PHYSICAL THERAPIST ASSISTANT
2015-2016
STUDENT HANDBOOK

Program Director- Jonna Schengel, PT, MA, Ed.D.

ACCE/Faculty- Tatiana Deeff, MPT

PTA Office
Sara De Boef, Secretary
sarad@cos.edu
915 S. Mooney Blvd
John Muir 125
Visalia, CA 93277
559-737-6135

PTA Office Hours:
Monday 7:45 am – 4:45 pm
Wednesday 7:45 – 4:45 pm
(closed for lunch from 12:30-1:30 pm)
Friday 7:45 am – 11:45 pm
PURPOSE OF THE PTA HANDBOOK

This handbook is designed to provide you with information about our expectations of you, the Physical Therapist Assistant (PTA) student, throughout your tenure in the PTA program from entry to graduation. It is intended as a resource for information and guidance for your success in the Physical Therapist Assistant Program.

The PTA Student handbook will guide you as you progress through the program. Information about the PTA program and college wide policies will be contained in this PTA Student Handbook, COS Student Handbook and the COS course catalog. The COS Student Handbook can be found online at: http://www.cos.edu. You will be required to sign the PTA Student Handbook checklist acknowledging your responsibility for all the information.

MISSION STATEMENT

In keeping with the mission of College of the Sequoias, the PTA program mission is to graduate well-educated, competent, caring, quality physical therapist assistants. The PTA Program is designed for optimal use of educational and clinical resources.

We endeavor to educate students who:

- Strive for excellence
- Commit to high ethical standards
- Appreciate racial, social and cultural diversity
- Invest in community/industry improvement
- Engage in lifelong learning

Program Goals

Graduates will be able to:

1. Pass the national physical therapist assistant licensure exam: 90% of all PTA students will pass the NPTE/PTA licensing examination.
2. Demonstrate competence in the cognitive, psychomotor and affective domain necessary to provide Physical Therapy services under direction of a Physical Therapist: 90% graduation rate of students who start the PTA program.
3. Adhere to professional behaviors set by APTA’s Code of Ethics and Guideline for Conduct of the Physical Therapist Assistant: 90% student membership in the APTA.
4. Demonstrate patient safety at all times: 100% completion of lab check offs.
5. Achieve a successful transition from an education program to professional employment as a PTA: 90% employment rate of graduates.
STATEMENT OF NON-DISCRIMINATION

COS does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), sexual orientation, handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), the Age Discrimination Act of 1975 (pertaining to age), and the Americans With Disabilities Act of 1990.

This non-discrimination policy covers admission and access to, and treatment and employment in, the College’s programs and activities, including vocational education.

THE PHYSICAL THERAPIST ASSISTANT

According to the American Physical Therapy Association (APTA), Physical Therapy is a health profession whose primary purpose is the promotion of optimal human health and function. This purpose is accomplished through the application of scientific principles to the process of examination, evaluation, diagnosis, prognosis, and intervention to prevent or remediate impairments, functional limitations, and disabilities as related to movement and health. Physical Therapy encompasses areas of specialized competence and includes the development of new principles and applications to effectively meet existing and emerging health needs. Other professional activities that serve the purpose of physical therapy are research, education, consultation and administration.

The Physical Therapist Assistant (PTA) is a technically educated health care provider who assists the physical therapist in provision of physical therapy. The PTA is a graduate of a physical therapist assistant associate degree program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

The Physical Therapist Assistant (PTA) provides physical therapy services under the direction and supervision of a physical therapist. PTA’s help people of all ages who have medical problems, or other health related conditions that limit their ability to move and perform functional activities in their daily lives. PTA’s work in a variety of settings including, hospitals, privates practices, outpatient clinics, home health, nursing homes, schools, sports facilities, and more. PTA’s must complete a 2 year associate’s degree and are licensed, certified, or registered in most states. Care provided by a PTA may include teaching patients/clients exercises for mobility, strength and coordination, training for activities such as walking with crutches, canes or walkers, massage, and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation.

AMERICAN PHYSICAL THERAPY ASSOCIATION

The American Physical Therapy Association (APTA) is the national association for physical therapist and physical therapist assistants. The APTA is the best source for current information on professional issues and concerns. It is the voice of the profession, actively working to represent the physical therapy profession on Capitol Hill and in state legislatures. The association is dedicated to advancing the profession, setting standards, encouraging research, and promoting diversity within the field. Your membership in the APTA is your key to keeping informed about the topics, trends and issues that affect the practice of physical therapy.
It is essential that you join the APTA in order to remain abreast of opportunities and advancements in physical therapy. Students receive discounts when joining the organization on a state and national level, as well as any special sections you may choose. As a member of the APTA, you will receive several publications and be afforded many other benefits. The APTA can be a valuable resource during your professional education. Take advantage of all that your professional association has to offer.

Appendix includes copies of these resources

- Physical Therapy Board of California – Physical Therapist Assistant – Adequate Supervision; [http://www.ptbc.ca.gov/laws/regulations.shtml#a139840](http://www.ptbc.ca.gov/laws/regulations.shtml#a139840)
- Guide for Conduct of the Physical Therapist Assistant/Standards of Ethical Conduct. [http://www.apta.org/uploadedFiles/APTAorg/Practice_and_Patient_Care/Ethics/GuideforConductofthePTA.pdf](http://www.apta.org/uploadedFiles/APTAorg/Practice_and_Patient_Care/Ethics/GuideforConductofthePTA.pdf)

For more information and student membership please visit [www.apta.org](http://www.apta.org) and [www.ccapta.org](http://www.ccapta.org)

The COS PTA program requires student membership in the APTA as the initial step toward professional development as a PTA. APTA membership is required to attend Legislative Day in the Spring semester.

**ESSENTIAL FUNCTIONS OF A PHYSICAL THERAPIST ASSISTANT**

The following information is provided to assist the student in better understanding the demands of the PTA program and profession, and the abilities needed to successfully and safely complete the classroom, laboratory and clinical competencies of the curriculum.

1. **Communication:** The student must be able to read, write, see, speak and hear and interpret both written and verbal communication in English. The student must be able to communicate effectively, appropriately and sensitively with patients and health care providers.

2. **Motor:** The student must be able to perform complex motor skills necessary to provide therapeutic intervention and emergency treatment to patients and possess the necessary physical strength to transfer, ambulate, and reposition patients safely. The student must have sufficient gross and fine motor functions to assess patients through palpation and manual muscle testing.

3. **Observation:** The student must be able to observe and interpret signs and symptoms visually, auditory, and tactilely for the purpose of appropriate assessment and treatment. Appropriate observation skills will enable the student to discern normal from abnormal in order to determine a safe and appropriate course of action.

4. **Intellectual/Analytical:** The student must be able to measure, calculate, reason, analyze and evaluate and synthesize demands of a physical therapist assistant and need to be perform them in an efficient and timely manner. The student should also be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.

5. **Behavioral:** The student must be able to function effectively under stress and in changing educational and work environments with appropriate professional behaviors. The exercise of
sound, professional judgment and the ability to be flexible are also necessary. Common sense, compassion, integrity, honesty, sincere concern and respect for others, interpersonal skills and self-motivation are all qualities necessary for success in the physical therapy profession.

Health Requirements

A physical examination and form signed by a Physician or Nurse Practitioner, immunization records and background checks meeting hospital standards must be completed once accepted into the program.

Work Hours and Environment:

- Able to work up to 8-10 hours per day up to 40 hours per week at clinical sites.
- Exposure to hazardous material and blood borne pathogens requiring safety equipment such as masks, head coverings, glasses, rubber and latex gloves, etc.
- Must be able to meet clinical and academic performance standards.
- Must travel to and from training site; this may require long distances or relocation.

Cognitive Abilities:

- Understand and work from written and verbal orders.
- Possess effective verbal and written communication skills.
- Understand and implement related regulations and clinical policies and procedures.
- Possess technical competency in patient care and related areas.
- Perform presentations to individuals and small groups.
- Conduct patient assessments and counsel patients and families.
- Assess changes in vital signs and measurements.

Physical Abilities:

- Standing and/or walking up to seven hours throughout an eight and/or twelve hour shift.
- Bending, crouching, or stooping several times per hour.
- Lifting and carrying a minimum of 30 pounds several times per hour.
- Lifting and moving up to a 300 lb. patient in a 2-3 person transfer.
- Reaching overhead, above the shoulder at 90 degrees.
- Pushing and/or pulling objects and equipment weighing up to 300 lbs.
- Utilizing eyesight to observe patients, manipulate equipment and accessories.
- Hearing to communicate with the patient and health care team.
- Utilizing sufficient verbal and written skills to effectively and promptly communicate in English with the patient and healthcare team.
- Manipulating medical equipment and accessories, including but not limited to switches, knobs, buttons, and keyboards, utilizing fine and gross motor skills.
- Performing the assigned training related tasks/skills responsibilities with the intellectual and emotional function necessary to ensure patient safety and exercise independent judgment and discretion.
- Utilizing the above standards/functions to respond promptly to the patient needs and/or emergency.
PROGRAM CURRICULUM AND COURSE DESCRIPTION
Completion of the College of the Sequoias Physical Therapist Assistant Program leads to an Associate of Science Degree. Required courses include prerequisites; Anatomy-4 units, Physiology-4 units; PTA courses- 43 units and General Education courses-18 units. Students must also take additional courses to meet graduation requirements of the college. PTA course sequence is scheduled sequentially for four semesters. Supervised clinical affiliations are integrated in the program. Clinical affiliations, PTA 150 require 40 hours/week for 4 weeks and are integrated at the end of the 2nd semester; PTA 160 and PTA 161 are each 40 hours/week for 6-7 weeks during the 4th semester. There is a total of 680 hours.

<table>
<thead>
<tr>
<th>Pre-Program</th>
<th>1 Semester Fall</th>
<th>2 Semester Spring</th>
<th>3 Semester Fall</th>
<th>4 Semester Spring</th>
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</thead>
<tbody>
<tr>
<td>BIO 30-Anatomy 4 units/lab</td>
<td>PTA 121-Fundamentals for PTA 2-units</td>
<td>PTA 130-Physical Agents and Modalities 3-units</td>
<td>PTA 145-Neuro Rehabilitation for the PTA 3-units</td>
<td>PTA 160-Clinical Education 2 5-units</td>
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<tr>
<td>BIO 31-Physiology 4 units/lab</td>
<td>PTA 125-Basic Principles of Patient Care 3-units</td>
<td>PTA 139-Pathology 2-units PTA 140-Administration for the PTA 1-units</td>
<td>PTA 152-Cardiopulmonary Rehabilitation 3-units</td>
<td>PTA 161-Clinical Education 3 6-units</td>
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<tr>
<td>English 1 GE-4 units (recommended)</td>
<td>PTA 128-Kinesiology 3-units</td>
<td>PTA 148 Orthopedics 3-units</td>
<td>PTA 155-Therapeutic Exercise 4-units</td>
<td>PTA 170-Seminar 1-unit</td>
</tr>
<tr>
<td>Math 230 or higher GE-4 units (recommended)</td>
<td>PTA 131-Physics for PTA’s 1-unit</td>
<td>PTA 150-Clinical Education 1 3-units</td>
<td>Social/Behavioral History 17 GE-3 units (recommended)</td>
<td></td>
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<tr>
<td>PE or Dance GE-2 units (recommended)</td>
<td>Communication Analytical Thinking/GE-3 units (recommended)</td>
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<td>Health and Wellness GE-3 units (recommended)</td>
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<td>Humanities GE-3 units (recommended)</td>
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<tr>
<td>18 units</td>
<td>15 units</td>
<td>12 units</td>
<td>16 units</td>
<td>12 units = 73 total units</td>
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Courses in italics are an example of when GE classes can be completed.
COURSE DESCRIPTIONS

PTA 121-Fundamentals for the PTA (Lecture) 2 Units
This course introduces students to the field of physical therapy by covering the history and values of the American Physical Therapy Association. It covers development of the team approach in specific roles of Physical Medicine and Rehabilitation professionals in the health care system; discusses components of communication among the healthcare team, patients and family members/caretakers; and explores issues such as patient diversity and cultural competence.

