

Carl Albert State College  
PTA

Department of Physical Therapist Assistant Education

Policy and Procedures Manual

Carl Albert State College

1507 S. McKenna

Poteau, Oklahoma 74953

918-647-1200

[www.carlalbert.edu](http://www.carlalbert.edu)

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## Table of Contents

Introduction .....	2
ADMINISTRATION AND ORGANIZATION.....	2
ACCREDITATION .....	3
SECTION I: WHERE TO GO/GENERAL CAMPUS INFORMATION .....	4
SECTION II PTA PROGRAM GENERAL INFORMATION/ADMISSIONS.....	10
PROGRAM MISSION STATEMENT, GOALS, AND OBJECTIVES .....	12
Carl Albert State College Mission.....	12
DEFINITION AND UTILIZATION OF THE PHYSICAL THERAPIST ASSISTANT .....	12
EQUAL OPPORTUNITY POLICY .....	13
AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT .....	14
ACCESS TO STUDENT RECORDS AND DIRECTORY INFORMATION .....	14
Drug Free Schools Policy Statement .....	15
TECHNICAL GUIDELINES FOR ADMISSION TO AND RETENTION IN THE PHYSICAL THERAPIST ASSISTANT PROGRAM .....	18
ADMISSION REQUIREMENTS .....	20
Cost of Training Information (Estimated) .....	26
DOCUMENTATION REQUIREMENTS FOR PTA STUDENTS.....	55
SECTION III: CURRICULUM .....	27
CURRICULUM DEVELOPMENT .....	34
DESCRIPTION OF PTA ADMINISTRATION AND FACULTY.....	41
COURSE DESCRIPTIONS.....	44
SECTION IV: PROGRAM POLICIES AND PROCEDURES.....	47
GENERAL POLICIES .....	48
PROGRESSION POLICIES.....	56
PTA GRADING & EVALUATION TECHNIQUES .....	58
ATTENDANCE POLICY .....	63
REQUIREMENTS FOR GRADUATION .....	67
STUDENT GRIEVANCE PROCEDURE IN THE DEPARTMENT OF PHYSICAL THERAPIST ASSISTANT EDUCATION.....	65
SECTION V: CLINICAL EDUCATION POLICIES .....	69
ACDEMIC COORDINATOR OF CLINICAL EDUCATION .....	70

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

CLINICAL FACULTY.....	71
CLINICAL EDUCATION ASSESSMENT .....	73
CLINICAL AFFILIATION AGREEMENT .....	74
CLINICAL SITE INFORMATION FORMS.....	75
CLINICAL CURRICULUM.....	75
CLINICAL ASSIGNMENT .....	76
CLINICAL GRADING.....	77
STUDENT EVALUATIONS .....	80
STUDENT SUPERVISION POLICY .....	81
Reporting Clinical Incidents/Dismissal.....	81
STUDENT CLINICAL RESPONSIBILITIES .....	83
Attendance.....	83
Inclement Weather Policy.....	83
Make-up Scheduling .....	84
Tardiness.....	84
DRESS CODE AND CLINICAL APPEARANCE.....	84
STUDENT UNIFORM .....	84
CONDUCT AND BEHAVIOUR .....	85
CONFIDENTIALITY.....	85
DEMONSTRATION .....	85
ASSIGNMENTS MADE IN CLINICAL.....	85
CLINICAL VISITS .....	86
STUDENT PHYSICAL CONDITION .....	86
LIABILITY INSURANCE.....	86
UNIVERSAL PRECAUTIONS/HEALTH STATUS/HAZARDOUS MATERIALS.....	86
DRUG SCREEN POLICY .....	87
SAFETY.....	87
SUGGESTIONS TO CLINICAL INSTRUCTORS.....	88
ORIENTATION OF STUDENTS .....	88
LEARNING OPPORTUNITIES .....	89
HAZARD EXPOSURE INFORMATION.....	90
SECTION VI: PROGRAM RESOURCES .....	91

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

SECTION VII: ACADEMIC FACULTY DEVELOPMENT PLAN .....	98
(FLOW CHART) .....	100
SECTION VIII: FORMS .....	101
FACULTY FORMS .....	102
Forms for students.....	110
Program Letters/Forms.....	121
Clinical Education Forms.....	127

**SECTION I: INTRODUCTION**

## **Introduction**

This handbook was developed as a guide to the policies and procedures of the Physical Therapist Assistant Education Program to aid students, instructors, clinical coordinators, clinical instructors, and interested parties to the Carl Albert State College Physical Therapist Assistant Program. This handbook is intended as a supplement to the Carl Albert State College Student Handbook and not intended to replace it. This handbook should be used as a guide to understand the academic and clinical policies of the PTA program.

The regulations in this handbook are based upon present conditions and are subject to change without notice. Carl Albert State College and the Physical Therapist Assistant Program faculty reserve the right to modify any statement in accordance with unforeseen conditions and to update and make policy and procedure changes when necessary. Policy modification and addition will many times be presented to the PTA Advisory Committee at the annual spring meeting.

The Physical Therapist Assistant faculty welcomes recommendations for changes from administration, academic and clinical faculty, and students. However, the Physical Therapist Assistant faculty members reserve the right to update and make policy and procedural changes when necessary. Policies are subject to change periodically and the faculty of the PTA education program will inform all stakeholders prior to policy or procedural change or implementation. Policies are reviewed during the fall, winter, and spring PTA Faculty meetings and recommendations are taken at that time to be presented to the PTA Advisory Committee. It is ultimately the student's responsibility to be aware of and adhere to all new or revised policies.

## **ADMINISTRATION AND ORGANIZATION**

The PTA program exists as an academic unit in the Division of Health Sciences with the associate degrees in nursing and radiography.

The Director of the Department of Physical Therapist Assistant Education reports directly to the chairperson of the Divisions of Health Sciences, who reports to the Vice President of Academic Affairs.

The program director and faculty all teach, develop curriculum, advise students, serve on institutional and program committees and participate in clinical and professional development activities.

### **RELATIONSHIP TO STATE HIGHER EDUCATION SYSTEM**

Carl Albert State College (CASC) is a member of the higher education system of the State of Oklahoma. CASC is administratively under its own governing Board of Regents.

## ACCREDITATION

Carl Albert State College is Accredited by the:

Higher Learning Commission  
North Central Association of Colleges and Schools  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602  
1-800-621-7440

The Physical Therapist Assistant Education program at  
Carl Albert State College is accredited by the  
Commission on Accreditation in Physical Therapy Education (CAPTE),  
1111 North Fairfax Street, Alexandria, Virginia 22314;  
telephone: 703-706-3245;  
email: [accreditation@apta.org](mailto:accreditation@apta.org);  
website: <http://www.capteonline.org>

**SECTION I: GENERAL CAMPUS INFORMATION**



# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## ADMINISTRATIVE OFFICERS OF THE COLLEGE

President of Carl Albert State College.....Dr. Jay Falkner  
VP of Academic Affairs.....Dr. Marc Willis  
VP for Student Affairs.....Randy Graves  
Assistant to the President & CEO of the  
CASC Development Foundation .....Mandy Roberts  
Chief Financial Officer .....Brian Roberts  
Vice President for Technology.....Michael Martin  
Public Relations Officer .....Shannon McKrosky

## ACADEMIC DIVISIONS AND CHAIRS

Director of Sallisaw Campus  
Sallisaw Campus .....Bryan Warner  
Business and Technology  
Holton Business Center.....Bill Gann  
Environmental/Industrial Technology  
Bill Gann .....Business Center  
Health, Physical Education and Recreation  
Leroy Nolan .....Hemphill Hall  
Health Science  
Dr. Linda Pearson.....Bill Carroll  
Mathematics  
Reed Center.....Jerry Holton  
Science  
Reed Center.....Jerry Holton  
Social and Behavioral Sciences/ Communications and Fine Arts  
Ollie Center.....Kristi McConnell

**DEPARTMENT OF PHYSICAL THERAPIST ASSISTANT EDUCATION**  
**FACULTY AND STAFF**

**Director/Instructor, PTA Education**

Kendal Repass MS, PTA, ATC

Johnson Hall 202B

918-647-1285

[krepass@carlalbert.edu](mailto:krepass@carlalbert.edu)

**Academic Coordinator Clinical Education/Instructor**

Jeri Hobday PT

Johnson Hall 202C

918-647-1352

[jhobday@carlalbert.edu](mailto:jhobday@carlalbert.edu)

**Associate Faculty**

Bill Carroll MPT

Johnson Hall 202D

918-647-1358

[bcarroll@carlalbert.edu](mailto:bcarroll@carlalbert.edu)

**Health Sciences Administrative Assistant**

Dee Steele

Health Sciences 717

918-647-1355

[deesteele@carlalbert.edu](mailto:deesteele@carlalbert.edu)

All PTA faculty may be contacted through the Health Sciences office on the campus of Carl Albert State College in HS717 @ 918-647-1355.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## Telephone Numbers To Help You

### **Poteau Main College Number      647-1200**

<u>What</u>	<u>Who to See</u>	<u># to call</u>	<u>Location</u>
Academic Affairs	Vice President for Academic Affairs	1230	JH 200
Activities and Organizations	Student Activities Coordinator	1374	HH 150
Admissions and Records	Registrar	1300	HH 112
ADA Coordinator	Vice President for Student Affairs	1370	HH140
Athletics	Athletic Director	1376	HH 150
Bookstore	Bookstore Manager	1390	CB 908
Business Office/Cashier	Cashier	1325	HH 153
Campus Publications			
Master Calendar of Events	Admin Asst for VP for Student Affairs	1371	HH 140
Newsletter	Admin Asst for VP for Student Affairs	1371	HH 140
Student Newspaper	Public Relations Director	1452	OC 1111
Career Planning	Career Center Counselor/Advisors	1389	HH 150
Continuing Education/Outreach	Continuing Education Office	1232	JH 201
Counseling	Student Affairs Counselors	1372	HH 150
	Student Support Services	1366	HH130
Child Care Center	Child Care Director	1259	HT 505
Divisions (Academic)			
Business Technology	Division Chairperson	1215	BC 835
Communications & Fine Arts	Division Chairperson	1458	OC 1103
Environmental/Industrial Tech	Division Chairperson	1215	BC 835
Health, Physical Ed. & Rec.	Division Chairperson	1375	HH 150
Health Sciences	Division Chairperson	1350	HSC706
Mathematics/Science	Division Chairperson	1403	RC 102
Social & Behavioral Sciences	Division Chairperson	1458	OC 1103
Emergency Services			
During office hours	VP for Student Affairs	1370	HH 150
Evening and weekends	Poteau Police Department	647-8620, 911, 9-911	
Financial Assistance	Student Financial Aid Office	1343	HH 102
Insurance (Student)	Student Affairs	1372	HH 140
Job Placement			
on campus	Financial Aid Office	1340	HH 102
off campus	Career Center Counselor	1389	HH 150
Lost and Found	Admin Asst for VP for Student Affairs	1371	HH 140
Library	Librarian	1311	WL 402
Multicultural Services	Student Support Services	1366	HH130
President			
College	President	1210	BC 873
Student Government Assoc.	President	1372	HH 150
Residence Life	Office of Student Affairs	1374	HH 150
Student Affairs	VP for Student Affairs	1370	HH 140
Study Skills/Tutoring	Learning Resource Center	1316	WL 408
Testing Information	Learning Resource Center/Admissions	1389	HH 150
Transfer Guidelines/Information	Career Center Counselor	1389	HH 150
Veterans Services	Registrar	1300	HH 112
Vocational Rehabilitation	Voc-Rehab Counselors	647-8121	HH 106

**Building Abbreviations:**

- |  |                                       |                            |
|--|---------------------------------------|----------------------------|
| BC - F.L. Holton Business Center                     | CC - Costner Student Center           | HH - Hemphill Hall         |
| JH - Johnson Hall                                    | CB - Costner-Balentine Student Center | HT - High Technology Bldg. |
| WL - Joe E. White Library                            | HS- Health Science Center             |                            |
| OCAC-George Ollie Jr. Center for Academic Excellence | RC- Reed Center                       |                            |

## WHERE TO GO

**Admissions** Phone: (918-647-1300) Location: Hemphill Hall

<http://my.carlalbert.edu/admissions/>

- Applications for Admissions/ Concurrent Enrollment
- Maintains transcripts, GPA and course history
- Current Student Forms
- Veteran Student
- Keeps academic records, high school transcripts, immunization card, ACT scores, GED certificates and applications for admissions
- Verifies enrollments to insurance, VA, Choctaw Nation, Cherokee Nation, or other tribal education offices
- Center of International admission, VA Educational Benefits, Graduation, degree checks, and advanced standing

**Business Office** Phone: (918-647-1325) Location: Hemphill Hall

<http://www.carlalbert.edu/enroll/index.htm>

- Make payment of tuition and fees
- Pay fines
- Check current accounts status
- Deposit /disperse student organization money
- Obtain parking tags for (commuter only) non-residential students.
- Disperse financial aid checks
- Cash small personal checks (20\$ or less with a student ID).
- Give change for laundry and vending machines

**Financial Aid** Phone: (918-647-1343) Location: Hemphill Hall

<http://www.carlalbert.edu/financialaid/>

Students and their families receive individual counseling from our professional staff in areas such as:

- Completing the Free Application for Federal Student Aid (FAFSA)
- Free electronic filing of student financial aid applications
- Extended assistance for students selected for the verification process
- Provides assistance for students and parents interested in the student loan process
- Awards over 175 cash scholarships to current and prospective students each year
- Part time employment through the Federal Work Study Program for students who qualify
- Information and assistance to CASC students transferring to another college or university
- Financial aid workshops for area high school seniors and their parents.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

**Learning Resource Center** Phone: (918-647-1319) Location: Hemphill Hall

<https://www.carlalbert.edu/student-success-center/>

- Study hall
- Tutoring
- Social environment
- Proctoring
- Notes
- Textbooks
- Professional Tutoring
- Proofreading
- Writing Center

**Student Affairs** Phone: (918-647-1370) Location: Hemphill Hall

<http://www.carlalbert.edu/student-services/>

- Student Health Services
- Student Counseling Services
- Career counseling
- CASC student ID, term stickers, and meal stickers
- Residential parking passes
- Transferring to another college
- ACT testing and scores
- Residential housing information
- Recruiting information
- Student Government Association
- Athletics
- Student Activities
- Scholars Program information

**Campus Security** Phone: (918-649-7463) (918-647-8620) (911) (9-911) Location: Hamilton

Auditorium

<http://www.carlalbert.edu/campus-police/>

- Emergency
- Reporting a crime
- Jump starting a car
- Opening locked cars
- Safety programs

**SECTION II: PTA PROGRAM GENERAL INFORMATION**

### **HISTORY OF THE PROGRAM**

Carl Albert State College is a two-year community college situated in Poteau, Oklahoma. The college was founded during the Great Depression to offer educational opportunities to students who could not afford the cost of leaving home to attend school. The college was originally named Poteau Junior College with a name change in the 1950's to Poteau Community College and again in 1971 to Carl Albert Junior College in honor of the Speaker of the U.S. House of Representatives who represented the congressional district in which the school is located. In May 1990, the Oklahoma Legislature approved another name change to the present name— Carl Albert State College.

Carl Albert State College offers Associate Degrees in Arts, Science, and Applied Science and certificates of completion in many areas. The physical therapist assistant program was approved by the Oklahoma State Regents for Higher Education October 1993.

Planning and development of a Physical Therapist Assistant Education Program at Carl Albert State College (CASC) was initiated in July 1992 when institutional research indicated a local geographic need and support of such a program. Initial interest in a Physical Therapist Assistant Education Program was generated from the *"Allied Health Sciences"* Advisory Committee of CASC. Following initial interest, administrative personnel visited physical therapist assistant education programs at Tulsa Junior College, Tulsa, Oklahoma, Northwest Arkansas Community College, Bentonville, Arkansas, and the University of Central Arkansas, Conway, Arkansas.

In the fall of 1992, CASC conducted a needs assessment survey for a physical therapist assistant education program. The area surveyed included: Southeastern Oklahoma and those Western Arkansas counties bordering Oklahoma. Eighty-eight health care agencies and 26 public school systems were contacted. Thirty-Nine of the health care agencies responded (44%) and 15 public school systems (58%). Responses to this survey indicated that there is an overwhelming need for licensed physical therapist assistants in the surveyed area.

## **MISSION**

### **Carl Albert State College Mission**

*To provide affordable, accessible, and exceptional education that fosters student success.*

### **CASC Physical Therapist Assistant Education Mission**

*It is the mission of the Carl Albert State College Physical Therapist Assistant Program to educate our students with the necessary knowledge and skills to become an entry level Licensed Physical Therapist Assistant. We will strive to keep student costs low while connecting the student to nearby classroom and clinical education.*

### **CASC Physical Therapist Assistant Education Program Goals**

1. The PTA Graduate will demonstrate entry level performance of the Licensed Physical Therapist Assistant.
2. The PTA Program will possess a curriculum that provides the necessary knowledge and skills for the profession of the Physical Therapist Assistant.
3. The PTA Faculty will provide exceptional classroom and clinical education opportunities.

