



Physical Therapist Assistant Program

Policies and Procedures Manual

2016-17

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I. Introduction

A. Non-Discrimination Policy

New River Community and Technical College is an Affirmative Action/Equal Opportunity Institution, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The College does not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, marital status, veteran or military status, disability or genetic information.

Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Affirmative Action Officer, New River Community and Technical College, 280 University Drive, Beaver, WV 25813-8987.

B. Disability Services

Students with special needs are encouraged to contact the ADA compliance officer in the Student Success Center on their campus before the start of the semester and request accommodations. Students with documented disabilities are eligible for ADA accommodations if they meet the conditions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students must self-identify themselves and provide appropriate written documentation of their disability. Students qualifying for services will work closely with the ADA compliance officer to determine potential accommodations afforded to participate in the academic programs and services. Reasonable modifications in policies, practices, and procedures are effected to assure equal access to individuals with disabilities. The ADA compliance officer will prepare the "Notification of Need for Accommodation" letters for the faculty.

Should a temporary disability occur during the semester, the student must provide reasonable and timely notice of a need for accommodations and services substantiated by appropriate documentation. Information provided is treated as confidential and is not released to anyone without the student's prior consent. All inquiries are confidential.

C. Program Description and Requirements

The Physical Therapist Assistant Program at New River Community and Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; website: <http://www.capteonline.org>. The program's current status is probationary accreditation; for more information see <http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/>

As a PTA program student at New River Community and Technical College, you have enrolled in this curriculum with the goals of completing training to sit for the Physical Therapist Assistant version of the National Physical Therapy Examination and seeking employment as a physical therapist assistant (PTA). As such, you have committed yourself to become a technically educated health care provider prepared to provide physical therapy services under the direction and supervision of a licensed physical therapist.

This handbook has been designed to serve as a reference to you regarding your responsibilities as a PTA student at New River Community and Technical College. You are responsible for following all of the policies and procedures of New River Community and Technical College Catalog as well as those stated in the PTA Program Policies and Procedures Manual. All policies and procedures are considered in effect while on campus and while in the clinic. When a student from New River is present at a clinical site, that facility is considered part of the college. The Program Policies and Procedures Manual represents a contractual agreement between New River Community and Technical College, the program and the student from orientation through completion of degree requirements. Failure to comply with these policies and procedures will affect student evaluations and may result in dismissal from the PTA program. The program faculty reserve the right to modify this manual at their discretion and will immediately notify students of revisions or changes.

D. Career Opportunities

Following successful licensure, physical therapist assistants find employment in acute care hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private practice clinics and public school systems. Career opportunities provided to the program will be made available to students. Students will be given the opportunity to decide if they agree to have their contact information given to prospective employers and what contact information is allowed to be released by the program.

E. Program Faculty

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II. Institutional Description

A. History and Accreditation

New River Community and Technical College came into existence on July 1, 2003, as a result of passage of the West Virginia Legislature's House Bill 224 in March of 2003. As a result of this legislation, New River Community and Technical College was created by combining Bluefield State College's community college component with Glenville State College's community college campus in Nicholas County. New River Community and Technical College is a multi-campus entity, headquartered in Beaver, and serving nine counties through its Raleigh County, Mercer County, Greenbrier Valley, and Nicholas County Campuses.

The Higher Learning Commission of the North Central Association granted initial accreditation to New River Community and Technical College in 2005. Prior to 2005, New River Community and Technical College was included in the accreditation of Bluefield State College.

Higher Learning Commission of the North Central Association of Schools and Colleges
230 South LaSalle St., Ste. 7-500
Chicago, IL 60602-1411
Phone: 312-263-0456; 1-800-621-7440
www.ncahigherlearningcommission.org

B. Institutional Mission Statement

New River Community and Technical College provides accessible, affordable, quality education and workforce programs to meet the needs of the region it serves.

To achieve this mission, New River Community and Technical College will:

- provide programs and courses of instruction, through the associate-degree level, encompassing occupational-technical education, transfer education, general education, literacy and developmental education, and continuing education;
- implement workforce development and customized training programs that will advance individual career development while meeting employers' needs for a highly skilled workforce;

- provide innovative student support services that promote holistic development and student success;
- provide a broad range of instructional technologies, methods, materials, facilities, and instructional support services that promote learning;
- create an educational environment that broadens perspectives, promotes global awareness, and leads to responsible citizenship;
- serve as a vital link between secondary education and four-year colleges and universities;
- enrich local communities by making available resources in people , facilities, libraries, and programming;
- serve as a catalyst in helping to shape the future direction of communities in the college's region of responsibility;
- enhance economic, cultural, and educational development through partnerships between the college and local communities;
- ensure a healthy and safe environment on each of the college campuses;
- be fiscally responsible and accountable.

C. Institutional Values

Shared values guide New River Community and Technical College in fulfilling its mission. These values influence thoughts, guide decisions, mold policies, and determine courses of action. These values include a commitment to:

1. **Opportunity:** Serving a diverse population through lifelong learning and student development services that are inclusive, accessible, affordable, and of the highest quality.
2. **Teaching and Learning:** Sustaining teaching excellence and setting high standards that promote and encourage student learning.
3. **Effective Learning Environments:** Maintaining innovative learning environments that encourage creativity and the acquisition of knowledge and skills that prepare students for dealing with changing work environments, for exercising responsible citizenship, and for leading rewarding lives.
4. **Appropriate Use of Technology:** Using technology effectively to enhance instruction and learning and to expand access to educational opportunities for professional growth and renewal.
5. **Professional Development:** Encouraging excellence and renewal in faculty and staff performance by providing on-going opportunities for professional growth and renewal.
6. **Community Service:** Serving local communities by providing facilities for cultural enrichment, by promoting economic development and partnerships, and by sharing leadership and college talent to meet community needs.
7. **Accountability:** Demonstrating good stewardship by making effective and efficient use of resources, thereby ensuring accountability to the state and to the communities the college serves.

D. Institutional Vision Statement

New River Community and Technical College improves students' lives and enriches communities.

E. General Education Philosophy

The purpose of general education at New River is to ensure that every student, regardless of major or career objective, receives a broad-based education in the liberal arts, develops basic skills competency, and acquires a body of knowledge fundamental to that of an educated person.

F. General Education Learning Outcomes

New River graduates will be able to:

1. think critically and analytically in order to solve problems and to formulate informed, reasoned opinions
2. communicate clearly, effectively, and confidently when writing, listening, speaking, or reading
3. use mathematical skills to solve problems and communicate data
4. use information access and research skills to retrieve, process, and evaluate information

5. demonstrate computer competency in organizing , accessing, creating, and communicating information
6. develop scientific inquiry and research skills and apply the scientific method toward problem solving
7. explore issues involving political, historical, economic, and social concerns
8. develop an ethical framework that encourages a sense of civic responsibility
9. use information from diagrams, blueprints, floor plans, tables, forms, and graphics (bar charts, pie charts, and line graphs, flow charts) to locate, insert, compare, and summarize information contained in one or more related graphics.

III. PTA Program Description

A. Accreditation

The Physical Therapist Assistant Program at New River Community and Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; website: <http://www.capteonline.org>. The program's current status is probationary accreditation; for more information see <http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/>

B. Program Mission Statement

The mission of the Physical Therapist Assistant (PTA) Department is to provide each student the necessary education to become a competent entry-level physical therapist assistant. This is achieved through professional education and training using sequential instruction, practical clinical experiences, and mentoring. Emphasized throughout the student experience are critical thinking, scientific inquiry, ethics, professional behaviors, and team skills, as well as examination of the preferred relationship between the PT and PTA. Also emphasized is development of professional behaviors that facilitate and enhance positive therapeutic relationships with patients including respect and sensitivity for ethnic, cultural and spiritual differences. Qualified clinical sites further support these ideas through clinical education and mentoring.

C. Program Primary Goals:

Based upon the mission and curriculum plan the primary goals for the Physical Therapist Assistant Program are:

1. To develop clinicians who possess the necessary entry-level technical skills to work as a physical therapist assistant in a variety of practice settings.
2. To develop clinicians that can apply knowledge of basic sciences and PT theory to the application and appropriate modification of selected PT procedures.
3. To develop clinicians who effectively communicate with patients, supervisors, support personnel and other health care team members using suitable verbal, non-verbal, and written skills.
4. To develop clinicians with critical /creative thinking and analytical skills to make sound clinical judgments and proposals to enhance patient care.
5. To develop clinicians who possess the necessary professional behaviors to work as a physical therapist assistant in a variety of practice settings. These values-based behaviors based on APTA standards include:
 - Altruism
 - Caring and Compassion
 - Continuing Competence
 - Duty
 - Integrity
 - PT/PTA Collaboration
 - Responsibility
 - Social Responsibility
6. To prepare the student to pass the NPTA examination allowing for state licensure to work as a PTA.
7. To maintain a program accredited by CAPTE.

D. Program Supporting Goals:

In order to meet the program's mission, "to give each student the necessary education to become a competent entry-level physical therapist assistant," necessary resources and systems must be in place that facilitate the desired outcomes. Therefore the supporting goals for the Physical Therapist Assistant Program are:

1. To obtain the appropriate resources for the PTA Program to support, retention of qualified faculty and staff; operating and capital expenses (including but not limited to equipment, supplies, and technology for instructional purposes); program space; library and learning resources; student services; and technical support.
2. To maintain appropriate admissions processes, criteria, and program prerequisites to facilitate successful program completion.
3. To align program enrollment with available resources.
4. To maintain qualified core faculty.
5. To maintain qualified adjunct and supporting faculty
6. To ensure qualified clinical education faculty are supervising students and provide development activities for clinical education faculty as resources allow.

E. Program Outcomes:

At completion of the PTA Program the student will:

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

Physical Therapist Assistant Clinical Performance
Instrument
American Physical Therapy Association 2009

IV. Job Qualifications and Program Requirements/Expectations

A. Clinical Facility Requirements

New River Community and Technical College establishes contractual agreements with various facilities with physical therapy settings. Therefore, student will need to be oriented to each of the agencies in which they are assigned for clinical affiliations. Some clinical agency requirements may include signing confidentiality statements, completing blood-borne pathogen competencies, having documentation of specific immunizations, and agreeing to drug screens and or criminal background checks prior to clinical affiliations, etc. Student will be required to wear a New River Community and Technical College badge identifying them as a student when working in a clinical facility.

Clinical sites have the right to deny student access based on criminal background check or drug testing results.

B. Licensure/Credential Requirements to Work as a PTA

Graduates of New River Community and Technical College's PTA program are eligible to take the National Physical Therapist Assistant Examination. This national licensure exam entitles individuals to apply for licensure in a single state or in multiple states, if desired. Requirements for jurisprudence exams and continuing education requirements vary from state to state and should be researched for that state in which the graduate elects to apply for licensure.

Requirements for licensure application and continuing education through the West Virginia Board of Physical Therapy can be found at www.wvbopt.com

C. Professional Membership

Students are required to maintain Affiliate Student membership in the American Physical Therapy Association (APTA) while enrolled in the program. By joining early in your career as a student, you are assured delivery of the PT magazine and PT journal, discounted health and liability insurance, access to vital information on the APTA's website, and a discount on membership for the first two years of your career. To apply for student membership, contact APTA's Member Services Department at 800-999-2782 extension 3395 or via e-mail at memberservices@apta.org

D. Technical Standards

The Physical Therapist Assistant Program (PTA) program prepares graduates to enter a variety of employment settings and to render care in a safe and competent manner to a wide variety of patients. The technical standards set forth by the program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level PTA, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation for Physical Therapy Education [CAPTE]). These standards will also aid New River Community and Technical College in assessing student requests for reasonable accommodations in accordance with the American's with Disabilities Act (ADA, 1990).

Students admitted to the program must possess the following abilities and expectations, with or without the need for accommodation. Compliance with the program's technical standards does not directly indicate a student's ability to successfully complete the program, graduate with an AAS Physical Therapist Assistant degree or to pass the National Physical Therapist Assistant Exam.

Students admitted into the PTA program at New River Community and Technical College must demonstrate:

1. **Critical thinking** skills to sufficiently assimilate, analyze, and integrate and problem solve to formulate appropriate judgments with regards to all aspects of patient treatment within the plan of care, as well as moral and ethical situations.
2. **Communication skills** sufficient to verbally and non-verbally communicate with the patient, family members and care givers as well as the supervising PT and all members of the health care team.
3. **Interpersonal skills** sufficient to interact with the patient, family members and care givers as well as the supervising PT and all members of the health care team from a variety of backgrounds including but not limited to socioeconomic, religious, ethnic and cultural.
4. **Physical capacity** to perform aspects of patient care including use of equipment, patient positioning and transfers, and assistance during emergency situations. Students may be required to perform at a moderate work capacity, meaning they can safely lift and carry equipment and supplies/materials up to 50 pounds without help, and over 50 pounds with assistance of another person or mechanical device.
5. **Motor skills** sufficient to perform patient interventions, including but not limited to, passive range of motion, modalities, manual muscle testing, goniometry, and all other skills requiring motor skills that are deemed necessary by the PTA program.
6. **Visual** acuity sufficient to observe patient status, patient response to treatment and compilation of objective information including but not limited to edema, goniometric measurements, and gait deviations.

7. **Hearing** capability sufficient for patient interaction and aspects of patient care including but not limited to heart rate, respiration rate, and accurate blood pressure.
8. **Tactile** ability sufficient for assessment techniques including but not limited to palpation of muscle, bony landmarks, normal and abnormal joint movements.