PTA 125-Basic Principles of Patient Care (Lecture/Lab) 3 Units
This lecture and lab course provides training in basic patient management including bed mobility, transfers, and ambulation training. Course will include Physical Therapy assessments of goniometric ROM and passive ROM. It will address infection control, isolation precautions, assessment of vital signs, and responses to pain. Course will cover basic documentation skills and documentation for interventions learned in this course.

PTA 128-Kinesiology (Lecture/Lab) 3 Units
This course instructs the PTA student in the study of human movement. It is a foundational course exploring the laws of physics and motion and applied anatomy. Students will determine biomechanical forces on the body. Topics will include musculoskeletal review of origins, insertions, innervations, actions of prime movers, and manual muscle testing.

PTA 130-Physical Agents and Modalities (Lecture/Lab) 3 Units
This lecture and skills lab course provides the PTA student with exposure to the duties related to dealing with physical agents, modalities and soft tissue mobilization. These applications include the use of cold, heat, ultrasound, diathermy and hydrotherapy. Other modalities include mechanical traction, electro-therapy, compression and laser/light. Basic dressing changes and wound care with the use of universal precautions and infection control are covered. Soft tissue mobilization and therapeutic massage as therapeutic modality are presented. This course has a significant number of laboratory hours (6hrs/week) for psychomotor learning opportunities.

PTA 131-Physics for PTA (Lecture) 1 Unit
This is a basic introduction to the natural laws governing motion, light, sound, electricity, thermodynamics and mechanical properties, in addition to various tissues related to field of physical therapy. Designed as a 6 week course; class will be held for 3 hours each week for the first 6 weeks of the fall semester.

PTA 139-Pathophysiology (Lecture) 2 Units
This course presents signs, symptoms and complications of disease states of the body. It covers the nature of diseases and abnormalities of structure and function. The physical, clinical and laboratory presentation of disease process is examined.
PTA 140-Administration (Lecture) 1 Unit
This course addresses preparation for clinical placement for physical therapist assistant students. Topics presented include ethics and values, patient advocacy, personal and career development, access to health care, reimbursement, quality assurance, organizational management and legal issues. Documentation is also covered in preparation for clinical placement.

PTA 145-Neurorehabilitation for the Physical Therapist Assistant (Lecture/Lab) 3 Units
This course instructs the PTA student in functional activities and rehabilitation procedures relating to the management of patients with neurological diagnoses. Students will review normal neurodevelopment sequence as well as developmental delays. The focus of the class is to integrate safe, legal, ethical and effective rehabilitation procedures for neurological patients. This course requires a high level of critical thinking and application and implementation of physical therapy interventions. This class will help the student develop the necessary communication skills needed in the rehabilitation setting.

PTA 148-Orthopedic Management (Lecture/Lab) 3 Units
This course instructs the PTA student in the application of kinesiological concepts to the clinical setting and treatment of orthopedic diagnoses. The focus is on safe, legal and ethical use of appropriate therapeutic exercise. Students will learn the physiological responses for orthopedic conditions and management of surgical cases.

PTA 150- Clinical Education 1 (Clinical placement) 3 units
This course will involve supervised clinical instruction to observe/participate in the PT/PTA clinical activities. Emphasis will be placed on developing professional behaviors and interpersonal skills. Students will be given the opportunity to practice data collection, therapeutic modalities, transfers, patient positioning, patient instruction, and therapeutic exercise, as well as documentation of measurements and interventions. Students will practice assessment techniques including goniometry, manual muscle testing, and patient functional levels. Skills practiced are dependent on clinical site. This course is the PTA student’s first exposure to clinical education. Clinical course work will include a 4 week clinical course at 40 hours per week at off-site lab instruction.

PTA 152-Cardiopulmonary Rehabilitation (Lecture/Lab) 3 units
This course will apply the physiology of body systems as related to various influences such as aging, environmental exposure and pathological dysfunction. Included will be common disease pathways of the cardiovascular and pulmonary systems. The course will also introduce the student to cardiopulmonary fitness and rehabilitation techniques.

PTA 155-Therapeutic Exercise (Lecture/Lab) 4 Units
In this course students develop knowledge and skill in the treatment of various conditions. This course includes integration, modification and progression of concepts taught in previous courses in order to perform physical therapy interventions with multiple systems conditions. Integrated principles and application of therapeutic exercise will be reviewed. Specific topics include various motor learning techniques, aquatic therapy, proprioceptive retraining/balance, spinal stabilization, functional progression for the spine and extremities. Issues pertaining to health and wellness across the lifespan are presented.
**PTA 160-Clinical Affiliation 2** (Clinical placement) 5 Units
This seven week, full-time course provides the PTA student with full time clinical education experience with application of previously learned techniques and skills in rehabilitation in various clinical settings. The focus is on safe, legal, ethical and effective use of physical therapy interventions. Focus is on communication skills, interpersonal relationships and professionalism required in the health care setting. Students are expected to assume a greater responsibility in the clinical setting, as they improve their clinical treatment skills. Students will have successfully completed the didactic portion of the curriculum and will make satisfactory progress toward competent and safe entry level PTA skills at the conclusion of this clinical experience. Skills practiced are dependent on the clinical site. Supervision is at the intermediate level provided by the staff of the affiliating institution and coordinated by the ACCE.

**PTA 161-Clinical Affiliation 3** (Clinical placement) 6 Units
This seven week, full-time affiliation, where students are given the opportunity to implement therapeutic treatments learned in the academic setting under the supervision of a Physical Therapist. The student will be responsible for patient care compatible to the role of the entry-level PTA utilizing knowledge and skills developed in the program. The student will have an opportunity to advance his/her skills level in the competencies experienced during Clinical Education I and II to an entry-level within the role of the PTA. Students will demonstrate competent and safe entry level PTA skills at the conclusion of this clinical experience.

**PTA 170-Seminar for PTA** (Lecture) 1 Unit
This course provides the PTA student with review of various systems and interventions provided by the PTA. Students will summarize and discuss management and interventions. Also included is the review of how to apply and prepare for the state board and national PTA licensure exam.
PTA Office Hours

Building John Muir #125
Monday and Wednesday from 7:45am-4:45pm; closed for lunch from 12:30-1:30
Friday from 7:45-11:45am
Phone: (559) 737-6135

Registration

All PTA courses have controlled registration. The PTA program controls the registration and reserves places in each class for all PTA students throughout the program. It is your responsibility to acquire a semester schedule and register for the PTA courses each semester using the standard COS registration process. Only registered students will be allowed to attend PTA courses, including PTA 400/Skills lab and clinical education experiences, PTA 150, 160 and 161.

Program Expense

Program expenses include such items as registration fees, health examination, books, supplies including an ADB Compio subscription, uniforms, parking permit and student health fees. The majority of the expenses occur at the beginning of the first semester. Expenses for transportation can increase during the fourth semester when you are in full time clinical rotations and may have to commute up to one hour each way. (See Appendix for program expenses)

Required Documentation

The correct name, address, phone number and email documentation must be provided to the PTA office prior to attendance in any PTA course. Other documentation such as CPR card, immunizations, health examination, insurance verification and copy of current license as well as background check and drug screen must be submitted to the PTA office by October 15. Any exceptions may compromise your ability to remain in the program.

Current Address and Phone Numbers

You must keep your most current address and phone number(s) on file with the PTA office. Be sure to include all applicable phone numbers (cell, emergency contact person, etc). This information will be kept confidential. NOTE: This is a mandatory requirement. No exceptions.

Student Communication

The student’s COS email account is the official form of communication between students and the PTA Program, faculty and staff. It is the student’s responsibility to access this account frequently, at least every 24 hours. For further information on navigating the new student email system go to:

http://www.cos.edu/liveemail.asp
Helpful Tips for Success in the PTA Program

1. Open and honest communication is critical. If you are having difficulties with any aspect of your course work or college issues, or clinical affiliation, etc., please discuss these concerns with faculty as soon as possible so that we may help facilitate a solution with you.

2. Meet with each instructor one time per semester. Develop a relationship so that you are comfortable talking with them. Go meet with faculty even if you are not having problems.

3. If you are having difficulties in your personal life that are affecting your course work, please discuss these issues, to the extent you are comfortable, with faculty as soon as possible so that we understand the problems you are facing and may help facilitate solutions to the academic issues.

4. Plan your time effectively and efficiently. Ensure that you have enough time to study, to complete assignments, prepare for class and balance your personal life.

5. Psychological and emotional support from your family and/or friends is essential. The PTA program is difficult, demanding and time consuming. Ask for help when you need it.

6. Ask questions. If you don’t understand what is being said or the material being covered, please ask for clarification.

7. Good note taking skills are essential.

8. Making flash cards about covered materials usually is a good study tool.

9. Group study and group skills practice is an excellent tool for reinforcing and refining learned material.

10. The counseling office offers assistance for test anxiety, test taking tips, personal counseling, etc. Please take advantage of these free services.

11. Due to the intensity of the PTA program, students are discouraged from participating in outside employment while enrolled. If work is necessary, the hours should be limited to less than full-time. **Outside work must not interfere with classroom, lab/open lab, or clinical activities. Schedules will not be adjusted to accommodate outside work schedules.**
ADDITIONAL REQUIREMENTS

The following specific documentation ensures you are cleared to begin the clinical education component. The following documentation shall be kept in the PTA student file in the PTA office as well as a second copy in the Student Portfolio, which the student will keep with them at all Clinical Affiliations.

1. **Insurance and Driver’s License**
   All PTA students are covered by an insurance policy that provides coverage for accidents which occur during school sponsored and supervised curricular activities. This policy coordinates with students' personal insurance policies so that duplicate benefits do not result in double compensations. All students are required to have a valid California driver's license and current automobile insurance coverage as required by the State of California. A copy of your license and proof of insurance must be on file **October 15, 2015**, and then updated as necessary throughout the program. Please note: we are no longer able to make copies for students.

2. **CPR**
   During the first semester of the PTA program, you are required to show proof of a valid American Heart Association Healthcare Provider CPR card. **No other card will be accepted.** Students will be responsible for yearly renewal. CPR classes are offered throughout the year and at various locations in Visalia and surrounding communities. If you need more information about where classes are offered, please contact the PTA program secretary. Please provide a copy of your **current CPR card to the PTA program secretary by October 15, 2015**

3. **Criminal Background Check**
   Clinical placements are a mandatory component of the curriculum and will require clearance of a criminal background check. Students who do not clear agency requirements are not eligible for clinical placement and will, consequently, be ineligible to continue in the program. If there is any concern regarding clearance of a criminal background check, please contact the PTA program secretary. **This must be completed during the first semester by October 15, 2015**

4. **Mandatory Immunization and testing for the following (note: in process immunization accepted):**
   - Tuberculosis (TB) skin testing: a two-step procedure is required. The 2nd TB skin test is given 1-3 weeks after the first step. **The 2 step TB skin test must be completed prior to receiving any immunizations or boosters.**
   - Measles/Mumps/Rubella (MMR) vaccine – 2 doses required or positive titer
   - Varicella (chicken pox) – 2 doses or positive titer
   - Hepatitis B vaccine – 3 doses required or positive titer
   - Tetanus/Diptheria/Pertussis (Td/Tdap) vaccine. All adults who have completed a series of tetanus/diptheria containing product (DTP, DTaP, DT, Td) should receive Td boosters every 10 years.
   - Flu vaccine – 1 dose annually
   **These must be completed during the first semester, by October 15, 2015**
Students are required to present documentation of a completed HBV immunization series --OR-- an HBV immunization series in progress prior to clinical contact with clients and must be completed during first semester, October 15, 2015. Students who present documentation of HBV series in progress must validate completion of the series within the length of time prescribed by the manufacturer. Students demonstrating positive HBV titers are exempt from this requirement. The student is responsible for presenting evidence of the titer level. Students who are medically at risk from the vaccine, or who for personal reasons refuse to receive vaccination will sign an Informed Refusal Form indicating a decision to assume responsibility for the risk they incur (form available from the PTA secretary). Students who do not have evidence of vaccination or serologic evidence of immunity from previous infection are responsible for producing evidence of medical supervision following an exposure incident with physician clearance for clinical practice. See Guidelines to Prevent Transmission of Infectious Diseases for definition of exposure incident and the procedure following exposure. (See Appendix)

