No Harm" when interacting with clients, other health care professionals or their communities. The Navarro College PTA Program believes in providing lifelong learning experiences to each student regardless of cultural or social background, personal life choices, health status, age, or personal challenges. These learning experiences will aide in fostering the development of advanced critical thinkers and practitioners in the field of physical therapy. Navarro College seeks to develop partnerships with clinical faculty to foster development of the entry level graduate. Navarro College also seeks clinical environments that practice evidence-based principles and treatment that will enhance the knowledge and professional expectations of the physical therapist assistant student. The Navarro College PTA Program believes that, while a physical therapist assistant works under the supervision of a physical therapist, a physical therapist assistant is also an extension of a

physical therapist and a vital member of a health care team. The Navarro College Physical Therapist Assistant Program was designed and established to meet the needs of the surrounding underserved rural and urban communities.

NAVARRO COLLEGE PTA GOALS AND PROGRAM LEARNING OUTCOMES

GOALS

1. The program will provide exceptional educational experiences that reflect contemporary practice.
2. The faculty will provide contemporary curricula that reflects current practice models.
3. Graduates will achieve an effective transition from student to entry level professional member of the health care team.
4. Graduates will demonstrate behaviors congruent with the high ethical standards as established by the Standards of Ethical Conduct for the Physical Therapist Assistant and the Guide for Conduct of the Physical Therapist Assistant.

PROGRAM LEARNING OUTCOMES

1. Graduates will practice the principles of ethics, values and responsibilities consistent with the ethos of the profession.
2. Graduates will demonstrate contemporary patient/client management strategies.
3. Graduates will effectively manage the plan of care under the supervision of the PT and within the scope of practice.
4. Graduates will demonstrate competence in implementing selected components of interventions identified in the plan of care established by the physical therapist.
5. Graduates will demonstrate competence in performing components of data collection skills essential for carrying out the plan of care by administering appropriate tests and measures.
6. Graduates will effectively participate in the health care environment.
7. Graduates will assume responsibility for appropriate management of the practice setting.

CURRICULUM

CURRICULUM DESIGN

The Physical Therapist Assistant (PTA) Program at Navarro College is an integrated two-year program, consisting of five semesters (including prerequisite course work). The coursework and clinical rotations are structured in an organized sequence to build upon foundational content. The curriculum design of the Navarro College PTA Program utilizes a hybrid model, transitioning from a traditional model approach to a case-based model approach in the latter part of the program. The content of the program curriculum is presented in a logical and structured format, ensuring that foundational skills are taught and learned prior to progressing into higher critical thinking tasks. The PTA program is designed to integrate student growth through clinical experiences that are appropriate for the student's knowledge base and skill set, at that time in the curriculum. The integration of clinical coursework begins in the fourth semester of the PTA Program, after students have mastered introductory coursework.

ASSOCIATE IN APPLIED SCIENCE DEGREE: PHYSICAL THERAPIST ASSISTANT

PREREQUISITES		Lec Hours	Lab Hours	Credit Hours
MATH 1342	Elementary Statistics	3	0	3
BIOL 2401	Anatomy and Physiology I	3	3	4
BIOL 2402	Anatomy and Physiology II	3	3	4
ENGL 1301	Composition I	3	1	3
Prerequisites Total				14

FIRST YEAR

First Semester

PTHA 1409	Introduction to Physical Therapy	2	4	4
PTHA 1413	Functional Anatomy	2	4	4
PTHA 1321	Pathophysiology for PTA	3	0	3
PTHA 1325	Communication in Health Care	3	0	3
PSYC 2314	Lifespan Growth and Development	3	0	3
First Semester Total				17

Second Semester

PTHA 1431	Physical Agents	3	4	4
PTHA 2301	Essentials of Data Collection	2	4	3
PTHA 2205	Neurology	2	0	2
PTHA 2409	Therapeutic Exercise	3	4	4
PHIL 1301 or 2306	Intro to Philosophy or Intro to Ethics	3	0	3
Second Semester Total				16

SECOND YEAR

First Semester

PTHA 2431	Management of Neurological Disorders	3	4	4
PTHA 2535	Rehabilitation Techniques	3	6	5
PTHA 1260	PTA Clinical I	0	0	2
Third Semester Total				11

Second Semester

PTHA 2360	PTA Clinical II	0	0	3
PTHA 2361	PTA Practicum	0	0	3
PTHA 2239	Professional Issues	2	0	2
Fourth Semester Total				8

DEGREE PLAN TOTAL

66

PROGRAM CURRICULUM

The Navarro College Physical Therapist Assistant curriculum and clinical education is designed to progressively build upon foundational skills to more critical thinking scenarios, with increasing clinical hours beginning in the fourth semester through the completion of the program. The courses listed below must be taken in sequence. The inability to maintain a "C" average of 75%, or better, in any PTHA course, will result in dismissal from the program.

In addition to the required core courses listed below, the student must also complete the additional credit hours of all support courses to fulfill the requirements for the Associate of Applied Science degree with a "C" or better. Upon completion of PTA curriculum, the students will be awarded an Associate of Applied Science Degree in Physical Therapist Assistant and are eligible to take the national board examination to attain licensure as Physical Therapist Assistants.

PROGRAM COURSE DESCRIPTIONS

PTHA 1409 – Introduction to Physical Therapy 2 lec/4 lab (4 Cr.) This course will provide an introduction to the profession of physical therapy and the role of the physical therapist assistant. Prerequisite: Anatomy and Physiology I and II or equivalent; admission to program. Co-requisites: PTHA 1413, PTHA 1321, PTHA 1325. (2 hours lec/ 4 hours lab/week).

PTHA 1413 – Functional Anatomy 2 lec/4 lab (4 Cr.) Study of the relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement. Prerequisite: Anatomy and Physiology I and II or equivalent; admission to program. Co-requisites: PTHA 1409, PTHA 1321, PTHA 1325. (2 hours lec/ 4 hours lab/week).

PTHA 1321 – Pathophysiology for PTA 3 lec/0 lab (3 Cr.) Study of the pathophysiology of diseases/conditions encountered in physical therapy. Prerequisite: Anatomy and Physiology I and II or equivalent; admission to program. Co-requisites: PTHA 1409, PTHA 1413, PHTA 1325. (3hours lec/0 hours lab/week).

PTHA 1325 – Communication in Health Care 3 lec/0 lab (3 Cr.) Communication theories and principles for optimal delivery of health care. Prerequisite: Anatomy and Physiology I and II or equivalent; admission to program. Co-requisites: PTHA 1409, PTHA 1321, PTHA 1413. (3 hours lec/0 hours lab/week)

PTHA 2409 – Therapeutic Exercise 3 lec/4 lab (4 Cr.) Explores concepts, principles, and application of techniques related to therapeutic exercise and functional training. Prerequisite: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 1325. Co-requisites: PTHA 1431, PTHA 2205, PTHA 2301(3 hours lec/4 lab hours/week).

PTHA 1431 – Physical Agents 3 lec/4 lab (4 Cr.) Study of the biophysical principles, physiological effects, efficacy, and application of physical agents. Prerequisite: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 1325. Co-requisites: PTHA 2409, PTHA 2205, PTHA 2301 (3 hours lec/4 lab hours/week).

PTHA 2205 – Neurology 2 lec/0 lab (2 Cr.) The relationship of neuroanatomy and neurophysiology as it relates to neurological conditions. Prerequisite: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 1325. Co-requisites: PTHA 2409, PTHA 1431, PTHA 2301 (2 lec hours/week).

PTHA 2301 – Essentials of Data Collection 2 lec/3 lab (3 Cr.) This course identifies data collection techniques used to assist in patient/client management. Prerequisite: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 1325. Co-requisites: PTHA 2409, PTHA 1431, PTHA 2205. (2 lec hours/3 lab hours, week).

PTHA 2431 – Management of Neurological Disorders 3 lec/4 lab (4 Cr.) Comprehensive rehabilitation techniques of selected neurological disorders. Prerequisite: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 1325, PTHA 2409, PTHA 1431, PTHA 2205, PTHA 2301. Co-requisites: PTHA 2435, PTHA 1260. (3 lec/4 lab hours/week)

PTHA 2535 – Rehabilitation Techniques 3 lec/6 lab (5 Cr.) Instruction in comprehensive rehabilitation of selected diseases and disorders. Prerequisite: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 1325, PTHA 2409, PTHA 1431, PTHA 2205, PTHA 2301. Co-requisites: PTHA 2431, PTHA 1260. (3 lec/6 lab hours/week).

PTHA 1260 PTA Clinical I 2 lec/0 lab (2 Cr.) This course is a health-related work-based learning experience that enables the student to apply specialized physical therapy theory, skills, and concepts in various settings. Direct supervision is provided by the clinical professional. The clinical experience is designed to reinforce topics and experiences that occurred during lectures and labs. Upon successful completion of this course, the student will earn two (2) credit hours. Prerequisites: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 1325, PTHA 2409, PTHA 1431, PTHA 2301, PTHA 2205, Co-requisites: PTHA 2431, PTHA 2435 (0 lec/0 lab/24 ext hours per week for six weeks, totaling 144 hours).

PTHA 2239 Professional Issues 2 lec/0 lab (2 Cr.) Discussion on professional issues and behaviors related to clinical practice; preparation for transition into the workforce including preparation for licensure, employment, and professional development; identification of legal, ethical, and professional behaviors. (2 lec hours/week). Prerequisites: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 1325, PTHA 2205, PTHA 2409, PTHA 2301, PTHA 1431, PTHA 2431, PTHA 2435, PTHA 1260. Co-requisites: PTHA 2360.

PTHA 2360 PTA Clinical II 3 lec/0 lab (3 Cr.) This clinical is a full time, five (5) week clinical that provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Upon successful completion of the course, the student will earn three (3) credit hours. (0 lec/0 lab/ 32 ext hours per week, totaling 192 hours). Prerequisites: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 1325, PTHA 2205, PTHA 2409, PTHA 2301, PTHA 1431, PTHA 2431, PTHA 2435, PTHA 1260. Co-requisites: PTHA 2239.

PTHA 2366 PTA Practicum 3 lec/0 lab (3 Cr.) This practicum is a full time, nine (9) week clinical rotation that provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. The student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among

political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Upon successful completion of the course, the student will earn three (3) credit hours. Prerequisites: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 1325, PTHA 2205, PTHA 2409, PTHA 2301, PTHA 1431, PTHA 2431, PTHA 2435, PTHA 1260, PTHA 2360, and PTHA 2239 (0 lec/0 lab/ 40 ext hours per week, totaling 360 hours).

CLINICAL PLACEMENTS

The clinical program is designed to be integrated fully into the curriculum design of the program. Learning is a cycle that requires reinforcement of concepts through “hands-on” delivery methods. The clinical program is the link between a concept and its application to practice. Curricular threads are identified each semester for emphasis in each clinical. These threads are interwoven between lectures, laboratories, clinical experiences, and seminars to maximize transfer of learning. Clinical sites are carefully selected based on their ability to address the curricular threads.

Clinical educators are active participants in this process through participation in advisory committee meetings, clinical site visits, opportunities for adjunct teaching and guest lectures, providing electronic feedback via surveys, and through various forms of electronic communication. The program actively recruits former students familiar with the curriculum design to serve as clinical educators, encouraging promotion of the profession through clinical education.

Navarro College offers clinical rotations in conjunction with and as an enhancement to course content. The clinical experience, coursework and behavioral objectives strive to reflect a sequential orientation and move from concrete to conceptual and from simple to more complex learning activities. PTA Clinical I & II and the PTA Practicum are linked to the following complimentary course work:

COURSES TAKEN PRIOR TO PTHA 1260 CLINICAL I:

CLASSES:	LEARNING ELEMENTS OF CLASSES:
Introduction of Physical Therapy	<ul style="list-style-type: none"> • CPR/Vital Signs/First Aid • History and Current Issues in PT • Body Mechanics/Gait Training • Positioning and Draping • Body Mechanics and Patient Transfers • Infection Control • Professional Ethics • Role of the PTA in Healthcare • Career Development • Lifelong Learning Skills • Behavior and Conduct of a Healthcare Professional • Measurements of Pain • Use of Adaptive and Assistive Devices • Discharge Planning
Functional Anatomy	<ul style="list-style-type: none"> • Arthrokinematics • Osteokinematics • Biomechanics and Planes of Motion • Joint Integrity and Mobility

	<ul style="list-style-type: none"> • Posture • Gait, Locomotion and Mobility • Range of Motion • Physiology of the Musculoskeletal System • Neurology of the Musculoskeletal System
Pathophysiology	<ul style="list-style-type: none"> • Cardiovascular Systems • Endocrine and Metabolic Systems • Gastrointestinal System • Genital and Reproductive Systems • Hematologic System • Hepatic and Biliary System • Immune System • Integumentary System • Lymphatic System • Musculoskeletal System • Nervous System • Respiratory System • Renal & Urologic systems
Communication in Healthcare	<ul style="list-style-type: none"> • Documentation • Billing • Medical Acronyms/Abbreviations • Communication across Cultures • Motivational Interviewing • Conflict Resolution • Grief Cycles • Evidenced Based Practice
Therapeutic Exercise	<ul style="list-style-type: none"> • Therapeutic Exercises • Manual Therapy Techniques • AROM, AAROM, PROM • Joint Integrity and Mobility • Muscle Performance • Assistive, Adaptive, Orthotic, Protective, Supportive, and Prosthetic Devices • Gait, Locomotion and Balance • Home Exercise Programs • Pain • Education of Patients • Ventilation, Respiration and Circulation Examination
Neurology	<ul style="list-style-type: none"> • Neuroanatomy • Neurophysiology
Physical Agents	<ul style="list-style-type: none"> • Physical Agents and Mechanical Agents <ul style="list-style-type: none"> ○ Thermal Agents ○ Ultrasound ○ Diathermy ○ Electrical Stimulation ○ Light/Laser/UV ○ Hydrotherapy
Essentials of Data Collection	<ul style="list-style-type: none"> • Understanding of the Plan of Care as Developed by the PT • Quality Assurance • Functional Activities measurement tools

	<ul style="list-style-type: none"> • Arousal, Mentation and Cognition • Patient Education Implementation • Anthropomorphically Characteristics • Aerobic Capacity and Endurance • Joint Measurement • Muscle Strength • Muscle Length • Joint Integrity and Mobility • Ventilation, Respiration and Circulation • Recognizes Changes in Patient Status and Reports to PT • Participation in Discharge Planning
--	---

ADDITIONAL COURSES TAKEN PRIOR TO PTHA 2360 CLINICAL II:

CLASSES:	LEARNING ELEMENTS OF CLASSES:
Management of Neurological Disorders	<ul style="list-style-type: none"> • Therapeutic Activities for Neurological Populations • Functional Training • Neuromotor Development • Handling Techniques • Legal and Ethical Conduct • Understanding of Plan of Care • Integumentary Integrity • Education to Patient and Others • Muscle Performance • Assistive, Adaptive, Orthotic, Supportive and Prosthetic devices • Gait, Locomotion and Balance in the Neurological Populations
Rehabilitation Techniques	<ul style="list-style-type: none"> • Case Studies and Critical Thinking Skills Involving ALL Aspects of Curriculum Taught in Previous Courses • Patient Related Instruction • Implementation of POC • Modification within the POC • Participation in D/C Planning

COURSES TAKEN PRIOR TO PTHA 2366 PRACTICUM:

CLASSES:	LEARNING ELEMENTS OF CLASSES:
Professional Issues	<ul style="list-style-type: none"> • Ethics and Conduct • PTA Board Review • Laws and Regulations regarding PTA • Lifelong Learning Skills • Advocacy for the PTA Profession • Community Service • Interaction with Other Members of the Healthcare Team • Career Development • Role of the PTA • Scope of Practice • Supervision under the PT

ADMISSIONS

Admission to the Physical Therapist Assistant Program is a separate procedure from admission to Navarro College. Applicants must first meet all admission criteria for Navarro College. Once enrolled in Navarro College, the student may submit an application to the PTA Program, during the application admission time period. It is **mandatory** for all potential applicants to participate in an information session, which are conducted at various times throughout the year. Applications to the PTA Program may be obtained from the PTA Program webpage.