E. Occupational Exposure

Program students must sign a statement acknowledging that exposure to various communicable/transferable diseases may occur during a clinical experience, and that the protection against these conditions (e.g. following safe health practices and becoming immunized) is the student's responsibility.

Program students receive coursework regarding the use of universal precautions during the first semester of the technical portion of the program and continuing throughout their PTA coursework. Students must demonstrate an understanding of these concepts through written examinations and through utilization of universal precautions in all lab and clinical activities including but not limited to:

- Blood and airborne pathogens
- Hepatitis B immunization
- Mechanism of pathogen transmission
- Appropriate disposal, labeling and housekeeping measures
- Prevention of exposure to blood and airborne pathogens
- Universal precautions
- Exposure control, including determinations of exposure and post-exposure reporting and action

F. Medical Professional Liability Insurance

Malpractice liability insurance is provided to each student enrolled in the PTA program. The cost is included in student services fees.

V. Basic Program Information

A. Accreditation Information and Responsibilities

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the national licensure examination, which is required in all states.

The Physical Therapist Assistant Program at New River Community and Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; website: <http://www.capteonline.org>. The program's current status is probationary accreditation; for more information see <http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/>

The program director, with approval from the Dean and Vice President of Academic Affairs is responsible for creating policies and procedures which support practices by the institution to facilitate compliance with accreditation policies and procedures. The program director is responsible for the following:

- Submission of required accreditation fees
- Submission of documents required for accreditation purposes (e.g. Annual Accreditation Report, Progress Reports, Self-Study, etc)
- Maintaining program accreditation or coming into compliance with accreditation standards within the timeframe set forth by CAPTE
- Notification of expected or unexpected substantive change(s) with the program, the reporting structure, administration, change in institutional accreditation status or legal authority to provide postsecondary education

B. Program Length

The program utilizes a 1+1 format; one year of general education and science courses followed by one year of physical therapist assistant technical education. The general education portion consists of two, sixteen week semesters. The technical education phase begins in August of each year. The Fall semester consists of fourteen weeks of technical education, followed by an integrated three week clinical affiliation. The Spring semester consists of sixteen weeks of technical education. The summer semester consists of two terminal clinical affiliations of six weeks each followed by one week of a Capstone course prior to graduation. New River Community and Technical College will award an Associate of Applied Science degree in Physical Therapist Assistant to all students who successfully complete all of the academic requirements of the program.

C. Program Sequence and Plan of Study

First Semester

| | | |
|-----------|-------------------------------|---------------------|
| ENGL 101 | Composition | 3.0 Credits |
| PSYC 103 | General Psychology | 3.0 Credits |
| BIOL 231 | Anatomy & Physiology I | 3.0 Credits |
| BIOL 233L | Anatomy & Physiology Lab | 1.0 Credits |
| MATH 109 | Algebra | 3.0 Credits |
| MAST 105 | Medical Terminology | 3.0 Credits |
| | <u>Total Semester Credits</u> | <u>16.0 Credits</u> |

Second Semester

| | | |
|-----------|------------------------------------|---------------------|
| ENGL 102 | Research | 3.0 Credits |
| BIOL 232 | Anatomy & Physiology II | 3.0 Credits |
| BIOL 234L | Anatomy & Physiology II Lab | 1.0 Credits |
| BIOL 205 | Kinesiology | 3.0 Credits |
| BIOL 206L | Kinesiology Lab | 1.0 Credit |
| MAST 109 | Pharmacology for Medical Assisting | 3.0 Credits |
| | <u>Total Semester Credits</u> | <u>14.0 Credits</u> |

Third Semester

| | | |
|-----------|---------------------------------|---------------------|
| PTHA 220 | Patient Care Skills | 2.0 Credits |
| PTHA 220L | Patient Care Skills Lab | 1.0 Credit |
| PTHA 222 | Observations & Measurements | 2.0 Credits |
| PTHA 222L | Observations & Measurements Lab | 1.0 Credit |
| PTHA 226 | Therapeutic Modalities | 2.0 Credits |
| PTHA 226L | Therapeutic Modalities Lab | 1.0 Credit |
| PTHA 230 | Pathologic Conditions | 3.0 Credits |
| PTHA 232 | Clinical Education I | 3.0 Credits |
| | <u>Total Semester Credits</u> | <u>15.0 Credits</u> |

Fourth Semester

| | | |
|-----------|-------------------------------|---------------------|
| PTHA 234 | Neurology & Pediatrics | 3.0 Credits |
| PTHA 234L | Neurology & Pediatrics Lab | 1.0 Credit |
| PTHA 236 | Orthopedics | 3.0 Credits |
| PTHA 236L | Orthopedics Lab | 1.0 Credit |
| PTHA 238 | Rehabilitation | 3.0 Credits |
| PTHA 238L | Rehabilitation Lab | 1.0 Credit |
| PTHA 240 | PTA Seminar | 2.0 Credits |
| | <u>Total Semester Credits</u> | <u>14.0 Credits</u> |

Fifth Semester

| | | |
|----------|-------------------------------|---------------------|
| PTHA 250 | Clinical Education II | 5.0 Credits |
| PTHA 251 | Capstone | 2.0 Credits |
| PTHA 252 | Clinical Education III | 5.0 Credits |
| | <u>Total Semester Credits</u> | <u>12.0 Credits</u> |

Total Credit Hours for Associate Degree 71.0 Credits

D. Program Course Descriptions

PTHA 220: Patient Care Skills (2-0-2): Introduction to physical therapy patient care including documentation, data collection, gait training, assistive device fitting and training, wheelchair mobility, collection of vital signs and anthropometric measurements, positioning, transfers, infection control and body mechanics.
PR: PTA program admission. CR: PTHA 220L

PTHA 220L: Patient Care Skills Lab (0-2-1): Observation and Practice of introductory physical therapy laboratory skills including documentation, data collection, gait training, assistive device fitting and training, wheelchair mobility, collection of vital signs and anthropometric measurements, positioning, transfers, infection control and body mechanics. Laboratory skills coincide with lecture in PTHA220.
PR: PTA program admission. CR: PTHA 220

PTHA 222: Observations and Measurements (2-0-2): Introduction to data collection tools utilized to assist the physical therapist with assessment of the musculoskeletal system including goniometric measurements, manual muscle testing, palpation, postural assessment, pain, and sensation. Introduction to the effects of therapeutic exercise, progression and modification, along with review of function and structure of the musculoskeletal system.
PR: PTA program admission
CR: PTHA 222L

PTHA 222L: Observations and Measurements Lab (0-2-1): Observation and practice of basic laboratory skills and data collection including goniometric measurements, manual muscle testing, palpation, postural assessment, and pain scale application and sensation testing. Students will also demonstrate competency in the application of therapeutic exercise and patient progression and/or modification based upon desired response.
PR: PTA program admission
CR: PTHA 222

PTHA 226: Therapeutic Modalities (2-0-2): Introduction to the theoretical basis of physical agents utilized in physical therapy to facilitate healing, pain management, and functional training. Students will demonstrate knowledge of indications, precautions and contraindications for physical agents and appropriately applied therapeutic exercise to achieve desired results. Patient care scenarios and simulations are utilized in the instruction for this course.
PR: PTA program admission
CR: PTHA 226L

PTHA 226L: Therapeutic Modalities Lab (0-2-1): Observation and practice of the application of physical agents in physical therapy used to facilitate healing, pain management, and functional training, demonstrating knowledge of indications, precautions and contraindications for physical agents and therapeutic exercise treatments. Students will serve as mock patients to be able to develop competency in the application of physical agents.
PR: PTA program admission
CR: PTHA 226

PTHA 230: Pathophysiology (3-0-3): In-depth study of the pathogenesis of human diseases, presented at a systems level and includes the etiology, prognosis, signs, symptoms and possible therapeutic interventions for those conditions encountered in physical therapy.
PR: PTA program admission.

PTHA 232: Clinical Education I (0-3-3): Students are assigned to physical therapy clinical sites for a full-time three (3) week period where they will work under the direct supervision of a licensed physical therapist or physical therapist assistant. Emphasis will be on implementing previously learned skills and the knowledge acquired in all previous PTHA coursework, including professional behavior, communication, documentation, therapeutic exercise, data collection, manual muscle testing, goniometric measurements, modality application, gait training, positioning, infection control, assistive device fitting and training, transfers, wheelchair measurements, vital signs collection and recognition of emergent conditions.
PR: All previous completed coursework with a grade of "C" or better.

PTHA 234: Neurology & Pediatrics (3-0-3): Advanced course covering neurologic conditions encountered in physical therapy across the age spectrum, including pediatric conditions. This course integrates previously learned skills/techniques and introduces new skills/techniques into comprehensive rehabilitation for neurologic disorders.
PR: all previously completed PTHA courses with a grade of "C" or better. CR: PTHA 234L

PTHA 234L: Neurology & Pediatrics Lab (0-2-1): Advanced lab course implementing previously learned physical therapy skills/techniques with instruction in new skills/techniques applicable for the neurologically impaired patient across the age spectrum and for pediatric conditions.
PR: all previously completed PTHA courses with a grade of "C" or better. CR: PTHA 234

PTHA 236: Orthopedics (3-0-3): Advanced course covering various orthopedic conditions and disorders commonly seen in physical therapy across the age spectrum including current medical management and physical therapy

treatment. This course integrates previously learned skills/techniques and knowledge introduces new skills into comprehensive rehabilitation for orthopedic disorders/conditions.

PR: All previously completed PTHA courses with a grade of "C" or better.

CR: PTHA 236L

PTHA 236L: Orthopedics Lab (0-2-1): Advanced lab course implementing previously learned physical therapy skills/techniques with instructions in new skills/techniques applicable for the orthopedically impaired patient across the age spectrum.

PR: All previously completed PTHA courses with a grade of "C" or better.

CR: PTHA 236

PTHA 238: Rehabilitation (3-0-3): Advanced course covering conditions commonly seen in physical therapy across the continuum of care from acute care to outpatient therapy. Addresses areas related to cardio pulmonary issues, wound care, home management, work hardening, home health setting, skilled nursing, inpatient rehab, and return to work. This course integrates previously learned skills/techniques and introduces new skills and knowledge into comprehensive rehabilitation for a variety of conditions.

PR: All previously completed PTHA courses with a grade of "C" or better.

CR: PTHA 238L

PTHA 238L: Rehabilitation Lab (0-2-1): Advanced lab course implementing previously learned physical therapy skills/techniques with instructions in new skills/techniques applicable for a variety of conditions. This includes hands-on application of treatments related to cardio pulmonary issues, wound care, home management, work hardening, home health setting, skilled nursing, inpatient rehab, and return to work.

PR: All previously completed PTHA courses with a grade of "C" or better.

CR: PTHA 238

PTHA 240: PTA Seminar (2-0-2): Students will expand upon critical thinking skills and further develop the ability to read, analyze, interpret professional literature, and educate peers in physical therapy topics. Students will also take two online mock NPATAE, PEAT examinations, to determine current strengths and weaknesses which allows the students and PTA instructors to focus on areas in need of further development. Course will be taught through discussion, debate, literature reviews, critical thinking exercises, group presentations and two online, timed PEAT examinations.

PR: All previously completed PTHA courses with a grade of "C" or better.

PTHA 250: Clinical Education II (0-5-5): Students are assigned to physical therapy clinical sites where they work under the direct supervision of a licensed physical therapist or licensed physical therapist assistant. This is a mid-level clinical affiliation provided over a six week time frame. This will provide the student the opportunity to put the knowledge and skills learned in all previous classroom and laboratory courses into practice in a clinical setting.

PR: All previously completed PTHA courses with a grade of "C" or better.

PTHA 251: Capstone Seminar (2-0-2): Licensure application through the state board in which the student wishes to practice, registration with the Federation of State Boards of Physical Therapy (FSBPT) and preparation for the National Physical Therapy Assistant Examination (NPATAE) through participation in a licensure preparatory course. Additional fees apply.

PR: All previously completed PTHA courses with a grade of "C" or better.

PTHA 252: Clinical Education III (0-5-5): Terminal clinical affiliation where students are assigned to physical therapy clinical sites for a six-week period, where they work under the direct supervision of a licensed physical therapist or licensed physical therapist assistant. The students will apply all previously learned knowledge and skills from all classroom and laboratory courses into clinical practice. Students will also expand upon previous knowledge to be able to function as entry-level physical therapy assistants.

PR: All previously completed PTHA courses with a grade of "C" or better.

