

Physical Therapist Assistant

Associate of Applied Science Degree Program



Student Handbook

2020-2021

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Letter of Welcome from the Director

Welcome to the Physical Therapist Assistant program at Edison State Community College. We are pleased you have chosen to pursue your physical therapy education with us. The PTA program at Edison began in 2009 with the first class graduating in May 2011. The program has had tremendous success in its short history and has helped meet the need of local employers in hiring physical therapist assistants. Through our employer surveys and graduate surveys we know our students graduate with the knowledge, skills, and professional attributes necessary to cultivate a successful career. Your graduation from our program will prepare you to become a valuable member of the healthcare profession.

This is an exciting beginning for you as you fulfill your goal of becoming a physical therapist assistant. The PTA program is a demanding program of study that requires commitment and passion. The program also provides a wonderful opportunity to work closely with your fellow classmates to create a professional bond that will last beyond your time in the classroom. Your instructors value a team approach and collaboration and will work hard to contribute to your success. Our faculty members bring a wealth of knowledge and experience to the classroom and are eager to help you develop into an excellent PTA.

This handbook provides easy access to the PTA program policies that may affect you during your time in the program. I encourage you to keep it close at hand and become familiar with its contents.

Best wishes for a rewarding experience during your time with us. We will be there cheering with you when you walk across stage at commencement and get your first job in physical therapy!

Sincerely,

Sara Young, PT, DPT

Sara Young, PT, DPT

Director of the Physical Therapy Assistant Program/Instructor

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Student Handbook

For the Physical Therapist Assistant Program

I. PHILOSOPHY

A. Person

We, the Physical Therapist Assistant program faculty of Edison State Community College (ESCC), believe that a person is a holistic being with dignity and worth. A person has basic human needs that must be met. We recognize individual differences (developmental stage, gender, support system, economic, health, spiritual, and ethnic/cultural) as a reflection of a person's constant interaction with internal and external environments. We believe that individuals have the right and responsibility to participate in decision-making in matters concerning their health.

B. Society

The social system of the person affects the person's ability to meet basic human needs, to respond to health problems, and to attain optimal health. Societal influences included in the individual differences are support systems, economic, spiritual, and ethnic/cultural. Societal influences are viewed as significant in the external environment.

C. Social Responsibility

Social responsibility is the promotion of a mutual trust between the physical therapist assistant as a part of the profession and the larger public that necessitates responding to societal needs for health and wellness. (*Professionalism in Physical Therapy: Core Values; August, 2003*).

D. Health

We recognize health as a measure of one's ability to maintain optimal patterns of functioning in response to internal and external environmental change. Optimal health is defined as the function that satisfies a person's basic human needs at the highest level possible.

E. Mission Statement

The mission of the Physical Therapist Assistant program is to graduate exceptional Physical Therapist Assistants by providing educational opportunities for students who will graduate and be able to provide efficient and effective delivery of interventions as directed by a physical therapist to patients, clients, and/or citizens of the community in order to improve their functional abilities and to promote health and wellness.

F. Philosophy

Edison State Community College's Physical Therapist Assistant Program's philosophy is congruent with the College's mission and strategic planning goals as well as the American Physical Therapy Association's policies and positions. The Physical Therapist Assistant program's philosophy is based upon the following principles and beliefs. That:

1. The Physical Therapist Assistant educational program prepares individuals to provide physical therapy services under the direction and supervision of physical therapists in a variety of settings.

2. Physical therapists and physical therapist assistants are highly valued members of the health care delivery team and both physical therapists and physical therapist assistants hold important roles in the provision of physical therapy services. A working relationship based on mutual respect for the role of each is important for the efficient delivery of physical therapy services.
3. The curriculum of the Physical Therapist Assistant program will be structured to be student-centered utilizing a variety of instructional methods to support individual learning styles, while promoting the achievement of program goals and objectives. The curriculum will be designed to be flexible and dynamic to accommodate changes in the body of knowledge of physical therapy as well as changes in technology and in the economy.
4. Learning is a lifelong activity in which each individual should engage for professional and personal development in an effort to meet his/her highest potential.
5. Learning occurs best in an environment of mutual trust which fosters open communication and respectful interaction and that supports the worth and dignity of each individual.
6. Learning is optimized through a curriculum that is intellectually challenging and that is designed to help students learn how to think as physical therapist assistants, to reason effectively, and to become service-oriented providers.
7. Learning is the responsibility of the student and should be characterized by critical thinking and decision making.
8. The primary role of the educator is to model excellence in his/her actions, attitudes and behaviors. Furthermore, it is the responsibility of the faculty to plan, select, organize, sequence, implement and evaluate the program and assess, guide and evaluate the learners.
9. Appropriate PT/PTA interactions and collaboration are modeled throughout the PTA curriculum and are assessed through the demonstration of appropriate professional behaviors.

G. Physical Therapist Assistant Education

The purpose of physical therapist assistant education is to graduate knowledgeable, competent, self-assured, adaptable, and service-oriented patient/client providers. Physical therapist assistant education prepares the graduate to perform selected components of interventions, data collection, and assess the patient's/client's safety and response to the interventions provided under the direction and supervision of the physical therapist in an ethical, legal, safe and effective manner. Additionally, graduates of the physical therapist assistant program must be prepared to communicate with other members of the health care delivery team; interact with members of the patient's /client's family and caregivers; and work cooperatively with other health care providers. Graduates are prepared to participate with the physical therapist in teaching other health care providers and providing psychosocial support for patients/clients and their families and caregivers with recognition of individual, cultural, and economic differences. (Cited in *A Normative Model of Physical Therapist Assistant Education; Version 2007; pg. 7.*)

H. Teaching-Learning

The faculty is committed to engaging the student in the process of critical thinking required for sound decision making as a physical therapist assistant. Learning is

facilitated by a process of sharing, trust and active participation of both learner and educator. An environment of open communication nurtures creativity, curiosity, assertiveness and the spirit in inquiry.

I. Roles of the Physical Therapist Assistant

Physical therapist assistants provide physical therapy services under the direction and supervision of the physical therapist. They implement selected components of patient/client interventions and obtain data related to that intervention; make modifications in selected interventions either to progress the patient/client as directed by the physical therapist or to ensure patient/client safety and comfort; educate and interact with physical therapist and physical therapist assistant students, aides, technicians, volunteers, patients'/clients' families, caregivers; and respond to patient/client and environmental emergency situations. The physical therapist is responsible for physical therapy services provided by the physical therapist assistant. Physical therapist assistants also demonstrate the ethical and moral conduct as they contribute to society and the physical therapy profession through the provision of physical therapy services, teaching, and administration. Depending on the circumstances, some tasks may be performed cooperatively with other health care personnel or through supervision of aides and volunteers.

The physical therapist is responsible for the determination to utilize a physical therapist assistant for selected interventions. In determining the extent of assistance from the physical therapist assistant, the physical therapist considers the physical therapist assistant's education, training, experience, and skill level; patient/client criticality, acuity, stability, and complexity; the predictability of the consequences related to the intervention; the setting in which the care is being delivered; federal and state statutes; liability and risk management concerns; the mission of physical therapy services for the setting; and the needed frequency of reexamination. (Cited in *A Normative Model of Physical Therapist Assistant Education; Version 2007; pg. 7*)

As per the Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board; physical therapist assistants are not qualified to:

- a. Interpret physician referrals;
- b. Conduct initial patient evaluations;
- c. Write initial or ongoing patient plans of care;
- d. Conduct re-evaluations of the patient or make changes to the patient plan of care; **or**
- e. Perform the discharge evaluation and complete the final discharge summary.

J. APTA Standards of Ethical Conduct for the Physical Therapist Assistant

HOD S06-00-13-24 (program 17) [Amended HOD 06-91-06-07; Initial HOD 06-82-04-08]

PREAMBLE

This document of the American Physical Therapy Association sets forth standards for the ethical conduct of the physical therapist assistant. All physical therapist assistants are responsible for maintaining high standards of conduct while assisting physical

therapists. The physical therapist assistant shall act in the best interest of the patient/client. These standards of conduct shall be binding on all physical therapist assistants.

STANDARD 1 - Respect

A physical therapist assistant shall respect the rights and dignity of all individuals and shall provide compassionate care.

STANDARD 2 - Altruism

A physical therapist assistant shall act in the best interests of patients/clients, in a trustworthy manner, and place the needs of the patient/client before their own.

STANDARD 3 - Sound Decisions

A physical therapist assistant shall make decisions based upon their level of competence and consistent with the patient/client needs, selecting physical therapy interventions only under the supervision and direction of a physical therapist.

STANDARD 4 - Integrity in Relationships

A physical therapist assistant shall demonstrate integrity in relationships with patients/clients and others and comply with laws and regulations governing physical therapy.

STANDARD 5 - Colleague Impairment

A physical therapist assistant shall achieve and maintain competence in the provision of selected physical therapy interventions and encourage colleagues to seek assistance with any impairments and report impaired colleagues as necessary.

STANDARD 6 - Clinical Competence

A physical therapist assistant shall make judgments that are commensurate with their educational and legal qualifications as a physical therapist assistant and support career development with lifelong learning.

STANDARD 7 - Organizational and Business Practices

A physical therapist assistant shall protect the public and the profession from unethical, incompetent, and illegal acts and documentation should accurately reflect the nature and extent of services provided.

STANDARD 8 - Support Health Needs

A physical therapist assistant shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

(APTA Guide for Conduct of the Physical Therapist Assistant, updated 2019)

K. APTA Values-Based Behaviors for the PTA

Value-based behaviors for the PTA provides guidelines for eight of the expected professional behaviors that must be demonstrated by students in the PTA program. These behaviors fall under the areas of:

1. Altruism
2. Caring and compassion
3. Continuing competence
4. Duty
5. Integrity
6. PT/PTA collaboration
7. Responsibility
8. Social responsibility

II. PHYSICAL THERAPIST ASSISTANT PROGRAM

A. Program Description

The PTA curriculum plan is based on sound educational theory and principles, as well as the nature of contemporary physical therapy practice by planning learning opportunities.

The curriculum is laid out in a sequential progression of learning experiences which integrates knowledge from simple to more complex and from general to more specific. Basic therapy techniques are taught as specifics at the initiation of the technical portion of the curriculum and these skills thread throughout the curriculum being applied in a variety of patient types and settings to move from a more specific base to generalization of knowledge. For example, Gait training is taught in the first technical Biomechanics course in the curriculum. Gait training is a repeated skill taught at more complex levels and being applied to a variety of patient types as the curriculum progress to completion. Thus the student becomes confident at a variety of levels and patient situations.

The curriculum is based not only on skill development, but also through case study and episode of care development which lends itself to fall into practice patterns as defined in the Guide to Physical Therapist Practice.

The curriculum plan is designed to reflect the recognized standards of practice of the profession of physical therapy as set forth by the American Physical Therapy Association. The Standards outlined in the Standards of Ethical Conduct for the Physical Therapist Assistant are reflected throughout the Comprehensive Curriculum.

From the initial PTA technical course, **PTA-101, Introduction to Physical Therapist Assisting**, to the to the final technical course, **PTA-225, Neurological Rehabilitation**, the curriculum emphasizes a consistent theme of the ethical scope of practice where the physical therapist assistant will be working under the direction and supervision of a physical therapist who directs and supervises the PTA in all aspects of the recommended treatment and discharge functions as expected of an entry level physical therapist assistant upon graduation.

B. Program Goals

1. Prepare the physical therapist assistant graduate for the mutual benefit of Edison State Community College and the community by providing the PTA student with the opportunity to acquire the education necessary to be eligible for licensure, and

additionally to provide the healthcare and community sites in Edison’s service area with exceptional entry level physical therapist assistant graduates.

2. Prepare the physical therapist assistant graduate with the theory, knowledge and essential clinical and communication skills that will allow them to competently provide interventions under the direction and supervision of the physical therapist.
3. Provide physical therapist assistant student with tools and facilities to encourage learning and self-discovery to achieve and demonstrate professional behaviors that comply with legal physical therapy statutes and that will meet the American Physical Therapy Association Standards of Ethical Conduct by the physical therapist assistant.
4. Provide a variety of clinical experiences that will expose the physical therapist assistant student to appropriate clinical environments for achievement of competence in the day-to-day practice and clinical decision-making required.
5. Faculty will participate in ongoing scholarly activities, as well as in professional and American Physical Therapy Association activities.
6. Faculty and physical therapist assistant students should model healthy lifestyles and will participate in health and wellness promotional activities within the community.

C. Program Objectives/Outcomes

The PTA student will:

1. Perform in a safe manner that minimizes the risk to patient, self, and others
2. Demonstrate expected clinical behaviors in a professional manner in all situations.
3. Perform in a manner consistent with established legal standards, standards of the profession, and ethical guidelines.
4. Adapt delivery of physical therapy services with consideration for patients’ differences, values, preferences and needs.
5. Communicate in ways that are congruent with situational needs.
6. Participate in self-assessment and develop plans to improve knowledge, skills and behaviors.
7. Demonstrate clinical problem solving.
8. Perform selected therapeutic exercises in a competent manner.
9. Apply selected manual therapy, airway clearance and integumentary repair and protection techniques in a competent manner.
10. Apply selected physical agents and mechanical modalities in a competent manner.
11. Apply selected electrotherapeutic modalities in a competent manner.
12. Perform functional training in self-care and home management and application and adjustment of devices and equipment in a competent manner.
13. Produce quality documentation in a timely manner to support the delivery of physical therapy services.
14. Participate in the efficient delivery of physical therapy services.

D. Curriculum/Course Outline

	FIRST SEMESTER
PTA 101S	Introduction to Physical Therapist Assisting

BIO 125S	Anatomy and Physiology I
ENG 121S	Composition I
ALH 101	Intro to Health Care
ALH 151	Healthcare Medical Terminology
MTH 125S	General Statistics

	SECOND SEMESTER
BIO 126S	Anatomy and Physiology II
PTA 125S	Modality Intervention in Practice
PTA 120S	Biomechanics, Kinesiology and Pathology

	THIRD SEMESTER
PSY 121S	Introduction to Psychology
PTA 130S	Clinical Practicum I
COM 121S	Fundamentals of Communication

	FOURTH SEMESTER
PTA 210S	Integrated Practice
PTA 212S	Clinical Practicum II
PTA 215S	Tests and Measures
PSY 227S	Life Span Development

	FIFTH SEMESTER
PTA 220S	Physical Therapy Survey
PTA 225S	Neurological Rehabilitation
PTA 230S	Clinical Practicum III
	Humanities Elective*

Total Credit Hours: **65**

E. Essential Functions

Successful completion of the PTA program at Edison State Community College includes the ability to perform essential functions which are necessary for delivery of physical therapy services in a safe, ethical, legal manner. The essential functions are expected to be demonstrated, with or without reasonable accommodation, by students participating in the PTA program.