### **CASC Physical Therapist Assistant Education Program Objectives**

1. 75% of each cohort earn a 75% or better on all exams in the technical courses of the program.
2. 75% of graduates rate entry level on terminal clinical experiences.
3. 100% of the Core Faculty will annually complete at least one item in their faculty development plan that is consistent with their instructional content area.
4. 75% of students agree with admission process standard questions for incoming admitted students.
5. 75% of graduates agree with curriculum process standard questions for graduating students.
6. 100% of program graduates participate in 40 clock hours of volunteer service toward the Viking Clinic prior to graduation.
7. 75% of the admitted first year students will matriculate to the second year.
8. 100% of Program Faculty that meet minimum qualifications set forth by CAPTE.
9. 85% of program graduates attempting, pass the NPTAE

## **DEFINITION AND UTILIZATION OF THE PHYSICAL THERAPIST ASSISTANT**

### *Definition*

The physical therapist assistant is a health care worker who assists the physical therapist in the provision of physical therapy. The physical therapist assistant is a graduate of a physical therapist assistant associate degree program accredited by an agency recognized by the Secretary of the United States Department of Education or the Council of Postsecondary Accreditation.



### *Utilization*

The physical therapist assistant is required to work under the direction and supervision of the physical therapist. The physical therapist assistant may perform physical therapy procedures and related tasks that have been selected and delegated by the supervising physical therapist. Where permitted by law, the physical therapist assistant may also carry out routine operational functions, including supervision of the physical therapy aide or equivalent, and documentation of treatment progress. The ability of the physical therapist assistant to perform the selected and delegated tasks shall be assessed on an ongoing basis by the supervising physical therapist. The physical therapist assistant may, with prior approval by the supervising physical therapist, adjust a specific treatment procedure in accordance with changes in patient status.

When the physical therapist and the physical therapist assistant are not within the same physical setting, the performance of the delegated functions by the physical therapist assistant must be consistent with safe and legal physical therapy practice and shall be predicated on the following factors: complexity and acuity of the patient's needs; proximity and accessibility to the physical therapist; supervision available in the event of emergencies or critical event; and type of setting in which the service is provided. The physical therapist assistant shall not perform the following physical therapy activities: interpretation of referrals; physical therapy initial evaluation or re-evaluation; identification, determination of modification of plans of care (including goals and treatment programs) final discharge assessment/evaluation or establishment of the discharge plan; or therapeutic techniques beyond the skill and knowledge of the physical therapist assistant.

### **EQUAL OPPORTUNITY POLICY**

The Board of Regents, president, and administrative officers of Carl Albert State College reaffirm the policy that no discrimination on the grounds of race, color, or national origin will exist in any area of the college.

Carl Albert State College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991 and other Federal Laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

Carl Albert State College is an equal opportunity employer

## **AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT**

Carl Albert State College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which prohibits discrimination against otherwise qualified individuals with disabilities and mandates that reasonable accommodations are made for such persons.

To access these services, students must initiate their request each semester by meeting with the disability services coordinator to discuss their physical or academic needs. Each student is encouraged to act as his/her own advocate and has the major responsibility for securing assistance. Early and regular contact with the counselor will help ensure services and accommodations. It is strongly recommended that all documentation be provided before the second week of classes to ensure that accommodations are made in a timely manner. Disability services coordinator Crissy Keaton can be reached at 918-647-1319 or by email at [ckeeton@carlalbert.edu](mailto:ckeeton@carlalbert.edu). Her office is located in the Student Success Center in Hemphill Hall. If you attend the Sallisaw campus you may contact Tamara Wright located in the Learning Resource Center.

Additional information can be obtained from the Student Disability Services Website at: <https://carlalbert.edu/student-services/student-disability-services/>

## **ACCESS TO STUDENT RECORDS AND DIRECTORY INFORMATION**

The following information concerning student records maintained by Carl Albert State College is provided in compliance with the Federal Education Rights and Privacy Act of 1974 (PL93-380). The Act provides that all records maintained on a student be made available for inspection by that student. The student must not only have access to the full records, but must also be given the opportunity to challenge any portion of the record.

The Act further provides that certain portions of the record are deemed directory information. Directory information may be released to the public without authorization of the student. Carl Albert State College hereby designates the following student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion, but typically is used for graduation announcements, honor roll publications, etc.

- a. Student's name
- b. Local and permanent addresses
- c. Telephone number
- d. Date and place of birth
- e. Major Field of study
- f. Sex
- g. Academic classification
- h. Participation in officially recognized organizations, activities, and sports

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

- Weight and height of participants in officially recognized sports
- i. Educational institutions previously attended
- j. Dates of attendance at Carl Albert State College
- k. Degrees and awards granted
- l. Degree(s) held, dates granted, and institution(s) granting such degree(s)
- m. Part- or full-time enrollment status

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of Admissions at Carl Albert State College prior to the third week of classes during the fall and spring semesters and prior to the second week of classes during the summer semester. Forms requesting the withholding of "Directory Information" are available in the Office of Admissions or online at: <https://www.carlalbert.edu/wp-content/uploads/2013/09/FERPA-Withhold-Directory-Information-1718.pdf>

All inquiries concerning information on students enrolled at Carl Albert State College and former students must be submitted in written form. Carl Albert State College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

Portions of the student record not included in directory information may be released to the public without specific written authorization of the student.

Additional information about access to student records is available from the Director of Admissions and Records.

Information related specifically to the physical therapist assistant program including but not limited to, application information, immunization information, liability insurance, and criminal background check are maintained in the physical therapist assistant offices and will be treated confidentially. Only those persons involved in the student's educational process will have access to his or her records. Access by any person other than the above will require a release of information statement signed by the student.

### **Drug Free Schools Policy Statement**

The Drug Free Schools and Communities Amendments of 1989 require an institution of higher education to certify to the US department of Education by 10-1-90, that is has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Carl Albert State College to comply with this statutory directive.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

As set forth in local, state, and federal laws, and the rules and regulations of the College, CASC prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the College or as part of College activities. C. Internal Sanctions

Any student or employee of the College who has violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the College.

<https://www.carlalbert.edu/wp-content/uploads/2018/02/Drug-free-statement-brochure-updated-12-2017.pdf>

<https://carlalbert.edu/wp-content/uploads/2014/08/Tobacco-Free-Campus-Policy.pdf>

**SECTION III PTA PROGRAM ADMISSIONS**

## **TECHNICAL GUIDELINES FOR ADMISSION TO AND RETENTION IN THE PHYSICAL THERAPIST ASSISTANT PROGRAM**

Enrollment in the Associate in Applied Science in Physical Therapist Assistant Program is limited to 17 per cohort because of available laboratory and clinical experience facilities in the community as well as limited faculty and financial resources.

Carl Albert State College fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 for qualified handicapped individuals and the Americans with Disabilities Act of 1990. Therefore, applicants are encouraged to self-identify their accommodation needs as part of the admissions process. It is important to note that in order to successfully progress through the PTA curriculum and function as a practicing physical therapist assistant upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory, and dexterity requirements.

Therefore, in order to be considered for admission to or retention in the physical therapist assistant program after admission, all applicants will possess:

1. Sufficient visual acuity, such as is needed in the accurate preparation and administration of physical therapy, and for the observation necessary for client assessment and physical therapy care.
2. Sufficient auditory perception to receive verbal communication from clients and members of the health team and to assess health needs of people through the use of monitoring devices such as stethoscopes, timers, cardiac monitors, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills required in meeting client health care needs safely. These include, but are not limited to, manipulation of equipment and performance of CPR.
4. Sufficient communication and language skills (speech, comprehension, reading, writing) to interact with clients and the health care team to communicate effectively, as may be necessary in the client's interest and safety.
5. Sufficient intellectual functions and emotional stability to plan and implement care for clients.

The individual will need to notify the Department of Physical Therapist Assistant Education Advisory Committee in writing if such a disability exists or occurs during matriculation in the PTA program. Professional documentation may be requested regarding the individual's ability to perform tasks required of a physical therapist assistant.

An individual denied admission or continuance in the program due to the inability to perform certain activities has the right to appeal any decision made. A complete copy of the Grievance Procedure may be obtained from the Americans with Disabilities Act Coordinator located in Hemphill Hall.

### **ADMISSION OF PERSONS WITH AN ARREST AND/OR CRIMINAL CONVICTION**

No individual may be admitted to the Associate in Applied Science (Physical Therapist Assistant) program who has not or will not complete any parole and/or probationary requirements prior to the applications deadline.

Individuals who have been arrested and/or convicted of a felony offense, a drug or alcohol related offense, or certain offenses involving moral turpitude (i.e., larceny) prior to admission to the PTA program are considered on an individual basis by the PTA Advisory Committee. In these deliberations, the PTA Advisory Committee considers the following factors:

1. The nature of the crime(s);
2. Evidence of rehabilitation;
3. Personal characteristics;
4. Behavior/action since the offense was committed;
5. The total criminal records; and
6. The disciplinary action of the court.

Individuals with an arrest and/or criminal conviction are advised that the Oklahoma State Board of Medical Licensure and Supervision will consider their application for licensure by examination on an individual basis. This may require a personal appearance before the Board in the final semester of the program. It is a prerogative of the Oklahoma State Board of Medical Licensure and Supervision to grant or deny the application.

### **STUDENT RECRUITMENT**

The PTA Program recruits students from any and all available venues. Primary student recruitment takes place from several methods. The first is held by a full time employee of the college who communicates to the CASC service area and on behalf of the PTA program. Other primary methods of recruitment include faculty advisement, interactions of faculty and students in the general education setting, scheduled speaking engagements with physical and biological courses, and faculty appearances at transfer or job fairs. A secondary method of recruitment is the CASC PTA website and social media efforts that potential students can visit anytime that is maintained by both the Program Director and Public Relations Director.

## ADMISSION REQUIREMENTS

The applicant **MUST** meet the following criteria to be eligible for application/admission to the Associate in Applied Science (Physical Therapist Assistant) program:

1. Eligible for admission to Carl Albert State College
  2. ACT Composite Score
    - A. **Original ACT** (taken prior to September 1989) composite score of **17** required – or-
    - B. **Enhanced ACT** (taken after September 1989) composite score of **19** required.
    - C. The minimum ACT composite score is required for all applicants regardless of degree earned
  3. Grade point average:
    - A. A retention grade point average (GPA) of 2.5 (C) or above on academic work completed is required.
    - B. Points will be given for GPA (college courses or high school) using the following guidelines:

12 hours college credit or more attempted - use retention college GPA (*high school transcript not required – submit college transcripts*)

11 hours college credit or fewer - use high school GPA (*submit high school transcript*)
- Note:** Grades earned in zero level courses are not included in calculating the retention GPA nor are they included in the 12 hours of college credit.
4. Reading Scores:
    - A. A 12<sup>th</sup> grade reading level is required.
    - B. Applicants whose “Original ACT” combined Social Studies and Natural Sciences subtest scores are less than 28 will be required to take the Accuplacer Test for Reading and achieve a minimum score of 90.
    - C. Applicants whose “Enhanced ACT” Reading subtest score is less than 19 will be required to take the Accuplacer Test for Reading and achieve a minimum score of 90. If the score is less than 90, the student will be required to enroll in appropriate remedial courses.



## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

- D. Applicants whose “Enhanced” or “Original” subtest scores (excluding math) may meet this requirement by having completed ENGL 0113 Intro to College Reading and/ or ENGL 0111 Fast Track Reading Lab with a minimum grade of C.
  - E. Applicants whose “Enhanced” or “Original” subtest scores (excluding math) may meet this requirement by having completed ENGL 0123 Intro to College Writing and/ or ENGL 1113 Freshman Composition I and ENGL 0121 Fast Track with a minimum grade of C.
5. Math Competency
- A. ACT Math Subtest Score of 19 required
  - B. Applicants who’s ACT Math subtest score is less than 19 may meet this requirement by having completed Math 0123 – Intermediate Algebra or Math 1513 – College Algebra with a minimum grade of C.

6. *To obtain points for application all science courses and prerequisite courses required by the physical therapist assistant program must have been completed within the last five (5) years prior to the student's admission into the physical therapist assistant program. A grade of “C” or better must be made in the science courses.*

*Students admitted to the PTA program are not required to retake the course if it is completed with a C or higher and can count the course toward the completion of the AAS PTA degree.*

*Zoology 2124 – Human Anatomy*

*Zoology 2114 – Human Physiology*

*AHS 1113 – Medical Terminology*

*Zoology 1114 – General Zoology*

*Chemistry 1115 – General Chemistry I\**

*Chemistry 1025 – General Organic and Biological Chemistry \**

*All PHTA course work offered as “Supplemental College Courses” (section 6) must have been completed within the last two (2) years prior to the student's admission into the physical therapist assistant program. A grade of “C” or better must be made in the PHTA courses. Courses to which this policy applies are:*

*PHTA 1203 – Applied Anatomy*

*PHTA 2363 – Kinesiology*

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

*PHTA 1203 Applied Anatomy and PHTA 2363 Kinesiology are only available for those students that have been admitted to the PTA program and/or those students completing the Pre-Sports Medicine option of the A.S. Allied Health degree at CASC.*

7. Admission to the AAS PTA Education program is competitive. Meeting the minimum requirements for admission does not guarantee acceptance. Applicants are scored on a number of objective criteria. The criteria include:
  1. ACT Composite Score;
  2. Retention GPA ( $\geq 12$  college hours/college GPA) ( $< 11$  college hours/HS GPA);
  3. Completed general education courses that are required for the AAS PTA degree;
  4. Supplemental courses completed;
  5. Completion of a prior degree from an accredited college or university;
  6. Completion of observation hours.

**The PTA education program DOES NOT use subjective methods for admission criteria such as a personal interview or personal reference.**

Once it has been determined that an applicant meets the minimum criteria for application/admission to the program, all applicants are scored using the Admissions Summary Worksheet.

The seventeen (17) applicants with the highest score from each application year are offered admittance to the AAS PTA education curriculum. The eighteenth (18) highest applicant becomes the first alternate with the alternate list progressing based upon applicant total score (18<sup>th</sup> = 1<sup>st</sup> alternate, 19<sup>th</sup> = 2<sup>nd</sup> alternate, etc.). The length of the alternate list varies and is determined by the total number of applicants.

### **Transfer Students**

Students requesting transfer from another PTA program must meet all of the eligibility and application requirements and present a letter of “good standing” from the institution they are transferring from with the completed application during the application period from October 1<sup>st</sup> to February 1<sup>st</sup> of each academic year. The Advisory Committee will consider each transfer student on an individual basis and based on current program enrollment. Because of course sequencing, the Director will evaluate the transfer applicants transcripts and course descriptions and make recommendations to the Advisory Committee.

Applicants that hold a professional degree in a related field (as determined by the PTA faculty) and currently hold a state license and practicing in that profession may apply according to the program application guidelines. Additionally, those applicants may request to challenge any course in the PTA curriculum for credit. The number of courses, method of challenge, and passing score will be determined on an individual basis by the PTA Faculty.

All transfer students must follow current institution policies regarding the number of credit hours required to be eligible for graduation from CASC.

**DEPARTMENT OF PHYSICAL THERAPIST ASSISTANT EDUCATION  
ADMISSION SUMMARY WORKSHEET**

Applicant Name \_\_\_\_\_ Application Year \_\_\_\_\_

**ACT Composite Score (Check)**

<b>Points</b>	Score _____	<u>Points Poss.</u>	<input type="checkbox"/> <u>Enhanced</u>	<input type="checkbox"/> <u>Original</u>
		5	20-22	16-20
		10	23-25	21-23
		15	26+	24+

Reading Requirement (Enhanced ACT 19; Original ACT 28; Compass Rdg 81)

\_\_\_\_\_ ACT Subtest Score      \_\_\_\_\_ Compass Reading

ACT Math Requirement (Enhanced ACT – 19; Original ACT – 16)

\_\_\_\_\_ ACT Subtest Score      \_\_\_\_\_ Math 0123 or Math 1513

**Grade Point Average (GPA) (Check)**      College       HS

<b>Points</b>	GPA _____	<u>Retention GPA</u>	<u>College Points</u>	<u>HS Points</u>
		2.50 - 2.74.....	.....5.....	.....4
		2.75 - 2.99.....	.....10.....	.....8
		3.00 - 3.24.....	.....15.....	.....12
		3.25 - 3.49.....	.....20.....	.....16
		3.50 - 3.74.....	.....25.....	.....20
		3.75 - 4.00.....	.....30.....	.....24

**Earned College Credit (A = 4, B = 3, C = 2, D = no points awarded)**

<b>Points</b>	___ ENGL 1113	___ Zoo 2124	___ HIST 1483
	___ ENGL 1213	___ Zoo 2114	___ POS 1113
			___ PSY 1113

**Supplemental College Courses** \_\_\_\_\_

**Points**      Points will be given as listed below if courses are completed grade C or better:

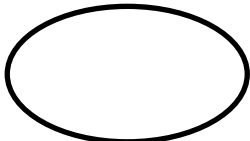
\_\_\_\_\_ Math 1513      \_\_\_\_\_ AHS 1113  
 \_\_\_\_\_ Zoo 1114      \_\_\_\_\_ CHEM 1115

**Prior Degrees Earned (Check)**

<b>Points</b>	<u>Points Available</u>	<u>Degree</u>
	5	<input type="checkbox"/> Associates
	10	<input type="checkbox"/> Bachelors
	15	<input type="checkbox"/> Masters

**Observation Preference Points (Check) (5 points)**

**Points**       Yes       No



## **PTA PROGRAM APPLICATION TIMELINE**

October 1 <sup>st</sup> -February 1 <sup>st</sup>	Applications for admission
February 1 <sup>st</sup>	Application deadline
March of each year	Notification of applicant status
August of each year	PTA program cohort intake
May of each year	PTA second year cohort graduation
Year round	Information packets available

Forms and information included in the application packet MAY NOT be copied without written permission from the Health Sciences Division.

