



Physical Therapist Assistant Program Policies and Procedures Manual

2021-2022

7373 Admiral Peary Highway
Cresson PA 16630
www.mtaloy.edu

Mount Aloysius College
Physical Therapist Assistant Program

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Mount Aloysius College
Physical Therapist Assistant Program

PTA Program General Information

2021-2022

Welcome

Welcome to the Mount Aloysius College Physical Therapist Assistant Program. Upon successful completion of this program, an Associate of Science (AS) degree will be awarded. Graduates will be eligible to take the National Physical Therapist Assistant Examination and apply for state licensure/certification/registration.

The faculty, staff and administration of the Physical Therapist Assistant Program of Mount Aloysius College have developed this handbook. Its purpose is to serve as a guide for all students enrolled in the Physical Therapist Assistant Program. It contains policies and procedures specific to the Physical Therapist Assistant Program. It is a supplement to the Mount Aloysius College Student Handbook and College Catalog. Consequently, all policies and regulations from the Student Handbook and College Catalog are to be observed in addition to those outlined in the following pages. All students are responsible for the material contained within the College Catalog and Student Handbooks and manuals. All students will sign the program policy agreement to acknowledge receipt of this handbook and understanding of policies and associated responsibilities.

This policy and procedure manual supersedes all previous policy and procedure manuals. Mount Aloysius College reserves the right to make essential policy changes at any time. It is the responsibility of each student to be familiar with the policies of the Physical Therapist Assistant Program and the College. This manual includes some policies related to clinical education. Please reference the PTA Program Clinical Education Manual for all policies and procedures related to clinical education.

We welcome you and want you to know that we are here to assist you in every way possible.

Mount Aloysius College
Physical Therapist Assistant Program

Physical Therapist Assistant Program Contact Information

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Cresson, PA 16630-1999

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General Telephone Number for the College (814) 886-4131
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Health Studies and Sciences

Division secretary (814)886-6417 (Phone)/ (814)886-6419 (Fax)

Mount Aloysius College
Physical Therapist Assistant Program

Student Services

Admissions (814) 886-6383
Bookstore (814) 886-6380
Campus Ministry (814) 886-6476/6483
Controller's Office (814) 886-6368
Counseling and Disability Services (814) 886-6336
Financial Aid (814) 886-6357
Health Services (814) 886-6391
IT Services (Help Desk) (814) 886-6502
Learning Commons (814) 886-6566
Library (814) 886-6477
Police and Safety Department (814) 886-6327
Professional Tutor (814)886-6440
Registrar's Office (814) 886-6343
Student Affairs (814) 886-6472
Student Success and Persistence (814) 886-6398

Helpful Links

- College website: www.mtaloy.edu
- College Catalogue: <http://catalog.mtaloy.edu/>
- Student Handbook: available through MyMac Portal intranet
- PTA Major Page: <https://www.mtaloy.edu/academics/majors-programs/physical-therapist-assistant/>
- Cost to Student in the PTA program can be found online at: <https://www.mtaloy.edu/admissions/tuition-fees/>

Mount Aloysius College
Physical Therapist Assistant Program

2021-2022 Academic Calendar

Fall Semester 2021	
August	
23-27	Faculty & Staff Workshop Activities
30	Classes Begin (Fifteen-Week and First Eight-Week);
	Last Day to Register - Late Registration Fee Applies;
	Official Add-Drop Course Period Begins
September	
3	Official Last Day to Add or Drop a Course (Fifteen-Week and First-Eight Week);
6	Labor Day - College Closed
7	Withdraw from Course Period Begins (Fifteen-Week and First-Eight Week);
28	Midterm Grades Due - 4:00 p.m. (First-Eight Week)
October	
8	Final Day to Withdraw from First Eight-Week Courses with a Grade of "W"
15	Fall Break Begins after Last Class (Graduate Classes Meet)
18	Midterm Grades Due - 4:00 p.m.
20	Classes Resume
25	Classes Begin (Second Eight-Week)
	Add-Drop Period Begins for Second Eight-Weeks
November	
2	Spring and Summer Registration Begins - Current Students
5	Last Day to Apply for May Graduation
9	Spring Registration Begins - New Students
19	Final Day to Withdraw from Fifteen-Week Course with a Grade of "W"
23	Thanksgiving Vacation Begins after Last Class;
	Total Semester Withdrawal Deadline
	Midterm Grades Due - 4:00 p.m. (Second-Eight Week)
29	Classes Resume
December	
3	Final Day to Withdraw from Second Eight-Week Courses with a Grade of "W"
10	Last Day of Classes
11-12	Reading Days
13	Day 1 - Final Exams
14	Day 2 - Final Exams
15	Day 3 - Final Exams
16	Day 4 - Final Exams
17	Conflict/Make-Up Day for Final Exams;
	Semester Ends after Last Class;
	Official Date for Awarding Degrees
	December Commencement - 6:00 p.m. - Tentative
20	Final Grades Due - 4:00 p.m.;
20-22	Faculty & Staff Workshop Activities

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Spring 2022 Semester	
January	
13-14	Faculty & Staff Workshop Activities
17	Martin Luther King Day
18	Classes Begin (Fifteen-Week and First Eight-Week); Last Day to Register - Late Registration Fee Applies;
	Official Add-Drop Course Period Begins
21	Official Last Day to Add or Drop a Course (Fifteen-Week and First Eight-Week)
24	Withdraw from Course Period Begins (Fifteen-Week and First Eight-Week);
February	
9	Midterm Grades Due - 4:00 p.m. (First-Eight Week)
24	Final Day to Withdraw from First Eight-Week Courses with a Grade of "W"
March	
11	Spring Break Begins after Last Class (Graduate Classes Meet)
14	Midterm Grades Due - 4:00 p.m.
21	Classes Resume Classes Begin (Second Eight-Week) Add-Drop Period Begins for Second Eight-Weeks
April	
1	Fall Registration Begins - Current Students
8	Final Day to Withdraw from Fifteen-Week Course with a Grade of "W"
11	Fall Registration Begins - New Students
13	Midterm Grades Due - 4:00 p.m. (Second-Eight Week)
14	Easter Break Begins after Last Class
19	Classes Resume
22	Total Semester Withdrawal Deadline
29	Final Day to Withdraw from Second Eight-Week Courses with a Grade of "W"
May	
3	Last Day of Classes
4	Reading Day
5	Day 1 - Final Exams
6	Day 2 - Final Exams
7-8	Reading Days
9	Day 3 - Final Exams
10	Day 4 - Final Exams
11	Conflict/Make-Up Day for Final Exams; Semester Ends after Last Class Official Date for Awarding Degrees
13	Baccalaureate Liturgy and Pinning Ceremonies
14	Commencement Ceremony
16	Final Grades Due - 8:30 a.m.
17-18	Faculty & Staff Workshop Activities
PTA 241	May 15 - July 1
PTA 251	July 5- August 19

Mount Aloysius College
Physical Therapist Assistant Program

PTA Program History

In 1853 the Religious Sisters of Mercy, a group of Catholic women, founded Saint Aloysius Academy for Girls. In 1939, the Academy became Mount Aloysius Junior College for women, offering its first post-secondary courses, and was first accredited in 1943 by the Middle States Commission on Higher Education. Over time the College evolved and began offering educational opportunities for males in the 1960s. In 1991, the College amended its charter to include bachelor degrees and became Mount Aloysius College. In 2000, the College again amended its charter to include master's degrees. Mount Aloysius College continues to offer high-quality, comprehensive, liberal-arts education with a link to its Catholic, Judeo-Christian heritage.

The Physical Therapist Assistant Program at Mount Aloysius College was initially accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) in May 1996. The program was re-accredited in 2001 and 2011. In keeping with the Mission, Values, and Philosophy of Mount Aloysius College and the Religious Sisters of Mercy, the College is proud to offer programs such as the PTA program to meet the needs of the community.

College Mission Statement

The mission of Mount Aloysius College is to respond to individual and community needs with quality programs of education in the tradition of the Religious Sisters of Mercy. Each student is provided the opportunity to acquire knowledge and to develop values, attitudes, and competencies necessary for life-long learning within an environment that reflects a liberal arts orientation and a Catholic, Judeo-Christian heritage.

College Core Values

Through classwork, extracurricular activities, special presentations, and more, the Mount Aloysius College community lives out these values every day. They are not just our guiding principles; they are our way of life. The college's four core values are: Mercy, Justice, Hospitality, and Service.

College Philosophy Statement

As a Catholic College founded and sponsored by the Religious Sisters of Mercy, Mount Aloysius College provides a setting in which students are encouraged to synthesize faith with learning, to develop competence with compassion, to put talents and gifts at the service of others, and to begin to assume leadership in the world community. With emphasis on values of justice, hospitality, mercy, and service, the College's liberal arts core curriculum provides the necessary basis for leadership and the knowledge and skills in a wide range of professions. While the academic focus is paramount at Mount Aloysius, the College also considers spiritual, cultural, social and personal growth as essential elements in the development of the student.

Mount Aloysius College
Physical Therapist Assistant Program

PTA Program Mission Statement

The mission of the Mount Aloysius College Physical Therapist Assistant program is to provide quality education through a technical, science and liberal arts curriculum and exposure to faculty committed to the profession. The curriculum design is intended to graduate competent and compassionate health care providers, skilled and confident in their ability to assist in the provision of physical therapy.

PTA Graduate Outcomes

Upon completion of the associate of science degree in physical therapist assistant the graduate will:

1. perform as a competent and skilled physical therapist assistant at the entry-level, having an in-depth knowledge of the basic and clinical sciences relative to patient/client management from the simplest to the most complex patient conditions (7D23-7D24)
 - a. The program will meet CAPTE's student achievement thresholds (2 year rates of 60% graduation, 85% ultimate licensure pass rate; 90% employment rate)
 - b. 100% of students will demonstrate entry-level clinical performance on CPI prior to graduation
2. apply knowledge to prevent, correct, and/or alleviate acute or prolonged movement dysfunctions (7D15-7D24)
3. function in a clinical team atmosphere, appropriately referring patients/clients to other healthcare providers/agencies/resources within the context of managed patient care (7D1-7D12; 7D28-7D31)
4. demonstrate awareness for the commitment to a pursuit of personal and professional development and growth, becoming life-long learners seeking experiences necessary to remain current with changes in health care policy and patient care (7D13-7D14; 7D27)
5. demonstrate a knowledge and understanding of the APTA Standards of Ethical Conduct for the Physical Therapist Assistant, Core Values, and Standards of Practice for Physical Therapy as a guide for practice (7D4-5)
6. demonstrate advocacy skills for the professional and the consumer (7D2-7D3; 7D7; 7D12)
7. be eligible to sit for the National Physical Therapist Assistant Examination to enable an entry-level employment in the physical therapy field
 - a. 100% of students will complete all didactic and clinical course work at a satisfactory level prior to graduation.

*7D levels refer to CAPTE's Accreditation Standard 7.

PTA Program and Faculty Outcomes

1. To provide an environment that stimulates student learning and reflects the values and philosophy of the College
2. To hire faculty who are experienced in the areas of practice taught in the program and who follow the values and philosophy of the College
3. To purchase and maintain sufficient equipment and supplies to meet teaching and learning needs
4. To nurture lifelong learning in students and faculty

Mount Aloysius College
Physical Therapist Assistant Program

Accreditation Statement

The Physical Therapist Assistant Program is fully accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 202 Potomac Ave., Suite 100 Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org. The program was fully re-accredited in 2012. The next re-accreditation visit is scheduled for 2022.

Maintaining Compliance with Accreditation Policies and Procedures

Ensuring that the Mount Aloysius College Physical Therapist Assistant Program (PTA) remains in compliance with CAPTE accreditation policies and procedures is the responsibility of the PTA Program Director/Chair. All PTA faculty assist in this process. An Annual Accreditation Report (AAR) is completed by the Program Director/Chair and submitted by December 1 each year. This report tracks the compliance requirements of CAPTE and contributes to the completion of the Self-study every 10 years in preparation for the site visit for purposes of re-accreditation. In addition, any changes of college leadership pertaining to the PTA program or changes in core faculty of the PTA program are supplied by the Program Director in writing to CAPTE within 30 days of the change.

Advisory Committee

An Advisory Committee meets at least one time per year. The Committee consists of:

- Chairperson of the PTA Program
- Academic Coordinator of Clinical Education (ACCE) of the PTA Program
- Academic Faculty of the PTA Program including adjunct faculty
- Clinical Instructors of the PTA Program
- Graduates of the Mount Aloysius College PTA Program
- Student Representatives from current classes may be asked to join

The purpose and duties of the Physical Therapist Assistant Program Advisory Committee shall be to:

- Review the goals of the PTA program, including annual review of the progress made toward the goals and objectives of the PTA program
- Review the annual report of the assessment plan for the PTA program
- Assist with long-range planning for the PTA program
- Provide suggestions for curriculum content
- Advise on new developments in technology within the field of physical therapy
- Serve in an advisory capacity to the clinical education component of the academic program as deemed necessary by the PTA program director
- Promote awareness of the PTA program to the community
- Recommend topics and speakers for continuing education courses
- Identify community representatives as guest speakers for various topics of instruction
- Identify any community resource that can be used by the PTA program to improve instruction
- Assist the PTA program faculty to determine types of equipment graduates will be expected to use in the field of physical therapy

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- Recommend facility or equipment improvements needed to maintain or improve current education standards
- Assist the faculty in locating sources of donated or low cost instructional supplies and equipment

Program Plan of Study

In keeping with CAPTE requirements, the PTA program at Mount Aloysius College fits into a 2-year (5 semester) plan of study terminating in an associate degree. The Course Sequence Semester Plan outlined on the next page provides an example of the preferred sequence. Courses with the code “PTA” and BIOL 230 are offered once per year and the sequencing of these courses is not adjustable. Other courses which fall into the general education category can be taken in any sequence.

Upon successfully completing the PTA program at Mount Aloysius College, the student will have been exposed to a variety of instructional methods used to foster student learning including but not limited to: in-person lecture and seminar, online instruction, laboratory sessions and activities, clinical experiences, a variety of audio/video/electronic activities, guest lectures and case studies, library and internet research projects, and group work. The student will have also been exposed to a comprehensive general education program aimed at fostering critical thinking skills and faculty with contemporary expertise in their field of study. More information regarding the PTA program at Mount Aloysius College can be found online in the College Catalogue.

Mount Aloysius College is in a unique position to offer its students the ability to continue their education after receiving an associate's degree in Physical Therapist Assistant. The College currently offers two 2+2 bachelor degree options: PTA 2+2 Biology with Pre-PTA BA, Pre-Physical Therapy and PTA 2+2 Leadership in Health Care BA. For more information on these options, please talk to an admissions counselor or your academic advisor. Students may be placed in a Pre-PTA (PTAP) major if they do not meet admission requirements or will need additional assistance to be successful in the program. This path allows the student to complete general education requirements prior to starting the technical and clinical coursework of the program.

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Suggested Course Sequence Semester Plan

Note: BIOL 201, BIOL 202 and BIOL 230 must be completed with a “C” or better prior to entering PTA 114. PYSC 101 and PYSC 102 must also be completed with a “C” or better prior to graduation. All PTA courses must be passed with a “C” or better to progress through the PTA Program.

Fall First Year: 17 credits

BIOL 201 Anatomy and Physiology I	4
LIBA 150 College Success/Mercy experience	2
ENGL 110 Rhetoric I	3
ICT 101 Information Literacy	1
PTA 100 Terminology for Physical Rehabilitation	1
PTA 101 Introduction to Physical Therapy	2
PTA 102L Basic Principles PTA Lab	1
RLST Religious Studies elective	3

Spring First Year: 16 credits

BIOL 202 Anatomy and Physiology II	4
BIOL 230 Human Muscle Anatomy	2
ENGL 111 Rhetoric II	3
HIST/PLSC History/Political Science Elective	3
PTA 113 Physical Agents	4
PTA113L Physical Agents Lab	0

Fall Second Year: 16 credits

ICT 240 Intro Electronic Medical Record	1
PYSC 101 General Psychology	3
PTA 114 Clinical Kinesiology	4
PTA 114L Clinical Kinesiology Lab	0
PTA 116 Human Diseases	3
PTA 220 Therapeutic Exercise	4
PTA 220L Therapeutic Exercise Lab	0
PTA 161 Clinical Education I	1

Spring Second Year: 16 credits

PTA 235 Rehabilitation	3
PTA 235L Rehabilitation Lab	0
PTA 236 Mgmt of Cardiopulm	2
PTA 236L Mgmt of Cardiopulm Lab	0
PTA 238 Mgmt of Ortho	2
PTA 238L Mgmt of Ortho Lab	0
PTA 260 Professional Issues	1
PTA 270 Neurology in Physical Therapy	4
PTA 270L Neurology in Physical Therapy Lab	0
PTA 280 Program review/NPTAE prep	1
PYSC 102 Human Growth and Development	3

Summer: 4 credits

PTA 241 Clinical Education I	2
PTA 251 Clinical Education II	2

Total Credits = 69

Undergraduate General Education Learning Outcomes

Mercy-Value Driven Action Goal: Following the Mercy tradition within Catholic higher education, students will synthesize faith with learning, develop competence with compassion, and make a commitment to justice.

Liberal-Arts Breadth Goal: Building upon the Liberal Arts tradition, students will further develop a sense of curiosity and an inquiring disposition by employing a variety of learning styles and complex reasoning strategies to serve as a foundation to a commitment of lifelong learning at a depth consistent with their degree, including

1. Essential Knowledge by being able to
 - a) Explain the philosophical and religious values of the Sisters of Mercy, including mercy, justice, hospitality, and service,
 - b) Describe the physical, mental, and social components of human systems, including their interdependence and diversity and the historical and contemporary influences on them,
 - c) Articulate the relationship between faith and reason,
 - d) Express the role of arts and aesthetics, and
 - e) Demonstrate understanding of natural environments and the reciprocal relationships humans have with them, and
2. Vital Skills and Abilities by being able to
 - a) Express ideas, attitudes, and beliefs in both oral and written formats to inform, explain, and promote change in varied audiences,
 - b) Apply moral principles and standards to evaluate and guide behavior within specific situations,
 - c) Effectively and responsibly identify the need for information to solve problems or complete tasks and subsequently be able to locate, access, and organize relevant data, information, and conclusions, and then evaluate, use, and communicate them to satisfy the identified need via digital and nondigital means,
 - d) Interpret information related to variations in amount into verbal form, represent information in varied quantitatively oriented forms, apply appropriate calculations, use quantitative analysis to draw justifiable conclusions, recognize relevant assumptions and implications of them, and effectively communicate quantitative information,
 - e) Think clearly, accurately, precisely, deeply, broadly, logically, and fairly in multiple contexts to ground judgments of fact and improve thinking itself, while also being able to combine or synthesize existing ideas, images, or expertise in original ways and to think, react, and work in an imaginative way characterized by a high degree of innovation, divergent thinking, and risk taking.

Mount Aloysius College
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Expected Skills of the Graduate Physical Therapist Assistant

Technical courses and clinical education courses in the PTA program at Mount Aloysius College will provide students with learning opportunities to meet the expected skills of a graduate of the program as outlined below.