**LICENSURE**

Upon completion of the Physical Therapist Assistant Program a student will be eligible to take the National PTA Licensure Examination (NPTE) and then be licensed by the Physical Therapy Board of California. To ensure the public health and safety of all patients, licensure is required for PTA’s to work in the state of California. The PTA must work under the supervision of a PT and must renew their license annually. The rules and regulations are available from the Physical Therapy Board of California. It is highly recommended that you obtain a copy and become familiar with these rules and regulations you will be held accountable to as a PTA. Some felonies and criminal records preclude licensure as a PTA. For additional information or questions contact Physical Therapy Board of California. [http://www.ptbc.ca.gov/](http://www.ptbc.ca.gov/)

**STANDARDS OF ETHICAL AND CLINICAL CONDUCT**

**Standards of Ethical Conduct**

The College of the Sequoias Physical Therapist Assistant Student is expected to conduct him/herself in an ethical manner at all times while representing the school. The following standards are considered mandatory for all PTA students:

- Preparation (for both lectures and clinical)
- Effective communication (both verbal and non-verbal)
- Enthusiasm/positive attitude
- Effective team work/cooperation
- Accepts and benefits from constructive criticism
- Recognition of the impact of one’s behavior on others, especially patients; modification of inappropriate behavior.
- Accountability/legal and ethical responsibilities
- Respectful and courteous at all times.
**Clinical Affiliations**

Clinical Affiliations, of 680 hours, are an integral part of the PTA student’s education. The clinical affiliations are designed to provide the student with opportunities to practice skills and competencies acquired during the didactic portion of education. These are hands-on, direct patient care experiences and will occur in a variety of physical therapy settings under the supervision of a physical therapist or PTA. Clinical affiliations are mandatory and must be completed during the scheduled time. Personal arrangements for such things as work schedule, transportation, child care and appropriate dress are the sole responsibility of the student. Students are responsible for their own transportation to and from all clinical affiliation sites. Students may have a clinical affiliation outside the area. In those cases, student is responsible to provide own housing, food and living expenses.

**Dress Code for Lab**

The dress code provides for an effective learning environment and promotes the safety of students and their lab partners. Students are required to dress in an appropriate manner for all class and laboratory sessions. The intention of this code is that students be neat and clean. Attire should not be visually distracting to others or disruptive to the educational experience.

Shorts, tank top and sport bras and/or T-shirt are required for lab sessions. For designated laboratory sessions (related to the trunk or upper quadrant anatomy), females will be required to wear a tank top, sport bra or similar garment, and males will be required to remove their shirt. Fingernails must be trimmed sufficiently to allow you to practice techniques of physical therapy without risking damage to the skin of your lab partner or patients. Jewelry should be limited to one ring per hand, medical alert bracelets, watches, and only one pair of small stud earrings. Hair must be clean and neat and not interfere with patient care.

**Dress Code for Clinical Education**

The PTA program has a professional dress code for clinical affiliations or when representing the program at meetings or community events. Each student is required to purchase 3 polo shirt and 2 pairs of pants from our designated supplier.

For all clinic-based learning experiences (including lab classes held in a clinic): Your apparel and grooming must conform to health, sanitation, and safety standards. Students must adhere to the dress code specified by their respective clinical sites. The complete uniform is to be worn during clinical experiences and as otherwise directed by the faculty or clinical instructor. When dress code is specified, the required attire is a program polo shirt/pants, name badge, watch with second hand, shoes and socks. Shoes must have closed toes and flat heels, and rubber soles are recommended for comfort in the clinic. Clinical Facilities may have additional dress code requirements such as lab coat. PTA students are required to comply with individual clinics requirements.
The close physical contact that is necessary in the physical therapy lab and clinic requires consistent attention to your personal hygiene. To prevent offending your patients or lab partners, please use deodorant, and use minimal perfume or aftershave products.

THE FOLLOWING ITEMS ARE STRICTLY PROHIBITED IN THE CLINIC:

1. Jeans (any color)
2. Tee shirts
3. Untucked shirts
4. Hats, caps and any other unapproved headwear.
5. Excessive hair ornamentation
6. Hair that is not neat, clean or impedes with patient care.
7. Untrimmed beards, sideburns, and mustaches
8. Sleeveless clothing and/or shorts (unless participating in lab activities)
9. Chipped finger nail polish or artificial nails
10. Excessive visible piercings or tattoos
11. Baggy or sagging pants
12. Skirts, skorts
13. Flip flops, open-toed shoes, or high heels
14. Tight fitting, provocative or revealing clothing
15. Bare midriffs, visible cleavage and/or buttocks
   The “3 B’s – breast, belly, and butt” cannot be exposed

This is the only acceptable dress code. Do not ask for variations unless you have a documented medical reason for a change in the code. Instructors have the final decision concerning the dress code. Failure to comply with the dress code may result in dismissal from the lab or class, assignment of an unexcused absence, and/or a grade penalty per occurrence.

PROGRAM SAFETY
1. Students will be continually monitored by faculty for practice of safety skills.
2. Students will be reminded by the faculty to incorporate safe practice in all skill labs.
3. Students who do not follow one or more of the safe practices during lab sessions, will be advised of the failure, and re-instructed by faculty as necessary.
4. If a student fails to follow safe practices on a lab practical, he/she will fail the lab practical and need to retake it per instructions in the syllabi.
5. If a student, at any time, shows blatant disregard for safety of a classmate, the patient and/or him/herself, the consequences will be determined on an individual basis. Possibilities include but are not limited to: failure of the lab practical, failure of the class or affiliation, removal from the program.
Infection Control

1. All students shall practice proper hand washing technique/hand hygiene while participating in lab sessions.
2. Non-latex gloves are available for those with latex allergy.

Lab Skills

1. Students will be instructed to practice only those skills for which they have had prior instruction.
2. Students are expected to come to lab appropriately prepared for each skill/technique to be practiced.
3. Students should at all times practice safe techniques. Standard precautions should be followed at all times.
4. Students will be instructed in and are expected to use proper/safe body mechanics at all times.
5. Students are responsible for reporting to faculty any equipment problems/maintenance issues such as frayed electrical cords, cracked plugs, broken parts, missing parts, etc.

Lab Skills Remediation/PTA 400

1. The PTA program maintains a practice laboratory which is open to students and instructors, and which has the following functions:
   a. Enhances the PTA curriculum by providing learning activities which reinforce lab skills and objectives.
   b. Provides an environment within which students can practice lab skills prior to performing these skills in actual patient-care settings.
   c. Provides a mechanism for the remediation of lab skills when students need extra training opportunities.
   d. Assists students in completing lab objectives when they don’t have opportunities to do so in actual lab sessions.

2. The skills lab provides the following resources for students and instructors:
   a. Simulated patient care stations with practice models
   b. Audio-visual equipment for viewing media
   c. Lab equipment and supplies for practicing procedures (i.e. BP cuff, goniometers, modalities, transfer equipment, gait training equipment, etc.)
   d. Anatomical and clinically-focused models, charts, and diagrams
   e. Computer-assisted instruction (CAI) programs/I pads
   f. Skills lab instructors to provide one-on-one and group instruction and tutoring during scheduled hours

3. Lab Practical Remediation- If a student does not perform a skill at the “pass” level on a lab practical, then a remediation plan will be established by the lab instructor. The referral form is then sent to the Skills Lab Instructor who will complete the remediation plan with the student. Once the remediation plan has been completed successfully, the form will be signed and placed
in the student file as well as a copy provided to the original instructor to ensure the student is safe to continue with lab activities and will then be allowed to repeat the lab practical exam or portion thereof. A student can repeat a lab skill/practical 2 times in order to meet competency levels. If unable to pass the lab skill/lab practical after 2nd skill/practical skill attempt, the student will be dropped from the program. Please refer to the Remediation Form.

4. Skills lab activities, equipment, and supplies are coordinated by the PTA Program Director and the Skills Lab Instructor.
SKILLS LAB REFERRAL

Student Name________________________ Course____________ Date_______________

Required Clinical Remediation (Skills Practice, Skill Check-Off, Tutoring, etc.)

(Completed by Student’s Instructor)

Instructor Signature________________________

Remediation Activities (Describe specific learning activities)

(Completed by Skills Lab Instructor)

(    ) The student achieved competency in the area(s) requiring remediation
(    ) The student could not achieve competency

Skills Lab Instructor Signature________________________ Date___________

Original to Skills Lab Instructor then Student File; Copy to Instructor; Copy to Student
PREVENTION OF TRANSMISSION OF HIV/AIDS/INFECTIOUS DISEASE

This policy conforms to the College of the Sequoias policy on HIV and is intended to provide clear guidelines in case of exposure/infection among students and clients. In light of the Americans with Disabilities Act of 1990, it is imperative that:

- The same policy should apply to students, faculty, or staff except where statutes regulate employment or other relationships.
- Inquiry into HIV status is not part of the student application process.
- Schools should inform students of potential infectious hazards inherent in Physical Therapist Assistant education programs, including those that might pose additional risks to the health of HIV positive persons.
- Qualified individuals cannot and will not be denied admission to the PTA program on the basis of HIV status.
- If exposure occurs, counseling will be provided by appropriate personnel through the COS Student Health Service.

GUIDELINES:
Guidelines for Prevention of HIV/Infectious Disease include the following:

- Students will be provided with current information regarding personal health habits, HIV transmission and risk behaviors, and preventive measures as part of their requisite pre-clinical preparation.
- Students will receive written and verbal information and instructions on universal precautions in accordance with CDC guidelines. (See Guidelines to Prevent Transmission of Disease).
- These instructions will be reinforced throughout the program and clinical supervision provided to permit compliance in all clinical learning experiences. Faculty will be competent role models in the care of HIV infected clients.

Guidelines for Management of HIV/LDD Positive Clients include the following:

- All COS PTA Program personnel are professionally and ethically obligated to provide client care with compassion and respect for human dignity. No COS PTA Program personnel may ethically refuse to treat a client solely because the client is at risk of contracting or has an infectious disease such as HIV or AIDS.
- Students and faculty will follow rules of confidentiality and individual rights which apply to all clients.

Guidelines for Exposure to HIV include the following:

- See Guidelines to Prevent Transmission of Infectious Diseases in the Appendix regarding precautions and procedures following exposure.
- If exposure occurs, the student will be informed of the CDC recommended guidelines for occupational exposure: Test for HIV to establish seronegativity at the time of the incident, then retest at 3 months and 6 months following exposure to rule out development of positive serology.
PROGRAM POLICIES AND PROCEDURES
For a complete copy of all PTA Policies and Procedures, please refer to the COS PTA website at http://www.cos.edu/Academics/Nursing/PTAProgram/Pages/PTA-Student-Handbook.aspx

- **Children in Class**
  Only enrolled PTA students are allowed in the classrooms and laboratory session. Under NO circumstances are children to accompany you to class, skills lab, clinical, or scheduled meetings with instructors. If this occurs, you will be asked to leave. Your absence will be considered unexcused.

- **Pregnancy/Extended Illness/Surgery**
  A physician’s written approval is required for a pregnant student to remain in the program AND again before the student can return to school following delivery, prolonged illness, or surgery.

- **“C” Grade as Minimum Requirement**
  All courses, both PTA and general education, required by the COS PTA program must be completed with at least a minimum “C” or 70%.

STUDENT GRADING

Any student who does not receive at least a “C-” grade for course and a “Pass” grade for lab will fail the course. Examination grades will be posted following testing. Grades will be posted no sooner than 24 hours and no later than 1 week following a test. Each course must be completed at a “C-” and a pass on the lab practical or better to continue in the PTA Program.

Theory grades will be assigned on the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100 %</td>
<td>A</td>
</tr>
<tr>
<td>90-92.99 %</td>
<td>A-</td>
</tr>
<tr>
<td>87-89.99 %</td>
<td>B+</td>
</tr>
<tr>
<td>83-86.99%</td>
<td>B</td>
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<tr>
<td>80-82.9 %</td>
<td>B-</td>
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<tr>
<td>77-79.99 %</td>
<td>C+</td>
</tr>
<tr>
<td>73-76.99 %</td>
<td>C</td>
</tr>
<tr>
<td>70-72.99 %</td>
<td>C-</td>
</tr>
</tbody>
</table>

Instructors will record grades and notify students in writing of failing status at midterm, before the drop date. Students will be notified of their options at that time:
a. Withdraw prior to the deadline so that the student’s grade will be a “W”

b. Continue in the program with the understanding that if the student’s scores do not improve, he/she could receive an unsatisfactory grade and be dismissed from the program.