## **LATE APPLICANTS and PROGRAM INTAKE**

Applicants, who submit an application after February 1st, may be considered IF the admission quota is not met. Late applicants will be considered prior to classes starting in the fall semester on a space available basis.

Enrollment in the Associate in Applied Science in Physical Therapist Assistant Program is limited to 17 per cohort because of available laboratory and clinical experience facilities in the community as well as limited faculty and financial resources.

The PTA Faculty reserve the right to increase or decrease the number of applicants admitted to the PTA program based on program needs only with approval from the Vice President of Academic Affairs and the Commission of Accreditation of Physical Therapy Education .

## **APPLICATION PROCEDURES**

1. Complete the admission process for Carl Albert State College in the office of Admissions or [www.carlalbert.edu](http://www.carlalbert.edu) and Apply Now
2. Complete an application form for admission to the Associate in Applied Science in the Physical Therapist Assistant program. Application will be available October 1<sup>st</sup> at <https://carlalbert.edu/academics/divisions/health-science/physical-therapist-assistant/>
3. Possess and Submit an Official ACT Composite Score of 19 to the Department of PTA Education. (Official High School Transcripts are accepted with ACT Score posted)
4. Possess and Submit an Official copy of your transcript ALL colleges attended including CASC AND from high school if not more than 12 college hours completed. Transcripts are to be submitted to the PTA education office and will not be requested from Admissions.

5. The application process must be completed by February 1st of each year. It is the applicant's responsibility to check with the division office to be sure all required forms and/or information have been received before the February 1st deadline.
6. Applicants will be notified by Email of the decision of the Advisory Committee. Applicants who are not admitted may reapply in subsequent years.

Only one class is admitted each year - in the fall semester. The application is made available after October 1st each year.

An official copy of ALL transcripts must be submitted with the application to the office of PTA Education.

Upon admission into the PTA program, the applicant will be required to complete a Health Survey form and Criminal Background Check.

THERE MAY BE ADDITIONAL COURSES YOU WILL NEED TO TAKE BASED ON ACT SCORES AND/OR HIGH SCHOOL CURRICULAR DEFICIENCIES, AND \*PREREQUISITES.

Because the AAS is a non-transferable terminal degree, prerequisite courses **may be** waived when a student has been admitted to the AAS Physical Therapist Assistant Education program. The student should understand that the courses requiring a prerequisite may not transfer (ZOO 2114 Human Physiology/ZOO 2124 Human Anatomy). It is recommended that until officially admitted to the PTA program, the student attempt to complete all prerequisite course work.

## Cost of Training Information (Estimated)

Required Tuition, Fees, Etc. @ \$137.50/Hr. General Education Courses and

\$187.50/Hr. for PTA Courses (\$75.00 per course PTA Academic Service Fee) (4/12)

<b>Tuition / Fees estimated for General Education (23 hours )</b>	<b>\$3,142.00</b>
<b>Tuition and Fees estimated for PTA Technical education (42 hours)</b>	<b>\$9,075.00</b>
<b>Text Books (Total over PTA Technical Education only estimated)</b>	\$1500.00
PTA Program Shirt/ Scrubs (clinical education requirement)	\$25.00
Pants (clinical education requirement)	\$25.00
Closed toe shoes(clinical education requirement) <i>(Students may have complete)</i>	\$50.00
Criminal Background Check(clinical education requirement)	\$44.00
Immunizations/ Titer (clinical education requirement) <i>(Students may have complete)</i>	\$200.00
CPR Certification (clinical education requirement)	\$40.00
<b>Total Estimated Cost of PTA Education</b>	<b>\$14,101.00</b>

**\*Does not included travel expenses. Each student is expected to supply their own means of transportation to and from their clinical experience. A total of 16 weeks of full time (5 days/week, 8 hours/day) clinical experience is required to graduate from the program. The amount of money required to travel depends upon the distance of the students' place of residence to their clinical experience. In the event that a student requests or is assigned a clinical experience beyond commuting distance, the student is responsible for any costs incurred for room and board they may require at a given affiliation. The average distance to a clinical facility from CASC is approximately 30 miles.**

### **SECTION III: CURRICULUM**

## **PROGRAM DESCRIPTION:**

The Physical Therapist Assistant Education Program at Carl Albert State College is an integrated two year program. This type of program combines general education requirements with PTA technical and clinical education requirements over a 21 month period. The PTA technical education requirements must be taken in the order they are presented in the curriculum.

The designed curriculum provides the student a sequenced progression through general education, technical support, and technical specialty courses. The first semester allows the student to focus on written communication, social sciences, and human anatomy while exploring the career of the physical therapist assistant. The student also begins clinical sciences studies in the physical disabilities. Patient care skills provided to the student in the first semester serve as a foundation to many health care careers.

During the second semester the plan of study expands the formal physical therapist assistant education. At this point the students in the PTA program continue their basic science studies with human physiology, and anatomy and physiology for PTAs. Physical therapy practice theory and skills are learned in PHTA 1292 Physical Therapy Procedures I and observed in the course PHTA 1231 Clinical Orientation. If the student withdraws from the physical therapist assistant plan of study at this point due to personal reasons, the skills learned will enable the student to seek employment as a physical therapy aide with a certificate granted from the college.

The third semester continues basic science and clinical science studies with PHTA 2363 Kinesiology and PHTA 2353 Neurology and Pathology. Additional practice courses in advanced procedures for basic therapeutic exercise are taken also in this semester. The knowledge and skills learned throughout the third semester are practiced in the clinic under supervision during PHTA 2332 Clinical Experience I.

The fourth semester focuses on the advanced therapeutic intervention skills necessary to practice in rehabilitation and with complex patients. The psychosocial aspects of physical therapy are presented in this semester to better allow the student to apply the knowledge following experience in the third semester. The PTA Seminar course (PHTA 2382) is also offered this semester. Knowledge and skills learned throughout the fourth semester is practiced in the clinic under supervision during PHTA 2432 Clinical Experience III.

The fifth and final semester consists of two five week full-time clinical rotations during the final 10 weeks of the spring semester. The extended clinical experience will allow the student to work under decreasing supervision and develop necessary practice management skills.



\*Because the AAS is a non-transferable terminal degree, prerequisite courses may be waived when a student has been admitted to the AAS Physical Therapist Assistant Education program. The student should understand that the courses requiring a prerequisite may not transfer (ZOO 2114 Human Physiology/ZOO 2124 Human Anatomy). Until officially admitted to the PTA program, all prerequisite course work must be completed. Students admitted to the PTA Education program are able to complete the program in 65 hours or less.

General Education Courses that require prerequisites (waived once accepted to the PTA Education Program):

<u>Course</u>	<u>Prerequisite</u>
Human Anatomy	General Zoology
Human Physiology	General Zoology –and- Chemistry I/ Gen. Org. BioChem

## **DEGREE REQUIREMENTS**

The Associate in Applied Science in Physical Therapist Assistant (AAS-PTA) will be awarded to students who successfully complete the listed courses with a minimum grade of “C” and comply with all academic regulations of Carl Albert State College, Carl Albert State College Physical Therapist Assistant Education program, and the Oklahoma State Regents for Higher Education.

1. Length of program:  
Five semesters (twenty one months)
2. Required courses:

General Education	15 credit hours
Technical Support	8 credit hours
Technical Specialty	<u>42 credit hours</u>
Total	65 credit hours

THERE MAY BE ADDITIONAL COURSES YOU WILL NEED TO TAKE BASED ON ACT SCORES AND/OR HIGH SCHOOL CURRICULAR DEFICIENCIES, AND \*PREREQUISITES

## **COURSES AND PREREQUISITE REQUIRMENTS**

General Education – 15 credit hours required in the following courses (may be taken prior to admission to the PTA education program):

Course Number	Title	Credit Hours	Prerequisites
ENGL 1113	Freshman Composition I	3	Adm. to CASC
ENGL 1213	Freshman Composition II	3	Adm. to CASC
HIST 2483	American History 1492-1865	3	Adm. to CASC
	or		
HIST 2493	American History 1865-Present	3	Adm. to CASC
POS 1113	American Federal Government	3	Adm. to CASC
PSY 1113	General Psychology	3	Adm. to CASC

Technical Support – 8 credit hours required in the following courses:

Course Number	Title	Credit Hours	Prerequisites
ZOO 2114	Human Physiology	4	Zoo 1114, & Chem 1115 or 1025 or faculty permission
ZOO 2124	Human Anatomy	4	Zoo 1114 or faculty permission

Technical Specialty – 42 credit hours required- permission from Department of Physical Therapist Assistant Education required for enrollment in all courses:

Course Number	Title	Credit Hours	Prerequisites
PHTA 1113	Introduction to Physical Therapy	3	Adm. to CASC PTA Program
PHTA 1203	Anatomy and Physiology for PTAs	3	Zoo 2124, Human Anatomy, concurrent enrollment in Zoo2114 Human Physiology PHTA 1113 Intro to PT
PHTA 1231	Clinical Orientation	1	PHTA 1113 Intro to PT
PHTA 1283	Physical Disabilities	3	PHTA 1113 Intro to PT
PHTA 1292	Physical Therapy Procedures I	2	PHTA 1113 Intro to PT
PHTA 2343	Physical Therapy Procedures II	3	PHTA 1292
PHTA 2353	Neurology and Pathology	3	PHTA 1203, 1283
PHTA 2363	Kinesiology	3	PHTA 1203, 1283
PHTA 2373	Therapeutic Exercise I	3	PHTA 1292
PHTA 2382	PTA Seminar	2	PHTA 2373
PHTA 2413	Rehabilitation	3	PHTA 2373
PHTA 2432	Clinical Experience II	2	PHTA 2332

PHTA 2442	Psychosocial Aspects of Physical Therapy	2	PHTA 2373
PHTA 2473	Therapeutic Exercise II	3	PHTA 2373
PHTA 2534	Clinical Experience III	4	PHTA 2413

## Program of Studies Sequence

*The student will NOT be required to repeat courses already completed. Italicized courses are typically complete prior to the program admission and would not be a part of the semester but are listed to show sequence if needed. There may be additional course requirements based on ACT score and/or high school deficiencies and prerequisites*

**Fall Semester:**

<i>English 1113 Freshman Composition I</i>	3
<i>Zoology 2124 Human Anatomy (**Prereq Zoo1114)</i>	4
<i>Psychology 1113 Introduction to Psychology</i>	3
PHTA 1283 Physical Disabilities	3
PHTA 1113 Introduction to Physical Therapy	3

**Spring Semester:**

<i>Zoology 2114 Human Physiology (**Prereq Zoo 1114, Math 1513 &amp; Chem 1115 or Chem 1015)</i>	4
<i>English 1213 Freshman Composition II</i>	3
<i>History 1483 OR 1493 American History</i>	3
PHTA 1203 Anatomy and Physiology for PTAs	3
PHTA 1231 Clinical Orientation	1
PHTA 1292 Physical Therapy Procedures I	2
<i>Political Science 1113 American Federal Govt.</i>	3

**Second Year Fall Semester:**

PHTA 2332 Clinical Experience I	2
PHTA 2343 Physical Therapy Procedures II	3
PHTA 2353 Neurology and Pathology	3
PHTA 2363 Kinesiology	3
PHTA 2373 Therapeutic Exercise I	3
PHTA 2432 Clinical Experience II	2

**Second Year Spring Semester:**

PHTA 2482 PTA Seminar (1st 8 week)	2
PHTA 2413 Rehabilitation (1st 8 week)	3
PHTA 2473 Therapeutic Exercise II (1st 8 week)	4
PHTA 2442 Psychosocial Aspects of PT (1st 8 week)	2
PHTA 2534 Clinical Experience III (2nd 10* Week)	4

	Total	65 Cr. Hrs.
--	-------	-------------

\*Graduation will occur in May.

\*\* Prerequisite course work is not calculated into the total

## **CURRICULUM DEVELOPMENT**

### **A. Program Development/Assessment**

The following participants assist with ongoing and/or periodic evaluation and program development and governance of the program:

1. Program Director
  - a. Active in all aspects.
2. PTA faculty
  - a. Active in all aspects.
3. PTA Students
  - a. Active in most aspects through communication with faculty and through course/instructor evaluations.
4. Advisory Committee
  - a. Active in most aspects through communication with the Program Director and faculty, and through the annual advisory committee meeting. All curriculum and policy modifications must be voted on and passed here first and curriculum must then be submitted for approval by the institutional curriculum committee.
5. Curriculum Committee
  - a. An ad hoc committee chaired by the Vice President of Academic Affairs to determine implementation of modifications or new curriculum.
6. Health Sciences Division Chairman
  - a. Active in all aspects through assistance and supervision of Program Director, PTA faculty, participation in Advisory Committee meetings, annual program evaluation meetings, etc.
7. Vice President of Academic Affairs
  - a. Active in many aspects through program evaluation meetings, administrative support and decision making.

### **B. Course Content, Descriptions, Hours and Numbers**

Oklahoma State Board of Regents for Higher Education policy specifies procedures for alteration of catalogue listings. Decision to alter catalogue listings for the PTA program are based upon input primarily from program faculty, students, Division Chairman and Advisory Committee with official review of, and agreement on needed changes at each Spring Advisory/ Advisory Committee meeting. Details of course content are planned by the program faculty, especially the Program Director.

### **C. Course Scheduling**

The Program Director and Health Sciences Division Chair plan course schedules and will make every attempt to accommodate faculty and student scheduling needs.

### **D. Textbook Selection**

PTA faculty will select textbooks with input from students using information gathered from course evaluation. The Program Director is responsible for supervising book selection. Textbooks will reflect course content and should have the potential to be utilized as an adjunct learning tool.

E. Standing Committees\*

1. *Advisory Committee\**

a. *Meets 1x/academic year or if a critical incident arises*

Chair	Director, PTA Education
Co-Chair	ACCE, PTA Education
Member	CASC Science Faculty
Member	CASC Health Sciences Division Chair
Member	CASC Vice President Student Affairs
Member	CASC Vice President Academic Affairs
Member	CASC Vice President Telecommunications
Member	CASC Nursing Faculty
Member	CASC Faculty
Member	CASC Director of Libraries
Member	CASC PTA Adjunct/Associate Faculty
Member	Licensed/Practicing PT professional
Member	Licensed/Practicing PTA professional

2. *Faculty Committee\**

a. *Meets 3x/annually: Fall, Winter, Spring or if a critical incident arises*

Chair	Director, PTA Education
Co-Chair	ACCE, PTA Education
Member	Adjunct/Associate Faculty
Member	Adjunct/Associate Faculty
Member	Vice President of Academic Affairs Ex-Officio

3. *Core Faculty\**

a. *Meets throughout the semester in both formal and informal settings*

b. *Minutes for these meetings are sent in electronic mail format only.*

\*Each member of each committee shall have an equal vote for determining policy and procedure. A quorum for each committee shall consist of at least half the invitees for that committee.

## **DESCRIPTION OF PTA ADMINISTRATION AND FACULTY**

The following definitions and qualifications have been adopted by the CASC PTA Education program as defined by the **EVALUATIVE CRITERIA FOR ACCREDITATION OF EDUCATION PROGRAMS FOR THE PREPARATION OF PHYSICAL THERAPIST ASSISTANTS: Accreditation Handbook, PTA Criteria, Appendix A – 1.**

### **Core Faculty:**

Physical therapists (PT) and physical therapist assistants (PTA) who are employed by the institution and appointed to the PTA program. The Core Faculty is comprised of the Program Director, the ACCE, and other appointed faculty members (PT/PTA) within the program. Members of the Core Faculty typically have full-time appointments, although part-time faculty members may be included among the Core Faculty. The Core Faculty may hold tenured, tenure track, or non-tenure track positions. The primary responsibilities of the Core Faculty in the program are development, implementation, and evaluation of the technical and clinical education components of the PTA curriculum.

### **Program Director:**

Core Faculty member who is designated as and has responsibility for the management of the PTA program, that includes, but is not limited to: submission of required fees and documentation, including reports of graduation rates; performance on state licensing or certification examinations and employment rates; notification of expected or unexpected substantive change(s) within the program and of any change in institutional accreditation status or legal authority to provide postsecondary education; coming into compliance with accreditation criteria within two years or the length of the program, whichever is shorter. The program director is employed full-time by the institution that houses the PTA program and usually has a faculty appointment.

The program director of the physical therapist assistant education program is a physical therapist or a physical therapist assistant. The program director demonstrates the academic and professional qualifications and relevant experience in education requisite for providing effective leadership for the program, the program faculty, and the students.

These qualifications include all of the following: a minimum of a master's degree; licensure (if a physical therapist), or licensure, certification, or registration in states where applicable (if a physical therapist assistant); experience in clinical practice; didactic and/or clinical teaching experience; experience in administration; experience in educational theory and methodology (curricular design, development, implementation and evaluation); experience in instructional design and methodology; and experience in student evaluation and outcomes assessment.



# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## **Academic Coordinator of Clinical Education:**

Core Faculty member who has responsibility in the program for coordinating the clinical education portion of the curriculum.

The ACCE a minimum of two years of experience as a center coordinator of clinical education (CCCE) and/or clinical instructor (CI), or experience in teaching, curriculum development, and administration in a physical therapist assistant or physical therapist program, clinical or educational administration experience, experience in human resource management, experience in a variety of areas of teaching (academic, clinical, continuing education, in-service).