Ethics, Values, & Responsibilities

1. Adhering to legal practice standards, including all federal, state, and institutional regulations related to patient/client care and fiscal management. (7D1)
2. Reporting to appropriate authorities suspected cases of abuse of vulnerable populations. (7D2)
3. Reporting to appropriate authorities suspected cases of fraud and abuse related to the utilization of and payment for physical therapy and other health care services. (7D3)
4. Performing duties in a manner consistent with the Guide for Conduct of the Physical Therapist Assistant (APTA) and Standards of Ethical Conduct (APTA) to meet the expectations of patients, members of the physical therapy profession, and other providers as necessary. (7D4)
5. Performing duties in a manner consistent with APTA's *Values Based Behaviors* for the PTA. (7D5)
6. Implement, in response to an ethical situation, a plan of action that demonstrates sound moral reasoning congruent with core professional ethics and values. (7D6)
7. Communicate effectively with all stakeholders, including patients/clients, family members, caregivers, practitioners, inter-professional team members, consumers, payers, and policymakers. (7D7)
8. Identifying, respecting, and acting with consideration for patients'/clients' differences, values, preferences, and expressed needs in all work-related activities. (7D8)
9. Applying current knowledge, theory, and clinical judgment while considering the patient/client perspective and the environment, based on the plan of care established by the physical therapist. (7D9)
10. Identifying basic concepts in professional literature including, but not limited to, validity, reliability and level of statistical significance. (7D10)
11. Identifying and integrating appropriate evidence based resources to support clinical decision-making from progression of the patient within the plan of care established by the physical therapist. (7D11)
12. Effectively educating others by using teaching methods that are commensurate with the needs of the patient, caregiver or healthcare personnel. (7D12)
13. Participating in professional and community organization that provides opportunities for volunteerism, advocacy and leadership. (7D13)
14. Identifying career development and lifelong learning opportunities, including the role of the PTA in the clinical education of PTA students. (7D14)

Patient/Client Management

15. Interviewing patients/clients, caregivers, and family to obtain current information related to prior and current level of function and general health status (e.g., fatigue, fever, malaise, unexpected weight change.) (7D15)
16. Using the International Classification of Functioning, Disability and Health (ICF) to describe a patient's/client's impairments, activity and participation limitations. (7D16)

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Plan of Care

17. Communicating and understanding of the plan of care developed by the physical therapist to achieve short and long term goals and intended outcomes. (7D17)
18. Reviewing health records (e.g., lab values, diagnostic tests, specialty reports, narrative, consults, and physical therapy documentation) prior to carrying out the PT plan of care. (7D18)
19. Monitoring and adjusting interventions in the plan of care in response to patient/client status and clinical indications. (7D19)
20. Reporting any changes in patient/client status or progress to the supervision physical therapist. (7D20)
21. Determining when an intervention should not be performed due to clinical indications or when the direction to perform the intervention is beyond that which is appropriate for the PTA. (7D21)
22. Contributing to the discontinuation of episode of care planning and follow-up processes as directed by the supervision physical therapist. (7D22)

Intervention

23. Demonstrating competence in implementing selected components of interventions identified in the plan of care established by the physical therapist. Interventions include: (7D23)
 - a. Airway Clearance Techniques: breathing exercises, coughing techniques and secretion mobilizations. (7D23a)
 - b. Application of Devices and Equipment: assistive/adaptive devices and prosthetic and orthotic devices. (7D23b)
 - c. Biophysical Agents: biofeedback, electrotherapeutic agents, compression therapies, cryotherapy, hydrotherapy, superficial and deep thermal agents, traction and light therapies. (7D23c)
 - d. Functional Training in Self-Care and in Domestic, Education, Work, Community, Social, and Civic Life. (7D23d)
 - e. Manual Therapy Techniques: passive range of motion and therapeutic massage. (7D23e)
 - f. Motor Function Training (balance, gait, etc). (7D23f)
 - g. Patient/Client Education. (7D23g)
 - h. Therapeutic Exercise. (7D23h)
 - i. Wound Management: isolation techniques, sterile technique, application and removal of dressing or agents, and identification of precautions for dressing removal. (7D23i)

Test and Measures

24. Demonstrating competence in performing components of data collection skills essential for carrying out the plan of care by administering appropriate tests and measures (before, during, and after interventions) for the following areas: (7D24)
 - a. Aerobic Capacity and Endurance: measurement of standard vital signs; recognize and monitor responses to positional changes and activities (e.g., orthostatic hypotension, response to exercise). (7D24a)
 - b. Anthropometrical Characteristics: measurements of height, weight, length, and girth. (7D24b)
 - c. Mental Functions: detect changes in a patient's state of arousal, mentation, and cognition. (7D24c)

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- d. Assistive Technology: identify the individual's and caregiver's ability to care for the device; recognize changes in skin condition and safety factors while using devices and equipment. (7D24d)
 - e. Gait, Locomotion, and Balance: deterring the safety, status, and progression of patient while engaged in gait, locomotion, balance, wheelchair management and mobility. (7D24e)
 - f. Integumentary Integrity: detect absent or altered sensation; normal and abnormal integumentary changes; activities, positioning, and postures that aggravate or relieve pain or altered sensations, or that can produce associated skin trauma; and recognize viable versus nonviable tissue. (7D24f)
 - g. Joint integrity and Mobility: detect normal and abnormal joint movement. (7D24g)
 - h. Muscle Performance: measure muscle strength by manual muscle testing; observe the presence or absence of muscle mass; recognize normal and abnormal muscle length, and changes in muscle tone. (7D24h)
 - i. Neuromotor Development: detect gross motor milestones, fine motor milestones, and righting and equilibrium reactions. (7D24i)
 - j. Pain: administer standardized questionnaires, graphs, behavioral scales, or visual analog scales for pain; recognize activities, positioning, and postures that aggravate or relieve pain or altered sensations. (7D24j)
 - k. Posture: determine normal and abnormal alignment of trunk and extremities at rest and during activities. (7D24k)
 - l. Range of Motion: measure functional range of motion and measure range of motion using an appropriate measurement device. (7D24l)
 - m. Self-care and Civic, Community, Domestic, Education, Social and Work Life: inspect the physical environment and measure physical spaces; recognize safety and barriers in the home, community, and work environments; recognize level of functional status; administer standardized questionnaires to patients and others. (7D24m)
 - n. Ventilation, Respiration, and Circulation: detect signs and symptoms of respiratory distress, and activities that aggravate or relieve edema, pain, dyspnea, or other symptoms; describe thoracoabdominal movements and breathing patterns with activity, and cough and sputum characteristics. (7D24n)
25. Completing accurate documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies. (7D25)
26. Responding effectively to patient/client and environmental emergencies that commonly occur in the clinical setting. (7D26)

Participation in Health Care Environment

- 27. Contributing to the efforts to increase patient and healthcare provider safety. (7D27)
- 28. Participating in the provision of patient-centered inter-professional collaborative care. (7D28)
- 29. Participating in performance improvement activities (quality assurance). (7D29)

Practice Management

- 30. Describing aspects of organizational planning and operation of the physical therapy service. (7D30)
- 31. Describing accurate and timely information for billing and payment purposes. (7D31)

Mount Aloysius College
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Clinical Education

During the clinical education piece of the PTA program, students are expected to meet the following skills at varying levels (PTA 161: assistance/close supervision; PTA241/PTA251: entry level). Enabling objectives can be found on the individual course syllabus.

32. Demonstrate overall professionalism by integration of appropriate ethical and work place behaviors and to assume responsibility for their own professional growth through accomplishment of the enabling objectives.
33. Demonstrate safe treatment and work place behaviors through accomplishment of the enabling objectives.
34. Demonstrate effective communication whether verbal, non-verbal or written through accomplishment of enabling objectives.
35. Demonstrate effective interpersonal relationships with individuals found in a clinic environment through accomplishment of enabling objectives.
36. Apply academic knowledge to the overall patient care plan through accomplishment of enabling objectives.
37. Demonstrate competence in performing patient care skills developed in previously completed course work through accomplishment of enabling objectives.
38. To be able to function within the standard operating procedures of
39. the clinic through accomplishment of enabling objectives.
40. Recognize the extent of Physical Therapy, the interaction of all disciplines of allied health fields, and the roles of allied health clinicians, particularly those in physical therapy through accomplishment of the enabling objectives.

*7D levels refer to CAPTE's Accreditation Standard 7.

Mount Aloysius College
Physical Therapist Assistant Program

PTA Program Policies

Non-Discrimination Policy

The Physical Therapist Assistant Program follow the College's Non-Discrimination policy which states:

"Mount Aloysius College strictly prohibits and does not tolerate unlawful discrimination against any person on the basis of age, ancestry, color, disability or handicap, national origin, race, religious creed, gender, sexual orientation, genetic information or veteran status in the administration of its admissions and employment practices, educational policies, financial aid, scholarship and loan programs, athletics or any other College administered program."

PTA Student Admissions Policy

Student Recruitment

The responsibility for student recruitment is a joint venture between the College Admissions office and the PTA Program. Recruitment is achieved through open house events, high school college fairs and job fairs, advertising, the College web site and word of mouth.

Selection of students

Acceptance of students is an ongoing process. Students who apply to the College and indicate interest in the PTA program are tracked by admissions personnel and an online software program. The program director or other faculty review all applicants' admission materials on a rolling basis as application materials are received. The acceptance to the PTA program depends on a variety of criteria including: high school GPA, and grades in high school algebra, biology and chemistry or physics. Other degrees and college experience are also considered. More detailed requirements for admission to the PTA Program are found in the Academic Retention, Matriculation, and Progression Policy, as well as the online College Catalog (http://catalog.mtaloy.edu/preview_program.php?catoid=12&poid=1164&returnto=1062).

If approved for acceptance to the PTA program the student receives information from the admissions team outlining the requirements for final acceptance into the program. The final acceptance is dependent on a tuition deposit paid to the college. After receipt of the deposit students receive a final letter of acceptance to the PTA Program from the Admissions office. Other requirements include the receipt of the Requirements for a PTA Candidate Form, Essay, and Clinical Observation Requirement Form. These forms are provided to students by the Admissions team or Program Director. These forms are due to the program director no later than the first day of class.

Prior to attending clinical placements students must successfully complete all didactic work appropriate to the specific clinical placement as well as all health requirements, have a clear drug screen test, be cleared through a criminal background check and FBI fingerprint record check, and a child abuse history clearance.

Mount Aloysius College
Physical Therapist Assistant Program

Enhancing Diversity

The PTA program is committed to providing high-quality physical therapist assistant education to anyone who meets the admission requirements regardless of age, gender, race, ethnicity, color, National origin, sexual orientation or preference, cultural identity, religious/spiritual beliefs, disability, etc. The PTA program and Mount Aloysius College do not tolerate discrimination in any circumstance. See the Non-Discrimination Policy.

Maintenance of Planned Class Size

The PTA Program admits up to 30 students per year in the fall semester. Admission is once per year and students who enter the program form a cohort maintained throughout the two years of the program. The number of actual students accepted each year depends upon the number of qualified applicants. The PTA program director is responsible for keeping track of the numbers of applicants and ensuring that the actual final acceptances do not exceed 30 in number. The director works with the admissions office to compile an ongoing list of acceptances and a waiting list if necessary for those students who meet all requirements for whom there is no space. Students are accepted up to the week prior to the start of classes in the fall semester. The aim is to keep the maximum number of students accepted to within 10 percent of the 30 as per accreditation requirements, thus the accepted number of students cannot exceed 33 per year. Acceptance of any number of students above 33 requires that the PTA Program has permission from the Commission on Accreditation for Physical Therapy Education (CAPTE).

Admission of Transfer Students

The PTA program admits students who transfer into the program from another major of study at the College as well as students who transfer from a different institution. Detailed requirements can be found in the online College Catalog (http://catalog.mtaloy.edu/preview_program.php?catoid=12&poid=1164&returnto=1062).

The Program Director will review the record of any student interested in transferring into the PTA program from a PTA program at a different institution; however, to ensure that all graduates meet all Mount Aloysius College PTA Program learning outcomes, students transferring from a different institution must complete all PTA technical and clinical experience course work at Mount Aloysius College regardless of grade or completion at a different institution. After record review, the Program Director may allow PTA100 Medical Terminology to transfer from an outside institution and will review for the opportunity for the student to complete the PTA program within one year (3 semesters). In order to be considered for a one-year completion sequence, the student must have completed and transferred in all general education requirements (except LIBA150, ICT101, and ICT240), have a minimum GPA of 2.75/4.0, and meet with the Program Director to discuss expectations, rigor, and expected course sequence.

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Academic Retention, Matriculation, and Progression Policy

Academic progression of a student enrolled in the PTA Program is based on scholastic achievement, clinical achievement, health maintenance, and adherence to the policies and procedures of Mount Aloysius College as stated in the College Catalog, Student Handbook, and the Physical Therapist Assistant Student Policy and Procedure Manual. These policies are distributed annually to each student at the beginning of the academic year and are made available in an online format.

Prior to entry into the PTA Program, all requirements as stated in the college catalog must be met.

Semester progression is dependent upon earning a “C” or better in all biology, psychology and major courses. All courses listed in the college catalog as pre-requisites must be passed with a “C” grade prior to entry into subsequent courses. Students earning a “C-“ or lower will not matriculate into the next phase of the program.

Grading scales for academic and clinical courses may be found on all course syllabi and in the PTA Grading Scale policy in this manual. If a student fails to meet his or her academic or clinical objectives, as outlined in the course syllabi, recommendations for improvement will be documented on the Mount Aloysius College Early Student Referral system (ESR). The student, the instructor, the advisor, and any other appropriately designated person will receive notification of the ESR. Tracking of compliance with an ESR is performed by the Student Success and Advising office. Failure to complete recommendations indicated on an ESR may result in dismissal from the program. The student may also be placed on a Learning Contract. See Learning and Behavior Contract Policy.

PTA students must maintain a 2.00 overall GPA to remain in the PTA program as well as obtaining a “C” in all PTA, science, and psychology courses. Failure to do so will result in dismissal from the PTA program. Please note that in order to achieve the grade of “C” in all PTA specific courses a 79% is required. Within all PTA courses students are required to have an average of 75% on all tests/exams and quizzes to pass the course. This is regardless of the overall score for the course. Students who do not have an average of 75% for exams and quizzes are not likely to do well on the National Physical Therapist Assistant Examination (NPTAE). Resources are available at the College for students to improve their test taking skills. Tutoring is also available for some courses in the PTA program.

Students who are dismissed from the program must have an overall GPA of 2.75 to be considered for re-admission to the program as well as meeting all program requirements. Students are only considered for re-admission to the PTA program once. If a student is dismissed from the program twice he/she is ineligible for re-admission. Students who re-enter the program will be placed on a Learning Contract.

The College will not make special provisions in scheduling major or science courses for the purpose of re-taking a course. Students petitioning to re-take a course may lose up to one year since certain courses are offered only during set semesters. During the interim, the student may withdraw or continue taking general studies courses. Re-acceptance into the program will be contingent upon the number of spaces available in the class and review by program faculty.

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Retention: The faculty of the PTA program make every effort to assist students become successful. The student is recommended to identify difficulties with academics, health, personal or clinical issues early in the semester and approach their faculty advisor and/or the PTA Program Director regarding the concern. Many forms of assistance are provided by the College and the PTA Program.

Forms of assistance include, but are not limited to:

- Faculty advisor assistance and referral to other appropriate resources
- Learning Commons assistance for test taking skills, study skills, writing center for assistance with APA format and academic paper review and time management
- Assistance one-on-one from the PTA course instructor
- Faculty tutoring sessions
- Peer tutoring
- Counseling services
- Student health services
- Financial Aid services
- Learning and Behavioral Contract Plans

College Accommodations Statement

Mount Aloysius College is committed to providing reasonable accommodations to students with disabilities. Students with disabilities who wish to request an accommodation are required to contact Ms. Marisa Schuster, MA, LPC, NCC, Director of Counseling and Disability Services to formally request accommodations and provide supporting documentation. Her office is located in St. Joseph Hall, Room 101, (814) 886-6336. If you receive approval for accommodations, it is important that you stop in during her office hours at the start of the semester so necessary arrangements can be made.

Note: This notification is provided in each course syllabus

Mount Aloysius College
Physical Therapist Assistant Program

PTA Student Success Policy

The College and the Faculty of the Physical Therapist Assistant Program take student success very seriously. Every reasonable effort is made to help students succeed in their course of study. Students must be committed to spending time on study to be successful in their courses and must follow-through on recommendations made by faculty for additional tutoring or assistance available at the College. Students should seek assistance immediately upon perceiving academic difficulties.

The following are available to help students be successful in their chosen field of study:

1. Each student has an advisor. PTA students are assigned an advisor who is either the PTA Program Director, the Academic Coordinator of Clinical Education, or another full-time faculty member in the PTA program.
2. In the event of academic or other issues that may be interfering with student success, the Early Student Referral (ESR) system may be used. This process enables tracking of student academic problems to allow follow-up to assist the student to overcome deficits. The issuance of an ESR should not be considered a negative by the student, but be recognized as a means to help them to complete their courses successfully. Students receiving below a "C" at mid-term will receive an ESR. Early identification of student academic difficulties improves ultimate student success.
3. Students may be placed on a Learning or Behavioral Contract Plan for academic, behavioral, or other reasons. See Learning and Behavior Contract Policy.
4. Tutoring is available through the Learning Commons.
5. Peer tutoring is available for some courses through the Learning Commons.
6. A professional health studies tutor is available through the Learning Commons for science courses.
7. Program faculty are available to provide individual assistance to students during office hours.
8. Program faculty may hold tutoring group sessions throughout the academic year for all interested students.
9. Assistance with test taking skills and study skills is available through the Learning Commons. In addition, during fall and spring PTA courses, presentations are provided to students by a Learning Commons representative regarding study skills, test taking skills, how to avoid plagiarism, and how to access professional level resources.
10. Student Services is available to provide assistance to students for personal issues that fall outside specific academic needs, but which may be interfering with their ability to be academically successful. Refer to Vice President for Student Affairs, Cosgrave 108. Ext: 6472.

For further information, refer to the College Student Handbook and the College Catalog.

Mount Aloysius College
Physical Therapist Assistant Program

Dismissal Policy

Purpose: To establish dismissal guidelines that informs students of their responsibilities, rights, and requirements concerning academic performance, clinical/fieldwork education, and professional behaviors.

NOTE: All dismissal policies and procedures for the PTA Program are in addition to the College procedures outlined in the College Catalog and College Student Handbook.

Dismissal from the PTA program will result at any time during the academic calendar under the following circumstances:

1. Dismissal for unsatisfactory academic performance
2. Dismissal for unsafe clinical practice
3. Dismissal for unprofessional behavior

A student who is dismissed from the PTA Program may apply for enrollment in another major at Mount Aloysius College, may appeal the dismissal (process outlined in Appeals and Grievance Procedure Policy) or may plan to re-apply to the PTA program. Students may only be re-admitted to the PTA program once. To be considered for re-admission the student who has been dismissed the PTA Program must re-apply through the Admissions Office. Re-admission will be on a competitive basis from the current pool of applicants and/or on a seat available basis.

Dismissal for Academic Performance

A student may be dismissed from the PTA program after earning grades less than “C” in any PTA coursework, Psychology Courses (PSYC 101, PSYC 102) or Biology courses (BIOL 201, BIOL 202, BIOL 230). A “C-“ or lower will result in dismissal from the program.

PTA students must maintain a 2.00 overall GPA to remain in the program. To be eligible for program re-entry the student must have a 2.75 overall GPA.

Students are reminded that suspicion or evidence of cheating or lying in the academic or clinical setting is grounds for dismissal from the program. Cheating on an exam will result in a “0” for that exam, and an additional incidence of cheating will result in dismissal from the PTA program. If the “0” on an exam makes the grade of a course of a “C-“ or lower will result in dismissal from the program as per program policy.

Dismissal for Unsafe Clinical Practice

Dismissal for unsafe clinical practice may occur at any time during the academic semester. Dismissal is based on unsafe behavior demonstrated by the student as determined by the clinical or academic faculty in the PTA Program.

Dismissal is based on, but not limited to:

1. One potentially life-threatening incident; or
2. One incident contributing to the injury or death of another; or
3. Two or more incidents of unsafe practice identified at any time during the length of enrollment
4. One incident of unsafe student health policies; or

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5. Failure to maintain control of health disorders, or practice health maintenance (see the Student Health Policy for the definition of health maintenance); or
6. Failure to protect self, peers, staff, faculty, and the community at large from actual health hazards; or
7. Failure to adhere to the chemical substance abuse policy as outlined in this handbook

Dismissal for Unprofessional Behavior

Dismissal for unprofessional behavior may occur at any time during the academic semester.

Dismissal is based on unprofessional behavior demonstrated by the student as determined by the clinical or academic faculty in the PTA Program.

The following listing provides examples of behaviors that may be considered as a basis for dismissal. All examples include, but are not limited to the student's failure to practice or behave as stated:

1. Regulatory: Examples include, but are not limited to, the student's failure to practice within the guidelines of:
 - a. The Pennsylvania Physical Therapy Practice Act and Rules and Regulations
 - b. The American Physical Therapy Standards of Ethical Conduct for the Physical Therapist Assistant (See The Standards of Ethical Conduct for the Physical Therapist Assistant)
 - c. The American Physical Therapy Association Core Values (See Core Values for the Physical Therapist and Physical Therapist Assistant)
 - d. The policies and procedures of Mount Aloysius College
 - e. Policies and procedures of the clinical affiliations
 - f. The Child Abuse Prevention and Treatment Act; as well as, Act 31
 - g. The Older Adults Protective Services Act
2. Accountability: Examples include, but are not limited to students:
 - a. Failure to adequately prepare for clinical learning experiences
 - b. Failure to communicate accurate and complete information verbally and/or in writing
 - c. Failure to report unsafe or incompetent practice of self, peers, or other health care team members to the clinical instructor, or program specific faculty
 - d. Failure to practice within limitations of the student's role
 - e. Failure to accept responsibility for own behavior
 - f. Failure to accept responsibility for patient care
 - g. Failure to seek appropriate guidelines from the faculty
 - h. Failure to comply with clinical education attendance policy, as defined within this handbook and/or course syllabi
 - i. Failure to respect the worth and dignity of individual patients, health team members, faculty and peers
 - j. Breach of confidentiality
 - k. Breach of Patient's Bill of Rights
 - l. Abusive, offensive or insulting behavior, including offensive language
 - m. Violation of the Guidelines for Human Subject Usage Policy
 - n. Violation of the Respect for Other's Rights Policy
 - o. Academic or professional dishonesty

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- p. Failure to report to the Program Director any felony or misdemeanor incurred prior to or during enrollment in the PTA Program
- q. Evidence of cheating or lying in the academic or clinical setting

3. Miscellaneous

- a. All students must complete all criminal background check and medical clearances prior to entering clinical courses. Incomplete clearances or evidence of a felony or misdemeanor are grounds for dismissal from the PTA Program.
- b. Students who act in a manner that poorly represents Mount Aloysius College, the PTA Program, and the Physical Therapy profession on a consistent basis may be reason for PTA Program Dismissal.
- c. Students who do not meet expectations on Learning or Behavioral Contract. See Learning and Behavioral Contract Policy.

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Learning and Behavior Contract Policy

Learning Contract and Behavioral Contract will be used by the PTA program to assist students who are not meeting program expectations. The Learning Contract will be used for students who are demonstrating poor academic performance in didactic or clinical courses. Poor academic performance may include but is not limited to grades below the required 75% for tests/quizzes and 79% overall, lack of preparation for assignments, difficulty with skill performance in lab/clinical settings, demonstrating decline in academic performance, etc.