Positions in the program are limited. Admission decisions will be made through a points system. Priority status is determined from the following data:

- Grade Point Average (GPA) – MUST be 2.5 or higher (degree plan requirements)
 - GPA is calculated from PTA degree plan requirements only – NOT OVERALL GPA
- Grade achieved in pre-requisite courses (must be completed prior to application deadline) on the PTA degree plan
- Grade achieved in core courses on the PTA degree plan
- Observation Hours - minimum of 40 hours from two (2) different settings including a combination of inpatient and outpatient
 - **A minimum of 10 observation hours must come from acute, rehab, or sub-acute setting**
- Previous healthcare work experience
- Completion of prior degree

By the deadline indicated on the application, all submitted applications will be reviewed for completeness. The completed applications will then be ranked based on the above factors. The highest total point applicant sets the mark for ranking. Applicants will be numbered in descending order based on point total. If two or more applicants tie for total points, GPA will be used as a tiebreaker with the higher GPA ranked higher.

A total of twenty-three (23) students will be selected to the PTA Program. Applicants not accepted into the program will be considered alternates and ranked accordingly. All applicants will be notified within 30 days of the application deadline of their status in the program. **A correct and current Navarro College email is very important in the notification process**, as this is how students will be informed of their acceptance into the PTA Program. If accepted into the PTA Program, the applicant must reply within **48 hours/2 days** to assure their position in the program. Students selected for admission into the PTA Program will be required to attend a mandatory orientation, date to be determined.

The point system is outlined on the following pages.

APPLICANT ENTRANCE CRITERIA WORKSHEET

NAVARRO COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM (COMPLETED BY FACULTY)

Applicant's Name: _____

Date: _____

Total Score: _____

1. GPA – Overall grade point average
 - GPA 4.0 = 5
 - GPA 3.5 to 3.9 = 3
 - GPA 3.0 to 3.4 = 2
 - GPA 2.5 to 2.9 = 1

Applicant's Score: _____

2. Physical therapy observation hours - (40 hours minimum, combination of inpatient and outpatient, with minimum of 10 hours from acute, rehab, or sub acute)
 - 60 hours, Bonus = 5
 - 50 hours, Bonus = 3
 - 40 hours, Required = 1

Applicant's Score: _____

3. Completion of pre-requisites:
 - a. Completion of BIOL 2401: Anatomy & Physiology I
 - With a grade of "A" = 5
 - With a grade of "B" = 3
 - With a grade of "C" = 1

Applicant's Score: _____

- b. Completion of BIOL 2402: Anatomy & Physiology II
 - With a grade of "A" = 5
 - With a grade of "B" = 3
 - With a grade of "C" = 1

Applicant's Score: _____

- c. Completion of ENGL 1301: Composition I
 - With a grade of "A" = 5
 - With a grade of "B" = 3
 - With a grade of "C" = 1

Applicant's Score: _____

- d. Completion of MATH 1342: Elementary Statistics
 - With a grade of "A" = 5
 - With a grade of "B" = 3
 - With a grade of "C" = 1

Applicant's Score: _____

4. Completion of core course (excluding prerequisites):
- a. Completion of PHIL 1301 or 2306: Intro to Philosophy or Intro to Ethics
 - With a grade of "A" = 3
 - With a grade of "B" = 2
 - With a grade of "C" = 1
 - Applicant's Score:** _____
 - b. Completion of PSYC 2314: Lifespan Growth and Development
 - With a grade of "A" = 3
 - With a grade of "B" = 2
 - With a grade of "C" = 1
 - Applicant's Score:** _____
5. Previous healthcare work experience (paid or unpaid – should be noted in application)
- Yes = 2
 - No = 0
 - Applicant's Score:** _____
6. Completion of prior college degree
- Master's degree = 3
 - Bachelor's degree = 2
 - Associates degree = 1
 - No prior degree = 0
 - Applicant's Score:** _____
7. TSI (Texas Success Initiative) Complete:
- Yes =4
 - No =0
 - Applicant's Score:**_____
- TOTAL SCORE (maximum of 45 pts):** _____

APPLICATION REQUIREMENTS

TSI COMPLETION

Applicants are not required to be complete. Those applicants who are TSI complete will receive 4 points on their application.

OBSERVATION HOURS

Applicants must complete 40 hours of observation, that has been completed within 3 years prior to admission to the program. Applicants will submit completed verification forms in a sealed envelope with the submitted application.

COMPLETION OF CORE COURSEWORK

All pre-requisite and core courses completed must satisfy state of Texas Higher Education Communicative Board (THECB) Community College requirements for level of course work for an Associate level degree. Junior and Senior level courses do not satisfy this requirement.

If an applicant has completed junior and senior level pre-requisite and/or core courses at a university and they do not satisfy the THECB college requirements for level of course work, the student may still be accepted into the Navarro College Physical Therapist Assistant Program. However, the student will be required to take an appropriate level course that satisfies the requirement for the program before the start of the second semester. If the student does not satisfy the requirements for transferability, the student will be dismissed from the program and may reapply (See Reapplication Policy).

COURSEWORK TIME FRAME

All potential physical therapist assistant applicants must have completed their pre-requisite course work within the following time frames:

- ENGL 1301 Composition I can be taken at any time frame prior to application to the program.
- MATH 1342 Elementary Statistics can be taken at any time frame prior to application to the program.
- BIOL 2401 Anatomy and Physiology I must have been taken within 7 (seven) years of application to the program.
- BIOL 2402 Anatomy and Physiology II must have been taken within 7 (seven) years of application to the program.

All potential physical therapist assistant applicants must have completed their core course work within the following time frames:

- PHIL 1301/2306 (introduction to Philosophy or Introduction to Ethics) can be taken at any time frame prior to the end of the second semester of the program.
- PSYC 2314 (Lifespan Development) can be taken at any time prior to the end of the first semester of the program.

Each applicant must submit documentation (unofficial transcripts) with Navarro College Physical Therapist Assistant application that provides information of the time frame that each prerequisite of

core course was completed. If core courses were not completed prior to application, the student must provide evidence that the course will be completed within the acceptable time frame. If the student does not complete the courses within the acceptable time frame, the student will not be allowed to continue in the PTA Program.

MEDICAL SAFETY AND HEALTH

LIABILITY INSURANCE

Students will be required to have limited liability insurance and pay a predetermined fee to the Cashier's Office of Navarro College annually so that Navarro College can secure the limited liability insurance coverage. Students may wish to purchase additional liability insurance. **NOTE: The liability insurance that each student will have does not pay for injuries to the student – only for injuries to the patient. The student is completely responsible for personal medical costs incurred while at clinical sites. If a patient is injured by the student, the limited liability insurance may or may not cover all legal costs.**

HEALTH INSURANCE

Faculty and students are encouraged to have health insurance and are responsible for their own individual or family insurance policies. Students enrolled in the PTA Program are encouraged to have personal health insurance prior to the start of clinical courses.

INFECTIOUS DISEASE

While performing PTA responsibilities in the clinical facilities, the student may be exposed to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B, and HIV. The student understands and assumes the risks involved in the clinical portion of the PTA Program and agrees to abide by the policies and procedures of each facility regarding exposure to infectious diseases and infection control.

STUDENT PHYSICAL EXAMINATIONS

Each student must undergo a physical health examination by a certified health professional **once admitted into the PTA Program**. Physical examination forms are included in the student handbook. The physical report will be kept on file in the PTA Program files. Please note, the health examination requires the student to read the "Performance Standards" beforehand, and both the student and the health professional must sign the form indicating the ability to perform as described and/or any limitations which may be present. Failure to provide this completed information to the Academic Coordinator of Clinical Education (ACCE) will result in non-placement for clinical and withdrawal from the Program.

IMMUNIZATIONS

All immunizations must be completed prior to the start of clinical rotations in the PTA Program. See Appendix VII for a complete list of all required immunizations.

The responsibility for maintaining current health testing and immunizations, including costs, are the responsibility of the student.

CPR

All students must have current American Heart Association CPR card prior to and throughout all clinical experiences. A copy of such will be kept in the student's file. Students will NOT be allowed to attend clinical training until proof of current CPR card is provided.

ACCIDENT OR INJURY REPORTING

If a student is injured while in the classroom setting, the Program Director must be notified immediately. The Program Director will be responsible for completing all necessary documentation, including the Health Professions Occurrence Report with the assistance of the student and the appropriate instructor.

If a student is injured while in the clinical setting, the Academic Coordinator for Clinical Education (ACCE) must be notified immediately. The ACCE should be given a copy of the facility's incident report and may require that a Health Professions Occurrence Report be completed. The student is responsible for all expenses incurred by the facility rendering medical care. Navarro College and the clinical facility are not responsible for any claims or expenses that result from an action of the student or a patient/client in the clinical setting. The Navarro College PTA Program also reserves the right to require a physician's statement authorizing that the student can safely resume/continue patient/client care at appropriate level of clinical requirements, after an illness or injury. Each case will be considered on an individual basis.

STANDARD PRECAUTIONS

All students will be instructed in blood borne pathogen precautions before entering first clinical rotation. With direct patient care, there is an increased risk of exposure to blood and bodily fluids of individuals with HIV and hepatitis B and C. Because of this reality, it is imperative to consider all patients as potentially infected with blood borne pathogens. The following precautions are to be followed by all of Navarro College PTA Program faculty and students:

1. Gloves must be worn when touching:
 - a. Blood and body fluids
 - b. Mucous membranes
 - c. Non-intact skin
 - d. Handling items or surfaces soiled with blood or body fluids
2. Gloves shall be changed between patients and hand hygiene carried out.
3. Protective eyewear shall be worn when suctioning or at any time droplets of blood or other body fluids might contaminate the eyes of the caregiver.
4. Disposable syringes and needles, scalpel blades, and other sharp items shall be disposed of in the sharps container.
5. Any break in skin integrity of the caregiver will be covered by an occlusive/ protective covering.
6. Gloves that are punctured or torn while in use shall be removed as soon as possible. Hand hygiene is to be carried out and new gloves applied to proceed with the task.
7. Laboratory specimens shall be handled with gloves on and labeled appropriately. (Put in plastic bags for transport to the laboratory.)
8. Soiled linens will be put in bags at the bedside and are not to come in contact with the uniform.
9. Gloves shall be used for providing personal care for all patients and while doing any procedure where contact with blood, or body fluids may be expected (including all times when patient's skin will be punctured i.e. injections).
10. Spills shall be removed with gloved hands and paper towels. Then have housekeeping clean and disinfect the area.

DRUG AND SUBSTANCE USE

Navarro College is a drug and alcohol-free. Possession, sale and/or use of any type of illegal drugs, alcohol, or mood-enhancing substance by any person on any property owned, leased, or controlled by Navarro

College is strictly forbidden. The Navarro College Department of Public Safety will enforce all federal, state, and local laws concerning underage drinking, drug and mood-enhancing substance violations.

A student found to be in possession or under the influence of any illegal drugs and/or alcohol or mood-enhancing substances on or off will be subject to disciplinary action and/or criminal proceedings. Incidents occurring off- will be assessed based on the College's Off- Conduct procedures that hold all students to consistent standards defining acceptable forms of student conduct and maintaining civility and safety for the College community.

A student who has been convicted of any federal or state law involving the use, possession, or sale of a controlled substance shall lose their student aid eligibility for a specified period of time if they were receiving federal student aid when the offense occurred. The suspension of eligibility timetable depends on the violation and may resume upon the completion of a Department of Education approved rehabilitation program.

Navarro College offers drug and alcohol abuse screening/counseling programs to students. The College employs experienced and/or licensed professional counselors to assist with drug and alcohol abuse.

Because of the potential for harm, student use of recreational drugs and alcohol in a manner that carries over into the academic or clinical setting is considered unethical behavior. If there is substantial cause to suspect the student is under the influence of alcohol or drugs during classroom or lab education, the student will be escorted to the Navarro College Police Department for interview and actions as appropriate. If a student in a clinical setting is suspected of being under the influence of drugs and/or alcohol, the ACCE or a representative from the PTA Program will be notified immediately. The student's emergency contact listed on the Personal Data Sheet will be notified to drive the student home. The student must follow up with the Navarro College Police Department within 24 hours or they will be immediately dismissed from the program. The student will be considered to be dismissed from the education site and will be subject to a drug screen and/or disciplinary action, up to and including dismissal from the PTA Program.

The Navarro College Physical Therapist Assistant Department Program Director reserves the right to institute random drug screens during the PTA student's enrollment in any PTA class, lab, clinical, clinical setting, or College sponsored activity. The student will be responsible for any cost involved in a random or required (by any clinical education facility) drug screen. Failure to comply with the drug screen or to pay for the drug screen will result in dismissal from the PTA Program.

The drug screen will be Chain of Custody and will screen for a minimum of the following classifications of drugs: cannabis, opiates, cocaine, amphetamines, benzodiazepines, PCP, and barbiturates. Should a drug screen return to the program as "diluted", the PTA student will retake a second drug test (which may include a hair follicle test) at the Program Director's discretion. Should a drug screen return to the program as "positive", the student will be dismissed from the PTA Program immediately. Results of the drug screen will be maintained in the PTA Program Director's office in a secure location.

SMOKING/VAPING

The use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, and college owned buildings.

The Smoke and Tobacco-free policy is part of the College's commitment to creating a healthy and sustainable environment for all members of our community and is designed to be positive and health directed. Individuals noticing violations of the policy should strive to be non-confrontational and respectful to tobacco users when communicating our policy. Additionally, tobacco users are expected to adhere to the policy and likewise be respectful to ex-tobacco users and non-tobacco users. Enforcement of the policy will be achieved primarily through education, awareness and a spirit of cooperation. **Smoking is not allowed during field trips or clinical training.**

CRIMINAL BACKGROUND CHECK

The PTA student's reputation is a valuable personal resource. It can either assist or interfere with education, clinical training, employment opportunities, and financial status.

The student must meet the requirements of the Navarro College Health Professions Division and/or the PTA Program for submitting a criminal history background check. The procedure for the criminal history background check may change based on the needs of the clinical training sites. The cost to the student for criminal history checks may vary based on the requirement of the individual clinical training sites. The PTA Program reserves the right to change the procedure required to complete the background check as well as any additional requirements. A student must acknowledge in writing as part of the application process the role criminal history offenses may present in the student's ability to progress in the program.

A student who does not have a clear criminal history record is required to meet with the PTA Program Director prior to entry into the PTA Program to discuss the implication of the criminal record on his/her progression in and completion of all requirements of the curriculum. **A felony conviction may affect a graduate's ability to sit for the FSBPT Licensure Examination or attain state licensure.** Prior to application into the PTA Program, each student will be required to complete a Criminal Background Check and submit the results of Criminal Background Check with the application.

It is the responsibility of the student to inform the PTA Program of any changes in the status of the criminal history after admission to the program within two (2) academic days following any incident resulting in arrest or pending arrest. Failure to do so may result in immediate withdrawal from the PTA Program. If a student is convicted of an offense while enrolled in PTA coursework, the student must notify the PTA Department the next academic school day. For academic courses, the student will abide by the Navarro College Student Behavior policies for continuing in class. The student cannot attend clinical experiences until a determination can be made that the student's criminal history status is in agreement with the facility guidelines. All information regarding criminal history status will remain confidential.