Students will receive a Pass/Fail for Clinical Education Affiliations. Clinical Pass or Fail grades will be based upon the student’s satisfactory clinical performance as outlined in the Clinical Performance Instrument (CPI). A PTA student must receive a Pass grade in each clinical course in order to remain in the PTA program.

**EARLY ALERT (MIDTERM WARNING) POLICY**

The College utilizes an Early Alert program to notify students at the mid-point of the semester should their midterm grades fall below passing (<70% for the PTA Program). Consistent with this practice, the PTA Program notifies a failing student by way of a formal email and requests that the student meet with the PTA Program Director to establish a Student Success Plan. It is the responsibility of the student to contact the PTA Program Director once they have received the Early Alert/Midterm Warning. A Student Success plan may include suggestions for improving the course grade (i.e. study group, tutoring, and meeting with instructors). Included in the form are the final drop date and a statement reminding the student of his/her options (dropping/withdrawing or continuing with the possibility of a failing grade and its effects on GPA, class standing, etc.)

**CRITICAL STUDENT INCIDENT**

A Critical Student Incident form will be completed whenever a student is involved in an adverse occurrence which causes or has the potential of causing serious harm to another (client, staff, visitor, other student, etc.). Examples of serious/critical adverse occurrences include, but are not limited to, the following:

- serious safety errors endangering or having the potential to endanger a client
- negligent acts resulting in endangerment to another
- violations of agency and/or school policies and procedures which endanger another
- evidence of being under the influence of drugs/alcohol
- falsification of information

The critical incident shall be immediately reported to all appropriate parties including the Director of the PTA program. The student may be reprimanded. The Director shall confer to discuss the nature of the incident and its severity. It is the student’s responsibility to make an appointment with the instructor and the Director within one week from the date of the incident. The student may not continue to participate in classroom lab or clinical setting until he/she has been cleared by the instructor. A letter signed by the student and PTA Program Director documenting the
incident, the remediation plan, and the consequences of further violations in clinical performance will be given to the student and a copy placed in the student’s file.

Should the student be allowed to continue in the clinical rotation, the Critical Incident form will be attached to the student’s Clinical Performance Instrument (CPI). The incident and a written remediation plan will be outlined in the CPI and the student’s clinical performance will be closely monitored throughout the remainder of the semester.

**STUDENT WITHDRAWAL AND DISMISSAL**

**Dismissal Due to Course Work and/or Clinical Failure**
Failure is based on achieving a grade below 70%. Clinical failure is based on achieving less than minimum expectations as delineated by the Clinical CPI (see manual competency for passing grade CPI). Clinical failure may also be a result of a serious critical incident. Following dismissal, a student who wants to be readmitted must reapply to the program as a new student.

**Withdrawal Due to Personal Reasons**
A student who must leave the program due to personal reasons, such as an illness or family emergency, and cannot take an incomplete status can withdraw from the program and receive a grade of “W” if the withdrawal occurs prior to the last drop date. The faculty member will complete a Student Withdrawal Form and forward it to the Director. The student will make an appointment with the Director for an exit interview. Following withdrawal, a student who wants to be readmitted must reapply to the program as a new student.

**INCOMPLETE GRADE**
If, after the final drop date, a student cannot complete course requirements the student can request a grade of “Incomplete.” The formal process for obtaining an incomplete grade is initiated in the college’s Admissions and Records office. The student will also meet with the Director to discuss the terms and conditions for satisfying the Incomplete, including specific course work and deadlines. The student will not be allowed to progress to the next semester or graduate until the Incomplete has been satisfied and the student receives a passing grade for the course. The student is not required to re-enroll or pay additional laboratory fees.

**STUDENT GRIEVANCE PROCEDURE**
The college utilizes a formal grievance procedure which can be initiated by any student who believes that he/she has been subjected to unjust action by a staff member or administrator of the college. COS adopts and utilizes this same procedure and believes that all students should be free of unfair or improper actions by any member of the college community. The Student Grievance Procedure form is provided to all PTA students and can be downloaded from the COS website. It is located in the COS online catalog under “Student Rights and Grievances”, Administrative Policy 5503. Located on page 36 of the online catalog at [http://www.cos.edu/Admissions/ClassSearch/Documents/2014-2015%20General%20Catalog.pdf](http://www.cos.edu/Admissions/ClassSearch/Documents/2014-2015%20General%20Catalog.pdf).
STUDENT-INSTRUCTOR COMMUNICATION
All instructors have scheduled office hours which are posted outside their office doors and on the faculty page of the website www.cos.edu/pta/faculty. Please contact your instructors or the Program Director to discuss your progress, any problems, or if you need assistance. Please use the COS email as the official means of communicating directly with instructors. Please find all instructors' emails listed on their syllabus and Faculty page of the COS PTA website.

STUDENT TO INSTRUCTOR EMAIL
Instructors and students may wish to communicate via email; however, students are encouraged to discuss their progress, problems or need for assistance by meeting face-to-face. Emails to instructors containing jokes, chain letters, etc., are inappropriate. Emails should be short & concise. We encourage issues to be resolved with face to face communication.

INFORMING STUDENTS OF PROGRAM CHANGES
Policies and procedures are communicated to students by means of the PTA Student Handbook. This handbook is revised regularly to provide current and accurate information. Each PTA student receives his/her own copy of the Handbook upon admission to the program. Changes in the PTA program, policies, and procedures will be emailed to your COS email and posted on the website at www.cos.edu/pta.

TRANSPORTATION
Each student must have unlimited access to reliable transportation and possess a valid California driver’s license. It may be necessary to drive to a clinical site several days per week. Carpooling is encouraged as much as possible, but clinical assignments cannot always be made according to convenient geographical locations. Proof of insurance and valid license will be kept on file in PTA office.

Clinical sites may require travel out of the geographical area of COS, therefore students are responsible for transportation, food and lodging.

UNACCEPTABLE CLASSROOM BEHAVIOR
Unacceptable classroom behavior/conduct includes, but is not limited to, the following:

- Interference with the learning of others.
- Excessive tardiness.
- Interruptions by excessively talking during class.
- Intimidation of students and/or faculty (angry, hostile, or violent behavior).
- Inappropriate/provocative dress/appearance.
- Use of cell phones during class time, including texting.
- Dishonesty.
- Use of vulgar/obscene language.
- Use of tobacco products
- No chewing gum
- No food or drinks in classroom
- No hats
- No headphones
- Any other behavior deemed by PTA Faculty as unacceptable and which interferes with the learning or safety of others, including those behaviors and activities listed in the COS Code of Conduct, COS PTA Student Handbook, and APTA standards of Ethical Conduct for Physical Therapist Assistant.

If an instructor identifies a student who is demonstrating any unacceptable classroom behavior, the instructor will immediately request that the student leave the classroom and may call for assistance from the COS Police Department when deemed necessary. The student will be counted as absent for the missed class time.

The instructor will, as soon as possible, notify the Director and document the incident using the report form. The instructor along with the Program Director will meet with the student to discuss the behavior and the conditions which the student must meet (i.e. no further incidents of unacceptable behavior) to avoid dismissal from the program. The student will be given a copy of the report listing the specific remediation plan at the time of the meeting. Failure of the student to correct the unacceptable behavior will result in failure of the course and dismissal from the program.

**STUDENT DRUG AND ALCOHOL TESTING**
The College of the Sequoias Physical Therapist Assistant program maintains contractual agreements with clinical agencies used in the education of PTA students. These agencies require drug and alcohol testing of employees and students. For incoming PTA students, drug and alcohol screening is required as part of the pre-clinical process and must be completed in first semester. For currently enrolled students, drug and alcohol screening is mandatory when there is probable cause and/or reasonable suspicion to believe that the student is under the influence of drugs and/or alcohol while in the classroom and/or clinical settings.

**PROCEDURE:**
1. All students accepted into the COS Physical Therapist Assistant program will be tested for drug and alcohol use. If the student fails to provide a clean drug screen continuation in COS PTA Program will be immediately rescinded.
2. All students must further sign a statement agreeing to immediate monitored drug and alcohol screening upon request of the Physical Therapist Assistant Program Director, PTA instructor and/or CI when there is probable cause and/or reasonable suspicion to believe that the student is under the influence of drugs and/or alcohol.
3. Incoming and currently enrolled students with verified positive test results for alcohol, any illegal drug, or abuse of prescribed or over-the-counter medications, or mind-altering substances, will be given reasonable opportunity to challenge or explain the results. Where results are confirmed and no medical justification exists, students are not allowed to participate in clinical activities; thus, they may not meet the objectives required for successful completion.
of the Physical Therapist Assistant program.

4. If a student fails a subsequent drug and alcohol screen, the student will be dropped from the program.

5. If a student fails to appear for any requested/required drug and alcohol screening test, the student will be immediately dismissed from the Physical Therapist Assistant program.

6. All information regarding drug and alcohol testing and resulting actions (i.e. rehabilitation, dismissal) will be kept confidential and will be maintained in a file separate from the student’s regular file. Only the Physical Therapist Assistant Program Director will have access to the file.

ABSENCE AND TARDY

The purpose of the absence and tardy policy is to ensure quality education for the student. Because of the large volume of material covered each day, and because laboratory experience validates learning objectives, it is extremely important that absences and tardiness be kept at an absolute minimum. Attendance and punctuality are considered important responsibilities both in the classroom and in the laboratory.

Tardiness is disruptive to the learning of others and is not acceptable. The doors to PTA classes and labs will be closed after 10 minutes, unless you have made prior arrangements with the instructor.

PROCEDURE:

1. A student will receive a warning letter after the third late arrival and subsequent tardiness can be grounds for dismissal. Students will not be allowed to enter class or lab after 10 minutes from the start of class to avoid disruption and allow all class material to be covered.
2. A student who is tardy on a test day will not be allowed to take the test.
3. Students are expected to attend all scheduled classes and clinical affiliations. In the event of illness or family crisis, the lecturing or clinical instructor should be notified as soon as possible. If the instructor cannot be reached, the student should contact the Physical Therapist Assistant office and report the absence to the PTA secretary or leave a voice mail message. Students should refer to the individual instructor’s course syllabus and/or clinical guidelines for special instructions regarding reporting an excused absence. Record of attendance and participation grade are 15%. Attendance is required for all classes, labs, and clinical courses.
4. There are only 3 excused absences per semester in order to receive a passing grade. Lab assignment must be made up in Skills Lab, PTA 400.
5. If a student is excused on a test day, the student must make arrangements with the testing instructor to take the make-up test within one week from the date of the missed test.
6. The instructor whose test was missed will determine the testing format for the makeup test (i.e. multiple choices, essay, oral or written.)
7. There are no make-up provisions for missed clinical experiences. If the student is absent from clinical affiliation, he/she must make arrangements to complete a required time. If the student does not complete the required hours they will receive a “Fail” for the missed clinical course.
PRIVACY AND CONFIDENTIALITY
The privacy and confidentiality of students and patients are of the utmost importance and maintained at all times. The COS PTA program complies with the Federal Education (FERPA) guidelines and faculty and staff have undergone training to comply with these privacy and confidentiality standards.

Procedure:
1. Drug test and potential background checks go to and are maintained in the Director’s office.
2. Grade books, exams, student files and any other identifiable documents are kept in locked drawers/cabinets in the appropriate faculty person’s office.
3. Student must sign a release form in order for information to be released.
4. Students must sign a release form for the appropriate personal/medical information to be sent to their CI’s for affiliations.
5. Student counseling/advising sessions with program faculty occur in the privacy of the faculty member’s office or other appropriate private rooms (i.e. conference room).
6. Students sign “HIPAA Letter of Instruction” which further states the student will maintain patient confidentiality while participating in clinical affiliations; all materials pertaining to patients will remain at clinical site.
7. Students are instructed in HIPAA regulations at each clinical site.

ARREST INFORMATION
Most states require Physical Therapist Assistants to be licensed. To become licensed in the State of California, you must graduate from high school (or equivalent), graduate from a CAPTE approved Physical Therapist Assistant program AND pass the national licensing examination, NPTE/PTA.