A student must have the ability to meet the essential functions of the PTA program which assure that the student will:

1. Take responsibility for own learning

2. Be committed to completing the PTA curriculum
3. Demonstrate values congruent with those of health care personnel
4. Exhibit responsibility for demonstrating attitudes and behaviors expected of the physical therapist assistant
5. Use effective interpersonal skills, including sensitivity to diversity
6. Demonstrate timely and accurate communication with all individuals involved with the program
7. Show responsibility for adhering to institutional and program policies and procedures as documented in this handbook
8. Show active participation and partnering in the planning and preparation for clinical experiences
9. Exhibit awareness that a legal and binding contract exists between the academic program and clinical site
10. Participate in the ongoing assessment of all aspects of the physical therapist assistant program.

PTA students are also required to meet the essential functions of being a Physical Therapist Assistant in the following areas:

- **Motor skills:** the student should possess sufficient motor skills in order to provide safe and effective physical therapy procedures.
- **Sensory skills:** The student should possess sufficient sensory abilities in order to competently assess and monitor patients.
- **Communication skills:** The student should show the ability to communicate effectively and competently with others in the English language, using appropriate verbal and written methods.
- **Professional behavior:** The student should demonstrate sufficient ability to exercise good judgment, develop therapeutic relationships with patients and others, work in stressful situations, and tolerate close physical contact with patients and co-workers.
- **Critical thinking:** the student must have the ability to comprehend and process information in a timely manner. Further information is specified in the attached Appendix D.

F. Faculty and Office Personnel

Sara Young, PT,DPT – Program Director

Room 108 (Troy) Office Phone (937) 381-1517 email: syoung4@edisonohio.edu

Erynn Hanford, PTA, BS – Academic Coordinator of Clinical Education

Room 107 (Troy) Office Phone (937) 778-7817 email: ehanford@edisonohio.edu

Marissa Teneyuque – Academic Project Specialist, Health Sciences

Room 109 (Troy) Office Phone (937) 381-1548 email: ptaprogram@edisonohio.edu

G. Office Hours

The Health Sciences office hours are Monday through Friday from 8:00 am –5:00 pm. Faculty will post their office hours on their door, or identify office hours on course materials. Contact the faculty directly during their posted office hours, or you may schedule an appointment via email or phone by calling (937)778-7936.

Students should remember that faculty have numerous responsibilities besides teaching and advising. These may include, but are not limited to: clinical practice, consulting, college committee appointments, OPTA and APTA obligations, external scholarly activities and marketing. Please know faculty are generally NOT available on a drop-in basis. Please plan ahead and schedule appointments in advance whenever possible.

H. Building Hours and Holidays

The main campus is open Monday through Thursday 7:00 a.m. – 10:00 p.m.; Friday 7:00 a.m. – 4:00 p.m. Troy campus is open Monday through Thursday 8:00 a.m. – 6:00 p.m.; Friday 8:00 a.m. – 4:00 p.m. Please check individual offices for specific hours of operation. Holidays are listed in the Academic Catalog.

I. Academic Calendar

The complete academic calendar for the current year is published in the front of the catalog. A version of the calendar is printed in the Schedule of Classes and on Edison’s website.

Edison offers a variety of options for students to schedule their classes according to their needs. We have 16-week semester classes, 8-week semester classes, and 4-week semester classes. Other options are described in the Schedule of Classes.

J. PTA Course Calendar

Fall Year 1 (First Semester)	Spring Year 1 (Second Semester)	Summer Year 1 (Third Semester)
PTA 101	PTA 120 PTA 125	PTA 130
Fall Year 2 (Fourth Semester)	Spring Year 2 (Fifth Semester)	
PTA 210 PTA 215 PTA 212	PTA 220 PTA 225 PTA 230	

K. Course Syllabi

Standard course syllabi for all classes may be obtained online at the Edison webpage under Academic Programs.

Specific course syllabi will be distributed in class.

L. CAPTE: Accreditation Status

The Commission of Accreditation in Physical Therapy Education (CAPTE) is the recognized agency in the United States responsible for accrediting education programs for the preparation of physical therapists and physical therapist assistants. The commission strives to guarantee that accredited programs prepare graduates who will be effective physical

therapist assistants to physical therapists in the current practice of physical therapy. The Physical Therapist Assistant program at Edison State Community College is accredited by:

Commission on Accreditation in Physical Therapy Education (CAPTE),
1111 North Fairfax Street, Alexandria, Virginia 22314 telephone: 703-706-3245; email:
accreditation@apta.org website: www.capteonline.org.

III. CORE VALUES

The academic core values are a set of principles which guide Edison in creating its education programs and environment. The following is a list of values that Edison incorporates into its educational experiences and environment:

A. Communication

Communication, a skill basic to all college students, involves listening, speaking, and writing for the purpose of understanding and of being understood. A lifetime process, communication also involves the ability to use appropriate and reasonable language and dialects, acknowledging that audiences are diverse.

B. Ethics

The ethics core value is defined in terms of decision making. A distinction is made between “good” or “bad.” Ethics either exist or don’t exist. They are decisions and behaviors that are based on values. Thus, the faculty will endeavor to present material across the curriculum in a manner that will cause students to consider the decision-making process in terms of ethics.

C. Critical Thinking

Critical thinking is the ability to think with dimension. Thinking becomes the ability to apply internalized standards of thought; clarity, relevance, analysis, organization, recognition, evaluation, accuracy, depth, and breadth. Critical thinking requires detachment, the ability to examine critically one’s own ideas and thoughts as well as examining the ideas and thoughts of others.

Possessing the fundamentals of critical thinking enables an individual to reason across a variety of disciplines and domains and to critique one’s own thinking from many perspectives. The development and use of critical thinking is a lifelong activity which enables us to continually improve our thought and consequent products of our thought in our lives and society.

D. Human Diversity

Diversity describes the coexistence of many cultures in society. By making the broadest range of human differences acceptable to the largest number of people, multiculturalism

as a function of cultural diversity seeks to overcome racism, sexism, and other forms of discrimination.

E. Inquiry/Respect for Learning

Inquiry is the information gathering process through which the learner formulates essential questions, locates appropriate resources, and evaluates the applicability of the data for a particular situation. Students at Edison will learn how to apply these learning processes in each field of study.

F. Interpersonal Skills/Teamwork

Interpersonal skills promote personal effectiveness when interacting with others, whether the interaction is one-on-one, in a small group, in an organization, or with an audience. To be skilled interpersonally, a person must first assess any situation to determine the expectations of others involved, and then adapt to those expectations. Students can expect to be introduced to all values and have them reinforced in the classroom and in all learning experiences at the college.

G. Edison State Community College's Non-Discrimination Statement:

Edison serves a diverse community. As such, diversity is an integral and important part of the campus climate and includes male and female students of various ages, religions, learning styles, sexual orientations, ethnicities and cultures. Edison strives to create an environment in which all people are valued and supported; differences are understood and respected; and students are prepared for collaboration in a global community. Edison does not discriminate against students on the basis of race, color, creed, religion, age, sex, marital status, sexual orientation, veteran status, national origin, ancestry, citizenship, or disability.

IV. PROGRAM POLICIES AND PROCEDURES

- A. Photocopying and Faxes: Students may print utilizing printers located throughout the campus. All students receive a \$10.00 allotment each semester (approximately 200 single-sided, black & white pages). The cost to print one-sided pages is \$.05 (b&w) and \$.10 (color). The cost to print double-sided pages is \$.04 per side (b&w) and \$.08 per side (color). Students who exceed their \$10.00 initial allotment will be charged for printing. Students may add money to their printing account at any time at either the Cashiers Office or the Library.
- B. Bulletin Boards: The program bulletin board is located at the Piqua campus. This bulletin board provides information to prospective students of the PTA program.
- C. Cell Phones and Student Phone Calls: During class and at clinical practicums, use of cell phones will not be permitted. If special circumstances arise that necessitate having your cell phone available, it is your responsibility to notify the instructor prior to the start of the class. The instructor may choose to permit use for classroom work only during specified times.

- D. Internet and Edison Email Accounts: Students are required to have regular access to the Internet, e-mail accounts, and Blackboard at Edison. Important program messages will be sent through your Edison email and Blackboard PTA Class or PTA Course sites. Therefore, all students are responsible to **check their Edison e-mail account daily**. This also applies during the time you will be out at clinical sites.
- E. Channels of Communication: Important information is posted on Blackboard. Changes in program policy will be given in as timely a manner as possible. Lines of communication are in place to help the student deal with concerns that may arise. For a question about academic advising, the student shall seek the assistance of his or her PTA Program assigned faculty advisor. A concern related to class or clinical performance shall be discussed with the instructor of that class or clinical group.

The student who remains unsatisfied after taking a concern to the faculty advisor, class or clinical instructor shall follow the student academic grievance procedure as outlined in the Edison Student Handbook.

- F. Computer Usage Policy: Edison makes available computing, communication, and information system resources to its students at its discretion and for the sole purpose of furthering the stated mission of the college, "Edison provides learning opportunities that enable and empower citizens, commerce, and communities in Darke, Miami, Preble, and Shelby counties." Use of these resources for other purposes is not authorized under the Information System Policy.

In order to protect your rights as a computer user at Edison, the following guidelines shall be followed by all students:

1. Each student is held accountable for his/her own actions while using Edison electronic communications or computing facilities.
2. No student may copy any part of a computer software product licensed to Edison.
3. No student shall use Edison-owned computers to make unauthorized copies of software licensed to any party or other proprietary media for use on or off campus.
4. No student may use unauthorized software copies on Edison owned computers.
5. The College reserves the right to examine, at any time, suspected unauthorized software copies or other personal software.
6. Information stored by students on Edison computers is not held as confidential and is subject to review to investigate suspected offenses.
7. The College may confiscate unauthorized copies of Edison-licensed software.
8. Student misuse of Edison computing facilities or network resources can result in disciplinary action in accordance with the Student Code of Conduct.
9. Viewing obscene or pornographic material on Edison computers is prohibited.
10. With regard to use on local area networks or multiple machines, Edison students shall use the software in accordance with the license agreement.
11. Access to Blackboard or other online/distance learning programs is only permitted by the student assigned that username/password. Students are responsible for confidentiality of their account information and all activities that occur under their password or account, and are responsible for

notifying their instructor of any unauthorized use of the account or any breach of security. Students are responsible for logging out of Blackboard and closing the internet browser at the end of each Blackboard session.

12. The Blackboard email tool shall be used only for necessary course communication.
 13. The Blackboard digital dropbox shall only be used for storage of course-related documents.
 14. Blackboard may not be used to post of link to obscene or pornographic material.
 15. Unauthorized reproduction of software can be subject to civil damages of \$50,000 or more and criminal penalties including fines and imprisonment. No defense or indemnification by Edison shall be provided to a student whose copying gives rise to a claim of copyright infringement.
 16. Students who require access to classroom computer labs may gain access during non-class periods by obtaining a pass from their instructor. Open labs are available in the library, Learning Center, and internet café at the Piqua campus. Computer labs are available at the Troy campus when not in use by other courses.
- G. Map of the College: Maps of the College are available in the Student Services office, and on the website.
- H. Parking and Vehicle Registration: All students, faculty, and staff must display a current, valid parking permit to park on the Edison campus. Failure to display a permit will result in a fine, and failure to pay the fine will result in additional penalties.
- I. Smoking: In compliance with state regulations (Governor's Executive Order 9301V), Edison's buildings and facilities are designated as smoke free. Smoking is permitted outdoors in designated exterior area.
- K. Student Fees: Please make sure you keep your payments and fines/fees paid. If they are not fully paid by graduation, you cannot receive your degree and will not be able to take the licensing exam.
- L. Student ID Cards: Student ID cards are issued at the Library Information Desk and also serve as library cards. Students need to show a paid registration receipt or a valid picture ID to obtain one. In addition, students in the Physical Therapist Assistant program will have a program ID badge as part of their uniform.
- M. Updated Information: When you have a change in address, phone number, email address or name, you should make the necessary changes in WebAdvisor and notify the Health Sciences Academic Project Specialist. It is important to have correct information for the forms we fill out for Edison and for the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board. When you need to update your CPR card and health records, the updated records should be uploaded via Castle Branch. Health records must be kept current in order to participate in the clinical education portion of the PTA curriculum. The Academic Project Specialist is available for assistance.

V. Community Health and Safety Requirements

- A. Community First Aid & Safety Training and CPR Requirements: Evidence of Community First Aid and Safety Training and CPR Certification for the Professional Rescuer shall be acquired prior to the first day of Semester One of the PTA curriculum. Physical Therapist Assistant students shall maintain an updated certificate through the second year.
Certification may be obtained through the American Red Cross, the American Heart Association, or the American Safety and Health Institute at the student's convenience.
- B. Criminal Record Background Check: Physical Therapist Assistant students provide direct care to young children and older adults in a variety of settings, including clients' homes. The *Ohio Revised Code* requires criminal record background checks (BCI and FBI) of all applicants under final consideration for employment in settings that provide care for these age groups. Edison's PTA program has an agreement with each setting that Edison PTA students meet the facility's requirements for employment. The Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board requires additional background checks before approval to take the NPTE for Ohio licensure to practice as a physical therapist assistant.

Failure to pass the Criminal Record Background check (BCI and FBI) will result in dismissal from the PTA program.

Students who are convicted of, plead guilty to, or have a judicial finding of guilt for any crime subsequent to enrollment should immediately notify the Health Sciences Office in order to determine whether such action will negatively impact their ability to complete the program.

- C. Health Records Requirements: Upon entry into the first clinical course of the program in Semester Three, all students shall have a record of a medical exam within the past year. The medical exam must include a verification of:
1. Appropriate physical status
 2. Two-step Mantoux tuberculin screen** (Chest X-ray or Quantiferon blood test will be accepted in place of the two step and will require an annual re-test)
 3. Measles, mumps and rubella immunization or titer (some clinical sites will require proof of 2 MMR vaccines)
 4. Varicella immunizations (series of 2), or titer, or physician documentation of chicken pox
 5. Tdap or Td within the past 10 years
 6. Hepatitis B vaccines (series of 3), or signed declination. The series must be started by the 1st day of Semester Two of the PTA curriculum, and must be completed within a 6-month time frame.
 7. Flu Shot

**Within one year of the two-step Mantoux, students shall file a record of a tuberculin screen (one-step) PPD.

All health records must be complete and in compliance before the first day of class in PTA-101S, or the student will be dropped from the PTA program. All health requirements will be uploaded by the student into their CastleBranch account by the deadline provided by the PTA Department.