## **Associate Faculty:**

Those individuals who have classroom and/ or laboratory teaching responsibilities in the curriculum and who are not core faculty or clinical education faculty. The associated faculty may include individuals with full time appointments in the unit in which the program resides or in other units of the institution but who have primary responsibilities in programs other than the PTA program. Faculty policies and procedures apply to associate faculty including evaluation and development.

## **Adjunct Faculty:**

Individuals who have classroom and/or laboratory teaching responsibilities in the program and who are not employed by the institution, though they may receive honoraria or other forms of compensation. The adjunct faculty may or may not hold faculty appointments. The adjunct faculty may include, but are not limited to, guest lecturers, contract faculty, instructors of course modules, laboratory instructors, teaching assistants, and tutors. Faculty policies and procedures apply to adjunct faculty including evaluation and development.

## **Supporting Faculty:**

Individuals with faculty appointments in other units within the institution who teach courses in the Technical Education portion of the curriculum. Supporting Faculty are generally not physical therapists or physical therapist assistants. Faculty policies and procedures apply to supporting faculty including evaluation and development.

## **Academic Faculty:**

Faculty members whose primary teaching responsibilities are in the didactic (classroom and laboratory) portion of the curriculum. The Academic Faculty is comprised of the Core Faculty, Adjunct Faculty, and Supporting Faculty. Faculty policies and procedures apply to academic including evaluation and development.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

### **Clinical Education Faculty:**

Individuals who provide the clinical instruction and supervision of students when students are engaged in the clinical education portion of the curriculum. Clinical Education Faculty are generally comprised of the Center Coordinators of Clinical Education (CCCEs) and Clinical Instructors (CIs). While these individuals are not usually employed by the institution that houses the PTA program, they do agree to certain standards of behavior through contractual arrangements for their services.

The Clinical Instructor (CI) is the person responsible for direct clinical supervision of students and must be a physical therapist or a physical therapist assistant. CI's must demonstrate a willingness to work with students by pursuing learning experiences to develop knowledge and skills in clinical teaching. One year of clinical experience is normally considered the minimum criteria for a CI, however, individuals should be evaluated on the ability to perform the CI duties as opposed to solely their number of clinical years of experience. CIs should possess the ability to plan, conduct, and evaluate a clinical education experience based on sound educational principles.

### **Program Faculty:**

Faculty involved with the PTA program, including the Program Director, Core Faculty, Adjunct Faculty, Clinical Education Faculty, and Supporting Faculty.

### **Faculty [unmodified]:**

When used without a modifier (academic, adjunct, core, clinical education, program, or supporting), the term faculty can be interpreted generically. The Commission has modified the term in those cases when a specific faculty group is being addressed.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## **COURSE DESCRIPTIONS**

### **PHTA-1113 INTRODUCTION TO PHYSICAL THERAPY (3 Credits)**

History, philosophy, ethics, settings, and trends in Physical Therapy. Delineation of roles of the health care team, and of Physical Therapy personnel, with interpersonal skills needed to function as a health care provider and team member. Principles and procedures of basic patient care skills, documentation, and medical terminology. Observation of treatment in health care facilities. Prerequisites: Admission to the PTA program and concurrent enrollment in required PHTA courses or permission of instructor. Credit: 3 semester hours--2 hours theory, and 1 hour laboratory.

### **PHTA-1203 ANATOMY AND PHYSIOLOGY FOR THERAPISTS ASSISTANTS (3 Credits)**

A supplementary study of the human body's structure and function as these relate to the practice of Physical Therapy. Emphasis will be placed on musculoskeletal, circulatory, and nervous systems. Prerequisites: Admission to the PTA program and concurrent enrollment in required PHTA courses or permission of instructor. Credit 3 semester hours, 2 hours theory, 1 hour laboratory.

### **PHTA-1231 CLINICAL ORIENTATION (1 Credit)**

An orientation and observation of physical therapy services through scheduled tours of different types of Physical Therapy Clinics. Prerequisites: Admission to the PTA program and concurrent enrollment in required PHTA courses or permission of instructor. Credit 1 semester hour

### **PHTA-1283 PHYSICAL DISABILITIES (3 Credits)**

A study of selected anatomical, physiological and pathological factors which relate to specific clinical conditions seen in physical therapy. Emphasis on basic treatment therapy. Prerequisites: Admission to the PTA program and concurrent enrollment in required PHTA courses or permission of instructor. Credit: 3 semester hours, 3 hours theory.

### **PHTA-1292 PHYSICAL THERAPY PROCEDURES I (2 Credits)**

Principles and techniques of massage, hydro collator packs and pulmonary rehabilitation. Emphasis on physiological changes and effects in commonly seen diagnoses and in response to treatments. Laboratory practice with emphasis on positioning and manual skills. Theory, physiology, and application of heat, cold, light, water, electricity, and mechanical compression/distraction in therapeutic treatment. Overview of medical physics. Prerequisites: Pre-requisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. Credit: 3 semester hours, 2 hours theory, 1 hour laboratory.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

### PHTA-2332 CLINICAL EXPERIENCE I (2 Credits)

Supervised clinical experience including observation and application of physical therapy services. Group discussion of selected clinical cases in a seminar format. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. Credit: 2 semester hours, 2 hours laboratory.

### PHTA-2353 NEUROLOGY AND PATHOLOGY (3 Credits)

Pathology--a study of the structural and functional changes in tissue and organs of the body in conditions seen in the practice of physical therapy. Neurology-a comprehensive review of the anatomy and physiology of the nervous system and the musculo-skeletal system. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. Credit: 3 semester hours, 3 hours theory.

### PHTA-2373 THERAPEUTIC EXERCISE I (3 Credits)

This course is designed to provide entry level knowledge of Therapeutic Exercise. The student will study the principles and application of Mobility, Stability, Aerobic Conditioning, Posture, Balance, and Gait in Physical Therapy. Practical applications of exercise and exercise equipment will follow accordingly. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. Credit: 3 semester hours, 2 hours theory, 1 hour laboratory.

### PHTA-2432 CLINICAL EXPERIENCE II (2 Credits)

Supervised clinical experience in clinical observation and application of physical therapy services. Group discussion of selected clinical topics in a seminar format. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. Credit: 2 semester hours, 2 hours laboratory.

### PHTA-2343 PHYSICAL THERAPY PROCEDURES II (3 Credits)

A study of principles of movement during rehabilitation of cardiac patients, wound care patients, respiratory patients and other techniques used in rehabilitation. Theory and therapeutic application of rehabilitative equipment and treatment techniques for different diagnoses. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory.

### PHTA-2363 KINESIOLOGY (3 Credits)

A study of anatomical structures and movement as related to physical therapy procedures. The basic principles of the relationship between joint motion and mechanical action. Application of principles with emphasis on the analysis and biomechanics of all human motion. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. Credit: 3 semester hours, 2 hours theory, 1 hour laboratory.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

### PHTA-2482 PTA Seminar (2 Credits)

A systematic review of the content learned in the PTA education program and planning for registration materials in partial completion for the National Physical Therapist Assistant Examination. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. Credit: 2 semester hours, 2 hours theory.

### PHTA-2413 REHABILITATION (3 Credits)

A study of principles and treatments of selected physical disabilities and diseases, this course covers theory and therapeutic application of rehabilitative techniques and equipment. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory.

### PHTA-2442 PSYCHOSOCIAL ASPECTS OF PHYSICAL THERAPY (2 Credits)

A survey course explaining the psychological and sociological effects of Physical Therapy intervention on patients with various physical disabilities. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. Credit: 3 semester hours, 3 hours theory.

### PHTA-2473 THERAPEUTIC EXERCISE II (3 Credits)

A continuation of Therapeutic Exercise I and additional theory and application of exercise techniques, this course emphasizes treatment of orthopedic disabilities. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory

### PHTA-2534 CLINICAL EXPERIENCE III (4 Credits)

Supervised application of physical therapy procedures in the treatment of patients at a variety of selected physical therapy clinics. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. Credit: 4 hours laboratory.

**SECTION IV: PTA STUDENT POLICIES AND PROCEDURES**

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## GENERAL POLICIES

### INCLEMENT WEATHER

- a. The CASC PTA Education program will hold classes as long as the college remains open.
- b. Students are urged to use their discretion as to the safety of traveling during inclement weather to class or clinical.
- c. Absences acquired because of inclement weather (even if the college remains open) will not be counted against the student.
- d. All clinical time missed because of inclement weather must be made up to successfully complete any given clinical rotation.
- e. Students are urged to call the department and/or their clinical instructor to notify them that they will be absent because of inclement weather.

### STUDENT NOTIFICATION

- a. In case of an emergency or unforeseen event causing the campus to close, every attempt will be made to get a message to a student. The Viking Alert System is used and a message will come from either or all of the following ways: text message, telephone call, email, and CASC website. It is the student's responsibility to verify that the college has the correct contact information.

### EMERGENCY CONTACT

- a. Students should provide the school or child care center with the name and telephone number of a relative who may be contacted in case of an emergency. If students are in classes other than PTA classes or in transit on the way to clinical lab, we may be unable to contact them.

### FORBIDDEN ITEMS

- a. The following items forbidden on campus, on the person of any student, or in automobiles on campus parking lot:
  1. Alcohol
  2. Tobacco
  3. Narcotics or illegal drugs
  4. Firearms or explosives (including fireworks)
  5. Weapons of any type
- b. Any student found on campus under the influence of, or in possession of, any of the aforementioned items will be subject to disciplinary dismissal from the college.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## HONESTY AND HONOR

- a. Honesty and Honor constitute measures of individual worth. Cheating, falsification, stealing, or any other form of dishonesty is not in accordance with standards of the college and will result in dismissal from the program.

## UNAUTHORIZED POSSESSION OF EXAMINATIONS

- a. Any student who illegally obtains possession of or access to a copy of an examination before the examination is given is subject to suspension from school.

## FALSIFICATION OF RECORDS

- a. Any student falsifying any college record is subject to disciplinary action.

## CHEATING

- a. The following will apply in connection with academic dishonesty:
  1. The instructor and his/her academic superiors have final authority over the grades given to students or lowering of grades because of cheating or plagiarism.
  2. If it is established beyond reasonable doubt that cheating or plagiarism has occurred:
    1. The instructor may take appropriate disciplinary action which may include the awarding of "F" on the particular assignment or in the course.
    2. The instructor may make a report of the incident and of action taken, if any, to his/her own department head and the Vice-President for Instruction and Student Affairs.
    3. The student conduct committee may review the record and may assess additional penalties, including conduct probation or suspension.
    4. The student may be dismissed from the program
  3. The student may, if he/she so desires, discuss the matter with the student conduct committee.

## STUDENT HEALTH AND PHYSICAL CONDITION

Students will sign a statement of fitness to perform course related physical activities at the time of their acceptance into the program. This signature indicates that the student accepts responsibility and liability for his own physical/mental condition and ability to complete assigned course activities.



## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

- A. Pregnancy: A student wishing to continue her PTA education while pregnant must present a written statement by a licensed physician that the student is capable of handling the physical exertion required within the didactic and clinical course work. The letter will be submitted to the PTA Program Director by the end of the first trimester. Following childbirth, a licensed physician's written verification of fitness to return to class and clinical is required. Any clinical absence due to pregnancy will be subject to the same rules and regulations as stated in clinical attendance policies.
- B. Illness or Injury-A student who has an extended illness, surgery and/or injury will be required to submit a physician's written verification of fitness in order to return to classes or clinical. This letter will be directed to the attention of the PTA Program Director and a conference with the Program Director will follow.

### CONDUCT AND BEHAVIOR

Students are expected to conduct themselves in a courteous, considerate and professional manner during all aspects of their PTA education.

- Classroom
  1. Be on time for all classes.
  2. Read assignments before class.
  3. Participate and allow others to participate in learning activities.
  4. Avoid actions which could distract instructor or other students.
  5. Adhere to appearance and hygiene guidelines
- Laboratory
  1. Be on time.
  2. Be prepared to participate in learning activities and allow others ample opportunity for participation.
  3. Maintain a professional, considerate manner toward peers and instructor during lab activities.
  4. Adhere to all lab procedure as outlined by instructor.
  5. Wear prescribed lab clothes.
  6. Adhere to appearance and hygiene guidelines
- Clinical setting
  1. Be on time to all clinical.
  2. Adhere to appearance, hygiene and uniform requirements of the PTA program less otherwise specified by the Clinical Instructor.
  3. Take needed materials to clinical.
  4. Be prepared to perform a variety of activities as directed by the Clinical Instructor.
  5. Cooperate fully with the clinical staff and accept direction from appropriate staff in addition to the Clinical Instructor.
  6. Independently utilize learning opportunities.
  7. Adhere to each facility's regulations regarding release of information, photo releases, consent forms, confidentiality documentation procedures, safety procedures, etc.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

Students will refer matters concerning any of the above information to their Clinical Instructor unless told otherwise by the Clinical Instructor.

8. Conduct themselves in a professional, appropriate manner at all times, putting their patients' needs first and maintaining high quality performances at all times.
- Student Practice/Demonstration
    1. Students are all expected to act as "patients" or human subjects for demonstration and practice as a part of their lab experience. Consent to participate in practice and demonstration activities are assumed upon enrollment in the course.
    2. Students may be expected to appear in photographs or other media presentations.
  - Consideration of other's rights and privacy
    1. Students are responsible for assuring the rights and privacy of those people with whom they come in contact during their PTA education other students, instructors, patients, and their families, clinical staff, etc.).
  - At all times the student will:
    1. Conduct them-selves in a professional, considerate manner.
    2. Maintain a professional appearance.
    3. Act competent and responsible at all times.
    4. Obtain assistance as needed to deliver high quality care.
    5. Refrain from discussing information obtained during lab or clinical with any person not directly associated with the student's assignment.
    6. Drape patient/peer appropriately for all activities.

### STUDENT APPEARANCE

- General Considerations:
  1. Students must dress in a manner that is respectful to other students, faculty, and the profession.
    - a. Excess cleavage, midriff, and low-back exposure are not acceptable unless specified for certain lab activities.
    - b. The student shall also maintain appropriate daily hygiene. Body odor, excessive perfume, or excessive cologne will not be tolerated.
    - c. Should a student violate any of the above general considerations the student will be sent home and the remainder of the day shall be counted as an absence.
    - d. Excessive violation of these general considerations, as determined by the PTA faculty, will result in dismissal from the program.
- Students may wear street clothes to class. They will wear prescribed lab clothes to lab and specified PTA program uniform to clinical.
- Lab Appearance
  1. Good personal hygiene must be maintained;
    - a. Excessive body odor will not be tolerated
    - b. hair should be restrained away from the face
    - c. nails short, clean and without polish
    - d. no excessive jewelry

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

- e. sparing use of makeup and cologne
- 2. Loose shorts which permit freedom of movement, halter top which ties in back and at the neck for women, T-shirts for men, socks and clean tennis shoes
- Clinical Appearance
  - 1. In the knowledge that many times our personal appearance makes a strong impression on the patient's attitude towards the school and the hospital, it is beneficial both to the student and school that certain regulations be followed.
    - a. Male students
      - 1. Must keep hair neatly trimmed and combed
      - 2. Beards, mustaches and sideburns must be neat
      - 3. Nails must be short and clean.
      - 4. Only one identical pair of earrings may be worn, one in each ear.
      - 5. No facial or other body piercing may be evident in the clinical area.
      - 6. Tattoos must be covered by clothing.
      - 7. Clothing must cover midriff at all times including bending and reaching
      - 8. No bracelets may be worn in the clinical area.
      - 9. Only wedding and/or engagement rings may be worn in the clinical area.
    - b. Female students
      - 1. must keep hair clean, neat and restrained in a professional manner off shoulders and away from their face
      - 2. Nails must be short and clean.
      - 3. No bracelets may be worn in the clinical area.
      - 4. Only wedding and/or engagement rings may be worn in the clinical area.
      - 5. Only small gold, silver, or pearl earrings that do not cover the entire earlobe may be worn.
      - 6. No enamel, decoratively colored or drop earrings are to be worn in the clinical area.
      - 7. Only one identical pair of earrings may be worn, one in each ear.
      - 8. No facial or other body piercing may be evident in the clinical area.
      - 9. Tattoos must be covered by clothing.
      - 10. Clothing must cover midriff at all times including bending and reaching.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## STUDENT UNIFORMS FOR CLINICAL

- A. Students will wear:
- clean street shoes with a low heel,
  - non-skid soles (clogs, open toe or open heel shoes are not acceptable),
  - pants with a collared CASC PTA shirt or the approved scrub top and bottom,
  - Name tag,
  - Uniform must be neat, clean, and free from wrinkles and fit appropriately.

## SAFETY

Safety is of prime importance during both lab and clinical activities. The student is expected to take responsibility for their own and other's safety as well as the safety of subjects in the role of patients or patient simulators during all activities.