In addition to successfully completing a prescribed course of study and passing the national licensing exam, the California Physical Therapy Practice Act requires that the candidates to be licensed must be “of good moral character”. PTA students are advised that if they have been “arrested, charged or convicted of a violation of a Federal Law, State Law, or Municipal Ordinance other than a traffic violation”, they may be precluded from licensure to practice as a Physical Therapist Assistant in California. DUI arrest may affect your licensure. If the PTA student falls into the above category, it is suggested that they student contact the California State Board of Physical Therapy Examiners for additional information prior to proceeding in the PTA Program. www.ptb.ca.gov
GENERAL EDUCATION REQUIREMENTS

The COS PTA Program requires that each student complete a two year associate’s degree in Physical Therapist Assistant. The COS PTA curriculum allows for a student to finish their general education and technical education in a minimum of 5 semesters. Here is a recommended 5 semester education pattern including General Education, Prerequisites and PTA Curriculum courses.

<table>
<thead>
<tr>
<th>Pre-Program</th>
<th>1 Semester</th>
<th>2 Semester</th>
<th>3 Semester</th>
<th>4 Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIO 30-Anatomy</strong>&lt;br&gt;4 units/lab</td>
<td>PTA 121- Fundamentals for PTA 2-units</td>
<td>PTA 130- Physical Agents and Modalities 3-units</td>
<td>PTA 145-Neuro Rehabilitation for the PTA 3-units</td>
<td>PTA 160-Clinical Education 2 5-units</td>
</tr>
<tr>
<td><strong>BIO 31-Physiology</strong>&lt;br&gt;4 units/lab</td>
<td>PTA 125-Basic Principles of Patient Care 3-units</td>
<td>PTA 139- Pathology 2-units</td>
<td>PTA 152-Cardiopulmonary Rehabilitation 3-units</td>
<td>PTA 161- Clinical Education 3 6-units</td>
</tr>
<tr>
<td><strong>English 1</strong>&lt;br&gt;GE-4 units (recommended)</td>
<td>PTA 128- Kinesiology 3-units</td>
<td>PTA 148 Orthopedics 3-units</td>
<td>PTA 155-Therapeutic Exercise 4-units</td>
<td>PTA 170-Seminar 1-unit</td>
</tr>
<tr>
<td><strong>Math 230 or higher</strong>&lt;br&gt;GE- 4 units (recommended)</td>
<td>PTA 131-Physics for PTA’s 1-unit</td>
<td>PTA 150-Clinical Education 1 3-units</td>
<td><strong>Social/Behavioral</strong>&lt;br&gt;<strong>GE-3 units</strong> (recommended)</td>
<td></td>
</tr>
<tr>
<td><strong>PE or Dance</strong>&lt;br&gt;GE- 2 units (recommended)</td>
<td>Communication Analytical Thinking/GE- 3 units (recommended)</td>
<td>Health and Wellness GE-3 units (recommended)</td>
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<td></td>
</tr>
<tr>
<td><strong>Humanities</strong>&lt;br&gt;GE-3 units (recommended)</td>
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</tbody>
</table>

The COS General Education pattern is outlined so that students must fulfill six areas of general education courses as well as the 43 units specific to the PTA program. Students are required to meet with a counselor early in the first semester of the PTA program in order to confirm that their General Education courses will be met prior to graduation. Lisa Brandis, a COS Counselor, has developed a worksheet specifically for PTA students; her contact information is 730-3859 or lisab@cos.edu.
**DEFINITION OF ASSOCIATE DEGREES:**

Students at College of the Sequoias who complete the appropriate requirements may earn either an Associate of Arts or an Associate of Science degree. Both degrees represent significant levels of achievement and may be used by students who plan to start their careers immediately after graduating or, with proper planning and course selection, by those who plan to transfer to a four-year university.

- **Associate of Arts (AA)** degree is granted to students majoring in the arts, humanities, and similar areas.
- **Associate of Science (AS)** degree is grants to student majoring in agriculture, engineering, technology, the sciences, and related programs.

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>AREA</th>
<th>Requirement</th>
<th>Units</th>
<th>Grade Required</th>
<th>C</th>
<th>N</th>
<th>IP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Written Communication</td>
<td>4</td>
<td>“C” or better</td>
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<tr>
<td></td>
<td>ENGL 1</td>
<td></td>
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</tr>
<tr>
<td>A2</td>
<td>Oral Communication/ Analytic Thinking</td>
<td>3</td>
<td>“C” or better</td>
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<td>AJ 25, BUS 20, #112, 119, COMM 1, 4, 5, 7, 8, #112, COMP 5, 6, ENGL 2, JOUR 7, MATH 10, 21, 70, 65, 154, PHIL 20, 25, SSCI 25</td>
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<tr>
<td>B</td>
<td>Natural Science</td>
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</tr>
<tr>
<td>C</td>
<td>Humanities</td>
<td>3</td>
<td>“C” or better</td>
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<tr>
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<td>AJ 123, ARCH 10, 20, 70, 71, ART 1, 2, 3, 4, 5, 6, 7, 8, 66, ASL 1, 2, 3, 4, BUS 185, CINA 31, 32, DRAM 1, 2, 3, 6, ENGL 4, 10, 15, 16, 18, 19, 30, 31, 44, 45, 46, ETHN 1, 2, 3, 4, HIST 4, 5, 23, 25, LING 111, MUS 1, 10, 11, 13, 14, OH 111, PHIL 1, 5, 12, 13, 14, PORT 1, 2, SPAN 1, 2, 3, 4, 12, 22, 23</td>
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</tr>
<tr>
<td>D</td>
<td>Social/ Behavioral Science</td>
<td>3</td>
<td>“C” or better</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This AREA is satisfied with one of the following courses used to meet the American Institutions Subject Requirement listed on the reverse side: HIST 17, 18, POLS 5</td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

*LEGEND / C = Completed; N = Needed; IP = In Progress
Exemptions for High Unit Transfer Majors:

Students who have met the minimum admissions requirements for transferring to a UC or CSU campus in a major, such as Science or Engineering, where completion of the CSU GE or IGETC is not recommended, due to excessive units, will be granted an Associate degree (Transfer Studies, Engineering, Math, Science, etc.) with the completion of the COS Associate Degree General Education requirements instead of the CSU GE or IGETC. The PE (section 4A), and HW (section 4B) subject requirements, and the Information Competency (section 5C) requirement will be waived and the additional 3 units required per Title 5 will be met with numerous additional science and math courses required for these majors.
1. **Units, Residency, and Scholarship Requirements:** A minimum of 60 units of college-level courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a “C” (2.0) average. These 60 units include general education, major, and elective courses.

2. **Major Requirements:** Completion of all courses required for the desired major with grade of “C” or better in each course (for specifics see the “AA/AS Degree – Not for Transfer” section of the College of the Sequoias General Catalog).

3. **General Education Requirements:** A minimum of 16 units of general education, including at least 3 units from each of the 5 areas listed on the reverse side of this document with a grade of “C” or better. The additional 3 units required by Title 5 will be met with the HW subject requirement. Note: completion of the CSU GE or IGETC transfer general education requirements or general education requirements at any regionally accredited university will fulfill the COS general education, subject, and competency requirements.

4. **Subject Requirements – (8 units):**
   A. Two units of Dance, Intercollegiate Athletics, or Physical Education activity courses with a grade of “C” or better. Exemptions will be granted to veterans with an approved DD214, students who have completed a police or fire academy, and students with medical exemptions from qualified doctors.
   
   B. Three units of Health and Wellness: Completion of HW 1 or 7 or an equivalent college course at a regionally accredited college with a grade of “C” or better. Exemptions will be granted to veterans with an approved DD214; the four units granted by the college for the approved DD214 will be used to meet the minimum units required by Title 5. Exemptions will be granted to students earning a degree in Registered Nursing; however, they must complete one of the following: PSY 1, SOC 1, or NURS 106.
   
   C. Three units of American Institutions: Completion of HIST 17, 18, POLS 5, or an equivalent course at an accredited college with a grade of “C” or better (the units necessary to meet this requirement are counted in GE AREA D)

5. **Competency Requirements:** Students must establish competency in each of the following areas:
   A. **Writing and Reading:** ENGL 1 or an equivalent course at a regionally accredited college with a grade of “C” or better.
   
   B. **Mathematics:**
      1. Math 230 or a more advanced math course at COS, or an equivalent course at a regionally accredited college with a grade of “C” or better; or
      2. Eligibility for MATH 10, 21, 70, 154, BUS 20, 119. SSCI 25 based on COS Placement Procedures. Eligibility based on Assessment and Placement Testing must be established on students’ initial placement (retesting not permitted). Students with a substandard grade in MATH 230 or a more advanced math course at COS, or an equivalent course at a regionally accredited college may not use this option, unless the eligibility was established before enrollment in the course in which the substandard grade was earned.
   
   C. **Information Competency:**
      1. LIBR 101, 102, or 103, or an equivalent college course at a regionally accredited college with a grade of “C” or better; or
      2. Pass Information Competency Exam with a successful score of 75% or better. Students will be allowed two attempts (only once per semester). If the exam is not passed after two attempts, students will be required to complete one of the LIBR courses listed above.
To transfer units to College of the Sequoias from other colleges and universities, the PTA office has forwarded your official transcripts sent to College of the Sequoias, Admissions Office, 915 S. Mooney Blvd., Visalia, CA 93277. Students are advised to double check that the transfer transcript has been uploaded to your COS transcript.

**Graduation Requirements**
During the last semester in the PTA program, 4th semester, it is necessary to meet with a counselor and complete three forms:

1. Graduation Requirements Checklist
2. AA/AS Major Sheet with PTA requirements-previously filed with the PTA Director by December 1st of first semester
3. Application for an Associate’s Degree.

Those forms must be filled out and signed off by March 15 of the Spring semester in which you will graduate. The PTA program usually hosts an evening workshop in order to accommodate your clinical education experiences which are off campus.
PHOTO/VIDEO RELEASE

I understand that in the course of my education in the Physical Therapist Assistant Program, there may be occasion for my photograph/video to be taken and used in online media resources such as Facebook, LinkedIn, the COS website, etc...

I consent to my photograph/video being taken for the purposes of knowledge and education; or in the event the college requests photos for the student catalogue or schedule.

I further understand that I will not be identified by name in these photos/videos.

I have the right to rescind this release in writing at any time.

Student Name____________________________________________
Student Signature_________________________________________
Date_____________________________________________________
INFORMED CONSENT

Student to Act as Simulated Patient

I understand that PTA practice includes being touched by my fellow classmates and instructors.

I understand that as part of the academic and clinical education to become a PTA (Physical Therapist Assistant) I am required to participate in various lecture and lab classes as simulated patient. Instructors and other students will have opportunities to demonstrate and practice on me those skills learned in various classes. These skills include, but are not limited to a variety of: mobility, therapeutic exercises, testing and measurements, and physical agents.

I understand that there is some risk of injury resulting from my participation in these skill training classes. I further understand that the college cannot ensure that other students will properly apply skills learned in class nor can the college be held responsible for any pre-existing conditions or injuries that I may have which make me susceptible to injury.

If I have any pre-existing conditions or injuries that may make me susceptible to injury from skills training, I will report such conditions or injuries to my instructor, or, if appropriate, to the Disability Resource Center.

In the unlikely event that I become injured it must immediately be reported to the instructors of the class and the appropriate college incident report must be filled out. If necessary, appropriate medical intervention and payment for those services are solely my responsibility.

I have read and understand the above information.

Student Name_______________________________________

Student Signature____________________________________

Date__________________________
Occupational Exposure Control Protocol

Students are advised that working in a health profession does expose them to the risk of coming into contact with hazardous substances. The COS PTA program complies with all standards, rules, and regulations issued by the Occupational Safety and Health Administration (OSHA) and the recommendations of the Center for Disease Control (CDC). Students should consistently follow all safe workplace practices. The following practices are designed to eliminate or reduce your exposure to blood borne pathogens and other hazardous material.

