



PHYSICAL THERAPIST ASSISTANT

2018-2019

STUDENT HANDBOOK

**Program Director/ Associate Dean of Nursing & Allied Health- Jonna Schengel, PT, MA, Ed.D.
Academic Coordinator of Clinical Education (ACCE) /Faculty- James Pacini, MPT**

Full time Faculty - Joe Sousa, DPT

Adjunct Faculty – Robert Zeid, DPT

Skills Instructor – George Shroyer, PTA

Skills Instructor – Alecksee Warwick, PTA

PTA Office Secretary- Angela Sanchez

PTA Office Hours

Monday- Friday

7:45am – 4:45pm

Lunch

12pm-1pm

John Muir Room 125

559-737-6135

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: 80% of PTA graduates will pass the NPTE/PTA licensing examination.
2. Demonstrate competence in the intellectual, hands-on and professional skills necessary to provide Physical Therapy services under direction of a Physical Therapist: 80% 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: 80% 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, private 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

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

- Standards of Ethical Conduct for Physical Therapist Assistant.
http://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/Ethics/StandardsEthicalConductPTA.pdf

For more information and student membership please visit www.apta.org and www.ccapta.org

The COS PTA program recommends 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 tactiley 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 back ground 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 (COS-GE) 25 units. NOTE: Required courses that double count for specific COS GE AREAs are designed in the COS GE column. Students earning a degree in Physical Therapist Assistant are exempt from the 2-unit PE subject requirement and the 1-unit Information Competency requirement. 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 40hours/week for 6- 7 weeks during the 4th semester. There is a total of 680 hours.

Pre-Program	1 Semester Fall	2 Semester Spring	3 Semester Fall	4 Semester Spring
<i>BIO 30-Anatomy 4 units/lab Area B</i>	PTA 121- Fundamentals for PTA 2- units	PTA 130-Physical Agents and Modalities 3-units	PTA 145-Neuro Rehabilitation for the PTA 3-units	PTA 160- Clinical Education 2 5-units
<i>BIO 31-Physiology 4 units/lab Area B</i>	PTA 125-Basic Principles of Patient Care 3-units	PTA 139- Pathology 2-units	PTA 152- Cardiopulmonary Rehabilitation 3-units	PTA 161- Clinical Education 3 6 -units
<i>English 1 GE-4 units (recommended) Area 1A</i>	PTA 128- Kinesiology 3-units	PTA 148 Orthopedics 3-units	PTA 155- Therapeutic Exercise 4-units	PTA 170-Seminar 1-unit
<i>Math 230 or higher GE- 4 units (recommended)</i>	PTA 131-Physics for PTA's 1-unit	PTA 150-Clinical Education 1 3-units	<i>Social/Behavioral History 17 GE-3 units (recommended) Area D</i>	
	<i>Communication Analytical Thinking/ GE- 3 units (recommended) Area A2</i>		<i>Health & Wellness GE (Recommended) Area E- 3 units</i>	
	<i>Humanities GE-3 units (recommended) Area C</i>			
16 units	15 units	12 units	16 units	12 units

Courses in italics are an example of when GE classes can be completed.

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, Records. Students are advised to double check that the transfer transcript has been uploaded to your COS transcript. You will be asked to complete a Student Educational Plan the first semester of the PTA program, to ensure that all General Education requirements will be met prior to the completion of the program.

COLLEGE OF THE SEQUOIAS 2016-2017 ASSOCIATE DEGREE

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 granted to student majoring in agriculture, engineering, technology, the sciences, and related programs.