E. Cost of the Program

Estimated Tuition and Fees:

Tuition:

| | |
|--|-------------|
| Resident (full-time, 5 semesters at \$1,983) | \$ 9,915.00 |
| Non-Resident (full-time, 5 semesters at \$2,417) | \$12,085.00 |

Fees:

| | |
|--|-------------|
| PTA Course Fee (\$25 per credit hour/PTHA courses only) | \$ 1,025.00 |
| PTA Program Fee (\$300 per semester/3 semesters of Technical Phase only) | \$ 900.00 |
| Student Services Fee (\$6 per credit hour, 71 credit hours) | \$ 426.00 |
| Technology Fee (\$6 per credit hour, 71 credit hours) | \$ 426.00 |

Estimated Additional Cost:

| | |
|------------------------------------|-----------|
| Drug Screening | \$ 29.00 |
| Criminal Background Investigation | \$ 46.00 |
| Basic Life Support certification | \$ 30.00 |
| Technical Phase Text Books | \$ 700.00 |
| Graduation Pin (<i>optional</i>) | \$ 50.00 |
| APTA & WVPTA Student Membership | \$ 95.00 |
| Licensure Prep Course | \$ 200.00 |
| Licensure Application & Fees (WV) | \$ 190.00 |
| Licensure Examination | \$ 370.00 |
| Prometric Testing Center Fee | \$ 70.00 |

| | | |
|------------------------------|-----------------------|-------------|
| Estimated Total Cost: | In State Students | \$14,472.00 |
| | Out of State Students | \$16,642.00 |

Required immunizations, gas, tolls, and housing arrangements (if applicable) required for clinical education affiliations are the responsibility of the student and cannot be estimated by the PTA program.

Proof of current medical insurance coverage is mandatory for all students throughout their enrollment in the PTA Program. Students that do not have current medical coverage can obtain information regarding student insurance policy coverage through the Office of Student Services.

A total of 71 credit hours are needed for the Associate of Science Physical Therapist Assistant degree. Please see the College catalog and/or the Physical Therapist Assistant suggested sequence of study sheet for additional information.

***Estimates are based on program completion as a full-time student as outlined by the program curriculum.**

This information is strictly to be used as an estimate to assist students in financial planning and may change at the discretion of New River Community and Technical College or the PTA program.

F. Facilities

Lecture Rooms and Laboratory Space – PTA Program lecture rooms and laboratory space are located in rooms R123 and R187 at the Raleigh County Campus. All program courses and labs will be held in these rooms. Use resources wisely and with consideration for personal safety. Remember that physical therapy equipment is very expensive and must be maintained and cared for by both faculty and students. Please see Section VII: Non-Academic Policies and Procedures, Subsection D: Safety and Emergency for specific policies and procedures for lab facilities.

G. Library

Library information services are available to all New River Community and Technical College students through the Greenbrier Valley Library, the Summersville Public Library and the Raleigh County Public Library. Each library is a member of the Mountain Library Network (MLN) and serves all MLN card holders. Library cards for these facilities are free and their collections are available through InterLibrary loan. The Greenbrier Valley campus library web page offers electronic library services to all users such

as Infotrac (full text and summary peer-reviewed journal and popular magazine article databases and the Literature Resource Center) the Lexis-Nexis Academic (full text national and international newspaper articles, legal, business, and biographical databases), the Charleston Newspaper Index (full text), links to regional newspapers, CINAHL (nursing and allied health subjects), and Interlibrary Loan Request forms. MLN affiliated libraries offer journal databases through the West Virginia Library Commission.

H. Financial Aid Office

The purpose of financial aid awarded at New River Community and Technical College is to provide monetary assistance to students who without the receipt of aid, would be unable to begin or continue their studies at this institution. Types of financial aid include grants, loans, scholarships, and work study. Student must reapply for financial aid each year. Additional financial aid information can be found in the college catalog, on the New River Community and Technical College website or through the Financial Aid Office.

I. Student Services

The mission of the Student Success Centers is to provide students with a comprehensive range of services and resources to enable students to reach their educational, lifelong learning and career goals. The New River goal is to provide services to help all students achieve academic success. The expanded mission is to coordinate quality tutoring programs through a variety of delivery systems to meet the needs of traditional and nontraditional students. Upon student request, each campus provides support services at no additional cost. The services listed below are available. If a service is not directly available on a specific New River campus, every effort will be made to provide the service from Central Administration staff or another campus staff member.

- Peer Tutoring
- Career Counseling
- Disability Services
- Placement Testing (Accuplacer)
- Secure, make-up testing (by appointment only)
- Mentoring
- Study Groups
- E-tutoring through synchronous and asynchronous learning
- Multimedia computer labs and prescriptive software programs

J. Budget Process

Determination of the program budget is based on data gathered from program review, faculty, advisory board members, student course and program evaluation as well as program goals and objectives. The Program Director is responsible for submitting the program budget request to the Vice President of Academic Affairs in the timeframe established by the college.

VI. Academic Standards

A. Academic Advising

The initial intake point for prospective program students occurs through student recruiters and the general advising office of each campus. Students are given a copy of the program information packet and instructed to contact the program advisors for questions, additional information, and course scheduling. The program faculty serve as the advisors for prospective program students. Advising is essential to assuring accuracy of information, clarification of questions, and for scheduling required pre-requisite courses. Please call 304-929-3324 or e-mail trahal@newriver.edu to schedule an advising appointment.

B. Selected Enrollment

The physical Therapist Assistant program is selective enrollment meaning that students must apply to the program and be accepted before enrolling in any course with a PTHA prefix. **A maximum of 20 students will be admitted into the program each August.** The admission is determined using a weighted rubric which can be referenced online via the program website at <http://www.newriver.edu/quicklinks/degree-programs/23-multiple/academic-services/1246-physical-therapist-assistant-aas>. Acceptance to New River and meeting of program application requirements does not guarantee admission to the PTA Program.

C. Program Application Requirements

Pre-Requisite Courses

Students must have completed or be enrolled in the program's 30 credit hours of prerequisite courses when applying to the program. Equivalent pre-requisite courses may be completed at any college or university; New River students are not given preference during the selection process. All pre-requisite courses of the curriculum must be completed with a grade of "C" or higher. Students have until the end of the traditional spring semester to complete pre-requisite courses. Students must have an overall GPA of at least 2.75 for all college-level work.

Volunteer Hours

Applicants are required to complete volunteer hours in at least two physical therapy settings (out-patient, acute care, skilled nursing facility, etc.), each with a different licensed physical therapist or licensed physical therapist assistant. Volunteer hours cannot be completed via home health and must be completed within 12 months prior to the application deadline. **A minimum of 40 volunteer hours is required to apply to the program;** however, applicants may choose to complete up to 80 volunteer hours. Persons that have been or are currently employed in a physical therapy setting and wish to use their work experience for credit must provide documentation from a PT or PTA member of the physical therapy staff. All volunteer hours should be completed on the program's volunteer reference form and submitted in a signed and sealed single envelope from each setting and submitted by the student along with their program application.

Failure to follow these instructions will result in disqualification of application.

Program Application

The program application must be completed and submitted by the application deadline as indicated in section D. below.

D. Application Deadline

Application materials including the program application and documentation of all completed volunteer hours must be submitted to the PTA Program by the student in a single envelope. **Application materials may be hand delivered or mailed to the PTA Program and must be received on or before 4 p.m. on April 30th.** However, if the 30th falls on a Saturday or Sunday, the materials must be submitted the Friday prior to the 30th. *Materials submitted separately as well as faxed or e-mailed material will not be accepted.* Students are not permitted to submit application materials to any other college office.

E. Re-Applying to the Program

Students that are not accepted may reapply to the program by submitting new volunteer hours with an updated application by the specified yearly deadline. Volunteer hours must be completed within 1 calendar year of the application deadline.

F. Accepting/Declining Seat in Program

Students that are accepted into the program will have the option to accept or decline their seat. Students may not defer their seat for the following year. If a student declines their seat, the student must reapply to the program and complete new volunteer hours. Students are to follow the current application process in place to reapply.

G. Grading Scale

For didactic and laboratory courses, the PTA program utilizes a seven point grading scale. The grading scale is as follows:

A = 93.0 – 100%

B = 85.0 – 92.9%

C = 77.0 – 84.9%

F = 76.9% and below

****A minimum grade of 'C' or greater is required in all courses to be able to progress to the next semester of the PTA program**

H. Didactic and Laboratory Examinations

1. Quizzes – Quizzes can either be scheduled on the syllabus or given at the discretion of the course instructor (“pop” quizzes). Any missed quiz will result in a grade of zero.
2. Written Examinations – Written examinations are an assessment of theoretic knowledge learned in a course. Dates of written examinations will be available to students on course syllabi. When unable to be present for a written exam, the student is responsible for contacting the course instructor as described in the attendance policy. Any missed written examination will result in a grade of zero unless there are extenuating circumstances as determined by the course instructor and program director. Extenuating circumstances may include but are not limited to: serious medical conditions such as, but not limited to, pregnancy complications or delivery, or prolonged illness of self, medical conditions or prolonged illness of immediate family member or other unforeseen family circumstances. Make-up exams will be rescheduled at the earliest convenience of the course instructor.
3. Practical Examinations – Practical examinations are assessments of clinical skills learned in each laboratory course. Dates of practical examinations will be available to students on each laboratory course syllabi. When unable to be present for a practical exam, the student is responsible for contacting the course instructor as described in the attendance policy. Any missed practical examination will result in a grade of zero unless there are extenuating circumstances as determined by the course instructor and program director. Extenuating circumstances may include but are not limited to serious medical conditions such as, but not limited to, pregnancy complications or delivery, or prolonged illness of self, medical conditions or prolonged illness of immediate family member or other unforeseen family circumstances. Make-up exams will be rescheduled at the earliest convenience of the course instructor.

Students must pass all practical exams for advancement in the program. Failure of a practical exam will result in:

- 1st Failure: The student will receive remediation by the course instructor or student mentor and allowed a second attempt under the administration of the course instructor. The second attempt must be completed within 3 academic instruction days of the first practical examination failure.
- 2nd Failure: The student will receive remediation by the course instructor or student mentor and allowed a second attempt under the administration of the course instructor. The second attempt must be completed within 3 academic instruction days of the second practical examination failure.
- 3rd Failure: Any student who is unable to pass a practical exam on the third attempt will receive a failing grade for the applicable laboratory course. He/she will not be permitted to progress in the applicable course or to progress to the next semester of program courses. The student must follow PTA program policy and procedures regarding

failure of a program course if he/she wishes to re-apply to the Physical Therapist Assistant Program.

I. Academic Dishonesty

Charges of academic dishonesty (plagiarism, cheating, falsifying records, etc.) on the part of a student may be filed by any member of the academic community. Such charges shall be reviewed first at the campus level by the Campus Dean, faculty member, and student involved with a maximum penalty of "F" in the course. If the penalty is "F", then the student does not have the option to withdraw from the course. The faculty member must notify the Registrar so the "F" grade can be placed on the student's academic record.

If the student denies guilt, or the Campus Dean believes the penalties at this step are insufficient for a specific act, the case shall be forwarded in writing to the President. The case may be resolved at this level, or if warranted by the President or requested in writing by the student, the case shall be forwarded to the Academic Affairs Committee.

The Academic Affairs Committee shall present to the accused student and the person making the accusation written notification of the charges which shall include:

- A statement that a hearing will be held before the academics committee, together with the notice of the date, time, and place of the hearing.
- A clear statement of the facts and evidence to be presented in support of the charges made.

A recommendation by the Academic Affairs Committee for imposition of sanctions in a case of academic dishonesty is final. The Academic Affairs Committee may also recommend that the imposition of sanctions be held in abeyance where appropriate.

This policy can be found in Degrees, Graduation, and Transcripts section, Academic Dishonesty, of the New River Community and Technical College catalog. It is also available electronically through the online catalog at http://www.newriver.edu/images/stories/smaxwell/Catalog/College_Catalog_2016_2017.pdf

Sanctions for students in any course with a PTHA prefix may include, but are not limited to:

1. Disciplinary reprimand: In the case of minor violations and when the student acknowledges the violation, a written reprimand will be issued by the program director.
2. Failure of the assignment, quiz, examination, or paper: A failing grade (F) may be assigned for the assignment, quiz, examination, or paper.
3. Course failure: A failing grade (F) may be assigned for the course in which the violation occurred.

J. Midterm Jeopardy

Each student will meet with the members of the program faculty to discuss the student's strengths and weakness and to receive constructive comments for improvement of academic performance and professional behaviors. These meetings will be documented, signed by all parties in attendance, and kept in the student's program file. A copy of the Mid-Term Feedback Form is located in the appendix.

K. Program Progression and Dismissal

Policy

I. Grading Scale

- A. The final course grade reflects a cumulative score based on the total points available and the total points earned by the student for the individual course.
- B. The program pass mark for didactic and laboratory courses is 77%
 1. The program utilizes a 7 point grading scale for all didactic and laboratory coursework;
 - A = 93.0 – 100%
 - B = 85.0 – 92.9%
 - C = 77.0 – 84.9%
 - F = 76.9% and below

- II. Mid-term Advising
 - A. Program faculty will provide academic advising at the mid-point of the both the first and second semesters of the technical portion of the program.
 - 1. Together as a unit, program faculty will meet to discuss areas of strength and areas of improvement for each student on an individual basis.
 - 2. The advising meeting will be documented and signed by all in attendance.
 - 3. A copy of the mid-term advising form is located in the appendix.
- III. Progression
 - A. Didactic Courses
 - 1. Course information is taught in units
 - 2. Written examinations are given and the conclusion of each unit
 - 3. Students must obtain a cumulative score of 77% to pass a didactic course
 - a) A grade of 76% or below is considered failing for the course and will result in an "F" on the student's transcript
 - b) A copy of the Program Dismissal: Academic Standards form is located in the appendix.
 - B. Laboratory Courses
 - 1. Laboratory information is taught in units that correspond with the co-requisite didactic course
 - 2. Practical examinations are performed as indicated by the syllabus
 - a) Laboratory units that do not require a practical examination will be indicated on the course syllabus
 - b) Laboratory assignments may be required in lieu of practical examinations
 - 3. Student are permitted three attempts to pass each practical examination
 - 4. Students must obtain a cumulative score of 77% to pass a didactic course
 - a) A grade of 76% or below is considered failing for the course and will result in an "F" on the student's transcript.
 - b) A copy of the Program Dismissal: Academic Standards form is located in the appendix.