The following standards have been set for the COS PTA program:

1. Students are required to either obtain the Hepatitis B vaccination series or sign a declination statement.
2. Students will be required to pass a test covering universal standard precautions for dealing with blood and other potentially infectious materials.
3. Personal Protective Equipment must be worn when engaged in all activities where exposure is possible.
4. Material Safety Data Sheets (MSDS) are maintained in all areas where potentially hazardous chemicals are utilized.
5. Sharps containers and biohazard disposal containers are located in laboratory and clinical areas.
6. First aid stations are available in each laboratory.

Any PTA student who sustains a needle stick or other occupational injury resulting in exposure to blood, bodily fluids, or other hazardous substance should follow the following protocol:

1. Immediately wash the affected area with soap and water.
2. Cover the area with a dressing, if possible.
3. For an ocular exposure, flush thoroughly with water or the eye wash that is available in the first aid station.
4. Inform the instructor immediately.
5. Complete an incident report to be filed in the PTA/Allied Health Division office.
6. It is highly recommended that the student see a healthcare provider who is trained in assessing the risk of the exposure immediately, but certainly within 48 hours.

Recommendations for appropriate healthcare providers can be obtained from the Student Health Center. All expenses related to testing and treatment incurred as a result of a needle stick or other occupational exposure will be the responsibility of the student. Therefore, it is highly recommended that the student acquire and/or maintain a health insurance policy to cover these expenses.

I have read the Occupational Exposure Control Protocol and have been presented with this information prior to entering the clinical setting.

Name/Print ___________________________ Signature ___________________________
Date ________________________________
1398.44: Adequate Supervision Defined

(a) “Adequate supervision” of a physical therapist assistant shall mean supervision that complies with this section. A physical therapist shall at all times be responsible for all physical therapy services provided by the physical therapist assistant and shall ensure that the physical therapist assistant does not function autonomously. The physical therapist has a continuing responsibility to follow the progress of each patient, and is responsible for determining which elements of a treatment plan may be assigned to a physical therapist assistant.

(b) A physical therapist that performs the initial evaluation of a patient shall be the physical therapist of record for that patient. The physical therapist of record shall remain as such until a reassignment of that patient to another physical therapist of record has occurred. The physical therapist of record shall ensure that a written system of transfer to the succeeding physical therapist exists.

(c) The physical therapist of record shall provide supervision and direction to the physical therapist assistant in the treatment of patients to whom the physical therapist assistant is providing care. The physical therapist assistant shall be able to identify, and communicate with, the physical therapist of record at all times during the treatment of a patient.

(d) A physical therapist assistant shall not:
(1) Perform measurement, data collection or care prior to the evaluation of the patient by the physical therapist
(2) Document patient evaluation and reevaluation
(3) Write a discharge summary
(4) Establish or change a plan of care
(5) Write progress reports to another health care professional, as distinguished from daily chart notes
(6) Be the sole physical therapy representative in any meeting with other health care professionals where the patient’s plan of care is assessed or may be modified.

(7) Supervise a physical therapy aide performing patient-related tasks

(8) Provide treatment if the physical therapist assistant holds a management position in the physical therapy business where the care is being provided. For purposes of this section, “management position” shall mean a position that has control or influence over scheduling, hiring, or firing. The prohibitions in subsection (d) above shall not prohibit a physical therapist assistant from collecting and documenting data, administering standard tests, or taking measurements related to patient status.

(e) The physical therapist assistant shall:

(1) Notify the physical therapist of record; document in the patient record any change in the patient's condition not within the planned progress or treatment goals, and any change in the patient's general condition.

Note: Authority cited: Sections 2615, 2655.1 and 2655.92, Business and Professions Code. Reference: Section 2655.92, Business and Professions Code.

Article 7. Practice by Applicants

1399: Requirements for Use of Aides

(a) A physical therapy aide is an unlicensed person who may be utilized by a physical therapist in his or her practice by performing non-patient related tasks, or by performing patient related tasks.

(b) Prior to the aide providing patient related care, a physical therapist shall evaluate and document, the aide’s competency level for performing the patient related task that the aide will provide in that setting. The record of competencies shall be made available to the board or any physical therapist utilizing that aide upon request.

(c) As used in these regulations:

(1) A "patient related task" means a physical therapy service rendered directly to the patient by an aide, excluding non-patient related tasks as defined below.

(2) A "non-patient related task" means a task related to observation of the patient, transport of patients, physical support only during gait or transfer, housekeeping duties, clerical duties and similar functions.

(3) "Under the orders, direction and immediate supervision" means:

(A) Prior to the initiation of care, the physical therapist shall evaluate every patient prior to the performance of any patient related tasks by the aide.

(B) The physical therapist shall formulate and record in the patient's record a treatment program based upon the evaluation and any other information available to the physical therapist, and shall determine those patient related tasks which may be assigned to an aide.
(C) The physical therapist shall assign only those patient related tasks that can be safely and effectively performed by the aide. The physical therapist shall be responsible at all times for the conduct of the aide while the aide is performing “patient related tasks” and “non-patient related tasks” as defined in this section.

(D) The physical therapist shall provide continuous and immediate supervision of the aide. The physical therapist shall be in the same facility as the aide and in immediate proximity to the location where the aide is performing patient related tasks. The physical therapist shall be readily available at all times to provide immediate advice, instruction or intervention in the care of the patient. When patient related tasks are provided to a patient by an aide the physical therapist shall at some point during the treatment day provide direct service to the patient as treatment for the patient's condition or to further evaluate and monitor the patient's progress.

(E) The physical therapist shall perform periodic re-evaluation of the patient as necessary and make adjustments in the patient's treatment program. The reevaluation shall be documented in the patient's record.

Note: Authority cited: Section 2615, Business and Professions Code. Reference: Section 2630, Business and Professions Code.

**Article 1. General Provisions**

**1398.13 Patient Records.**

(a) A physical therapist shall document and sign in the patient record the following in accordance with subsection (c):

(1) Examination and re-examination
(2) Evaluation and reevaluation
(3) Diagnosis
(4) Prognosis and intervention
(5) Treatment plan and modification of the plan of care
(6) Each treatment provided by the physical therapist or a physical therapy aide
(7) Discharge Summary

(b) The physical therapist assistant shall document and sign in the patient record any treatment provided by that individual, in accordance with subsection (c).

(c) With respect to any care provided to the patient, the patient record shall indicate:

(1) The date and nature of the service provided and
(2) The name and title of any individual who provided such service, including the individual’s role in that service. As used in this section, the term “service” does not include “non-patient related tasks” as defined in section 1399.

(d) The physical therapist shall ensure compliance with subsection (c).

(e) The requirements of this section are in addition to the requirements of the following sections:

1. 1398.37(d) relating to physical therapist students and interns
2. 1398.44(e) (1) relating to physical therapist assistants
3. 1398.52(d) relating to physical therapist assistant students
4. 1399.10 relating to physical therapist license applicants
5. 1399.12 relating to physical therapist assistant license applicants.

(f) Electronic signatures are sufficient for purposes of this section.

**APTA Standards of Ethical Conduct for the Physical Therapist Assistant**

**Preamble**

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

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

**Standards**

**Standard #1:** Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.

**Standard #2:** Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.

2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.

2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.

2D. Physical therapist assistants shall protect confidential patient/client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.
**Standard #3**: Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

3A. Physical therapist assistants shall make objective decisions in the patient’s/client’s best interest in all practice settings.

3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapy interventions.

3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.

3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

**Standard #4**: Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other health care providers, employers, payers, and the public.

4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.

4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (e.g., patients/clients, students, supervisees, research participants, or employees).

4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.

4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.

4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.

4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.
Standard #5: Physical therapist assistants shall fulfill their legal and ethical obligations.

5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.

5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.

5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.

5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

Standard #6: Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

6A. Physical therapist assistants shall achieve and maintain clinical competence.

6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.

6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

Standard #7: Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.

7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.

7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.

7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.
7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients

**Standard #8**: Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.

8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapy services.

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy

APTA Guide for Conduct of the Physical Therapist Assistant

Preamble to the Standards

The Preamble states as follows:

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of 2 physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life. No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

Interpretation:

Upon the Standards of Ethical Conduct for the Physical Therapist Assistant being amended effective July 1, 2010, all the lettered standards contain the word “shall” and are mandatory ethical obligations. The language contained in the Standards is intended to better explain and further clarify existing ethical obligations. These ethical obligations predate the revised Standards. Although various words have changed, many of the obligations are the same. Consequently, the addition of the word “shall” serves to reinforce and clarify existing ethical obligations. A significant reason that the Standards were revised was to provide physical therapist assistants with a document that was clear enough such that they can read it standing alone without the need to seek extensive additional interpretation.

The Preamble states that “[n]o document that delineates ethical standards can address every situation.” The Preamble also states that physical therapist assistants “are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.” Potential sources for advice or counsel include third parties and the myriad resources available on the APTA Web site. Inherent in a physical therapist assistant’s ethical decision-making process is the examination of his or her unique set of facts relative to the Standards.
Standards

Respect

Standard 1A states as follows:

1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

Interpretation: Standard 1A addresses the display of respect toward others. Unfortunately, there is no universal consensus about what respect looks like in every situation. For example, direct eye contact is viewed as respectful and courteous in some cultures and inappropriate in others. It is up to the individual to assess the appropriateness of behavior in various situations.

Altruism

Standard 2A states as follows:

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.

Interpretation: Standard 2A addresses acting in the best interest of patients/clients over the interests of the physical therapist assistant. Often this is done without thought, but sometimes, especially at the end of the day when the clinician is fatigued and ready to go home, it is a conscious decision. For example, the physical therapist assistant may need to make a decision between leaving on time and staying at work longer to see a patient who was 15 minutes late for an appointment.

Sound Decisions

Standard 3C states as follows:

3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.

Interpretation: To fulfill 3C, the physical therapist assistant must be knowledgeable about his or her legal scope of work as well as level of competence. As a physical therapist assistant gains experience and additional knowledge, there may be areas of physical therapy interventions in which he or she displays advanced skills. At the same time, other previously gained knowledge and skill may be lost due to lack of use. To make sound decisions, the physical therapist assistant must be able to self-reflect on his or her current level of competence.
**Supervision**

*Standard 3E states as follows:*

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

*Interpretation:* Standard 3E goes beyond simply stating that the physical therapist assistant operates under the supervision of the physical therapist. Although a physical therapist retains responsibility for the patient/client throughout the episode of care, this standard requires the physical therapist assistant to take action by communicating with the supervising physical therapist when changes in the patient/client status indicate that modifications to the plan of care may be needed. Further information on supervision via APTA policies and resources is available on the APTA Web site.

**Integrity in Relationships**

*Standard 4 states as follows:*

4: Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other health care providers, employers, payers, and the public.

*Interpretation:* Standard 4 addresses the need for integrity in relationships. This is not limited to relationships with patients/clients, but includes everyone physical therapist assistants come into contact with in the normal provision of physical therapy services. For example, demonstrating integrity could encompass working collaboratively with the health care team and taking responsibility for one’s role as a member of that team.

**Reporting**

*Standard 4C states as follows:*

4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.

*Interpretation:* When considering the application of “when appropriate” under Standard 4C, keep in mind that not all allegedly illegal or unethical acts should be reported immediately to an agency/authority. The determination of when to do so depends upon each situation’s unique set of facts, applicable laws, regulations, and policies.
Depending upon those facts, it might be appropriate to communicate with the individuals involved. Consider whether the action has been corrected, and in that case, not reporting may be the most appropriate action. Note, however, that when an agency/authority does examine a potential ethical issue, fact finding will be its first step. The determination of ethicality requires an understanding of all of the relevant facts, but may still be subject to interpretation.

The EJC Opinion titled: **Topic: Preserving Confidences; Physical Therapist’s Reporting Obligation With Respect to Unethical, Incompetent, or Illegal Acts** provides further information on the complexities of reporting.

**Exploitation**

**Standard 4E states as follows:**

4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.

**Interpretation:** The statement is fairly clear – sexual relationships with their patients/clients, supervisees or students are prohibited. This component of Standard 4 is consistent with Standard 4B, which states:

4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients/clients, students, supervisees, research participants, or employees).

Next, consider this excerpt from the EJC Opinion titled **Topic: Sexual Relationships With Patients/Former Patients** (modified for physical therapist assistants)

A physical therapist [assistant] stands in a relationship of trust to each patient and has an ethical obligation to act in the patient's best interest and to avoid any exploitation or abuse of the patient. Thus, if a physical therapist [assistant] has natural feelings of attraction toward a patient, he/she must sublimate those feelings in order to avoid sexual exploitation of the patient.