GENERAL EDUCATION REQUIREMENTS

AREA A1. Written Communication: (4 units minimum; grade of “C” or better required)	C*	N*	IP*
ENGL 1			
AREA A2. Oral Communication/ Analytic Thinking: (3 units min.; grade of “C” or better required) 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 # BUS 112 same as COMM 112 * JOUR 7 may be used only once in AREA A2 or AREA D.			
AREA B. Natural Science: (3 units minimum; grade of “C” or better required) AG 2, 3, 4, ANTH 11, ASTR 10, BIOL 1, 20, 21, 22, 25, 30, 31, 40, CHEM 1, 20, GEOG 1, GEOL 1, 4, 12, 5, MET 1, NUTR 18, PHYS 55, 20, PLSI 1, PSCI 20			
AREA C. Humanities: (3 units minimum; grade of “C” or better required) 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, 17**, 18**, 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, WELD 104 *ETHN 1, 2, 3, 4 may be used only once in AREA C or AREA D			

**HIST 17 or 18 may be used only once in either AREA C or the American Institutions Subject Requirement			
AREA D. Social/ Behavioral Science: (3 units minimum; grade of "C" or better required) AG 1, AJ 11, 114, 45, ANTH 10, 12, CFS 80, CHLD 39, 42, COMM 9, ECON 25, 40, 50, ETHN 1*, 2*, 3*, 4*, GEOG 2, HSRV 120, 122, JOUR 7*, 20, NUTR 20, POLS 5**, 6, 8, PSY 1, 5, 10, 34, 133, SOC 1, 2, 10, 23, 26, 43 *ETHN 1, 2, 3, 4 may be used only once in AREA D or AREA C **POLS 5 may be used only once in either AREA D or the American Institutions Subject Requirement			
*LEGEND / C = Completed; N = Needed; IP = In Progress			
<u>Exemptions for High Unit Transfer Majors:</u>			
<p>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 <u>not</u> recommended, due to excessive units, will be granted an Associate degree (Transfer Studies: Math & Science, 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.</p>			

**COLLEGE OF THE SEQUOIAS
2016-2017 REQUIREMENTS FOR
ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE DEGREES**

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, students earning a degree in Registered Nursing or Physical Therapy Assistant, 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 or Physical Therapy Assistant; 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.

**HIST 17 or 18 may be used only once in either AREA C or the American Institutions Subject Requirement
**POLS 5 may be used only once in either AREA D or the American Institutions Subject Requirement

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 unit if not met with Information Competency Examination)

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 (enroll in LIBR 490AB to take the exam). 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.

Note: Exemptions will be granted to students earning a degree in Registered Nursing or Physical Therapy Assistant.

Graduation Requirements

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

1. Graduation Requirements Checklist
2. Application for an Associate's Degree.

Those forms must be filled out and signed off by **February 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.

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 applications in the 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 first semester.

PTA 139-Pathophysiology (Lecture) 2 Units

This course presents signs, symptoms and complications of disease states within 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. Professional development is the goal of this course as students are prepared for clinical assignments. 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. This course is taken prior to first clinical placement.

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 cardiovascular system 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 of therapeutic exercise 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 six 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 Director of Clinical Education (DCE).

PTA 161-Clinical Affiliation 3 (Clinical placement) 6 Units

This seven week, full-time affiliation, is 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 1 and 2 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. Professional behaviors such as networking and resume writing will be developed by attending a PTA job fair.

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 registrations fees, health examination, books, supplies including an ADB Complio subscription, student Kits, uniforms, parking permit, textbooks, 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/tulare/studentservices/studentemail/Pages/default.aspx>

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.
<http://www.cos.edu/StudentServices/StudentSupportServices/Pages/default.aspx>
11. Due to the intensity of the PTA program, students are discouraged from participating in outside full time 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, 2018**, 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, 2018

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, 2018**

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/Diphtheria/Pertussis (Td/Tdap) vaccine. All adults who have completed a series of tetanus/diphtheria 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, 2018

Students are required to present documentation of a completed HBV immunization series --OR-- an HBV immunization series in progress prior to clinical contact with patients and must be completed during first semester, October 15, 2018. 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)

5. Student Kits

New students being admitted in Fall 2018 will be required to purchase a student kit through the COS bookstore, in order to be prepared for lab courses, such as PTA 125 and 128 in the first semester.