The Behavioral Contract will be used for students who are not meeting professional behavioral expectations as outlined in the policies of this manual, the APTA Professional Behaviors, The Standards of Ethical Conduct for the Physical Therapist Assistant, and/or policies of Mount Aloysius College. When a student is placed on a Behavioral Contract plan, the student and faculty members will also complete the APTA Professional Values assessment. The policy for Behavioral Contract follows:

1. The student will first receive a verbal warning of behavior or action that does not meet expectations. The student may be placed on a Behavioral Contract Plan with clear recommendations for improvement.
2. If the student does not meet expectations as indicated verbally by the instructor or on the Behavioral Contract after receiving verbal warning, the student will receive a written warning with reprimand which may include probation.
3. The student may receive a written reprimand (electronic or hardcopy) describing behavior, action, or incident that does not meet expectations. The student will be placed on a Behavioral Contract Plan, if they are not already on a plan, with clear recommendations for behavior improvement.
4. If the student does not meet expectations as indicated on the Behavioral Contract after receiving the written warning with reprimand, the student may be dismissed from the program.
5. If dismissal is the recommended action, the student will be notified of the dismissal within five (5) academic calendar days.
6. PTA faculty may meet at any point in time to discuss the action to be taken as a result of the incident that resulted in the Learning Contract. The student may be asked to attend a portion of the meeting.
7. A student may receive verbal, written, and dismissal recommendations at the same time for an egregious unsafe clinical practice or unprofessional behavior.
8. Students who are placed on a Behavioral Contract may receive an incomplete (I) grade for a PTA didactic or clinical coursework until they meet expectations.
9. Additional remediation will be discussed by PTA faculty and a written action plan will be provided to the student on an individual basis as needed.
10. Any Behavioral Contract that is initiated will have an APTA Professional Behaviors assessment completed by PTA faculty and the student. See the APTA Professional Values Assessment Policy.

See Appendix A for the Learning Contract and Behavioral Contract templates.

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APTA Professional Values Assessment Policy

The following benchmarks have been assigned by the PTA program for the APTA Professional Behaviors assessment:

1. During PTA 101, PTA students will self assess using the APTA Professional Values assessment. During PTA 101, students will rate themselves at or above the “Beginning Level” on 100% of the professional behaviors.
2. During PTA 113, PTA faculty members will rate each student using the APTA Professional Values assessment. During PTA 113, at least 50% of the professional behaviors will be rated at or above the “Developing Level”.
3. During PTA 260, PTA faculty members and PTA students will complete the APTA Professional Values assessment. During PTA 260, at least 50% of the professional behaviors will be rated at or above the “Entry Level” while the remaining professional behaviors will be rated at “Developing Level”. Students who continue to have any professional behaviors rated at “Beginning Level” during this course will be placed on a Behavioral Contract.
4. If a student does not meet these benchmarks during any of the delineated assessments, they will be placed on a Behavioral Contract.

See Appendix A for the APTA Professional Behaviors Assessment

Student Withdrawal Policy

A student who wishes to withdraw from the PTA Program should seriously consider the career consequences of such a decision. It is recommended that the student seek counseling from the PTA Program Faculty in regard to the reason and necessity of leaving the program.

Every effort possible will be made by the PTA Program Faculty to help the student find a means to stay in his/her chosen professional education environment.

If, after discussing and counseling, no other decision can be reached and the student has decided to withdraw from Mount Aloysius College, he/she will follow the withdrawal from college guidelines found in the College Catalog.

If the student wishes to change his/her major within the college, he/she must obtain a Change of Curriculum Form from the Registrar’s office.

If the student withdraws during a semester and has at that time any academic or clinical course failing averages, a WF (withdraw failing) will be recorded on the transcript for those courses. For all courses that have a passing average, a WP (withdraw passing) will be recorded on the transcript.

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Appeals and Grievance Procedure Policy

Purpose: To ensure that all PTA students have a process to appeal decisions or perceived violations of their rights. This policy is an extension of the Academic and Grievance policy located in the College Catalog.

Students who believe their rights have been violated or have a disagreement with a decision rendered by a faculty member or a clinical instructor must approach that individual or individuals involved within five (5) academic calendar days following the incident. With regard to final grades for a course, the student has thirty (30) days to appeal per College policy as outlined in the College Catalog.

If the situation is not resolved satisfactorily the student may then enter into the appeals process. A written account of the student's grievance must be submitted to the Department Chairperson/Program Director within ten (10) academic calendar days following the incident. A written account will greatly assist the student in organizing thoughts and opinions, as well as assisting the Chair in understanding the incident.

The student and involved individual(s) will present their accounts of the grievance at a meeting scheduled by the Department Chairperson. The Chairperson will then render a decision following a review of all information presented by the student and involved individual(s). The student will be informed of the decision in writing within five (5) academic calendar days following the scheduled meeting.

If the student is dissatisfied with the decision of the Department Chairperson, he/she may appeal it to the Dean of the School of Nursing and Health Sciences. The student and involved individual(s) will present their accounts of the grievance at a meeting scheduled by the Dean. The Dean will then render a decision following a review of all information presented by the student and involved individual(s). The student will be informed of the decision in writing within five (5) academic calendar days following the scheduled meeting.

If the student does not agree with the decision of the Dean, he/she may appeal to the Vice President of Academic Affairs (VPAA), per the process outlined in the College Catalog. The decision of the VPAA will be final and binding.

NOTE: The filing of a complaint by a student or other party will not cause retaliation in any way from employees of the College.

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Academic Honesty and Integrity Policy

Mount Aloysius College is committed to the academic integrity of the entire community. All share responsibility for maintaining high standards of academic integrity, and no forms of academic dishonesty are tolerated. Forms of academic dishonesty include but are not restricted to: giving or receiving unauthorized assistance on an examination, project, or assignment; using unauthorized forms of assistance such as crib notes or cell phones on an examination; falsification of data or plagiarism (using another person's ideas or words as your own); and lying or falsifying reasons for missing examinations or class.

A student found guilty of lying, cheating, or plagiarism, depending on the nature of the offense and the history of the student, is usually subject to one or both of the following: a grade of zero on the assignment, project, or examination or a grade of F in the course. All cases of lying, cheating, or plagiarism where a punishment is incurred are reported to the Senior Vice President of Academic Affairs, who maintains a record of all offenses. Serial offenders may be subject to suspension or dismissal.

In addition, other penalties may be imposed as mandated by departmental policies and as directed by circumstances. Cheating may result in failure of the course and thus dismissal from the PTA program. A second occurrence of cheating or plagiarism in any PTA course is grounds for immediate dismissal from the PTA program. See Dismissal Policy.

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Course Failure and Financial Aid Information Policy

As is stated in the Academic Progression and Grading Policy, a student must pass all PTA and science courses with at least a "C". The student must achieve at least a "C" in all pre-requisite courses to enroll in a PTA course. Earning a "C-" or lower will result in dismissal from the PTA program.

The following is true for all financial aid:

1. Progression is necessary to continue receiving aid.
2. Progression means that a student must receive a passing grade for as many credits as are attempted in one academic year.
3. Although the PTA program regards a "C" grade and better as passing, financial aid regards a "D" grade as passing. Therefore, if a PTA student receives a "C-" or "D" grade, the course must be repeated, but for financial aid purposes, the credits for the repeated course do not count toward progression.
4. If a PTA student receives an "F" grade, the course must be repeated, and when repeated, financial aid counts the passed grade as progression, but the failed grade is not counted.
 - a. In the case of an "F", the student must take an additional class (credits equal to the failed "F" course), before the end of the academic year in which the course was failed.

Refer to the following examples:

1. Receive a "C-" or "D" in a course--- Will not affect financial aid for next year. ----Will affect aid for the subsequent year unless the student takes 6 credits (part time) or 12 credits (part time), not counting the credits of the course, which is repeated due to the "C-" or "D".
2. Receive an "F" in a course --- Will affect financial aid for next year unless a course of equal credits to the failed course is passed before the end of the academic year --- When a failed course is repeated and passed, will be counted toward progression for financial aid.

PELL Grants: Will not be affected by what was used the previous semesters as long as all courses taken are passed.

PHEAA Grants: Has a cap for each individual, once sum is used, no additional funding will be given.

PELL and PHEAA are available to PTA students who are eligible and have not previously earned a degree higher than an Associate Degree.

See Financial Aid personnel (Admin 122) for additional information.

Phone: (814) 886-6357

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Re-admission Policy

Students seeking re-admission into The PTA Program must:

1. Have withdrawn according to the "Student Withdrawal Policy".
2. Complete any coursework not completed with a minimum grade of "C".
3. Prove clinical competence in all procedures for the current class/course that the student will be entering. If applicable, all preceding clinical work must be re-evaluated prior to the beginning of that semester
4. Submit a letter of his/her intention to return to the PTA program chairperson and the PTA Program Director/Chairperson by March 1 for re-entry for the upcoming fall semester or October 1 for re-entry for the upcoming spring semester.
5. Re-apply according to existing application procedures.
 - a. Have an overall GPA of 2.5 or better.
 - b. Pass the failed course(s) in the PTA, sciences or psychology with a "C" or better once re-admitted to the PTA Program. Earning a "C-" or less will result in final dismissal from the program without the possibility of a further re-admission
6. Courses taken more than three years prior to readmission must be repeated. In addition, skills remediation will be required for all clinical courses previously completed if applicable.

A student who reapplies to the program is not automatically accepted. Students may be re-admitted to The PTA Program only once. Records are subject to review by PTA faculty or the College Advisory Committee.

Cancellation of Class Policy – Academic and Clinical Settings

College Closure and Delay Policy

The College is committed to keeping campus safe and operational during inclement weather. During periods when severe weather is forecasted Mount Aloysius College officials are in regular contact with weather specialists and county and regional departments.

The College's policy is to remain open, if possible, for those students who can attend class during inclement weather. However, it is understood that our commuting students come from varied distances and in many cases varied climates. It is therefore, also the policy of the College to treat student and employee tardiness or absences liberally on inclement weather days. Faculty, staff and students are encouraged to use their own judgment in deciding whether or not road conditions are safe enough for travel in the area and at the time they are commuting to class, clinical or student teaching.

Faculty understands that students may have to use their own discretion on challenging weather days. In such cases, students need to contact their faculty members (preferably in advance of the scheduled class) indicating that they have special weather-related circumstances that prevent their attendance. It is the student's responsibility to understand the class requirement and policies as they relate to missed classes and to ensure makeup classes, clinical and/or assignments are completed. In the past, Mount Aloysius College has closed Main campus and not a satellite campus such as Dubois. This practice is no longer active. **When Mount Aloysius College closes or delays the Main campus, all other campuses are also closed or delayed for MAC students, including clinical sites.** Closures and delays apply to all undergraduate and graduate classes. Please refer to the *Compressed Class Schedule* for class times in the event of a delay.

Mount Aloysius College
Physical Therapist Assistant Program

Absence Policy

Students are expected to attend all scheduled theory, laboratory, and clinical classes. This includes wearing the appropriate attire for labs. All absences will be recorded. Students are responsible for the material covered in class and assignments given in their absence. Students must adhere to the attendance policy as stated in each course syllabus.

Although an absence may be unavoidable, the student is responsible for completing all competencies as required by each individual curriculum. Students are responsible for material in the text, handouts, lectures, and class discussions. Attendance may be calculated as part of the final grade (see course syllabi). Counseling and/or an Early Student Referral (ESR) may be instituted for lab/seminar/clinical absences as per program policy and course syllabus. Policies regarding make-up of exams or other assignments can be found in syllabi.

Students must notify their instructor and/or clinical site if lateness is imminent and give the approximate time of arrival at the college/clinical site. Excessive tardiness shows a lack of dependability and responsibility and will be documented in the student's record. Clinical time missed due to tardiness will be calculated in the final grade and may be required to be made up.

Frequent tardiness interferes with student learning and may disrupt classes and should be avoided. Tardiness is defined as coming into class once the instructor has begun. At the clinical site, students are tardy if they come in after the assigned start time. Points may be deducted for frequent tardiness or using classroom/lab time to change into appropriate lab attire.

Students are expected to attend all clinical experiences. If a student is unable to attend clinical for any reason, he/she must notify the clinical instructor and the Academic Coordinator of Clinical Education (ACCE) at least one and one-half (1 ½) hours prior to the start of the clinical day. If the instructor is not available when contacting for notification of lateness or absence, the student must leave a message on the instructor's voice mail.

Students who miss a lab/seminar/clinical will need to present documentation from a physician or other official source deemed appropriate by faculty regarding the reason for the absence, prior to being granted a make-up experience. This documentation will be filed in the student's permanent record. Make-up experiences may also be granted for extenuating circumstances as determined by the instructor. Absences and tardiness will be documented as part of the student's evaluation. All students will make up all clinical absences as indicated in the course syllabi.

Guidelines for make-up assignments are based on achievement of the identified objectives. Each instructor will determine the type of assignment to be completed and the criteria to be met. A final course grade will not be given until all make-up assignments are completed as specified within each individual program and course syllabi.

Each student is responsible for transportation to and from their clinical sites. Length of travel to and from the clinical site will vary. Students who car-pool together may not miss clinical because the driver is unable to attend. Backup transportation is the responsibility of each student.

Mount Aloysius College
Physical Therapist Assistant Program

Students should not schedule appointments or other activities that require them to leave clinical sites early. If a student is required to leave clinical early due to illness or emergency, they may be required to make up the time missed.

Vacation is not an acceptable excuse for missing classes. Missing clinical courses because of vacation will result in an incomplete and/or failing course grade. Students are reminded that the PTA program is a full-time program and that clinical courses are scheduled full-time in the final summer semester for 15 weeks from the end of the spring semester to the end of August.

Student athletes need to provide their instructors with information regarding missed classes in advance of missing that class. Student athletes are provided with a tentative schedule at the beginning of the sport's season. Lecture and lab sessions should never be missed for practice, only games and only after discussed with your instructor. If you are missing a lab due to a game and your schedule permits attending a different lab section, you need to arrange this with your instructor. Failure to alert your instructor of needing to miss a class/lab due to a game/sporting event prior to the scheduled class time will result in an unexcused absence.

In the event of weather, if the college is opened (even with a delay), students and faculty are expected to be on campus. Students and instructors are permitted to use their best judgement in their ability to arrive safely to campus. In the instance of inclement weather, please attempt to make it to classes when they are being held to avoid missing material.

1. Wait until the morning to decide whether or not you can make it in. Deciding that you will not be coming the night before (especially when the weather is to happen through the night) is not acceptable.
2. Wake up early enough so that you can give yourself extra time to make it to campus. If in the morning you determine that it is unsafe to come to campus, notify your instructor.
3. Please remember that you are preparing for a career in healthcare - we are essential employees and do not get snow days. We want everyone to exercise safety in their commute but also responsibility in their decisions.

Mount Aloysius College
Physical Therapist Assistant Program

Consent Policy

Informed consent is required for participation in demonstrations and studies and authorization for audio/visual recording.

To insure informed consent of patients and students, the academic or clinical faculty member must explain the nature and purpose of the demonstration or study. The length of time the subject will be used, and the procedures to be used during demonstration will also be explained. Any persons anticipated to view observe, or listen to either live demonstration or its' recording, or read published material regarding the study must be made known to the subject. The following procedures are to be followed in obtaining consent and authorization for recording:

1. Explain the purpose of the demonstration or study as explained above.
2. Provide the subject with an opportunity to ask questions.
3. Ask the subject to sign two copies of the form as printed in the manual
4. Place one copy in the student or patient's file
5. Allow the subject to keep the second copy
6. If applicable, use the clinical education center consent form for patients, abiding by that center's policy for obtaining consent.
7. Use the Mount Aloysius College consent form for patients if the clinical education center does not publish one of their own
8. If applicable, use the media release form

Informed Student Consent Form to Authorize Participation in Demonstrations and Studies and be Recorded or Filmed by Audio and/or Visual Equipment

As a student in the Physical Therapist Assistant. Program at Mount Aloysius College, I agree to participate in demonstration and studies consistent with the Guidelines for Human Subject Usage: Consent Form for Human Subject. Consistent with my agreement to participate in demonstration and studies, I authorize I may be the subject of audio and visual recordings, which may include but is not limited to demonstrations, tape/video recordings, and photography.

Name of Student (Please print)

Signature of Student

Date

Witness Signature

Date

*Signed copy on file in PTA Program Student Files. See Student Record Policy.

Mount Aloysius College
Physical Therapist Assistant Program

Guidelines for Human Subject Usage: Consent Form for Human Subject

As a student enrolled in the PTA program, I have been informed of the need to practice physical therapy related skills on fellow students and to have fellow students practice physical therapy related skills on me during supervised laboratory sessions.

As a human subject used for demonstration and practice for educational purposes, my responsibilities are:

1. To immediately inform my laboratory partner and/or instructor of any discomfort caused by the application of a procedure being practiced.
2. To request the supervising laboratory instructor to assist in the application of a procedure which caused discomfort, or is suspected to cause discomfort, when applied.

As a student practicing or demonstrating physical therapy related skills on a human subject my responsibilities are:

1. Gain consent to start treatment.
2. To immediately stop the administration of a procedure upon any verbal or physical signal from the human subject or instructor.
3. To request assistance from the supervising instructor if needed.
4. To respect the dignity of the human subject by frequently asking if the subject remains comfortable

I have read and understand the above responsibilities and guidelines. I agree to serve as a human subject for the practice and demonstration of physical therapy related skills in the supervised laboratory and the clinical education center. I hereby release Mount Aloysius College and my instructors at both Mount Aloysius College and clinical education centers from any and all liability and/or responsibility for physical responses resulting from my service as a human subject.

Name of Student (Please print)

Signature of Student

Date

Witness Signature

Date

*Signed copy on file in PTA Program Student Files. See Student Record Policy.

Mount Aloysius College
Physical Therapist Assistant Program

Confidentiality Policy

Purpose: To ensure that confidentiality is maintained in professional relationships with patients/clients, faculty, fellow students, clinical affiliations, and the College.

Background: In 1996, Congress enacted the Health Insurance Portability and Accountability Act (HIPAA), which are designed to safeguard health care information and set guidelines for electronic transmission, use, and disclosure of health care information.

Based upon the HIPAA regulations, the PTA Program of Mount Aloysius College protects the confidential nature of information gained from educational practice and stipulates that students in the PTA program will function with discretion and integrity for all contact they have with patients/clients, fellow students, instructors, and other health care professionals.

In addition, Mount Aloysius College and the PTA Program abide by the Family Education Rights and Privacy Act (FERPA).

Procedure:

1. Information obtained from the patient/client is to be discussed privately and for professional reasons only.
2. Patient/client information that is discussed in classes or seminars should be presented in a way that the identity of the individual is not revealed. This may require that the student eliminate or generalize details to maintain anonymity.

I hereby acknowledge that as a student in the PTA program at Mount Aloysius College, it is my responsibility to access and use confidential information only in the course of my educational duties and in a proper way. Confidential information includes, but is not limited to, information about patients/clients, employees, medical staff, volunteers, visitors, or fellow students. A breach of confidentiality occurs when a student willfully, negligently or carelessly discloses or causes to be disclosed, orally, electronically or in written form, any confidential information to any person who does not have a valid "need to know". It is also impermissible for a student to acquire confidential information for which he/she does not have a valid "need to know", or is not authorized to have, even if no disclosure occurs.

Violation of this agreement may subject me to civil penalties and/or disciplinary action up to and including dismissal.

Student's Signature: _____ Date: _____

Witness Signature: _____ Date: _____

*Signed copy on file in PTA Program Student Files. See Student Record Policy.

Mount Aloysius College
Physical Therapist Assistant Program

Student Information Shared with Clinical Placement Sites Policy

Students should be aware that the sharing of the results of student criminal background checks, FBI Fingerprinting records, and Health Background records is often required by clinical sites with which the PTA program is affiliated. In order to be placed in these clinical sites students must meet the requirements of the facility to which they are assigned. Clinical sites have the option not to accept a student for clinical placement.

The Academic Coordinator of Clinical Education for the PTA Program shares this information at the request of the clinical site when the clinical placement is finalized. Information is not shared with the clinical site unless it is a requirement of that site.

Students must successfully complete didactic academic work prior to entering a clinical placement. This success is verified by PTA Program faculty prior to the clinical placement. If the student has not successfully completed the didactic academic work, the clinical site placement is cancelled by the Clinical Coordinator.

Students are reminded that the presence of a felony or misdemeanor on the criminal record may result in any or all of the following: not being able to attend the clinical site, inability to obtain state licensure/regulation, and dismissal from the PTA Program.

Mount Aloysius College
Physical Therapist Assistant Program

Due Process

The process for appeal of academic decisions is found in the Mount Aloysius Student Handbook. The Appeals Procedure Policy found in this Policy and Procedure Manual is in place for all academic matters. Faculty make every effort to address student concerns.

Physical Therapist Assistant Students are expected to follow the chain of command when appealing decisions or making complaints. Professionalism requires that students first approach the person directly involved with the issue as delineated in the Appeals Procedure Policy. Students are assured that any complaint made will not be cause for retaliation in any way by faculty or staff.

The appeals process for clinical decisions is as follows:

1. Students should first discuss the issue with their clinical supervisor
2. If unresolved they should contact the Coordinator of Clinical Education
3. If still unresolved they should contact the PTA Program Director
4. If still unresolved the issue may then be taken to the Dean of School of Nursing and Health Sciences
5. If still unresolved the final contact is with the Vice President of Academic Affairs (VPAA). The ruling by the VPAA is final and binding.
6. Contact information for each individual listed can be found on the PTA Program Contact Information sheet at the beginning of this manual as well as on the Mount Aloysius College webpage (www.mtaloy.edu).

Complaints That Fall Outside Due Process

Any complaints from employers of graduates or from the general public are fielded by the Program Director of the Physical Therapist Assistant Program. Every effort is made to resolve complaints to mutual satisfaction. If further resolution is needed the issues are referred to the Dean and the Vice President of Academic Affairs as stated above.

Record of complaints that fall outside due process as described above is maintained by the Program Director of the Physical Therapist Assistant Program and also with the Provost.

Mount Aloysius College
Physical Therapist Assistant Program

Background Check Policy

All students entering a program in the PTA program are required to have a criminal background check, child abuse clearance, urinalysis drug screening, and current CPR certification prior to starting clinicals.