Procedure

- I. Mid-term Advising
 - A. Program faculty will provide academic advising at the mid-point of the both the first and second semesters of the technical portion of the program.
 - 1. Together as a unit, program faculty will meet to discuss areas of strength and areas of improvement for each student on an individual basis.
 - 2. Documentation
 - a) Student strengths and area(s) of improvement will be documented by the faculty on a mid-term assessment form
 - b) All parties in attendance will sign the documentation
 - c) The student will receive a copy of the documentation for personal use
 - d) A copy of the documentation will be placed in the students' academic file in the office of the Program Director.
- II. Progression
 - A. Didactic Courses
 - 1. Students who fail a didactic course:
 - a) In the first semester of the technical phase
 - (1) Are not permitted to attend PTHA 232, Clinical Education I
 - (2) Are not permitted to continue to the second semester of the technical phase of the program
 - b) In the second semester of the technical phase
 - (1) Are not permitted to attend PTHA 250, Clinical Education II or PTHA 252, Clinical Education III in the third semester of the technical phase.
 - (2) Students who fail a didactic course must follow the re-application process
 - c) Multiple
 - (1) Any student who fails two didactic courses within the technical phase of the program is dismissed
 - (2) The student is not permitted to apply for readmission

2. Students are permitted to:
 - a) Complete the remaining PTHA courses for which they are registered
 - b) Withdraw from the program as outlined by the program and the New River Catalog
- B. Laboratory Courses**
1. Attempts
 - a) students are permitted three attempts to pass a practical examination
 - (1) First practical failure
 - (a) Students are remediated by the course instructor
 - (b) Student will retake the practical exam
 - (i) within 48-72 hours of remediation and
 - (ii) under the direction and supervision of the course instructor
 - (2) Second practical failure
 - (a) Students is remediated by the course instructor within 24 hours of failure
 - (b) Student will retake the practical exam
 - (i) within 48-72 hours of remediation and
 - (ii) under the direction and supervision of the course instructor and
 - (iii) in the presence of another member of program faculty
 - (3) Third practical failure
 - (a) Student will receive "F" for the laboratory course
 2. Students who fail a laboratory course:
 - a) In the first semester of the technical phase
 - (1) Are not permitted to attend PTHA 232, Clinical Education I
 - (2) Are not permitted to continue to the second semester of the technical phase of the program
 - b) In the second semester of the technical phase
 - (1) Are not permitted to attend PTHA 250, Clinical Education II or PTHA 252, Clinical Education III in the third semester of the technical phase.
 - (2) Students who fail a didactic course must follow the re-application process
 - c) Multiple failures
 - (1) A student who fails two or more laboratory courses in the same semester will be dismissed from the program and is eligible for re-entry
 - (2) A student who fails one or more laboratory courses following re-entry will be dismissed from the program and is not eligible to apply for readmission
 3. Students who fail one or more laboratory courses are permitted to:
 - a) Complete the remaining PTHA courses for which they are registered
 - b) Withdraw from the program as outlined by program policies and procedures and in accordance with the New River Community and Technical College catalog

L. Expected Competency Prior to Attending Clinical Affiliations

Student must have a grade of 77% or better in all courses with a PTHA prefix prior to attending clinical affiliations. As part of the laboratory, student must demonstrate competency on all practical examinations by obtaining a 77% or higher and 100% on critical safety elements.

M. Student Withdrawal

A student who decides to withdraw from a course or the college must complete a withdrawal form which is obtained from the Admissions and Records Office. The withdrawal is not official until the student has

obtained the required signatures and submitted the form for processing. This policy, in its entirety is available in the Academic Policy and Procedures section, Withdrawal from Class/College of the New River Community and Technical College catalog. It is also available electronically through the online catalog at http://www.newriver.edu/images/stories/smaxwell/Catalog/College_Catalog_2016_2017.pdf

The program requires that students clearly indicate on the withdrawal form the reason for withdrawal and the form must be signed and dated by the student and program director. Students requesting to withdraw from the program due to poor academic performance or other extenuating circumstances may apply for program re-entry as outlined by the re-entry process.

N. Appeal of Grades

Appeals must be filed as outlined in the Academic Policy and Procedures Section, Academic Appeals, of the New River Community and Technical College Catalog. It is also available electronically through the online catalog at

http://www.newriver.edu/images/stories/smaxwell/Catalog/College_Catalog_2016_2017.pdf

O. Academic Grievance/Due Process

Student Grievances & Complaints for academic and non-academic issues must follow procedures as outlined by the New River Community and Technical College Student Handbook available at

http://www.newriver.edu/images/publicdocs/StudentServices/STUDENT_HANDBOOK_2016-2017%20FINAL%208-25-2016.pdf

P. Program Re-Application

1. Eligibility – Students dismissed from the program due to failure to meet required academic standards, those who choose to withdraw due to poor academic performance or choose to withdraw for personal reasons are permitted to re-apply to the program beginning with the next new class intake only. Re-application does not guarantee admission. Admission will be determined based on the admission policies for first time applicants. Students must also complete new volunteer hours. Students are permitted to re-enter the program only once, regardless of the reason for re-entry.
2. Intent to Reapply – Intent to reapply to the program must be done in writing and mailed through the US postal service to the program director. Students have 60 days from the date of program dismissal or withdrawal to apply for re-entry. The postal service postmark or the date of the e-mail will serve as documentation of the date. Hand delivered, e-mailed or faxed letters will not be accepted.
3. Retaking or Auditing a Course – courses completed with a grade of “F” must be completed for course credit. Because the program curriculum is sequential, students who re-enter will be required to audit all previously completed courses with a grade of “C” or higher. Information regarding course auditing and fees can be found in the Academic Policy and Procedures section, Auditing Courses, of the New River Community and Technical College Catalog.

Q. Laboratory Use Outside of Scheduled Class Time

PTA program students are permitted to utilize the lab/classroom after scheduled class time to practice their lab skills. Students may have access to Room 187 at any time that the College is open and may have access to Room 123 as long as a member of the PTA program faculty or staff are on site and available to lock up after the room’s use. The following rules apply to utilization of the laboratory after hours:

1. Students are not to operate the following equipment unless a program faculty member is present:
 - a. Ultrasound
 - b. Electrical Stimulation
 - c. Iontophoresis/Phonophoresis
 - d. Traction Unit
2. All equipment, materials, etc. utilized must be cleaned after use and put back into its proper place.

VII. Non-Academic Policies and Procedures

A. Professional Behaviors

1. Attendance

Policy

- I. Attendance
 - A. Students are expected to demonstrate professional behaviors and to act in a mature and responsible manner.
 - B. Students are individually responsible for the decision of whether or not to attend class.
 - C. Attendance will be taken prior to the start of each class.
 - D. Students are allotted three absences per PTHA course
 1. Three incidents of absenteeism are considered an incidence.
 - E. Absence resulting from serious personal trauma, such as the serious illness of self, serious illness or death of an immediate family member (parent(s), step parent(s), in-law(s), siblings or children) or serious will be addressed on an individual basis.
- II. Notification of Course Instructor
 - A. The student must notify the course instructor by phone prior to class time.
- III. Assignments, Written and Practical Examinations
 - A. Upon return, it is the student's responsibility to meet with the instructor to obtain and clarify any material covered during their absence.
 - B. Missed written and/or practical examinations must be taken at the earliest convenience of the course instructor.

Procedure

- I. Attendance
 - A. Attendance will be taken prior to the start of each class
 - B. Beginning with the 4th absence and for each absence afterward, 5% will be deducted from the student's class participation grade total for the course for each incident.
 1. special consideration will be given due to serious personal trauma, such as the serious illness of self, serious illness or death of an immediate family member (parent(s), step parent(s), in-law(s), siblings or children) or serious will be addressed on an individual basis.
- II. Notification
 - A. Students must phone the course instructor prior to the beginning of class.
 1. If the instructor is unavailable to answer the phone, a voice message will suffice.
 2. If the student is unable to phone, they are required to designate another individual to notify the course instructor.
- III. Assignments, Written and Practical Examinations
 - A. The student must meet with the instructor prior to the next scheduled lecture or laboratory to obtain and clarify any material covered during their absence.
 - B. Missed written and/or practical examinations must be taken at the earliest convenience of the course instructor.

2. Tardiness

Policy

- I. Expectation of Timeliness
 - A. Didactic Courses
 1. Students are expected to be in their seats promptly for the start of class.
 - a) Students should be seated, organized and ready to begin on time.
 2. Tardiness for an exam may result in a five point reduction of earned points.
 - B. Laboratory Course
 1. Students are expected to be ready promptly for the start of class
 - a) Students should be dressed in lab attire, organized and ready to begin on time

2. Students should be dressed for laboratory experiences and ready to begin on time
- II. Tardiness
- A. A student is considered tardy if they are not ready to begin PROMPTLY at the time that class is scheduled to begin.
 1. There is no grace period!
 - B. Three episodes of tardiness are considered an incidence.
 1. Beginning with the 4th absence and each absence afterward, 5% points will be deducted from the class participation grade for that course.

Procedure

- I. Tardiness
 - A. Students are allotted 3 episodes of tardiness.
 - B. Beginning with the 4th absence and for each absence afterward, 5% points will be deducted from the class participation grade for that course.
- 3. Dress & Hygiene Policy**
- I. Dress Code
 - A. Personal appearance should convey professionalism at all times. Students are to comply with the dress code of his/her facility. Attire should contain no rips, holes or stains, no low rise pants and no mid-drift shirts. Students should also wear low heeled, closed toe shoes with rubber soles.
 - B. During laboratory classes and practical examinations, a student is only permitted to wear wedding rings, a watch, and small post earrings. Students cannot wear hoop or dangling earrings, necklaces, bracelets, facial piercings/studs and/or tongue studs.
 - C. Students with hair longer than shoulder length must keep his/her hair tied back at all times.
 - D. New River student IDs must be worn at all times during clinical affiliations
 - II. Hygiene
 - A. Hands are to be kept clean and fingernails are not to extend beyond the fingertips.
 - B. Body odor, bad breath, visible dirtiness, cigarette odor and strong perfumes or aftershave will not be tolerated.
 - C. Visible tattoos containing leud or offensive pictures, words or phrases must be covered at all times during didactic, laboratory and practical examinations.

Procedure

- I. Dress and Hygiene
 - A. The instructor will address the student at which time the student must immediately rectify. If the student is unable to immediately rectify the issue, he/she will be dismissed from the class and the student will receive an absence for the day.
 - B. Each episode is considered an incidence. The ACCE and Program Director will determine the best way to handle the incidence.

4. Academic Dishonesty

Charges of academic dishonesty (plagiarism, cheating, falsifying records, etc.) on the part of a student may be filed by any member of the academic community. Such charges shall be reviewed first at the campus level by the Campus Dean, faculty member, and student involved with a maximum penalty of "F" in the course. If the penalty is "F", then the student does not have the option to withdraw from the course. The faculty member must notify the Registrar so the "F" grade can be placed on the student's academic record.

If the student denies guilt, or the Campus Dean believes the penalties at this step are insufficient for a specific act, the case shall be forwarded in writing to the President. The case may be resolved at this

level, or if thought warranted by the President or requested in writing by the student, the case shall be forwarded to the Academic Affairs Committee.

The Academic Affairs Committee shall present to the accused student and the person making the accusation written notification of the charges which shall include:

- A statement that a hearing will be held before the academics committee, together with the notice of the date, time, and place of the hearing.
- A clear statement of the facts and evidence to be presented in support of the charges made.

A recommendation by the Academic Affairs Committee for imposition of sanctions in a case of academic dishonesty is final. The Academic Affairs Committee may also recommend that the imposition of sanctions be held in abeyance where appropriate.

This policy can be found Degrees, Graduation, and Transcripts section, Academic Dishonesty, of the New River Community and Technical College catalog. It is also available electronically through the online catalog at http://www.newriver.edu/images/stories/smaxwell/Catalog/Final_Draft_v6.pdf.

Sanctions for students in any course with a PTHA prefix may include, but are not limited to:

4. Disciplinary reprimand: In the case of minor violations and when the student acknowledges the violation, a written reprimand will be issued by the program director.
5. Failure of the assignment, quiz, examination, or paper: A failing grade (F) may be assigned for the assignment, quiz, examination, or paper.
6. Course failure: A failing grade (F) may be assigned for the course in which the violation occurred.

5. Ethical Behavior and Expectation of Students

Conduct While on Campus

While on campus, all students are expected to abide by the Student Code of Conduct published in the New River Community and Technical College Student Handbook

Conduct In a Clinical Facility

1. All student's in the program are required to become student members of the American Physical Therapy Association (APTA) and, in so doing, will be held to the Standards of Ethical Conduct for the Physical Therapist Assistant.
2. All students must follow the conduct policies of each affiliation site where they are placed.
3. Cell phones will be placed on silent (not vibrate) during the hours of the clinical affiliation. Cell phone calls, texting, and any other form of communication that can be performed through a service provider data plan are only permitted during scheduled breaks and at lunch.
4. Clinical Instructors, Academic Coordinator of Clinical Education or facility administration have the right to ask any student who displays inappropriate behavior to leave the facility. They also have the right to deny the student to complete his/her affiliation. Students who are denied re-admission to a facility will receive an "F", will be required to re-register for the affiliation, and will incur all tuition and fees associated with repeating the course.