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/>

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.

- Please refer to PTA Lab Manual for details regarding skills check, lab practicals, and grading.

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. Lab equipment and supplies for practicing procedures (i.e. BP cuff, goniometers, modalities, transfer equipment, gait training equipment, etc.)
 - b. Anatomical and clinically-focused models, charts, and diagrams
 - c. Computer-assisted instruction (CAI) programs/I pads
 - d. 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. Highest score possible for Re-examination of a Practical is 70%. A single skill remediation results in that skill being awarded the lowest possible points, without failing that skill (2/5). 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 of a 72%. All practical grades must be completed with at least a 70% to pass, in order to continue in the program.

STUDENT GRADING

Any student who does not receive at least a 72% grade for a course and a "Pass" grade of 70% 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 72% and a pass of 70% on the lab practical or better to continue in the PTA Program. Also, any student must receive a "PASS" grade on the FINAL Practical Examination for each course, regardless of course grade, to continue in the PTA Program.

Theory grades will be assigned on the following scale:

93-100 %

A

90-92.99 %

A-

87-89.99 %

B+

83-86.99%

B

80-82.99%

B-

77-79.99 %

C+

72-76.99 %

C (Lowest grade possible to remain in the PTA Program)

60-71.99 %

D

<60%

F

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 (<72% 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 receiving a grade below 72%. 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.

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 39 of the 2016-2017 online catalog at:

<http://www.cos.edu/Admissions/ClassSearch/Documents/2016-2017-Catalog.pdf>

STUDENT-INSTRUCTOR COMMUNICATION

All instructors have scheduled office hours which are posted outside their office doors and in their class syllabus.

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 PTA website in the Policy and Procedure Manual located at:

<http://www.cos.edu/Academics/Nursing/PTAProgram/Pages/PTA-Student-Handbook.aspx>

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.

Attendance/Participation and Punctuality

The purpose of the attendance/participation and punctuality 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 you attend all lectures and lab sessions. Absences and tardiness be kept at an absolute minimum. Attendance and punctuality are considered important responsibilities both in the classroom and in the laboratory in order to complete student learning outcomes and required skill attainment.

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 due to inability to complete the student learning outcomes. 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/participation grade as part of the Standard of Conduct is 5% of the course grade. Attendance/participation is required for all classes, labs, and clinical courses in order to fulfill the student learning outcomes.
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.ptbc.ca.gov

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.

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 work place 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 _____

Physical Therapy Board of California Code of Regulations

Physical Therapy Board of California
2005 Evergreen Street, Suite 1350, Sacramento, California 95815
Phone: (916) 561-8200 FAX : (916)263-2560
Internet: http://www.ptbc.ca.gov/

Division 13.2 Physical Therapy Board of California

[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?uid=I8259E420D48D11DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?uid=I8259E420D48D11DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))

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 who 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 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.

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:

- http://cosbackgroundcheck.com/drug_screen.asp
- **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
Health Release Form
Completed by 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: _____

HEALTH HISTORY

Have you ever had or do you have any of the following? (Check "Yes" or "No")

	Yes No		Yes No		Yes No
1. Frequent headaches 2. Hay fever 3. Sinus trouble, nosebleeds 4. Frequent colds 5. Ear infections or problems 6. Frequent sore throat 7. Asthma 8. Chronic cough 9. Hoarseness 10. Serious dental disorders 11. Recurrent vomiting 12. Ulcers 13. Jaundice or hepatitis 14. Frequent or painful urination 15. Frequent bowel irregularities (diarrhea, constipation)		16. Blood in urine 17. Black or bloody B.M. 18. Neck injuries or problem 19. Foot problems 20. Swollen ankles 21. Knee injury 22. Bone or joint problems 23. Rheumatism or arthritis 24. Low back pain 25. Broken bones 26. Varicose veins 27. Anemia 28. Skin problems, eczema, or chronic rash 29. Bruise easily 30. Extreme nervousness		31. Depression or emotional problems 32. Dizziness 33. Severe weakness or tiredness 34. Fainting spells 35. High blood pressure 36. Heart problems 37. Angina 38. Seizures 39. Wear glasses or contacts 40. Diabetes 41. Tumors, cancer 42. Breast lumps 43. Rheumatic fever 44. Hand/wrist pain or numbness 45. Do you smoke?	