- D. Personal Health Insurance: Students must provide proof of insurance prior to the first course in the curriculum, PTA-101S, to be kept on file in CastleBranch with other health and immunization records and updated as needed. While clinical facilities will provide emergency care for PTA students when necessary students are responsible for payment of care provided and any transportation required. Edison State Community College assumes no responsibility for student health care expenses. Students are not insured by the Worker's Compensation Act.

Edison provides a cost-effective student health insurance plan through Transamerica Life Insurance Company. Details on this plan are available at the PTA Program Office.

- E. Liability Insurance: All students will have liability insurance before participating in a clinical experience. Payment of liability insurance is included in the clinical course's lab fee. Liability insurance provides protection to the student in the event of malpractice initiated by a client. Edison's policy provides \$1,000,000 per claim (\$500 deductible).
- F. Drug Screening: Students enrolled in the PTA program at Edison State Community College must abide by the program's drug screen policy and will receive notice of the drug screen policy prior to enrollment in their first PTA course. PTA students are subject to drug screening as follows:
- As part of the mandatory health requirements for enrollment in the first PTA course **PTA 101S**.
 - Upon readmission to the program students may be required to take another drug test as part of updating health requirements.
 - As a pre-clinical screening to fulfill contractual obligations with certain clinical agencies.

For reasonable suspicion testing if the student exhibits behaviors indicative of substance abuse anytime while enrolled in the PTA program. In compliance with the "Drug Free Workplace," several clinical affiliates are implementing a drug screen profile as a part of the physical examination of all new employees. It is possible that a student may be required to submit to a drug screen as a prerequisite for participation in the clinical component of the ESCC PTA Program.

The Drug Screen Policy is included in the appendix of this handbook.

VI. Academic Terms/Registration

- A. Class Standing/Terminology: Class standing/terminology is as follows:
- PTA Applicant – Those students "on deck" – includes students with completed current applications from September 1 through January 31
 - Accepted Students – Those students selected into the PTA program for the next class to begin in August
 - Year 1 Students – August of Semester 1 through completion of clinical practicum in July
 - Year 2 Students – August of Semester 4 through May of Semester 5
- B. Dean's List: A student must complete 12 credit hours with a minimum grade point average of 3.5 to be eligible for the Dean's list. A student carrying fewer than 12

credit hours will be eligible for the Dean's list for the first time at the end of the semester in which 12 credit hours are earned if the cumulative GPA is 3.5 or higher.

- C. Student Schedules: Students' schedules will be individualized. Students will all take the PTA technical courses (as laid out in the PTA curriculum) together as a class. Students will receive all classroom, project/assignment and syllabi information on the Blackboard course site for each PTA technical course.
- D. Schedule and Syllabi Distribution: Schedules and syllabi for each PTA technical course will be made available to PTA students on the PTA course Blackboard site 1 week prior to the beginning of each semester.
- E. Schedule Changes: Unforeseen circumstances arise on occasion and may necessitate schedule changes. **Therefore, course and activity schedules are subject to change prior to or during any PTA course.** A verbal announcement and/or email will notify the student of any upcoming changes to the course schedule. PTA students are expected to maintain flexible personal schedules in order to adapt to changes in class schedules.
- F. Class Cancellations: When College classes are cancelled because of weather or other emergencies, all PTA classes and clinical experiences will be cancelled. Clinical sites will inform students in the event of a clinical closure due to weather. The Edison website home page will carry information regarding cancellations, and students may also sign up for the emergency alert system.
- G. Work Schedules: As noted in the paragraph on "Schedule Changes," some changes in course schedules may be necessary. Therefore, work schedules will need to be flexible. Due to the nature and intensity of the PTA curriculum, it is recommended that a student work no more than 10 hours per week. The open blocks of time on your schedule are available for you to have time to study, meet with small groups, work on projects, and use the area resources. **Again, it is recommended that work schedules remain flexible with very limited hours while enrolled in the PTA curriculum.**

VI. Academic Advisors

- A. Assignment of PTA Advisors: Each student admitted to the Physical Therapist Assistant Program is assigned a PTA faculty advisor. Where appropriate, students will be referred to Student Development for personal counseling.

Office hours for advisors are posted on the office doors. Voice mail is also available by Calling the college at **(937)778-8600** and asking for the extension of the faculty member you want. Contact the advisor directly during their posted office hours, or you may schedule an appointment by calling the Academic Project Specialist: **(937)778-7936**.

- B. Advisor/Student Responsibilities: **The Advisor will:**

- Indicate to advisees the advisor's office hours.

- Help advisees develop an individualized learning plan and periodically review students' individualized learning plans.
- Periodically review student's academic progress and discuss any problems with the student.
- Verify program requirements by signing the advisee's class schedule/registration forms.
- Help advisees gain maximum use of the College resources by referring them to individuals who can help with such services as financial aid, student activities, library resources, tutoring, career placement, etc.
- Advise students in long-range career planning.
- Help advisees explore alternatives and potential career paths if interested.

It is the student's responsibility to contact his or her advisor when academic performance does not meet the PTA program guidelines and requirements.

VIII. Professional Behaviors

- A. Conduct: Edison's program and clinical faculty and staff are excited to see you take your journey toward becoming a licensed physical therapist assistant. In this curriculum you will acquire cognitive skills (knowledge), psychomotor skills, (treatment and assessment techniques), and affective skills (professional behavior skills). From the first day of your entrance into this program we will all model appropriate PT-PTA behaviors as applied to the classroom and lab situations, as well as off-campus clinical experiences.

Professional behavior is expected at all times. Students are expected to be respectful and behave accordingly toward course instructors, PTA faculty and staff, guest lecturers, and other classmates.

Courteous and supportive behavior is expected at all times. This includes, but is not limited to:

- Turning in all homework/assignments/projects on time
- Attendance at all class and lab sessions
- Timeliness
- Attentiveness
- Respect and polite interactions with peers, instructors, staff, patients and guests
- Participation in active learning, including classroom discussions
- Appropriate dress, preparation and participation in ALL lab sessions

The PTA faculty feels that we have a responsibility to you, the public, and our professional colleagues to assure that our PTA graduates understand and consistently demonstrate values-based professional behaviors. Violations or deficiencies in professional behaviors as described in all sections above will result in **any or all** of the following:

- Dismissal from class if student(s) disrupts class
- Written reprimand
- Referral to Edison's Behavioral Intervention Team
- Referral to Provost
- Lowering of the final course grade, by 1 letter grade, for any violations unresolved by the date final grades are due for that PTA course
- Dismissal from the PTA program after 3 written reprimands (cumulative during a student's enrollment in the PTA program).

B. Attendance

1. Each student is responsible for meeting classroom **and** laboratory outcomes in a satisfactory manner. Students are expected to be present in class and campus lab and to be prepared to be an active participant in their own learning. Classroom and lab practice are planned in sequence. Any absences jeopardize your ability to meet the outcomes of the course. Attendance as well as punctuality is critically important. A student missing a class period is required to complete all make-up work within one week if assigned by the instructor. Students who miss more than three (3) class periods in any one course may be administratively dropped from the course.
2. If an **emergency** prevents you from attending **class** on **the day of an announced test** you are responsible for calling your instructor **prior** to class. Students who do not call prior to an announced test will receive a 20% reduction in the test score. Tests **must** be made up on the first day of return to class or as determined by the instructor. The instructor(s) teaching the course will determine the loss of points. Policies regarding unannounced testing are stated in course syllabi.
3. If an emergency prevents your prompt attendance at a **campus lab experience**, you are responsible for calling your instructor and/or clinical site prior to the scheduled experience. It is the student's responsibility to demonstrate that he/she has met the learning outcomes for that experience by satisfactorily completing the alternative assignment for that experience.
4. Pregnant students should realize that the fetus may be exposed to risks in a clinical or lab facility. These risks should be discussed with your physician.

C. Unforeseen Circumstances: Classes or events cancelled due to inclement weather, physical plant problems or other uncontrollable situations may need to be rescheduled.

D. Grooming and Dress Code:

1. General Guidelines: Physical Therapy team members, i.e. physical therapist assistants, are seen as professional examples. The student shall maintain a high standard of personal hygiene and grooming. Practicing good personal hygiene helps one look and feel one's best. It also affects how one feels about one's self and how peers and clients feel about the student. Personal hygiene involves daily bathing and grooming, eating a balanced diet and getting enough rest and exercise.
2. Lab: Each student is expected to come to every class with appropriate lab attire. Lab attire will be required for all lab sessions UNLESS students are specifically instructed otherwise. Lab attire includes gym shorts that allow for modesty and free movement. Access to shoulder region will be required, so a t-shirt or tank top should be worn. Students must always come dressed so that they will be comfortable disrobing as necessary to fully participate in lab activities. A student who is not appropriately dressed will be dismissed from class and will be readmitted only when appropriate attire is worn.
3. Clinic: Students shall wear professional attire to all clinical education experiences. Additional considerations:

- a. Fingernails shall be kept trimmed to ¼ inch or shorter. They should be clean, and nail polish, if used, should be clear or a pale, natural color. Artificial nails cannot be worn.
- b. Finger rings should be kept to a minimum.
- c. Hair shall be neat and well contained; long hair should be pulled back from the face. Only natural hair colors are permitted.
- d. Cosmetics shall be used in moderation.
- e. Strong odors, which include, but are not limited to, body odor, perfumes, aftershave, hair spray, and smoking are not acceptable in the campus or clinical setting.
- f. One pair of small earrings may be worn.
- g. No visible tattoos or other piercings are permitted.
- h. No gum or food in your mouth..

4. Uniforms: To maintain a consistent professional appearance, physical therapist assistant students are required to purchase polo shirt(s) (1 required, 2 recommended). The shirts are to be tucked in. In addition the student is required to wear navy or khaki full length pants, a name badge, and appropriate shoes (clean white or black shoes with enclosed heel; any style that is professional in appearance will be acceptable). A plain white or navy blue sweater may be worn with uniforms if needed. Students must also wear a watch with a sweep second hand. A clean uniform must be worn to clinical experiences.

E. Human Subjects in Lecture and Lab: All students enrolled in the program will be expected to act as subjects for purposes of instructor demonstration in classes and labs and on clinical rotations. Students have an obligation to each other to act as subjects for the purposes of practice during the learning of PTA skills throughout the program. Expectations for skill instruction, demonstration and practice include:

1. Each person is responsible for his or her own well-being. If you have any health reason or otherwise feel you should not participate as a subject for purposes of demonstration or practice of a physical therapy skill or modality, you are responsible to bring this to the attention of the course or lab instructor and your lab partner.
2. If you are responsible for teaching or demonstrating a skill, such teaching or demonstration should only be attempted if you are clinically proficient at teaching and demonstrating the skill.
3. If you expect to practice a skill on a classmate, there is an obligation to respect the rights of the partner and to discontinue a procedure upon request. Further, you should not request the right to practice a skill or modality procedure on a classmate until the appropriate preliminary study has been done and appropriate instruction has been received. Therapeutic modalities and equipment are not to be used by the students without prior approval of the appropriate instructor.
4. Non-PTA students may be used for demonstration purposes provided they are accompanied and supervised by their attending PT, PTA or PTA program faculty and have signed an informed consent which identifies the potential risks associated with his or her participation. At no time should students practice on non-program participants, nor should they bring them to the facility for such purposes. Minors who are brought to the facility for purposes of demonstration must be accompanied by a parent or legal guardian. The parent or legal guardian must sign an informed consent making him/her aware of the potential risks associated with the minor's participation.

F. HIPAA and Informed Consent: PTA Students are required to comply with HIPAA policies and procedures at both Edison State Community College and at community off-site Clinical Education sites. When on clinical education sites, the policies and procedures of the clinical education facility are followed by the PTA student. This means that in the same manner that your privacy is protected by HIPAA, you are to maintain the confidentiality of the patients with whom you work at the clinical site. Please note that HIPAA regulations extend the privacy requirements to all individually identifiable health information held or disclosed by a covered entity in any form, whether communicated electronically, on paper, or orally, including all social media. In addition, health care providers are required to obtain patient consent for the use and disclosure of protected health information when used for treatment, payment or health care operation.

Informed consent will be received by the PTA program for lab experiences involving patient simulations, course lab partner work and for student and patient demos used for the purpose of meeting the educational objectives of the PTA program. All participants will be informed of the purpose, procedure and potential risks of the lab/demo/simulation experience and have the right to refuse or terminate the experience without risk or penalty.

Written consent will be obtained from all students, patients, staff and volunteers for the purpose of videotaping, audio taping, taking photos or other images for educational purposes. During clinical education experiences, all patients have the right to be informed if their Physical Therapy treatment is being provided by a PTA student. All patients have the risk free right to refuse care by a PTA student for any reason.

Teaching and Learning Process: Opportunities for learning are available through a variety of resources. The student is responsible for taking advantage of experiences provided and completing assignments promptly. Behavioral objectives provide an outline of the course content and are the basis for testing, whether or not a particular objective is discussed in class. For these reasons, the student must develop the habit of reading the objectives, textbook references, web information, Blackboard posting, and viewing audio-visual material *prior* to class presentation.

Social Media: Blogs, web pages, social networking sites and other modes of electronic communication are in the public sphere, are not private, and can subject a student to allegations of misconduct. Edison does not seek out this information, but may take action if and when such information is brought to the attention of Edison officials. Behavior conducted online, such as harassment delivered by email, can subject students to Edison conduct action (Also see Social Media Policy and Computer Usage Policy). These policies are available in the Edison Student Handbook.

Facilities used for clinical sites must be protected. A student is not permitted to post anything that represents a clinical facility, including their opinions about an organization,

nor may they harass a clinical facility employee on social media sites.

G. Student Papers: Student papers not turned in during class time on the due date can be turned in to the faculty member's mailbox in the PTA lab.