One’s ethical decision making process should focus on whether the patient/client, supervisee or student is being exploited. In this context, questions have been asked about whether one can have a sexual relationship once the patient/client relationship ends. To this question, the EJC has opined as follows:

The Committee does not believe it feasible to establish any bright-line rule for when, if ever, initiation of a romantic/sexual relationship with a former patient would be ethically permissible.

…..
The Committee imagines that in some cases a romantic/sexual relationship would not offend ... if initiated with a former patient soon after the termination of treatment, while in others such a relationship might never be appropriate.

**Colleague Impairment**

**Standard 5D and 5E state as follows:**

5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

**Interpretation:** The central tenet of Standard 5D and 5E is that inaction is not an option for a physical therapist assistant when faced with the circumstances described. Standard 5D states that a physical therapist assistant shall encourage colleagues to seek assistance or counsel while Standard 5E addresses reporting information to the appropriate authority.

5D and 5E both require a factual determination on the physical therapist assistant’s part. This may be challenging in the sense that you might not know or it might be difficult for you to determine whether someone in fact has a physical, psychological, or substance-related impairment. In addition, it might be difficult to determine whether such impairment may be adversely affecting someone’s work responsibilities.

Moreover, once you do make these determinations, the obligation under 5D centers not on reporting, but on encouraging the colleague to seek assistance. However, the obligation under 5E does focus on reporting. But note that 5E discusses reporting when a colleague is unable to perform, whereas 5D discusses encouraging colleagues to seek assistance when the impairment may adversely affect his or her professional responsibilities. So, 5D discusses something that may be affecting performance, whereas 5E addresses a situation in which someone is clearly unable to perform. The 2 situations are distinct. In addition, it is important to note that 5E does not mandate to whom you report; it gives you discretion to determine the appropriate authority.

The EJC Opinion titled **Topic: Preserving Confidences; Physical Therapist’s Reporting Obligation With Respect to Unethical, Incompetent, or Illegal Acts** provides further information on the complexities of reporting.

**Clinical Competence**
Standard 6A states as follows:

6A. Physical therapist assistants shall achieve and maintain clinical competence.

**Interpretation:** 6A should cause physical therapist assistants to reflect on their current level of clinical competence, to identify and address gaps in clinical competence, and to commit to the maintenance of clinical competence throughout their career. The supervising physical therapist can be a valuable partner in identifying areas of knowledge and skill that the physical therapist assistant needs for clinical competence and to meet the needs of the individual physical therapist, which may vary according to areas of interest and expertise. Further, the physical therapist assistant may request that the physical therapist serve as a mentor to assist him or her in acquiring the needed knowledge and skills. Additional resources on Continuing Competence are available on the APTA Web site.

**Lifelong Learning**

Standard 6C states as follows:

6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

**Interpretation:** 6C points out the physical therapist assistant’s obligation to support an environment conducive to career development and learning. The essential idea here is that the physical therapist assistant encourage and contribute to the career development and lifelong learning of himself or herself and others, whether or not the employer provides support.

**Organizational and Business Practices**

Standard 7 states as follows:

7. Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

**Interpretation:** Standard 7 reflects a shift in the Standards. One criticism of the former version was that it addressed primarily face-to-face clinical practice settings. Accordingly, Standard 7 addresses ethical obligations in organizational and business practices on a patient/client and societal level.

**Documenting Interventions**

Standard 7D states as follows:
7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.

**Interpretation:** 7D addresses the need for physical therapist assistants to make sure that they thoroughly and accurately document the interventions they provide to patients/clients and document related data collected from the patient/client. The focus of this Standard is on ensuring documentation of the services rendered, including the nature and extent of such services.

**Support - Health Needs**

**Standard 8A states as follows:**

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

**Interpretation:** 8A addresses the issue of support for those least likely to be able to afford physical therapy services. The Standard does not specify the type of support that is required. Physical therapist assistants may express support through volunteerism, financial contributions, advocacy, education, or simply promoting their work in conversations with colleagues. When providing such services, including pro bono services, physical therapist assistants must comply with applicable laws, and as such work under the direction and supervision of a physical therapist. Additional resources on pro bono physical therapy services are available on the APTA Web site.

Issued by the Ethics and Judicial Committee American Physical Therapy Association October 1981 Last Amended November 2010

Last Updated: 9/4/13
Contact: ejc@apta.org
**Guidelines for Prevent the Transmission of Infectious Disease**

The management of issues related to infectious diseases is of primary concern to PTA faculty and administration. The rapid increase of blood borne diseases has caused an awareness of the need for policies and guidance. This policy is designed to balance the protection from risk for students, faculty, and clients, with the individual rights of privacy and equal opportunity. Each PTA student will be provided with information regarding protection from infectious diseases to which the student may be exposed during his/her education.

Control of microorganisms which cause disease in humans is vital in the health care environment. Although the risk of infection transmission exists, that risk can be minimized by appropriate education and actions taken to avoid transmission. It is the policy of this agency that:

1) All students will receive specific information regarding the chain of infection and measures which prevent the transmission of infection before engaging in clinical laboratory experience.

2) This information will be repeated and will increase in depth as the student encounters more complex situations.

3) All students will be required to acknowledge in writing that they have been provided with information regarding:
   a. The risk of transmission of infectious disease encountered in the allied health field.
   b. Infection control measures consistent with Centers for Disease Control (CDC) and OSHA guidelines.

**GUIDELINES:**

1) Use of Universal precautions is an effective means of preventing transmission of infectious disease. “Since health care workers are unable to identify all clients with blood-borne disease, blood and body fluid precautions should be consistently used for all clients. This approach, recommended by the CDC is referred to as ‘universal precautions’ or ‘universal blood and body fluid’ precautions”. (Federal Register 12/06/91)

2) Instruction in universal precautions and CDC recommended infection control measures will be given before the student begins clinical experience and will be reinforced at regular intervals throughout the program.

3) The student will be asked to review current information regarding universal precautions and CDC recommended infection control measures each semester and acknowledge receipt of the information by signing the form referred to in this policy.
Infection Control Precautions
1. Handle the blood and body fluids of all clients as potentially infectious.
2. Wash hands before and after all client or specimen contact.
3. Wear gloves for potential contact with blood or body fluids.
4. Wear gloves if splash with blood or body fluids is anticipated.
5. Wear an agency-approved filtration mask if airborne transmission is possible.
6. Wear protective eye wear if splatter with blood and body fluid is possible. Wear gown if clothing is apt to be soiled.
7. Place used syringes immediately in nearby impermeable sharps container. Do not recap or manipulate needles in any way.
8. Treat all linen soiled with blood/body secretions as potentially infectious.
9. Process all laboratory specimens as potentially infectious.
10. Follow agency policy regarding resuscitation during respiratory arrest.

OSHA Guidelines following Percutaneous or per mucosal Exposure

A significant occupational exposure is defined as:
- A needle sticks or cut caused by a needle or sharp that was actually or potential contaminated with blood/body fluid.
- A mucous membrane exposure to blood or body fluids (i.e. splash to the eyes, ears, mouth)
- A cutaneous exposure involving large amounts of body fluid or prolonged contact with body fluid, especially when the exposed skin is chapped, abraded, or afflicted with dermatitis, or compromised or broken in any way.

Procedure following exposure:
1. Wound care/first aid should occur immediately following exposure:
   a. All wounds should be vigorously cleansed with soap and water immediately.
   b. Mucous membranes should be flushed with water or normal saline solution immediately.
   c. Other treatment will be rendered as indicated.
2. Following immediate wound care/first aid measures:
   a. The student will immediately report to the clinical instructor any incident of exposure.
   b. The clinical instructor will complete a Notice of Accidental Exposure form and submit it to the PTA Program Director (form available from the Division secretary).
   c. Clinical instructor or student will notify the Infection Control Officer of the clinical agency involved.
   d. Specific recommendations will be made according to the type of exposure and infectious agent involved.
CRIMINAL BACKGROUND CHECK & DRUG SCREENING PROCEDURE FORM

1. Go to the Customized Applicant Paying Website:
   - IMPORTANT: Take care! Do not make typing errors when entering personal information. All errors, no matter how innocent, may result in you having to re-pay and re-test with the corrected information.
   Examples of innocent errors:
   - Mixing up order of first, last and middle names.
   - Typing error in SS#.
   - Typing error in birth date.

2. You MUST check “yes” in the box that asks if you want a copy of your report and give a valid email address. You are required to have a copy of your report to verify your results and act on any discrepancies.

3. Pay for your background check and drug screen by selecting from two methods of payment (Money Order or Credit Card).

4. Once paid, a confirmation email will be sent to you, usually within 24 hours.

5. Please take your confirmation of payment email to your school to pick up a Chain of Custody form which you will need for your drug test.

6. Take the Chain of Custody form and photo ID to a designated drug testing facility (which can be found on the website) and perform the drug screen.

   IMPORTANT: DO NOT drink more than 8 oz. of fluid in the 2 hours prior to giving urine sample. An abundance of fluid will result in a “dilute” reading which constitutes a “flagged” situation. It may keep you from attending clinical and may require immediate re-payment and re-testing.
   At the facility, if you are not able produce a urine sample when requested, call ADB on how to proceed.

7. The lab will run extensive tests to verify if the drug screen is negative/positive/dilute.
   - When results are negative, a fax is sent from Quest to American Databank to input the results.
   - When results are dilute, you must contact American Databank at 1-800-200-0853 for further instructions.
   - When results are positive, the results are forwarded to the Medical Review Officer. The Medical Review Officer will contact you for verification of any prescription drug you may be taking to show a false positive. After discussion,
the Medical Review Office will send a fax to American Databank to input the results and close the order. If the order is positive the Medical Review Office will list the drug that is positive.

8. If you have any questions about this procedure, please call American Databank at 1-800-200-0853
### College of Sequoias Physical Therapist Assistant Program

**Student Health Release Form**

*To be completed by the Student*

---

**Part A:**

| Name: ______________________________ | Telephone: ______________________________ | Cell Number: __________________________ |
| Address: ___________________________ | City: ______________________________ | ZIP Code: ____________________________ |
| Birth Date: _________________________ | Family Health Care Provider (MD, NP, PA, CNM): _____________________________ |
| Emergency Contact: __________________ | Relationship: ________________________ | Telephone/Cell Number: ________________ |

---

**STUDENT HEALTH HISTORY**

Have you ever had or do you have any of the following? (check yes or no)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>YES</th>
<th>NO</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequent Headaches</td>
<td>Blood in urine</td>
<td>Depression or emotional problems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hay Fever</td>
<td>Black or bloody B.M.</td>
<td>Dizziness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sinus trouble, nosebleeds</td>
<td>Neck injuries or problem</td>
<td>Severe weakness or tiredness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequent Colds</td>
<td>Foot Problems</td>
<td>Fainting spells</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ear infections or problems</td>
<td>Swollen Ankles</td>
<td>High blood pressure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequent sore throat</td>
<td>Knee Injury</td>
<td>Heart problems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asthma</td>
<td>Bone or joint problems</td>
<td>Angina</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chronic cough</td>
<td>Rheumatism or arthritis</td>
<td>Seizures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hoarseness</td>
<td>Low back pain</td>
<td>Wear glasses or contacts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serious dental disorders</td>
<td>Broken bones</td>
<td>Diabetes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recurrent vomiting</td>
<td>Varicose Veins</td>
<td>Tumors, cancer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ulcers</td>
<td>Anemia</td>
<td>Breast lumps</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Continue Health History to next page...*
<table>
<thead>
<tr>
<th>Jaundice or hepatitis</th>
<th>Skin problems, eczema, or chronic rash</th>
<th>Hand/wrist pain or numbness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequent or painful urination</td>
<td>Bruise easily</td>
<td>Rheumatic fever</td>
</tr>
<tr>
<td>Frequent bowel irregularities (diarrhea, constipation)</td>
<td>Extreme nervousness</td>
<td>Do you smoke?</td>
</tr>
</tbody>
</table>

**PART B: IMMUNIZATION HISTORY** – If you have not had the disease but have had the immunization, indicate the year of the immunization in the “Date Immunized” column as accurately as possible.