Clinical training sites, in accordance with the Regulations of the State of Texas and National Accreditation Agencies, require employees, students, and volunteers who work with children, the elderly, or the disabled to have a "clear" criminal history background check. Agencies vary as to what the definition of "clear" means. Students cannot participate in lab or clinical studies involving clients without a "clear" criminal history background check. The facilities may choose to request national and international criminal history background checks as well. The final decision regarding acceptance of a student for clinical training based on previous criminal history rests with each facility.

Results of the background check will be maintained in the PTA Program Director's office in a secure location.

SEXUAL HARASSMENT AND MISCONDUCT

Navarro College is committed to maintaining and strengthening an environment founded on civility and respect. The College is committed to providing programs, activities, and an educational environment free from sex discrimination. With this in mind, the College prohibits all forms of Sexual Misconduct--condoning and strictly prohibiting offenses involving domestic violence, dating violence, sexual assault and stalking, harassment, or related behaviors.

The College fosters a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct allegations. The College has appointed a Title IX Coordinator, established grievance procedures (the College's Sexual Misconduct Procedures) for the handling of allegations of Sexual Misconduct, and developed Sexual Misconduct-related education and training programs.

For more information check out Navarro College's Title IX website.

- <https://www.navarrocollege.edu/handbook/campus-safety/index.html>
- <https://navarrocollege.instructure.com/login/canvas/>
- <https://www.navarrocollege.edu/title-ix/prevention/index.html>
- <https://www.navarrocollege.edu/support-services/grievance/index.html>

PROFESSIONAL CONDUCT

DRESS CODE

Students must maintain personal health such that there is no risk to self or the patient. Personal cleanliness and hygiene are essential for acceptable interpersonal activities such as those engaged in by health care personnel. The PTA faculty will counsel students in these areas if necessary.

- Identification:** Navarro College identification badges must be worn at all times.
- Clothing:** The physical therapist assistant student is a representative of Navarro College and should dress accordingly. Clothing should be properly sized, clean, wrinkle-free, and non-revealing. Hats are not allowed in client areas.

CLASSROOM: Students are to wear program scrubs with the PTA monogram, closed-toe shoes (no heels or boots), and Navarro College nametag. Students may have opportunities to wear their cohort PTA t-shirt and jeans on designated days.

PROFESSIONAL: Instructors may request that students dress professionally, in class, at times during the semester. Professional dress includes casual pants with a collared shirt (tucked in), belt, closed-toe shoes (no heels), and Navarro College nametag.

LAB ATTIRE: Students will wear clothing that will allow access to bony landmarks and muscle identification. Hair must be pulled back and out of the face during lab. Faculty will advise students of appropriate lab attire prior to lab.

- Jewelry:** Jewelry should be limited. Wedding bands are permitted but should be removed during patient therapy procedures. Earrings/nose piercings must not "dangle" or be a hazard during treatment.

Hygiene: Personal hygiene reflects professionalism. Personal cleanliness is important. This includes nails, teeth, hair, and body. Make-up is permitted in moderation. Sideburns, beards, or mustaches must be clean, neat, and trimmed. Hair should be neat, clean, and away from face so that the hair does not fall on the shoulder and does not fall forward into the face when bending forward. Hair color should be natural. Strong perfume/cologne and aftershave is not permitted. Fingernails must be clean, short, and free of chipped polish. If polish is used, it must be a neutral color polish.

- d. **Tattoos:** Tattoos are allowed, per the PTA Program Director's discretion. Tattoos must contain no derogatory content.
- e. **Hats:** Hats are not allowed unless otherwise designated by the instructor.

STUDENT CONDUCT

Students in the Navarro College Physical Therapist Assistant Program are expected to conduct themselves in a mature, responsible, and professional manner at all times. Conduct which casts doubt on the ability of a student to fulfill the role of a professional in the Physical Therapist Assistant Program will subject the student to disciplinary action under policies established in the College Catalog.

GUIDELINES FOR PROFESSIONAL CONDUCT IN THE CLINIC

The client is the most important individual in physical therapy. Each client should be treated with dignity and respect. Professional conduct should inspire the confidence of the client. In addition, conduct reflects the profession of physical therapy and the Navarro College Physical Therapist Assistant Program. Professionalism, respect for the rights of the client to quality, individualized treatment, and respect for the health care team must always be maintained.

Clinical fieldwork is part of the curriculum of the Navarro College Physical Therapist Assistant Program. The PTA Academic Coordinator of Clinical Education (ACCE) may visit the student at any time during the experience. The student should contact the ACCE if any problem arises as soon as possible. **A facility or the College may terminate a student's fieldwork assignment at any time for unethical or unsafe behaviors, resulting in a grade of "F", disciplinary action, and/or dismissal from the program.** Adherence to the following general guidelines is mandatory.

PARKING

- Follow the facility rules, regulations, and procedures about parking or other use of an automobile.

IDENTIFICATION

- Navarro College nametag must be worn at all times.
- Identify self to clients and facility personnel by introduction, including name, school, and position (PTA student).
- Students are to clearly identify themselves as a **student** PTA to all patients and staff **BEFORE** having any direct patient contact, thereby giving the patient the opportunity to refuse treatment by a student. Patients have the risk-free right to refuse to participate in clinical education.
- Knock before entering all client rooms or treatment rooms.

DOCUMENTATION

- All documentation and other paperwork must be completed and turned in on time. Excuses of any kind are unacceptable.
- All client documentation or communication regarding a client or the facility must be approved and signed by the supervisor.
- Documentation must be accurate (neat, concise, accurate in content, format, and spelling)

ENVIRONMENTAL ADJUSTMENT

- Delivery of client services requires the ability to adjust to changes in the environment on the part of the student.
- Follow the established chain of command in all activities. Clarify the chain of command during orientation.
- Be positive. Avoid petty gossip or negative situations.
- Respect the diversity of the client, the health care team, and the people around, including fellow students.
- Profanity in any form is not acceptable.
- Request guidance when needed. When asking questions, think out what information is needed or not understood. Try to be specific about the information sought.
- Follow standard precautions at all times.

LEGAL ISSUES

- Act ethically at all times.
- Remember client rights.
- All information concerning a client is confidential.
- Client records (including your progress notes) are the property of the facility. Do not remove any forms or client information from a facility. This includes electronic forms and documents. Clarify the procedures for reviewing a master chart (removing charts from the nurse's station, etc).
- Photographs or videos may not be taken at clinical education sites.
- Do not transport clients in personal automobiles, including during personal time
- Do not engage in personal relationships (i.e. dating), do personal shopping, run errands, accept or make loans of either money or personal items, or take gifts from clients.
- Do not give clients personal identification information, such as phone number or address. Do not communicate with clients outside the facility.
- Do not return to clinical education sites during non-scheduled times, even if you personally know the client. Visiting a client that you have a previous relationship with, in a professional manner, without proper supervision may raise issues of misrepresentation and possible malpractice.
- Leaving the facility during duty hours for any reason other than a specific assignment is perceived as abandonment and will result in failure of the clinical.

BEHAVIOR

- Do not socialize with peers while at work.
- Do not congregate in semi-public areas. It gives the impression you do not take your work seriously or that you do not have enough to do.
- Keep personal phone calls to emergencies.
- Any information concerning a client is confidential and not to be discussed (even with fellow students, instructors, or supervisors) in any area in which confidentiality cannot be ensured (lunch, elevators, lobbies, etc.). Client information should only be shared on a "need to know basis" per HIPAA guidelines.
- No conversation should take place in the presence of a client unless the client is part of the conversation. This includes speaking in another language not spoken or understood by the client.

- Verify all information. It is the student's responsibility to clarify verbal and written instructions from academic and clinical instructors.
- Acknowledge the presence of an unfamiliar person.
- Look up the information if there are questions. It is the responsibility of the PTA student to ask only appropriate questions, not information covered in coursework.
- Eating (including chewing gum) is prohibited except in designated areas at designated times. No smoking or use of tobacco products (including electronic cigarettes) at clinical sites.
- Students **must** refrain from engaging in physical relationships with CI and/or facility staff due to possible interference with the clinical experience.
- Students are not to make fieldwork-related comments on social networking sites (e.g. Facebook, Twitter, personal blogs).
- A student is directly responsible to his/her Clinical Instructor (CI) and Academic Coordinator for Clinical Education (ACCE). All communication should be directed to these individuals unless informed differently.
- All accidents, injuries, or unusual occurrence regarding a student or a client must be reported immediately to the CI and the ACCE. Failure to do so not only affects the success of the student's clinical placement, but may also affect future license application.
- It is the student's responsibility to keep his/her supervisor informed of their whereabouts at all times during the workday.
- Follow all standards outlined in the APTA Standard of Ethical Conduct for a Physical Therapist Assistant

STUDENT SOCIAL MEDIA

Professionalism is an integral part of the physical therapy profession. Therefore, students will maintain professionalism in all social media encounters.

Students will be required to maintain professionalism on all social media. While faculty will not prevent students from social media, students are required to follow all program policies when engaged in social media encounters. Potential employers and clinical affiliation sites visit these sites often to determine interest in student education and employment opportunities.

Social media is defined as:

- Social networking sites that promote sharing of news and information. (ie Facebook, Instagram, TikTok, etc...)
- Video and photo sharing sites. (IE: YouTube, Flickr)
- Microblogging sites (IE: Twitter)
- Business networks (IE: LinkedIn)
- Forums and discussion boards

Per the APTA Standards of Conduct in the Use of Social Media students must:

- Be respectful of the principles of patient privacy and confidentiality.
- Not misrepresent the educational institution, clinical sites, or employers.

- Demonstrate appropriate conduct in accordance with the standards of ethical conduct for the physical therapist assistant.

Examples of inappropriate social media usage include:

- Discussion of a clinical site or patient on social media.
- Any posts that suggest behaviors that do not meet the Standard of Ethical Conduct for the Physical Therapist Assistant. (IE: alcohol, drug use, sexual connotations, nudity)
- Inappropriate messages that the student is tagged in.

If a student is found in violation of social media policy, a plan of correction will be completed by PTA faculty. After one violation of this policy, any further violation regarding social media within the program will result in dismissal from the program.

PROFESSIONAL BEHAVIORS

Professional behaviors are graded each term and worth 5% in one (1) course as designated by the faculty. Students will meet with faculty twice a term to: (1) determine student's goals for professional behaviors and implementation of a growth plan and (2) determine progress towards professional goals and final grade. Grading for professional behaviors is based upon the student's initiation of the advisory time, student development of three (3) goals as identified by the Professional Behaviors Assessment Tool or through faculty advising, and progression of these goals at final advisory. Students must show progress towards their professional goals within the program and pass the professional behaviors, before progressing in the program.

FAMILY AND EMPLOYMENT (OUTSIDE OF THE PTA PROGRAM)

Family members including children are not allowed in the classroom (except by permission from the instructor for scheduled classroom activities only). When family members attend the PTA Program together, the PTA faculty cannot discuss performance, schedule, or other information concerning the student with the other family member without written permission from the student. PTA faculty will not discuss any information with family members. It is the responsibility of each student to get his/her own assignments or paperwork and to turn in his/her own assignments to the instructor. This responsibility cannot be deferred to another student.

The PTA faculty is aware that some students may need to work to supplement income while enrolled in the PTA Program. Students should be aware that employment places additional demands on time and energy expenditure. Employed students are expected to maintain required scholastic standards and other course requirements.

Students act as their own agents when employed and are legally responsible for their actions. Navarro College assumes no responsibility for the actions of the student when in an employment role. While employed, the student is the legal responsibility of the employing agency. Students are not to wear insignia or any other identification that would indicate or suggest that the student is functioning in the physical therapist assistant student role or as an agent of Navarro College.

PERSONAL ELECTRONIC DEVICES OR CELLULAR PHONES

Students may not carry these devices into the classroom unless authorized by faculty. Cellular phones and devices are not allowed in the clinical setting. These devices disrupt class and interfere with patient care.

STUDENT COMPLAINTS

The Navarro College Physical Therapist Program will provide each student with a complete and relevant education in becoming a Physical Therapist Assistant. To achieve this objective, the student should utilize program instructors and resources to resolve any learning problems in physical therapy and academic courses.

In resolving a problem, the student should follow the chain-of-command as listed below.

1. Clinical Instructor: available at clinical site (if clinical problem)
2. Program Faculty:
 - Lisa Rigsby – NCM2, Office 213 – Midlothian
 - Teresa O’Neil – NCM2, Office 214 – Midlothian
3. Program Director:
 - Sarah Austin – NCM2, Office 215 – Midlothian
4. Executive Dean of Health Professions and Navarro College - Waxahachie:
 - Guy E. Featherston – Waxahachie/Midlothian

Written complaints will be housed in the Program Director’s office with an attached summary of the meeting and solutions.

CHANGE OF PERSONAL INFORMATION

It is of utmost importance that the Program Director be kept informed of **ALL** changes in personal information during the length of the Program. This includes changes in address, phone number, electronic mail, etc. This student must notify the Program Director within one (1) week of any demographic or personal information changes.

ATTENDANCE

Absence from scheduled classes and clinical days are considered detrimental to the clinical and academic performance of students. Therefore, attendance is required at all scheduled classes and clinical days.

DIDACTIC ATTENDANCE

The student is responsible for notifying the faculty (clinical and academic staff) in advance of the absence or tardy via phone or voicemail. If a student is absent while assigned to a clinical lab or clinical, the student must notify the course instructor (ACCE) and the clinical facility by phone of the absence. Each student should be responsible for personally making the notification prior to the start of the day. It is the student’s responsibility to keep current phone number of clinical supervisors and College personnel, as well as official addresses. Failure to notify the clinical site of tardiness or absence will result in removal from the clinical site.

If a student misses two (2) day of didactic/classroom/lab instruction per course for any reason, the student will be withdrawn from the course. Faculty will advise students when they have reached one (1) absence in their didactic course, by completing a Plan of Correction form with the student. Students are considered to be tardy if they come to class late or leave class early. Three (3) tardies are equivalent to one absence.

In the event of an absence or tardy, daily work such as missed quizzes, and lab activities cannot be made up except in the cases of unforeseeable circumstances. (See ** statement below)

MISSED DAILY WORK/QUIZZES/EXAMINATIONS/PRESENTATIONS

Students should notify the instructor of the course in advance if unable to take a scheduled examination, practical or presentation. If the student fails to notify the instructor prior to the start of class, a grade of "0" will be awarded. A make-up exam will not be given in this circumstance. If a student misses a scheduled exam/practical/presentation and has notified the instructor of the course prior to start of class, the exam can be made up within one (1) week (five school days) of the absence, however, it is the responsibility of the student to make arrangements with the instructor within 24 hours of the missed exam (for example, if the student misses an exam that was given at 9am on a Monday, the student has until 9am on Tuesday to schedule the make-up examination). Exams not made up within one week of the schedule date, will be awarded a grade of "0".

The student is responsible for any information presented in the class during his/her absence. This applies to the course in which the student is enrolled and any sequential courses where the information may be applied. A student cannot defer his/her responsibility for requesting missed assignments to another student or have assignments turned in by another student or family member.

The ability of a student to continue receiving financial aid and/or remain in the Navarro College residence halls can be affected by non-attendance to college classes and/or clinical training.

Voluntary or involuntary withdrawal or failure in a course requires request for readmission and may result in additional time required to complete the program, increased costs (such as malpractice insurance), and other consequences.