The students will

- Not use any faulty equipment or supplies and report any such defects to his instructor or clinical instructor; immediately placing the defective item where others will not use it
- Maintain a calm quiet atmosphere, attending to the patient, task at hand and the immediate environment.
- Never leave a patient or fellow student unattended without a call system.
- Obtain complete instruction/information regarding the assigned task and the patient or student's condition
- Follow prescribed procedures exactly.
- Notify instructor or clinical instructor of any problems or unexpected effects immediately.
- Know his limitations and seek assistance when needed.
- Perform within the bounds of his training and role.
- Keep walkways clear of obstruction, cord, etc.
- Wipe up any moisture on floors immediately.
- Unplug machines immediately after use.
- Clean all equipment, utensils, etc., immediately.
- Dispose of waste items, linen, etc., properly and promptly.
- Inform instructor or clinical instructor of any safety infraction observed.
- Document any injury, no matter how minor, which occurs, in accordance with facility policy.
- Self-identify access to, and recognize self-responsibility for the cost of any emergency services in off campus educational experiences and understand that Carl Albert State College, the PTA educational program, and the Clinical Site are in no way responsible.
- Activate emergency protocols when necessary.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## BLOOD AND BODY FLUID INFECTION CONTROL PRECAUTIONS

The following precautions, originally published by the Centers for Disease Control in 1987 and updated in the 1988 and 1989, have been adopted by the faculty of the Division of Health Sciences to assist the students to practice safely in the clinical area, and to prevent the transmission of infectious diseases.

- It is the responsibility of each student to maintain current knowledge and practice of any revisions in these precautions. It is also the responsibility of each student to immediately report to the clinical instructor any exposure to blood/body fluids via direct contact.
- Since medical history and examination cannot identify all clients infected with blood-borne pathogens, blood and body fluid precautions should be consistently used for all clients.
- All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids of any client.
  1. Gloves should be worn for touching blood or body fluids, mucous membranes, or non-intact skin of all clients, for handling items or surfaces soiled with blood or body fluids
  2. Gloves should be changed after with each client. Masks, protective eyewear or face shields, and gowns or aprons should be worn during procedures that are likely to generate droplets or splashes of blood or other body fluids.
- Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed between clients and immediately after gloves are removed.
- Precautions should be taken to prevent injuries caused by needles, scalpels, and other sharp instruments during disposal of used needles and when handling sharp instruments after procedures.
- Needles should not be recapped, purposely bent, or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
- After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal.
- Mouthpieces, resuscitation bags, or other ventilation devices should be used when mouth-to-mouth resuscitation is likely to be performed in emergency situations.
- Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct client care and from handling client-care equipment until the condition resolves.
- Pregnant health care workers are not known to be at greater risk of contraction Human Immune Deficiency Virus (HIV) infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission.
  1. Because of risk, pregnant health care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## ACCESS TO LABORATORY BY STUDENTS OUTSIDE OF CLASS TIME

Students are encouraged to practice in the laboratory in addition to formal laboratory sessions. Open Lab Access can be identified in each of the PTA classrooms and in the Lab and is posted throughout the semester in room 203/204/206. Students are not approved to use any equipment on other students or persons without supervision of one of the PTA faculty. Students may use lab while a class is occurring only if they seek and are given permission from the current PTA Faculty member teaching in the lab. Students are held responsible for their own safety and the safety/welfare of their student-partners and all laboratory contents and equipment when working independently in the laboratory.

PTA classes and laboratories are not open to audit, visitors, or children.

## DOCUMENTATION REQUIREMENTS FOR THE STUDENT PTA

PTA students are to provide the PTA Office with documentation of the following information by end of their FIRST fall semester. This documentation must be on official forms or letterhead, dated, and signed by a physician, nurse or other appropriate healthcare provider. Failure to submit appropriate documentation in a timely fashion may result in dismissal from the program. Before you have any tests or immunizations done, check and see if you or your physician already has this information.

1. TB Skin Test Results - This may be obtained at the County Health Department at no charge. The two (2) step tuberculin skin test is required for initial testing and then once a year thereafter. If the student is unable to receive a skin test due to past positive results, a letter from the County Health Department indicating the student is safe for public contact is required.
2. Proof of immunity to Tetanus and Diphtheria - within the last ten (10) years. You may obtain a TD Immunization at the County Health Department. Usually this is at little or no charge, but may be given only on specific days.
3. Proof of immunity to Rubella (3-day, German measles) - You may obtain a MMR immunization at the County Health Department at little or charge. Females should not be pregnant when receiving this immunization. *If you think you have had this disease and choose not to obtain the MMR immunization(s), you will need to obtain a blood test for the IgG antibody titer results for previous infection to Rubella. You will need to consult your physician for this blood test.*
4. Proof of immunity to Rubella (Measles) – If you have received two (2) MMR immunizations you should be immune to Rubella. You may obtain a MMR immunization at the County Health Department at little or charge. Females should not be pregnant when receiving this immunization. *If you think you have had this disease and choose not to obtain the MMR immunization, you will need to obtain a blood test for the IgG antibody titer results for previous infection to Rubella. You will need to consult your physician for this blood test.*
6. Proof of immunity to Varicella (Chicken Pox ) - You will need to consult your physician for this proof of immunity as this immunization is not given to persons over 18 years of age at the County Health Department. Pregnant females should also not receive this immunization. To prove immunity you may obtain the Varicella-Zoster Vaccine (VZV) or *if you think you have had this disease and choose not to obtain the VZV immunization, you will need to obtain a blood test for the IgG antibody titer results for previous infection to Varicella.*
7. Hepatitis B immunity is recommended, but not required at this time. You will need to consult your physician regarding immunity to this disease.
8. Proof of current CPR certification. Certification must be the American Heart Association *Basic Life Support* Healthcare Provider course covering Modules 1-4.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

9. Criminal Background Check from the State in which you live with Clear status or appropriate State documentation. Pending charges or investigations will require students to be deferred from clinical education.
10. Drug Screen. Students may be required to obtain and pass a drug screen prior to the attendance of a Clinical Experience. The Drug Screen will be completed per clinical site mandate. Students may not request a different clinical site if a passed drug screen is required.

## **RETENTION/ PROGRESSION/ DISSMISSAL/ GRADUATION OF THE STUDENT PTA**

In order to continue in the PTA curriculum, students must have satisfactorily completed both clinical and theory in previous courses.

- A. A letter grade of "C" will indicate satisfactory performances according to Carl Albert State College Associate in Applied Science (PTA) program standards in both theory and clinical.
- B. Requirements for general education and support courses are as follows: A "C" (2.0) grade point average must be earned in all support courses. A "C" (2.0) grade is required in the following courses: Zoology 2124 Human Anatomy, Zoology 2114 Human Physiology.
- C. Progression will be interrupted when the student:
  1. Does not achieve a grade of "C" in PTA or science courses.
  2. If a second year student receives a course grade of "D" or lower for any single PTA technical course in the second year, or Human Anatomy or Human Physiology while admitted to the PTA education program, the student will be allowed to progress with their class, but must retake that course again the next time it is offered in the curriculum. The student will not be allowed to take the exit exam until all PTA courses have been passed with a grade of a "C" or higher.
  3. Any first year student who earns a letter grade of D or lower for any PHTA technical, clinical education course, ZOO 1114 Human Anatomy, or ZOO 2114 Human Physiology will be retained to repeat the entire year of the program in which the student currently resides. The student will be required to pay all tuition and fees to repeat technical course work, clinical education, and or general education of the next full year of program enrollment and may not repeat only the single course failed. A student who earns a "D" in other general education courses is subject to removal from the program only if the grade causes the student's GPA to move below the 2.5 threshold while enrolled in the program.
  4. Any student who earns a second D or lower in the same or separate semester for any technical or clinical education course will be removed from the program and allowed to apply in a subsequent application period to begin a new cohort but is not given credit toward graduation and will be required to enroll as a first year student.
  5. Does not maintain a retention GPA of 2.0 or above.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

6. Does not achieve a passing grade in any clinical experience.
7. Excessively violates general considerations for student appearance
8. Fails to comply with documentation requirements in a timely fashion
9. Fails to pass the comprehensive final with a total score of 75% in any semester
10. Fails to achieve a passing score for the exit examination
11. Requests permission to delay progress for a period not to exceed two (2) years. If a student's progress in the PTA program is interrupted for longer than two years, the student will be required to retake all PTA courses. In addition, all science courses that were taken more than five (5) years prior to the student's readmission to the program will have to be retaken.
12. Is dismissed from the program or denied readmission to the program.
13. Willfully endangers patients or fellow students
14. Continually shows poor judgment, as determined by safe practice standards, towards fellow students, instructors, or patients.
15. Is arrested and/or convicted of a felony offense, a drug or alcohol related offense, or certain offenses involving moral turpitude (i.e., larceny)
16. Commits intentional plagiarism
17. Is guilty of cheating in any form
18. When progression is interrupted and/or the student withdraws from the program, the student is requested to schedule an exit interview with the director of the PTA program.

### D. Readmission to the PTA program:

1. Students seeking readmission to the PTA program may do so for two years after the withdrawal semester/ year. If the student fails to request readmission in the two years, they are required to reapply in the general admissions process.
2. Students who have failed or withdrawn from the PTA program must submit a letter to the Director of the Department of Physical Therapist Assistant Education along with an updated transcript if they wish to be considered for readmission. The letter should include a brief explanation of circumstances or events surrounding the student's inability to successfully complete the program.
3. Students seeking readmission must submit their request to the Program Director by February 1<sup>st</sup> of the calendar year prior to the fall semester of which year they are seeking to return.
4. Each student requesting readmission will be considered on an individual basis by the Advisory Committee.
5. Acceptance will be dependent upon the capacity of the program to accommodate additional students at that level.
6. Students requesting readmission must meet the Admissions Requirements for entry into the PTA program.
7. The following criteria will be considered by the Health Sciences Division Faculty Committee if more persons apply for readmission than spaces are available:
  - a. GPA, reason for withdrawal,
  - b. number of general education hours completed,



## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

- c. ACT composite score
  - d. extenuating circumstances
8. Students who re-enter the PTA program will be given a current student handbook and be held to the policies therein.
  9. Students will be readmitted to the PTA program one time only following withdrawal from the program for academic reasons.
  10. Other reasons for withdrawal or interruption of progress will be considered on an individual basis.

### PTA GRADING & EVALUATION TECHNIQUES

All courses in the technical portion of the PTA education program will have a grading scale and outlines as follows (clinical education will have separate guidelines)

#### A. Classroom Performance

##### 1. Grade Scale for PTA:

A = 90 – 100

B = 82 – 89

C = 75 – 81

D = 65 – 74

F = 64 and below

2. In order to pass each course the student must receive,
  - a. An overall average of a 75% on theory exams;
  - b. An overall average of 75% on lab exams and activities;
  - c. An overall average of 75% on theory assignments
  - d. A 100% completion of course Skills Check-offs with a score of 2,
  - e. Failure to achieve a 75% average in *each independent* portion of the course will result in a grade no higher than a “D” for the course.
3. Once the minimum of *each* portion of the course is met, the final grade will be calculated.
  - a. In courses with a lab, 75% of the overall grade will be based upon the theory (tests & assignments), 25% on lab (tests & assignments).
  - b. In courses with theory portions only, 100% of the grade will be based on theory (tests & assignments).

**All courses in the PTA Education program must be passed with a “C” in order for the student to be retained and progressed in the PTA Program. All written assignments must be turned in for successful completion of the PTA courses and become the property of CASC PTA Education Department.**

#### B. Lab

Students are assessed as safe and competent in each of eight technical lab courses using a skills check off that requires the student to obtain peer check off and instructor check off for completion of course and satisfaction for skill safety and competence.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

Lab Practicums are utilized as summative assessments in select courses as Mid-term and Final Lab examinations. The student is required to have a signed skills check off for all skills prior to being given permission to participate in Lab Practicums. Lab practicums are used for course summative assessment only and not for the determination of clinical readiness. The successful skills-check of are used to determine clinical readiness.

Students are given the following information at the onset of each of the eight lab courses. This is what the student does to meet high quality care and patient safety and is completed as the skill is performed. If neglected the student will fail the Skills Check/ Lab Practicum. This is a continuum throughout the class and program and is considered the minimum of Safety required for student proficiency. Each course may limit requirements to meet needs of skill check off assessment.

## **Critical Safety Elements**

This is what the student does to meet high quality care and patient safety and is completed as the skill is performed. If neglected the student will fail the Lab Practicum. This is a continuum throughout the class and program and is considered the minimum of Safety required for student proficiency.

### **1. Appropriate Planning for treatment**

The SPTA prepares for treatment by obtaining all needed equipment. Abandoning the patient for any reason will result in a 0

### **2. Communication of SPTA to Patient**

The SPTA:

Introduces self, communicates expectations, asks permission, and checks for understanding  
Appropriately instructs patient on body placement for handling (*i.e. hand assist during transfer*)  
Appropriately positions patient with safety as a priority (*patient is not left alone or left in a high risk position*)

### **3. Data Collection**

The SPTA may be required to intermittently or continually:

- Assess Pain Scale
- Assess Vital Signs
- Assess Patient Cognitive Status
- Assess Emotional Status
- Assess Medical Status
- Assess Physical Status
- Assess Movement Precautions
- Identifies Indications and Contraindications

### **4. Body Mechanics**

The SPTA demonstrates appropriate body mechanics during treatment to prevent self-injury

### **5. Environmental Provisions and Patient Preparation**

The SPTA assures that the environmental space being used for treatment is clear and safe.  
The SPTA assures that the patient is in a proper and appropriate position and draped when necessary.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## 6. Plan of Care

The SPTA correctly interprets the physical therapy diagnosis or statement of problem  
 The SPTA effectively attempts to address all goals of the plan of care.  
 When a goal is not addressed, the student is asked to provide verbal rationale as to why

## 7. Documentation

The SPTA appropriately documents the treatment to the appropriate performance/ skill level

## 8. Efficiency

The SPTA performs in a cost effective and timely manner with high productivity. The SPTA must begin skill/ intervention within 30 seconds of the skill check/ lab practicum.

All Skills Check and Lab Practicum Assessments use the below rubric per skill. For Skills Check peer assessments, up to three peer students approve the skill performance, the student is then checked off from the instructor. The student may be required to retain their skill check form for qualification to participate in mid-term and final lab practicums. Each are required for passing and completion of the course and advancement to subsequent clinical experiences.

<b>2</b>	<p><u>Student shows proficiency of the skill/ intervention OR:</u></p> <ul style="list-style-type: none"> <li>○ There are no <b>SAFETY</b> concerns. (<i>Safety concerns will result in an immediate 0/2</i>)*</li> <li>○ The student would need little to no (&lt;25%) <b>SUPERVISION</b>.</li> <li>○ The student performs the skill with highly skill <b>QUALITY</b>. (<i>specific skill elements apply</i>)</li> <li>○ The student handles the <b>COMPLEXITY</b> of the skill as a pre-professional should.</li> </ul>
<b>1</b>	<p><u>Student shows partial proficiency of the skill/ intervention OR:</u></p> <ul style="list-style-type: none"> <li>○ There are no <b>SAFETY</b> concerns. (<i>Safety concerns will result in an immediate 0/2</i>)*</li> <li>○ The student would need <b>SUPERVISION</b>.</li> <li>○ The student performs the skill with limited skill <b>QUALITY</b>. (<i>specific skill elements apply</i>)</li> <li>○ The student handles the <b>COMPLEXITY</b> of the skill as but needs <b>SUPERVISION</b></li> </ul>
<b>0</b>	<p><u>Student shows no proficiency of the skill/ intervention OR:</u></p> <ul style="list-style-type: none"> <li>○ There are <b>SAFETY</b> concerns. (<i>Safety concerns will result in an immediate 0/2</i>)*</li> <li>○ The student would need 100% <b>-SUPERVISION</b>.</li> <li>○ The student performs the skill with low to no skill <b>QUALITY</b>. (<i>specific skill sets apply</i>)</li> <li>○ The student cannot handle the <b>COMPLEXITY</b> and must be <b>SUPERVISED</b></li> </ul>

From the above rubric, skill checks are performed and require the student to obtain a 2 from the instructor on all skills even with multiple attempts. The passing grade for the course determines if the student is placed in the subsequent clinical experience. Students who do not complete the course with a passing grade are not allowed to advance to the subsequent clinical experience and progression is interrupted.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

### C. Formal Assessment Remediation (Exam/ Skills Check/ Lab Practicum)

Remediation is to take place at any interval deemed necessary by the instructor to promote student success. When students are low performing on any assessment it is required and the following actions must occur. Make an appointment with your instructor for discussion of your grade

1. Handwrite a self-reflection (minimum 1 page) regarding the reasons you felt you did not accomplish a satisfactory grade (C or higher)
  - a. This reflection should include more than "I didn't study enough"
2. Identify a peer tutor who scored an A or B on the exam
  - a. Have peer tutor identify themselves to the instructor
  - b. Document/take notes for at least one 30 minute peer tutor session
    - i. Obtain peer tutor signature on the notes
    - ii. Provide the notes to the instructor
3. For the exam questions you missed
  - a. Rewrite (hand write) the question and answer choices
  - b. Identify and write down the 1-2 key words/ideas from each question
  - c. For each question missed answer the following
    - i. write out the correct answer
    - ii. write why you feel the correct answer is correct
    - iii. write why each incorrect answer is incorrect
    - iv. if the question text is complex, reword the question into a simpler format that you understand
4. For the key words/ideas identified in 2b above, find at least 2 YouTube videos for each and watch them as supplemental learning
  - a. Write the URL links for each video
5. Answer all the questions (m/c, t/f, short answer, etc.) found at the end of each chapter
  - a. Restate the question
  - b. Provide the answer, with page # reference, using your textbook
6. Identify and watch 3 YouTube videos regarding exam/test preparation study skills
  - a. Write down key concepts for each video
  - b. Provide key concepts and video URL to your instructor
7. When remediation is complete make an appointment with the instructor for discussion/debriefing
8. Retake the exam at the instructor's convenience
  - a. No additional points will be awarded based upon the second exam
  - b. Retake exam score must be a B or higher
    - i. If the retake exam score is a B or higher,
      1. Remediation is complete
    - ii. If the retake exam score is a C or lower
      1. Repeat remediation process