<table>
<thead>
<tr>
<th>Yes</th>
<th>DATE OF DISEASE</th>
<th>NO</th>
<th>DATE IMMUNIZED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Measles – 2 week (Rubeola)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Mumps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>German Measles – 3 day (Rubella)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Chicken Pox (Varicella)</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td>Tdap – Tetanus/Diphtheria/Pertussis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Hepatitis B – 3 dose series</td>
<td>#1</td>
<td>#2</td>
</tr>
<tr>
<td></td>
<td>Date of Vaccine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>TB Skin Test</td>
<td>Results:</td>
<td>If PPD reactor – Chest x-ray results (provide copy):</td>
</tr>
</tbody>
</table>
### PART C: MEDICINES:

<table>
<thead>
<tr>
<th>List any food or medication allergies and/or sensitives:</th>
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</thead>
<tbody>
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<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>List any medications you are sensitive or allergic to:</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>List current prescribed and over the counter medications:</th>
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<tbody>
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<td></td>
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<td></td>
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<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you taking any medications that may cause any of the following (circle all that apply)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dizziness  □ Drowsiness  □ Inability to operate equipment or drive a car  □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other side effects which may impede your judgment or clinical performance?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explain:</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>
PART D:  
Student Essential Technical Standards

STUDENT ESSENTIAL TECHNICAL STANDARDS: In compliance with the Americans with Disabilities Act, students must be, with or without reasonable accommodations, physically and mentally capable of performing the essential technical standards of the program. If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the nursing program will determine, on an individual basis, whether or not the necessary accommodations or modifications can reasonably be made. The following Essential Technical Standards identify essential eligibility requirements for participation in the College of the Sequoias Physical Therapist Assistant Program.

Work Hours:

Able to work up to two 12 hour days per week at hospital sites.

Work Environment:

Exposure to hazardous material and blood borne pathogens requiring safety equipment such as masks, head coverings, glasses, rubber and latex gloves, etc.
Must be able to meet hospital and college performance standards.
Must travel to and from training site.

Cognitive Abilities:

Understand and work from written and verbal orders.
Possess effective verbal and written communication skills.
Understand and be able to implement related regulations and hospital policies and procedures.
Possess technical competency in patient care and related areas.
Speak to individuals and small groups.
Conduct personal appraisals and counsel patients and families.

The PTA student's Health Care Provider will verify that the student can meet the physical demands and perform these physical activities:

Physical Demands:

Standing and/or walking up to seven hours throughout an eight and/or twelve hour shift.
Bending, crouching, or stooping several times per hour.
Lifting and carrying a minimum of 30 pounds several times per hour.
Lifting and moving up to a 300 lb. patient in a 2-3 person transfer.
Reaching overhead, above the shoulder at 90 degrees.
Pushing and/or pulling objects and equipment weighing up to 300 lbs.
Utilizing eyesight to observe patients, manipulate equipment and accessories.
Hearing to communicate with the patient and health care team.
Utilizing sufficient verbal and written skills to effectively and promptly communicate in English with the patient and healthcare team.
Manipulating medical equipment and accessories, including but not limited to switches, knobs, buttons, and...
keyboards, utilizing fine and gross motor skills.
Performing the assigned training related tasks/skills responsibilities with the intellectual and emotional 
function necessary to ensure patient safety and exercise independent judgment and discretion.
Utilizing the above standards/functions to respond promptly to the patient needs and/or emergency situations.

Upon admission, a candidate who discloses a disability and requests accommodation will be asked to provide 
documentation of his or her disability for the purpose of determining appropriate accommodations, including 
modification to the program. The College will provide reasonable accommodations, but is not required to 
make modifications that would substantially alter the nature or requirements of the program or provide 
auxiliary aids that present an undue burden to the College. To matriculate or continue in the curriculum, the 
candidate must be able to perform all the essential functions outlined in the Student Essential Technical 
Standards either with or without accommodation.

I have read the Student Essential Technical Standards for College of the Sequoias Physical Therapist Assistant 
Students and acknowledge that I am able to perform these functions:

| Student Signature: ________________________________ | Date: ________________________________ |

Revised July 2015
Physical Therapist Assistant Program
Physical Examination Form

-To be completed by Health Care Provider (MD, DO, NP, PA, CNM)-

| Patient Name | ____________________________ |
| Height _______| Weight ______| Blood Pressure _______/____ | Pulse ______| Respiratory ______ |

Vision: Uncorrected: R _______ L _______ B _______ Corrected: R _______ L _______ B _______

Glasses: YES NO Contacts: YES NO

<table>
<thead>
<tr>
<th>Normal</th>
<th>Abnormal with Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Appearance</td>
<td></td>
</tr>
<tr>
<td>Skin</td>
<td></td>
</tr>
<tr>
<td>Head/Ears/Eyes/Nose/Throat</td>
<td></td>
</tr>
<tr>
<td>Neck</td>
<td></td>
</tr>
<tr>
<td>Thorax and Lungs</td>
<td></td>
</tr>
<tr>
<td>Heart</td>
<td></td>
</tr>
<tr>
<td>Spine and Back</td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
</tr>
<tr>
<td>Extremities/Peripheral Vascular</td>
<td></td>
</tr>
<tr>
<td>Musculoskeletal</td>
<td></td>
</tr>
<tr>
<td>Neurologic</td>
<td></td>
</tr>
</tbody>
</table>

IMMUNIZATIONS

The following immunizations are required for entry and continuance in the COS PTA Program.

A copy of immunization records and/or lab results is REQUIRED to be included with this Physical Exam Form.

**MMR (Measles, Mumps, Rubella)**
2 doses required OR positive immunity titer

**Varicella (Chicken Pox)**
2 doses required OR positive immunity titer

*A note from a doctor/parent stating the student has had the chicken pox will not be accepted*

**Hepatitis B Series**
3 doses required OR positive immunity titer

**TB Skin Test**
2-step procedure upon initial entry into the PTA Program
(2nd test should be given 1-3 weeks after first test)

*If you are PPD reactor, please attach a copy of chest x-ray results. If chest x-ray is over 12 months, a completed and signed TB Surveillance Form must be included.

**Td/Tdap (Tetanus/Diphtheria/Pertussis)**
1 dose required

*All adults who have completed a primary series of a tetanus/diphtheria containing product (DTP, DTaP, DT, Td) should receive Td boosters every 10 years.*
I have read the Student Essential Technical Standards listed for the COS PTA student and verify that this individual is able to meet the physical demands as described above.

Health Care Provider Signature: ________________________________________________________
Date: _____________________________

Print Name: ___________________________________________
Address: ______________________________________________
______________________________________________
Phone Number: _______________________________________

Upon admission, a candidate who discloses a disability and requests accommodation will be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification of the program. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the College. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions outlined in the Student Essential Technical Standards either with or without accommodations.

I have read the Student Essential Technical Standards listed for the COS PTA student and verify that this individual is able to meet the physical demands as described above.

Health Care Provider Signature: _____________________________ Date: _____________________________

Print Name: ___________________________________________
Address: ______________________________________________
______________________________________________
Phone Number: _______________________________________

Attach Health Provider Business Card Here
# ESTIMATED COSTS PTA PROGRAM EXPENSES

<table>
<thead>
<tr>
<th>Item</th>
<th>Approximate Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Registration/9 PTA units x $46.00</td>
<td>$414.00</td>
</tr>
<tr>
<td>Textbooks/Lab Manuals</td>
<td>$500.00</td>
</tr>
<tr>
<td>Physical and Immunization</td>
<td>$200.00</td>
</tr>
<tr>
<td>Complo (American Databank Tracking System)</td>
<td>$60.00</td>
</tr>
<tr>
<td>ASB Card (optional)</td>
<td>$7.50</td>
</tr>
<tr>
<td>Parking Permit (optional)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Health Fee Spring/Fall</td>
<td>$19.00</td>
</tr>
<tr>
<td>Student Center Fee ($5.00 maximum)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Student Representative Fee</td>
<td>$1.00</td>
</tr>
<tr>
<td>Background Check &amp; Drug Screen</td>
<td>$70.00</td>
</tr>
<tr>
<td>APTA Membership</td>
<td>$103.00</td>
</tr>
<tr>
<td>FirstHand Student Kit – APTA member $85.95/Nonmembers $140.95</td>
<td>$85.95</td>
</tr>
<tr>
<td>Watch</td>
<td>$25.00</td>
</tr>
<tr>
<td>Mileage - Variable</td>
<td></td>
</tr>
<tr>
<td><strong>Total Estimated First Semester Expenses</strong></td>
<td><strong>$1515.45</strong></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Registration/12 PTA units x $46.00</td>
<td>$552.00</td>
</tr>
<tr>
<td>Textbooks/Lab Manuals</td>
<td>$500.00</td>
</tr>
<tr>
<td>Uniforms/Polo Shirts (2), closed toed shoes, slacks, belt</td>
<td>$250.00</td>
</tr>
<tr>
<td>ASB Card (optional)</td>
<td>$7.50</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Student Center Fee ($5.00 maximum)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Student Representative Fee</td>
<td>$1.00</td>
</tr>
<tr>
<td>Scorebuilders Test Preparation Course (optional)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Mileage – Variable – PTA 150 may require driving for approximately one hour</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Total Estimated Second Semester Expenses</strong></td>
<td><strong>$1665.50</strong></td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Registration/10 PTA units x $46.00</td>
<td>$460.00</td>
</tr>
<tr>
<td>Textbooks/Lab Manual</td>
<td>$500.00</td>
</tr>
<tr>
<td>Uniforms/3 Additional Polo Shirts</td>
<td>$75.00</td>
</tr>
<tr>
<td>Parking Permit (optional)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Health Fee Spring/Fall</td>
<td>$19.00</td>
</tr>
<tr>
<td>Student Center Fee ($5.00 maximum)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Student Representative Fee</td>
<td>$1.00</td>
</tr>
<tr>
<td><strong>Total Estimated Third Semester Expenses</strong></td>
<td><strong>$1085.00</strong></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Registration/12 PTA units x $46.00</td>
<td>$552.00</td>
</tr>
<tr>
<td>Scorebuilders Test Preparation Course (optional)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Student Center Fee ($5.00 maximum)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Student Representative Fee</td>
<td>$1.00</td>
</tr>
<tr>
<td>State Exam/Pro Metric Fees</td>
<td>$500.00</td>
</tr>
<tr>
<td>NPTE PEAT Examination – Practice Tests</td>
<td>$125.00</td>
</tr>
<tr>
<td>Fingerprinting/Live Scan (price range $75-125)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Class Picture</td>
<td>$50.00</td>
</tr>
<tr>
<td>Mileage-variable – PTA 160-161 may require driving for approximately one hour</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Total Estimated Fourth Semester Expenses</strong></td>
<td><strong>$1983.00</strong></td>
</tr>
<tr>
<td><strong>TOTAL ESTIMATED PROGRAM EXPENSES FOR FOUR SEMESTERS</strong></td>
<td><strong>$6248.95</strong></td>
</tr>
</tbody>
</table>
PTA Student Handbook Checklist

I have read the PTA Student Handbook and I acknowledge I will be held responsible for all the information included. My initials and the page numbers indicate that I have had the opportunity to request clarification when necessary and that I understand and agree to abide by the responsibilities and expectations assigned to me as a student of the COS PTA program.

<table>
<thead>
<tr>
<th>Initials</th>
<th>Page number/s</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Purpose of the PTA Handbook</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mission Statement/Program Goals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Statement of Non-Discrimination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>American Physical Therapy Association</td>
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<td></td>
<td></td>
<td>Essential Functions of a PTA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program Curriculum/Course Descriptions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program Expenses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Helpful Tips for Success</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional Requirements – Insurance, CPR, TB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Background check, drug screen</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTA Licensure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dress Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program Safety</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program Policies/Procedures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attendance, Absenteeism, Tardiness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transportation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drug and Alcohol Policy</td>
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<td>Student Privacy/Confidentiality</td>
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<td>General Ed Requirements/Graduation</td>
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</table>
I must turn in the following signed pages to the PTA office by September 2, 2014 to the PTA Office:

- PTA Student Handbook Checklist
- Photo/Video Release
- Informed Consent
- Occupational Exposure Control Protocol

Name: _______________________________________
Signature: __________________________________
Date: __________________________