****In the event of an illness or injury/accident that hinders a student's ability to perform in the classroom or clinical setting, the faculty will require a health care provider's statement or supporting documentation authorizing that the student can safely commence/continue with class/client care/lab activities/clinical education at the appropriate level of competency. Each medical restriction must be evaluated by the faculty and/or clinical education site.****

CLINICAL ATTENDANCE

Excessive absences during clinical education are defined as more than one (1) missed day in clinical rotations I or II, or more than two (2) missed days in clinical practicum, and will necessitate withdrawal from the course and program due to inability to complete all requirements. It is the responsibility of the student to make arrangements with the clinical instructor PRIOR to the assigned start time. After one missed day in Clinical I and II or two missed days in Clinical Practicum, the faculty will complete a Plan of Correction form with the student. A minimum required hours of clinical education is required by the Navarro College PTA program for completion of the clinical rotation. Should a holiday occur during a clinical rotation, it is the student's responsibility to clarify work hours and overtime hours expected from the facility. Any absence from the facility will count against the minimum time requirements. Students may be required by the facility to "work" on the holiday, and this request must be honored. A student may not ask the Clinical Instructor (CI) to rearrange required work days, including holidays.

If a student misses a clinical work day, the student is responsible to schedule make up hours for missed time. The student will collaborate with CI to determine make up time/days, notify the ACCE of scheduled make up days, and student must identify the missed day on their clinical log sheet as a "Missed Day", identifying the missed day as well.

ATTENDANCE OF STUDENTS WITH VA BENEFITS

All students receiving Veterans Affairs (VA) benefits must notify the Veterans Certifying Official of any enrollment changes as soon as they are made. The Veterans Affairs benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which a “W” grade is received.

Excused absences for an individual called to active military service should take into consideration retention of coursework completed during the portion of the course prior to the student being called to active military service and within a reasonable time after the absence for the completion of the assignments and examinations. Reasonable time is defined by the Texas Administrative Code as no more than 25% of the total contact hour timeframe (excluding the final examination period) for the excused absence for active military service.

Veterans or veterans’ dependents should see the section entitled Veterans Services (Student – Student Welfare – Student Support Services – Veterans Services) for more information on Veterans Affairs benefits.

ABSENCE DURING A RELIGIOUS HOLIDAY

A student who is absent from class for the observance of a religious holiday shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. However, the student must notify the instructor (prior to the holiday) of each class scheduled on the date that the student would be absent for a religious holiday. A “religious holiday” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

GRADING

DIDACTIC GRADING SYSTEM

This percentage system for letter grade assignments will be utilized for all reporting. Specific grade compilation will be explained in the syllabi.

A student must receive a “C” (75%) or above for successful completion of each PTHA course, with the exception of clinical grading, which is Pass/Fail (see below for further explanation). Final student averages in the PTA program will NOT be rounded. *For example, a final average of 79.6 will remain a 79 and a final average of 74.5 will remain a 74 (D).* Any student receiving a “D” or “F” must withdraw from the PTA Program, but may reapply for admission the following year if eligible to reapply the following year.

A = 90% - 100%

B = 80% - 89.9%

C = 75% - 79.9%

D = 60% - 74.9%

F = 59% or below

Grading for each course will include specified criteria as set forth by each instructor. A total of 5% of the student's grade, in one course per semester (with the exception of the last semester), will be based upon the student's professional behaviors and completion of community service hours.

CLINICAL GRADING SYSTEM

Students will satisfy clinical requirements through completion of required assignments/documents, hours per clinical rotation, as well as completion of listed PTA MACS skills.

PTHA 1260 – Clinical I

PASS/FAIL for this course will be based on the following 3 criteria. All 3 criteria must be satisfied to receive a PASS for the course. For further explanation for each component refer to description below.

GRADE COMPILATION

PTA MACS Skills

All documents (listed below turned in)

144 Completed Clinical Hours

CLINICAL II

PASS/FAIL

PASS/FAIL

PASS/FAIL

PTA MACS SKILLS: PASS/FAIL grade. Skills will be assigned a U, NI, NE, a checkmark, or a plus (+), by the CI at *midterm* and *final evaluation*.

- Skills left blank will not count.
- An NI does not count towards a pass for a skill.
- If an NI (needs improvement) or U (unsatisfactory) is awarded at *midterm*, the ACCE must be notified immediately and plan of remediation completed between CI/ACCE and student.
 - Midterm Evaluation: if awarded and NI or U at this time, the ACCE must be notified immediately and a plan of remediation completed between the CI/ACCE and student.
 - This plan may include but is not limited to: continuation of the current affiliation/completion of remediation plan, completion of the current type of rotation at another facility, repeating the clinical in completion at another facility, or dismissal depending on the circumstances surrounding the situation.
 - Final Evaluation: A U is not acceptable for entry level performance and will be a FAIL for that skill if awarded at final evaluation with possibility of removal from program.
- In order to pass this clinical experience, the student will demonstrate developing level competence in:
 1. **Skill 1-12**: Professional behaviors: achieves an NE, ✓ or + on at least 12 skills. (No NI's on final assessment for skills 7, 8, 9 or 13)
 2. **Skill 13**: Patient History and Chart Review: achieves an NE, ✓ or + on skill.
 3. **Skill 14**: Skills Data collection techniques: achieves an, NE, ✓ or + on 5 skills.
 4. **Skill 15**: Implementation, modification, Instruction & DC Planning: achieves an, NE, ✓ or + on 1 skill.
 5. **Skill 16**: Therapeutic Exercises: achieves an, NE, ✓ or + on 4 skills.
 6. **Skill 17**: Functional training: achieves an, NE, ✓ or + on 3 skills.
 7. **Skill 18-20**: achieves an, NE, ✓ or + on 1 skill.

8. **Skill 21:** Physical agent techniques: achieves an NE, ✓ or + on 3 skills
 9. **Site specific skills:** if available by achieving an, NE, ✓ or + covering available areas.
 10. Completion of all learning experiences assigned (if additional work assigned for learning purpose/remediation) by the ACCE and Clinical Instructor.
- **No U's (unacceptable) at final assessment on any skill- this will result in a No Credit/Failure of the Clinical.**
 - **A U is defined as Unacceptable:** demonstrates an inability to perform the skill in a safe and effective manner; the student has received guidance and remains unable to perform the skill or components at or near entry-level; the student performs well below expectations at this facility.
 - **UNSAFE CLINICAL PRACTICE NOTE:** Despite completeness of assignments or mastery of other skills in the PTA MACS, if a student is deemed unsafe in clinical practice, the student may be removed from the affiliation. When unsafe practices are noted by the clinical instructor, the ACCE should be contacted immediately. The student will be informed and attempts to remediate the student will be undertaken by either the CI or the ACCE. If the student remains unsafe at any point in clinical practice after remediation occurs, the ACCE will be notified that the student will receive a U and be removed from the affiliation, will FAIL the course and will be withdrawn from the program.
 - **NOTE: An NI (Needs Improvement) does not count toward passing requirements.**
 - **An NI is defined as Needs Improvement:** performed the skill or components of the skill with supervision or assistance, requiring guidance or minor correction; the student is not yet independent in meeting applicable objectives.
 - **NOTE: In order to PASS the course, the student must satisfy the 3 criteria (listed above):**
 - **EXAMPLE 1:** student receives 5 NE/check marks and 1+ NI on objective 3, the student would receive a PASS for that component of the course.
 - **EXAMPLE 2:** student receives 4 NE/check marks and 1+NI on objective 3, the student would receive a FAIL for that component of the course, and a FAIL for the course.
 - **EXAMPLE 3:** student receives 5 NE/check marks and 1 U on objective 3, the student would receive a FAIL for that component, and a FAIL for the course.
 - **EXAMPLE 4:** student receives 5 NE/check marks for objective 3, student does not turn in completed Master Skill sheet or Clinical Hour Log Sheet verifying clinical hours by the deadline indicated. The student would receive a FAIL for that component, and a FAIL for the course.

REQUIRED DOCUMENTS: Students must turn in the following documents to PASS this component.

- Updated CSIF
- Progress reports mid-term
- Progress reports final
- Master Skills Sheet
- Student Eval of Clinical Experience (SECEE)
- Clinical Hour Log Sheet

COMPLETION OF CLINICAL HOURS: student will submit a signed log demonstrating completion of required hours.

PTHA 2360 – Clinical II

In order to receive a PASS for the course, the student must complete the required PTA MACS skills as listed above, receive a PASS on weekly assignments, turn in all required documents, and complete the designated clinical hours.

PASS/FAIL for this course will be based on the following 4 criteria. All 4 criteria must be satisfied to receive a PASS for the course. For further explanation for each component refer to description below.

<u>GRADE COMPILATION</u>	<u>CLINICAL II</u>
PTA MACS Skills	PASS/FAIL
Weekly Assignments	PASS/FAIL
All documents (listed below turned in)	PASS/FAIL
192 Completed Clinical Hours	PASS/FAIL

PTA MACS SKILLS: PASS/FAIL grade. Skills will be assigned a U, NI, NE, a checkmark, or a plus (+), by the CI at *midterm* and *final evaluation*.

- Skills left blank will not count.
- An NI does not count towards a pass for a skill.
- If an NI (needs improvement) or U (unsatisfactory) is awarded at *midterm*, the ACCE must be notified immediately and plan of remediation completed between CI/ACCE and student.
 - Midterm Evaluation: if awarded and NI or U at this time, the ACCE must be notified immediately and a plan of remediation completed between the CI/ACCE and student.
 - This plan may include but is not limited to: continuation of the current affiliation/completion of remediation plan, completion of the current type of rotation at another facility, repeating the clinical in completion at another facility, or dismissal depending on the circumstances surrounding the situation.
 - Final Evaluation: A U is not acceptable for entry level performance and will be a FAIL for that skill if awarded at final evaluation with possibility of removal from program.
- In order to pass this clinical experience, the student will demonstrate developing level competence in:
 11. **Skill 1-12**: Professional behaviors: achieves an NE, ✓ or + on at least 12 skills.
 12. **Skill 13**: Patient History and Chart Review: achieves an NE, ✓ or +.
 13. **Skill 14**: Skills Data collection techniques: achieves an, NE, ✓ or + on at least 7 skills.
 14. **Skill 15**: Implementation, modification, Instruction & DC Planning: achieves an, NE, ✓ or + on each (15.1-15.4) skill.
 15. **Skill 16**: Therapeutic Exercises: achieves an, NE, ✓ or + in at least 7 skills, and at least NE on 2 other skills.
 16. **Skill 17**: Functional training: achieves an, NE, ✓ or + covering at least 3 skills, and at least NE on 2 skills.

17. **Skill 18-20:** achieves an, NE, ✓ or + covering at least 2 skills.
18. **Skill 21:** Physical agent techniques: achieves an NE, ✓ or + covering at least 3 skills, and an NE on 2 other skills.
19. **Site specific skills:** if available by achieving an, NE, ✓ or + covering available areas.
20. Problem solving through completion in weekly case reflections assigned by the CI.
21. Completion of all learning experiences assigned (work assigned for learning purpose and or remediation) by the ACCE and Clinical Instructor.

- **No U's (unacceptable) at final assessment on any skill- this will result in a No Credit/Failure of the Clinical.**

- **A U is defined as Unacceptable:** demonstrates an inability to perform the skill in a safe and effective manner; the student has received guidance and remains unable to perform the skill or components at or near entry-level; the student performs well below expectations at this facility.
- **UNSAFE CLINICAL PRACTICE NOTE:** Despite completeness of assignments or mastery of other skills in the PTA MACS, if a student is deemed unsafe in clinical practice, the student may be removed from the affiliation. When unsafe practices are noted by the clinical instructor, the ACCE should be contacted immediately. The student will be informed and attempts to remediate the student will be undertaken by either the CI or the ACCE. If the student remains unsafe at any point in clinical practice after remediation occurs, the ACCE will be notified that the student will receive a U and be removed from the affiliation, will FAIL the course and will be withdrawn from the program.

- **NOTE: An NI (Needs Improvement) does not count toward passing requirements.**

- **An NI is defined as Needs Improvement:** performed the skill or components of the skill with supervision or assistance, requiring guidance or minor correction; the student is not yet independent in meeting applicable objectives.

- **NOTE: In order to PASS the course, the student must satisfy the 3 criteria (listed above):**

- **EXAMPLE 1:** student receives 7 NE/check marks and 1+ NI on objective 3, the student would receive a PASS for that component of the course.
- **EXAMPLE 2:** student receives 6 NE/check marks and 1+NI on objective 3, the student would receive a FAIL for that component of the course, and a FAIL for the course.
- **EXAMPLE 3:** student receives 7 NE/check marks and 1 U on objective 3, the student would receive a FAIL for that component, and a FAIL for the course.
- **EXAMPLE 4:** student receives 7 NE/check marks for objective 3, student does not turn in completed Master Skill sheet or Clinical Hour Log Sheet verifying clinical hours by the deadline indicated. The student would receive a FAIL for that component, and a FAIL for the course.

WEEKLY ASSIGNMENTS: A rubric is provided that indicates requirements for a PASS/FAIL on the assignment. A PASS requires 15/20 points for each assignment. If the student does not pass the assignment, the student has one additional opportunity to repeat the assignment to achieve a PASS. **If the student fails to complete and pass the assignment, the student clinical affiliation will be discontinued and the student will be dismissed from the PTA Program.**

REQUIRED DOCUMENTS: Students must turn in the following documents to PASS this component.

- Weekly Clinical Assignments
- Updated CSIF
- Progress reports mid-term
- Progress reports final
- Master Skills Sheet
- Student Evaluation of Clinical Experience (SECEE)
- Clinical Hour Log Sheet

COMPLETION OF CLINICAL HOURS: student will submit a signed log demonstrating completion of required hours.

PTHA 2366 – PTA Practicum

In order to receive a PASS for the course, the student must complete the required PTA MACS skills as listed above, turn in all required documents, and complete the designated clinical hours.

PASS/FAIL for this course will be based on the following 3 criteria. All 3 criteria must be satisfied to receive a PASS for the course. For further explanation for each component refer to description below.

<u>GRADE COMPILATION</u>	<u>CLINICAL II</u>
PTA MACS Skills	PASS/FAIL
All documents (listed below turned in)	PASS/FAIL
192 Completed Clinical Hours	PASS/FAIL

PTA MACS SKILLS: PASS/FAIL grade. Skills will be assigned a U, NI, NE, a checkmark, or a plus (+), by the CI at *midterm* and *final evaluation*.

- Skills left blank will not count.
- An NI does not count towards a pass for a skill.
- If an NI (needs improvement) or U (unsatisfactory) is awarded at *midterm*, the ACCE must be notified immediately and plan of remediation completed between CI/ACCE and student.
 - Midterm Evaluation: if awarded and NI or U at this time, the ACCE must be notified immediately and a plan of remediation completed between the CI/ACCE and student.
 - This plan may include but is not limited to: continuation of the current affiliation/completion of remediation plan, completion of the current type of rotation at another facility, repeating the clinical in completion at another facility, or dismissal depending on the circumstances surrounding the situation.
 - Final Evaluation: A U is not acceptable for entry level performance and will be a FAIL for that skill if awarded at final evaluation with possibility of removal from program.