H. Academic Honesty: All instances of academic dishonesty will be handled in accordance with Edison's policy as found in the Edison Student Handbook, or in the Student Services area. It is the college's policy that students exhibit academic honesty and respect ethical standards

as they carry out their academic assignments. In the PTA program your retention of needed knowledge will be increased by doing your own work and thinking through the materials that you are citing as you work on each assignment. You know that you are being academically HONEST if you:

- Do your own work and write your assignments in your own words
- Cite references for your work
- Avoid any hint of plagiarism

IX. Financial Information

A. Program Costs and Tuition (costs are approximate, and **lab fees are not included.**)

Name badge	5.00	Uniform shirt (each)	30.00	Shoes	75.00
CPR & First Aid Training	115.00	Watch	40.00	CastleBranch	35.00
Books & Skills Kit	900.00	Cap and Gown Fee	15.00	Tuition (5 semesters)	9069.99
Total	\$10,284.99				

- B. Financial Aid: Edison State Community College's Student Financial Aid Office, located in Student Services, will process all financial aid applications and assist students with determining what form of financial aid may best meet their needs. All Financial Aid questions should be directed to this office. You may contact a Resource Specialist at (937)778-8600.
- C. Travel Requirements and Expenses: It is expected that students will assume responsibility for their own travel needs to off-site clinical experiences and lab experiences. The off-site locations will be within 60 miles of the student's home.
- D. Criminal Background Checks: The cost of both of the criminal background checks for clinical practicum experiences as described in Section V will be covered by the student's lab fees.
- E. Uniforms: **Uniforms and professional attire will be required for all PTA courses with a clinical component and often for on-campus PTA course/lab experiences.**

To maintain a consistent professional appearance, physical therapist assistant students are required to purchase polo shirt(s), navy or khaki full length pants, name badge, and appropriate shoes. Clean white or black shoes with enclosed heel are part of the uniform; any style that is professional in appearance will be acceptable.

A plain white or navy blue sweater may be worn with uniforms if needed. Students will also need a watch with a sweep second hand. A clean uniform must be worn to clinical experiences. Shirts are to be tucked in.

Photo ID badges are a part of the uniform and are worn when in any clinical areas. No other pins or tags are to be worn. The cost of name badges and cost of replacing is the student's responsibility.

X. Academic

- A. Clinical Practicum Grading System: The student will be given a satisfactory/unsatisfactory clinical grade based on a passing grade (78% or 218 points) on the CPI. The student must achieve a passing grade for each clinical practicum.

A failing grade in the clinical will be reported as a “D” in the course and result in dismissal from the program.

If the student earns an “F” in theory of the clinical course, then the grade will be reported as an “F”.

Expectations for passing clinical practicums:

- Clinical Practicum I – **Intermediate Level** on the CPI for general ranking, each of the red flag criteria, and 80% of the remaining 9 criteria.
- Clinical Practicum II - **Advanced Intermediate** on the CPI for general ranking, each of the red flag criteria, and 80% of the remaining 9 criteria.
- Clinical Practicum III – **Entry Level** on the CPI for general ranking, each of the red flag criteria, and 80% of the remaining 9 criteria.

No changes in grades will be made after this time.

Late assignments will not be accepted by the instructor.

FINAL GRADE STANDARD

Grade	Percentage	Points
A	93-100	4.0
B	85-92	3.0
C	78-84	2.0
D	70-77	1.0
F	69-below	0.0

- B. Grading Requirement for Retention and Advancement in the PTA Program: Continuation in and graduation from the PTA program is contingent on the student demonstrating each of the following items:

- Initially be placed in the program by the PTA selection Committee
- Comply with college policies on academic standing and graduation requirements
- Furnish medical and immunization records and personal health insurance, renewed annually or as required by clinical facilities prior to attending a clinical experience
- Maintain a “C” or higher in each PTA and program course.
- Maintain a satisfactory evaluation for campus/clinical lab practicums in PTA 130S, PTA 212S, and PTA 230S
- Maintain the sequence of courses as listed in the PTA program
- Lab Practicals contain critical elements of performance (see below) and are essential for the safety of the patient in treatment. A Failing Grade on a lab practical will be received if the critical safety elements are not observed during the Lab Practical. Also, a grade of 78% is required for passing lab practicals. Passages of all Lab Practicals are required for passage of the course. If a student fails a lab practical for any reason, they will be given a retake for that practical. Only 1 retake will be allowed for each lab practical. If a retake for a lab practical is necessary due to a failure of the original lab practical, a passing retake by the student, regardless of score, will be awarded a 78% on the original practical.
- A MINIMUM TEST SCORE ON THE MODULE TESTS AND THE FINAL IS SET FOR 70% FOR CONTINUANCE IN THIS COURSE. The exams contain critical elements and are designed as preparation for the PTA licensure exam. 1 retake is allowed for each

test, however a passing grade on 70% is required in each to pass the class and continue in the PTA curriculum and graduation from the PTA program. If the student retakes the exam and obtains a score higher than 70%, the score for the original exam will be recorded as 70%.

- Skill Checks contain critical elements of performance; are essential for the safety of the patient in treatment and will be graded for a total of 5-10 points. A Fail Grade at any Skill Check will require the Student to re-take the failed skill check. A total of 2 attempts will be allowed. If a retake of a skills check is required, the student will receive 78% of that skills check's value. Passage of all skill checks is required for passage of the course. Skills Checks will be treated with the seriousness of lab practicals with the demonstration of the critical skills.

Lab or Skill Check	Critical Skill Elements
<i>All Lab practicals</i>	Handwashing, communication, safety, proper body mechanics, transfers, patient positioning, proper performance of skill.

A student may be dismissed from the PTA program as a result of failing to maintain any one or more of the above standards, resulting in:

- Not maintaining course sequence
- Not maintaining a complete health record
- Achieving a grade less than a "C" in any PTA program course
- Having an overall GPA of less than 2.0
- Non-compliance with the APTA Standards of Ethical Conduct for the Physical Therapist Assistant and/or not demonstrating the values-based behaviors for the PTA.
- Failure to achieve a grade of 78% or higher on a lab practical re-take.
- Failure to achieve a grade of 70% or higher on a module test re-take.

C. Learning Center: The learning center offers free tutoring. A schedule of tutoring hours is posted at the center each term. You can also make an appointment in Piqua or in Greenville with someone who will help you individually with academic problem areas such as study skills, test anxiety and organizational skills. Services at the Darke County center may be provided via webcam if tutors are not physically available at that campus.

The Open Computer Lab at the Piqua campus is available to students Monday through Saturday throughout the fall and spring semesters. Course software is also available for student use. The following services are available for students who need study aids in the learning center:

- A place to study alone or with friends
- Drop-in assistance for most courses
- Writing center where you can receive help with papers for English or other classes
- Videos on math, algebra, and accounting
- Course-related software
- Worksheets for extra practice
- Opportunity to join learning groups
- Assistance in the areas of time management, study skills, test anxiety, test taking, note taking, and learning styles
- Computers and printers

Library: For research and information needs both on and off campus, the library provides reference/research assistance and online access to a multitude of library items statewide. The Edison library is a member of the Ohio Library and Information Network, OhioLINK, a consortium of Ohio's college and university libraries and the State Library of Ohio. Students and faculty have the ability to electronically request items while searching ELINK (Edison's local online catalog, at <http://olc1.ohiolink.edu/search/>) and OhioLINK's central catalog. These items will then be available for pickup at the library information desk. Additional resources and services include:

- Student IDs and Library cards (your passport to all college/library services, resources and activities)
- Instructional audio and video tapes
- Internet/World Wide Web access and assistance
- Meeting and study rooms
- Copy machines and microfilm and microfiche reader/printers
- Early childhood resource materials including instructional toys and games
- Local and regional newspapers and journals
- Ellison die machine
- Lamination
- IRS forms
- Research assistance
- Testing services
- Parking permits
- Supplemental textbooks pertaining to PT/PTA subject matter in general circulation or in the closed reserved section.

For more information, contact the library at **1-800-922-3722, x7950**, or at Library@edisonohio.edu.

XI. Reinstatement and Transfer Procedures

A. Readmission

Decisions regarding placement of students in the PTA class/curriculum are made by the PTA faculty. To petition for reinstatement into the PTA program, the prospective student must:

- Communicate intent to PTA Program Director
- Be eligible for re-admission to Edison State Community College
- Request official transcripts from other institutions of higher learning not on file at ESCC (send to Office of Registration and Records, room 160; or available online)
- Submit a request that includes reasons for dropping out or failing to be successful
- Identify a remediation plan for success

Readmission to the physical therapist assistant sequence may be partially based upon meeting the benchmark testing threshold for the course(s) preceding the re-entry course. The testing threshold is established by the faculty. Each test is available at a cost established by the testing service. A student may not petition for reinstatement or readmission more than two times. A student is not eligible for reinstatement if a grade of less than a "C" is received in **any two PTA, Physics, Anatomy and Physiology** courses simultaneously or if the student has withdrawn failing from **any PTA** course twice.

B. Transfer:

To petition for transfer into the PTA program the prospective student must:

- Communicate intent to PTA Program Director
- Be eligible for admission to Edison State Community College
- Request official transcripts from other institutions of higher learning not on file at ESCC (send to Office of Registration and Records)
- Submit a request that includes reasons for seeking transfer into the PTA program at Edison
- Provide the course content of the PTA courses taken elsewhere for consideration by the PTA faculty at ESCC

Students who have attempted and failed (lower than a grade of “C”) two or more separate clinical PTA courses at other institutions will not be considered for transfer into the Edison PTA program.

The PTA faculty, using their judgment and expertise, will make a determination about transfer and/or reinstatement based on a review of the totality of all testing data and the student’s plan for success. All placement decisions are dependent on space available in the PTA course where entry is requested.

XII. Lab/Clinical Safety

All PTA Students shall display safe, legal and ethical behavior in all on campus and off campus laboratory and clinical education experiences and situations. Students are expected to be present in campus and clinical lab and be prepared to actively participate in their own learning. Each student is responsible for meeting campus/clinical objectives in a satisfactory manner.

1. Clinical Experience: If an emergency prevents the student from attending a clinical experience as scheduled, it is his/her responsibility to leave a message for the clinical instructor. Guidelines are provided during orientation to each clinical lab.

Evaluation of a student’s performance in the campus lab/clinical setting is made by assessing whether or not the student meets the clinical objectives/outcome criteria for the course. Should circumstances arise when a student is unable to attend a clinical experience, it is the student’s responsibility to demonstrate that he/she has met the learning objectives for that experience. The student shall contact the individual instructor to arrange alternative learning experiences. Contact with the instructor shall be made as soon as the student is able to return to class. Should the instructor determine that the student’s success in meeting outcome criteria requires a written plan for making up the missed experience(s), the student, working with the instructor, shall develop the plan and submit it to the instructor for approval. The plan may take the form of a written assignment and/or an alternate clinical assignment. The alternative learning experience (which will be graded as either satisfactory or unsatisfactory) will be evaluated by the instructor.

The instructor may require a student to leave a campus lab or clinical experience if the student is unprepared, if the student has health problems which may jeopardize the health of others, or if the student’s behavior is unacceptable or inappropriate. The student should take appropriate action for his/her health issues. Such actions include contacting the Piqua campus health nurse. The instructor will determine

unacceptable or inappropriate behavior by observation and/or input from agency staff. The circumstances described constitute an absence. A physician's permission will be required to return to clinical experience for situations which might alter the student's ability to safely achieve the campus lab or clinical experience objectives.

2. Drug Test: In compliance with the "Drug Free Workplace," several area hospitals are implementing a drug screen profile as a part of the physical examination of all new employees. It is possible that a student may be required to submit to a drug screen as a prerequisite for participation in the clinical education component of the ESCC Physical Therapist Assistant Program. The Drug Screen Policy is included in the Appendix of this handbook.
3. Food: No Food is allowed in the classroom/lab areas. Eating is restricted to the student lounge area.
4. Children on Campus: Students are advised against bringing children to class or leaving children unattended on campus. The college assumes no responsibility for the supervision of unattended children. Childcare facilities are available at the Piqua campus for children between the ages of 3 through 10 years of age.
5. Guests: The PTA classroom/lab facility use is restricted to students, faculty, and staff. DO NOT bring friends, family, children, or significant others into the classroom/lab area except when it is a designated function to which they are invited.
6. Lab Usage: Physical therapist assisting students in all courses have a need to practice skills in the lab; therefore, it is imperative that students follow the lab safety policies so that these spaces remain safe and clean for all.
 - a. Absolutely no food or drink in the lab. This is an OSHA regulation.
 - b. Currently enrolled PTA students only are permitted to be in the lab. The environment may not be safe for untrained personnel. Do not bring children, family members or friends with you to practice.
 - c. Be considerate of those who are working near you and share equipment that is in the lab.
 - d. When practicing with any equipment in the lab, there must be a minimum of two students present.
 - e. You may use any equipment in the lab that you have received instruction on and passed a skill check on. When using any electrical modality, you may set all parameters, but may not start the machine unless an instructor is on the premises.
 - f. When you leave the lab, return the equipment to its proper storage area. Place all soiled linen in the laundry hamper, and hang damp towels and covers on the appropriate towel rack.
 - g. Throw away all trash and make sure your area is clean prior to leaving.
 - h. It is YOUR responsibility, and not that of the instructors or maintenance personnel, to put away items you get out, and to clean up any mess you make.
 - i. Close door and turn off lights.
 - j. A student may be asked to leave the lab or may lose their lab pass if lab rules are not followed.

If you plan to use the PTA lab prior to 8:00 a.m., after 5:00 p.m., the procedure is:

- a. Obtain a lab pass signed by a PTA faculty member prior to the day you want to use the lab.
 - b. The doors to the PTA lab automatically lock when the lab door is shut.
7. Program Equipment: No program equipment is to leave the PTA classroom/lab areas without permission of program faculty or staff. Proper signed checkout is required. Select items may be checked out for service learning or community service projects.

It is requested that students do not use the program exercise equipment for personal fitness or conditioning. This can add significantly to the wear of equipment; students are, however, encouraged to utilize this equipment to practice exercise instruction. For general student use there is a Fitness Center located in North Hall at the Piqua campus.

8. First Aid: There is a first aid kit located in the PTA lab room 112, the storage supply area, the medical lab room 104, and the chemistry lab at the Troy campus.

XIII. Emergency Situations

- A. Fire: Upon the College's notification that a fire has been discovered in the building, the fire alarm bells will sound. The fire alarm produces a continuous ringing bell sound and flashing for hearing impaired. If you hear it, exit the building according to the instructions posted in your area. After exiting the building move to a grassy area at least 100 feet from the building out of the way of emergency vehicles. Stay out of the building until the all-clear signal is given by the crisis management team. The faculty and staff will help handicapped people exit the building. At the Piqua campus, as soon as the alarm sounds, the elevator in the West Hall will move to the first floor and remain there. There is an Evacuation chair in Room 239 (the copy room) that should be used to evacuate anyone who cannot walk down the stairs.
- B. Tornado: The tornado warning alarm is characterized by a high-pitched, interrupted wailing sound similar to that of a siren. When this alarm sounds, go immediately to the nearest shelter area according to the directions posted in your area or listed in the Emergency Procedures Manual (The bathrooms at the Troy campus). Stay away from all external and internal windows.
- C. Active Shooter: In the event of an active shooter, notification will be made through the Edison Emergency Alert System and personal notification wherever possible. All current students, faculty and staff are automatically enrolled in the Edison Alerts program, but you must complete the registration process in order to receive Edison Alerts via text, phone, and/or personal email. [Rave Alert System](#)
- D. Edison Emergency Procedures Manual: Students should familiarize themselves with the campus emergency procedures manual found at [Emergency Procedures Manual](#)

XIV. Clinical Practicum Experience

Clinical Education comprised of three clinical rotations, is a vital portion of the PTA Program. These experiences take the student out of the classroom and into a patient setting. The student learns to apply his or her newly acquired knowledge and skills to patient care. During these clinical affiliations, students will learn and practice interventions carried out by a physical therapist assistant, follow a plan of care developed by a physical therapist, and learn responsibilities associated with working as part of a health care team.