Costs for the first of each of these services are included in the student's one-time clinical educational fee. **If further items are needed the student is responsible for the additional cost.**

All students must be aware that failure to disclose a criminal record may prevent them from attending clinical placements during enrollment in the PTA Program. The discovery of a felony or misdemeanor charge may result in failure to be eligible for clinical placement and thus dismissal from the program.

In such cases where a student has a criminal charge against them, the decision of the College to allow or deny clinical placement in no way reflects the decision that may be taken by the Pennsylvania PT Board to allow or deny state licensure. All students should disclose any past, present, or pending criminal charges to the PTA Program Director and/or the Clinical Coordinator prior to the start of classes. If such charges are received during enrollment in the PTA Program these should also be disclosed.

A list of prohibited offenses from the Older Adults Protective Services Act is provided in Appendix B.

Student's Signature: _____ Date: _____

Witness Signature: _____ Date: _____

*Signed copy on file in PTA Program Student Files. See Student Record Policy.

Mount Aloysius College
Physical Therapist Assistant Program

Chemical Impairment Policy

Mount Aloysius College is a drug-free campus and students are prohibited from using illegal drugs and/or having detectible levels of drugs in their system. This policy applies to College-sponsored events and activities on-campus as well as off-site clinical or internship settings.

Many academic programs on campus require students to undergo random drug screenings prior to entering clinical/field experience sites. Students are expected to test negative on their drug screen to remain in compliance with College policy. College policy states “the use of illegal drugs and/or having detectible levels in the system is prohibited;” therefore, a positive drug test will result in dismissal from the academic program for one year. Students may be required to take a drug screen at any point in time if they are exhibiting signs/behaviors of chemical impairment in any learning setting whether the substance is legal, prescribed, or illegal.

If a student is attending an off-site educational experience (clinical or other learning experience) and tests positive on a drug screening, the student will receive a failing grade of “F” for the course associated with that educational experience. In addition, the student will be prohibited from continuing in that program and may not take courses in that major. A student may continue to participate in courses outside the major for the semester in which he/she tested positive. In order to continue taking courses outside the major beyond the semester in which the student tested positive, the Dean of Student Affairs must receive verification that the student completed a certified drug treatment program prior to the start of the next semester’s classes and show proof of a negative drug test. After one year, a student may reapply for admission to his/her original program or another health-related program following the guidelines specified by the program in which they are interested in participating.

Students who participate in a urine drug screen that results in an undetermined or diluted result may be required, at the College’s discretion, to participate in an additional screening procedure, including but not limited to blood, hair, or saliva sampling. The student may be responsible for all retesting costs.

Students who have a positive test have an opportunity to appeal the test within three working days of being notified of the test results. Appeals should be in writing, should list the reason for appeal as noted below, and be sent to the Dean of Student Affairs for investigation in conjunction with the agency conducting the screenings.

Appeals will only be considered by the Dean of Student Affairs and the physician responsible for coordinating the screening process under the following circumstances:

1. Standard procedures for collecting urine drug screens were not followed according to institutional guidelines.
2. Legally prescribed drugs (prescribed within the past year) resulted in the drug screening showing a false positive.

Student Signature

Date

Witness Signature

Date

*Signed copy on file in PTA Program Student Files. See Student Record Policy.

Mount Aloysius College
Physical Therapist Assistant Program

Academic Medical Cannabis Policy

This policy covers profession related educational placements, such as clinicals, practicums, internships, and student teaching.

Pennsylvania Medical Marijuana Act allows for the controlled use of medical cannabis in the Commonwealth. Thus, Pennsylvania citizens may legally obtain a medical marijuana ID cards from the Pennsylvania Department of Health.

Despite the passage of this legislation, the College will continue to schedule drug screens by academic department/program as needed and/or required by clinical sites or when use is suspected.

1. If the student is taking a prescribed substance, they are required to disclose the prescription information to the testing site personnel and the Director of Health Services prior to the testing.
2. Students subsequently must provide written documentation from their licensed health care provider to the testing site that performed the screen that there is a medical necessity for the medication within two business days of the test.
3. Failure to submit appropriate documentation to the testing site from a licensed health care provider for medical necessity for the medication will result in the test being considered a “positive” result.
4. Despite a medical necessity for taking this medication, the student may not be able to attend clinical/internships/fieldwork experiences if:
 - a. This medication impairs the student’s ability to appropriately function and meet the physical and cognitive functioning required for the safety of the student and patients. This determination may be made by the site if impairment is observed or suspected.
 - i. If the clinical site suspects a student is not able to perform safely, it is the student’s responsibility to obtain and pay for the test. If the test is negative, the student will be reimbursed.
 - b. The clinical faculty does not permit students with a legal medical marijuana ID card to participate in clinical experiences at their particular location.
5. A decision regarding the student’s ability to participate in clinical/internship/fieldwork experiences will be made at the academic department/program level utilizing each department’s/program’s current student review process.
6. Students are able to request a medical leave of absence if they believe that a medication condition and its subsequent treatments would prohibit them from appropriately functioning in their role as a student health care provider.

The following conduct is “prohibited conduct” by Pennsylvania’s Medical Marijuana Act:

1. Performing any task which the employer deems life-threatening, to either the employee or any of the employees of the employer, while under the influence of medical marijuana; or
2. Performing any employment duty which could result in a public health or safety risk while under the influence of medical marijuana.

Please be aware that clinical locations may have policies that prohibit employment/placement of a student for clinical experience based on the above prohibitions.

Mount Aloysius College
Physical Therapist Assistant Program

Required Clearances Policy

Purpose: To assure that all students obtain the appropriate criminal clearances necessary for working with patients.

Background: The *Pennsylvania Child Abuse History Clearance* and the *Request for Criminal Records Check* are required by the State of Pennsylvania for all persons working with children and the elderly. Completion of the Physical Therapist Assistant Program cannot be completed without these clearances.

Students entering the Physical Therapist Assistant program at Mount Aloysius College are required to undergo a *drug-screening test*, a *child abuse history clearance* and a *criminal background check*.

- Negative test results on the drug test are required to enter/advance in the program. (See Chemical Impairment Policy)
- A history of a felony, and/or misdemeanor may preclude the student from entering/advancing in the health program. (See Background Check Policy)
- Some clinical sites require drug and alcohol screening while students are on site. Students must comply with all such requirements to remain in the program.

Most health professionals are licensed, certified or registered. The professional and state associations that oversee the health professions have strict guidelines regarding a history of drug/alcohol abuse and prior criminal convictions for entry into the professions.

Students who have a history of drug/alcohol abuse or a criminal record may be ineligible for licensure/registration/certification in their chosen profession.

The fee incurred for application and processing of the required clearances is included in the clinical education fee. However, additional fees incurred beyond the initial clearances are the responsibility of the student.

Mount Aloysius College
Physical Therapist Assistant Program

Safety Regulations and Emergency Procedures Policy

Safety regulations for the PTA laboratory are contained in the “Laboratory Class Policy” and the “Laboratory Class Equipment Policy” found in this manual. The College also has a plan for delayed openings and closures due to severe weather conditions. See College Closure and Delay Policy in the College Catalogue.

Mount Aloysius College provides several sources of information regarding emergency procedures found on the College Intranet. The emergency preparedness and emergency notification procedures and policies are found in the College Student Handbook available on line and printed below for student clarity.

Emergency Preparedness

Emergency response and evacuation procedure information is located on the orange sign in each room on-campus and the evacuation signs in the hallways. Each room on campus also has 9-1-1 address cards for use in case of an emergency.

An Emergency Plan is located on the campus intranet at: Log into MyMAC, click on “MAC Policies – Documents,” and then click on “Emergency Action Plan.” Mount Aloysius College tests emergency plans at least annually by conducting drills. The drills range from table top sessions to campus-wide drills of the Emergency Plan.

Emergency Notification

The College “Alert” text message system, email system, phone, voicemail system, internet site, and portal page are used for emergency mass notification. Mass notification to the campus community will be done in a timely manner upon emergency first responder confirmation of a significant emergency or a dangerous situation involving an immediate threat to the health and safety of students or employees, unless the notification at that time will compromise efforts to contain the emergency.

Officials capable of initiating the mass notification include Sr. VP for Administrative Services, Director of Campus Police and Safety, Director of Communications, Director of I.T. Services and their designees. The Mount Aloysius College Police and Safety Department in partnership with Student Affairs and assistance from Communications Department will determine the content and use templates as necessary. The mass notification system will be used to notify the campus community when the emergency is over/all clear. Any notification to the larger community or media will be done by the Communications department.

Emergency response and evacuation procedure information is located on the orange sign in each room on-campus and the evacuation signs in the hallways. A complete campus emergency plan is located on the campus intranet: Log into MyMAC, click on “MAC Policies – Documents”, click on “Emergency Action Plan”.

For further information go to <https://www.mtaloy.edu/safety/> This campus police site has information about emergency reporting, response and other safety concerns. Campus Police may be contacted by phone at 814 886 6327 or by e-mail at CampusSafety@mtaloy.edu Campus police offices are located in Cosgrave room 104 and St. Gert’s (Main building) rooms 21 & 22.

Mount Aloysius College
Physical Therapist Assistant Program

Potential Health Risks Policy for Students in the Clinical and Academic Setting

Students are required to perform clinical practice sessions in clinical settings typical of the physical therapy profession and to act as subjects simulating patient conditions during the academic phase of the program. In doing so they are at the usual potential risk of health care providers when working in such settings. Students are reminded that the risk of infection of both students and patients/clients is greatly reduced by the use of Standard Precautions in both the clinical and academic settings.

Potential health risks include, but are not limited to, the following:

1. Transmission of infectious diseases
2. Requirement of immunity to notifiable infectious diseases is required prior to clinical placement and proof of resistance to TB and the Hepatitis B series of immunizations.
 - a. Use of Standard Precautions at all times minimizes the risk of contracting and spreading infectious diseases and agents. During times when the student may have a cold or flu the use of masks and gloves is desirable.
3. Injury
 - a. Students are responsible for being aware of their environment at all times. The potential for injury from patients/clients can be minimized by knowledge of the patient diagnosis and reading of the patient/client record
 - b. Students are responsible for using correct body mechanics during lifting, transferring, and assisting patients at all times which greatly minimizes the risk of injury
 - c. Students should be aware of their own limitations regarding lifting, transferring and assisting patients and should ask for assistance as needed
 - d. Students must identify physical/health issues to the clinical instructor or academic instructor prior to completion of any activity that could be a potential risk for injury. Such notification includes, but is not limited to, recent surgery, physical or psychological illness that may impact delivery of physical therapy interventions, and presence of infectious disease.

Students are responsible for the cost of treatment of any injury or infectious disease they might contract.

The risk of needle sticks is possible especially in the clinical setting. Although PTAs do not use needles and syringes accidents can occur. Immediate notification of a needle stick must be given to the student's clinical supervisor and the specific facility's safety policies should be followed.

Mount Aloysius College
Physical Therapist Assistant Program

Infection Control Policy and Procedure

Purpose: To ensure that students follow appropriate precautions when working with potential sources of infection.

Background: The Center for Disease Control (CDC) has established guidelines to minimize the risk of transmission of illness. Students must routinely use appropriate precautions to prevent exposure by following the guidelines.

Procedure:

1. Students receive training for the safe handling of materials that may carry blood or body fluids infected with disease during PTA 102 Basic Principles Lab.
2. The student should presume that the blood and body fluids of all persons including those contacted in classroom/labs and fieldwork sites, could potential be a source of infection.
3. Protective gloves must be worn when in direct contact with non-intact skin of persons; when items or surfaces are soiled with blood or body fluids, and when cuts or abrasions are apparent.
4. Gloves should fit properly so as not to impede dexterity. Non-sterile gloves are used unless sterile gloves are indicated. Gloves should be changed after contact with each person and hands should be washed immediately after gloves are removed. Gloves should be changed when visibly soiled with blood/body fluids or when damaged. Gloves should not be washed or re-used. Contaminated gloves are discarded in biohazardous containers. Biohazardous containers are clearly labeled.
5. The student should cover cuts or abrasions on exposed body parts with a waterproof dressing
6. Hands and other skin surfaces should be washed immediately and thoroughly (including under fingernails) if contaminated with blood/body fluids.
7. The student must wash hands after each session and before eating, drinking, or smoking.
8. Precautions should be taken to avoid injuries with sharp objects (needles, broken equipment, scissors, knives etc.)
9. The student is expected to comply with the facilities policies and procedures for infection control.

Mount Aloysius College
Physical Therapist Assistant Program

Student Health Policy

The Student Health Policy is designed to ensure that the PTA Program students have adequate physical and emotional health to provide safe, effective, and supportive patient care. All students must complete a Medical History and Examination Record, which is available from the Director of Student Health Services. Falsification or omission of information required on the Medical History and Examination Record is grounds for dismissal of a student from the PTA Program.

When the Medical History and Examination Record is complete, it must be submitted to the Health Services Office, where it will be reviewed by the Director of Health Services and kept on file. If a deficiency or concern regarding the Student Health Policy and Record exists, the student will be notified electronically.

There is no absolute deadline for submission of the Medical History and Examination Record, but it must be completed prior to the Fall Semester of a student's freshman year. A student will not be permitted to enroll in clinical education courses or certain program specific courses until the completed medical record forms and requested clearances are returned, reviewed and filed in the student's record. All submitted information will be held in the strictest confidence and only individuals directly involved with the student will have access to the information.

It is the responsibility of the student to be aware of personal problems and limitations that may interfere with his or her ability to perform the functions required of a PTA Program student.

1. The student should seek appropriate professional help and attempt to reduce disruptions that interfere with student performance.
2. If the student believes that his/her ability to perform the requirements of the PTA Program is compromised by a health condition, the student must notify the appropriate program chairperson in writing.
3. Every effort will be made to accommodate the specific needs of the student requesting accommodation. The PTA Program academic and clinical objectives must be met despite pre-existing or existing health conditions.

Admission and continuance in the Physical Therapist Assistant program depends on the maintenance of satisfactory physical and mental health. Students are required to notify the PTA Program chairperson and clinical instructors immediately of any change in physical or mental health status so the clinical assignments may be adjusted accordingly.

A student who develops a serious or extended illness while enrolled in the PTA Program must be under the ongoing care of a health-care provider. The healthcare provider must submit documentation directly to the PTA program department indicating the student's ability to perform the functions of a student in a Health Studies program. A student with a communicable disease must adhere to the Center for Disease Control guidelines and the policies of the affiliating agencies regarding measures to prevent transmission of the illness to others.

A student may be asked to withdraw from the PTA program if there is evidence to suggest that the student is not in compliance with CDC guidelines or that the health of the student or safety of clients in the clinical area may be threatened by the continuation of the student in the program.

Mount Aloysius College
Physical Therapist Assistant Program

Student Illness/Injury Policy

All students must submit an emergency contact person and telephone number to the faculty of the various Health Studies & Sciences Department.

Students are responsible to advise the Department of any changes or updates of the information on file.

In the event of an illness or accident in any classroom or lab, the college nurse is contacted and an Illness/Accident Report is completed.

The College Nurse has the responsibility to assess the situation and contact the appropriate emergency contact person as designated by the student, the College Physician, or other local emergency personnel as deemed necessary.

In the event that the College Nurse is not available, the course instructor will notify Campus Security and the appropriate emergency contact person(s) as deemed necessary.

All students at clinical sites will comply with the sites' policy for reporting illness or injury. The site supervisor will inform the College's clinical instructor of any and all occurrences via phone.

Name of Student (Please print)

Signature of Student

Date

Name of Emergency Contact/Relationship to student (Please print)

Telephone # of Emergency Contact including area code/e-mail

*Signed copy on file in PTA Program Student Files. See Student Record Policy.

Mount Aloysius College
Physical Therapist Assistant Program

COVID 19 Virus Policy

I _____ agree to the following actions and precautions during the COVID 19 virus pandemic. These precautions will be in place until the PTA Program, College, State/Federal government and Centers for Disease Control and Prevention (CDC) deem it safe to remove the restrictions. I will also follow any procedures designated by Mount Aloysius College or my PTA instructors. I also understand that as a future health care provider I need to follow the guidelines of the clinical sites that I am assigned to during my clinical practice rotations. While being fully vaccinated has shown promise in decreasing the severity of illness and spread of COVID 19, these precautions are to be followed, regardless of vaccination status.

I agree to:

1. Check my body temperature prior to any class and at least daily. If the temperature is elevated beyond the normal I agree to seek medical attention immediately.
2. I also agree not to enter the classroom if my temperature is elevated. Procedures designated by the College must be followed if you suspect you may have the virus or are feeling unwell.
3. If I find out I have been in contact with someone with the COVID 19 virus I will immediately seek medical help, be tested for the virus and isolate myself from other people until cleared by a medical professional.
4. Wear a face mask or shield at all times when at the College in classes, when around other people, and when participating in College related activities. Failure to wear a face mask will result in dismissal from the class or activity. The mask must cover the nose and mouth at all times.
5. Maintain social distancing of 6 feet when in the public and during classroom sessions. I understand that due to the nature of the profession of physical therapy it will be difficult to maintain this distance during lab sessions and clinical experiences.
6. Wear protective gloves/face shield when necessary and when working hands on with other students and faculty members.
7. Wash my hands regularly to reduce the risk of infection. This includes, before and after donning protective gloves, after contact with another person, and when touching equipment in the laboratory or classroom. The use of hand sanitizer is acceptable if hand washing facilities are not available.
8. Wipe down surfaces with disinfectant solution after use. This includes any surface touched during the classroom setting and any equipment used in labs. Such disinfectant will be provided by the College.

By signing this contract, I understand that failure to follow the COVID-19 policies of Mount Aloysius College, the PTA program, individual clinical facilities, and/or state and federal health policies may result in PTA program dismissal as outlined in the "Dismissal Policy" → "Dismissal For Unsafe Clinical Practice" → "6. Failure to protect self, peers, staff, faculty, and the community at large from actual health hazards..."

Additionally, I understand that when not at the College my actions reflect on the safety of myself and those around me. If I have been out of the area, in another state, or around a lot of people the need to wear a face mask is important for the protection of myself and others. I agree to practice social distancing and use of Personal Protective Equipment at all times to help prevent the spread of the

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COVID 19 virus. In most cases isolation for two (2) weeks is required after visiting another state, which means I would not be able to attend classes.

Student Name (Print)/Student signature

Date

Witness signature

Date

*Signed copy on file in PTA Program Student Files. See Student Record Policy.

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Pregnancy and Childbirth Policy

In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy or related conditions, including the recovery from childbirth, shall be excused for as long as the student's physician deems the absence medically necessary. When the student returns to the College, they will be reinstated to the status to the status held when the leave began, which includes the opportunity to make up missed work. The College may offer the student alternatives to making up missed work, such as retaking a semester, remediation of skills, or allowing the student additional time in a program to continue as the same pace and finish. The College will make every effort to keep the student on the original timeline for degree completion where possible.

Declaration of Pregnancy or Childbirth

The choice of whether or not to declare a pregnancy is completely voluntary. No student is required to declare their pregnancy. A student who is pregnant or becomes pregnant while enrolled in the PTA program is strongly encouraged to notify their program director of the pregnancy or suspected pregnancy. The student is also strongly encouraged to meet with their physician, as well, to discuss the program expectations and potential risks to the student and unborn child.

Unless the student discloses the pregnancy, it is assumed that all students are aware of the potential risk to themselves, as a pregnant student and unborn child while pursuing a PTA degree. A student who declares their pregnancy will receive counseling from the PTA program faculty regarding the risks. Areas of special concern include, but are not limited to, the effects of strenuous activity, exposure to infections/communicable diseases, and effects of modalities (such as thermal modalities, therapeutic ultrasound, diathermy, electrical stimulation, etc).

A student who declares their pregnancy will be advised of all of their options for the continuation in the program by the program director. These options include:

1. Continue with all courses until the pregnancy ends or (note: with the selection of this option, the student assumes all risks of injury to either the student or unborn child)
2. Withdraw from the program immediately with the intention to re-enter/re-enroll after the pregnancy ends; or
3. Withdraw from clinical course (when applicable), while completing didactic courses for the semester.

Re-enter/Re-enroll Process

As required of all students entering or re-entering a health science program, a student who interrupts the sequence of their program as a result of their pregnancy or childbirth must update and have current all clinical requirements related to health, immunizations, and background screening prior to re-entry. CPR and health insurance must be current at the time of re-entry. Returning students must comply with all current requirements and must contact the program director in writing eight weeks prior to the planned semester of their return.

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The College will, to the extent possible, make accommodations that will enable the student to return to their studies with minimal impact on their expected completion date. However, while the College will make every effort to enroll the returning student in missed clinical rotations as early as possible, the availability of those opportunities is determined by the site and the affiliation agreement. It should also be noted that the PTA courses are only offered once per year. A student who is re-entering the program may have a wait period prior to being able to re-enter the program.

Health Insurance Policy

Students are strongly recommended to have health insurance coverage during their time in the Physical Therapist Assistant Program. Some clinical sites require students to carry health insurance coverage. Students who do not have health insurance coverage may be precluded from attending specific clinical sites and thus not be able to complete their clinical sequence. This may either delay or prevent graduation from the PTA Program.

Professional Liability Insurance Policy

Mount Aloysius College maintains an umbrella Professional Liability (also referred to as Malpractice) Insurance Policy for all students enrolled in the Physical Therapist Assistant Program when performing clinical duties, with a single limit of not less than one million dollars (\$1,000,000) per occurrence and three million (\$3,000,000) dollars in the aggregate. A certificate of insurance confirming professional liability coverage is supplied to a student's clinical facility upon request.

It is recommended that students purchase and maintain their own Professional Liability Insurance. Companies such as HPSO (www.hpso.com) offer Student Professional Liability Insurance.