- In order to meet the minimum level criteria to practice as a PTA, by the end of this clinical experience the student will have demonstrated the beginning level competence (within the combined three clinical settings):
 1. **Skill 1-12:** Professional behavior: achieving a ✓ or + on 12 skills
 2. **Skill 13** (refer to page 29): Patient History and Chart Review: achieves a ✓ or +
 3. **Skill 14:** Data collection techniques: achieves a ✓ or +, on 11 of 13 skills
 4. **Skill 15:** Implementation, modification, Instruction & DC Planning: achieves a ✓ or + on 4 skills.
 5. **Skill 16:** Therapeutic Exercises: achieves a ✓ or + on 10 of 12 skills.
 6. **Skill 17:** Functional training: achieves a ✓ or + covering 6 of 7 skills.
 7. **Skill 18-20:** achieves ✓ or + covering on 2 skills.
 8. **Skill 21:** Physical agent techniques: achieves a ✓ or + covering 4 modalities (cryotherapy, electrotherapeutic modalities, superficial and deep thermal), and an NE on 3 other skills.
 9. **Site specific skills** if available achieve a ✓ or + covering 2 skills.
 10. Completion of all learning experiences assigned (work assigned for learning purpose and or remediation) by the ACCE and Clinical Instructor.
- **No U's (unacceptable) at final assessment on any skill- this will result in a No Credit/Failure of the Clinical.**
 - **A U is defined as Unacceptable:** demonstrates an inability to perform the skill in a safe and effective manner; the student has received guidance and remains unable to perform the skill or components at or near entry-level; the student performs well below expectations at this facility.
 - **UNSAFE CLINICAL PRACTICE NOTE:** Despite completeness of assignments or mastery of other skills in the PTA MACS, if a student is deemed unsafe in clinical practice, the student may be removed from the affiliation. When unsafe practices are noted by the clinical instructor, the ACCE should be contacted immediately. The student will be informed and attempts to remediate the student will be undertaken by either the CI or the ACCE. If the student remains unsafe at any point in clinical practice after remediation occurs, the ACCE will be notified that the student will receive a U and be removed from the affiliation, will FAIL the course and will be withdrawn from the program.
- **NOTE: An NI (Needs Improvement) does not count toward passing requirements.**
 - **An NI is defined as Needs Improvement:** performed the skill or components of the skill with supervision or assistance, requiring guidance or minor correction; the student is not yet independent in meeting applicable objectives.
- **NOTE: In order to PASS the course, the student must satisfy the 3 criteria (listed above):**
 - **EXAMPLE 1:** student receives 11 check marks and 1+ NI on objective 3, the student would receive a PASS for that component of the course.
 - **EXAMPLE 2:** student receives 10 check marks, 1 NE and 1+NI on objective 3, the student would receive a FAIL for that component of the course, and a FAIL for the course.
 - **EXAMPLE 3:** student receives 11 check marks and 1 U on objective 3, the student would receive a FAIL for that component, and a FAIL for the course.
 - **EXAMPLE 4:** student receives 5 NE/check marks for objective 3, student does not turn in completed Master Skill sheet or Clinical Hour Log Sheet verifying clinical hours by the

deadline indicated. The student would receive a FAIL for that component, and a FAIL for the course.

REQUIRED DOCUMENTS: Students must turn in the following documents to PASS this component.

- Evidence of EBP presentation (complete the EBP Patient Case Presentation Worksheet)
- Updated CSIF
- Progress reports mid-term
- Progress reports final
- Master Skills Sheet
- Student Eval of Clinical Experience (SECEE)
- In-service (during rotation if required before Practicum)
- Clinical Hour Log Sheet

COMPLETION OF CLINICAL HOURS: student will submit a signed log demonstrating completion of required hours.

The final PASS/FAIL will be determined by the ACCE. The final PASS/FAIL for the clinical will not be the sole responsibility of the Clinical Instructor; however, will be determined by satisfying the course criteria (as stated above in each course layout).

PLAN OF CORRECTION

The plan of correction form will be utilized by the PTA faculty for any disciplinary needs. Students who have violated any NC or program policy will meet with a program faculty member within one (1) week of violation to complete a plan of correction form. It is the student's responsibility to meet with the faculty within one (1) week of violation of the policy. If a student is found in violation of the same policy after a plan of correction has been completed, the student will be dismissed from the program.

LATE WORK

Late work (any work submitted or attempted to submit beyond the assigned due date and time, as specified by the instructor) is not accepted by the Navarro College PTA program. In the event of an absence or tardy, daily work such as missed quizzes, and lab activities cannot be made up except in the cases of unforeseeable circumstances. In the event of an illness or injury/accident that hinders a student's ability to perform in the classroom or clinical setting, the faculty will require a health care provider's statement or supporting documentation authorizing that the student can safely commence/continue with class/client care/lab activities/clinical education at the appropriate level of competency. Each medical restriction must be evaluated by the faculty and/or clinical education site.

The student may not attempt to have another student request or submit missed assignments on their behalf. Should this situation occur, both students will receive a "0" on the assignment.

EXAM POLICIES

The following procedures will be utilized when administering examinations:

1. Entry by students arriving late is not permitted once the first test has been handed out.
2. Cell phones and other electronic devices are not allowed in the classroom during testing or will be placed in a designated area determined by the instructor.
3. Each student will be asked to leave all personal items and materials outside of the testing area.
4. Each student may bring several pens/pencils/highlighters to the testing area. Ear plugs are permissible, headphones are not.
5. Once the instructor hands out the first exam, no talking is permitted.
6. For exams given on computers, faculty may assign seats randomly.

If a student fails to achieve an examination average of 75 in any course, the student will be ineligible to progress in the program and will be withdrawn from the course.

MAKE-UP EXAMS

Students should notify the instructor in advance if unable to take a scheduled examination. If the student fails to notify the instructor prior to testing, a grade of "0" will be awarded. A make-up exam will not be given in this circumstance.

The type of make-up exam given is at the discretion of the faculty and may be essay, short answer, open book, multiple-choice, oral or any combination of test formats. The student should make every effort to make-up the exam as soon as possible. Exams not made up within one week of the schedule date, may be awarded a grade of "0" at the discretion of the instructor.

COMPETENCY OF SKILLS

The program utilizes a three (3) tier system to determine competency of skills and are as follows:

1. PEER CHECK OFF – After each student has been educated and shown the lab skill in class/lab time, each student will, at minimum, have two additional peer check-offs per lab skill, prior to the instructor skills check. An initialed document will be required to turn in to instructor to continue with the instructor skills check.
2. INSTRUCTOR SKILLS CHECK – Upon completion of the peer check offs and at a designated time by the instructor, each student will demonstrate the skill, utilizing the assigned rubric, for a grade on that skill. To pass the Instructor Skills Check, the students must demonstrate a "PASS" on all CSE elements, CPE elements, and pass the numeric value of the skill with 75%. The students will be issued the critical safety elements (CSE) and the critical performance elements (CPE) needed to pass a skills check. See Critical Safety Elements/Critical Performance Elements in the following section for grading information.

*Students will be given 2 opportunities to pass the skill. After the first failed attempt to pass the skill, the faculty will meet with the student to discuss remediation. Remediation **may** include open lab time with instructor and/or additional training to increase performance level (including increased peer check off opportunities). Students will be given a list of deficiencies after attempt*

based on the skill criteria. If the student does not pass the skill on the second attempt, the student will fail the course and will not be allowed to progress in the program. The student may reapply for admission the following year if eligible.

3. LAB PRACTICAL – At the end of the term, in each lab course, each student must successfully complete a lab practical, as designated by the instructor. The lab practical will be cumulative of the lab competencies that were instructed in that course/or over all the courses prior to the practical. Students must pass the lab practical to continue in the program.

Students will be given two opportunities to pass the lab practical. After the first failed attempt to pass the lab practical, the faculty will meet with the student to discuss deficiencies based on the skill criteria. If the student does not pass the lab practical on the second attempt, the student will fail the course and will not be allowed to progress in the program. The student may reapply for admission the following year if eligible.

***** A comprehensive lab practical will be given in the final term, prior to full time clinical rotations, utilizing the criteria for lab practical, as listed above. *****

GRADING CRITERIA:

1. CRITICAL SAFETY ELEMENTS/CRITICAL PERFORMANCE ELEMENTS - Each instructor skill check and lab practical will identify the critical safety elements (CSE) and the critical performance elements (CPE) that are required to pass. A student must “PASS” all CSE and CPE items **AND** achieve a minimum score of 75%. Failure to “PASS” all CSE and CPE items will result in failure of the skilled assessment regardless of points earned.
2. NUMERIC GRADING:
Failure to achieve a minimum score of 75% will be considered a failing grade. Per policy the student will be allowed one (1) attempt to repeat the skill/practical. On the second attempt, the grade will be recorded as 75% of the initial numeric grade with a maximum grade of 75% achieved.

EXAMPLES OF GRADING FOR SKILLS CHECKS/LAB PRACTICALS

- *FAILURE OF CSE/CPE: If the student made a 90 on the numeric grade for the skill check/lab practical on the first attempt, but received a “FAIL” on a CSE/CPE element, the student will receive a numeric grade of a 67.5 in the gradebook. The student will “PASS” the skill check/lab practical and be allowed to proceed in the course/program.*
- *FAILURE OF NUMERIC GRADE: If the student made a 74 on the numeric grade for the skill check/lab practical on the first attempt, but received a “PASS” on all CSE/CPE elements, the student will receive a numeric grade of a 55.5 in the gradebook, pending a passing numeric grade (75% or greater). The student will “PASS” the skill check/lab practical and be allowed to proceed in the course/program.*

MINIMUM CRITICAL SAFETY SKILLS REQUIRED:

Demonstrating mastery of specific critical safety elements is necessary in order to pass each skill practical. The following are the minimum critical safety elements required on ALL skill/practical rubrics:

- Ability to follow and appropriately carry out the POC established by the PT.
- Demonstration of infection control procedures.
- Safe handling of the patient during intervention (i.e. transfers, guarding during intervention, body mechanics, level of assistance provided, requesting assistance when necessary).
- Ensures a safe working environment by recognizing and eliminating environmental hazards, safe handling of lines and tubes, proper maintenance and adjustment of assistive devices and equipment.
- Safe choice and implementation of transfer technique, utilization of appropriate body mechanics, and assistive devices based upon provider and clinician body type and abilities of both patient and provider.
- Demonstration of knowledge and appropriate response regarding contraindications and precautions for specific patient diagnosis relative to physical therapy intervention within the POC (i.e. total hip precautions, specific post-surgical precautions, safe versus contraindicated positions for patients who have had a stroke or TBI, recognition of environmental safety hazards for ambulation).
- Ability to correctly identify physiological measures and responses (BP, HR, Blood glucose levels) outside of parameters that allow for safe therapeutic exercise/intervention and provide appropriate response.
- Ability to recognize patient responses during therapeutic intervention that may indicate a life threatening/emergency situation (shortness of breath, chest pain, sudden dizziness, etc.) and provide proper response and notification to the PT/MD/Nurse.

ACADEMIC HONESTY

Plagiarism is a form of academic dishonesty and includes handing in the work of someone else, paraphrasing the ideas of someone else without giving them credit, or having someone else write a paper or speech for you (including materials obtained or purchased from the Internet).

When plagiarism can be substantiated by evaluation of the writing styles, definition of the original material, or other means, the student will receive a grade of zero (0) for the assignment and will be counseled. The student may also be referred to Administration for further disciplinary action, up to and including dismissal from the program.

Cheating on coursework or on tests is considered unprofessional and unethical conduct. A student suspected to have cheated on a quiz, test, or examination will automatically receive a "0" on the assignment and will be subject to disciplinary action up to and including dismissal from the program.

ACADEMIC ADVISORY

The PTA Program Director and faculty act as PTA advisors. Faculty advisors will be responsible for student advising for pre-registration and for on-going progress review at least twice a semester.

It is the responsibility of each PTA student to seek advisement and ensure that all requirements for graduation have been met. Changes for transfer and substitution of courses on the degree plan must be

approved by the PTA Program Director and the Executive Dean of Health Professions and Navarro College - Waxahachie.

A student may not pre-register for a physical therapy course without prior approval from the PTA Program Director.

TUTORIAL SERVICES

Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department for information if you are having difficulty in a course. The PTA department offers individual faculty counseling during scheduled office hours when faculty is available. Such faculty counseling is by appointment only with the designated faculty member.

STUDENT EVALUATION OF PROGRAM COURSES/FACULTY

At the end of each PTHA course, students will provide confidential feedback and give input regarding elements in the teaching-learning environment through the End of Course Evaluation. Course evaluations are used to elicit feedback and as such, students are advised to provide honest and constructive feedback.

STUDENT RECORDS AND PAPERS

Faculty is responsible for preserving the privacy and confidentiality of all student records and personal information as per the Texas Open Records Act.

The confidentiality of the student's record is protected by the Physical Therapist Assistant Program. All student information and records are considered confidential and may not be given to anyone other than the student, designated clinical instructor or CCCE, or academic institution faculty/administration without written permission from the student.

Information will be released only to authorized members of the College. A student may authorize the PTA Program to release information regarding their academic record to outside sources upon written consent.

Student files, including current students, current applicant files and applicant degree plans, are kept in file cabinets located in the Program Director's office. PTA applicants not accepted, and graduate files, are kept in a locked storeroom located in the Program Director's office. When students graduate, their files are kept for two years.

Faculty will not post grades, even at the request of the student, and will not give out grades over the phone or e-mail system. Students may meet with the faculty member or obtain their grades utilizing the learning management system set up by the college.

In addition to providing security for student files, private faculty offices provide confidentiality for phone calls and student conferences.

School officials, who act in student's educational interest within the limitations of their need to know, have access to student records without prior written consent.

STUDENT GRIEVANCE WITHIN THE PTA PROGRAM

Any student who perceives that he/she has received inequitable or unfair treatment or a biased evaluation by a PTA faculty member and/or peer should first seek to resolve the problem with the involved faculty member and/or peer. **It is the student's responsibility to discuss the concern in a professional**

manner with the involved faculty member and/or peer. Many problems can be resolved in an open discussion. It is the intent of the PTA faculty to facilitate student professional development by encouraging and assisting students to work out conflicts and disagreements in a professional manner.

If the problem cannot be resolved with the student-student/student-faculty member discussion, the following guidelines are to be implemented.

Written Complaint/Concern – The student may submit a written statement/report to the PTA program director for consideration. The written complaint/concern should include a summary of the student-student or student-faculty discussion and should be submitted within 3 days of the discussion.

Program Director Response – The response should be presented to the student in written format, within 5 days of receiving the student’s complaint/concern and must include the decision of the program director.

Student Response to Program Director’s Response - If the matter is not yet resolved, the student should submit a written concern to the Executive Dean of Health Professions and Navarro College - Waxahachie within 3 days of meeting with the program director. All copies of previous documents should be forwarded to the Executive Dean for review prior to the Executive Dean meeting with the student. The Executive Dean will endeavor to determine the basis of the student’s continued complaint/concern and follow up with the student and all others as deemed necessary.

Please note that a record of the student grievance (including the nature of the grievance, supporting documentation and outcome) will be maintained in the student’s secure file. For grievances related to course grades, see the Navarro College Student Handbook and College Catalog.

COLLEGE REGULATIONS AND GUIDELINES

FACILITIES

Class will be held in the PTA classroom/lab at Navarro College - Midlothian. Lab equipment will be kept in the PTA Lab. Any student wishing to use lab equipment other than regular class hours must make arrangements with the PTA Program Director. The PTA Offices are located in Navarro College Midlothian Building 2. Any questions or concerns should be directed to these offices. Assignments for clinical will be made by the PTA faculty. Maps for Navarro College - Midlothian are available on-line to locate areas such as computer labs, bookstore or the Learning Resource Center.

INSTRUCTIONAL CLASSROOM METHODS

The material will be presented in lecture, demonstration, web-based supplemental information, laboratory practice, and collaboration format with performance of specific techniques in the laboratory. Guest lecturers and field trips will be incorporated to enhance the classroom material. Audio-visual materials will be utilized whenever possible. **Students are required to use their Navarro College email account, which is activated each semester upon registration.**

Students should verify the status of his/her email account, Canvas, WebAdvisor, and Remind 101 prior to the start of each semester to ensure he/she can access all systems. Problems with WebAdvisor or email should be addressed with the NC Help Desk (helpdesk@navarrocollege.edu). Questions or issues with Canvas should be addressed to the Dean of Online Instruction.