Formal documentation indicating the successful completion of the three clinicals and indication of entry level competencies in all areas being evaluated is required prior to graduation from the program.

Physical therapist assistant students have learning experiences in health care facilities and provide physical therapy treatment and interventions for patients/clients who are ill, injured or disabled. It is possible that clinical experiences will include caring for clients with infectious diseases. It is the responsibility of the physical therapist assistant to meet the health requirements and to practice universal precautions (taught prior to clinical learning experiences) to minimize the risks to one's personal health. By enrolling in the PTA program, the student acknowledges these risks.

A pregnant student is notified that the fetus may be exposed to risks in a clinical facility. These risks should be discussed with the student's physician. The PTA faculty, especially the clinical instructor, shall be notified as soon as pregnancy is suspected.

- A. **Travel Expectations:** It is expected that Students will assume responsibility for their own travel needs to off-site clinical experiences and lab experiences. The off-site locations will be within 60 miles from the student's residence. Maps will be provided to the off-site locations prior to the date of travel.
- B. **Clinical Education:** Clinical Education, comprised of three clinical rotations, is a vital portion of the PTA Program. These experiences take the student out of the classroom and into a patient setting. The student learns to apply his or her newly acquired knowledge and skills to patient care. During these clinical affiliations, students will learn and practice: interventions by a physical therapist assistant, following a plan of care developed by a physical therapist, and responsibilities associated with working as part of a health care team.
- C. **Clinical Rotations:** Clinical Rotations occur during PTA 130S (8 weeks), PTA 212S (6 weeks), and PTA 230S (5 weeks) clinical practicum courses. The student will practice his/her newly acquired professional knowledge and skills in selected patient care environments under guidance of the supervising clinical instructor(s). ***Formal documentation indicating the successful completion of these three clinical courses, and indicating entry level competencies in all areas being evaluated, is required prior to graduation from the program.*** An effort will be made to provide local sites. However, due to the limited number of sites, some students may be required to fulfill clinical rotation obligations outside of the local area. **Students are responsible for all transportation, commuting expenses and meal arrangements.**
- D. **Work Schedules:** The PTA program faculty strongly advise to work no more than 10hrs/week during your clinical practicum experiences. The clinical hours are 40hrs/week and require time outside of the clinic to study and prepare information

based on the caseload of the CI. Success on your clinical and in this program is greatly enhanced when the student does not have outside work responsibilities.

Clinical Personal Safety Reminders:

There is risk of personal injury when working in community health in modern urban and suburban neighborhoods. Often student's family members share these concerns. All community health care providers, staff or student, should take certain sensible measures to ensure safety. The instructors would like you to consider the following safety reminders as a way of helping you maintain your safety in the clinical experiences.

- A. Use Universal Precautions.
- B. Never place yourself at risk. This includes hazardous driving conditions. Very rarely is the Edison campus closed; as an adult, you are to be the judge of safe road conditions where you live. You may call local authorities about road conditions and make your personal decision. Students may also sign up for cell phone alerts via the Edison emergency alert system by following this link: [Rave Alert System](#) and clicking on Edison Alerts Rave Mobile Security.
- C. Inform your CI and ACCE of your absence for any reason.
- D. Do not give out personal information (last name or address) unless you are comfortable doing so. This rule strictly applies in the psychiatric setting where all personnel are referred to on a first name basis. You may use your judgment in other settings. You do not need to feel obligated to share this information. You may refer requests to your instructor.
- E. Know the way: travel the route with a family member or friend prior to the assigned time.

Clinical Placement

When possible, students will not be placed in clinical sites where they have previously observed, been employed, or have a contractual agreement for future employment. Students may not complete more than one clinical at any one facility or affiliated group, unless there are no other alternatives.

Faculty will determine the placement of the student based on site availability, consideration of student preference, learning opportunities available, student goals, and geographical location. Information is obtained from the student responses for information sent by ACCE during PTA101S. ***Assignment to a clinical site is final, and may not be changed by the student.*** Failure to accept a clinical placement will result in removal from the PTA program.

Transportation

Transportation to the clinical site is the responsibility of the student. The student (or Parent/guardian) is responsible for the appropriate insurance for the student's vehicle. Driving directions to each clinical site will be the responsibility of the ACCE.

Clinical Site Visits

Clinical education is a vital part of the education of the PTA. It is the policy of ESCC that students will have a formal evaluation from the program during the course of their clinical education. This may take the form of an in-person site visit or phone call. Site visits and communication provide an opportunity for the ACCE, CI and student to discuss issues, concerns and provide positive and constructive feedback to each other. Information gathered from these monitoring sessions will be shared with the academic faculty. If a specific problem arises with a student at any time during an internship period, every effort will be made by the ACCE or Director to visit that particular facility. Clinical instructors and students are urged to call the ACCE if any problem arises.

Clinical Assessment

Evaluation of a student's performance in the campus lab/clinical setting is made by assessing whether or not the student meets the clinical objectives/outcome criteria for the course. Should circumstances arise when a student is unable to attend a clinical experience, it is the student's responsibility to demonstrate that he/she has met the learning objectives for that experience. The student shall contact the individual clinical instructor and ACCE to report the absence and to arrange to make up time as required. Contact with the clinical instructor and ACCE shall be made as soon as the student is able to return. The clinical instructor may determine that the student's success in meeting outcomes requires a written plan for making up the missed experience(s). The student, working with the clinical instructor, shall develop the plan and submit it to the instructor for approval. The student is responsible for notifying the ACCE of this plan and to provide it to the ACCE for approval. The plan may take the form of a written assignment and/or an alternate clinical assignment. The alternative learning experience (which will be graded as either satisfactory or unsatisfactory) will be evaluated by the clinical instructor.

The instructor may require a student to leave a clinical experience if:

- The student has health problems which may jeopardize the health of others. The student should take appropriate action for his/her health issues. Such actions include contacting the Piqua campus health nurse. A physician's permission will be required to return to clinical experience for situations which might alter the student's ability to safely achieve the campus lab or clinical experience objectives.
- The student's behavior is unacceptable or inappropriate. The instructor will determine unacceptable or inappropriate behavior by observation and/or input from facility staff. A remediation plan involving the ACCE and the CI will be put in place.

Both circumstances described above constitute an absence.

- In compliance with the "Drug Free Workplace," several area hospitals are implementing a drug screen profile as a part of the physical examination of all new employees. Students will be required to submit to a drug screen as a prerequisite for participation in the clinical education component of the ESCC Physical Therapist Assistant Program.

Grading Criteria

Students must satisfactorily complete the online CPI training during PTA-120S which occurs in Semester II. A copy of the online certificate must be printed for the student's clinical file. All CIs will

be encouraged to complete the online training, but final determination as to whether the student's CPI for a clinical will be paper or electronic will be made by the ACCE.

The CPI consists of 14 performance criteria, each to be rated by the CI and the student. Under each criterion, sample behaviors are included to assist the rater in making an accurate assessment. The student, not the instructor, has the primary responsibility for meeting criteria.

The CI will provide supervision, instruction and assistance in planning learning experiences, but the student must actively seek learning experiences and make the instructors aware of the skills on which they need to work. Formally, at midterm and final performance evaluations, the student completes a self-assessment and the CI completes an assessment of the student's performance within the clinical setting up to the given point in time. The final grade is determined by the ACCE with input from the CI.

A passing grade (78% or 219 points) on the CPI must be achieved for clinicals. A failing grade in the clinical will be reported as a "D" in the course and result in dismissal from the program. If the student earns an "F" in theory of the clinical course, then the grade will be reported as an "F": Expectations for passing clinicals: general ranking of intermediate for Clinical Practicum I, Advanced intermediate for Clinical Practicum II, and Entry Level for Clinical Practicum III for all of the red flag criteria as well as 80% of the remaining 9 criteria.

In addition to the CPI, the student will:

- Complete the PTA student evaluation: Clinical Experience and Clinical Instruction.
- Meet with the CI weekly to discuss progress toward weekly goals, areas for focus, and to plan future goals.
- Complete outside coursework as assigned by the CI or ACCE.

Policy for Clinical Remediation

If a student is determined to have an unsatisfactory clinical performance at midterm, the CI, along with the ACCE, will work together to determine specific goals for remediation and plan to achieve these goals. If the goals are not met by the specific deadline, the student will not pass the clinical.

If a student fails at the assigned internship, that student may be removed from the program. The ACCE will consider placement at a second internship site on a case-by-case basis. Placement at a second site is not guaranteed. If the student is unable to be placed at a second site, the student shall receive a "D" and be removed from the program.

To be considered for re-entry into the course sequence at the PTA-125S level and above, the ESCC student should submit a written request that includes reasons for withdrawal or failure and identifies a remediation plan for success, no later than 6 weeks prior to the start of the semester the student wishes to re-enter. The student must pass both a written exam (minimum of 70%) and a lab skills practical (78%). In all circumstances of re-entry, the student's medical records will be reviewed and must be updated to re-enter the program. The PTA faculty will review the student's request and the decision will be communicated to the student by the Program Director. Placement in an internship site is based on availability and is not guaranteed.

Clinical Responsibilities

In order to ensure the effective functioning of the Physical Therapy Assistant Program at Edison State Community College each involved entity/person (college, ACCE, Clinical Site and CCE, Clinical Instructor, and Student) bears certain responsibilities which are outlined below:

Responsibilities of the College

The College will:

1. Assume responsibility for developing and implementing the educational program in physical therapist assisting.
2. Refer to the facility only those students who are enrolled in the PTA curriculum and those who have satisfactorily completed the academic prerequisites for clinical education experience per program requirements (See PTA Student Handbook).
3. Designate a person to direct the clinical education programs at the College and to act as a liaison for the College, the facility and the student(s).

This person shall be:

Erynn Hanford, PTA
Academic Coordinator of Clinical
Education
Edison State Community College
PTA Program
1973 Edison Drive
Piqua, OH 45356
937-778-7817 (office)
937-778-7936 (department office)
ehanford@edisonohio.edu

4. Be responsible for the determination of a student's final grade for clinical education experiences. Feedback from the facility evaluation forms will be used in making this determination.
5. Notify the facility of its planned schedule of student assignments, including the dates, the name(s) of the student(s), contact information and the level of academic and preclinical preparation of each student.
6. Provide the facility with educational objectives and evaluation forms for each clinical education assignment.
7. Provide students with education regarding universal precautions for infectious exposure and general HIPPA training.
8. Maintain communication with the facility on matters pertinent to clinical education. Such communication may include, but not be limited to, onsite visits to the facility, workshops, meetings and the provision of educational materials relevant to the clinical education program.
9. Advise students assigned to the facility of their responsibility for complying with the existing rules and regulations of the facility, their policies and procedures including, but not limited to, complying with any physical examination/ immunization requirements of the facility.
10. Maintain professional liability insurance for each student assigned to the facility and will provide the facility with information regarding such liability insurance.
11. Reserve the right to terminate a clinical education assignment at its discretion, if it is in the best interest of the student, college or facility.

12. Make every effort to place students in a clinical internship. However, completion of coursework does not guarantee that a student will be provided a clinical internship at a specific time period or at a particular facility, as this depends upon the availability for clinical internship sites.
13. Only place students with facilities that have a signed legal agreement.
14. Attempt to visit students during internship periods, within the constraints of availability of faculty and travel funds. If a visit is not made, a conference via telephone will be arranged.

Responsibilities of the ACCE

The ACCE will:

1. Certify eligibility of student(s) for training and education.
2. Submit names of eligible student(s) to the CCE.
3. Provide students with information about the clinical internship site.
4. Schedule the clinical internship for individual students.
5. Provide the CCE/CI with information about the physical therapist assistant curriculum and educational goals.
6. Provide the CCE/CI with information about level of training of individual student to assist the CI in planning learning experiences for students.
7. Maintain a database for all contracted facilities that will be used to maintain communication records with the CCE/CI. Provide assistance to students with planning clinical experiences, monitor clinical sites and clinical instructors form year to year, evaluate clinical sites and CI, and assist with counseling students regarding program participation and internship availability.
8. Provide the clinical site with clinical evaluation forms necessary to evaluate students.
9. Make clinical site visited or phone calls to review student progress during the clinical experiences.
10. Notify the clinical site as far in advance as possible of its planned schedule of student assignments, including the name of the student, level of academic preparation, length and dates of the clinical experience.
11. Notify the clinical site as far in advance as possible of the scheduled start date in the event of change or cancellation of the assignment.
12. Require students to abide by the rules, regulations, and policies of the clinical site while assigned to that facility.
13. Establish, maintain, and review annual affiliation agreements.
14. Conduct annual assessment of select clinical sites.

Responsibilities of the Clinical Site and CCE

The Facility will:

1. Have ultimate responsibility for patient care and will comply with any state, federal, governmental or administrative laws, rules, regulations and statutes governing the practice of physical therapy.

2. Provide qualified staff, patients, physical facilities, clinical equipment and materials in accordance with clinical education objectives as agreed upon by the Facility and the College. (See Clinical Education Objectives).
3. Provide each assigned student with a planned, supervised program of clinical experience in accordance with the clinical education objectives.
4. Provide each assigned student with an orientation to the facility, including a copy of pertinent rules and regulations of the facility on the first day of the full-time clinical.
5. Designate one person to serve as the CCE for the facility and to act as liaison with the College.
6. Designate a physical therapist assistant or physical therapist to serve as the CI for the assigned student(s).
7. Evaluate the performance of the assigned student(s) in writing, using forms provided or approved by the college. Presently, Edison uses the CPI as the evaluation tool for the clinical.
8. Advise the College immediately of any changes in its operation, policies, or personnel which may affect clinical education.
9. Notify the college immediately of any serious deficiencies noted in an assigned student's performance. It will then be the mutual responsibilities of the student, the facility, and the college to devise a plan in which the student may be assisted towards achieving the stated objectives of the clinical education assignment.
10. Provide the college with information regarding the availability of first aid and emergency care for students while on clinical education assignment on the property of the facility.