The program requires the following skills:

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

PHTA 1113 Introduction to Physical Therapy	PHTA 1203 Applied Anatomy
<ul style="list-style-type: none"> <li>a. Patient, caregiver, and professional communication skills</li> <li>b. Vital Signs</li> <li>c. Patient Transfers</li> <li>d. Integumentary Integrity</li> <li>e. Application and use of assistive devices and equipment</li> <li>f. Passive Range of motion</li> <li>g. Donning/ Doffing                             <ul style="list-style-type: none"> <li>- Isolation,</li> <li>- Sterile Gloves,</li> <li>- Dressing Changes</li> </ul> </li> <li>h. Posture Alignment and Anthropometrical Characteristics</li> </ul>	<ul style="list-style-type: none"> <li>a. Joint Integrity/ Mobility                             <ul style="list-style-type: none"> <li>- Head</li> <li>- Spine</li> <li>- Upper quarter</li> <li>- Lower quarter</li> </ul> </li> <li>a. Bony Palpation                             <ul style="list-style-type: none"> <li>- Head</li> <li>- Spine</li> <li>- Upper quarter</li> <li>- Lower quarter</li> </ul> </li> <li>b. Muscle Palpation                             <ul style="list-style-type: none"> <li>- Head</li> <li>- Spine</li> <li>- Upper Quarter</li> <li>- Lower Quarter</li> </ul> </li> </ul>
PHTA 1292 Physical Therapy Procedures	PHTA 2343 Physical Therapy Procedures II
<ul style="list-style-type: none"> <li>a. Biofeedback</li> <li>b. Electrotherapeutic agents (strength, tissue repair, pain)</li> <li>c. Compression therapies</li> <li>d. Cryotherapy</li> <li>e. Hydrotherapy</li> <li>f. Superficial thermal agents</li> <li>g. Deep thermal agents</li> <li>h. Traction</li> <li>i. Light therapies</li> <li>j. Manual Therapy including ] Therapeutic massage</li> <li>k. Pain                             <ul style="list-style-type: none"> <li>- Visual analog scale</li> <li>- Verbal analog scale</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. Cardiac Rehab</li> <li>b. Pulmonary Rehab,                             <ul style="list-style-type: none"> <li>- Breathing Techniques,</li> <li>- Repositioning,</li> <li>- Airway Clearance techniques</li> </ul> </li> <li>c. Balance</li> <li>d. Wheelchair parts, measurement, fitting, and use</li> <li>e. Home Evaluation</li> <li>f. Vestibular Rehab</li> <li>g. Wound Measurement and Care</li> <li>h. Pain Management, Chronic Pain</li> <li>i. Hand Rehab</li> </ul>
PHTA 2363 Kinesiology	PHTA 2373 Therapeutic Exercise
<ul style="list-style-type: none"> <li>b. Goniometry/ ROM Measurement                             <ul style="list-style-type: none"> <li>- Spine</li> <li>- Upper quarter</li> <li>- Lower quarter</li> </ul> </li> <li>c. Manual muscle testing                             <ul style="list-style-type: none"> <li>- Spine</li> <li>- Upper quarter</li> <li>- Lower quarter</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. Passive Range of Motion</li> <li>b. Stretching                             <ul style="list-style-type: none"> <li>- Static</li> <li>- Dynamic</li> <li>- PNF</li> </ul> </li> <li>c. Joint Mobilization Grades 1, 2, 3</li> <li>d. Strength and Endurance training for head, neck, trunk, limb and ventilation</li> <li>e. Aerobic Capacity and Endurance                             <ul style="list-style-type: none"> <li>- Assessment,</li> <li>- Walking Programs</li> </ul> </li> <li>f. Balance Exercises</li> <li>g. Gait and locomotion Assessment</li> <li>h. Posture Stabilization</li> </ul>
PHTA Rehabilitation	PHTA Therapeutic Exercise II
<ul style="list-style-type: none"> <li>a. Tilt table</li> <li>b. Pediatric rehab</li> <li>c. CVA/ TBI Rehab</li> <li>d. Spinal cord Injury Rehab</li> <li>e. Amputee Prosthetics and Orthotics</li> </ul>	<ul style="list-style-type: none"> <li>a. Orthopedic management for the spine</li> <li>b. Orthopedic management for the upper quarter</li> <li>c. Orthopedic management for the hip</li> <li>d. Orthopedic management for the knee</li> <li>e. Orthopedic management for the ankle and foot.</li> </ul>

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## ATTENDANCE POLICY

Each student will be allowed only as many absences as the number of credit hours for each course. *Example: 3 credit hour course, 3 absences.*

After the allowed number of absences, the student's final course grade will be reduced by 5% per absence. Three tardies is the equivalent of one absence. **NO EXCEPTIONS.**

Examples:

Course Grade: 92% A	Course Grade: 92% A
Total Absences: 4	Total Absences: 6
Final Grade = 87% B	Final Grade = 77% C

Problems with childcare do not constitute an excuse for excessive absence.

## MAKEUP EXAMINATIONS

The student is expected to take each examination during the class period for which it is scheduled.

If you cannot take the examination during the scheduled period, you must contact the instructor before the examination,

- A. Exams may be made up the last week of the semester.
- B. The make-up exam may be an essay or a different exam over the same content as the scheduled exam.
- C. Failure to follow this procedure may result in the grade of zero (0) being recorded for your score.
- D. Quizzes will not be made up.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## THE COLLEGIATE CLASSROOM

The collegiate classroom is a very special place and should be treated as such. It is a place where scholars meet to acquire new knowledge, examine previous beliefs and values, challenge current societal practices and work together to extend the intellectual capacity of all present.

To enhance the learning environment each member must be focused on the topic at hand. The behavior of each learner affects the level of scholarship. As a scholar in this community, you are expected to comply with the following rules:

- A. During lecture time and audio-visual presentations, students are expected to refrain from talking.
- B. Food, drink, or tobacco products will not be used in the classroom. A tightly closed bottle of water or soft drink may be stored on the back counter until break time.
- C. Since all present must focus on the topic at hand, creating disturbances, working on other material or sleeping in class will not be tolerated. Those who do so will be asked to leave the classroom. Do not bring cell phones, pagers, tape recorders, or children to the classroom.
- D. In order to be an effective member of the learning community, you must be present for class. Each member is responsible for increasing the learning of others. Excessive absences may result in the student being unsuccessful in the course. Any absence from class above two (2) must be discussed with the Course Coordinator.
- E. You are expected to be in your seat when class begins. Do not enter the classroom if you are late and the door is closed. You must wait until the class goes on break and then you may join them.
- F. Students are expected to dress in a manner that properly represents the PTA program and does not interfere with the learning process. Tight fitting or provocative clothing is not considered appropriate. Underwear and midriffs should be covered at all times unless pre-approved by the instructor for certain laboratory procedures. Faculty reserves the right to ask any student they regard as inappropriately dressed to leave the classroom or laboratory setting.
- G. To increase your understanding of the material, it is expected that you will read your assignments and prepare prior coming to class. Completion of a daily assignment may be required for entrance into the classroom.
- H. Group work should be handled in a professional manner and each member of group needs to contribute to the maximum. Student led announcements will be presented upon returning from break.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## Grievance Policies

### STUDENT APPEAL OF EXAMINATION QUESTIONS

Students wishing to question the validity of an examination question are to proceed in the following manner.

- A. The instructors realize the learning opportunities that are available during the review of the exam. Students are encouraged to challenge any answers in a civil matter with the instructor so that all students may learn. After discussion if the student still feels the need to challenge a question they should submit the question(s) in writing along with documentation of your sources to the instructor before the next class session.
- B. The instructor will evaluate the student's input and validate the examination question.

### STUDENT GRIEVANCE PROCEDURE IN THE DEPARTMENT OF PHYSICAL THERAPIST ASSISTANT EDUCATION/ DUE PROCESS

When a student has a grievance with a staff or faculty member in the Department of Physical Therapist Assistant Education, the following procedure will be followed:

- A. Talk to the person directly about the problem.
- B. If it is not resolved at this point, a conference with the PTA program director should be arranged.
- C. If successful resolution is not obtained in step 2, the problem may be taken to the Chairperson, Health Sciences Division.
- D. If successful resolution is not obtained in step 3, the student and/or the Chairperson may refer the problem to the Vice President of Academic Affairs.
- E. The student may at any point file a complaint with the Commission of Accreditation of Physical Therapy Education by going to the following link (<http://www.capteonline.org/home.aspx>) and scrolling to the bottom of the page and clicking "file a complaint." Students are strongly encouraged to seek out resolution by following A-D first.

\*It is expected that the student can give up to 24 hours for a response to or resolution to be made after the next business day.

### PUBLIC GRIEVANCE PROCEDURE IN THE DEPARTMENT OF PHYSICAL THERAPIST ASSISTANT EDUCATION/ DUE PROCESS

When a member of the public at large has a grievance with a faculty/ staff or directly with the Department of Physical Therapist Assistant Education Program, the following Procedure will be followed:

- A. Talk to the person directly about the problem.
- B. If it is not resolved at this point, a conference with the PTA program director should be arranged.



## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

- C. If successful resolution is not obtained in step 2, the problem may be taken to the Chairperson, Health Sciences Division.
- D. If successful resolution is not obtained in step 3, the student and/or the Chairperson may refer the problem to the Vice President of Academic Affairs.
- E. The public may at any point file a complaint with the Commission of Accreditation of Physical Therapy Education by going to the following link (<http://www.capteonline.org/home.aspx>) and scrolling to the bottom of the page and clicking "file a complaint." Students are strongly encouraged to seek out resolution by following A-D first.

\*It is expected that the student can give up to 24 hours for a response to or resolution to be made after the next business day.

*"Retaliation" means any action or failure to act with respect to an individual based on that individual's making a complaint, participating in the investigation of a complaint, or participating in the process under this policy, where such action or failure to act could have the effect of dissuading a reasonable person from participating or assisting with this policy.*

*RETALIATION PROHIBITED: Any employee, student, or visitor who retaliates in any way against an individual who has initiated or participated in the resolution of a good faith complaint of Sexual Harassment is subject to discipline, up to and including termination of employment, suspension, or expulsion from CASC, even if no Harassment is found.*

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## GRADUATION REQUIREMENTS

- A. Complete the required courses in the PTA curriculum with a "C" or better in both theory and clinical,
- B. Have a 2.0 grade point average in all general education requirements
- C. Each student must pass a proctored exit exam before being able to graduate from the Carl Albert State College Physical Therapist Assistant Education program.
  1. The Exit Exam will be administered the Friday before the deadline to complete registration for the April NPTAE to allow qualified students the opportunity to register and test early if qualifications are met.
  2. The student will not receive a passing grade ("C" or higher) in PHTA 2534 Clinical Experience III until a passing score has been earned on the Exit Exam.
  3. The faculty of Carl Albert State College Physical Therapist Assistant Education reserves the right to choose the exam that will be administered and set appropriate passing scores for the students to the students on a year by year, class by class, or individual basis.
  4. The faculty believes that the exit exam process is an integral part of student preparation for passing the National Physical Therapist Assistant Exam to obtain licensure. The policy allows the program to be flexible in setting passing scores and allows the program to adjust passing scores as appropriate based on scoring trends or extenuating unforeseen circumstances. Procedures for the Exit Exam are as follows:
    - A. The first attempt will occur in February with time allowances for April NPTAE registration and the cost is incurred by the program when funding allows.
    - B. If a second attempt is required, the student is responsible to purchase the PEAT and submit official scores to the core faculty. The test is required to be proctored.
    - C. If a third attempt is required, a second and new PEAT is required to be purchased as well as the completion and documentation of a third party remediation course that is approved by the PTA Faculty.

## GRADUATE FOLLOW UP

Graduates of this program can expect to be contacted regarding their employment situation and related topics in periodic surveys from the PTA Program. It is a professional responsibility of the graduate to respond to these inquiries in order to assist with further evaluation and development of this program. It is requested that the graduate keep up to date contact information with the CASC PTA Education Department

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

Program graduates will be contacted in one or more of the following ways:

- A. Telephone call/ text message
- B. Letter
- C. Email/ social media
- D. Personal contact

### LICENSURE

Upon graduation from an accredited program, a Student Physical Therapist Assistant is considered to be a candidate for the certification examination offered by the Federation of State Boards of Physical Therapy. The Program Director will send the Licensure boards a list of eligible candidates. It is the candidate's responsibility to complete the application form and return it with payment of fees to the testing agency.

All persons must contact their state board to apply for licensure for that state in which they want to work. Most states have some form of licensure or certification required.

It is the students/graduates responsibility to initiate the licensure process with the state of their choice. The PTA program will send transcripts to the respective states that the student requests.

### AMERICAN PHYSICAL THERAPY ASSOCIATION MEMBERSHIP

Any physical therapy student enrolled in an accredited program is eligible for student membership in the APTA and we strongly encourage your participation in this professional organization. Your membership and active involvement with the APTA does not only strengthen this organization but will also strengthen and advance your career as well. Upon payment of dues the student is entitled to receive publications and regular mailings about conferences and workshops.

The student is also encouraged to participate in their choice of a state Physical Therapy Association. Most states have monthly meetings and educational programs for its members. Non-members and students are usually welcome at these meetings.

**SECTION V: CLINICAL EDUCATION POLICIES**

## CLINICAL EDUCATION PROGRAM

### ACDEMIC COORDINATOR OF CLINICAL EDUCATION

#### Definition

The Academic Coordinator of Clinical Education (ACCE) is the core faculty member responsible for the planning, coordination, facilitation, administration, monitoring, and assessment of the clinical education component of the curriculum as well as the faculty member of record for clinical education courses.

#### Qualifications

- Is a Physical Therapist or Physical Therapist Assistant.
- Is licensed in the State of Oklahoma,
- Has a minimum of three years of experience as a center coordinator of clinical education (CCCE) and/or clinical instructor (CI), or experience in teaching, curriculum development, and administration in a physical therapist assistant or physical therapist program. Clinical or educational administration experience, and experience in human resource management experience in a variety of areas of teaching (academic, clinical, continuing education, in-service)
- A minimum of three years (or equivalent) post licensure clinical practice

#### Responsibilities for the PTA Education Program:

1. Maintain all clinical affiliation agreements and review them for adequacy and content prior to the assignment of students
2. Assign students only in clinical experiences that have a properly ratified clinical affiliation agreement.
3. Monitor each clinical experience that students have been assigned
  - a. Make contact with each clinical instructor that has been assigned students from the program at least one time (1X) during each clinical experience
  - b. Make contact with each student that is participating in a clinical experience at least one time (1X) during each clinical experience
4. Assign grades to students for each clinical experience
5. Evaluate the Clinical Education Program each year
6. Teach PHTA courses as assigned by the Director of the program

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## CLINICAL FACULTY

### Definition

Clinical faculties are the personnel of clinical education sites who teach and supervise students in the practice setting. Two levels of clinical faculty are recognized: the Center Coordinator of Clinical Education (CCCE) and Clinical Instructor (CI).

### Qualifications

The Center Coordinator of Clinical Education (CCCE) is responsible for coordinating the assignments and activities of students at the clinical center. To qualify as CCCE, individuals would be experienced in clinical education, interested in educating students, possess good interpersonal relationships, communication, and organization skills; and be knowledgeable of the clinical center and its resources; and serve as a consultant in the evaluation process. In small facilities, the CCCE may serve as both the CCCE and CI. The CCCE may be a physical therapist, physical therapist assistant, or other experienced person. A physical therapist or physical therapist assistant skilled clinician must be available to assist the non-therapist CCCE.

The Clinical Instructor (CI) is the person responsible for direct clinical supervision of students and must be a physical therapist or a physical therapist assistant. CI's must demonstrate a willingness to work with students by pursuing learning experiences to develop knowledge and skills in clinical teaching. One year of clinical experience is normally considered the minimum criteria for a CI, however, individuals should be evaluated on the ability to perform the CI duties as opposed to solely their number of clinical years of experience. CIs should possess the ability to plan, conduct, and evaluate a clinical education experience based on sound educational principles.

### Appointment – Term of Service for Clinical Instructors

Center coordinators of clinical education and clinical instructors are appointed by the clinical facility and serve until removed. Facility administrators should consider the *APTA Guidelines for Center Coordinators of Clinical Education* and the *APTA Guidelines for Clinical Instructors* when making appointments. The Academic Coordinator of Clinical Education or the Program Director may make recommendations for clinical faculty appointments to the facility administration.

Center coordinators of clinical education shall be considered the primary clinical faculty member to the physical therapist assistant program and will be considered adjunct volunteer faculty in the physical therapist assistant educational program. Clinical instructors will be included in clinical faculty listings at the request of the clinical facility.