Student Responsibilities

It is the student's responsibility to:

1. Attend all classes, laboratory sessions and clinical affiliation assignments as scheduled;
2. Be prepared to participate in the scheduled activities for the day (appropriate notes, texts, dress, etc.);
3. Obtain assignments from the instructor prior to being absent, whenever possible, so that work may be submitted upon return;
4. Make-up assignments missed due to absences. Note: Exams will not be rescheduled for routine medical appointments (doctor, dentist, etc.), vacations, travel or other non-urgent matter; and to
5. Seek assistance from the course instructor when additional help is needed in meeting course requirements.

B. Privacy and Confidentiality

1. Health Insurance Portability and Accountability Act (HIPAA)

Background

HIPAA is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by the program in any form, whether electronically, paper or oral, are kept confidential. HIPAA the student, significant rights to understand and control how your health information is used. As required by HIPAA, the following are explanations of how we are required to maintain the privacy of your health information and how the PTA program and/or New River Community and Technical College may use and/or disclose your health information.

Policy

I. Our Responsibility

The Physical Therapist Assistant Program and New River Community and Technical College are required by law to maintain the privacy of your health information and provide you with a description of privacy practices. Your health information is kept in a secure location with access limited to the Senior Academic Officer for the School of Health Sciences, the PTA Program Director, Academic Coordinator of Clinical Education and the Administrative Associate for the PTA program.

II. Disclosures:

The following are examples of situations requiring use/disclosure of health information:

- A. Program Director, Director of Clinical Education:
- B. The program must maintain current information regarding your health, immunizations, restrictions, medications, drug test results, etc. for the purpose of safety while on campus and during clinical education as well as meeting the requirements of clinical affiliation sites.
- C. The program may use student health information to determine physical and mental fitness to perform the duties and skills required in the classroom, laboratory, or clinical setting.
- D. Clinical Coordinators of Clinical Education, Clinical Instructors:
 1. The program may disclose current information regarding physical examinations, immunizations, drug testing and medical insurance coverage to those clinical instructors who are part of clinical education, based on the requirements of the facility.
- E. Executive personnel at New River Community and Technical College:
 1. In the event of an incident involving a student, the program may disclose physical examinations, immunizations, drug testing and medical insurance coverage to New River Community and Technical College.
- F. As required by law, the program and/or New River Community and Technical College may also use/disclose health information to the following types of entities, including but not limited to:
 1. Food and Drug Administration (FDA)
 2. public health or legal authorities charged with preventing or controlling disease, injury of disability
 3. correctional institutions
 4. military command authorities
- G. The Physical Therapist Assistant Program and/or New River Community and Technical College may use/disclose health information for law enforcement purposes as required by international, federal, state, and/or local law:
 1. When necessary to prevent a serious threat to your health and/or safety or the health and/or safety of another person. However; disclosures will only be made to persons who may be able to prevent the threat
 2. As required by military command authorities
 3. To Worker's Compensation or similar programs
 4. To those organizations responsible for licensure, certification, accreditation, audits, etc.
 5. In response to a court order, subpoena, discovery request, or other lawful process after you have been told about the request or efforts have been made to obtain an order protecting the information.

- H. The Physical Therapist Assistant Program and/or New River Community and Technical College may use/disclose health information if asked by law enforcement officials and if the information is
 - 1. In response to a court order, subpoena, warrant, summons or other lawful order
 - 2. Limited information to identify or locate a suspect, fugitive, material witness, or missing person
 - 3. About the victim of a crime
 - 4. About a death believed to be the result of criminal conduct
 - 5. About criminal conduct on NEW RIVER COMMUNITY AND TECHNICAL COLLEGE premises
 - 6. In an emergency to report a crime, location of a crime, or the identity, description or location of a person who committed a crime

III. Your Rights:

- A. You have the right to inspect and copy any health information which may be used to make decisions about your progress in a particular degree program, your participation in and progression skills/tasks required of you in the classroom/laboratory setting and/or your placement/progress at a particular site for clinical rotations. This request must be made in writing to the PTA Program Director and an appointment must be scheduled.
- B. If you feel that the health information is incorrect or incomplete, you have the right to request an amendment for as long as the information is kept by our facility. Requests must be made in writing to the PTA Program Director.
- C. You have the right to request a restriction or limitation on the use/disclosure of your health information. This request must be in writing and submitted to the PTA Program Director. Neither the program nor New River Community and Technical College is required to agree to your request.
- D. You have recourse if you feel that your privacy has been violated. You have the right to file a written complaint with the Senior Academic Officer for the School of Health Sciences about potential violations. This complaint will follow the procedures for complaints as outlined by the New River Community and Technical College catalog.

2. Federal Education Rights and Privacy Act (FERPA)

Background

The Federal Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education. FERPA gives parents certain rights with respect to their children's records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Policy

FERPA provides parents certain rights with respect to their children's academic records.

- A. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
 - 1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school.
 - 2. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.
 - 3. Schools may charge a fee for copies.
 - 4. Parents or eligible students have the rights to request that a school correct records which they believe to be inaccurate or misleading.
 - a) If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing.
 - b) After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a

statement with the record setting forth his or her view about the contested information.

5. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - a) school officials with legitimate educational interest
 - b) other schools to which a student is transferring
 - c) specified officials for audit or evaluation purposes
 - d) appropriate parties in connection with financial aid to a student
 - e) organizations conducting certain studies for or on behalf of the school
 - f) accrediting organizations
 - g) to comply with a judicial order or lawfully issued subpoena
 - h) appropriate officials in cases of health and safety emergencies
 - i) state and local authorities, within a juvenile justice system, pursuant to specific State law
6. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.
 - a) However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.
 - b) Schools must notify parents and eligible students annually of their rights under FERPA.
 - c) The actual means of notification is left to the discretion of each school.

Procedure

- I. The program will not divulge any education student information to anyone, including parents, but the individual student without written consent of the student
- II. Students advised by the program will be required to provide written documentation outlining the handling of their records by completing a FERPA Release Form.
 - A. Students granting access will complete a FERPA form
 1. specify individuals who are granted access to their educational records
 2. specific areas that are accessible to those individuals
 3. sign and date the FERPA form
 - B. Students declining access will complete a FERPA form
 1. complete the section of the FERPA indicating that they decline the release of their academic information
 2. sign and date the FERPA form

3. Maintenance of Student Records

Policy

Student academic and personal information will be handled in accordance with The Health Insurance Portability & Accountability Act (HIPPA), the Family Educational Rights and Privacy Act (FERPA) and the Commission on Accreditation in Physical Therapy Education (CAPTE) guidelines.

Procedure

- I. Academic records
 - A. will be maintained by the Program Director
 - B. will remain locked in the office of the Program Director.
- II. Health Information and clinical education records
 - A. immunization records, background checks, drug testing, proof of medical insurance and any other personal information required for a clinical affiliation site will be maintained by the individual student

1. the student will be responsible for supplying any required information to their assigned clinical site
 2. if the information is not current, the student will not be allowed to attend the assigned clinical affiliation until the information is available
- III. Records Maintenance and Security
- A. During program enrollment
 1. will be maintained as outlined in Sections I and II while the student is enrolled in the program
 - B. Following the student withdrawal, dismissal or graduation from the program
 1. academic records from the Program Director's office and health and clinical education records from the Academic Coordinator of Clinical Education's office will be compiled
 2. these records will be kept in a secured/locked location for a period of 3 years
 - a) records older than 3 years will be shredded

4. Human Subjects

Policy

Student should understand that they will be required to be a subject for simulated treatment by other students and faculty members. This is necessary in order to learn safe and competent manual physical therapy procedures. In every instance the simulation will be professional, discrete, and directed towards the understanding of a specific treatment and/or intervention.

Procedure

- I. Each student will be required to sign an informed consent form prior to the first day of their first lab class.
 - A. Consent will remain active throughout the student's matriculation.
- II. Signed consent forms will be placed in the student's academic file in the office of the program director. A copy of the consent form is located in the appendix.

5. Patient Right to Refuse

Policy

Patients at any facility, at any time, have a risk-free right to refuse treatment by a physical therapist assistant student or from participating in the clinical education of a physical therapist assistant student.

Procedure

- I. Clinical Instructors are responsible for asking the patient for permission for the student to
 - A. observe the treatment session or
 - B. participate in the physical therapy interventions with the patient
- II. Students are responsible for
 - A. introducing themselves to the patient
 - B. identifying themselves as a physical therapist assistant student from New River Community and Technical College
 - C. Request for permission to work with the patient

6. Faculty/Staff Privacy

The program will adhere to New River Community and Technical College policies regarding privacy of faculty and staff.

7. Audio/Videotaping, Photographing and Imaging

Policy

Students should understand that audio/videotaping, photography, and imaging are the property of New River Community and Technical College and may be viewed by community partners for marketing purposes and for instructional purposes.

Procedure

- I. Each student will be asked to sign an informed consent form at orientation and prior to beginning the program.
 - A. The consent will remain active throughout the student's matriculation.
- II. Signed consent forms will be placed in the student's academic file in the office of the program director. A copy of the consent form is located in the appendix.
- III. Students have the right to refuse.

C. Health Related Policies & Procedures

1. Immunizations

Students must be able to provide the following information to either the program or assigned clinical education by November 1st

1. Mantoux 2 step test – tuberculosis (TB)
2. Rubella (German measles) – proof of immunization or positive titer
3. Rubeola (measles) – proof of immunization or positive titer
4. HepB (hepatitis B) immunization – series of three injections; the first of the injections must be completed by August 31st, the second by September 30th.
5. Tetanus immunization or booster – must be within the past 10 years
6. Varicella (chicken pox) – proof of immunization or positive titer

2. Background Check

Policy

- I. Student admitted into the program will be subject to a minimum of one (1) background check throughout their matriculation through the program.
 - a. the first background check must be completed before beginning PTHA 232, Clinical Education I
 - b. additional background checks may be required for PTHA 250, Clinical Education II or PTHA 252, Clinical Education III if the students assigned facility requires a more recent background check
- II. Cost for all background checks are the responsibility of the student.
- III. Students may be denied experience at one or more facilities based on the outcome.
- IV. Any student who is not eligible for a required clinical affiliation based on the outcome of the criminal background check will not be permitted to continue in the PTA program.

3. Drug Screening

Policy

- I. Students admitted into the program will be subject to a minimum of one (1) drug screening throughout their matriculation through the program
 - a. Mandatory Drug Screening:
 - i. Mandatory drug screenings will be performed at an unannounced time prior to a student attending any clinical facility for the purpose of affiliations or rotations.
 - ii. Students will have no longer than 24 hours to complete the drug screen.
 - iii. The cost of the drug screen is the responsibility of the student.
 - b. Reasonable Suspicion Drug Testing:
 - i. A reasonable suspicion screening will be required based on personal, physical, or performance changes.
 - ii. A test based on a reasonable suspicion can be requested by a member or staff, a program instructor or faculty member.
 - iii. Students will have no longer than 24 hours to complete the drug screen.
 - iv. The cost of the drug screen is the responsibility of the student.
- II. A 9-panel drug screen must be performed through a LabCorp facility.
- III. Any student that refuses to perform either a mandatory drug screen or a drug screen requested due to reasonable suspicion will be considered in direct violation of the drug testing policy.

- a. The student will be reprimanded in the same manner as a student who provides a positive screen.
- IV. All students are subject to their clinical site's drug testing policy.
 - a. A student's refusal or unwillingness to participate in a clinical facility drug screen will be considered a positive drug screen.
 - b. The cost of a facility required drug screen is the responsibility of the student.
- V. Any student that produces a positive screen while enrolled in the program
 - a. will be dismissed from the program unless he/she can provide documented proof from a licensed health care provider authorized to dispense medication that
 - b. will not be permitted to reapply or re-enroll in the program at any time

4. Basic Life Support

Basic Life Support (BLS) and First Aid for Health Care Providers certification must be completed prior to the first clinical affiliation. The course must be an American Heart Association Health Care Provider or equivalent course. Documentation of certification must be presented to the Academic Coordinator of Clinical Education on or before November 1st. Students must maintain certification while enrolled in the program.

5. Student Health Insurance

All students are required to provide documentation of personal health insurance prior to the beginning of the technical phase of the program. Students are required to maintain valid coverage while enrolled in the program. New River Community and Technical College and clinical facilities are not responsible for the cost of medical care if the student becomes ill or injured at school or at the clinical affiliation site.

D. Safety & Emergency Policies and Procedures

1. General Policy

I. Therapeutic Modalities

- A. All therapeutic modalities are annually inspected for safety by a licensed company.
- B. Supplies required for utilization of the equipment are also inspected when applicable.
- C. Any student who discovers or suspects safety issues in a lab or a piece of equipment that is not working properly must notify the nearest program faculty member immediately.
- D. No faculty member or student should ever use equipment or outlets that have been removed from service.
- E. The following are not allowed to be utilized unless a program faculty member is present:
 - Ultrasound
 - Electrical Stimulation
 - Iontophoresis/Phonophoresis
 - Traction Unit

II. Chemicals

- A. All chemicals in use in the program labs are held in marked containers labeled with use and safety instructions.
- B. No chemical should ever be placed in a container bearing a label of another chemical.
- C. All chemicals are stored and/or disposed of under conditions as recommended by the manufacturer.
- D. Material Safety Data Sheets (MSDS) are retained on all chemicals. They are held in a notebook labeled for that purpose and located in the R123 lab.
- E. The PTA program is responsible for providing to faculty and students all supplies necessary for personal protection from hazardous chemicals.