PTA Faculty will utilize Canvas to post course assignments and/or lecture notes, communicate with students, and post course grades.

DIDACTIC ASSIGNMENTS

Students must complete all **reading assignments**, as outlined in the course schedule or assigned by the instructor, **prior to class time**. There is a **direct correlation** to success in the PTA Program and the outside work that is completed.

LABORATORY

All students must be prepared for laboratory sessions at **all** times. After practicing each laboratory skill, the student may be asked to present a return demonstration to the instructor prior to the laboratory tests. Laboratory uniforms will consist of shirt and shorts for men and shorts and a shirt with sports bra for the women. Shorts should not be excessively short and must be loose enough to allow palpation of hip musculature. Halters may also be used and must have back closures to allow enough exposure for palpation and treatment. Pants or jeans are NOT acceptable for lab attire.

LABORATORY RULES

1. A student may use a piece of equipment only if instructed in its use.
2. Each student is responsible for the equipment he/she is using.
3. Report any damage of equipment immediately to the laboratory instructor.
4. Each student is required to clean the treatment area and equipment upon completion of use.
5. All equipment must be returned to the shelf, cabinet, etc., where it is usually stored.
6. There is ABSOLUTELY NO drinking, eating or smoking in the laboratory or classroom (only water may be consumed in the classroom).
7. All students must sign in and out with the Program Director if they wish to use the laboratory for additional practice when it is not scheduled for teaching.
8. You must adhere to all of the safety rules you have been instructed in when using various pieces of equipment and/or performing various procedures.
9. If you wish to receive additional instruction from department faculty in any procedures, you must make arrangements that are mutually convenient.
10. No electrical equipment is to be used unless a member of the PTA faculty is in attendance and/or has given permission. However, if the equipment remains unplugged, the student may practice with the modalities any time the lab is free.
11. No unauthorized visitors will be permitted in the PTA lab during class session.
12. To insure the student's safety, it is recommended that when practicing in the lab, they do so in the company of at least one other PTA student and with the door open.

EQUIPMENT USE

Students will ONLY utilize equipment that is pertinent to subject matter for class time under supervision of the PTA faculty.

The PTA Faculty will instruct students on equipment utilization that is pertinent to the class prior to student use. Lab time will be available for students to practice on equipment ONLY after educated by faculty and under the direct supervision of PTA faculty. Students will not be allowed to utilized equipment that is not pertaining to subject matter for course curriculum.

If a student is found in violation, the student will complete a plan of correction with PTA faculty. After one plan of correction with faculty in that course, an additional violation will result in dismissal from the program.

RETENTION/WITHDRAWALS/DISMISSALS

The PTA Program and the Texas Higher Education Board (THECB) tracks retention rates of physical therapist assistant students. Common reasons for withdrawal from a PTA Program include academic, health, financial, and/or personal reasons. The PTA faculty of Navarro College is committed to ensuring that each student has opportunities for success while enrolled in PTA coursework. Students having difficulty in PTA coursework and considering withdrawal from the PTA Program are encouraged to meet with the Program Director to discuss options.

The following retention policies apply:

1. Physical therapy courses must be taken in sequential order. Students are not allowed to “jump ahead” in physical therapy coursework.
2. A minimum grade of C (≥ 75) must be earned in each physical therapy course to progress in the program.
3. All additional coursework (non-PTHA courses) require a grade of C (≥ 70) or better to complete the program.
4. A student receiving a grade less than a “C” in a PTHA course will be academically dismissed from the program. The student can apply for readmission into the program during the next open application period if eligible. (Refer to Readmission Policy)
5. If for any reason a student must withdraw from the PTA Program, readmission will require approval of the Program Director. (Refer to Readmission Policy)
6. A student who interrupts the sequence of PTHA courses may require additional coursework to ensure clinical readiness. Faculty will determine if a student will be required to take additional courses prior to readmission to the program.
7. All coursework (core courses and PTHA courses) must be taken prior to Clinical II and the Practicum and must be successfully completed with a grade of “C” or better in order for a student to be eligible to proceed. Refer to PTA Clinical Manual for specific policies.
8. Entry into Clinical II and the Practicum must occur within six months of completing academic studies or the student will be dismissed from the program.
9. Completion of Clinical II and the Practicum must occur within 15 months of completion of academic studies.
10. The student must complete proof of required or state mandated health screenings and immunizations and CPR training prior to all Clinicals, or they will be dismissed from the program.
11. Interruption of sequence of studies may require additional coursework to help ensure clinical readiness.
12. A felony conviction may affect the student’s ability to progress with coursework, sit for the FSBPT certification examination, and/or obtain state licensure.

Navarro College reserves the right to request at any time the withdrawal or dismissal of any student whose health, conduct, clinical performance, and/or scholastic performance indicate that it would be inadvisable for the student to continue with the program.

A student may be dismissed from the program under the following situations:

1. Student behavior directly reflects on the profession of physical therapy and the College.

Unprofessional student behavior may result in a faculty recommendation for disciplinary action, failure, and/or dismissal.

2. Inability or unwillingness on the part of the student to change behaviors to meet the objectives. (Ex: habitual absences or tardiness).
3. Inappropriate behavior or unreasonable lack of skill or fidelity during clinical education, including but not limited to:
 - A. Revealing the details of professional services rendered or confidences of a client to the public.
 - B. Falsification of clinical records or reports.
 - C. Altering existing records or reports.
 - D. Performing duties with a physical or mental impairment that could result in harm to the client.
 - E. Any behavior that may be judged as detrimental to clients.
4. Failure to adhere to established rules and procedures of the College or its clinical affiliates.
5. Willful damage, destruction, or theft of property.
6. Failure to maintain satisfactory working relationships with clients, supervisors, or colleagues.
7. Cheating on assignments, projects, presentations, oral/written reports and/or examinations.
8. Failure to maintain scholastic requirements.
9. Inappropriate or negative comments or photographs related to the program and/or clinical on social networking sites (e.g. Facebook, Twitter, Instagram, personal blogs).

Voluntary withdrawal requires written notification by the student within three weeks of the withdrawal. This notification must be submitted to the PTA Program Director, and it must include the reasons for withdrawing.

All students withdrawing from or dismissed from the PTA Program must have an Exit Interview with the PTA Program Director.

TRANSFER STUDENTS

Students requesting admission based upon previous physical therapist assistant courses from another PTA program are considered for transfer into an existing class **pending space availability**, transferability of previous PTA and general education courses, and status and dates of previous enrollment. A potential transfer student must meet all Navarro College requirements for enrollment and potential graduation (number of credit hours completed at Navarro College). A potential transfer student who is ineligible for readmission to his/her previous PTA Program or has failed more than one PTA course will not be eligible for admission. The previous program enrollment must be within the previous two years of the transfer request.

Transfer students selected for admission will be required to successfully demonstrate competency in selected skills before they are eligible to enroll. The student will be required to demonstrate the prerequisite PTA skills appropriate to the status in the PTA curriculum by written or oral exam, skill check-off, or clinical rotations in any combination. Students who do not demonstrate ability to satisfactorily perform previously acquired skills or who demonstrate deficiencies will not be eligible for readmission. Satisfactory performance is defined as a grade of C (≥ 75) or better.

Each student with transfer of credits may need to follow-up with the Registrar for Transfer Evaluation.

READMISSION

A student who fails to obtain the minimum grade of a “C” in a PTHA course(s), drops a PTHA course(s), or voluntarily/involuntarily withdraws from the program in a single semester will not be allowed to progress in the program and must apply for readmission.

To be eligible for readmission, the student must initiate an exit interview with the PTA Program Director within three (3) weeks of dismissal or withdrawal. It is the student’s responsibility to initiate the interview, which can occur by phone, email, letter, or in person. During the exit interview, the student may give an explanation for withdrawal/dismissal. The student may be asked to enter a contractual agreement in order to solve the problems or correct situations, which contributed to the withdrawal or dismissal. The student will be required to furnish proof of successful completion of the contractual agreement in order to be readmitted to the program.

READMISSION FOR APPLICATION TO FULL PROGRAM

Students choosing to apply for readmission into the program must complete an updated application form that meets all current application requirement for the cohort applying for, provide a current criminal history background check, and submit a letter of request for readmission to the program director. Interested students should complete the following:

- reapply under the new criteria (volunteer hours - refer to the application online)
 - Students do not have to retake the TEAS
- If student does not meet the new criteria for application, student will forego spot in the program.
- Student who passed a corequisite course, the student may:
 - choose to retake all courses
 - take a comprehensive examination for each class passed
 - If student passes the comprehensive exam, student will be required to pass a comprehensive practical for all lab courses.
 - If student does not pass the comprehensive examination, student will be required to retake the failed course.
 - It is **the student’s responsibility** to notify faculty within three (3) weeks if the student chooses to take the comprehensive test. The comprehensive examination date will be set by faculty.

REENTRY TO SUBSEQUENT SEMESTERS

Exam dates specified by Faculty.

Student selected for reentry (student returning after successful completion of first semester). Student will be required to successfully demonstrate competency in selected skills before they are eligible to re-enroll. The student will be required to demonstrate the prerequisite PTA skills appropriate to the status in the PTA curriculum by written exam, skill practical, or clinical education in any combination. Students who do not demonstrate ability to satisfactorily perform previously acquired skills or who demonstrate deficiencies will not be eligible for reentry. Satisfactory performance is defined as a grade of “C” or better. Students repeating clinical experiences will be subject to meet all affiliation requirements (IE: background check, drug screen).

Reentrance to the program is always subject to space availability. If more than one student applies for

reentry and meets all readmission criteria, the student will be placed on a waiting list and admitted according to space availability. Space availability takes into consideration classroom and lab space, faculty, and clinical education sites. Space availability may vary by both semester and freshmen/sophomore standing. "Space Available" for clinical rotations is defined as 100% of the number of students entering the second year of study of the year preceding normal practicum placements.

Students are encouraged to reenter the PTA Program within one year, but must apply and be accepted to reenter within two years to ensure continuity in learning. A student may request one readmission to the program. If the student is granted readmission and fails to perform successfully in any PTA course, including clinical, throughout the duration of the program, he/she will not be eligible for readmission.

Students will be ranked according to priority guidelines listed below. Should a tie occur, grade point average rankings would determine the position on the waiting list.

Priority Guidelines

First Priority:

Students who withdraw for personal/health reasons and are in good standing academically. (Example: family problems, personal health, finances)

Second Priority:

Students who withdraw/fail a PTA course for poor academic performance.

Third Priority:

Students who withdraw/fail a PTA course for clinical performance.

Any behavior in the clinical setting that may be judged as detrimental to clients shall be considered reason for immediate withdrawal with a grade recorded as "F". A student who has been dismissed from a clinical experience for failure to adhere to the American Physical Therapy Association Code of Ethics, failure to adhere to safety regulations, or failure to use sound judgment in regard to safety of self and others WILL NOT be eligible for readmission into the PTA Program.

STUDENT SERVICES

There may be specific dates for adding or dropping courses, paying tuition, and obtaining student identification cards and parking stickers. Non-compliance with designated dates may result in additional fees and/or dismissal from the program. Any outstanding unpaid balances, unreturned library books, etc., may interfere with registration. At the end of the semester, the student should contact the Carl Perkins Career Center to ensure all obligations related to books, etc., have been met. Failure to do so may result in an inability to register for other courses or to receive a diploma.

FINANCIAL AID

A variety of programs designed to help students meet the cost of attending college are available in the Financial Aid Office located on the first floor of the Gooch One-Stop Student Center at the Corsicana location. Services for students attending classes at the Mexia, Midlothian, and Waxahachie locations are available on those locations. The school code is 003593. See the Financial Aid website at <https://www.navarrocollege.edu/costs-aid/> for more information.

LIBRARY SERVICES

The Navarro College libraries serve students, faculty, and staff at four locations in Corsicana, Waxahachie and Midlothian. In addition to a collection of over 56,000 print books and 35,000 e-books, the library's holdings include an extensive collection of sound recordings and DVDs. Through online and print serials subscriptions, the library provides access to the full text of thousands of magazines, newspapers, and scholarly journals. Online resources include *Naxos Music Library*, a streaming audio collection of thousands of sound recordings, and a complete streaming video collection of *The BBC Shakespeare Plays*. Interlibrary loan services enable students to borrow materials from libraries throughout the United States while inter loan services ensure to students at branch es ready access to books, DVDs, and CDs in the Sanchez Library's collections. A librarian will, upon request of faculty on any , provide formal classroom instruction in the efficient use of the library's information resources. Video tutorials on the use of library materials and services can be found on the library's web site. A number of course-specific online library Libguides provide a wealth of additional instructional material on subjects such as plagiarism, citation formats, research methods, and evaluating and using internet resources. The library maintains two computer labs at the Corsicana location —one in the Gooch Student Center and one in the Richard M. Sanchez Library (where laptop computers are also available for in-library use). The Sanchez Library offers classroom and conference room spaces. The Samuels' Hobbit Collection, a unique collection of thirty-eight wood sculptures representing characters from J. R. R. Tolkien's novel *The Lord of the Rings*, is on display in the library. The Sanchez Library features a new Learning Center offering extensive tutorial services in math, reading and writing, and general studies. For more information, visit the library's web site at <http://www.navarrocollege.edu/library>

ACADEMIC ADVISING

Navarro College has a staff of academic advisors who help students make educational and career decisions, select courses, understand transfer requirements, and improve study skills. The academic advisors can assist with career development and arrange for testing to identify the student's abilities, interests, values, and personality traits. For the student who intends to pursue a four-year program, catalogs from many colleges and universities are available.

COUNSELING SERVICES

Personal counseling services are available to assist students with adjusting to college life and enhancing personal and social growth. Services available in this this area includes: short-term counseling, drug/alcohol education, sexual assault awareness, and mental health referrals.

CARL PERKINS CAREER CENTER

The Navarro College Carl Perkins Career Center located in the Bain Center at the Corsicana location, offers a variety of services to Navarro College Career and Technical students. Carl Perkins Career Center services are funded through the Carl Perkins Act of 2006, a federal grant, and the level of service depends on available funding.

Services are provided at no cost to Navarro College Career and Technical students who meet specific program requirements as defined by the federal government. Services include textbook loans, child care assistance, travel stipends, career and technical advising, career development tools, and access to an online job board. The Career Center is located in the Bain Center room BC 320.

PROFESSIONAL MEMBERSHIPS

Students are expected to be active members of the professional organizations of physical therapy. These organizations include:

- Student Physical Therapy Assistant Association (SPTAA)

- Texas Physical Therapy Association (TPTA)
- American Physical Therapy Association (APTA)

STUDENT PHYSICAL THERAPY ASSISTANT ASSOCIATION

The Physical Therapist Assistant Program has an active Student Physical Therapy Assistant Association (SPTAA), which allows students access to activities for professional exploration, growth, and networking. Participation in SPTAA is mandatory for students enrolled in the program. Any monies raised through fund-raising events are used for activities to assist the community, to create awareness of physical therapy, to further professional growth for the students and to offset the expenses of the PTA student pinning ceremony. The officers of SPTAA are elected by the membership. The sponsor of SPTAA is a PTA faculty member.

Students will be required to obtain 20 community service hours for the program.

1 service hour = 1 community service hour

Community Service Hour Requirements:

- Service hours must relate directly to the Physical Therapy profession
- QUESTIONS: Student will complete and have event staff sign the SPTAA form entitled “Community Service Questions,” for each event attended.
- LOG: Students must turn in a “Community Service Log” at their final advisory meeting each semester for credit.