Responsibilities of the Clinical Instructor

The Clinical Instructor will:

1. Be familiar with the CPI.
2. Meet with the student on the first day of the clinical to set goals and expectations.
3. Provide informal feedback sessions frequently throughout the clinical experience.
4. Provide formal review of the CPI at least at midterm and final. More frequent review of the CPI should occur as needed.
5. Provide adequate supervision of the student and a good learning environment. Structure learning experiences, interact directly with the student, and adjust workload to student's needs.
6. Serve as a role model and demonstrate a positive attitude toward students. Challenge students to utilize skills and resources available.
7. Maintain ethical standards. A PTA or PT must always be present when a student is in the clinic. A student must not treat patients if only an aide is in the clinic or on the premises. Clinical Instructors are also expected to abide by the supervision requirements dictated by state law and Federal agencies such as Medicare.
8. Respect the rights and dignity of the student. Provide a private setting for evaluation and feedback sessions.
9. Plan the learning experience based on the clinical objectives and student learning goals.
10. Follow APTA guidelines for Clinical Instructors.

Responsibilities of the Student

Before clinical experiences, the student must:

1. Successfully complete all prior physical therapist assistant coursework. Successful completion is defined as maintaining a 2.5 overall grade point average and a minimum of a 2.0 ("C") in each of the professional courses.
2. Have personal health insurance coverage.
3. Obtain Professional CPR and Safety certification through the American Heart Association, American Red Cross, or American Safety and Health Institute, valid for the entire clinical experience.
4. Determine the dress code prior to beginning the clinical experience.
5. Write a letter 4-6 weeks prior to the clinical experience to introduce themselves, stating their goals for the experience.
6. Call the clinic 2-3 weeks prior to the clinical experience to confirm their arrival and work out any other details.
- 7.. Comply with all applicable policies, procedures and rules of the Facility, the College, and the Code of Ethics of the APTA.
 - a. HIPAA and Informed Consent: PTA Students are required to comply with HIPAA policies and procedures at both Edison State Community College and at community off-site Clinical Education facilities. When on clinical education sites, the policies and procedures of the clinical education facility are followed by the PTA student. This means that in the same manner that your privacy is protected by HIPAA, you are to maintain the confidentiality of the patients with whom you work with at the clinical site. Please note that HIPAA regulations extend the privacy requirements to all individually identifiable health information held or disclosed by a covered entity in any form, whether communicated electronically, on paper, or orally, including social media (Facebook, Twitter, etc.). In addition, health care providers are required to obtain patient consent for the use and disclosure of protected health information when used for treatment, payment or health care operation.
8. Demonstrate professional behavior, including, but not limited to, protecting patient confidentiality.
9. Review the Facility's emergency procedures within the first two days of the clinical.
10. Maintain close communication with the clinical instructor (CI) and come prepared to share written goals and expectations for the internship with the clinical instructor. The students shall discuss the best means of communication with the CI, and let the CI know if they are upset or are not feeling well.
11. Use spare time constructively. Ask about resources available, when appropriate. Resources include a medical library, journals, observing other disciplines, observing other patient treatments, etc.
12. Respect the knowledge and experience of the CI. Offer any suggestions or alternatives in a tactful manner.
13. Accept feedback and constructive criticism in a positive manner, be flexible, and identify strengths and weaknesses. Always demonstrate a positive learning attitude, initiative to do off-duty study, and the ability and willingness to problem-solve.
14. Bring all required documents; this includes the CPI assessment tool and the student evaluation of the clinical site.

15. Promptly return the completed paperwork for the clinical. Evaluation materials must be delivered to ACCE within 5 days of the conclusion of the clinical education assignment at the facility.
16. Complete any projects or assignments made by the CI in a timely manner.
17. Report any questionable practices or problems to the ACCE.
18. Advise patients/clients of student status.
19. Complete Health Requirements/Immunizations and drug screen related to facility requirements prior to beginning clinical experience.

XV. Student Rights

- A. FERPA: The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records. The Edison Physical Therapist Assistant program does adhere to these FERPA guidelines.

FERPA guidelines are communicated to clinical education sites via the signed Clinical Affiliation Agreement with each Clinical Education site.

- B. Non-discrimination Policy: Edison serves a diverse community. As such, diversity is an integral part of the campus climate and includes male and female students of various ages, religions, learning styles, sexual orientations, ethnicities and cultures. Edison strives to create an environment in which all people are valued and supported; differences are understood and respected; and students are prepared for collaboration in a global community. Edison does not discriminate against students on the basis of race, color, creed, religion, age, sex, marital status, sexual orientation, veteran status, national origin, ancestry, citizenship, or disability.

Edison State Community College is strongly committed to achieving full equal opportunity in its employment practices, educational programs and activities, and in the services it offers to the community. The College's policy is consistent with the various federal and Ohio statutes which prohibit discrimination.

- C. Informed Consent: Informed consent will be received by the PTA program for lab experiences involving patient simulations, course lab partner work and for student and patient demos used for the purpose of meeting the educational objectives of the PTA program. All participants will be informed of the purpose, procedure and potential risks of the lab/demo/simulation experience and have the right to refuse or terminate the experience without risk or penalty.

Written consent will be obtained from all students, patients, staff and volunteers for the purpose of videotaping, audio taping, taking photos or other images for educational purposes.

During clinical education experiences, all patients have the right to be informed if their Physical Therapy treatment is being provided by a PTA student. All patients have the risk free right to refuse care by a PTA student for any reason.

- D. Sexual Harassment Policy: Sexual harassment is a violation of federal law, a violation of professional ethics, a form of discrimination, and a violation of Edison State Community College policy. It subverts the mission of the college, undermines the educational process, and is destructive to individual students, faculty, staff, and the whole college community. Such behavior creates an unacceptable working or educational environment, and the college reserves the right and authority to impose sanctions when allegations of sexual harassment are substantiated. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- Submission to such conduct is made either explicitly, or implicitly a term or condition of an individual's employment or academic experience;
 - Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or;
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment.

If you feel that you have experienced harassment in any form, please see "Student Non- Academic Grievance Procedures."

- E. College Records Policy: Edison is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). The college policies regarding records and other issues dealing with maintaining confidentiality may be found in the online academic catalog at: [Edison State Community College - Acalog ACMS™](#)
- F. Code of Conduct and Disciplinary Policy: Please refer to the Student Handbook – Edison State Community College Policy and Procedures.
- G. Confidentiality: Disciplinary matters are kept confidential to the extent required by law.
- H. Disability Services: Edison's Disability Support Services Coordinator is available to help students who need special accommodations for documented disabilities and can be reached at **(937)778-7854**. The student will be required to provide official documentation of his or her qualified disability to the Disability Support Services Coordinator before support services can be provided. If a student requires reasonable classroom accommodations because of a qualifying disability, it is his or her responsibility to contact the Disability Support Services Coordinator preferably at least two weeks prior to the first day of classes. Contact a Resource Specialist at: **937-7788600** or stop by Student Services to make an appointment. The right to reasonable accommodations to allow equal access to Edison State Community College's programs and services for individuals with qualifying disabilities is ensured under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students with qualifying disabilities are still required to meet essential academic standards and technical requirements of Edison State Community College program and activities. The college will attempt to assist each student. However, the College is not required to offer the most sophisticated or expensive support services available. While personal aids and services may be offered at the elementary and secondary levels of education, a post-secondary institution such as Edison State Community College is not required to offer personal services outside of a student's class needs.

Exceptions include services offered to all students, such as the support services at the College Learning Center and help with accessing library materials. Students will be responsible for attending to all physical needs, i.e.: health needs, transportation to and from classrooms and restroom use.

- I. **Student Health Services:** Edison offers on-campus Student Health Services at the Piqua campus. The Student Health Clinic is located in Room 060 in Piqua. The coordinator is available Monday through Thursday from 9:00 a.m. –2:30 p.m. The clinic is closed daily for lunch. Clinic services include:
- Walk-in treatment of minor illnesses and injuries.
 - Consultation, advice and appropriate referrals.
 - Health information and health promotion.
 - Health screenings. Students may also visit the Health Station, located at the Piqua campus in the atrium of North Hall, to check blood pressure, weight, or get information on a variety of health topics.
 - Over-the-counter medications are available in the bookstore.
 - Seasonal flu vaccines.

In case of a health emergency, students are advised to call 911. Contact (937) 778-7840 for more information or go to the website at [Emergency Procedures Manual](#)

- J. **Personal Health Risks:** Physical therapist assistant students have learning experiences in health care facilities and provide physical therapy treatment and interventions for patients/clients who are ill, injured or disabled. It is possible that clinical experiences will include caring for clients with infectious diseases. It is the responsibility of the student physical therapist assistant to meet the health requirements and to practice universal precautions (taught prior to clinical learning experiences) to minimize the risks to one's personal health. By enrolling in the PTA program, the student acknowledges these risks.

A pregnant student should be aware that the fetus may be exposed to risks in a clinical facility. These risks should be discussed with the student's physician. The PTA faculty, especially the clinical instructor, shall be notified as soon as pregnancy is suspected.

If the situation shows a potential risk to the student (and/or to an unborn child, if applicable) the program director and/or ACCE will review known potential risks with the student. However, in both the academic and clinical environment it is the student's responsibility to be accountable for his or her own health and safety. If current personal illness or injury contraindicates participation in a required activity, it is the student's responsibility to make the program director, faculty, ACCE and clinical instructors aware of his or her needs. A physician statement may be required in situations as requested by the faculty.

XVI. Occupational Recruitment and Career Services

- A. **Professional APTA Student Membership:**
Now that you have been accepted into a physical therapist assistant program, you are eligible to join the American Physical Therapy Association (APTA) through a student membership. You can access information regarding membership through www.apta.org: Set your Sites on Us!

- B. Health Career Fairs: The Annual Career Odyssey is held during winter semester and is open to all students and alumni, including all PTA majors. Dress professionally and bring copies of your resume.
- C. Facility Recruitment Activities: Recruitment activities of facilities wishing to come to campus to talk with the physical therapist assistant students will be coordinated by the program's ACCE, in consultation with the program director..
- D. Professional Recruiting Activities: Students should be cautious about signing on with professional recruiting organizations. It is the student's responsibility to thoroughly investigate any organization with which they may intend to sign a binding contract. The term "professional recruiting organization" does not include the particular hospital or clinic that may work with the individual student on an amortized student assistance program. Talk to the program director or ACCE if you have a question.
- E. Transcripts: Students may obtain copies of their official Edison transcripts for a nominal charge from the Office of Registration and Records and at the Darke County Center. There is a transcript request form on the Edison website at www.edisonohio.edu. A processing time of 7 business days may be required. Transcripts will not be provided if there is a balance on a student's account.
- F. Career Planning: Career planning and job search assistance is available in Student Services. For more information visit the website at: [Edison State Community College - Career and Job Services](#) or call 937-7781537. Services include:
- Career advising and assessment
 - Career information
 - Choosing a major
 - Bachelor degree options
 - Cover letter and resume writing
 - Interviewing tips and job search resources

Glossary of Terms

ACADEMIC COORDINATOR OF CLINICAL EDUCATION (ACCE) – Individual who is responsible for managing and coordinating the clinical education program at the academic institution, including facilitating clinical site and clinical faculty development. This person is also responsible for coordinating student placements, communicating with clinical educators about the academic program and student performance, and maintaining current information on clinical sites.

ACCOUNTABILITY – active acceptance of responsibility for the diverse roles, obligations, and actions of the PTA including self-regulation and other behaviors that positively influence patient/client outcomes, the profession, and the health needs of society.

AFFECTIVE SKILLS – Those behaviors that reflect the ability of the student to recognize the inherent dignity and worth of every individual on an emotional level.

BARRIERS – The physical impediments that keep patients/clients from functioning optimally in their surroundings, including safety hazards (e.g., throw rugs, slippery surfaces), access problems (e.g., narrow doors, high steps), and home or office design difficulties (e.g., excessive distance to negotiate, multistory environment).

BLACKBOARD - Blackboard is the software program used by ESCC to present online information to the College's Community. Each section of each course has a Blackboard website as well as many other areas in the college.

BLOOM'S TAXONOMY – Benjamin Bloom created Bloom's Taxonomy as a classification system to capture intellectual behaviors important in learning. Three domains (cognitive, affective, and psychomotor) were developed in 1956. Bloom's Taxonomy is the conceptual framework within which curriculum is developed at ESCC.

CENTER COORDINATOR OF CLINICAL EDUCATION (CCCE) – Individual who administers, manages, and coordinates clinical instructor assignments and learning activities for students during their clinical education experiences. In addition, this person determines the readiness of persons to serve as clinical instructors for students, supervises clinical instructors in the delivery of clinical education experiences, communicates with the academic program regarding student performance, and provides essential information about the clinical education program to physical therapy programs.

CLIENT – Individuals who are not necessarily sick or injured but who can benefit from a physical therapist's consultation, professional advice, or services. Clients are also businesses, school systems, and others to whom physical therapist offer services.

CLINICAL PRACTICUM EDUCATION – That portion of a physical therapist assistant program that is conducted in the health care environment rather than in the academic environment.

CLINICAL INSTRUCTOR (CI) – Individual(s) at the clinical site who directly instruct and supervise students during their clinical learning experiences. These individuals are responsible for facilitating clinical learning experiences and assessing students' performance I cognitive,

psychomotor, and affective domains as related to entry-level performance expectations and academic and clinical preparation.

COGNITIVE SKILLS – Those behaviors that reflect the mental processes of knowledge, awareness, reasoning, and judgment needed to provide physical therapy interventions.

COMMUNITY AND WORK INTEGRATION OR REINTEGRATION – The process of assuming or resuming roles in the community or at work – job/school/play.

COMPETENCIES – A set of standard criteria, determined by practice setting and scope, by which one is objectively evaluated.

CONSULTATION – The rendering of professional or expert opinion or advice by a physical therapist. The consulting physical therapist applies highly specialized knowledge and skills to identify problems, recommend solutions, or produce a specified outcome or product in a given amount of time.

CRITICAL THINKING: Intentional process of actively and skillfully assessing a situation or process by observation, experience, feedback, and reflection to determine best course of action.

DIRECT ACCESS – Practice mode in which physical therapists examine, evaluate, diagnose, and provide interventions to patients/clients without a referral from a gatekeeper, usually the physician.

DISABILITY – Defined by the Americans with Disabilities Act (ADA) as a physical or mental impairment that substantially limits one or more major life activities.

DYSFUNCTION – Disturbance, impairment, or abnormality of function of an organ.