Have you ever had a work-related injury or illness? Yes No

Are you presently under a doctor's care for any condition? Yes No

Has anyone in your immediate family ever had a history of: Diabetes? Yes No Tuberculosis?
Yes No

Please provide details for all "yes" answers given above in items 1-48:

Major Hospitalization: If you have ever been hospitalized for any major medical illness or operation, write in your most recent hospitalizations below

	Year	Operation or Illness	Name of Hospital	City and State
1 st Hospitalization				
2 nd Hospitalization				
3 rd Hospitalization				
4 th Hospitalization				

I understand that by signing this form I am certifying the accuracy of the information, and that supplying any false or incorrect information on this form shall constitute grounds for discipline up to and including dismissal from the COS PTA Program.

I also certify that the answers are true and hereby give the examining Health Care Provider (MD, NP, PA, CNM) permission to submit a report of my physical condition to College of the Sequoias PTA Program.

Student Signature: _____ Date: _____

Print Name: _____

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. Please provide **copies** of all immunization records.

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

PART C: MEDICINES

List any food or medication allergies and/or sensitives:

List any medications you are sensitive or allergic to:

List current prescribed and over the counter medications:

Are you taking any medications that may cause any of the following?

Dizziness Drowsiness Inability to operate equipment or drive a car Other side effects which may impede your judgment or clinical performance?

Explain: _____

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.

Revision: July 2011

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: _____



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

	Normal	Abnormal with Findings
General Appearance		
Skin		
Head/Ears/Eyes/Nose/Throat		
Neck		
Thorax and Lungs		
Heart		
Spine and Back		
Abdomen		
Extremities/Peripheral Vascular		
Musculoskeletal		
Neurologic		

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.



Patient Name _____

Physical Examination Form

STUDENT ESSENTIAL TECHNICAL STANDARDS

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

Physical Therapist Assistant students must meet the following criteria to ensure the safety and welfare of the patients, the health care team and themselves.

Is the individual capable of the following:

Yes [] No [] Standing and/or walking up to seven hours throughout an eight and/or twelve hour shift.

Yes [] No [] Bending, crouching or stooping several times per hour.

Yes [] No [] Lifting and carrying a minimum of 30 pounds several times an hour.

Yes [] No [] Lifting and moving up to a 300 lb. patient in a 2-3 person transfer.

Yes [] No [] Reaching overhead above the shoulder 90 degrees.

Yes [] No [] Pushing and/or pulling objects and equipment weighting up to 300 lbs.

Yes [] No [] Utilizing eyesight to observe patients, manipulate equipment and accessories.

Yes [] No [] Hearing to communicate with the patient and healthcare team.

Yes [] No [] Utilizing sufficient verbal and written skills to effectively and promptly communicate in English with the patient and healthcare team.

Yes [] No [] Manipulating radiologic and/or medical equipment and accessories, including but not limited to switches, knobs, buttons, keyboards, utilizing fine and gross motor skills

Yes [] No [] Performing the assigned training related tasks/skills responsibilities with the intellectual and emotion function necessary to ensure patient safety and exercise independent judgment and discretion.

Yes [] No [] Utilizing the above standards/functions to respond promptly to the patient's needs and/or emergency situations.

HEALTH CARE PROVIDER STATEMENT

Based on your medical evaluation, will this individual be able to carry out the essential technical standards as listed above?