All community service opportunities will be posted by the SPTAA community service committee representative and will be available for viewing on Canvas at least one week prior to event.

If a student does not complete the community service hours (with all 20 hours completed) **and** turn in appropriate form at the final advisory meeting, the student will receive a zero for designated course for completion of SPTAA hours. A plan of correction will be completed by the PTA faculty at this time. After one violation of this policy, any further violation of SPTAA hours within the program will result in dismissal from the program.

Questions regarding criteria and forms for SPTAA hours should be directed to the PTA Program Director and/or the community service representative.

For a complete list of officers and duties, refer to the SPTAA bylaws.

TEXAS PHYSICAL THERAPY ASSOCIATION

The Texas Physical Therapy Association (TPTA) is a chapter of the American Physical Therapy Association, representing more than 19,000 physical therapists, 10,000 physical therapist assistants, and students in the state of Texas. There are approximately 4,500 Texas members. Membership dues are included with a membership in APTA. Association membership is an investment in your profession.

AMERICAN PHYSICAL THERAPY ASSOCIATION

The American Physical Therapy Association (APTA) is an individual membership professional organization representing more than 85,000 physical therapists (PTs), physical therapist assistants (PTAs), and students of physical therapy nationwide. APTA seeks to improve the health and quality of life of individuals in society by advancing physical therapy’s role in the nation’s healthcare system.

AFTER GRADUATION

Navarro College and the Physical Therapist Assistant Program provide the training and education necessary to qualify to take the national certification examination for the physical therapy assistant, and to practice in the field of physical therapy. The forecast for the need for PTAs continues to be strong. However, health care itself is always evolving in delivery environment, types of clients, work hours, pay, and benefits.

Graduation from the Physical Therapist Assistant Program at Navarro College does not guarantee a passing score on the national licensure Exam or employment as a Physical Therapist Assistant.

HIGHER EDUCATION POSSIBILITIES

Navarro College has articulation agreements with several four-year universities offering degrees other than physical therapist assistant in which students can apply the credits earned in the Associate of Applied Science in Physical Therapist Assistant degree at Navarro College towards a higher degree. The PTA faculty can advise the student in obtaining information in continuing his/her education.

The PTA faculty is available to assist the student in identifying resources for information on higher education possibilities in physical therapy.

LICENSURE

Licensure under the provisions of the Physical Therapy Practice Act is required in the State of Texas. Licensure is required before the candidate may practice as a Physical Therapist Assistant. Licensure in the State of Texas is the responsibility of the "Texas Board of Physical Therapy Examiners". The Practice Act and Rules of the board will be made available to the students.

Texas State Board of Physical Therapy Examiners
333 Guadalupe
Suite 2-510
Austin, Texas 78701-3942
(512) 305-6900
<http://www.ptot.texas.gov/>

It is the responsibility of the student to apply for the national licensure exam. Students who will not be in the Navarro College area following completion of academic studies will still be responsible for working with the Navarro College Registrar's office to file any necessary paperwork required for the national licensure exam.

It is the responsibility of the student to become familiar with the requirements of the FSBPT and to apply for the national examination. Students will be given information on accessing information about certification before graduation.

FSBPT does provide accommodations for the national examination. Students should research the definitions and required documentation regarding accommodations for the examination early in their academic training to ensure a smooth application process. This research into application and supporting documentation is the responsibility of the individual student.

The PTA Program utilizes standardized computer testing to prepare the student for the national

certification exam. Fees for standardized testing will be attached to course tuition.

EMPLOYMENT AFTER GRADUATION

The PTA faculty is available for counseling regarding the job search process. However, the PTA faculty will not act as a reference without prior approval and communications with the individual student. The PTA Program does not provide formal job search assistance, but will make available to students the job announcement/employment opportunities that come to the PTA Department.

ESTIMATED TOTAL COST OF BOOKS, TUITION, AND FEES

PROGRAM FEES

In-District	\$2,516.00
Out-of-District	\$2,516.00

TUITION

Tuition (In-District)	\$4,966.00
Tuition (Out-Of-District)	\$7,693.00

ADDITIONAL STUDENT COSTS:

In-District	\$1260.00
Out-of-District	\$1260.00

TOTAL FOR NAVARRO COUNTY RESIDENTS:

Books, Tuition and Fees	\$8,742.00
--------------------------------	-------------------

TOTAL FOR STUDENTS OUTSIDE OF NAVARRO COUNTY:

Books, Tuition and Fees	\$11,469.00
--------------------------------	--------------------

***** This is an overall estimate. All tuition, fees, and books are subject to change. Refer to Navarro College Registrar for specific tuition information. *****

APPENDIX

- I. ESSENTIAL FUNCTIONS OF PTA STUDENTS**
- II. PERSONAL DATA SHEET FOR STUDENT CLINICAL EXPERIENCE**
- III. HEALTH EVALUATION FORM – PARTS I AND II**
- IV. IMMUNIZATIONS**
- V. DRUG SCREENING**
- VI. CRIMINAL HISTORY DECLARATION**
- VII. CONFIDENTIALITY AGREEMENT**
- VIII. STANDARDS OF ETHICAL CONDUCT FOR A PTA**
- IX. ETHICAL BEHOVIOR**
- X. PERFORMANCE STANDARDS: PHYSICAL**
- XI. PERFORMANCE STANDARS: COGNITIVE/MENTAL/ENVIRONMENTAL**
- XII. PERFORMANCE STANDARDS**
- XIII. USE OF STUDENT WORK, NAME, IMAGE, AND RELEASE OF INFORMATION**
- XIV. STUDENT TRAVEL RELEASE FORM**
- XV. APPLICANT DATA FOR SELF STUDY REPORT**
- XVI. STUDENT ACKNOWLEDGEMENT**

ESSENTIAL FUNCTIONS OF PTA STUDENTS

COGNITIVE FUNCTIONS

1. Comprehend, retain, and retrieve complex information from the liberal arts, basic sciences, mathematics, and psychological and clinical sciences and apply this information to professional course work.
2. Comprehend, synthesize, and integrate information from written materials, demonstration, lectures, class discussions, laboratory practice sessions, and real and simulated patients.
3. Apply information obtained from classroom, laboratory, and written materials to the assessment, data collection, and intervention of real and simulated patients.
4. Procure evidence based information and apply it to the practice of physical therapy.
5. Critically analyze information taken from lectures, class discussion, written materials, research literature, laboratory, and patient demonstrations to develop and support the rationale for appropriate patient assessment, data collection, and interventions.
6. Assess the physical therapy needs of any patient with potential movement dysfunction.
7. Develop and document a physical therapy daily note for any patient with movement dysfunction.
8. Demonstrate management skills including planning, organizing, supervising, and delegating.
9. Develop and present programs of prevention and health promotion in a variety of client and patient populations.
10. Participate in the process of scientific inquiry.

AFFECTIVE AND COMMUNICATION FUNCTIONS

1. Establish professional, empathic relationships with individuals from a variety of backgrounds, ages, and needs, based on mutual trust.
2. Recognize the impact and influence of lifestyle, socioeconomic class, culture, beliefs, race, and abilities on patients and colleagues.
3. Engage in respectful, non-judgmental interactions with individual from various lifestyles, cultures, beliefs, races, socioeconomic classes, and abilities.
4. Develop and maintain effective, respectful working relationships with professional colleagues, peers, patients, families, and the general public.
5. Work effectively as part of an interdisciplinary team.
6. Utilize appropriate professional verbal, nonverbal and written communication with patients, families, colleagues and others.
7. Recognize the psychosocial impact of movement dysfunction and disability on the client and family; integrate these needs into the data collection and interventions.
8. Apply teaching and learning theories and methods in the healthcare and community environments.
9. Meet externally imposed deadlines and time requirements.
10. Effectively and consistently manage personal stress and the stress of others.
11. Effectively attend to people, information, and tasks in a complex, highly stimulating environment during an entire workday.
12. Practice in a safe, ethical, and legal manner, following guidelines for standard practice as established by federal, state, and local law, the College, clinical facilities, the APTA, and related professional organizations.
13. Demonstrate responsibility for self-assessment and the development of a life-long plan for professional growth and development.
14. Accept responsibility for all actions, reactions, and inactions.
15. Respond to medical crisis and emergencies in a calm, safe, and professional manner.

16. Speak and write effectively in English to convey information to other individuals and groups.
17. Understand and interpret the verbal, non-verbal, and written communications of others and respond in an appropriate, professional manner.

PSYCHOMOTOR FUNCTIONS

1. Safely, reliably, and efficiently perform appropriate physical therapy procedures to assess and treat the functional skills and gross motor system of patients across the lifespan. These include but are not limited to:
 - Cognitive, mental, emotional status
 - Endurance
 - Skin integrity
 - Sensation
 - Strength
 - Joint mobility
 - Joint motion and play
 - Muscle tone and reflexes
 - Movement patterns
 - Coordination
 - Balance
 - Development skills
 - Pain
 - Posture
 - Gait
 - Functional abilities
 - Assistive technology
 - Cardiopulmonary status
 - Segmental length, girth, and volume
2. Demonstrate the ability to observe and practice universal precautions
3. Demonstrate the ability to perform CPR and emergency first aid.
4. Safely, reliably, and efficiently perform treatment procedures for patients across the lifespan, using procedures that are appropriate for the patient's status and plan of care. These include, but are not limited to:
 - Therapeutic exercises to improve strength, ROM, or endurance
 - Developmental activities
 - Gait activities
 - Prosthetic and orthotic training
 - Wound care
 - Wheelchair training
 - Neurosensory techniques
 - Thermal agents and electrotherapy
 - Balance and coordination training
 - Positioning techniques
 - Cardiopulmonary rehabilitation
 - Joint mobilization and soft tissue procedures
 - Functional activities, bed mobility, transfers
5. Safely and reliably read meters, dials, printouts, and goniometers.

6. Manipulate and operate physical therapy equipment and monitoring devices.
7. Demonstrate appropriate body mechanics and react safely and appropriately to sudden or unexpected movements of patients/classmates.
8. Demonstrate the ability to work in an environment that requires significant physical activity and mobility throughout the workday in a way that does not compromise patient or therapist safety.

Sources: AASIG Technical Standards, Essential Functions Document. Section on Education, September, 1998.

Ingram, D. (1997). Opinions of Physical Therapy Program Directors on Essential Functions, *Physical Therapy*, 77(1). Simmons College Essential Functions, Boston, MA. University of Rhode Island Essential Functions, Kingston, RI.

PERSONAL DATA SHEET FOR STUDENT CLINICAL EXPERIENCE

Navarro College Physical Therapist Assistant Program

Personal Information

Name _____

Permanent Home Address _____

Phone Number _____

Name, address and phone number of person to be notified in case of accident or illness:

Educational Information

1. Expected degree – PTA Associate of Applied Science
2. Prior degrees obtained _____

Health Information

1. Are your immunizations and TB up to date?
Yes _____ No _____

Previous Work/Volunteer Experience

Personal Profile

1. Strengths _____

2. Areas of Growth _____

3. Special Skills or Interests _____

4. Describe your preferred learning style. _____

5. Describe your preferred style of supervision. _____

Prior Clinical Rotation Experience

Center	Type of Setting	Length of Experience

PART II

TO THE EXAMINING HEALTH PROFESSIONAL: The individual who has been identified in Part I of this form has applied for and/or been accepted for admission to the Physical Therapist Assistant Program at Navarro College. Please review the health history and other information provided in Part 1. **Thank you for your assistance.**

Height _____ Weight _____ Pulse (Rate and Rhythm) _____

Respirations _____ Blood Pressure _____

Eyes: Vision: R _____ L _____ With glasses: R _____ L _____

Ears: Condition: R _____ L _____ Hearing: R _____ L _____

Nose: _____ Sinuses: _____

Throat: _____ Tonsils: _____

Lungs: _____

Heart: _____

Abdomen: _____ Palpable Masses: _____

Back: _____ Curvature of Spine: _____

Extremities: _____

Lifting Precautions: _____

Able to Lift 50 lbs. Yes: _____ No: _____

General Comments: _____

NOTICE TO HEALTH PROFESSIONAL:

Student must bring a copy of the Physical Therapist Assistant Performance Standards to be reviewed at the time of the physical examination.

Based upon your evaluation and a review of the Performance Standards, is this individual able to participate in the Physical Therapist Assistant Program?

Yes: _____ No: _____

IF NO, PLEASE EXPLAIN: _____

Signature of Health Professional

Date

Printed Name of Health Professional

IMMUNIZATIONS

Navarro College Physical Therapist Assistant Program

Please have your health care professional review your immunization record/status

Due to the nature of the learning experience and assignments, all PTA students must provide documentation of current immunization status for vaccine-preventable diseases & other testing. Immunizations and testing requirements are based upon recommendations and/or requirements from the following agencies and organizations: (1) clinical education sites; (2) Texas Department of Health; (3) Centers for Disease Control; (4) Texas Administrative Code Title 25, Part 1, Chapter 97, Subchapter B, Rule 97.64. The Texas Administrative Code mandates certain immunizations prior to patient contact. **Students who fail to provide appropriate documentation will not be permitted to register for clinical/practicum clinical education and must withdraw from the program.**

Document must include signature of health care provider and date(s).

Appropriate documentation includes one of the following methods in most cases:

- Copy of official Immunization Record or health care provider immunization forms
- Copy of laboratory (serological) evidence of immunity (titers)

Note: Some clinical agencies may require further documentation/testing or have additional requirements.

Required immunizations	
1. Measles (Rubeola)	2. Mumps
4. Tetanus/Diphtheria – Td (See below)	3. Rubella (MMR See below)
Other recommended vaccines	
1. Varicella	2. Meningococcal
Required Tests	
1. Tuberculosis (TB) Skin testing – Required annually. If a chest x-ray is necessary, the student must document a negative chest x-ray within the past three (3) years.	

MMR – If you were born on or after January 1, 1957, follow A, B, & C	MMR – If you were born prior to January 1, 1957, follow E, F, G, & H
A. Measles All students born on or after January 1, 1957 must show, prior to patient contact, acceptable evidence of two doses of measles vaccine administered since January 1, 1968 or serological evidence of immunity. There must be 30 days or more between the two doses.	E. Measles All students born prior to January 1, 1957 must show, prior to patient contact, acceptable evidence of one dose of measles vaccine or serological evidence of immunity.
B. Mumps All students born on or after January 1, 1957 must show, prior to patient contact, acceptable evidence of one dose of mumps vaccine or serological evidence of immunity. (Two doses for health care workers as of 2007).	F. Mumps All students born prior to January 1, 1957 must show, prior to patient contact, acceptable evidence of one dose of mumps vaccine or serological evidence of immunity.
C. Rubella All students born on or after January 1, 1957 must show, prior to patient contact, one dose of	G. Rubella All students born prior to January 1, 1957 must show, prior to patient contact, acceptable

rubella vaccine or serological evidence of immunity.	evidence of one dose of rubella vaccine or serological evidence of immunity.
D. Hepatitis B All students shall receive a complete series of Hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to Hepatitis B virus.	H. Hepatitis B All students shall receive a complete series of Hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to Hepatitis B virus.
Varicella – Students shall receive two doses of varicella vaccine unless the first dose was received prior to age thirteen. A parent or physician validated history of varicella disease (chicken pox) or varicella immunity is acceptable in lieu of vaccine. A statement from a physician, the student’s parent or guardian, or school nurse must support varicella history.	
Tetanus Diphtheria – Students must document dose of Td vaccine current (within 10 years) through anticipated completion of clinical.	