### Rights, Responsibilities, and Privileges of Clinical Instructors

Clinical faculty of the PTA program includes all professions who supervise or provide instruction to students in patient care or professional employment settings. The rights or privileges of the clinical faculty are non-discriminatory and commensurate with

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

similar appointments in the nursing program of the institution. The identified rights and privileges include the following:

1. Clinical faculty receive no remuneration for their services from the educational institution.
2. Clinical faculty are affiliated with an institution having a formal clinical affiliation agreement with CASC.
3. Clinical faculty is provided an orientation to the policies and procedures of CASC PTA program.
4. Clinical faculty provides a written and verbal assessment of a student's performance and serves in an advisory capacity to the Academic Coordinator of Clinical Education for awarding of a grade to an individual student.
5. Clinical instructors will be provided with information regarding the student necessary to plan an appropriate learning experience. This information will include written communication from the ACCE with student name, academic progress in program, skills acquired, and written communication from the student with a photo and introduction including four objectives the student hopes to achieve in the experience.
6. Clinical instructors will be provided appropriate information (i.e. suggested learning activities, copy of evaluation tools, etc.) prior to each clinical in which their facility is participating when necessary.
7. Clinical faculty has the right to be included in all faculty meetings of the CASC PTA program
8. Clinical faculty will have an opportunity to participate in the assessment of the clinical education program with representatives of CASC (see **Clinical Faculty Evaluation of CASC Program Academics and Clinical Faculty Development** form in the "Forms" section of this manual. CASC PTA students will also bring a copy of this form to each clinical assignment.
9. Clinical instructors are given the opportunity to provide input to the program regarding student competencies, course content, evaluation techniques, etc. at any time.
10. Clinical faculty may be provided educational workshops related to the clinical education program by CASC
  - A. In an effort to provide a hosting site that is convenient and cost effective for its clinical instructors, CASC regularly hosts the following faculty development courses. CASC does not provide the cost of attending the courses.
    - i. CASC hosts an Ethics course each year which satisfies the requirements for continuing licensure in the states of Oklahoma and Arkansas
    - ii. CASC hosts the APTA's Clinical Instructor Education and Credentialing Program (CIECP) every other year
  - B. CASC may periodically host other faculty development activities/courses as determined by the assessment process

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## Clinical Instructor's Right and Responsibilities to the Student

The clinical instructor will communicate in a timely manner regarding the student progress by:

- a. Meeting at least once a year (in person or by telephone) with the visiting ACCE during each clinical term in which their facility is participating.
- b. Completing evaluation forms thoughtfully and thoroughly.
- c. Phoning the ACCE to discuss any student or curriculum-related problems which occurs between ACCE's visits/calls.
- d. Providing information regarding the student necessary to plan an appropriate learning experience.
- e. Providing appropriate information (i.e., suggested learning activities, copy of evaluation tools, previous assessed skills etc.) prior to each clinical rotation in which their facility is participating.

## CLINICAL EDUCATION ASSESSMENT

The clinical education program is assessed by a variety of means. These include:

1. Clinical Education Faculty (CI's/CCCE's)
  - A. Participation in Academic Faculty Meetings
    - i. May participate as a non-voting member
  - B. Participation in Advisory Committee meetings
    - i. May participate as a non-voting member
  - C. Participation in Clinical Faculty meetings
  - D. Comments made in the Clinical Performance Instrument (CPI)
  - E. Comments made on the *Clinical Faculty Evaluation of CASC Program Academics and Clinical Faculty Development Form*
    - i. This form will be provided by CASC PTA students as part of their required documentation or can be found in this manual
  - F. Direct contact through email to the ACCE and/or Director of the program.
  - G. Direct telephone communication with the ACCE
  - H. Direct comments made to the ACCE during clinical visits
2. Academic Education Faculty
  - A. Thru academic faculty meetings and prior to clinical education experiences. Items assessed include:
    - i. Adequacy in number
    - ii. Adequacy in variety
    - iii. Accessibility by students
    - iv. Scope of learning experiences
    - v. Support of the program mission
    - vi. Reflective of current physical therapy practice
    - vii. Comments from clinical education faculty
    - viii. Comments from CASC PTA students and graduates
3. PTA students and graduates



## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

- A. Comments made in the Clinical Performance Instrument (CPI)
- B. Direct contact through email to the ACCE and/or Director of the program.
- C. Direct telephone communication with the ACCE
- D. Direct comments made to the ACCE during clinical visits
- E. Direct comments made to the ACCE during post clinical interviews

Communication between the academic and clinical faculty will occur during the cycle of clinical education meetings and clinic visits, and through inclusion of clinical faculty in all program evaluation activities.

Each student will perform an evaluation of their CI (or person providing direct supervision) at final evaluation.

The formal tool for the evaluation of the CI will be provided by the ACCE and brought to the facility by the student on the first day of the affiliation. The evaluation will be reviewed and signed by the student, the person providing the majority of direct supervision (if other than CI) and the CI. The evaluation will be returned to the ACCE within the prescribed time limit following the end of the affiliation.

### **CLINICAL AFFILIATION AGREEMENT**

All arrangements for clinical education sites are formalized through separate contractual agreements. Carl Albert State College will offer each interested facility a Uniform Clinical Agreement to be signed and approved by the appropriate administrative officials in the clinical site. Clinical sites may choose to use their own version of a clinical affiliation agreement or to modify the standard contract through addendum.

The clinical affiliation agreement will be renewed by letter or agreement between the two parties.

The clinical affiliation agreement is of indefinite duration and may be terminated by either party at the end of any academic term. Both parties agree to review and reaffirm this agreement prior to student placement, or sooner if needed, in the Facility. In the event this agreement is to be terminated, the terminating party shall send written notice to the other party delivered by certified mail thirty (30) days in advance of the date of termination.

In situations where the designated clinical instructor in a facility is not an employee of the facility and functions in the facility under contractual arrangement or clinical privileges, a separate clinical affiliation agreement will be required for the clinical instructor.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## CLINICAL SITE INFORMATION FORMS

All clinical education sites are required to complete the standard form of the APTA'S Clinical Site Information Form. The primary purpose of this form is for the academic program to collect information from the clinical education center for the benefit of students and the program. This information is used to facilitate clinical site selection, student placements, and the assessment of learning experiences and opportunities available to students through clinical practice.

The form is designed in two sections: Information for Academic Programs- Part I, and information for Students- Part II. The form is designed using a check-off format wherever possible to reduce the amount of time required for completion. The form is available from the APTA Website.

Clinical education centers should update the Clinical Site Information form regularly.

## CLINICAL CURRICULUM

The clinical education program is designed to provide the student with observation, supervised treatment, independent treatment, and teaching opportunities. Clinical instructors are encouraged to structure learning experiences based on the strengths of their facility and in accord with the skills and competencies outlined in the course syllabi and the clinical evaluation instrument. Students must pass all clinical rotations in order to graduate from the program.

The clinical section of the curriculum includes four approved courses shown:

Course Title	Credit Hours	Contact Hours	Semester	Scheduled
PHTA 1231 Clinical Orientation	1	48 (on campus seminar, clinic, and clinical tours)	1 <sup>st</sup> Spring	Monday and Wednesday
PHTA 2332 Clinical Experience I (clinical lab)	2	120 (3 week rotation) 15 (on campus seminar)	2 <sup>nd</sup> Fall	Daily for 3 wks: 8 hr/day
PHTA 2432 Clinical Experience II (clinical lab)	2	120 (3 week rotation) 15 (on campus seminar)	2 <sup>nd</sup> Fall	Daily for 3 wks:8 hr/day
PHTA 2434 Clinical Experience III	4	200 (5 week rotation; A) 200 (5 week rotation; B)	2 <sup>nd</sup> Spring	10 wks full-time at completion of all courses

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

---

The initial intent of the curriculum is to provide all students experience in the inpatient, out-patient setting. Successful implementation of this intent will be dependent on the appropriate numbers and varieties of clinical sites.

Integrated into the academic courses, students will gain experience with special populations of patients such as geriatrics, developmental disabilities, sports, pediatrics and home health. Specialty affiliations during the full-time clinical experiences will be allowed by faculty permission based on the individual student's preparedness.

The initial course, Clinical Orientation, will be used to provide an awareness of a variety of sites in the geographic area. Plans are to include rural and urban facilities offering acute, out-patient and rehabilitation physical therapy in addition to facilities in public schools, long-term care, home health care, primary care facilities, and private practice and the Viking Pro Bono Clinic.

Clinical Experience I is designed to allow students to gain competencies in acute care, out-patient, skilled nursing facilities and rehabilitation facilities, dependent on the appropriate numbers and varieties of clinical sites. This clinical course will allow the student to practice basic skills in patient care in addition to assisting with modalities, massage, basic exercise, and assistive device gait training treatments.

Clinical Experience II and Clinical Experience III are designed to allow the student to practice skills and integrate curriculum. These clinical experiences are designed to allow the student to be scheduled in an inpatient setting for one rotation and in an outpatient setting for the other as allowed by clinical affiliations available.

## PLEASE NOTE THE FORMAT ASSIGNED TO EACH OF THE CLINICAL ROTATIONS

PHTA 2332 – CLINICAL EXPERIENCE I (FALL; Pre Semester 3, July-August)

Rotation: Monday – Friday from 8:00 a.m. – 5:00 p.m.

PHTA 2432 – CLINICAL EXPERIENCE II (FALL; Post Semester 3, November-December)

Rotation: Monday – Friday from 8:00 a.m. – 5:00 p.m.

PHTA 2534 & 2536 – CLINICAL EXPERIENCE III (Semester 5, March-May)

Rotations IIIA- Daily from 8:00 a.m. – 5:00 p.m. for five weeks

Rotations IIIB- Daily from 8:00 a.m. – 5:00 p.m. for five weeks

## **CLINICAL ASSIGNMENT**

Students are assigned to clinical sites by the Academic Coordinator of Clinical Education. The Center Coordinator of Clinical Education may request changes to the proposed assignments. Students will be assigned to clinical facilities with the priority being to

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

provide each student with experience in inpatient and outpatient care settings. Geographic convenience will be considered but not guaranteed.

## CLINICAL GRADING

Assigning of course grades for all clinical experiences is solely by the ACCE. The ACCE will seek input from the CI and the CCCE in determining the student's final grade.

### Clinical Experience I

#### Grading Components

*Items 1-18 of the CPI are expected to be completed, either through patient interaction or through mock/simulated patients established with the clinical instructor. If an indicator in the CPI is not completed due to lack of patient/opportunity availability, it is the student's responsibility to ask the CI for mock patients to discuss treatments/precautions/interactions needed. If 100% of the CPI items are not completed it will be considered and discussed by the ACCE and clinical instructor for lack of opportunity or reason for non-completion.*

"A" grade – "Intermediate Performance" marked on Criteria 1-8 on Visual Analog Scale (VAS).

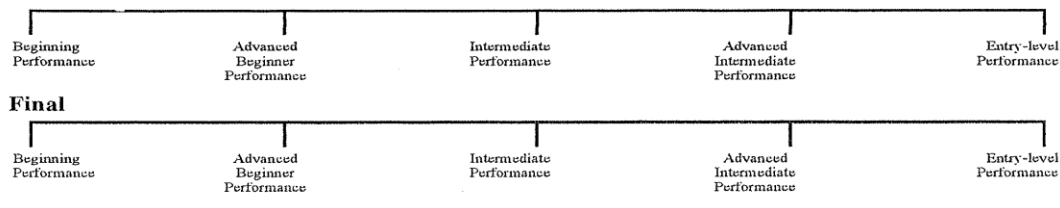
"B" grade – "Intermediate Performance" marked on at least six of Criteria 1-8 and a minimum of "Advanced Beginner performance" marked on the other two criteria.

"C" grade – "Intermediate Performance" marked on four of Criteria 1-8 and a minimum of "Advanced Beginner Performance" marked on the other four criteria.

"D" grade- Five or more of criteria 1-8 marked below "Intermediate Performance"

Rate this student's clinical performance based on the sample behaviors and comments above:

**Midterm**



"A" grade = 100 points

"B" grade = 89 points

"C" grade = 81 points

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## CLINICAL EXPERIENCE II

*Items 1-18 of the CPI are expected to be completed, either through patient interaction or through mock/simulated patients established with the clinical instructor. If an indicator in the CPI is not completed due to lack of patient/opportunity availability, it is the student's responsibility to ask the CI for mock patients to discuss treatments/precautions/interactions needed. If 100% of the CPI items are not completed it will be considered and discussed by the ACCE and clinical instructor for lack of opportunity or reason for non-completion.*

"A"- Criteria 1-8: All Intermediate Performance or higher on VAS (Visual Analog Scale)  
Criteria 9-18: All Advanced Beginner Performance or higher on VAS

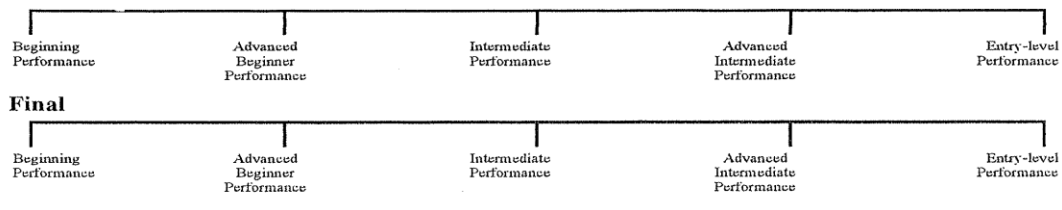
"B"- Criteria 1-8: All Advanced Beginner or higher on VAS  
Criteria 9-18: One of remaining twelve of Criteria 9-20 Advanced Beginner or higher on VAS

"C"- Criteria 1-8: All Advance Beginner or higher on VAS  
Criteria 9-18: All Beginning Performance on VAS

"D"- Criteria 1-8: Any 1-8 Criteria rated below Advance Beginner Performance on VAS

Rate this student's clinical performance based on the sample behaviors and comments above:

**Midterm**



# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## CLINICAL EXPERIENCE III

### *Grading Components: CPI (Final)*

*All 20 Criteria must be addressed to earn a passing grade, either through patient interaction or through mock/simulated patients established with the clinical instructor. If an indicator in the CPI is not completed due to lack of patient/opportunity availability, it is the student's responsibility to ask the CI for mock patients to discuss treatments/precautions/interactions needed. If 100% of the CPI items are not completed it will be considered and discussed by the ACCE and clinical instructor for lack of opportunity or reason for non-completion. Clinical Instructor will provide a learning experience to address SLO 9, 13. Student will discuss each in Student Journals in the format of the weekly email.*

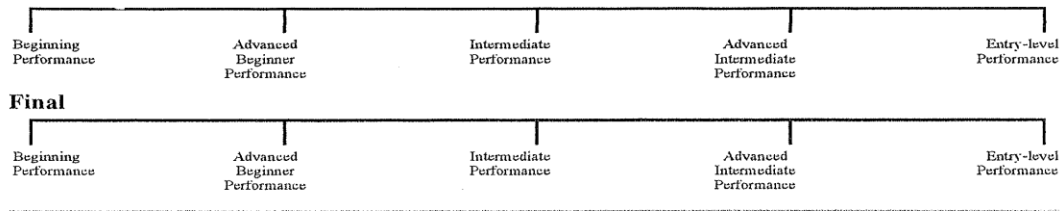
- "A" - Criteria 1 – 20: "Entry Level" on VAS (Visual Analog Scale),  
and  
Passing Score on Exit Exam.
- "B" - Criteria 1 – 8 : "Entry Level" on VAS,  
and  
Criteria 9-20: Any eleven criteria from 9-20: "Entry Level",  
and  
Remaining one criteria, "Advanced Intermediate" to "Entry Level"  
and  
Passing Score on Exit Exam.
- "C" - Criteria 1 – 8: "Entry Level" on VAS,  
and  
Criteria 9-20: Any nine criteria from 9-20: "Entry Level",  
and  
Remaining three criteria "Advanced Intermediate" to "Entry Level"  
and  
Passing Score on Exit Exam.
- "D" - Criteria 1-8: Any below Entry Level on VAS  
or  
Failing Score on Exit Exam

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

Rate this student's clinical performance based on the sample behaviors and comments above:

Midterm



These are guidelines for 100% of your final grade. Any clinical incident report will be considered by the Academic Coordinator of Clinical Education (ACCE) and the Clinical Instructor, and may affect your grade.

The failing of a student at a clinical experience is decided between the ACCE and the academic faculty, after thorough communication between the ACCE, clinical instructor, and student.

The student will bring their clinical notebook with them to the clinic on their first day. The notebook will contain the CPI and instructions for use; a copy of the clinical faculty handbook; the student clinical policies; the syllabus for Clinical Experience III; and all updated immunizations/required documentation for the clinical experience and an attendance sheet.

## STUDENT EVALUATIONS

Each student must receive a written evaluation of his/her performance and a verbal explanation by the last day of each clinical rotation. The formal tool for evaluation is the Clinical Performance Instrument (CPI) and will be provided to the CI by the student when he/she arrives the first day. It is the student's responsibility to return the evaluation instrument to the ACCE within the prescribed time limit.

Mid-Clinical evaluations concerning clinical skills should be performed and reviewed with the student during Clinical Experiences I, II, and III. Student performance should be critically evaluated at this point. Strengths and weaknesses should be discussed in detail with specific recommendations made on how to correct perceived weaknesses. The student should be evaluated at any time during the rotation.

The evaluation form must be reviewed and signed by the student and the CI.

***Although the evaluation of the student's clinical performance is the right and responsibility of the clinical instructor, the assignment of the grade for the course work is a responsibility reserved for the academic faculty. All information given to the school regarding the student's clinical performance is used to determine course grades.***

## **STUDENT SUPERVISION POLICY**

PTA students are to be supervised by either a Licensed Physical Therapist or a Licensed Physical Therapist Assistant. A registered physical therapist or physical therapist assistant must be on site during clinical experiences of physical therapist assistant students.