CPR Course Policy

CPR certification for Healthcare providers that includes adult, child, infant, and AED is required for all Physical Therapist Assistant students. The American Heart Association is preferred as it provides two years of certification. The American Red Cross certification is accepted, but is only valid for one year. A current copy of the student's verification card shall be maintained in Castlebranch and the Health Services Office.

Students are not permitted in the clinical area without a current CPR completion card.

Certification must remain current throughout the entire academic experience. It is the responsibility of the student to renew certification before the expiration date and submit proof of re-certification to Castlebranch and the Health Services Office.

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Essential Functions of a Physical Therapist Assistant Student Policy

The physical therapist assistant provides selected physical therapy interventions after a physical therapist has evaluated the patient and established a treatment plan. The PTA student must be able to apply the knowledge and skills necessary to function in a broad variety of clinical situations while providing the spectrum of physical therapy treatments. The following standards reflect reasonable expectations of the PTA student for the performance of common physical therapy functions in a safe and competent manner.

Each candidate in the PTA program must have the ability to learn and perform the following competencies and skills:

Motor: Candidate must have sufficient motor capabilities to execute the movements and skills required to provide safe and effective physical therapy interventions. These include, but are not limited to:

1. Coordination, speed and agility to assist and safely guard (protect) patients who are transferring, walking, exercising or performing other rehabilitation activities.
2. Ability to adjust and position equipment and patients, which involves bending or stooping freely to floor level and reaching above the head.
3. Ability to move or position patients and equipment, which involves lifting, carrying, pulling, and guiding weights up to and including 100 pounds.
4. Ability to guide, resist, and assist patients, or to provide emergency care, which involves the activities of standing, kneeling, sitting, walking or crawling, for 90 minutes without rest.
5. Ability and dexterity to manipulate the devices used in physical therapy, which involves adjusting gauges, dials, small nuts/bolts, equipment settings, etc.
6. Ability to administer CPR without assistance.

Sensory: Candidate must possess the ability to observe and participate in demonstrations and in physical measures applied to patients. This includes the ability to obtain information in classroom, laboratory or clinical settings through observation, auscultation, palpation and other measures, including but not limited to:

1. Visual ability (corrected as necessary) to recognize and interpret facial expressions and body language, identify normal and abnormal patterns of movement, to read or set parameters on physical therapy equipment, to discriminate color changes, identify abnormal changes in skin integrity, and to interpret and assess the environment.
2. Auditory ability (corrected as necessary) to recognize and respond to voices, auditory timers, equipment alarms, call bells, and to effectively use devices for measurement of blood pressure and breath sounds.
3. Tactile ability to palpate a pulse and to detect changes or abnormalities of surface texture, skin temperature, body segment contour, muscle tone, and joint movement.
4. Sufficient position, movement and balance sensations to assist and safely guard (protect) patients who are walking, exercising or performing other rehabilitation activities.

Communication: Candidate must be able to utilize effective and efficient communications with peers, faculty, patients and their families, and other health care providers. This includes, but is not limited to:

1. Ability to read at a competency level that allows one to safely carry out the essential functions of an assignment (examples: handwritten chart data, printed equipment operations manuals).

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2. Ability to effectively communicate (interpret and express) information regarding the status, safety, and rehabilitation of patients.
3. Ability to effectively communicate (verbally and document) with patients/families, health care professionals, within the community, and with reimbursement payers.
4. Ability to communicate and document effectively via computer.
5. Ability to recognize, interpret, and respond to nonverbal behavior of self and others.

Behavior: Candidate must be capable of exercising good judgment, developing empathetic and therapeutic relationships with patients and others, and tolerating close and direct physical contact with a broad and very diverse population of laboratory colleagues and patients. This also includes, but is not limited to:

Ability to work with multiple patients/families and colleagues at the same time.

Ability to work with lab partners, patients, families and others under stressful conditions.

Ability to prioritize multiple tasks, integrate information and make decisions.

Ability to foster cooperative and collegial relationships with classmates, instructors, other health care providers, patients and their families.

Critical Thinking: Candidate must possess sufficient abilities in the areas of calculation, critical problem solving, reasoning, and judgment to be able to comprehend and process information within the time frame of a session of physical therapy interventions. This includes, but is not limited to:

1. Ability to collect, interpret and analyze written, verbal and observed data about patients.
2. Ability to apply knowledge of the principles, indications, and contraindications for physical therapy interventions.
3. Ability to act safely and ethically in the physical therapy lab and clinic.

The clinical education experiences provide for an integrative measure of the candidate's capabilities and require that the candidate consistently demonstrate entry-level performance of the abilities of the physical therapist assistant. The candidate must have the capacity to complete eight-hour days, and 40-hour weeks, of participation in clinical education experiences.

A student must be able to meet all program objectives, including clinical education objectives, with or without reasonable accommodation, in order to enroll in the PTA program. The PTA department fully supports the provision of reasonable accommodations to students with special needs in order to achieve program objectives. All adaptive equipment and associated cost is the responsibility of the student. It is the students' responsibility to contact the Dean of Students to arrange for an assessment of their needs. Students are encouraged to contact the Department Chair as early as possible to discuss their particular situation.

Once enrolled in the program, as per the PTA Program Health Policy, a student must report any change in condition to the department chair. If the change is temporary, a health professional's documentation is required stating any restrictions. A health professional's documentation will also be needed to readmit the student to unrestricted program participation. Regardless of temporary restrictions, all clinical objectives must be met to pass the clinical course.

Candidates to the Physical Therapist Assistant Program who have questions or concerns about these requirements are encouraged to contact the director of the Physical Therapist Assistant Program.

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Student Record Policy

The official college transcript is the permanent student record of all clinical and theoretical experiences and achievements. All permanent student records are securely kept indefinitely in the Office of the Registrar.

In addition, student program records are maintained in locked files in the faculty offices of the PTA Program. Student program records are securely maintained for a period of 5 years following completion of the program. The contents of student records are confidential. The PTA Program Director, PTA Program faculty, Academic Dean, and the Registrar have access to the records in the faculty offices of the PTA program. The student has access to his/her records under the policy of the college as stated in the current Student Handbook.

In accordance with the Family Educational Rights and Privacy Act (FERPA), no information shall be released from a student's record without the student's written permission. No information can be provided to anyone other than the student regarding academic or educational issues without the specific consent in writing of the student stating the name(s) of the person(s) to whom permission for release of information is given.

The official student health record is maintained in secured electronic files in the Mount Aloysius College Health Services Department for a period of 5 years following completion of the program.

Employment Policy

The student is urged to give careful consideration to his/her ability to engage in part-time or full-time employment during the academic year because of the considerable demands of the program. Working excessive hours can jeopardize the students' ability to be academically successful.

Students will not be excused from theory (lecture and lab) or clinical experiences due to conflict with employment schedule. Students need to recognize that clinical times are subject to change due to availability of learning experiences.

While all efforts will be made to provide advanced notice of change in schedules, students need to be aware that schedules for class, laboratory, additional education activities, program/department meetings, study sessions, etc are subject to change and students may be required to attend any of these events outside of the originally scheduled time.

According to the Pennsylvania State Physical Therapy Practice Act, students enrolled in a PTA program are not permitted to work as Physical Therapist Assistants. Students may be employed as a PT or Rehab Technician/Tech while enrolled in a PTA program.

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Policy Review Procedure

Purpose: To provide an ongoing system for reviewing the educational effectiveness of the PTA Program and to ensure fair practice in operational policies.

Background: All policies and procedures of the PTA Program must reflect the mission and the policies of Mount Aloysius College.

Procedure:

1. All department policies and procedures are reviewed annually and revisions are made as necessary following this review.
2. The revised policies and procedures will be distributed to all PTA Program students at the start of each academic school year. The policy and procedure manual will also be available online.
3. Students are expected to read each policy and procedure, clarify any questions with the Program Director or advisor and sign the Program Policy and Procedure Agreement.

Reporting Changes to Program Policy and Procedure

All program changes will be reviewed and final disposition will be the responsibility of the department chair/program director. It is the responsibility of the department chair/program director to notify CAPTE, college administration, faculty, clinics, students, and all other relevant parties of the changes within 60 days of implementation.

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Exam Policy

Students are expected to adhere to the Academic Policies of Mount Aloysius College as stated in the Mount Aloysius College Catalog. In addition, students will adhere to the following conditions for taking an exam in all PTA courses:

1. Students will sit in faculty-assigned seats during exams.
2. Students are responsible for any information written or recently erased from desktops or clipboards. Students should inspect desks and clipboards prior to the exam and report any suspected evidence to faculty.
3. Students with writing on their hands or any other body parts, clothing, or any personal belongings will not be permitted to take the examination and will receive a “zero” grade.
4. Students will place all belongings at the side of the room during the examination or where the instructor designates. This includes all electronic devices (i.e. cell phones, smart watches, etc).
5. Students will write their full name on both the test and answer sheet when applicable.
6. The answer recorded on the answer sheet will be considered the final answer for each question.
7. Faculty may be placed strategically throughout the room and walk up and down the aisles during examination.
8. Students are expected to keep their eyes on their own paper or screen. If faculty collects the test of any student suspected of cheating, it will result in a zero for that exam.
9. Faculty may collect any items suspected of being used for cheating during examinations including electronic items.
10. After the tests are scored, they will be returned to students and reviewed with the instructor. Students may request to review individual exams with the instructor if so desired.
11. After the student receives a written test score, the student has one week to confirm or question that score with the faculty member. If the situation is not resolved within that timeframe, the student is advised to follow the appeals procedure.
12. Students are reminded that receiving assistance from any external source is grounds for cheating and academic dishonesty for in-person and online assessments.

Students failing to adhere to the above procedures will be reported to the Vice President of Academic Affairs and the Vice President of Student Affairs.

Students are able to review all exams to prepare for future test taking. However, not all exams will be reviewed during class time. Paper exams will be kept in the student’s program record and will not be returned to the student.

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Make-Up Examination Policy

All PTA Program exams shall be taken on the date and at the time specified. Permission to take an exam at any other time than the scheduled one can only be granted by the instructor.

Students who are absent may be granted a make-up test at the discretion of the instructor.

If a student is absent from a scheduled examination due to an emergency situation, the following procedures must be adhered to:

1. The emergency situation must be verifiable through physician's report, ambulance report, etc.;
2. Within two academic calendar days the student must submit a written explanation for missing the exam, and/or supply verification that an emergency existed.
3. If the written explanation is completed as stated and the emergency situation can be adequately verified, the student will be given the opportunity to take a make-up exam.
4. At the instructor's discretion, the make-up exam will be scheduled as early the first academic day the student returns and must be completed within six academic calendar days from the missed exam.
5. Any violation of the make-up exam policy will result in the student receiving a zero grade for the examination.

The instructor has the authority to change and/or revise make up examinations from the original examination and to schedule the date and time of the make-up examination in accordance with instructor availability. Absenteeism places the student at considerable high risk of failure of both the course and the program.

Online Course Policy

In accordance with the U.S. Department of Education guidelines, all students enrolled in an online course are required to participate in Canvas, the learning management system used to deliver the online course, within the first three days of the start of the semester (by 11:59 pm EST on the third day, generally a Wednesday). Failure of a student to post/participate as assigned on Canvas by the third day of the semester will result in the student being dropped from the course. Weekly participation in Canvas discussions and/or class preparation assignments is a requirement and addressed in the course syllabi and rubrics.

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PTA Grading Scale Policy

All courses with the PTA course designation must be passed with a “C” or higher to continue in the PTA Program. All course with the “PTA” course designation will follow the same grading scale policy as outlined below:

To achieve a grade of "A", you must: Complete all requirements with overall average 93-100%.
To achieve a grade of "B+", you must: Complete all requirements with overall average 90-92.9%.
To achieve a grade of "B", you must: Complete all requirements with overall average 85-89.9%.
To achieve a grade of "C+", you must: Complete all requirements with overall average 82-84.9%.
To achieve a grade of "C", you must: Complete all requirements with overall average 79-81.9%.
To achieve a grade of "D", you must: Complete all requirements with overall average 70-78.9%.
A grade of "D" is not a passing grade for the PTA Program
69.9 and below is an "F"

In order to calculate a grade for a PTA course, the following rules must be applied:

1. The average score of all exams, including the final exam, must be 75% or greater to pass the course, regardless of overall grade.
2. The average score for any quizzes must be 75% or greater to pass the course, regardless of the overall grade.
3. An overall score of 79% for this course must be achieved to pass the course. The overall score takes into account all assignments, including laboratory competencies.
4. In addition, all laboratory competencies must be passed in order to pass a PTA course and all assignments must be completed, regardless of the grade received.
5. If you do not meet the 75% average of exams or quizzes or the 79% overall score, you will not pass the course. You will receive a grade of D or F based on which average you did not meet. (For example, if you scored a 70% average on tests and quizzes, you will receive a D even if your overall grade is an 82%. If you earned an 82% on tests and quizzes and a 68% overall, you will receive an F). See the Program Dismissal Policy.
6. The PTA Program follows a no rounding grade policy (example: an 89.9% = an 89.9% B).
7. Evaluation of clinical performance in PTA 161, PTA 241, and PTA 251 will be graded as either “P” (pass) or “F” (fail). See Clinical Education Manual for more information.
8. Laboratory components of PTA courses will be graded as either “P” (pass) or “F” (fail). If a student earns a “D” or “F” in the lecture portion of a PTA course, the student will earn a grade of “F” for the laboratory component.

At the beginning of each course, the faculty will provide students with a course syllabus which will indicate criteria/assignments up which the course grade will be determined. Students can expect all grades to be entered into the Canvas gradebook. Official midterm and final grades can be views on the MyMac Student Portal.

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If a student has a concern with their midterm or final grade, they should notify the instructor of the course with their concern within one week of the grade being posted.

Incomplete grades (I) may be submitted at the conclusion of the course if the instructor deems necessary (please see the Incomplete Grade policy in the Student Handbook). The course work must be completed and the incomplete grade must be changed to a standard letter grade within 3 weeks for an 8-week course or 6 weeks for a 15-week course.

Email, Canvas, and Phone Communication Policy

Students are encouraged and expected to check their college email account and Canvas accounts daily Monday-Friday. Faculty and staff at Mount Aloysius College communicate to students through email and Canvas announcements/emails.

While faculty often reply sooner, if a student emails a faculty member of the PTA Program after 5:00 pm, they should not expect to receive a reply back until the next business day. Faculty are expected to check their college email account and Canvas accounts daily Monday-Friday.

When composing an email, students are expected to follow email etiquette and professionalism. For more information on how to improve email etiquette, visit: <https://learningessentialsedu.com/email-etiquette-for-students-a-crash-course/>

If an instructor provides a student/students with his or her personal cell phone number or home phone number, students are expected to use best professional judgement in placing calls or sending text messages. This includes but is not limited to:

1. Do not call after 8 pm unless specifically instructed to do so;
2. Do not abuse the ability to call or text by doing so just to talk or discuss issues not related to PTA;
3. Be sure to identify yourself to your instructor at the start of each interaction;
4. Be courteous, concise, and direct.

In the event that a faculty member calls or texts a student on their home or cell phones, the same courtesies will apply.

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Professional Conduct and Safe Practice Policy

As representatives of Mount Aloysius College and as future members of a Health Studies Profession, students in the PTA Program must demonstrate professional behavior at all times, both in the classroom and clinical setting. Although the following is not an exhaustive list, it serves as a guideline for standards of professional behavior.

1. Courteous and respectful behavior must be demonstrated toward all members of the health care team, including peers.
2. Patients and family members must be addressed by title and last name, e.g., Mr. Smith, Mrs. Jones, or patient preference.
3. All in-patients must be crosschecked for positive I.D. (wrist band, D.O.B).
4. Professional communication skills, both written and verbal, must be utilized at all times.
5. Incompetent, unethical, or illegal practice must be objectively and factually reported to the appropriate authority.
6. Patient information must be kept strictly confidential according to HIPAA standards and basic ethical principles.
7. Students are expected to be punctual for class and clinical, complete assignments on time, and not leave any assigned work undone.
8. Students should seek opportunities to observe and learn as much as possible while in the clinical area.
9. Students must always present themselves in a manner that promotes a positive image of their profession.

Certain behavior and actions are considered unprofessional and are prohibited. These behaviors include but are not limited to:

1. Gum chewing
2. Use of active pagers/cell phones in class or at clinical
3. Making personal phone calls while assigned to patient care
4. Smoking in non-smoking areas
5. Use or display of vulgar, abusive, offensive language or emotional outbursts
6. Accepting gratuities from patients
7. Theft, destruction or misuse of hospital property or that of patients
8. Refusing to provide care to a patient because of patient's race, color, sex, religion, age, sexual preference, gender socioeconomic status, beliefs or disabilities, etc.
9. Discussing private affairs in front of patients or in any area where patients are likely to hear the discussion

Students must adhere to the policies, responsibilities, rules and regulations as outlined in the Mount Aloysius College Student Handbook.

PTA students are required to demonstrate safe practice at all times, adhering to the policies and procedures of the clinical site and as always, following standard precautions and guidelines.

As outlined in the Dismissal Policy, unprofessional behavior may result in failure of a course and/or dismissal from the PTA Program.

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Dress Code Policy

All students in the Physical Therapist Assistant Program will adhere to the following policy:

1. An official Mount Aloysius College name badge will be worn during all clinical learning experiences.
2. During clinical experiences, students will adhere to the facility dress code. Slacks and top must be professional looking, clean, neatly pressed, not too tight. No jeans or low-rise slacks are permitted. No bare midriffs, tank tops, crop tops, sundresses, or short skirts will be permitted.
3. During clinical and laboratory experiences, students must be clean and free of odor. No colognes, perfumes or scented hair sprays/gels may be used.
4. During clinical and laboratory experiences, jewelry must be minimal. Students may wear one pair of small earrings, a watch, and a ring only. No dangling jewelry is permitted. Body piercing is considered jewelry and should not interfere with safe clinical practice.
5. During laboratory or clinical experiences nonslip shoes or sneakers (as indicated by the instructor) in good condition are permitted. Clogs, moccasins, open-toe shoes, and sandals are not permitted.
6. Nails must be short and not extend beyond the fingertip. No nail polishes or artificial nails or tips are permitted for clinic or lab.
7. Hair must be neat. If hair is shoulder length or longer, it must be tied back off the face. Beards and mustaches should be neatly trimmed and not excessive in length.
8. Tattoos must be covered during clinical experiences if required by facility.
9. Makeup must be conservative and minimal during clinical experiences. No false eyelashes are allowed.
10. During laboratory experiences students will wear lab appropriate attire including shorts, sweatpants, sports bras, short sleeved T-shirts, and closed-toe footwear. Jeans are not allowed. Attire should allow students to move freely and be able to expose various areas of the body needed for practice of skills in the laboratory setting in preparation for the clinical application of skills with patients. Leggings do not permit the exposure of the lower extremities and should not be worn.

The student must adhere to the clinical site policies as well as the Physical Therapist Assistant Program policies.

Students who do not adhere to the Physical Therapist Assistant Program Dress Code will be required to leave the clinical or laboratory if directed by the instructor. Missed time will be recorded as an unexcused absence. Laboratory instructors have the right to address students about inappropriate laboratory attire. Points may be deducted from the overall student grade for inappropriate lab attire.

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Laboratory Instructor to Student Ratios Policy

Laboratory class size will vary according to the experience of the instructor and the difficulty of the skill being taught. Lab class size will be no more than 16 students to (1) instructor. Considerations in determining the instructor to student ration include: the unique characteristics of physical therapy skills, amount of instructor demonstration, feedback, and special assistance required to achieve course objectives, the requirements to ensure safe equipment usage and safe administration of therapy on fellow students.

Laboratory Class Policy

Most PTA courses include a laboratory component. Treatment skills are demonstrated and practiced during lab class. Students work in pairs or small groups.

Students administer skills on fellow students and allow fellow students to administer skills on him/her. The term for allowing one to be practiced on is to serve as a human subject. Lab class policies are listed below. Failure to comply with policies is a violation of professional behavior, termed unprofessional behavior.

Students must consent to be a human subject and must abide by Guidelines for Human Subject Usage: see Guidelines for Human Subject Usage: Consent Form for Human Subject.

Students must dress for lab classes as directed by the instructor. Students must follow the Dress Code Policy for laboratory classes. Students must remove shoes when using the mat tables and plinths.

For optimal learning, students must regard lab class as a time for self-directed learning. Preparation is necessary and students must be attentive and ready to practice. Even though an instructor may not constantly supervise each student, independent practice helps the student master the skill and provides the opportunity to practice on more than one individual. Application of treatment skills on varied individuals leads to realization of need for additional instruction. Students not actively participating in lab activities will be cited for unprofessional behavior.

Lab Class Recommendations:

1. Most lab skills are checked for competency. Lab class does not allow adequate time for achieving competency. Therefore, students are expected to practice independently and/or during supervised lab.
2. Course requirements include passing scores on all lab competency tests. Please realize that failure to pass competencies on the second attempt results in course failure. Instructors are available to assist students in skills. Students must assume responsibility for mastering competency skills. See the Competency Remediation and Retake Policy.
3. Open laboratory hours are typically available at any time the PTA laboratory is not in use for classes. Open lab hours allow students to practice skills learned in laboratory sessions. NO machines may be turned on during open labs unless a faculty member is present.

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Laboratory Class Equipment Policy

To ensure safety to all persons working with physical therapy laboratory equipment, the following procedures must be practiced.