F. All students should explicitly follow faculty instruction regarding chemical use in the program lab.

III. First Aid/Safety

- A. First Aid kits are located in each laboratory.
- B. An eyewash station is located above the sink in each lab.
- C. A fire extinguisher is located in the main hallway.
- D. All treatment tables and mats will be cleaned with a sanitizer after use.
- E. No student is to attempt to treat a real condition/injury of another student at any time unless a program faculty member is present.

IV. Interventions

- A. Students are required to serve as subjects for simulated treatment by other students and faculty members.
- B. In every instance the simulation will be professional and directed towards the understanding of a specific treatment and/or intervention. Professional behaviors are expected at all time
- C. A copy of the Informed Consent Form as a Lab Subject is located in the appendix.

V. Food, Tobacco, etc.

- A. At no time will food, drinks, smoking, or chewing of tobacco be permitted in the classroom or labs. Students who fail to adhere will be dismissed from class, resulting in an immediate absence.

Procedure

I. Therapeutic Modalities

- A. Modalities are inspected yearly for safety
 - 1. the program director is responsible for scheduling yearly inspections
 - 2. inspection records are kept on file in the office of the Program Director
- B. Any piece of equipment or electrical outlet that fails to meet inspection standards will be clearly marked and immediately removed from service.
 - 1. the program director is responsible for scheduling repairs
 - 2. maintenance/repair records are kept on file in the office of the Program Director

2. Medical Emergency in the Classroom or Clinic

Policy

Emergencies can occur at any time during a class or lab session. Students should be prepared for an emergency situation at all times.

Procedure

I. Injury or Illness

- a. Student should remain calm
- b. Utilize training received during Basic Life Support for Health Care Provider course
- c. Students will follow facility guidelines regarding injuries or illness in clinical facilities

II. Fire

- A. Dial 911, identify yourself to the dispatcher, and state that there is a fire. Give the exact location of the building and the fire.
- B. Notify the closest program or college faculty member
- C. Announce verbally and loudly "Code Red".
- D. Assist any student, faculty, or staff in need to the nearest exit.
 - 1. all program faculty, staff and students are to meet directly across the street from the main entrance to the building.
- E. If possible, attempt to contain the fire or extinguish the fire.
- F. Close all doors in the area surrounding the area and the department.
- G. Check all bathrooms, treatment room, offices, etc. to be certain no one remains in the building in the event of evacuation.

3. Off-Campus Learning Experiences

Students are responsible for their own transportation to off-campus learning experiences, laboratories, and clinical education affiliations. Emergency situations that require medical attention and any incurred costs are the responsibility of the student.

A faculty member will be in attendance for all off-campus experiences and laboratories. The faculty member will evaluate the environment and remove all students if it is found to be unsafe or inappropriate. The faculty member will take attendance to monitor student's arrival. The attendance sheet will contain emergency contact information for each student in case of an emergency. If a student is unable to attend the off-campus learning experience, he/she is to notify the appropriate faculty member as soon as possible.

4. Campus Alert System

New River Community and Technical College offers an Emergency Alert System to communicate quickly with the New River educational community regarding campus closings and emergency situations. The Emergency Alert System sends SMS text messages to cell phones, email in-boxes, popup notifications to the College portal. There is no charge for registration (it is free to our New River users) but your cell phone provider may charge a nominal fee for receiving the SMS messages on your cell phone. Each student is encouraged to register at <https://my.newriver.edu/group/mycampus/alert-system>

5. Crisis Response Manual

Students will abide by the New River Community and Technical College Crisis Response Manual. A hard copy of this manual will be available in each classroom and laboratory and reviewed with each new incoming class of students.

E. Approval of Program Policies

Any program specific policies not found in the college catalog or student handbook will be approved through the Vice President of Academic Affairs.

VIII. Policies and Procedures Specific to Clinical Education

A. Clinical Contracts

Policy

The program must have a legal clinical affiliation contract in place between New River Community and Technical College and any facility wishing to provide clinical affiliation placements for students. No student will be placed in a facility without a valid clinical contract in place.

Procedure

I. Clinical Affiliation Contract Request

A. Initiation

1. The program or a facility employing licensed physical therapist or physical therapist assistants may initiate a contract request.
2. The program will e-mail a copy of the Clinical Contract Request Form to the facility requesting the necessary facility information.

II. New River Clinical Affiliation Contracts

- A. The Academic Coordinator of Clinical Education will fill in the necessary facility information on the contract.
 1. All contracts must be converted to .pdf format
- B. Two originals of the contract will be mailed through the US Postal Service or e-mailed in .pdf format by the program to the facility contact person.
 1. Both originals are to be signed by authorized facility personnel
 2. Both originals are to be returned to the program via US Postal Service or scanned .pdf for the appropriate New River signatures.
- C. Once both signed originals are received by the program

1. Both copies are to be signed by authorized college personnel
 - a) One original will be mailed to the contract facility
 - b) One copy will be kept in a locked file in the office of the Academic Coordinator of Clinical Education

III. Facility Clinical Affiliation Contracts

- A. In the event that a facility requires the use of their own contract, the contract will be reviewed by the Academic Coordinator of Clinical Education, Vice President of Administrative Services, and the Vice President for Academic Affairs.
 1. If approved, the contract will be signed by authorized college personnel and returned by hard copy via US Postal Service or scanned as a .pdf and e-mailed to the facility
 2. If unapproved, the Vice President of Academic Affairs will contact the facility to discuss any concerns.
 - a) In the event that an agreement cannot be made, the Vice President of Academic Affairs will contact the Academic Coordinator of Clinical Education and the Program Director.
- B. When the completed contract is returned to the program, it will be kept in a locked file in the office of the Academic Coordinator of Clinical Education.

IV. Review of Contracts

- A. Academic Coordinator of Clinical Education is responsible for yearly review of all contracts to assure their accuracy and validity.
 1. Contracts must be reviewed prior to each new incoming class
- B. If a contract is not valid, the Academic Coordinator of Clinical Education will either
 1. initiate the process for establishing a new contract or
 2. remove the facility from the active site list
- C. Documentation of Review
 1. Documentation of contract review is kept by the Academic Coordinator of Clinical Education on the Clinical Site Tracking spreadsheet

B. Clinical Instructor Qualifications

To assure quality clinical experiences for our students, the academic faculty will seek clinical education faculty that reflect our mission statement. The following criteria are in place for clinical faculty:

- must be a licensed physical therapist or, if permitted by State Practice Act, licensed/certified physical therapist assistant
- a minimum of one year of full time (or equivalent) post-licensure clinical experience
- must be in good standing in the state in which they practice
- competency in physical therapy skills, particularly in the current setting
- effective role models and clinical teachers
- an interest in working with students
- legal and ethical behaviors commensurate with standards of physical therapy practice
- an understanding of the relationship between the PT and the PTA
- an understanding of entry level expectations of the PTA student at conclusion of PTHA 252
- an ability to self-assess and set goals for correction
- a demonstration of lifelong learning by continually working to enhance clinical and educational skills

C. Clinical Education Requests & Placement

Background

Clinical affiliation sites vary from semester to semester based on each facility's ability to host a student. Sites typically base availability on the patient load and staffing of the facility. The ACCE provides the clinical site sign-up form to each clinical site annually (in June) to determine the availability for the incoming cohort of students.

Policy

- I. Notification of Available Clinical Sites
 - A. The Academic Coordinator of Clinical Education will
 1. Present a list of clinical availability within the first 30 days of the start of the technical portion of the program and
 2. Provides each student with a Clinical Site Request Form
- II. Student Requests
 - A. Placement requests will be made through completion of the Clinical Site Request Form
 1. A request is not a guarantee that a student will be placed in that particular facility
 2. Student placement will be made according to site availability and determination of individual student needs as determined by laboratory skills check off and/or recent CPI performance.
 3. Students must have at least one in-patient and one out-patient clinical experience.
- III. Student Placement
 - A. Student placement for clinical affiliations is at the sole discretion of the program faculty
 1. Students will be placed in different settings for each of the three affiliations
 - a) Placement in the same facility is appropriate if
 - (1) the student is participating in a different setting within the facility **AND**
 - (2) the student is mentored by a different CI than the first setting
 - B. Students are expected to be flexible in regards to location of their assignment.
 1. When possible, considerations will be made for each student in regards to family and personal responsibilities.
- IV. Travel
 - A. All students will be required to travel for a minimum of one clinical affiliation within 30 miles of their home depending on clinical site availability
 - B. All monetary funds for housing, travel, food, tolls etc. are the responsibility of the student.
- V. Completion of Clinical Affiliations

All clinical affiliations must be completed within one calendar year of completing the didactic and laboratory component of the program

Procedure

- I. Notification of Available Clinical Sites
 - A. The Academic Coordinator of Clinical Education
 1. is responsible for maintaining an adequate number of clinical placements (150% of enrollment) and
 2. will provide students with a list of clinical availability within the first 30 days of the start of the technical portion of the program and
 3. a Clinical Site Request Form
- II. Student Requests
 - A. Student will review the list of available clinical sites
 - B. Complete and submit the Clinical Site Request Form as instructed by the Academic Coordinator of Clinical Education
- III. Student Placements
 - A. Students will be placed in clinical sites by the Academic Coordinator of Clinical Education based on
 1. consideration of the students request for a particular site or setting;
 2. consideration of the student's learning style and needs;
 3. availability of sites and setting and
 4. providing the student with a variety of clinical experiences.
 - B. Student's with personal or family responsibilities will be addressed on a case by case basis and may result in:
 1. reassignment to a different clinical site

2. postponement of the clinical affiliation to a later date

D. Clinical Education Requirements

Policy

- I. Students must be able to provide their assigned clinical site the following information:
 - A. documentation of required immunizations including:
 1. Mantoux 2 step test – tuberculosis (TB)
 2. Rubella (German measles) – proof of immunization or positive titer
 3. Rubeola (measles) – proof of immunization or positive titer
 4. HepB (hepatitis B) immunization – series of three injections; the first of the injections must be completed by August 31st, the second by September 30th.
 5. Tetanus immunization or booster – must be within the past 10 years
 6. Varicella (chicken pox) – proof of immunization or positive titer
 - B. documentation of completed background check
 - C. results of drug screen
 - D. certification in BLS and first aid
 - E. current student health insurance
- II. Students who are unable to provide the required documentation will not be permitted to begin the assigned clinical affiliation which will result in a delayed start of PTHA 232, Clinical Education I until the required documentation has been submitted.

Procedure

- I. Information provided to the Clinical Instructor includes: pertinent background check, health insurance information, contact information regarding the student and emergency contact information.
- II. Beginning on November 1st, student may, at any time, be required to produce documentation of completed immunizations, background check, drug screen, BLS and first aid certification, and current health insurance.
- III. Students who are unable to provide the required documentation will not be permitted to begin the assigned clinical affiliation which will result in a delayed start of PTHA 232, Clinical Education I until the required documentation has been submitted.

E. Clinical Education Grading for the Clinical Performance Instrument (CPI)

- I. **PTHA 232, Clinical Education I** Grades are recorded as 100, 93, 87, or 80
 - A. : To receive a 100 on the CPI
 1. The student must have no instances of unprofessional behavior, or clinical concerns. This includes completing all time sheets as outlined which must be completed in a timely fashion during clinical
 2. The student must achieve at least “Intermediate Performance” on 14 criteria by the final assessment
 - B. To receive an 93 on the CPI:
 1. The student must have no instances of unprofessional behavior, or clinical concerns. This includes completing all time sheets as outlined and completing in a timely fashion during clinical
 2. The student must achieve at least “Intermediate Performance” on 3 of 5 red flag criteria and 3 of the 9 remaining criteria. The student must achieve at least “Advanced Beginner Performance” on the remaining criteria by the final assessment.
 - C. To receive an 87 on the CPI:
 1. The student must have no more than 1 instance of unprofessional behavior, or clinical concerns. This includes completing all time sheets as outlined and completing in a timely fashion during clinical

2. The student must achieve at least “Advanced Beginner Performance” on all 14 criteria by the final assessment.
- D. Any criteria less than “Advanced Beginner Performance” will constitute failure of the Clinical Affiliation

The assignment of a grade is completed by the Academic Coordinator of Clinical Education.

Evaluation:

Evaluation will consist of CPI score, Clinical Site Information Form (CSIF), and Professional Correspondence. The CPI score will be weighted at 89% of the course grade. CSIF completion will be weighted 8% of the course grade. Professional Correspondence will be weighted at 3% of the course grade. Written Professional Correspondence will take the form of a Thank You note at the end of the clinical experience.

Grading Scale:

A = 93.0 – 100%

B = 85.0 – 92.9%

C = 77.0 – 84.9%

F = 76.9% and below-This constitutes failure of a Clinical Affiliation. See Policy.