ENTRY-LEVEL – The initial point of entry into the health system working under the supervision and direction of a physical therapist, and characterized by successful completion of an accredited physical therapist assistant education program and the acquisition of the appropriate credential (license/ registration/certificate) to function as a physical therapist assistant. Also, a level of practice characterized by little or no experience as a credentialed, working physical therapist assistant.

EPISODE OF PHYSICAL THERAPY CARE – All physical therapy services that are 1) provided by a physical therapist and/or physical therapist assistant, 2) provided in an unbroken sequence, and 3) related to the physical therapy interventions for a given condition or problem or related to a request from the patient/client, family, or other health care provider. A defined number or an identified range of number of visits will be established for an episode of care.

EVIDENCE BASED PRACTICE (EBP) – is a framework for clinical practice that incorporates the best available scientific evidence with the expertise of the clinician and the patient's preferences and values to make decisions about health care.

FUNCTIONAL LIMITATION – A restriction of the ability to perform a physical action, activity, or task in a typically expected, efficient, or competent manner.

FUNCTIONAL OUTCOME – The desired result of an act, process, or intervention that serves a purpose. Improvement in a patient's ability to engage in activities identified by the individual as essential to support physical or psychological well-being.

HEALTH CARE SYSTEM – Existence of resources established by society to assist the individual, families, groups, or communities in promoting, maintaining and restoring their health potential.

HIPAA – Health Insurance Portability and Accountability Act of 1996 - To amend the Internal Revenue Code of 1986 to improve portability and continuity of health insurance coverage in the group and individual markets, to combat waste, fraud, and abuse in health insurance and health care delivery, to promote the use of medical savings accounts, to improve access to long-term care services and coverage, to simplify the administration of health insurance, and for other purposes.

MANAGED CARE – A health care delivery system that focuses on providing high-quality services in the most efficient and cost effective manner.

LIFE SPAN – Term which includes the period of time from conception to death.

MASLOW'S HIERARCHY OF NEEDS – Hierarchical categorization of the basic needs of a person. The physiologic or biologic needs are air, food, water, shelter, elimination, and pain avoidance. A second priority is the safety needs, including physical and psychological protection and freedom from fear and anxiety.

The subsequent order of needs include the need to belong, to love and be loved; the need for self-esteem and ultimately the need for self-actualization. Each basic need must be satisfied before progression to a higher level of need can occur.

OUTCOME CRITERIA – Statement of specific expected changes occurring as a result of learning, which the student is expected to achieve.

OUTCOMES – The result of physical therapy management that, when successful, includes improved or maintained physical function when possible, slows functional decline where the status quo cannot be maintained, and/or is considered meaningful by the patient/client.

PLAN OF CARE – Statements written by the physical therapist that specify the anticipated goals and the expected outcomes, predicted level of optimal improvement, specific interventions to be used, and proposed duration and frequency of the interventions that are required to reach the goals and outcomes. The plan of care includes the anticipated discharge plans.

PREVENTION – Activities that are directed toward slowing or stopping the occurrence of both mental and physical illness and disease, minimizing the effects of a disease or impairment on disability, or reducing the severity or duration of an illness.

PSYCHOMOTOR SKILLS – Those behaviors/motor skills that are preceded by or related to mental activity.

SERVICE – LEARNING – A partnership with area healthcare entities in which service and learning goals have equal importance and enhance each other.

WELLNESS – Concepts that embrace positive health behaviors (e.g., exercise, nutrition, stress reduction).

Licensure Information

- A. Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board All physical therapist assistant students should be aware that the Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board, and more specifically the Physical Therapy Section of this board, establishes the rules and regulations governing the practice of physical therapy in Ohio. These *Rules and Regulations* originate in Chapter 4755 of the *Ohio Revised Code, chapter 4755-21 – 4755-29*.

The mission of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board is to actively promote and protect the health of the citizens of Ohio through effective regulation of the professions of occupational therapy, physical therapy, and athletic training.

Goals to achieve this mission include: Ensuring that individuals practicing occupational therapy, physical therapy, and athletic training meet sufficient standards of education, training, competence, and ethics, as defined in the laws and rules governing the profession.

1. Investigate and discipline licensees whose practice falls below the minimal standards of care.
 2. Define and advocate for standards of safe OT, PT, AT practice, and ensure that the laws and rules governing the practice accurately reflect current standards.
 3. Provide information about the licensees of the OT, PT, AT Board, the Board's functions and operations, and the laws governing the practice of OT, PT, and AT.
 4. Achieve and maintain the highest possible levels of organizational efficiency.
- B. Physical Therapist Assistant Application: Total cost projections for the entire licensure process is approximately \$700.00.

Each applicant seeking licensure as a physical therapist assistant shall file with the secretary of the Physical Therapy section of the [Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board \(OTPTAT\)](#). Click on [Examination Application](#) on the OTPTAT website for the required forms to sit for the National Physical Therapy Examination (NPTE). Be sure to follow all instructions.

Upon receipt of the Authorization to Test (ATT) form access the FSBPT site to register for the test. Schedule your NPTE at: www.prometric.com/fsbpt. You should schedule the test at your earliest convenience; delays in scheduling will impact the availability of seats at a preferred test center.

On making application under division (A) of this section, the applicant shall pay a fee of not more than one hundred twenty-five dollars for the license.

The physical therapy section shall approve an applicant to sit for the examination required under division (A) of section 4755.431 of the Revised Code not later than one hundred twenty days after receiving an application that the section considers complete unless the board has done either of the following:

1. Requested documents relevant to the section's evaluation of the application;

2. Notified the applicant in writing of the section's intent to deny a license and the applicant's right to request a hearing in accordance with Chapter 119. of the Revised Code to appeal the section's intent to deny a license.

C.2. If the section fails to comply with division (C) (1) of this section, the section shall refund half of the application fee to the applicant.

Effective 4/6/07

D. Physical Therapist Assistant Examination

Except as provided in section 4755.451 of the Revised Code, to be eligible to receive a license to practice as a physical therapist assistant, an applicant must pass both of the following:

1. A national physical therapy examination for physical therapist assistants approved by the physical therapy section of the Ohio occupational therapy, physical therapy, and athletic trainers board.
2. A jurisprudence examination approved by the physical therapy section on Ohio's laws and rules governing the practice of physical therapy.

Effective 4/6/07

3. To be eligible for examination or licensure as a physical therapist assistant an applicant must provide evidence that he/she satisfactorily completed a two-year program for physical therapist assistants accredited by the Commission on Accreditation of Physical Therapy Education. The educational program shall include all clinical education curriculum requirements and courses in anatomical, biological, and other physical sciences and a distribution of course work as found in an accredited physical therapist assistant program.

E. Issuance of Physical Therapist Assistant License

If an applicant passes the examination or examinations required under section 4755.431 of the Revised Code and pays the fee required by division (B) of section 4755.421 of the Revised Code, the physical therapy section of the Ohio occupational therapy, physical therapy, and athletic trainers board shall issue a license, attested by the seal of the board, to the applicant to practice as physical therapist assistant. To be licensed by examination as a physical therapist assistant an applicant must pass the following examinations:

1. The NPTE for physical therapist assistants administered by the federation of state boards of physical therapy; and
2. The examination approved by the physical therapy section on the laws and rules governing the practice of physical therapy in the state of Ohio.

Applicants failing the NPTE may be approved by the physical therapy section to re-take the NPTE following the submission of the application for licensure by examination. An applicant who fails the NPTE three or more times shall be required to satisfactorily complete various educational activities and/or a remedial educational program approved by the section or its designee as part of the application process to re-take the examination.

Candidates who apply to take the NPTE who graduated from their entry-level physical therapy program three or more years prior to the date they apply to the section for licensure by examination shall be required to satisfactorily complete various educational

activities and/or remedial educational program approved by the section or its designee as part of the application process to take or re-take the NPTE.

G. Physical Therapist Assistant License -- Reciprocity

The physical therapy section of the Ohio occupational therapy, physical therapy, and athletic trainers board shall issue to an applicant a license as a physical therapist assistant without requiring the applicant to have passed the national examination for physical therapist assistants described in division (A) of section 4755.431 of the Revised Code within one year of filing an application described in section 4755.421 of the Revised Code if all of the following are true:

1. The applicant presents evidence satisfactory to the physical therapy section that the applicant received a score on the national physical therapy examination described in division (A) of section 4755.431 of the Revised Code that would have been a passing score according to the board in the year the applicant sat for the examination;
2. The applicant presents evidence satisfactory to the physical therapy section that the applicant passed the jurisprudence examination described in division (B) of section 4755.431 of the Revised Code;
3. The applicant holds a current and valid license or registration to practice as a physical therapist assistant in another state;
4. The applicant can demonstrate that the applicant's education is reasonably equivalent to the educational requirements that were in force for licensure in this state on the date of the applicant's initial licensure or registration in the other state;
5. The applicant pays the fee described in division (B) of section 4755.421 of the Revised Code;
6. The applicant is not in violation of any section of this chapter or rule adopted under it.

Effective 4/6/07

H. Renewal of License

Every license to practice as a physical therapist or physical therapist assistant expires biennially in accordance with the schedule established in rules adopted by the physical therapy section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board under section 4755.411 of the Revised Code. Each individual holding a valid and current license may apply to the physical therapy section to renew the license in accordance with rules adopted by the board under section 4755.411 of the Revised Code. Each application for license renewal shall be accompanied by a biennial renewal fee of not more than one hundred twenty-five dollars and, if applicable, the applicant's signed statement that the applicant completed the continuing education required under section 4755.51 or 4755.551 of the Revised Code within the time frame established in rules adopted by the physical therapy section under section 4755.411 of the Revised Code.

A license that is not renewed by the last day for renewal established in rules shall automatically expire on that date.

Each licensee shall report to the section in writing a change in name, business address, or home address not later than 30 days after the date of the change. *Effective 4/6/07*

I. License Renewal - Continuing Education Requirements

Except in the case of a first license renewal, a physical therapist assistant is eligible for renewal of the physical therapist assistant's license only if the physical therapist assistant has completed twelve units of continuing education in one or more courses, activities, or programs approved by the physical therapy section of the Ohio occupational therapy, physical therapy, and athletic trainers board. On request of the physical therapy section, an applicant for license renewal shall submit evidence satisfactory to the section of completion of the required continuing physical therapist assistant education. *Effective 4/6/07*

J. Criminal Records Check Requirement

As used in this section, "license" and "applicant for an initial license" have the same meanings as in section 4776.01 of the Revised Code, except that "license" as used in both of those terms refers to the types of authorizations otherwise issued or conferred under this chapter.

In addition to any other eligibility requirement set forth in this chapter, each applicant for an initial license shall comply with sections 4776.01 to 4776.04 of the Revised Code. The occupational therapy section, the physical therapy section, and the athletic trainers section of the Ohio occupational therapy, physical therapy, and athletic trainers board shall not grant a license to an applicant for an initial license unless the applicant complies with sections 4776.01 to 4776.04 of the Revised Code and the board, in its discretion, decides that the results of the criminal records check do not make the applicant ineligible for a license issued pursuant to section 4755.07, 4755.09, 4755.44, 4755.441, 4755.45, 4755.451, or 4755.62 of the Revised Code.

Effective 3/24/08

**Edison State Community College
Physical Therapist Assistant Program
Drug Screen Policy**

Education of health profession students at Edison State Community College requires collaboration between the college and clinical agencies in order to provide quality clinical experiences and many clinical affiliation agreements require drug screen testing. Additionally, the college shares an obligation with the clinical agency to provide safe patient care and to protect, to the extent reasonably possible, against unsafe care due to a student who is under the influence of illegal drugs or alcohol while in the clinical setting. Therefore, it is the policy of Edison State Community College that students enrolled in the PTA program submit to drug testing.

“Drug test” or “test” means any chemical, biological, or physical instrumental analysis, for the purpose of determining the presence or absence of alcohol, drugs or its metabolites, as well as for substitution, adulteration, or dilution of the sample. Tests are based on urine or breath samples and are conducted by qualified personnel.

Students enrolled in the PTA program at Edison State Community College must abide by the program’s drug screen policy and will receive notice of the drug screen policy prior to enrollment in their first PTA course. PTA students are subject to drug screening as follows:

- As part of the mandatory health requirements for enrollment in the first PTA course PTA 101S. Upon readmission to the program students may be required to take another drug test as part of updating health requirements.
- As a pre-clinical screening to fulfill contractual obligations with certain clinical agencies.
- For reasonable suspicion testing if the student exhibits behaviors indicative of substance abuse anytime while enrolled in the PTA program.

I. HEALTH REQUIREMENTS

1. Prior to entry into the first PTA course students must provide documentation of meeting health requirements as specified in the PTA Student Handbook. Drug screen testing is part of the health requirements.
2. Drug Screens are to be completed at Upper Valley Medical Center Occupational Health and the cost of the test is the student’s responsibility. Instructions for completion of the test will be provided to students at the initial orientation meeting.
3. If a student has a positive test result or fails to complete a drug screen by the specified deadline he/she will not be permitted to begin the PTA program and will forfeit their placement in the program. If the student chooses to reapply to the program, documentation of a negative drug screen within the previous month must accompany the application.

II. PRE-CLINICAL SCREENING

1. Students assigned to certain clinical agencies will be required to complete a drug screen prior to the first clinical assignment as specified by the agency in order to meet contractual agreements.
2. Drug screening will be scheduled by course faculty who will notify students of when to report to Upper Valley Medical Center Occupational Health for the drug screen.
3. The drug screen fee is the responsibility of the student and is to be paid directly to UVMC Occupational Health.
4. Any student failing to report for screening at the designated time must complete testing with UVMC Occupational Health within 24 hours of that date or submit documentation of extenuating circumstances to the Director of the Physical Therapy Assistant Program. The Director of the Physical Therapy Assistant Program will make a determination as to acceptance of the documentation and approval for rescheduling.

III. REASONABLE SUSPICION SCREENING

1. Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the PTA program and/or clinical agency while participating in clinical experiences. Reasonable suspicion is defined as but not limited to the following behaviors:
 - a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual, slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent diarrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
 - b. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness or deterioration in performance;
 - c. Evidence of tampering with a drug test;
 - d. Information that the individual has caused or contributed to an incident in the clinical agency;
 - e. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the PTA program.
 - f. Odor of Alcohol:
2. If a faculty member or clinical agency staff member observes such behavior, the faculty member must dismiss the student from the educational or clinical setting immediately and contact the Director of the Physical Therapy Assistant Program who will determine if there is reasonable suspicion to screen the student. If the Director of the Physical Therapy Assistant Program is not available the faculty member will contact the Provost who will determine if there is reasonable suspicion to screen the student.