1. All mechanical equipment, donated or purchased, will be visually inspected and operated by PTA faculty prior to usage in laboratory class.
 - a. At yearly, or more frequent intervals, the equipment will be inspected. The inspection will be a safety check by observation of the equipment while operating.
 - b. Any equipment in need of repair secondary to malfunction or suspected safety hazard will be sent to a reputable repair company.
2. Electrical safety checks and ultrasound machine calibrations will be performed a minimum of 1 years after purchase and annually thereafter.
 - a. A record of safety checks is available from the Department Chairperson/Program Director.
 - b. Electrical machines have stickers indicating the date of the last safety check.
3. Equipment usage manuals will be intact and stored in the laboratory classroom and/or the Program director's office.
4. Faculty will be familiar with proper equipment usage through reading the manual and hands-on usage.
5. Students will use mechanical and electrical equipment ONLY in the presence of program faculty, this includes use of the traction unit pull rope.
6. A hazardous materials data sheet file is maintained in the laboratory

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Laboratory Class Safety Policy

To insure safety to all individuals participating in laboratory classes, the following procedures must be practiced:

Faculty Responsibilities

1. Laboratory instructors will conduct a lecture on safety before the actual laboratory sessions begin each semester. The topics will include equipment safety, human subject safety, storage of hazardous materials, Standard Precautions and housekeeping. The first laboratory class of the first semester will require a detailed lecture, thereafter, review of policies in one of the several laboratory courses will be provided early in each semester.
2. In one of the first laboratory classes of the first semester of every academic year, each student will read and sign the Guidelines for Human Subject Usage: Consent Form for Human Subject, one copy of the form will be in the Student's PTA Student Handbook. A signed copy will be in the student's file.
3. Student to instructor laboratory class ratio will be no more than 16:1.
4. Faculty will maintain compliance to the Guidelines on Human Subject Usage as listed on the consent form.
5. Faculty will respond to student requests for assistance on application of a physical therapy related skill.
6. Faculty will assist a student to properly perform a procedure with lecture and supervised or assisted practice as required to properly and safely administer a procedure.

Other

1. A sharps container is available in the PTA Laboratory
2. A first aid kit is available in the PTA Laboratory
3. A Hazardous Materials Safety Data Sheet binder is available in the PTA Laboratory for hazardous substances used in the lab setting.
4. Faculty reserves the right to request a student to not practice a physical therapy skill until assistance and supervision can be provided.

Mount Aloysius College
Physical Therapist Assistant Program

Laboratory Competency Policy

Physical Therapist Assistant courses may require laboratory competency tests and skills checks. These competency tests and skills checks are critical to safely and competently provide physical therapy services.

- The student is given two opportunities to pass a competency test, and all competencies required in a course must be passed by the end of the semester.
- In addition, if a student fails more than two competencies, including the final competency and regardless of the outcome of a retake, in a specific course, the student will fail the course.
- If a student fails a particular competency, it is the student's responsibility to seek assistance and prepare adequately prior to retesting. Please see the Competency Remediation and Retake Policy.
- Failure of two checks of any one (or more) competency will result in failure of the course.
- Passing a competency is defined as fulfilling each criterion with a satisfactory score and maintaining safety for oneself and the patient/mock patient.
- Areas on competencies identified as a safety issue or vital component must be passed with a score of "10/10" to pass the competency. A score lower than 10/10 on any of these items will result in failure of the competency.
- Some specific skills may require only a skill check observed by a faculty member who checks off that the student has completed the skill successfully.
- Re-take of the final or cumulative competency test of any course is at the discretion of the instructor and is not automatic.

Competency Remediation and Retake Policy

Failure of a competency test can occur for the following reasons:

1. Performing an action, skill or technique that is deemed unsafe in any way, for the given patient scenario (which includes less than a 10/10 score on the * criteria)
2. An aggregate score that is below the 79% required to pass all competencies
3. If 3 or more cues are required to perform any primary action, skill or technique correctly
4. Exhibition of unprofessional behavior throughout the competency

If a student fails a competency for any reason, they will not be granted a retake until the following remediation process has been completed:

1. The student must wait a minimum of 48 hours to retake the comp, and scheduling will be at the discretion of the instructor
2. The student must meet with the instructor at least one time prior to the retake to discuss the scenario and reason for failure of the competency
3. The student must submit the completed remediation form, detailing the skill failed, reason for failure and correct procedure.

Mount Aloysius College
Physical Therapist Assistant Program

For the competency retake:

1. The student will complete the previously failed skill with 100% accuracy and no cueing.
2. The student will complete a minimum of 2 other skills/techniques related to the current competency information, with no more than cueing x 1 for any skill.
3. If the student successfully completes the comp retake, they will receive a passing grade of 79%.
4. If a student is unable to successfully meet the criteria to pass the competency retake, they will have failed the laboratory portion of the class and therefore failed the course.

The student or instructor has the right to request the presence of a second instructor to assist in grading the competency retake.

Remediation Worksheet

Class: _____ Instructor: _____

Competency Failed: _____

Reason(s) for failure of the competency:

Correct procedure for the failed skill/technique(s):

Other testable skills required for this competency:

Date of retake: _____

Student Signature: _____.

Instructor Signature: _____

Mount Aloysius College
Physical Therapist Assistant Program

Respect for Others Rights Policy

Students are expected to preserve the privacy, dignity, and safety of all persons, including patients, patients' families, students, academic and clinical faculty, practitioners, and supporting staff. The following policies apply:

1. The privacy of all persons must always be maintained. Any personal information gained through conversation or documentation is confidential and shared with appropriate clinicians, students, or faculty for teaching/learning purposes only. Violation of another person's confidential information is a serious offense.
2. The respect of all persons must be preserved through courteous and polite interaction. Appropriately addressing persons, maintaining commitments, and avoiding demeaning conversations regarding other individuals demonstrate respect.
3. Patients/clients have the right to refuse interventions including the right to refuse treatment by a student. Patient/client refusal of treatment by a student must be respected. Students must receive consent prior to initiating any treatment.
4. Dignity is preserved through respectful treatment and maintaining coverage of body parts through all treatments and demonstrations. While touching others is a fundamental part of learning for all Physical Therapist Assistant Students, it must always be done in a professional and respectful manner. Any need for palpation/touching of personal areas should be done with another professional present, thereby protecting the rights of all involved persons.
5. A student has the responsibility of informing clinical instructors and other clinical staff of any uncertainties in administering treatment. This precaution protects the safety of all involved.
 - a. Clinical instructors/supervisors must directly oversee a student stating or demonstrating uncertainty regarding patient treatment to protect the safety of all involved.
6. Clinical education assignments require the student, clinical instructor, and other clinical staff to work as a team. Open communication at all times supports teamwork and protects the safety of all involved.
7. Violation of another person's rights is considered unprofessional behavior. For clarification, see the Dismissal Policy for unprofessional behavior.

Mount Aloysius College
Physical Therapist Assistant Program

Locker Policy

Each student enrolled in the PTA program will be assigned a locker in the PTA lab space for use during their time in the program. The use of this lockers is to provide students a safe place to store clothing for laboratory classes, textbooks, etc. The following rules are in place to ensure safety for all students:

1. Students may place a lock on their assigned locker but it must be removed by the end of the student's time in the program (withdrawal, dismissal, graduation, etc.). Locks that are not removed will be cut off.
2. Similarly, the contents of the locker must be removed by the end of the student's time in the program (withdrawal, dismissal, graduation, etc.). Contents that are not removed will be thrown away.
3. Students should only access their assigned locker. Removing, stealing, messing around in other people's lockers is behavior that will not be tolerated.
4. Do not store perishable food or drink items in the locker.
5. Take care in storing shoes and/or lidded water bottles - be sure that they are not wet and will not have condensation.
6. Do not permanently fix anything on the inside or outside of the locker (i.e. stickers, mirrors, do not write on the lockers, etc.). You are welcome to use magnets.
7. Students must clean up after themselves. Students in the PTA program are adults and expected to act as such. This includes taking clothes home and laundering them before they emit foul odors.

Students who do not follow these rules may lose locker privileges.

Mount Aloysius College
Physical Therapist Assistant Program

Social Media Policy

Social Media is defined broadly as a blending of technology with social interaction that includes a wide variety of tools and formats. Social media is an effective and accepted form of communication that warrants safeguards to prevent misuse and abuse.

As a student enrolled in the PTA Program at Mount Aloysius College and by signing the Program Policy and Procedure Agreement, one agrees to not:

1. Violate any local, state, federal, or international laws and regulations, including by not limited to copyright and intellectual property rights laws regarding any content the student sends or receives. Plagiarism applies online, as well;
2. Transmit any material (by uploading, posting, email, or otherwise) that is unlawful, disruptive, threatening, profane, abusive, harassing, embarrassing, tortuous, defamatory, obscene, libelous, or is an invasion of another's privacy; is hateful or racially, ethnically, or otherwise questionable as solely determined by the PTA program and/or administration of Mount Aloysius College;
3. Impersonate any person or entity, falsify state or otherwise misrepresent one's affiliation with a person or entity;
4. Transmit any material (by uploading, posting, email, or otherwise) that infringes any patent trademark, trade secret, copyright, or other proprietary rights of any party;
5. Transmit any unsolicited or unauthorized advertising (by uploading, posting, email, or otherwise), promotional materials, "junk mail", "spam", "chain letters", "pyramid schemes", or any other form of solicitation;
6. Transmit any material (by uploading, posting, email, or otherwise) that contains software viruses, worms, disabling code, or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment; harass another; or collect to store, or attempt to collect or store, personal data about third parties without their knowledge or consent;
7. Transmit (by uploading, posting, email, or otherwise) any patient information, photos, or engage in any clinical discussions. HIPAA laws apply to social media applications and shall not be violated;
8. Violate confidentiality of system accounts, passwords, personal identification numbers (PINs), and other types of authentication assigned to individual users. These must be maintained protected, and not shared with others;
9. Use college logos and trademarks without written consent from the Mount Aloysius College Department of Communications; or
10. Violate FERPA by discussing grades, lab clinical scenarios, etc with others.

Internal social media technologies and electronic communications may be monitored by the College and any violation of the above policy is subject to immediate warning for dismissal or immediate dismissal for an egregious offense as applicable under the program Dismissal Policy of the PTA Program and/or Mount Aloysius College administration.

Mount Aloysius College
Physical Therapist Assistant Program

Sex Offense Policy Statement

Educational programs to increase awareness, understanding, and prevention of sexual offenses are included in various formats that may include: orientation programming, residence hall programming, and workshops throughout each semester. Informational literature is distributed and available in orientation packets, summer mailings, the Health Services Office, and at the annual health fair.

If a sex offense occurs:

1. Get to a place of safety
2. Immediately contact Campus Police (Extension 6327) or the Residence Life staff member on duty.
3. Preserve physical evidence (do not shower, change clothing, etc.)
4. College staff will assist you in contacting appropriate services or family.
5. College staff will assist you in receiving any medical attention.
6. College staff will assist you, if you wish, with notifying law enforcement.

The Director of Counseling Services is available for counseling or referral to outside agencies.

If reasonably possible, the College will change your academic or living situation at your request. Should you choose to explore judicial charges against the alleged violator, the College judicial process is explained in the Student Handbook. The college also reserves the right to pursue charges against an alleged violator in cases where the safety of the College community may be jeopardized.

In incidents of allegations of sexual assault, both the accuser and the accused will be notified of the results of the College judicial process. Disciplinary sanctions could include dismissal from the College.

For more information on the student's rights and confidentiality statements refer to the Health Services Section in the Student Handbook and more specifically to the Family Education Rights and Privacy Act that can be found on the web at:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Sex Offense, including sexual harassment will not be tolerated in the PTA program. Evidence of a student sexually harassing, assaulting, or committing any other sex offense, as deemed by College officials, may be grounds for dismissal from the PTA program.

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Physical Therapist Assistant Program

Student Advising Policy

Purpose: To allow each student the opportunity to obtain assistance and timely advisement concerning academics and to utilize referral resources available at Mount Aloysius College and in the community.

An advisor will be assigned to each student enrolled in the PTA Program. The advisee is responsible for meeting with the advisor at least once a semester to evaluate the student's academic standing, clinical standing, and progression through his/her respective program. Additional meetings may be initiated by the advisor or student and scheduled at a mutually agreeable time.

In addition to making recommendations regarding specific courses and credit load, the advisor may refer students to a specific faculty member, the Financial Aid Office, Educational Enrichment Office, or any other applicable College Department.

Scheduling of courses required to complete the PTA Program must be under the direction of the academic advisor.

The Early Student Alert (ESR) system will be used in accordance with Mount Aloysius College policy to alert necessary College departments of student needs or concerns. Copies of documentation will be maintained in the students' electronic files.

A student having academic and/or clinical difficulty in the PTA program may be required to sign a learning contract. These will also be maintained in the students' file. Students will be required to maintain a record of remediation activities and review with his/her advisor at agreed meeting times. It is the student's responsibility to adhere to the terms of the learning contract.

Student Representation Policy

The Student Representation Policy provides a means for students to participate in the evaluation of the PTA Program.

PROCEDURE:

1. Student representatives may be selected by the faculty to attend the Advisory Committee, faculty/department, and/or accreditation meetings of the program.
2. Student representatives will be notified at least one (1) week prior to scheduled meetings.
3. Student representatives should present items in writing (i.e. student concerns and/or reports on student activities) for inclusion on the agenda to the committee chairperson 48 hours before the scheduled meeting.
4. Student representatives are then responsible to report the outcome of the meeting to fellow students.

Mount Aloysius College
Physical Therapist Assistant Program

Abide by Practice Act and Standards of Ethical Conduct for the Physical Therapist Assistant

During the time I am a student enrolled in the Physical Therapist Assistant Program at Mount Aloysius College, I agree to abide by the Pennsylvania Physical Therapy Practice Act. The most up to do version can be found online at:

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/PhysicalTherapy/Pages/default.aspx>.

Specifically, during Clinical Education Courses, I will function within the scope of a Physical Therapist Assistant student and I will follow the law regarding supervision, delegation and utilization of the PTA student.

I also agree to abide by the following American Physical Therapy Association (APTA) documents:

1. The Standards of Ethical Conduct for the Physical Therapist Assistant (Appendix C)
2. Core Values for the Physical Therapist and Physical Therapist Assistant (Appendix C)
3. APTA Standards of Practice for Physical Therapy (Appendix C)

Name of Student (Please print)

Signature of Student

Date

Witness Signature

Date

*Signed copy on file in PTA Program Student Files. See Student Record Policy.

Mount Aloysius College
Physical Therapist Assistant Program

Tape/Video Recording Policy

Students are expected to adhere to the academic policies of Mount Aloysius College as stated in the College Catalog. Additionally, students will adhere to the following conditions for tape/video recording:

1. Tape/video recording of lectures or labs is permitted only with the permission of the instructor. All taped lectures are the property of the instructor. Students must not reproduce or otherwise transmit the taped information without the instructor's written permission.
2. The electronic equipment used to tape or video record the instructor or class must be within full view and not concealed.
3. Tape/video recording lecture material does not constitute class attendance unless otherwise approved by the instructor.
4. Students are NOT permitted to tape record test reviews, case study presentations, audio-visual materials, departmental meetings, or any other form of communication not specified in the request.
5. Tape or video recording in the clinical setting is a violation of the HIPAA law and is prohibited without patient/provider consent.
6. Any student/instructor has the right to request the tape recorder be turned off for any material or discussion perceived as personal and/or confidential.

See Consent Policy

Virtual Instruction Policy

The faculty of the PTA Program may choose to use virtual instruction methods for various courses as appropriate per Mount Aloysius College and the Faculty Handbook for use including but not limited to:

1. College closures (i.e. inclement weather, closures due to COVID 19 pandemic)
2. Faculty Absences
3. Additional instructional methods

Students are expected to attend all lecture and laboratory sessions (see Absence Policy). In the event that a student is quarantined due to COVID-19, excused from class due to an illness from a health care provider, or traveling for an approved athletic event, an instructor may choose to offer virtual instruction for individual students. Virtual instruction will not be offered simply because the student did not make it in to the classroom.

If you are missing due to illness or a game/travel to a game and would like your instructor to open a virtual session for you to attend, you must notify your instructor at least 30 minutes prior to the start of class. Instructors reserve the right to not open a virtual session if not alerted at least 30 minutes prior to the start of class.

Mount Aloysius College
Physical Therapist Assistant Program

State Licensure/Certification/Registration Policy

Most states require a physical therapist assistant to be licensed, certified, or registered. Candidates for licensure/certification/registration apply with the State Board of Physical Therapy in the state in which the licensure/certification/registration is desired.

In order to qualify for licensure/certification/registration, a person must be a graduate of an accredited PTA program and must pass the National Physical Therapist Assistant Examination (NPTAE) administered by the Federation of State Boards of Physical Therapy (FSBPT).

Once an individual has been awarded a state licensure/certification/registration, the individual may apply for licensure/certification/registration in other states through endorsement.

A student can obtain an application at any time on-line through the state board. It is recommended that the second year student download an application during the spring semester. The process for applying for PTA licensure/certification/registration will be discussed in PTA260 and PTA 280. The completed application cannot be submitted until the individual actually graduates. The College cannot verify graduation until the student has actually completed all academic requirements including clinicals successfully.

A listing of individual State Board addresses, application deadlines and examination dates are listed in various sources. Information may be found at www.fsbpt.org or www.apta.org.

Students are responsible for obtaining their application and completing necessary information. Once the student has completed both the didactic and clinical portion of the program, the Program Director and Registrar's office can verify successful completion of the program by filling out the Education Verification Form (PA) or similar form. Upon graduation, or at any time following graduation, the application may be completed. The Education Verification Form (PA) or similar form is mailed directly to the Pennsylvania State Board through the Registrar's Office.

NOTE: The responsibility for ALL submitted licensure application forms belongs with the student. All students should check with the appropriate State Physical Therapy Board that the necessary forms have been received prior to the deadline for application for taking the NPTAE.

NOTE: Pennsylvania provides the opportunity to receive a Temporary PTA License after successful graduation from a PTA program and prior to taking the National Physical Therapist Assistant Examination (NPTAE). Those graduates who find they are unable to take the exam in October may apply for a temporary license which will be applicable until the next exam time in January. If the graduate fails the NPTAE the temporary license is revoked. A temporary license enables the graduate to work as a PTA until they take the next available examination if they have a job offer and work under direct supervision of a PT.

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Completion of the application for the examination has many requirements, some of which are important to know before starting the education process:

1. A fee must be sent with the application. As of 2021, the cost of the examination was \$485.00 (FSBPT) and the cost for application for PA registration was \$52.00. In addition, there is a charge of \$82.60 for the Prometric Center for exam proctoring. Total cost = \$619.60
2. Yes or no response must be provided to the following questions:
 - a. "Do you hold or have you ever held a license, certificate, permit, registration or other authorization to practice in any health-related profession in any state or jurisdiction?"
 - b. Have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration, or other authorization to practice a profession or occupation issued to you in any other state or jurisdiction or have you agreed to voluntarily surrender in lieu of discipline?"
 - c. "Do you currently have any disciplinary charges pending against or professional or occupational license, certificate, permit or registration in any state or jurisdiction?"
 - d. "Have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agree not to apply or reapply for a professional or occupational license, certificate, permit, or registration in any state or jurisdiction?"
 - e. "Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?"
 - f. "Do you currently engage in, or have you ever engaged in, the intemperate or habitual use or abuse of alcohol or narcotics, hallucinogenics or other drugs or substances that may impair judgement or coordination?"
 - g. A "yes" response requires written details and relevant Board/legal documents for the State Board of Physical Therapy to review. The State Board accepts or rejects the application depending on the listed details.
3. Act 31 Child Abuse Continuing Education Clearance
4. Criminal History Check (Federal and State)

The address, telephone number, and URL for the Pennsylvania State Board of Physical Therapy are as follows:

Pennsylvania State Board of Physical Therapy
P.O. Box 2649
Harrisburg, PA 17105-2649

URL:

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/PhysicalTherapy/Pages/default.aspx>

Telephone: (717) 783- 7134

Fax number: (717) 787-7769

Mount Aloysius College
Physical Therapist Assistant Program

Several publications designed to assist the PTA student in studying and passing the registration examination are available. These study guides or review books are to be used as a studying tool, and should not be substituted for review of previous course information.

Policies Relating to Clinical Experiences

The Mount Aloysius College Physical Therapist Assistant Program Clinical Education Manual includes information and additional policies and procedures relating to the clinical education experiences in the PTA program. Students will be given a hardcopy at the start of their second year in the program as well as have access to an electronic version. Please refer to this manual for additional information.

Assessment of Clinical Instructor Needs

It is the desire of the PTA Program faculty and administration to support the PT and PTA Clinical Instructors (CIs) who work with the Mount Aloysius College PTA students. In order to assist the CIs to better serve our students by providing optimal clinical learning experiences program officials collect data that enables identification of pertinent topics of interest and concern. The following methods of data collection are used in making this determination:

1. Feedback from students on the Clinical Site Assessment Form
2. Feedback from students on the Clinical Instructor Assessment Form
3. Feedback from students on the End-of-program Wrap-up Survey and session
4. Feedback from CIs on the Clinical Site Assessment Form
5. Feedback from CIs on the Post Clinical Survey

The following initiatives and services are offered by the College to Clinical Instructors and Clinical Center Coordinators of Education (CCCEs):

1. Use of the Mount Aloysius College Library on-site and database facilities
2. Participation in an annual conference held by the College for all people who assist students at the College in internships and clinical placements
3. An Annual Physical Therapist Assistant Program Clinical Instructor Conference/Continuing Education course or conference held at the annual Alumni Weekend. Topics of the conference will be based on the needs identified through the assessment of CI needs as described above. Approval of CEUs by the PA Board of PT will be sought for these conferences
4. On-site consultation by PTA Program faculty as needed to all clinical sites on request for specific areas of interest
5. Loaning of videos and books owned by the PTA Program, upon request from the clinical site for use in the clinic

Note: Clinical Instructors are encouraged to attend an APTA Clinical Instructor Credentialing Course when offered in the area.