Yes [] No [] If **NO** please explain the reasons and what accommodations may be necessary to assist the individual in participating in the program:

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: _____

Attach Health Provider
Business Card Here

Phone Number: _____

PTA Program Expenses		
First Semester		
Registration/9 PTA units x \$46.00		\$418.00
Textbooks/Lab Manuals		\$500.00
PTA Student Kits		\$104.98
Physical and Immunization		\$200.00
Complio (American Databank Tracking System); Covers both years		\$60.00
ASB Card (optional)		\$7.50
Parking Permit (optional)		\$25.00
Health Fee Spring/Fall		\$19.00
Student Center Fee (\$5.00 maximum)		\$5.00
Student Representative Fee		\$1.00
Background Check & Drug Screen		\$70.00
APTA Membership		\$103.00
Watch		\$25.00
Mileage-Variable		
Total Estimated First Semester Expenses		\$1538.48
Second Semester		
Registration/12 PTA units x \$46.00		\$552.00
Textbooks/Lab Manuals		\$500.00
Uniforms/Polo Shirts (2), closed toed shoes, slacks, belt		\$250.00
ASB Card (optional)		\$7.50
Parking Permit		\$25.00
Student Center Fee (\$5.00 maximum)		\$5.00
Student Representative Fee		\$1.00
Scorebuilders Test Preparation Course (optional)		\$125.00
Mileage – Variable –PTA 150 may require driving for approximately one hour		\$200.00
Total Estimated Second Semester Expenses		\$1665.50
Third Semester		
Registration/10 PTA units x \$46.00		\$460.00
Textbooks/Lab Manual		\$500.00
Uniforms/3 Additional Polo Shirts		\$75.00
Parking Permit (optional)		\$25.00
Health Fee Spring/Fall		\$19.00
Student Center Fee (\$5.00 maximum)		\$5.00
Student Representative Fee		\$1.00
Total Estimated Third Semester Expenses		\$1085.00
Fourth Semester		
Registration/12 PTA units x \$46.00		\$552.00
Scorebuilders Test Preparation Course ; Sponsored by COS Foundation		\$0.00
Scorebuilder study tools (workbook, flash cards, app with questions) OPTIONAL		\$75.00
Student Center Fee (\$5.00 maximum)		\$5.00
Student Representative Fee		\$1.00
FSBPT For Examination/ Jurisprudence Exam For CA		\$485.00
Prometric for Testing Site		\$70.00
PTB of CA for Licensing Application Fee		\$300.00
Fingerprinting/Live Scan (price range \$75-125)		\$125.00
Class Picture (Optional)		\$50.00
Mileage-variable – PTA 160-161 may require driving for approximately one hour		\$500.00
Total Estimated Fourth Semester Expenses		\$2163.00
TOTAL ESTIMATED PROGRAM EXPENSES FOR FOUR SEMESTERS		\$6451.98