II. PTHA 250, Clinical Education II Grades are recorded as 100, 93, 87, or 80

- a. To receive an 100 on the CPI:
 1. The student must have no instances of unprofessional behavior, or clinical concerns. This includes completing all time sheets as outlined and completing in a timely fashion during clinical
 2. The student must achieve at least “Advanced Intermediate Performance” all 14 categories by the final assessment.
- b. To receive an 93 on the CPI:
 1. The student must have no instances of unprofessional behavior, or clinical concerns. This includes completing all time sheets as outlined and completing in a timely fashion during clinical
 2. The student must achieve at least “Advanced Intermediate Performance” on all red flag criteria and at least 7 of the 9 remaining criteria by the final assessment. In addition, the student must achieve “Intermediate Performance” on the remaining criteria.
- c. To receive an 87 on the CPI:
 1. The student must have no more than 1 instance of unprofessional behavior, or clinical concerns. This includes completing all time sheets as outlined and completing in a timely fashion during clinical
 2. The student must achieve at least “Advanced Intermediate Performance” on 4 of the 5 red flag criteria and at least 6 of the 9 remaining criteria by the final assessment. In addition, the student must achieve “Intermediate Performance” on all remaining criteria
- d. Any criteria less than “Intermediate Performance” will constitute failure of the Clinical Affiliation

Evaluation:

Evaluation will consist of CPI score, Clinical Site Information Form (CSIF), and Professional Correspondence. The CPI score will be weighted at 89% of the course grade. CSIF completion will be weighted 8% of the course grade. Professional Correspondence will be weighted at 3% of the course

grade. Written Professional Correspondence will take the form of a Thank You note at the end of the clinical experience.

Grading Scale: A = 93.0 – 100%
B = 85.0 – 92.9%
C = 77.0 – 84.9%
F = 76.9% and below-This constitutes failure of a Clinical Affiliation. See Policy

III. PTHA 252, Clinical Education III

- A. To receive a 100 on the CPI:
1. The student must have no instances of unprofessional behavior, or clinical concerns. This includes completing all time sheets as outlined and completing in a timely fashion during clinical
 2. The student must achieve “Entry Level Performance” on criteria by the final assessment to pass this course.

Evaluation:

Evaluation will consist of CPI score, Presentation, Clinical Site Information Form (CSIF), and Professional Correspondence. The CPI score will be weighted at 77% of the course grade. Presentation done at the Clinical site with inservice grading sheets and copies of the handouts submitted to the ACCE, will be weighted at 12% of the course grade. CSIF completion will be weighted 8% of the course grade. Professional Correspondence will be weighted at 3% of the course grade. Written Professional Correspondence will take the form of a Thank You note at the end of the clinical experience

Grading Scale: A = 93.0 – 100%
B = 85.0 – 92.9%
C = 77.0 – 84.9%
F = 76.9% and below-This constitutes failure of a Clinical Affiliation.

- IV. If the PTA student fails to meet the minimum required level of performance for clinical education as stated in the grading criteria, the following will occur:

At the conclusion of the clinical education affiliation in which the student failed to achieve the minimum required performance standard, a meeting will be initiated by the ACCE and include the program student, Clinical Instructor, CCCE (if applicable) to discuss if remediation would be warranted. If the involved parties determine additional clinical education would allow for the student to meet the required standard, additional time may be allowed, if all parties agree, under the following conditions: (Clinical weeks based on 40 hours per week)

1. Additional time required to meet the minimum required standard must not exceed 20% of the length of the initial CE. e.g., A three (3) week clinical will be granted no more than 24 hours to achieve the minimum standard. A six (6) week clinical will be granted no more than 48 hours to achieve the minimum standard of competency. Schedule of additional hours will be coordinated between all interested parties and MUST be completed before being allowed to continue in any other PTHA courses.
2. Student must achieve the minimum required standard for the clinical education in the time frame allowed. Should the student fail to achieve the minimum required standard in the allotted time frame, they will receive a grade of “F” for the course.
3. ALL parties, ACCE, CI, and student MUST agree that additional time would be effective and yield desired results.
4. If the ACCE and CI determine the student would not be able to achieve desired results in the specified time frame, an additional meeting will be scheduled to include the Program Director.

If at the conclusion of this meeting, the ACCE, CI and PD all determine additional clinical time is not warranted, the student will receive a grade of "F" for the course.

F. Clinical Education Attendance

Policy

I. Clinical Affiliation Requirements

- A. Experience for all clinical affiliations must total
 - 1. a minimum of 15 weeks and
 - 2. a minimum of 600 hours
- B. Students are required to
 - 1. work the days and hours of his/her assigned facility and
 - 2. complete the entire length of the scheduled clinical regardless of the number of hours completed on the previous or current affiliation
- C. Clinical education affiliations requirements include:
 - 1. PTHA 232 Clinical Education I = minimum of 3 weeks and 120 hours
 - 2. PTHA 250 Clinical Education II = minimum of 6 weeks and 240 hours
 - 3. PTHA 252 Clinical Education III = minimum of 6 weeks and 240 hours

II. Absences

- A. When absence is unavoidable, the student is responsible for notifying the Academic Coordinator of Clinical Education and the CI prior to the start of the work day. The student is also responsible for rescheduling all missed time with their CI.
- B. Absence resulting from serious personal trauma, such as the serious illness of self, serious illness or death of an immediate family member will be addressed on an individual basis.

III. Tardiness

- A. When tardiness is unavoidable, the student is responsible for notifying the Academic Coordinator of Clinical Education and the CI prior to the start of the work day. The student is also responsible for rescheduling all missed time with their CI.
- B. Episodes of tardiness will be addressed by the CI beginning with the first instance. Repeated instances will be addressed by the Academic Coordinator of Clinical Education.
- C. Excessive tardiness (≥ 3 instances) may result in a failure of the clinical affiliation

Procedure

I. Documentation of Clinical Affiliation Requirements

- A. Days and hours worked will be kept on the Clinical Education Hours Log. The log requires signatures of both the student and the CI and are totaled at the conclusion of the clinical education.
- B. Absences are to be documented in the "Absences" section of the Clinical Education Evaluation Tool with signatures of both the student and the CI are required at the conclusion of the affiliation.

II. Absences

- A. When absence is unavoidable, the student is responsible for notifying the Academic Coordinator of Clinical Education and the CI prior to the start of the work day. The student is also responsible for rescheduling all missed time with their CI.
 - 1. Absence resulting from serious personal trauma, such as the serious illness of self, serious illness or death of an immediate family member will be addressed on an individual basis.
 - 2. No clinical affiliation will be considered complete until all missed clinical time is made up.

III. Tardiness

- A. When tardiness is unavoidable, the student is responsible for notifying the Academic Coordinator of Clinical Education and the CI prior to the start of the work day. The student is also responsible for rescheduling all missed time with their CI.
- B. Episodes of tardiness will be addressed by the CI beginning with the first instance. Repeated instances will be addressed by the Academic Coordinator of

- Clinical Education.
- C. Excessive tardiness (≥ 3 instances) may result in a failure of the clinical affiliation

G. Dress & Hygiene

Policy

II. Dress Code

- A. Personal appearance should convey professionalism at all times. Students are to comply with the dress code of his/her facility. Attire should contain no rips, holes or stains, no low rise pants and no mid-drift shirts. Students should also wear low heeled, closed toe shoes with rubber soles.
- B. During clinical affiliations, a student is only permitted to wear wedding rings, a watch, and small post earrings. Students cannot wear hoop or dangling earrings, necklaces, bracelets, facial piercings/studs and/or tongue studs.
- C. Students with hair longer than shoulder length must keep his/her hair tied back at all times.
- D. New River student IDs must be worn at all times during clinical affiliations

III. Hygiene

- D. Hands are to be kept clean and fingernails are not to extend beyond the fingertips.
- E. Body odor, bad breath, visible dirtiness, cigarette odor and strong perfumes or aftershave will not be tolerated.
- F. Visible tattoos containing lewd or offensive pictures, words or phrases must be covered at all times during didactic, laboratory and practical examinations.

Procedure

II. Dress and Hygiene

- A. The Clinical Instructor will address the student at which time the student must immediately rectify. If the student is unable to immediately rectify the issue, he/she will be dismissed from the facility and the student will receive an absence for the day.
- B. Each episode is considered an incidence. The CI and/or CCCE will determine the best way to address repeated incidences per facility policies and procedures as well as contact the ACCE as they deem necessary.

H. Patient Right to Refuse

Policy

Patients at any facility, at any time, have a risk-free right to treatment a by a physical therapist assistant student or from participating in the clinical education of a physical therapist assistant student.

Procedure

- I. Clinical Instructors are responsible for asking the patient for permission for the student to
 - A. observe the treatment session or
 - B. participate in the physical therapy interventions with the patient
- II. Students are responsible for
 - A. introducing themselves to the patient
 - B. identifying themselves as a physical therapist assistant student from New River Community and Technical College
 - C. asking for permission to work with the patient

I. Competency or Safety Concerns

Policy

Concerns regarding student competency or safety will be reported to the Academic Coordinator of Clinical Education immediately by the CCCE or CI.

Procedure

- I. Receipt of concern regarding student competency or safety will result in:

- A. A meeting will be scheduled with the student, CI, CCCE and the Academic Coordinator of Clinical Education in a timely manner dependent on the severity of the situation.
 - B. Any changes in the way the clinical experience is conducted and/or solutions to the areas of concern are the discretion of the Academic Coordinator of Clinical Education, CCCE and/or CI and will be implemented immediately.
 - C. The meeting is documented and signed by all in attendance parties.
 - D. Should the CI/CCCE and Academic Coordinator of Clinical Education feel that the student should not continue at that facility, the following will occur:
 - 1. the student will be removed
 - 2. the student will be remediated in the area(s) of concern
 - 3. the student will be required to restart the clinical education course at another facility.
- II. A second report of concern regarding competency or safety will result in dismissal from the program
- A. students dismissed from the program for competency or safety concerns must following the re-application process if desired

J. Failure of a Clinical Affiliation

Policy

No student may progress in the program following failure of a clinical education affiliation.

Procedure

- I. In the event that a student fails an off-campus clinical affiliation, the following step will be implemented:
 - A. The student will attend remediation sessions with the appropriate faculty member until he/she demonstrates competency as determined by the Academic Coordinator of Clinical Education and Program Director.
 - B. Progression in clinical affiliations will be as follows:
 - 1. PTHA 232 Clinical Education I
 - a. the student will not be permitted to continue in the didactic or clinical portions of the program.
 - b. failure of PTHA 232, Clinical Education I, will require the student to apply for re-entry if desired
 - 2. PTHA 250 Clinical Education II
 - a. the student will be remediated in the area(s) of deficiency,
 - b. the student will be placed in an alternate facility beginning at the time when other classmates are beginning PTHA 252 Clinical Education III,
 - c. the student must successfully complete PTHA 250, Clinical Education II before they may progress to PTHA 252, Clinical Education III
 - d. the student will begin PTHA 252 one (1) week after successful completion of PTHA 250
 - 3. PTHA 252 Clinical Education III
 - a. the student will be remediated in the area(s) of deficiency
 - i. the student must demonstrate competency in the area(s) of deficiency before he/she will be eligible to return to a clinical facility
 - b. the student will be placed in a different facility than the original
 - i. the clinical affiliation will begin when the ACCE is able to confirm a slot.
- II. Second failure of a clinical affiliation will result in dismissal from the program.
 - A. Re-entry after failure of a second clinical is not an option.

K. Completion of Clinical Education Requirements

Students must complete clinical education requirements within one (1) year of completion of the didactic portion of the program. Students that do not meet this requirement must follow the policy and procedure for program re-application.

L. Ethical Behavior and Expectations of Students

Conduct In a Clinical Facility

1. All student's in the program are required to become student members of the American Physical Therapy Association (APTA) and, in so doing, will be held to the Standards of Ethical Conduct for the Physical Therapist Assistant.
2. All students must follow the conduct policies of each affiliation site where they are placed.
3. Cell phones will be placed on silent (not vibrate) during the hours of the clinical affiliation. Cell phone calls, texting, and any other form of communication that can be performed through a service provider data plan are only permitted during scheduled breaks and at lunch.
4. Clinical Instructors, Clinical Coordinators of Clinical Education or facility administration have the right to ask any student who displays inappropriate behavior to leave the facility. They also have the right to deny the student to complete his/her affiliation. Students who are denied re-admission to a facility will receive an "F", will be required to re-register for the affiliation, and will incur all tuition and fees associated with repeating the course.

M. Unprofessional Behavior of a Student

Policy

Unprofessional behavior includes, but is not limited to, excessive tardiness, unexcused absences, inappropriate dress, excessive make-up or perfume, failure to maintain personal cleanliness, inappropriate conduct with clinical staff and/or patients, etc.

Procedure

In the event of repeated unprofessional behavior the following procedures will be implemented.

- 1st Offence: the student will be required to meet with the Clinical Instructor and the student will receive a **verbal** warning from the Academic Coordinator of Clinical Education.
- 2nd Offence: the student will be required to meet with the Academic Coordinator of Clinical Education and will be issued a **written** warning; the meeting will be documented and signed by all parties in attendance.
- 3rd Offence: the student will be required to meet with the Academic Coordinator of Clinical Education and the Program Director and will be **dismissed from the PTA program**. Determination of dismissal is the sole discretion of the Program Director.

N. Unprofessional Behavior of CCCE, CI or Clinical Staff

Policy

Unprofessional behavior includes, but is not limited to, inappropriate, derogatory, and/or berating comments, physical contact, ethical, illegal and/or immoral actions by a member of clinical faculty or staff during a clinical affiliation.