If the decision is made to screen the student the Director of the Physical Therapy Assistant Program or Vice President for Academic Affairs will direct the faculty member to make arrangements to have the screening performed immediately. The student will be responsible for obtaining transportation to the designated lab for screening; the student will not be allowed to drive to the designated lab. A student's failure to consent to the screening will result in immediate dismissal from the PTA programs. Reasonable suspicion testing includes a witnessed urine drug test and/or breath alcohol testing.

 - a. Students will be informed of the screening results by the Director of the Physical Therapy Assistant Program.
 - b. The drug screen fee will be the responsibility of the college.

IV. CONSEQUENCES FOR A CONFIRMED POSITIVE DRUG TEST, REFUSAL TO BE TESTED FOR DILUTE SPECIMENS CONSIDERED POSITIVE.

Definition of a positive test: A positive drug test is defined as "The presence in the test sample of illegal drugs and/or metabolites, or of prescriptions drugs and metabolites for which the student does not have a current prescription" at levels exceeding current testing guidelines. A dilute specimen that is positive for drugs is considered to be a positive specimen for those drugs detected. A breath alcohol test result of 0.04 or greater alcohol concentration is considered a positive test.

1. Failure to complete drug screening, a report of 2 dilute specimens, or confirmation of a positive result as specified in sections II and III above will result in immediate dismissal from the PTA program and a grade of "F" will be reported for the currently enrolled course. A student dismissed from the program as a result of noncompliance with the drug screen policy may petition for readmission to the program (if academically eligible) after successful completion of a substance abuse treatment program. Documentation of successful completion must be sent directly to the Director of the Physical Therapy Assistant Program by the substance abuse program. Results of a drug screen completed one month prior to the petition for readmission must also be received by the Director of the Physical Therapy Assistant Program from Upper Valley Medical Center.
2. If a positive drug test result is confirmed, the Director of the Physical Therapy Assistant Program will submit a report of the student's violation of Edison State Community College's Student Code of Conduct. To be considered for readmission to the PTA program the student must satisfy all corrective actions as specified by the Non-Academic Misconduct Procedure.

V. STUDENT DRUG SCREEN PROCEDURES

1. Policies and procedures related to drug screen testing at UVMC will be followed which includes submission of a photo ID and social security number at the time of specimen collection.
2. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures.
3. Urine specimens will be screened for ten (10) classes of drugs as per the standard 10 panel pre-employment test.
4. Drug detection through urine drug testing is related to the quantity of metabolites present in the urine. A dilute specimen is invalid for determining the absence of drugs in a specimen. If the Director of the Physical Therapy Assistant Program is notified of a dilute specimen that is negative, the student will be contacted and must repeat the drug screen within a specified timeframe (generally 48 hours) and at his/her own expense. The student will be requested to refrain from drinking excessive amounts of fluid prior to testing. If a second "dilute" is reported, the drug screen will be considered positive.
5. Positive screens will be confirmed by the Medical Review Officer at UVMC.
6. Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved testing device. If the initial test indicates an alcohol concentration of 0.04 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be observed and performed between fifteen minutes and no more than 30 minutes from the completion of the original test.
7. All drug screen results will be sent to the Director of the Physical Therapy Assistant Program.

VI. CONFIDENTIALITY

The Director of the Physical Therapy Assistant Program of the PTA Program will receive all test results. Confidentiality of the test results will be maintained with only the Director of the Physical Therapy Assistant Program, the Academic Coordinator of Clinical Education, the PTA Academic Project Specialist, and the student having access to the results with the exception of legal actions which require access to test results or upon the request of clinical agencies for the purpose of clinical placement.

VII. CONSENT

Each PTA student is required to sign a statement indicating that he or she has received a copy of the drug testing policy and consents to provide urine specimen(s) for the purpose of analysis. If the PTA student is under eighteen (18) years of age, the PTA student's parent or legal guardian must sign the drug testing consent form in addition to the PTA student. The original signed consent form will be maintained in the student's file in the Health Sciences Office.

Edison State Community College

Physical Therapist Assistant (PTA) Program

To assure safe and successful advancement through the PTA program, the physical, sensory, communication, cognitive/behavioral and social/behavioral functions listed below are the minimum requirements for all students and graduates. The Essential Functions are listed with a projected frequency that a graduate of the PTA program would expect to encounter while practicing as a PTA. However, the frequency may vary depending on the work setting.

Each PTA student is assessed throughout the curriculum to determine his/her ability to effectively and safely perform these functions in both the educational and clinical settings. Each PTA student must demonstrate competency in all of the Essential Functions to complete the PTA Program. Performance expectations are outlined in each required PTA course and must be passed to remain in the program. Terms are 16 weeks in length, and classes involving clinical functions begin the first term in the program.

Each PTA student must demonstrate the ability to complete clinical instruction in a variety of practice settings, to successfully complete the PTA curriculum, including, but not limited to: inpatient rehab, acute care facilities; skilled nursing facilities; adult and pediatric rehab units; outpatient centers for adults and pediatric clients; home health agencies; school-based therapy; hand clinics; and mental health facilities.

If a PTA student (or prospective student) has a disability or physical or mental condition (either temporary or chronic) which may impact his/her ability to perform the Essential Functions, this must be indicated on the Student Health Certificate filled out by the student's health care provider. The student must register with Edison's Disability Services Office as soon as possible and provide all required documentation and information as directed. An employee in Disability Services will contact the PTA Program Director or Academic Clinical Coordinator to make a preliminary determination of whether the prospective student is able to perform the essential functions and requirements of the PTA program, including specifically the listed Essential Functions, with or without reasonable accommodations, or whether any reasonable modifications may be made to the essential functions and requirements. These matters will be discussed with and input sought from the student before any final decision is made. The final decision of whether any accommodation or modification can be implemented resides with Edison State Community College.

Student: Physician must complete and sign the Student Health Certificate after reviewing the PTA Program Essential Functions.

Refer to the Office of Disability Services for further information and clarification.

Performance Frequency: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

Physical Skill	Context in which Physical Skill is Used	Performance Frequency:
LIFTING:	<ul style="list-style-type: none"> Partially bear weight of people weighing up to 200# safely during transfers from a variety of surfaces Positioning of people weighing up to 200# Assisting with functional mobility with a person weighing up to 200# 	F
LIFTING:	<ul style="list-style-type: none"> Independently & safely demonstrate the strength to carry/maneuver heavy equipment weighing up to 50# 	F
BENDING/ STOOPING:	<ul style="list-style-type: none"> Adjust body parts, clothing and/or equipment 	F
KNEELING:	<ul style="list-style-type: none"> Work with people on the floor/mat Developmental activities ADLs/IADLS/work/Play/Leisure/Social Participation activities 	F
KNEELING:	<ul style="list-style-type: none"> Assist people who may trip, fall, faint Perform CPR 	O
CROUCHING:	<ul style="list-style-type: none"> Manage wheelchair and other equipment Place/store equipment & materials Assist with lower body ADLs Assist person with seated activities 	F
CRAWLING:	<ul style="list-style-type: none"> Work with children on developmental activities Engage in activities on floor 	O
REACHING:	<ul style="list-style-type: none"> Retrieve items from multiple locations Adjust equipment Guard people 	F
HANDLING:	<ul style="list-style-type: none"> Sustain grasp Manipulate body parts, tools, equipment 	C
DEXTERITY:	<ul style="list-style-type: none"> Fine motor functions to perform standardized assessments Fine motor functions to construct, maintain and/or repair orthotic devices/splints & adaptive equipment Fine motor functions to document 	C
STANDING:	<ul style="list-style-type: none"> Stand for extended periods of time up to 8 hours/day 	C
WALKING:	<ul style="list-style-type: none"> Safely & timely walk within facility for up to 8 hours/day Safely & timely walk over various surfaces (even, uneven, variety of terrains) inside/outside 	C
PUSHING/ PULLING	<ul style="list-style-type: none"> Wheelchairs with people up to 200# without assistance Hoyer lifts with people up to 200# with or without assistance Other equipment (i.e. IV poles, O2 tanks) 	F
BALANCING:	<ul style="list-style-type: none"> Assist people with functional activities sustaining Good balance (w/o losing balance) on even & uneven surfaces Ascend/descend 1 flight of stairs 	C
ENDURANCE	<ul style="list-style-type: none"> Tolerate full-time work (40 hours/week) 	C

BODY MECHANICS:	<ul style="list-style-type: none"> Utilize proper body mechanics performing all physical functions Ability to perform complex motor functions necessary to provide therapeutic intervention (exercise, functional mobility, transfers, ADLs/IADLs and emergency treatment to patients). 	C
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	Sensory Functions	Performance Frequency:
TACTILE:	<ul style="list-style-type: none"> Feel to palpate contractions Feel to palpate pulses Feel bony landmarks Feel to identify joints Exert adequate pressure Feel varying skin textures Differentiate between hot/cold Differentiate between sharp/dull 	C
AUDITORY:	<ul style="list-style-type: none"> Hear verbal instructions Hear distress sounds & calls for assistance up to 10 feet away Hear environment safety alarms Hear for communication from other team members 	C
VISUAL:	<ul style="list-style-type: none"> See in detail client's movements, facial expressions and performance See and attend to behaviors & needs of up to 5 individuals in a group setting See in detail to detect changes in skin integrity, sweating, skin color, swelling, muscle atrophy See to detect non-verbal communication See to detect environmental hazards Read documents Read equipment dials Read manuals/forms Read research material 	C
	Communication Functions	Performance Frequency
SPEAKING:	<ul style="list-style-type: none"> Speak clearly & concisely using proper English in person & via telephone with other team members Establish rapport with other team members Motivate and engage others in treatment 	C
RESPONDING:	<ul style="list-style-type: none"> Respond to & communicate with others with communication disorders (i.e. aphasia, hearing loss) Respond to & communicate with others from a different background/culture Accurately report findings/results/plans to other team members 1:1 and in team meetings using proper English 	F
COMPREHENDING:	<ul style="list-style-type: none"> English oral language English written language 	C

WRITING:	<ul style="list-style-type: none"> • Clear, legible handwriting • Computerized documentation • Write in proper English 	C
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Cognitive/Behavioral and Social/Behavioral Functions	Performance Frequency
<input type="checkbox"/> Use critical thinking, problem-solving, and sound clinical reasoning in the delivery of physical therapy services including, but not limited to the following: <ul style="list-style-type: none"> ○ Planning and implementing appropriate client-centered interventions. ○ Making appropriate modifications to therapeutic interventions based on the client's physiological and psychological responses. ○ Identifying the need for consultation and determining the appropriate resource (ie. physical therapist or other health care providers/team members). 	C
<input type="checkbox"/> Effectively cope with stress in order to function safely and calmly under demanding educational and changing clinical environments.	C
<input type="checkbox"/> Be aware of surroundings and alert to potential emergencies; respond appropriately to client situations including pain, changes in physical and/or mental status, and risk for falls.	C
<input type="checkbox"/> Manage time effectively; prioritize multiple tasks; maintain composure in situations that require multitasking.	C
<input type="checkbox"/> Maintain concentration and focus to attend to demanding and continuous tasks throughout the entire class/lab and/or clinical hours	C
<input type="checkbox"/> Demonstrate interpersonal functions required to build rapport and effectively interact with clients, families, caregivers, supervisors, coworkers, and members of the community; exhibit cultural awareness and sensitivity to members of the same or different cultures; treat others with respect, compassion, politeness, and discretion; exhibit social functions necessary for effective collaboration and teamwork.	C
<input type="checkbox"/> Demonstrate attitudes/actions consistent with the core values and ethical standards of the physical therapy profession.	C
<input type="checkbox"/> Demonstrate accountability, responsibility, and maturity in the classroom and the clinical environment when giving/receiving constructive feedback.	C
<input type="checkbox"/> Demonstrate accountability, responsibility, and maturity in the classroom and the clinical environment when engaging in conflict management and problem resolution.	C
<input type="checkbox"/> Abide by established policies and procedures of educational and clinical environments	C

STUDENT HEALTH CERTIFICATE

Edison State Community College
Physical Therapist Assistant Program

This certificate must be completed and signed by a licensed health practitioner (MD, DO, NP-C, PA). Once completed, student must submit this form. .

Print Name of Student: _____
Last Name First Name Middle Initial

Health Status Determined After Reviewing Essential Functions: *(Must be checked & signed)*

- Student is free of communicable disease and in good physical and mental health, or
- Student has a disability or other physical or mental condition which may interfere with the student's attendance and progress in the program or ability to work in a variety of settings (*see attached list of **Essential Functions***)
- This condition is temporary. DATE OF RELEASE: _____
- This condition is permanent.

Health Care Provider's Signature

Date

IMMUNIZATION GUIDELINES

MANTOUX SKIN TEST (PPD)

- This is a requirement each year a student is in the program.
- ***First-year students are required to have had a two-step test within the past year.***
- ***Second-year students may receive a one-step PPD with proof of subsequent two-step tests.***
- Positive PPD reactors should have a baseline chest x-ray and be evaluated if symptoms develop.
- A **TB Quantiferon Blood Test** is also acceptable.
- Please note, some clinical practicum facilities may require more frequent TB testing.

MMR VACCINE OR TITER

- ***Laboratory confirmation*** of disease or immunity within past year (i.e. **titer**) is required.
- If immunity is not confirmed by titer, student must acquire 2 booster doses for Parotitis or Rubeola or 1 booster dose for Rubella.

*****History of disease or prior immunization is NOT reliable*****

TETANUS AND DIPHTHERIA ADULT VACCINE (Td)

- A 1-time dose of Tdap is recommended for those who have never or are unsure if they previously received this vaccine.
- After that, a Td booster every 10 years is recommended.

HEPATITIS B VACCINE

- This is a 3-dose series, given at 0, 1, and 6 month intervals, followed by serological (titer) testing 12 months after dose #3.
- Dose #1 is due prior to admission to the PTA Program.
- Doses #2 & #3 are due prior to entry into the clinic in Fall of the 2nd program year.
- Immunity is determined by:
 - ***Documentation of all 3 injections*** –or– ○
Laboratory confirmation of immunity (titer test).

VARICELLA (Chickenpox)

- ***Laboratory confirmation*** of disease or immunity within past year (i.e. **titer**) is required.
- If immunity is not confirmed by titer, student must acquire 2 booster doses. ***History of disease or prior immunization is not acceptable proof*****

INFLUENZA VACCINE –Required at a future date

- 1 dose will be required **annually** in the **Fall** of each year a student is in the program.

Signature Page

I, _____(print name), have read and understand the information contained in the Physical Therapist Assistant Student handbook.

_____(sign name)
Signature

Date

I, _____(print name), agree to abide by the policies and procedures as described in the Physical Therapist Assistant Student handbook.

_____(sign name)
Signature

Date