Please provide the following:

MMR Date: _____

Hepatitis B series - 3 Dates: _____

Td Date: _____

Varicella Date: _____

EXCLUSIONS FROM COMPLIANCE are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States (Texas Administrative Code). Requests for exclusion will be handled on an individual basis and must be presented in a written request prior to the due date for Personal Student Portfolio.

Student Signature _____
Date

Note:

Each student must undergo a physical health examination by a certified Health Professional prior to the beginning of the second semester of study. Please note the health examination requires the student to read the “Performance Standards” beforehand, and both the student and the health professional must sign the form indicating the ability to perform as described and/or any limitations which may be present.

The responsibility for maintaining current health testing and immunizations, including costs, are the responsibility of the student.

Do you have any drug (medication) or food allergies? No _____ Yes _____ (If yes, please list)

Allergies: _____

Have you ever had a positive TB skin test? No _____ Yes _____
If yes, date of first reaction: _____

Student’s Signature: _____ Date: _____

DRUG SCREENING

Navarro College Physical Therapist Assistant Program

Authorization & Acknowledgement Form

I, _____, a Navarro College PTA student, agree to provide a urine, blood, and/or breath sample for the purpose of drug screening by an agency designated by the PTA Program. **I permit the agency (testing laboratory) to release the results of the drug screening to the PTA Academic Coordinator of Clinical Education or the PTA Program Director. In addition, I also permit the PTA Academic Coordinator of Clinical Education or Program Director to release the results to any facility in which the student is placed for clinicals.**

I acknowledge my understanding that drug screening is a program requirement based on clinical education requirements for placement of physical therapist assistant students for learning experiences and for the safety of clients and others that I may interact with in my role as a physical therapist assistant student. I also acknowledge that Navarro College has a "Code of Student Conduct" which describes disciplinary action for student misconduct.

As a potential applicant for licensure as a physical therapist assistant (PTA) in the State of Texas, I acknowledge that I have received and have had licensure information regarding eligibility requirements and "good professional character" explain to me*.

Student's Signature

Date

Student's Printed Name

*Texas Board of Physical Therapy Examiners (2010). *Physical Therapy Rules*. Austin, TX: Executive Council for Physical and Occupational Therapy Examiners.

CRIMINAL HISTORY DECLARATION

Navarro College Physical Therapist Assistant Program

I acknowledge my responsibility in meeting all policies and procedures regarding criminal history background checks and informing the PTA Program of changes in criminal history status as outlined in the policies and procedures of the PTA Student Handbook. I understand the procedures may change at any time during my studies, based on changes in state regulation, federal laws/regulations, or clinical training facilities regulations.

I acknowledge I am responsible for any fees attached to a criminal history background check(s).

I acknowledge the presence of offenses on my criminal history background check may interfere or negate progression in the PTA Program if the presence of offenses interferes with a service-based organization, community, healthcare, or other facility for the required Level I or II clinical.

I also understand that a felony conviction may affect the ability to sit for the FSBPT Examination or to attain state licensure.

Student's Signature

Date

Student's Printed Name

CONFIDENTIALITY AGREEMENT

Navarro College Physical Therapist Assistant Program

I understand and agree that any medical, personal, social, or other information I may learn about any client is privileged information and is subject to all state and federal laws and professional ethics, which protect the rights of patients/clients.

I understand that the information I learn from any source about a client will not be discussed except with authorized agency personnel, the Navarro College instructor involved in the clinical training, or with the PTA Program Director.

I understand that all client information and client documents are the property of the originating agency. No photocopying, electronic/technological copying, or computerized transmission of client information is allowed.

I understand that I have a moral, ethical, and legal obligation to protect the confidentiality of the client and that a breach of confidence may result in disciplinary action up to and including termination from the PTA Program, disciplinary action by Navarro College, including dismissal from the program, and legal action.

I have read and understand this agreement.

Student's Signature

Date

Student's Printed Name

STANDARDS OF ETHICAL CONDUCT FOR A PHYSICAL THERAPIST ASSISTANT

PREAMBLE: The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life.

STANDARD 1 A physical therapist assistant shall respect the inherent dignity, and rights, of all individuals.

STANDARD 2 A physical therapist assistant shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.

STANDARD 3 A physical therapist assistant shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

STANDARD 4 A physical therapist assistant shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other health care providers, employers, payers, and the public.

STANDARD 5 A physical therapist assistant shall fulfill their legal and ethical obligations.

STANDARD 6 A physical therapist assistant shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

STANDARD 7 A physical therapist assistant shall support organizational behaviors and business practices that benefit patients/clients and society.

STANDARD 8 A physical therapist assistant shall participate in efforts to meet the health needs of people locally, nationally, or globally.

For information on interpretive guidelines, please visit the APTA website at [http://www.apta.org/PT Practice/ethics_pt/ethics_pt_assistant](http://www.apta.org/PT_Practice/ethics_pt/ethics_pt_assistant)

ETHICAL BEHAVIOR

Navarro College Physical Therapist Assistant Program

Students enrolled in coursework designed to prepare him/her to work in the field of physical therapy and physical therapy faculty are expected to adhere to the American Physical Therapy Association *Code of Ethics for the Physical Therapist* in addition to complying with the Navarro College Code of Student Conduct (refer to the Navarro College Student Handbook).

Students represent the profession as a whole, and when student misconduct interferes with the rights of others to develop professionally to his/her fullest, the misconduct is professionally unethical. Definitions of student misconduct are found in the Navarro College Student Handbook.

Students suspected of an ethical violation will be counseled by physical therapy faculty with a corrective plan to be established. Students who fail to follow the corrective plan can expect dismissal from the program. In the instance the ethical violation is deemed to have caused an individual harm, or the potential for harm, the student will be disciplined up to and including immediate dismissal from the program.

Cheating on coursework or on tests is considered unprofessional and unethical conduct. A student suspected to have cheated on a quiz, test, or examination will automatically receive a "0" on the assignment and will be subject to disciplinary action up to and including dismissal from the program.

I have received a copy of the Physical Therapist Assistant Program policy on student misconduct and academic dishonesty. I understand that unethical conduct is grounds for disciplinary action. I also understand that cheating on a quiz, class assignment, or examination is grounds for dismissal from the program.

Student's Signature

Date

Student's Printed Name

PERFORMANCE STANDARDS: PHYSICAL

Navarro College Physical Therapist Assistant Program

In addition to educational and professional standards, physical therapist assistant students encounter physical, cognitive, communicative, and environmental factors in the classroom, internal and external labs, field trips, and clinical.

The Federal Americans with Disabilities Act (ADA) bans discrimination of persons with disabilities. In order to identify essential performance components, which may challenge the success of a student in becoming a physical therapist assistant including participation in the academic activities of the classroom and clinical education, the student needs to carefully review the performance standards. Although the performance requirements may vary depending on the specific area of practice, the most common physical, cognitive, communicative, and environmental requirements are listed here.

If a student is unable to perform a requirement as listed, the student should see the ADA coordinator to identify eligibility for accommodation(s) and the steps in obtaining accommodation(s). Eligibility for accommodation requires professional documentation.

The Performance Standards for Physical Therapist Assistant is a list of physical abilities necessary to perform the duties of a Physical Therapist Assistant Student.

Visual Acuity

- Acute enough to read small print on product labels used for whirlpool treatments, dressing changes, and specific labels on medicines used in modalities.
- Acute enough to read small numbers on goniometers, computer screens, and isokinetic reports.
- Acute enough to observe postural changes, musculoskeletal changes, and coloration changes.

Hearing Acuity

- Acute enough to hear and understand words spoken by instructors and patients.
- Acute enough to perceive the spoken word in an environment with a high level of background noise.

Speaking Ability

- Verbal expression clear and distinct enough to enunciate medical and surgical terminology.
- Ability to express thoughts clearly

Digital Dexterity

- Agile enough to handle modality instruments with both left and right hands at an extremely rapid pace.
- Able to supinate and pronate at the wrist, and write/type up documentation/notes.

Physical Ability

- Strong and agile enough to lift equipment, push stretchers and beds, move large pieces of equipment, and transfer/lift patients.
- Ability to stand for long periods of time without a break (4 - 6 hours or longer).

**** Physical Therapist Assistant students must be able to perform, with or without reasonable accommodations, Each of these essential functions in order to fully participate in our program and successfully complete the requirements for the PTA Program.****

PERFORMANCE STANDARDS: COGNITIVE/MENTAL/ENVIRONMENTAL

Navarro College Physical Therapist Assistant Program

	Job Essentials	
	Yes	No
REASONING		
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	X	
Interpret instructions furnished in oral, written diagrammatic or schedule form	X	
Deal with problems in standard situations	X	
Carry out detailed, simple to complex written or oral instructions	X	
MATHEMATICS		
Simple skills - add, subtract, multiply, and divide whole numbers and fractions, calculate time, simple measurements, percentages, and norms	X	
READING		
Complex skills - comprehend medical records, documents, evaluations, manuals, journals, instructions in use and maintenance of equipment, safety rules, and procedures	X	
WRITING		
Complex skills - Patient documentation using behavior objectives, technical terminology, and functional outcomes for reimbursement	X	
Simple skills - complete English sentences with correct medical terminology for medical records documentation	X	
REPORTING		
Oral reports at team conferences, staffings, family conferences, and family/staff/caregiver education sessions	X	
PERCEPTION		
Spatial - ability to evaluate and treat visual perceptual skills in the areas of visual discrimination, figure-ground, spatial relations, position in space/form consistency, visual memory, and visual sequential memory	X	
Form - ability to perceive pertinent details in objects, models, or in pictorial or graphic material, and visual sequential memory	X	
CLERICAL		
Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic	X	
DATA		
Synthesizing	X	
Coordinating	X	
Analyzing	X	
Copying	X	

	Job Essentials	
	Yes	No
PERSONAL TRAITS		
Ability to comprehend and follow instructions	X	
Ability to perform simple and repetitive tasks	X	
Ability to maintain a direct care work load of average 6 hrs/day	X	
Ability to make generalizations, assessments, or decisions without immediate supervision	X	
Ability to relate to other people, including diverse populations, beyond giving and receiving instructions	X	
Ability to motivate people	X	
Ability to perform complex and/or varied tasks	X	
Ability to accept and carry out responsibility for direction, control, and planning	X	
Ability to adapt approach to individual needs of clients	X	
Ability to maintain poise and flexibility in stressful or changing conditions	X	
Ability to conduct self in accordance with professional ethics	X	
Manage time/rationale in efficient manner	X	
WORK		
Work outdoors	X	
Work indoors	X	
Exposure to extreme hot or cold temperatures		X
Work at unprotected heights		X
Be around moving machinery	X	
Exposure to marked changes in temperature/humidity		X
Exposure to dust, fumes, gases, odors, mists, or other irritants	X	
Exposure to excessive noise		X
Exposure to solvents, grease, or oils	X	
Using computer monitor	X	
Working with explosives		X
Exposure to vibration		X
Exposure to flames or directed heat	X	
Work around others	X	
Work with others	X	
Exposure to slippery or uneven surfaces	X	
Work in confined spaces	X	
TRAVEL		
By car	X	
By car in high traffic		X
By car for 6-hour days		X

	Job Essentials	
	Yes	No
SAFETY EQUIPMENT (REQUIRED TO WEAR)		
Safety glasses	X	
Face mask/face shield	X	
Ear plugs		X
Hard hat		X
Protective clothing	X	
Protective gloves	X	
Exposure to blood and other body fluids, including potentially infective materials	X	

PERFORMANCE STANDARDS

Navarro College Physical Therapist Assistant Program

I have read the Navarro College Physical Therapist Assistant Program Performance Standards (Physical, Cognitive, Mental, and Environmental Factors). I understand that I will be asked to perform these components as part of my studies in the Physical Therapist Assistant Program and that success in the field of physical therapy is based upon these components. I acknowledge that if I am now, or in the future, unable to perform these components, it is my responsibility to obtain the necessary supporting documentation and request accommodation through the Navarro College Americans with Disabilities Act Coordinator.

Student's Signature

Date

Student's Printed Name

USE OF STUDENT WORK, NAME, IMAGE, AND RELEASE OF INFORMATION

Navarro College Physical Therapist Assistant Program

As a student in the Physical Therapist Assistant Program, I am aware that my instructors may request to keep samples of my written work, work/assignments/photographs/video that I may have been a part of for the following reasons, as well as other situations deemed appropriate by the instructor for teaching/learning purposes.

Examples:

- To use as a model (example) for other students
- To document the quality or lack of quality of my work
- To use as an exhibit of student work for accrediting agencies review
- To use in Navarro College advertising/media/website

I hereby grant permission:

Student's Signature

Date

Student's Printed Name

STUDENT TRAVEL RELEASE FORM

Navarro College Physical Therapist Assistant Program

I, _____, understand that I am responsible for my own behavior and will abide by all rules and regulations outlined the PTA Student Handbook published by Navarro College. I understand that if I am in violation of any of these rules, I will be subject to the consequences stated in the PTA Student Handbook. I also understand I am responsible for any injury that may be incurred during travel while a student of Navarro College.

Student Signature: _____

Date: _____

Please provide the information requested below:

Local address: _____

Local phone number: _____

Person to notify in case of emergency: _____

Relationship to student: _____

Phone number: _____

Medical conditions: _____

APPLICANT DATA FOR SELF STUDY REPORT

Navarro College Physical Therapist Assistant Program

First Name: _____ Last Name: _____ MI: _____

Street Address: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

County: _____ DOB: _____

Home Phone: _____ Cell Phone: _____

Sex: Male Female

Ethnicity: W _____ (White/Caucasian) B _____ (Black)
 A _____ (Asian/Pacific Island) I _____ (Am Indian/Alaskan)
 H _____ (Hispanic/Latino)

The following questions are optional:

Prior degree: Yes No Degree awarded: _____

Health Care Experience/Certification: _____

Travel distance to class _____ miles

Work hours-per-week planned for: Summer: _____ Fall: _____ Spring: _____

Scholarships: Yes No Loans for school: Yes No

I authorize Navarro College to use the above information as indicated for PTA Self Studies and other PTA Program Studies/Reports.

Student's Signature

Date

STUDENT ACKNOWLEDGEMENT

Navarro College Physical Therapist Assistant Program

I, _____, (print your name) have received a copy of the Navarro College Physical Therapist Assistant Student Handbook. I understand that I am responsible for the information contained in this manual, and I will abide by the policies and procedures as stated in this manual. I also understand that at times the Physical Therapist Assistant Program may change a policy or procedure (with the approval of the NC Board of Trustees). I will be notified in writing and asked to replace the current policy/procedure with the new or revised policy/procedure. If my course of study is interrupted, I acknowledge the policies and procedures of the PTA Program of the semester I reenroll are the policies and procedures applicable to me and my studies in the Navarro College PTA Program.

I am aware that I must achieve a grade of C (≥ 75) or better to progress in the program. If I receive a grade lower than a "C" in a PTA course, I will be academically dismissed from the program and may or may not be eligible to reapply. In addition, PTA faculty will not give extra credit. Final grades will be rounded to the nearest tenth of a point. For example, a final grade of 74.6 will round to a 75, and a grade of 74.4 will round to a 74.

I have been advised that I will be required to travel to clinical education sites as assigned. I am aware that excessive absences may necessitate withdrawal from the course due to inability to complete all requirements.

I also acknowledge that I am responsible for adhering to all policies and procedures as stated in the Navarro College Catalogue, the Navarro College Student Handbook, the PTA Student Handbook, and the PTA course syllabi.

I will keep all the above named material available as a valuable source of information.

In addition, I acknowledge my responsibility as a student in the Physical Therapist Assistant Program of Navarro College to ensure the PTA Program has current contact information available for me at all times (telephone numbers, address, and email address).

Student's Signature

Date