PROFESSIONALISM & EMPLOYMENT RUBRIC

Performance Criteria	Highly Professional	Professional	Participating	Unprofessional
Time Management Attendance Promptness Responsibility	Always arrives on time & stays for entire class; regularly attends class; all absences are excused; always takes responsibility for work missed; no deadlines missed; does not seek exceptions from class or college policies except institutional excuses	Late to class only 1x or 2x; almost never misses a class; no unexcused absences. Usually takes responsibility for material & work missed; no more than one deadline missed; does not seek exceptions from class or college policies except institutional excuses	Late to class more than once every month (averaged) & regularly attends class; or misses more than one deadlines; seeks exceptions to class or college policies, that are not including institutional excuses	Late to class more than twice/month or does not regularly attend class; has missed multiple deadlines; demands or expects to have exceptions to class or college policies not including institutional excuses
Respect Social Skills	Careful not to distract others (socializing, sleeping, leaving early or during class, reading unrelated material, doing homework for another class or wearing inappropriate attire); never uses electronic devices inappropriately (social media/YouTube) in class; is respectful towards peers, faculty, & the learning environment both in & out of class.	Has exhibited behavior that distracts others 1x or 2x at MOST during the semester or has used electronic devices to distract social media, instead of a respectful & appropriate manner; is almost always respectful towards peers, faculty, & the learning environment both in & out of class	Recurring behavior that distracts others; or recurring use of electronic devices to distract self or others, but not useful for learning; or is not consistently respectful of peers, faculty, & the learning environment both in & out of class	Has been asked to leave class due to behavior that distracts others; is often extremely disrespectful to peers, faculty, & the learning environment both in & out of class
Preparedness Motivation Contribution	Almost always participates in class discussions; contributions reflect exceptional preparation & are always substantive, well supported, & persuasively presented; does not dominate discussion	Regularly participates in class discussions; contributions reflect good preparation & are generally substantive, fairly well substantiated, & moderately persuasive; when called upon, can usually answer questions & refer to readings; occasionally dominates discussion	Rarely participates in class; contributions reflect adequate or less than satisfactory preparation & are occasionally substantive, somewhat substantiated & occasionally persuasive; when called upon, often cannot answer questions in depth or refer to readings; may dominate discussion	Never participates in class; no evidence of preparation; when called upon, can't answer questions in depth or refer to readings; any comments or questions made are usually irrelevant
Quality of Work Persistence Integrity	Provides work of the highest quality that reflects best effort; makes strong effort to improve work; shows positive, proactive behavior; is always honest & encourages others to do the same; always adheres to class & college academic dishonesty policies	Provides high quality work that often reflects best effort; makes moderate effort to improve work; shows positive, proactive behavior; is always honest; always adheres to class & college academic dishonesty policies	Provides work that reflects a good effort & occasionally needs to be checked or redone; rarely shows negative behavior; is honest; does not knowingly violate class & college academic dishonesty policies	Provides work that reflects very little or no effort; shows negative behavior; is often not honest; knowingly violates class or college academic dishonesty policies
Teamwork	Makes obvious & significant contributions on projects in terms of timeliness in completing assigned work, making genuine effort to work effectively with others & providing valuable, creative, competent skills to the team; often takes leadership role;	One or two complaints from team members about lack of contribution; occasionally takes leadership role	A few complaints from team members about lack of contribution	More than a few complaints from team members about lack of contribution; does not contribute in a meaningful way to group work

Impression for Employment	Professionalism at its best Would hire immediately & without reservation	Professionalism consistently exhibited. Would hire without reservation	Professionalism is inconsistent. Would only hire with history checks	Lack of professionalism Would not hire
---------------------------	---	--	--	---

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.

Initials	Page number/s	Information
		Purpose of the PTA Handbook
		Mission Statement/Program Goals
		Statement of Non-Discrimination
		American Physical Therapy Association
		Essential Functions of a PTA
		Program Curriculum/Course Descriptions
		Program Expenses
		Helpful Tips for Success
		Additional Requirements – Insurance, CPR, TB
		Background check, drug screen
		PTA Licensure
		Dress Code
		Program Safety
		Program Policies/Procedures
		Attendance, Absenteeism, Tardiness
		Transportation
		Drug and Alcohol Policy
		Student Privacy/Confidentiality
		Arrest Information
		General Ed Requirements/Graduation
		Photo/Video release

_____	_____	Informed Consent
_____	_____	Standards of Ethical Conduct for PTA
_____	_____	Guide to Conduct for the PTA
_____	_____	Laws and Regulations Governing the PTA/California
_____	_____	Criminal Background Check/Drug Screen Procedure
_____	_____	Health Release and Physical Examination Form
_____	_____	Occupational Exposure Control Protocol
_____	_____	Professionalism & Employment Rubric

I must turn in the following signed pages to the PTA office by September 1, 2017 to the PTA Office:

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

Name: _____

Signature: _____

Date: _____