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Physical Therapist Assistant Program

Regulations Governing Clinical Assignments Policy

Students will be assigned clinical rotations by the PTA program faculty and administrators. Ultimately, it is the responsibility of the Academic Coordinator of Clinical Education (ACCE) to ensure that students are offered clinical placements that meet the standards as set by CAPTE. The PTA program uses the following procedure for placing students in clinicals:

1. Students will provide the ACCE with demographic or planned residence information, at the latest, one semester prior to the start of the clinical course.
2. Students are required to disclose any conflicts of interests with clinical sites. This may include but is not limited to:
 - a. Prior/current employment of student at the site
 - b. Prior/current employment of immediate family member or significant other at the site
 - c. If a student is unsure of whether their unique situation is a conflict of interest, the student should disclose their situation to the ACCE. It is at the discretion of the ACCE as to whether or not the student can be placed in a site with a conflict of interest present.
3. The Academic Coordinator of Clinical Education, in conjunction with the Clinical Coordinator of Health Studies, and PTA program faculty will align student clinical placements based on the following criteria:
 - a. Physical proximity of clinical site to student residence
 - b. Need for either inpatient or outpatient clinical placement
 - c. GPA/Academic performance of student
 - d. Previous clinical performance and/or laboratory competency performance of student
4. In the event that clinic spots become unavailable or the number of students requiring clinicals exceeds the number of available clinical spots, the following policy will take effect:
 - a. Clinical placements in any given area will be awarded based on student GPA. The available placements will be awarded beginning with the student with the highest GPA to lowest GPA sequentially until all available placements are utilized.
 - b. Any student who is not awarded a clinical placement will have their clinical rotation delayed.
 - i. In this event, students have the option of changing their geographical area to avoid delayed clinic placement.
 - ii. On an individual basis, a student may be placed at a clinical site that later, for any reason, becomes unavailable. In this instance, the ACCE, Clinical Coordinator of Health Studies, and PTA Program faculty will work to place the student at an alternative location.
 - iii.
5. Students who are assigned clinical placements but do not pass didactic work prior to the start of the clinical placement will be removed from that site by the ACCE and Clinical Coordinator of Health Studies.
6. If a student is not satisfied with their clinical placement, they are encouraged to address their concerns with the ACCE. If the student feels that the ACCE does not address their concern,

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the student should discuss the concern with the Program Director. If the student feels that the Program Director does not address their concern, the student should discuss the concern with the Dean. If the student feels that the Dean does not address their concern, the student should discuss the concern with the VPAA.

Other clinical assignment considerations:

1. Students will be supervised in the clinical area by a Clinical Instructor who is either a Physical Therapist or Physical Therapist Assistant.
2. Students are expected to report promptly at designated times to the staff at their assigned clinical site.
3. Students will be assigned a lunch break.
4. Students must remain at their assigned clinical site and may not leave the department without the permission of the supervising staff technologist and/or clinical instructor. If a student leaves the clinical site for an emergency or any other reason, the Clinical Instructor MUST be notified immediately.
5. Students will be evaluated at least one time a semester to determine progress in clinical performance, professional adjustment, organization, and ethics.
6. Students may be assigned evening hours as part of their clinical education.
7. Each student is responsible for transportation to and from his/her clinical sites. Length of travel to and from the clinical site will vary (see Clinic Travel Policy).

Workmen's Compensation

Mount Aloysius College understands and acknowledges that students assigned to or accepted by clinical sites are not employees of the affiliating agencies. It is also understood that the affiliating agencies will not provide students workmen's compensation benefits or group health insurance benefits normally provided to employees. Emergency medical care will be made available at affiliating agencies. Expenses incurred will be the student's responsibility. It is recommended that each student carry health insurance during their education. Provision of emergency medical care shall not be constructed as providing or agreeing to provide workmen's compensation or group health care benefits to students.

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Physical Therapist Assistant Program

Clinic Travel Policy

All Physical Therapist Assistant students are required to successfully complete the clinical course sequence of Clinical Education I (PTA 161), Clinical Education II (PTA 241), and Clinical Education III (PTA 251) in order to complete the program.

Students are required to have their own transportation to attend clinical sites designated by faculty of the Physical Therapist Assistant Program. Any lodging/food and travel expenses are the responsibility of the student. Students may need to travel distances requiring up to an hour or more (50 miles) travel time in each direction to and from home or Mount Aloysius College and the clinical site. Program faculty are committed to work with students regarding the location of clinical sites, but curriculum requirements must be met and students may need to attend sites at a considerable distance away from their home.

In specific circumstances students may choose to attend a clinical placement further away from home, in which case they are responsible for their own travel and lodging expenses. In the event that students cannot be placed close to their residence during clinicals, students are responsible for the cost of lodging during these clinical placements.

All clinical sites must have a legal clinical agreement with Mount Aloysius College. If students wish to attend clinical sites at a distance from the College sufficient time must be provided to the PTA Program officials to enable a written agreement to be brokered between the potential clinical site and the College.

Clinical placement outside the state of Pennsylvania cannot be assured. Students wishing to have clinical placements outside of the state must inform the Academic Coordinator of Clinical Education at the beginning of the program indicating which state. Since some states cannot be used for out-of-state clinical placements, Mount Aloysius College makes the determination of the viability of such placements.

Clinical placements at the student's preferred location are not assured. A delay in attending clinicals may occur due to lack of available clinical placements, student request, or in the instance of an alternative semester sequencing. The PTA program will work diligently to place students and avoid delay in clinical completion.

In the event that a student's clinical placement requires them to travel between multiple clinic sites, students are strongly encouraged to drive themselves, rather than choosing to ride with their clinical instructor(s). Mount Aloysius College and the PTA program will not be held responsible to injury or accidents that could occur during travel to, from, and between clinic sites.

Name of Student (Please print)

Signature of Student

Date

Witness Signature

Date

*Signed copy on file in PTA Program Student Files. See Student Record Policy.

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Physical Therapist Assistant Program

Program Policy and Procedure Agreement

This page is to be signed by the student receiving this PTA Policy and Procedure Manual and returned to the PTA Program Director/Chairperson following signature. The Mount Aloysius College Student Handbook is published by the Office of Student Affairs.

Policies and Procedures regarding Clinical Education courses are published in the PTA Clinical Education Manual.

I realize it is my responsibility to read the College Student Handbook and the PTA Student Policies and Procedures Manual and clarify any questions or concerns with the Program Director within one week from this date.

My signature indicates my agreement to adhere to the requirements as stated in the policies and procedures published in both the College Student Handbook (on-line), the College Catalogue (on-line), and the PTA Policies and Procedures Manual.

Name of Student (Please print)

Signature of Student

Date

Witness Signature

Date

*Signed copy on file in PTA Program Student Files. See Student Record Policy.

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Appendix A

Learning Contract

Student Name: _____ Date: _____
Instructor: _____ Course (if applicable): _____

Observations of Actual Performance:

Performance Expectations:

Specific Actions Required to Meet Expectations:

Additional Comments:

You are expected to improve your performance in the areas described above to fully meet the didactic/clinical expectations. It is expected that once you have achieved a level of performance that meets expectations, you will continue to perform at or above that level of performance. You are encouraged to speak with faculty if you have questions or need additional support. You will be provided with a list of additional resources to utilize if appropriate. Please refer to the PTA Policy and Procedure Manual for individual policies.

A follow-up meeting is scheduled for _____ to assess your performance. Failure to meet expectations could result in failure of a course/clinical or dismissal from the PTA program. I understand that a copy of this form will be kept in my student program file.
By signing below, I am indicating that I have read and understand this document.

Instructor Date Student Date

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Physical Therapist Assistant Program

Behavioral Contract

Student Name: _____ Date: _____
Instructor: _____ Course (if applicable): _____

Disciplinary Action:

- Verbal Warning
 Written Warning with Reprimand, Specific Corrective Action, and Probation
 Recommendation: Program Dismissal

Observations of Actual Performance/Conduct:

Performance/Conduct Expectations:

Specific Actions Required to Meet Expectations:

Additional Comments:

You are expected to improve your performance in the areas described above to fully meet the didactic/clinical expectations. It is expected that once you have achieved a level of performance that meets expectations, you will continue to perform at or above that level of performance. You are encouraged to speak with faculty if you have questions or need additional support. You will be provided with a list of additional resources to utilize if appropriate. Please refer to the PTA Policy and Procedure Manual for individual policies.

A follow-up meeting is scheduled for _____ to assess your performance. Failure to meet expectations could result in failure of a course/clinical or dismissal from the PTA program. I understand that a copy of this form will be kept in my student program file.
By signing below, I am indicating that I have read and understand this document.

Instructor Date Student Date

APTA Professional Behaviors

Professional Behaviors are attributes, characteristics, or behaviors that are not explicitly part of the profession's core of knowledge and technical skills but are nevertheless required for success in the profession. Ten Professional Behaviors were identified through a study conducted at University of Wisconsin-Madison in 1991-1992. The ten behaviors and definitions developed are:

Professional Behavior	Definition
1. Critical Thinking	The ability to question logically to identify, generate, and evaluate elements or logical argument; recognize and differentiate facts, appropriate to faulty inferences, and assumptions; and to distinguish relevant irrelevant information. The ability to appropriately utilize, analyze, and critically evaluate scientific evidence to develop a logical argument, and to identify and determine the impact of bias on the decision making process.
2. Communication	The ability to communicate effectively (ie, verbal, non-verbal, reading, writing, and listening) for varied audiences and purposes.
3. Problem Solving	The ability to recognize and define problems, analyzes data, develop and implement solutions, and evaluate outcomes.
4. Interpersonal Skills	The ability to interact effectively with patients, families, colleagues, other health professionals, and the community in a culturally aware manner
5. Responsibility	The ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community, and social responsibilities.
6. Professionalism	The ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Physical Therapy profession.
7. Use of Constructive Feedback	The ability to seek out and identify quality sources of feedback reflects on and integrates the feedback, and provides meaningful feedback to others.
8. Effective Use of Time and Resources	The ability to manage time and resources effectively to obtain the maximum possible benefit.
9. Stress Management	The ability to identify sources of stress and to develop and implement effective coping behaviors; this applies for interactions for: self, patient/clients and their families, members of the health care team and in work/life scenarios.
10. Commitment to Learning	The ability to self-direct learning to include the identification of needs and sources of learning: and to continually seek and apply new knowledge, behaviors, and skills.

Behavioral Criteria for the 10 Professional Behaviors

Generic Ability	Beginning Level	Developing Level	Entry Level	Post-Entry Level	Student Comments	Faculty Comments

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Critically Thinking	<ul style="list-style-type: none"> • Raises relevant questions • Considers all available • Articulates ideas • Understands the scientific method • States the results of scientific literature but has not developed the consistent ability to critically appraise finding(i.e. Methodology and conclusion) • Recognize “holes” in knowledge base • Demonstrates acceptance of limited knowledge and experience 	<ul style="list-style-type: none"> • Feels challenged to examine ideas • Critically analyzes the literature and applies it to patient management • Utilizes didactic knowledge, research evidence, and clinical experience to formulate new ideas • Seeks alternative ideas • Formulates alternative hypothesis • Critiques hypotheses and ideas at a level consistent with knowledge base • Acknowledge presence of contradictions 	<ul style="list-style-type: none"> • Distinguishes relevant from irrelevant patient data • Readily formulates and critiques alternative hypotheses of information across populations • Exhibits openness to contradictory ideas • Identifies appropriate measures and determines effectiveness of applied solutions efficiently • Justifies solutions selected 	<ul style="list-style-type: none"> • Distinguishes relevant from irrelevant patient data • Readily formulates and critiques alternative hypotheses and ideas • Infers applicability of information across populations • Exhibits openness to contradictory ideas • Identifies appropriate measures and determines effectiveness of applied solutions efficiently • Justifies solutions selected 		
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Additional Comments:

Generic Ability	Beginning Level	Developing Level	Entry Level	Post-Entry Level	Student Comments	Faculty Comments

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Communication	<ul style="list-style-type: none"> • Demonstrates understanding of the English language (verbal and written): uses correct grammar, accurate spelling and expression, legible handwriting • Recognizes the verbal and non-verbal characteristics that portray confidence • Utilizes electronic communication appropriately • 	<ul style="list-style-type: none"> • Utilizes and modifies communication (verbal, non-verbal, written and electronic) o meet the needs of different audiences • Restates, reflects and clarifies message(s) • Communicate collaboratively with both individuals and groups • Collects necessary information from all pertinent individuals in the patient/client management process • Provides effective education (verbal, non-verbal, written and electronic) • 	<ul style="list-style-type: none"> • Demonstrates the ability to maintain appropriate control of the communication exchange with individuals and groups • Presents persuasive and explanatory verbal, written or electronic messages with logical organizations and sequencing • Maintains open and constructive communication • Utilizes communication technology effectively and efficiently • 	<ul style="list-style-type: none"> • Adapts messages o address needs, expectations, prior knowledge of the audience to maximize learning • Effectively delivers messages capable of influencing patients, the community and society • Provides education locally, regionally and/or nationally • Mediates conflict • 		
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Additional Comments:

Generic Ability	Beginning Level	Developing Level	Entry Level	Post-Entry Level	Student Comments	Faculty Comments
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Problem Solving	<ul style="list-style-type: none"> • Recognizes problems • States problems clearly • Describes known solutions to problems • Identifies resources needed to develop solutions • Uses technology to search for and locate resources • Identifies possible solutions and probable outcomes • 	<ul style="list-style-type: none"> • Prioritizes problems • Identifies contributors to problems • Consults with others to clarify problems • Appropriately seeks input or guidance • Prioritizes resource (analysis and critique of recourse) • Considers of consequences of possible solutions • 	<ul style="list-style-type: none"> • Independently locates, prioritizes and uses resources to solve problems • Accepts responsibility for implementing solutions • Implements solutions • Reassesses solutions • Evaluates outcomes • Modifies solutions based on the outcomes and current evidence • Evaluates evidence to a particular problem • 	<ul style="list-style-type: none"> • Weighs advantages and disadvantages of a solution to a problem • Participates in outcome studies • Participates in formal quality assessment in work environment • Seeks solutions to community health related problems • Considers second the third order effects of solutions chosen • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
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Additional Comments:

Generic Ability	Beginning Level	Developing Level	Entry Level	Post-Entry Level	Student Comments	Faculty Comments
Interpersonal Skills	<ul style="list-style-type: none"> • Maintains professional demeanor in all interactions 	<ul style="list-style-type: none"> • Recognizes the non-verbal communication and emotions 	<ul style="list-style-type: none"> • Demonstrates active listening skills and reflects back to original 	<ul style="list-style-type: none"> • Establishes mentor relationships • Recognizes the impact that non-verbal 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

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	<ul style="list-style-type: none"> • Demonstrates interest in patients as individuals • Communicates with others in a respectful and confident manner • Respects differences in personality, lifestyle, and learning styles during interactions with all persons • Maintains confidentiality in all interactions • Recognizes the emotions and bias that one brings to all professional interactions 	<p>that others bring to professional interactions</p> <ul style="list-style-type: none"> • Establishes trust • Seeks to gain input from others • Respects role of others • Accommodates differences in learning styles as appropriate • 	<p>concern to determine course of action</p> <ul style="list-style-type: none"> • Responds effectively to unexpected situations • Demonstrates ability to build partnerships • Applies conflict management strategies when dealing with challenging interactions • Recognizes the impact of non-verbal communication and emotional responses during interactions and modifies own behaviors based on them • 	<p>communication and the emotions of self and others have during interactions and demonstrates the ability to modify the behaviors of self and others during the interaction</p> <ul style="list-style-type: none"> • 		
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Additional Comments:

Generic Ability	Beginning Level	Developing Level	Entry Level	Post-Entry Level	Student Comments	Faculty Comments
Responsibility	<ul style="list-style-type: none"> • Demonstrates punctuality 	<ul style="list-style-type: none"> • Displays awareness of and sensitivity to diverse populations 	<ul style="list-style-type: none"> • Educates patients as consumers of health care services 	<ul style="list-style-type: none"> • Recognizes the role as a leader 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

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	<ul style="list-style-type: none"> Provides a safe and secure environment for patients assumes responsibility for actions Follows through on commitments Articulates limitations and readiness to learn Abides by all policies of academic program and clinical facility 	<p>completes projects without prompting</p> <ul style="list-style-type: none"> Delegates tasks as needed Collaborates with team members, patients and families Provides evidence-based patient care 	<ul style="list-style-type: none"> Encourage patient accountability Directs patients to other health care professionals as needed Acts as a patient advocate Promote evidence-based practice in health care settings Accepts responsibility for implementing solutions Demonstrates accountability for all decisions and behaviors in academic and clinical settings 	<ul style="list-style-type: none"> Encourages and displays leadership Facilitates program development and modification Promotes clinical training for students and coworkers Monitors and adapts to changes in the healthcare system Promotes service to the community 		
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Additional Comments:

Generic Ability	Beginning Level	Developing Level	Entry Level	Post-Entry Level	Student Comments	Faculty Comments
Professionalism	<ul style="list-style-type: none"> Abides by all aspects of the academic program honor code and the 	<ul style="list-style-type: none"> Identifies positive professional role models within the 	<ul style="list-style-type: none"> Demonstrates understanding of scope of practice as evidenced by treatment of patients within scope of practice, referring to other 	<ul style="list-style-type: none"> Actively promotes and advocates for the profession 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

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	<p>APTA Code of Ethics</p> <ul style="list-style-type: none"> • Demonstrates awareness of state licensure regulations • Projects professional image • Attends professional meetings • Demonstrates cultural/generational awareness, ethical values, respect, and continuous, academic and clinical faculty/staff, patients, families, and other healthcare providers 	<p>academic and clinical settings</p> <ul style="list-style-type: none"> • Acts on moral commitment during all academic and clinical activities • Identifies when the input of classmates, co-workers and other healthcare professionals will result in optimal outcome and acts accordingly to attain such input and share decision making • discusses societal expectations of the profession 	<p>healthcare professionals as necessary</p> <ul style="list-style-type: none"> • Provides patient/family centered care at all times as evidenced by provision of patient/family education, seeking patient input and informed consent for all aspects of care and maintenance of patient dignity • Seeks excellence in professional practice by participation in professional organizations and attendance at sessions or participation in activities that further education/professional development • Utilizes evidence to guide clinical decision making and the provision of patient care, following guidelines for best practices discusses role of Physical Therapy within the healthcare system and in population health • Demonstrates leadership in collaboration with both individuals and groups 	<ul style="list-style-type: none"> • Pursues leadership roles • Supports research • Participates in program development • Participates in education of the community • Demonstrates the ability to practice effectively in multiple settings • Acts as a clinical instructor • Advocates for the patient, the community and society • 		
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Generic Ability	Beginning Level	Developing Level	Entry Level	Post-Entry Level	Student Comments	Faculty Comments
Use of Constructive Feedback	<ul style="list-style-type: none"> • Demonstrates active listening skills 	<ul style="list-style-type: none"> • Critiques own performance 	<ul style="list-style-type: none"> • Independently engages in a continual process of 	<ul style="list-style-type: none"> • Engages in non-judgemental, constructive problem solving discussion • Acts as conduit for feedback between multiple sources 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

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	<ul style="list-style-type: none"> • Assesses own performance • Actively seeks feedback from appropriate sources • Demonstrates receptive behavior and positive attitude toward feedback • Incorporates specific feedback in behaviors • Maintains two-way communication without defensiveness • 	<p>ce accurately</p> <ul style="list-style-type: none"> • Responds effectively to constructive feedback • Utilizes feedback when establishing professional and patient related goals • Develops and implements a plan of action in response to feedback • Provides constructive and timely feedback 	<p>self evaluation of skills, knowledge, and abilities</p> <ul style="list-style-type: none"> • Seeks feedback from patients/clients and peers/mentors • Readily integrates feedback provided from a variety of sources to improve skills, knowledge, and abilities • Uses multiple approaches when responding to feedback • Reconciles differences with sensitivity • Modifies feedback given to patients/clients 	<ul style="list-style-type: none"> • Seeks feedback from a variety of sources to include students/supervisees/peers/supervisors/patients • Utilizes feedback when analyzing and updating professional goals • 		
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			nts according to their learning styles			
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Additional Comments:

Generic Ability	Beginning Level	Developing Level	Entry Level	Post-Entry Level	Student Comments	Faculty Comments
Effective Use of Time and Resources	<ul style="list-style-type: none"> Comes prepare for the day's activities /responsibilities Identifies resource limitations (i.e. information, time, experience) Determines when and how much help/assistance is needed Accesses current evidence in a timely manner Verbalizes productivity 	<ul style="list-style-type: none"> Utilizes effective methods of searching for evidence for practice decisions Recognizes own resource contributions Shares knowledge and collaborates with staff to utilize best current evidence 	<ul style="list-style-type: none"> Uses current best evidence Collaborates with members of the team to maximize the impact of treatment available Has the ability to set boundaries, negotiate, compromise, and set realistic expectations gathers data and effectively interprets and assimilates the 	<ul style="list-style-type: none"> Advances profession by contributing to the body of knowledge (outcomes, case studies, etc) Applies best evidence considering available resources and constraints Organizes and prioritizes effectively 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

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	<p>standards and identifies barriers to meeting productivity standards</p> <ul style="list-style-type: none"> • Self-identifies and initiates learning opportunities during unscheduled time • 	<ul style="list-style-type: none"> • Discusses and implements strategies for meeting productivity standards • Identifies need for and seeks referrals to other disciplines • 	<p>data to determine plan of care</p> <ul style="list-style-type: none"> • Utilizes community resources in discharge planning • Adjust plans, schedule etc. as patient needs and circumstances dictate • Meets productivity standards of facility while providing quality care and completing non-productive work activities 	<ul style="list-style-type: none"> • Prioritizes multiple demands and situations that arise on a given day • Mentors peers and supervisees in increasing productivity and/or effectiveness without decrement in quality of care • • 		
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Additional Comments:

Generic Ability	Beginning Level	Developing Level	Entry Level	Post-Entry Level	Student Comments	Faculty Comments
Stress Management	<ul style="list-style-type: none"> • Recognizes own stressors • Recognizes distress or problems in others • Seeks assistance as needed • Maintains professional demeanor in all situations • 	<ul style="list-style-type: none"> • Actively employs stress management techniques • Reconciles inconsistencies in the educational process • Maintains balance between professional and personal life • Accepts constructive feedback and 	<ul style="list-style-type: none"> • Demonstrates appropriate affective responses in all situations • Responds calmly to urgent situations with reflection and debriefing as needed • Prioritizes multiple commitments • Reconciles inconsistencies within professional, personal and 	<ul style="list-style-type: none"> • Recognizes when problems are unsolvable • Assists others in recognizing and managing stressors • Demonstrates preventive approach to stress management • Establish support networks for self and others • Offers solutions to the reduction of stress 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

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		<ul style="list-style-type: none"> clarifies expectations • Establishes outlets to cope with stressors • 	<ul style="list-style-type: none"> work/life environments • Demonstrates ability to defuse potential stressors with self and others • 	<ul style="list-style-type: none"> • Models work/life balance through health/wellness behaviors in professional and personal life • 		
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Additional Comments:

Generic Ability	Beginning Level	Developing Level	Entry Level	Post-Entry Level	Student Comments	Faculty Comments
Commitment to Learning	<ul style="list-style-type: none"> • Prioritizes information needs • analyZes and subdivides large questions into components • Identifies own learning needs based on previous experiences • Welcomes and/or seeks new learning opportunities 	<ul style="list-style-type: none"> • Researches and studies areas where own knowledge base is lacking in order to augment learning and practice • Applies new information and re-evaluates performance • Accepts that there may be more than one answer to a problem • Recognizes the need to and is 	<ul style="list-style-type: none"> • Respectfully questions conventional wisdom • Formulates and re-evaluates position based on available evidence • Demonstrates confidence in sharing new knowledge with all staff levels • Modifies programs and treatments based on newly-learned skills and considerations 	<ul style="list-style-type: none"> • Acts as a mentor not only to other PT's, but to other health professionals • Utilizes mentors who have knowledge available to them • Continues to seek and review relevant literature • Works towards clinical specialty certifications • Seeks specialty training • Is committed to understanding the PT's role in the 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

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	<ul style="list-style-type: none"> • Seeks out professional literature • Plans and presents and in-service, research or cases studies • 	<p>able to verify solutions to problems</p> <ul style="list-style-type: none"> • Reads articles critically and understands limits of application to professional practice • 	<ul style="list-style-type: none"> • Consults with other health professionals and physical therapists for treatment ideas • 	<p>health care environment today (i.e. wellness, clinics, massage therapy, holistic medicine)</p> <ul style="list-style-type: none"> • Pursues participation in clinical education as an educational opportunity • 		
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Additional Comments:

Appendix B: List of Prohibited Offenses

Older Adults Protective Services Act

Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13 of 1997

Offense Code	Prohibitive Offense	Type of Conviction
CC2500	Criminal Homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft By Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft By Deception	1 Felony or 2 Misdemeanors
CC3923	Theft By Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft By Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft By Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3929.2	Unlawful Possession of Retail or Library Theft Instruments	2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3933	Unlawful Use of a Computer	1 Felony or 2 Misdemeanors
CC3934	Theft from a Motor Vehicle	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Documents by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C	Obscene or Other Sexual Materials to Minors	Any
CC5903D	Obscene or Other Sexual Materials	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any
CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CS13A14	Delivery by Practitioner	Felony
CS13A30	Possession with Intent to Deliver	Felony
CS13A35 (i) (ii) (iii)	Illegal Sale of Non-Controlled Substance	Felony
CS13A36, CS13A37	Designer Drugs	Felony
CS13Axx*	*Any other Felony Drug Conviction Appearing on a PA RAP Sheet	Felony

Appendix C

The Standards of Ethical Conduct for the Physical Therapist Assistant American Physical Therapist Association

HOD S06-20-31-26 [Amended HOD S06-19-47-68; HOD S06-09-20-18; HOD S06-00-13-24; HOD 06-91-06-07; Initial HOD 06-82-04-08] [Standard]

Preamble

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Physical therapist assistants are guided by a set of core values (accountability, altruism, collaboration, compassion and caring, duty, excellence, integrity, and social responsibility). Throughout the document the primary core values that support specific principles are indicated in parentheses. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients and clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive. The APTA Guide for Conduct of the Physical Therapist Assistant and Core Values for the Physical Therapist and Physical Therapist Assistant provide additional guidance.

Standard #1: Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals. (Core Values: Compassion and Caring, Integrity)

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

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

Standard #2: Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients and clients. (Core Values: Altruism, Collaboration, Compassion and Caring, Duty)

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

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

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

2D. Physical therapist assistants shall protect confidential patient and client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

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Standard #3: Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations. (Core Values: Collaboration, Duty, Excellence, Integrity)

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

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

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

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

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

Standard #4: Physical therapist assistants shall demonstrate integrity in their relationships with patients and clients, families, colleagues, students, research participants other health care providers, employers, payers, and the public. (Core Value: Integrity)

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

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

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

4D. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

4E. Physical therapist assistants shall discourage misconduct by physical therapists, physical therapist assistants, and other health care professionals and, when appropriate, report illegal or unethical acts, including verbal, physical, emotional, or sexual harassment, to an appropriate authority with jurisdiction over the conduct.

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

Standard #5: Physical therapist assistants shall fulfill their legal and ethical obligations. (Core Values: Accountability, Duty, Social Responsibility)

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

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

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

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

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

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

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

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

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

Standard #7: Physical therapist assistants shall support organizational behaviors and business practices that benefit patients and clients and society. (Core Values: Integrity, Accountability)

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

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

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

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

7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients and clients.

Standard #8: Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally. (Core Value: Social Responsibility)

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

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

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

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

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Core Values for the Physical Therapist and Physical Therapist Assistant
American Physical Therapy Association

HOD P06=19-48-55 [Amended: HOD P06-18-25-33; Initial HOD P05-07-1919;] [Previously Titled: Core Values: for the Physical Therapist] [Position]

The core values guide the behaviors of physical therapists (PTs) and physical therapist assistants (PTAs) to provide the highest quality of physical therapy services. These values imbue the scope of PT and PTA activities. The core values retain the PT as the person ultimately responsible for providing safe, accessible, cost-effective, and evidence-based services; and the PTA as the only other individual who assists the PT in practice, working under the direction and supervision of the PT. The core values are defined as follows:

Accountability: Accountability is active acceptance of the responsibility for the diverse roles, obligations, and actions of the physical therapist and physical therapist assistant including self-regulation and other behaviors that positively influence patient and client outcomes, the profession, and the health needs of society.

Altruism: Altruism is the primary regard for or devotion to the interest of patients and clients, thus assuming the responsibility of placing the needs of patients and clients ahead of the physical therapist's or physical therapist assistant's self-interest.

Collaboration: Collaboration is working together with patient and clients, families, communities, and professionals in health and other fields to achieve shared goals. Collaboration within the physical therapist-physical therapist assistant team is working together, within each partner's respective role, to achieve optimal physical therapy services and outcomes for patients and clients.

Compassion and Caring: Compassion is the desire to identify with or sense something of another's experience; a precursor of caring. Caring is the concern, empathy, and consideration for the needs and values of others.

Duty: Duty is the commitment to meeting one's obligations to provide effective physical therapy services to patients and clients, to serve the profession, and to possibility influence the health of society.

Excellence: Excellence in the provision of physical therapy services occurs when the physical therapist and physical therapist assistant consistently use current knowledge and skills while understanding personal limits, integrate the patient or client perspective, embrace advancement, and challenge mediocrity.

Integrity: Integrity is steadfast adherence to high ethical principles or standards, being truthful, ensuring fairness, following through on commitments, and verbalizing to others the rationale for actions.

Social Responsibility: Social Responsibility is the promotion of a mutual trust between the profession and the larger public that necessitates responding to societal needs for health and wellness.

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APTA Standards of Practice for Physical Therapy

HOD S06-20-35-29 [Amended: HOD S06-19-29-50; HOD S06-13-22-15; HOD S06-10-09-06; HOD S06-03-09-10; HOD 06-03-09-10; HOD 06-99-18-22; HOD 06-96-16-31; HOD 06-91-21-25; HOD 06-85-30-56; Initial: HOD 06-80-04-04; HOD 06-80-03-03] [Standard] Preamble

The physical therapy profession is committed to transforming society by optimizing movement to improve the human experience. Physical therapists pursue excellence in a professional scope of practice that includes optimizing physical function, health, quality of life, and well-being across the lifespan, and they work to improve population health in the communities where they practice. The American Physical Therapy Association (APTA) attests to this commitment by adopting and promoting the following *Standards of Practice for Physical Therapy*. These standards are the profession's statement of conditions and performances that are essential for provision of high-quality professional service to society, and they provide a foundation for assessment of physical therapist practice.

I. Ethical/Legal Considerations

A. A. Ethical Considerations

The physical therapist practices according to the APTA Code of Ethics for the Physical Therapist.

The physical therapist assistant complies with the APTA Standards of Ethical Conduct for the Physical Therapist Assistant.

B. Legal Considerations

The physical therapist complies with all the legal requirements of jurisdictions regulating the practice of physical therapy.

The physical therapist assistant complies with all the legal requirements of jurisdictions regulating the work of the physical therapist assistant.

II. Administration of the Physical Therapy Service

A. Statement of Mission, Purposes, Goals, Objectives, and Scope of Services

The physical therapy service has a statement of mission, purposes, goals, objectives, and scope of services that is reviewed annually and reflects the needs and interests of the patients and clients served, the physical therapy personnel affiliated with the service, and the community.

B. Organizational Plan

The physical therapy service has a written organizational plan.

The organizational plan:

- Describes relationships among components within the physical therapy service and, where the service is part of a larger organization, between the service and the other components of that organization;
- Ensures that a physical therapist provides the clinical direction of physical therapist services;
- Defines supervisory structures within the service; and
- Reflects current personnel functions.

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C. Policies and Procedures

The physical therapy service has written policies and procedures that are reviewed regularly and revised as necessary; reflect the operation, mission, purposes, goals, objectives, and scope of the service; are legally compliant with federal and state law; and are guided by the association's positions, standards, guidelines, policies, and procedures.

D. Administration

Guided and informed by APTA positions, standards, guidelines, policies, and procedures, the physical therapist responsible for the clinical direction of physical therapist services ensures:

- Compliance with local, state, and federal requirements;
- Services are provided in accordance with established policies and procedures;
- The process for assignment and reassignment of physical therapist staff (handoff communication) supports individual physical therapist responsibility to their patients and clients and meets the needs of the patients and clients; and
- Continuing competence of physical therapists and physical therapist assistants by providing training consistent with their respective roles.

E. Fiscal Management

The physical therapist responsible for physical therapist services, in consultation with physical therapy staff and appropriate administrative personnel, participates in the planning for and allocation of resources. Fiscal planning and management of the service is based on sound accounting principles.

The fiscal management plan:

- Includes a budget that provides for optimal use of resources;
- Ensures accurate recording and reporting of financial information;
- Allows for cost-effective utilization of resources;
- Follows billing processes that are consistent with federal regulations and payer policies, charge reasonable fees for physical therapist services, and encourage physical therapists to be knowledgeable of service fee schedules, contractual relationships, and payment methodologies; and
- Considers options for providing pro bono services.

F. Improvement of Quality of Care and Performance

The physical therapy service has a written plan for continuous improvement of quality of care and performance of services.

The improvement plan:

- Provides evidence of ongoing review and evaluation of services; and
- Provides a mechanism for documenting improvement in quality of care and performance and is consistent with requirements of external agencies, as applicable.

G. Staffing

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The physical therapy personnel affiliated with the physical therapy service have demonstrated competence, and are sufficient to achieve the mission, purposes, goals, objectives, and scope of the service.

The physical therapy service:

- Ensures that the level of expertise within the service is appropriate to the needs of the patients and clients served, and consistent with the scope of the services provided; and
- Provides appropriate professional and support personnel to meet the needs of the patient and client population.

H. Staff Development

The physical therapy service has a written plan that provides for appropriate and ongoing staff development.

The staff development plan:

- Includes strategies for lifelong learning and professional and career development that include selfassessment, individual goal setting, and organizational needs;
- Includes mechanisms to foster mentorship activities;
- Includes information regarding evidence-based practice and relevant clinical practice guidelines; and
- Includes education regarding use of clinical practice guidelines, reflective reasoning, clinical reasoning, metacognition, and the value of mentoring.
-

I. Physical Setting

The physical setting, where applicable, is designed to provide a safe and accessible environment that facilitates fulfillment of the mission, purposes, goals, objectives, and scope of the physical therapy service. It is appropriate for the number and type of patients and clients served. The equipment is safe and sufficient to achieve the purposes and goals of the physical therapy service.

J. Coordination

Physical therapy personnel collaborate with all health services providers and with patients, clients, caregivers, and others as appropriate; and use a team and person-centered approach in coordinating and providing physical therapist services.

III. Patient and Client Management

Physical therapist practice incorporates all components of evidence-based practice, integrating best available research evidence, clinical expertise, and an individual's values and circumstances to make decisions regarding services for patients and clients, practice management, and health policy.

A. Physical Therapist of Record

All patients and clients receiving physical therapist services shall have a physical therapist of record who is responsible for patient and client management.

B. Patient and Client Collaboration

Within the patient and client management process, the physical therapist, the individual, and their caregiver(s) establish and maintain an ongoing collaborative process of

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decision-making that exists throughout the provision of services and can extend over the lifespan.

C. Initial Examination/Evaluation/Diagnosis/Prognosis

The physical therapist performs an initial examination and evaluation to establish a diagnosis and prognosis prior to intervention. Wellness and prevention encounters may occur without the presence of disease, illness, impairments, activity limitations, or participation restrictions. Physical therapist services include the use of assessments to identify the presence of risk factors, and cognitive and environmental barriers and opportunities that may be targets for health promotion activities.

The physical therapist examination:

- Is documented and dated by the physical therapist who performed it;
- Identifies the physical therapy and as indicated other health needs of the patient or client;
- Performs or orders appropriate diagnostic and or physiologic procedures, tests, and measures;
- Produces data that are sufficient to allow evaluation, diagnosis, prognosis, and the establishment of a plan of care;
- Refers for additional services to meet the needs of the patient or client; and
- Includes, when appropriate and available, results from diagnostic and physiologic testing.

D. Management Plan and Plan of Care

The management plan is the framework of physical therapist services provided to patients or clients, groups, or populations. The management plan is based on best available evidence and may include recommendations and goals developed by other entities. When indicated, the management plan describes the need for additional testing or other information to inform decision-making regarding the need for ongoing physical therapist services. A management plan is indicated when prevention, health promotion, and wellness services are provided in groups or populations.

The management plan includes a plan of care when physical therapist services are indicated to address a health condition. The plan of care is based on the best available evidence and consists of statements that specify the goals of the plan, predicted level of optimal improvement, interventions to be used, proposed duration and frequency of the interventions that are required to reach the goals and outcomes, and plans as appropriate for referral, consultation, or co-management with other providers.

A plan of care is not needed when the physical therapist is being consulted for expert opinion or advice, or for diagnostic or physiologic testing. In such situations the physical therapist documents the reason(s) that the plan of care was not created.

The physical therapist involves the patient or client and appropriate others in the development of the management plan and plan of care.

E. Intervention

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The physical therapist provides or directs and supervises intervention consistent with results of the examination, evaluation, diagnosis, prognosis, and plan of care. Intervention is focused on meeting the goals of the plan of care and optimizing functional performance, emphasizes patient or client education, and promotes proactive, wellness-oriented lifestyles. It may be provided in an episode of care, in a single encounter such as for wellness and/or prevention, in specialty consultation, or as follow-up after an episode of care. Services also may be provided intermittently over longer periods of time in cases of managing patients or clients with chronic conditions, creating a lifelong patient or client relationship with the physical therapist.

An episode of care is the managed care provided for a specific health condition or conditions during a set time period. The episode can be for a short period, or on a continual basis, or it may consist of a series of intervals of service.

The intervention:

- Is provided at a level that is consistent with best available evidence and current physical therapist practice;
- Is in direct alignment with the patient's or client's desired outcomes and goals;
- Is altered in accordance with changes in response or status; and
- Is provided in such a way that directed and supervised responsibilities are commensurate with the qualifications and legal limitations of the physical therapist assistant.

F. Lifelong and Long-Term Patient and Client Relationships

Physical therapists foster and encourage lifelong and long-term patient and client relationships. Where feasible, physical therapists, as entry-point providers, provide services within the community that are available to patients or clients over a lifetime. Efforts are made to address movement system disorders and to maintain optimal health and wellness through physical therapist intervention as needed.

Lifelong and long-term patient and client relationships:

- Foster continuity of service over patients' and clients' lifespans by addressing changes in the movement system, health status, or disabilities as they arise;
- Empower patients and clients to advocate for their own health;
- Empower the physical therapist to advocate on behalf of patients and clients within the health services system; and
- Foster identification by patients and clients that they have their own physical therapist among various health professionals.

G. Reexamination

The physical therapist reexamines the patient or client as necessary to evaluate progress or change in status. Reexamination may occur during an episode of care, during follow-up encounters after an episode of care, or periodically in the case of the management of patients and clients with chronic conditions. During reexamination the physical therapist modifies the management plan accordingly and refers the patient or client to another health services provider for consultation as necessary.

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H. Conclusion of an Episode of Care

The physical therapist concludes an episode of care when the goals and outcomes for the patient or client have been achieved, when the patient or client is unable to further progress toward goals, or when the physical therapist determines that the patient or client will no longer benefit from physical therapy. Conclusion of a single episode of care may not, in many settings or circumstances, signal the end of a patient or client provider relationship.

I. Communication/Coordination/Documentation

The physical therapist communicates, coordinates, and documents all aspects of patient and client management including the results of the initial examination and evaluation, diagnosis, prognosis, plan of care, intervention, responses to intervention, changes in patient or client status relative to the intervention, reexamination, and episode of care summary. The physical therapist of record is responsible for “handoff” communication and follows “handoff” procedures developed by the physical therapy service to the next physical therapist of record. When possible, patient records and data are recorded using a method that allows for collective analysis. The physical therapist ensures that protected health information is maintained and transmitted following legally required practices.

J. Co-management/Consultation/Referral

At any point in an episode of care, or in a long-term or lifelong physical therapist-patient or client relationship, a physical therapist may engage in 1 or more of the following actions related to involvement of other clinicians. Other clinicians may be those in other professions and also may be physical therapist colleagues, some with advanced practice credentials or board certification in a clinical specialty.

- Co-management: The physical therapist shares management responsibility for the individual with another clinician(s).
- Consultation: Upon the request of another clinician(s), the physical therapist renders professional expert opinion or advice by applying highly specialized knowledge and skills to aid in the management of an individual’s health condition. The physical therapist documents the findings and any recommendations of the consultation as part of the management plan. When a physical therapist is consulted for the purposes of diagnostic or physiologic testing, the physical therapist determines the need for and performs the testing in accordance with best available evidence. The results of the testing are documented and communicated to the referring clinician(s). Unless indicated, the consultant physical therapist does not assume management responsibility of the individual. The physical therapist also seeks consultative services from other clinicians when situations exist that are beyond the expertise or available resources of the physical therapist. In these cases, the physical therapist shares responsibility for the individual with the consultant.
- Referral: The physical therapist may:
 - Refer an individual to another provider and either conclude care or not develop a plan of care;
 - Refer an individual to another provider and continue the management plan at the same time;

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- Receive an individual referred from another provider who chooses not to continue services for the individual;
- Receive an individual from another provider who continues to provide services to the individual (if the physical therapy episode of care is ongoing, the physical therapist shares responsibility for the individual); or
- Receive an individual from another provider for diagnostic and or physiologic testing.

IV. Education

The physical therapist is responsible for individual professional development. The physical therapist assistant is responsible for individual career development.

- A. The physical therapist and the physical therapist assistant, under the direction and supervision of the physical therapist, participate in the education of peers, other health services providers, and students.
- B. The physical therapist educates and provides consultation to consumers and the general public regarding the purposes and benefits of physical therapy.
- C. The physical therapist educates and provides consultation to consumers and the general public regarding the roles of the physical therapist and the physical therapist assistant.

V. Advocacy

The physical therapist and the physical therapist assistant will participate in advocacy for patients' and clients' rights with respect to:

- A. Physical therapy being an entry-point for patients into the health services system;
- B. Physical therapists serving in primary care roles;
- C. Appropriate access to needed health services including physical therapist services; and
- D. Communities creating safe and accessible built environments, where population health is a priority.

VI. Research

The physical therapist applies research findings to practice and encourages, participates in, and promotes activities that establish the outcomes of patient and client management provided by the physical therapist.

The physical therapist:

- A. Remains current in their knowledge of literature related to practice;
- B. Protects the rights of research subjects and maintains the integrity of research;
- C. Participates in research as appropriate to individual education, experience, and expertise;
- D. Educates physical therapists, physical therapist assistants, students, other health professionals, and the general public about new evidence from research and the outcomes of physical therapist practice; and
- E. Accesses and translates knowledge in support of clinical decisions, and uses literature based on its quality and appropriateness.

VII. Community Responsibility

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The physical therapist demonstrates community responsibility by participating in community and community agency activities, educating the public, formulating public policy, and providing pro bono physical therapist services.

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