Procedure

In the event of any one or more of the above instances of unprofessional behavior by a member of clinical faculty or staff, the PTA student is to perform the following procedures immediately:

1. use mature and professional judgment to determine the severity of the situation
2. document the incident **in detail**
3. discuss incident with clinical instructor unless the CI is the individual in question;
4. if clinical instructor's behavior is in question, discuss with the CCCE, clinical facility manager or director

5. immediately telephone the Academic Coordinator of Clinical Education or Program Director to inform them of the incident

O. Complaints Regarding Unprofessional Behavior of a Current Student by the CCCE, CI, Facility Staff, Patient, or Other Member of the Public

Policy

Unprofessional behavior includes, but is not limited to, inappropriate, derogatory, and/or berating comments, physical contact, ethical, illegal and/or immoral actions by a member of clinical faculty or staff.

Procedure

Level One:

The complaint is to be addressed immediately by the Academic Coordinator of Clinical Education with notification to the Program Director and Vice President for Academic Affairs for New River Community and Technical College. A meeting with the Academic Coordinator of Clinical Education and individual filling the complaint will be scheduled followed by a meeting including the Director of Clinical Education and the student named in the complaint. Each meeting will be documented and must include the names of all in attendance, detailed information regarding the complaint, the ensuing discussion and the outcome or actions that will occur. All attendees must sign and date the documentation. A copy of this documentation will be placed on file in the Program Director's office with copies also given to the individual filling the complaint, the student named in the complaint and the Vice President of Academic Affairs for New River Community and Technical College.

Level Two:

If the individual filing the complaint is not satisfied with the outcome of the meeting with the Academic Coordinator of Clinical Education/Program Director, he/she will be directed to the Vice President of Academic Affairs. The meeting will be documented and must include the names of all in attendance, detailed information regarding the complaint, the ensuing discussion and the outcome or actions that will occur. All attendees must sign and date the documentation. A copy of this documentation will be placed on file in the office of the Program Director with copies also given to the individual filling the complaint, and the student named in the complaint and the Vice President for Academic Affairs for New River Community and Technical College.

Level Three:

If the individual filing the complaint is not satisfied with the outcome of the meeting with the Vice President of Academic Affairs, he/she will be directed to the office of the Vice President for Academic Affairs. The meeting will be documented and must include the names of all in attendance, detailed information regarding the complaint, the ensuing discussion and the outcome or actions that will occur. All attendees must sign and date the documentation. A copy of this documentation will be placed on file in the office of the Program Director with copies also given to the individual filling the complaint, and student named in the complaint the Vice President of Academic Affairs, and Chief Academic Officer/Vice President of New River Community and Technical College.

Level Four:

If the individual filing the complaint is not satisfied with the outcome of the meeting with the Executive Vice President/Chief Academic Officer, he/she will be directed to the Office of the President of New River Community and Technical College. The meeting will be documented and signed by all parties in attendance. The meeting will be documented and must include the names of all in attendance, detailed information regarding the complaint, the ensuing discussion and the outcome or actions that will occur. All attendees must sign and date the documentation. A copy of this documentation will be placed on file in the office of the Program Director with copies also given to the individual filling the complaint, student named in the complaint, and the President of New River Community and Technical College .

Level Five:

If the individual filing the complaint is not satisfied with the outcome of the meeting with the Chief Academic Officer/Vice President, he/she will be directed to the Office of the President of New River Community and Technical College. The meeting will be documented and must include the names of all in attendance, detailed information regarding the complaint, the ensuing discussion and the outcome or actions that will occur. All attendees must sign and date the documentation. A copy of this documentation will be placed on file in the office of

the Program Director with copies also given to the individual filling the complaint, and student named in the complaint.

P. Legal Complaints Regarding a Current Student by the CCCE, CI, Facility Staff, Patient, or Other Member of the Public

Policy

1. Individuals contacting the program with a complaint regarding a licensed program graduate will be provided contact information for the state board(s) in which the graduate is licensed.
2. Individuals contacting the program with a complaint regarding the Program in general or any PTA Program Faculty member or staff that falls outside of due process, will be directed to that individuals direct supervisor.
3. The PTA program will in no way retaliate for any individual submitting a complaint.
4. All complaints will be filed and kept in the PTA program faculty office.
5. **Avenues to address complaints is located on the PTA program website and is available to the general public.**

Procedure

Level One:

The complaint is to be addressed immediately by the Academic Coordinator of Clinical Education with notification to the Program Director and Vice President for Academic Affairs for New River Community and Technical College. A meeting with the Academic Coordinator of Clinical Education and individual filling the complaint will be scheduled followed by a meeting including the Academic Coordinator of Clinical Education and the student named in the complaint. Each meeting will be documented and must include the names of all in attendance, detailed information regarding the complaint, the ensuing discussion and the outcome or actions that will occur. All attendees must sign and date the documentation. A copy of this documentation will be placed on file in the Program Director's office with copies also given to the individual filling the complaint, the student named in the complaint and the Vice President of Academic Affairs for New River Community and Technical College.

Level Two:

If the individual filing the complaint is not satisfied with the outcome of the meeting with the Academic Coordinator of Clinical Education/Program Director, he/she will be directed to the Vice President of Academic Affairs. The meeting will be documented and must include the names of all in attendance, detailed information regarding the complaint, the ensuing discussion and the outcome or actions that will occur. All attendees must sign and date the documentation. A copy of this documentation will be placed on file in the office of the Program Director with copies also given to the individual filling the complaint, and the student named in the complaint and the Vice President for Academic Affairs for New River Community and Technical College.

Level Three:

If the individual filing the complaint is not satisfied with the outcome of the meeting with the Vice President of Academic Affairs, he/she will be directed to the office of the Executive Vice President for Academic Affairs. The meeting will be documented and must include the names of all in attendance, detailed information regarding the complaint, the ensuing discussion and the outcome or actions that will occur. All attendees must sign and date the documentation. A copy of this documentation will be placed on file in the office of the Program Director with copies also given to the individual filling the complaint, and student named in the complaint the Vice President of Academic Affairs, and Chief Academic Officer/Vice President of New River Community and Technical College.

Level Four:

If the individual filing the complaint is not satisfied with the outcome of the meeting with the Executive Vice President/Chief Academic Officer, he/she will be directed to the Office of the President of New River Community and Technical College. The meeting will be documented and signed by all parties in attendance. The meeting will be documented and must include the names of all in attendance, detailed information regarding the complaint, the ensuing discussion and the outcome or actions that will occur. All attendees must sign and date the documentation. A copy of this documentation will be placed on file in the office of the

Program Director with copies also given to the individual filling the complaint, student named in the complaint, and the President of New River Community and Technical College .

Level Five:

If the individual filing the complaint is not satisfied with the outcome of the meeting with the Chief Academic Officer/Vice President, he/she will be directed to the Office of the President of New River Community and Technical College. The meeting will be documented and must include the names of all in attendance, detailed information regarding the complaint, the ensuing discussion and the outcome or actions that will occur. All attendees must sign and date the documentation. A copy of this documentation will be placed on file in the office of the Program Director with copies also given to the individual filling the complaint, and student named in the complaint.

Q. Complaints Received Regarding a Program Graduate

Policy

1. Individuals contacting the program with a complaint regarding a licensed program graduate will be provided contact information for the state board(s) in which the graduate is licensed.
2. Complaints may also be filed directly to the Commission on Accreditation in Physical Therapy Education (CAPTE) at 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; website: <http://www.capteonline.org>.

IX. Faculty and Staff Development Planning

A. Job Descriptions and Faculty Workloads

1. Job Descriptions - A job description is a statement of the purpose, tasks, duties, and responsibilities of a job or position.
2. Faculty Workloads – The New River Community and Technical College Faculty Handbook states:

"The full-time teaching faculty will maintain a fifteen credit hour teaching load per semester or a thirty credit hour teaching load per academic year and will schedule ten office hours per week. The actual credit hour load may range from 12 to 18 credit hours per semester, for an average workload of 30 credit hours per academic year" (p. 11).

and

"Equated release-time work must be recommended by the Dean and/or Director and approved by the Vice President and Chief Academic Officer" (p. 11).

Policy

1. Program Director – The Program Director will maintain a faculty workload that does not exceed 7.5 credit hours per semester (or 50%) of the College's established workload requirement.
2. Academic Coordinator of Clinical Education – The Academic Coordinator of Clinical Education will maintain a faculty workload that does not exceed 11.25 credit hours per semester (or 75%) of the College's established workload requirement.
3. Program Faculty – Program faculty will maintain a faculty workload of 15 credit hours per semester in accordance with the College's established workload requirement.

Procedure

All program faculty workloads will be submitted to the Vice President and Chief Academic Officer during the time that schedules are being created for the upcoming semester. For example, fall workloads will be submitted during the previous spring semester and spring workloads will be submitted during the previous fall semester.

B. Meetings

1. Program Department Meetings – Program department meetings including all core faculty will meet, at a minimum, once a month or as often per month as the faculty deem necessary to maintain appropriate levels of communication. The agenda will be determined in advance of the meeting by the faculty. Meeting minutes will be taken by the program administrative assistant and keep on file in the office of the program director.
2. Advisory Board – The program advisory board will meet once during each of the spring and fall semesters. Discussion will include, but is not limited to, policy changes, departmental changes, and program changes to ensure optimal functioning of the program and education experiences for the students. Meeting minutes will be taken by the program administrative assistant and keep on file in the office of the program director.
3. Program Policies & Procedures Review - The program director will meet with the Vice President of Academic Affairs once a year to review program materials to assure the program's mission, philosophy, goals, and objectives are consistent with the university's mission, alignment of college and program policies and procedures, program enrollment, and the program budget. Outcomes of the meeting will be documented in the CAPTE Evaluative Criteria, Section 4: Assessment grid and kept on file in the office of the program director.

C. Faculty Development

1. Core Faculty- Each core program faculty will attend two continuing education courses per year. These courses may be determined based upon identified needs through Faculty Evaluation by the Institution, Peer Faculty evaluation or from the Faculty self-development plan. These courses must include one course in the area of instruction taught by the faculty member and the other related to higher education.
2. Each core faculty member will complete a Peer Faculty Evaluation Summary at a minimum of one time per semester.
3. Faculty evaluation by Institution will be performed according to the College procedure number seven (7) of the College Policies and Procedures.

D. Curriculum Review and Revision

1. Core Faculty - Program faculty will compile student, clinical instructor, graduate, and employer evaluations, as well as
2. CIs and CCCEs – Clinical personnel will provide documentation for curriculum review and revision as part of the Clinical Education Evaluation Tool which asks for feedback regarding the student's ability to obtain established goals, preparation of the student by the program and overall student performance during the affiliation.
3. Advisory Board - Student, clinical instructor, graduate, and employer evaluations, as well as NPTE licensure pass rates, will be shared and reviewed by the Advisory Board at the yearly spring meeting to assess the need for additions and revisions in the curriculum.

Appendix



Physical Therapist Assistant Program

Midterm Evaluation Fall Spring 20_____

Student:

Strengths:

Weaknesses:

Comments:

Student Signature

Date

Faculty Signature

Date

Faculty Signature

Date



Physical Therapist Assistant Program

Program Dismissal: Failure to Meet Academic Performance Standards

Student: _____ ID# _____

PTA Course #: _____ Course Name: _____

Course Instructor Comments:

Other Faculty Comments (if applicable):

Program Director Comments:

Student Signature

Date

Instructor Signature

Date

Program Director Signature

Date



Physical Therapist Assistant Program

Program Dismissal: Failure of Clinical Education Standards

Student: _____ ID# _____

PTA Course #: _____ Course Name: _____

Student Comments:

CI Comments:

Program Director Comments:

Student Signature

Date

Instructor Signature

Date

Program Director Signature

Date



Physical Therapist Assistant Program

Program Dismissal: Failure of Clinical Education Standards

Student: _____ ID# _____

PTA Course #: _____ Course Name: _____

Student Comments:

CI Comments:

Program Director Comments:

Student Signature

Date

Instructor Signature

Date

Program Director Signature

Date



Physical Therapist Assistant Program

Agreement to Abide By Program Policies & Procedures

- _____ I attended PTA program orientation held and am aware that a copy of the PTA Program Policies & Procedures Manual is available for my reference on the program website.
- _____ I have read and understand all policies and procedures for both the classroom and laboratory portions of the PTA program as outlined in the PTA Program Student Handbook.
- _____ I have read and understand all policies and procedures for the clinical education portion of the PTA program as outlined in the PTA Program Student Handbook.

Student Consent

- _____ I understand that I will be required to be a subject during simulated intervention by other students and faculty members. This is necessary in order to learn safe and competent manual physical therapy procedures.
- _____ I give consent for and understand that audio/videotaping, photography, and imaging are the property of New River Community and Technical College and may be viewed by community partners for marketing purposes and for instructional purposes.
- _____ **I agree to abide by all program policies and procedures as outlined in the PTA Program Student Handbook.**

Program Accreditation

- _____ I understand that the Physical Therapist Assistant Program at New River Community and Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; website: <http://www.capteonline.org>. The program's current status is probationary accreditation; for more information I can visit <http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/>
- _____ I have read and understand all information indicated on the Memorandum to Prospective and Enrolled Students in Programs Receiving Probationary Accreditation Status.

Print Name

Signature

Date