The clinical instructor will provide adequate and easily accessible supervision to students, supervising no more than two students at one time. If more than two students are affiliating at once, supervision should be delegated to another Licensed PT or Licensed PTA, preferably one more experienced in clinical education. The clinical instructor should orient the assisting clinical instructor the CASC program's curriculum, the progress and the level of function of the student, the supervision needs of the student, and the requirements of the school regarding the ACCE visitation and evaluation form.

The clinical instructor should maintain open communication with the student, providing feedback regarding his/her performance and input on ways to improve it. Toward this end, the clinical instructor will:

1. Meet with the student on the first day to orient them to the surrounding, the facility's policies and procedures, documentation methods, supervision arrangement, etc.
2. Meet with the student at the end of each day during Clinical Rotations I and II and at least weekly during Clinical Rotation III.
3. Complete midterm and final evaluation forms for all clinical rotations and discuss them with the student.
4. Schedule learning activities for the student to assist him/her in reaching his/her learning goals for the affiliation.

If the CI requests or expects the student to perform a skill or task in the clinic upon a patient for which the student has not been instructed, the CI will assume the responsibility for the instruction of the skill or task, assess competency of the student, and supervise the skill performance appropriately.

## **Reporting Critical Incidents/Behavior Contract Violation/ Dismissal**

1. Any problem concerning student's appearance, clinical performance, application of knowledge, interpersonal relations with staff or patients, tardiness, lack of adequate supervision, etc., should be discussed confidentially between the CI and the student. The student should be reminded of the terms of the Behavior Contract signed prior to Clinical Education beginning.
2. Discussion of these problems should occur immediately if a potentially harmful situation exists. Otherwise, an appropriate time and place should be chosen to discuss problems, solutions and goals as soon as possible.



## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

3. If the CI or student deems necessary, a meeting with the ACCE may be scheduled.
4. Review of a critical incident. A student, CCCE, and/or CI may request a review of incident which occurs in connection with a clinical laboratory experience. Some examples include but are not limited to: inadequate clinical preparation, excessive fatigue, emotional liability, lack of certification of professional liability insurance coverage, and failure to follow specific guidelines when absent from or late in arriving at a clinical experience. Actions that may be taken as a result of a faculty review are:
  - a. Anecdotal note to be placed in student's record. The clinical instructor's documentation of the incident is placed in the student's permanent record.
  - b. Plan to Improve Clinical Performance. A written plan developed by the ACCE/CCCE/CI and student which describes specified objectives that the student is to complete within the specified time frame.
  - c. Unsatisfactory Clinical Performance/Incident. Four unsatisfactory clinical incidents will result in the student's dismissal from the PTA program.
  - d. Unsafe Clinical Performance/Incident. Defined as harming or threatening harm or danger to a client. Some examples include, but are not limited to: student under the influence of drugs (including prescription) resulting in impaired functioning, and verbally or nonverbally threatening the client's physical or psychological well-being. One unsafe clinical incident may result in the student being dismissed from the PTA program.

Any student engaging in unethical, unprofessional conduct as described above, or exhibiting poor clinical performance may be placed on probation by the ACCE. The ACCE reserves the right to place the student on probation. If the student receives one unsafe clinical incident, the student will be placed on probation provided they are not dismissed from the PTA program.

### **One to three unsatisfactory critical incidents may result in probation or dismissal.**

Probation results in weekly phone or personal contact between the ACCE and CCCE /CI as well as the student. Probation will remain in effect for the rest of that particular rotation or until the ACCE removes the student from probation.

Students removed from a clinical site due to excessive clinical incidents, behavior contract violation, or poor clinical performance (a failing grade) will be required to repeat the complete rotation time in another facility following successful remediation by academic remediation activities, removal from the program may occur. All due process procedures will be available to the student in case of removal.

Students removed from a clinical site due to clinical site organizational problems will be required to complete clinical time in another facility. The amount of time required to be

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

completed will be determined by the ACCE and CCCE in the new facility. Student will be required to complete the designated competencies for the clinical affiliation regardless of time required.

Students requesting removal from a clinical site will be required at a minimum to complete the remaining clinical time in the rotation. The ACCE may, at their discretion, require the student to complete additional time in the new clinical rotation.

When students are removed from a clinical rotation, all efforts will be made to place them as soon as possible in a new clinical site, if appropriate. However, if a student has not been able to be placed in a timely manner, the removal may jeopardize continuance in the program on the original time schedule.

Timely acknowledgement by the CI and/or student of the problems or areas of improvement is essential for satisfactory completion of the clinical affiliation

### **STUDENT CLINICAL RESPONSIBILITIES**

#### ***Attendance***

Student must complete the total required number of hours for each clinical experience. Students must advise the CI and the ACCE of an absence prior to time scheduled to be in the clinic. Attendance, make-up, and tardiness are to be documented on the "attendance log".

#### ***Inclement Weather Policy***

On occasion when ice and/or snow makes roads impassable as determined by the college administration, and announcement will be made early in the morning on radio and television. The college may: 1) close all day, 2) close only for evening classes, or 3) open late in the morning.

If this occurs on a clinical day:

1. The student may elect to miss his/her clinical that day.
2. If the student leaves home for clinical before the announcement, he/she may:
  - a. remain at the clinical and receive credit for the time spent in the clinical rotation.
  - b. arrive late with no penalty, and make up missed time, if late arrival exceeds one hour.
3. Snow days will be made up with no penalty for absence.

If the college remains open and roads are hazardous, the decision to go to clinical must be the student's. Students should not jeopardize their safety at any time. Students must contact ACCE or CCCE of their plans.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## ***Make-up Scheduling***

All missed time must be made up. Make-up scheduling is to be approved by the CI and the ACCE. An extended absence will require special make-up scheduling, to be arranged by the ACCE. Make-up time should be scheduled at the time of the phone call notifying the CI and ACCE of the absence, if at all possible.

## ***Tardiness***

Students are to arrive at the clinic promptly and observe regular clinical hours. Excessive tardiness will result in a requirement to make-up lost time. Students arriving 30 minutes after scheduled time will be considered tardy. More than three tardies will be considered as a day missed and made up according to make-up policies previously outlined.

## ***DRESS CODE AND CLINICAL APPEARANCE***

Clinical Appearance-In the knowledge that many times our personal appearance makes a strong impression on the patient's attitude towards the school and the hospital, it is beneficial both to the student and school that certain regulations be followed. Male students must keep hair neatly trimmed and combed, beards, mustaches, and sideburns must be neat, and nails must be short and clean. Female students must keep hair clean, neat and restrained in a professional manner, off shoulders and away from their face, nails must be short and clean. No bracelets may be worn in the clinical area. Only wedding and/or engagement rings may be worn in the clinical area. Only small gold, silver, or pearl earrings that do not cover the entire earlobe may be worn. No enamel, decoratively colored or drop earrings are to be worn in the clinical area. Only one identical pair of earrings may be worn, one in each ear. No facial or other body piercing may be evident in the clinical area. Tattoos must be covered by clothing. Clothing must cover midriff at all times including bending and reaching. Students are not allowed to carry their cell phones with them in the clinical experience unless an emergency exists in which they will then ask permission from the CI to keep the cell phone in their pocket on vibrate. It can only be utilized to take care of the emergency situation. Personal cleanliness must be maintained at all times. Perfumes/colognes are not to be worn during clinical experiences for patient consideration.

## ***STUDENT UNIFORM***

Students should wear: clean street shoes with a low heel, non-skid soles (clogs, open toe or open heel shoes are not acceptable), pants with a collared shirt with the CASC Brand located on left chest. The provided CASC Name tag is mandatory on all uniforms. Clinic scrubs may be worn when approved by the clinic. The scrubs must match tops and bottoms, be neat, clean, and wrinkle-free, and look professional.

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## **CONDUCT AND BEHAVIOUR**

Students are required to maintain the terms of the Behavior Contract for Clinical Education at all times. Please see terms in appendices.

## **CONFIDENTIALITY**

Student information and records will be treated confidentially. Only those persons involved in the student's educational process will have access to his/her records. Access by any person other than the above will require a release of information statement signed by the student.

Students will be oriented to and will observe all procedures related to patient confidentiality and release of information during all clinical contact.

## **DEMONSTRATION**

Students are expected to act as "patients" for demonstration and practice during many courses. This is considered to be part of their education experience. Therefore, consent is assumed upon enrollment in the course. If students are expected to appear in photographs or other media presentations, a photo release statement should be signed by the student before participation.

Students will not be expected or required to act as subjects in any investigative projects conducted by clinical experience sites, except as volunteers selected according to the subject selection procedures of the study and outside of clinical education hours.

## **ACCESS TO LEARNING OPPORTUNITIES**

Students are encouraged to practice skills for which patients are unavailable or the situation warrants that patients not be used.

The clinical instructor is requested to provide appropriately supervised opportunities for practice when patients are unavailable or the situation warrants patients not be used.

Materials such as equipment manuals, treatment protocols, and home programs should be made available to and utilized by students.

Students are required to attend all departmental in-services if scheduling permits.

## **ASSIGNMENTS MADE IN CLINICAL**

In addition to assignments listed in the clinical course syllabi, the clinical instructor may assign projects or presentations which are pertinent and significant to a student's clinical education and within a reasonable score for the student. Such assignments are encouraged during Clinical

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

Rotation III. Students are required to present an in-service on a topic of mutual interest to the staff during Clinical Experience III on both rotations.

### ***CLINICAL VISITS***

While on Clinical Rotations I and II, students will be visited at least once in person or by telephone by the ACCE. During Clinical Rotation III, students will be visited once during each rotation or in situations where the clinical experience is too far to travel to, phone communication will be maintained regularly. If a clinic visit is requested by the CI or CCCE at the clinical site, one will be scheduled.

### ***STUDENT PHYSICAL CONDITION***

1. Pregnancy.
  - a. A student wishing to continue her PTA education while pregnant must present a written statement by a licensed physician that the student is capable of handling the physical exertion required within the didactic and clinical course work. The letter will be submitted to the PTA director by the end of the first semester. Following childbirth, a licensed physician's written verification of fitness to return to courses and clinical rotations is required. Any clinical rotation absence due to pregnancy will be subject to the same rules and regulations as stated in clinical attendance policies.
2. Illness or Injury.
  - a. A student who has an extended illness, surgery and/ or injury will be required to submit a physician's written verification of fitness in order to return to courses or clinical rotations. This letter will be directed to the attention of the PTA program director, and a conference with the director will follow.

### ***LIABILITY INSURANCE***

All students will be expected to maintain current liability insurance coverage which is included in fee payment through the CASC Student Physical Therapist Assistant and a copy will be supplied to facilities upon request. Also the students will have a copy in their clinical notebook.

### ***UNIVERSAL PRECAUTIONS/HEALTH STATUS/HAZARDOUS MATERIALS***

After acceptance into the program, before Clinical Orientation begins in the spring semester, the student must provide the following documentation:

1. TB skin test results (TB skin test may be obtained at the local health department). If POSITIVE, results of a chest x-ray must be provided. Thereafter, follow guidelines issued by the Oklahoma State Department of Health.
2. Proof of Diphtheria-Tetanus (DPT) Immunization within the last 10 years.
3. Proof of immunity to rubella (rubella titer) or immunization for MMR (measles, mumps, rubella).
4. Proof of immunity to rubella (measles) or immunization for MMR.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

5. Proof of immunity to Tetanus and Diphtheria - within the last ten (10) years. You may obtain a TD Immunization at the County Health Department. Usually this is at little or no charge, but may be given only on specific days.
6. Proof of immunity to Varicella (Chicken Pox).
7. Proof of CPR certification. Certification must be in the Oklahoma or Arkansas Affiliate Course "C" or Basic Life.
8. Proof of Hepatitis B Immunity- vaccine (3 doses) or signed Hepatitis B vaccine form. (All PTA students will be required to complete an educationally unit on Blood Borne pathogens during their first PTA class)
9. Proof of current professional liability insurance- copy of current policy with a minimum coverage of \$1,000,000/3,000,000 for a *student PTA*. This must be obtained through the Department of Physical Therapist Assistant Education. Application for the coverage will be given to you by your instructor and the approximate cost is \$20. The student is required to turn this in to the PTA Secretary by August 20 in order to keep current insurance coverage.

### **CRIMINAL BACKGROUND CHECK**

Criminal Background check from the state in which the student lives. If a more thorough background check for the student is required by a facility, the student will be informed of the requirement and will be responsible for obtaining the required background check and for the cost.

### **DRUG SCREEN POLICY**

See Student Documents for Policy

### **SAFETY**

Safety is of prime importance during clinical activities. The student is expected to take responsibility for his/her own and other's safety.

The student will:

1. Not use any faculty equipment or supplies, and report any such defects to his/her instructor or clinical instructor immediately, placing the defective item where others will not use it.
2. Maintain a calm, quiet atmosphere, attending to the patient and task at hand, and the immediate environment.
3. Never leave a patient unattended without a call system.
4. Obtain complete instructions/information regarding the assigned task and the patient's condition.
5. Follow prescribed procedures exactly.
6. Notify instructor or clinical instructor of any problems or unexpected effects immediately.
7. Know his limitations and seek assistance when needed.
8. Perform within the bounds of his training and role.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

9. Keep walkways clear of obstructions, cords, etc.
10. Wipe up any moisture on floors immediately.
11. Dispose of waste, linen, etc. properly and promptly.
12. Inform clinical instructor of any safety infractions observed.
13. Document any injury which occurs, no matter how minor, in accordance with faculty policy.
14. Self-identify access to, and recognize self-responsibility for the cost of any emergency services in off campus educational experiences and understand that Carl Albert State College, the PTA educational program, and the Clinical Site are in no way responsible.
15. Activate emergency protocols when necessary.

### ***HIPAA Privacy Rule***

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patients' rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.

Student PTAs are required to apply the rule in all clinical settings per learning activities provided in PHTA 1113 Introduction to Physical Therapy Lab and complete the form of HIPAA agreement.

### **SUGGESTIONS TO CLINICAL INSTRUCTORS**

1. Let other staff members know you have a Student Physical Therapist Assistant.
2. At the beginning of the day, the Student Physical Therapist Assistant should have an approximate schedule of the days' activities. It may be helpful to keep a calendar for the student and the CI to schedule special learning activities throughout the affiliation.
3. At the conclusion of each day, verbally review the student's overall performance that day and indicate areas to work on the following clinical day. It is important for students to have specific learning goals for each day.
4. Obtain input from the student regarding the type and amount of supervision which he/she feels will best meet his/her needs.
5. Have the student critique himself/herself and discuss his/her own strengths and weaknesses. Self-assessment is a critical skill that students should practice.

### ***ORIENTATION OF STUDENTS TO THE CLINIC***

The student should receive orientation in regard to:

1. Department working and treatment hours.
2. Parking.
3. Employee lunch.
4. Charge system.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

5. Patient scheduling method.
6. Patient transport system.
7. Other students and staff.
8. Pertinent emergency procedures.
9. Departmental/instructional roles and regulations.
10. Charting system and procedures.
11. Department layout, equipment and supplies.
12. Special services, clinics, outreach program, or other learning opportunities.
13. Availability of any opportunities to view surgeries.
14. Opportunity to observe in other departments.
15. Reporting methods for suspected abuse, fraud, or ethical violations

### ***LEARNING OPPORTUNITIES***

1. Students have been instructed to observe procedures as assertively as is appropriate, considering setting, patient and therapist involved. They should be encouraged to pursue this, with any limitations explained in advance.
2. Students have been instructed to ask questions as assertively as possible, considering setting, patient and therapist involved. You can maximize their opportunity to pursue this by:
  - a. Orienting staff to PTA student's presence and needs.
  - b. Instructing the student in preferred question and answer format (i.e., saving all questions until the end of treatment).
  - c. Allowing and encouraging ample opportunity for questions.
3. Students have been instructed to orient the CI to wait to be invited to participate in treatments other than those activities assigned to them by the CI.
4. Students have been instructed to orient the CI to their learning needs and optimal learning methods.
5. Whenever possible and appropriate, you can allow students to:
  - a. Gain exposure to other PT's and PTA's with specialized expertise.
  - b. Attend or participate as appropriate in staff development meetings and department activities.
  - c. Work as a team with other PT or PTA students in the clinic. Students tend to learn very well from each other.
6. Students may be refused by a patient for treatment during any clinical experience. The student should be prepared for this emotionally and only accept the patient's wishes. The student is required to notify their clinical instructor and communicate with the clinical coordinator in a minimum of documentation at the student journal email.



## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

### ***HAZARD EXPOSURE INFORMATION***

All CASC health science students have been educated as to the risk of participating in laboratory and clinical settings which may put them at risk of exposure to environmental and physical hazards. These hazards include but are not limited to needle sticks, inhalation of microorganisms, and contact with infected body fluids. Students are instructed in the use of universal precautions and other infection control measures. It is the responsibility of every allied health student to further protect themselves by maintaining safe practices and providing their own health care insurance. Carl Albert State College recommends that students be vaccinated against Hepatitis B prior to enrolling in an allied health program. In the event that students do not choose to receive the Hepatitis B vaccine, a signed waiver is required upon admission.

We are aware that some of the clinical settings require affiliating student to have the Hepatitis B vaccination before they are allowed to participate in clinical education. Students who affiliate at these institutions will be required to provide proof of vaccination.

Carl Albert State College assumes no responsibilities for any expenses students may incur associated with personal insurance premiums, Hepatitis B vaccinations, personal protective equipment, or other medical expenses related to testing associated students' exposure to environment or physical hazards while they are participation in clinical education.

Students are required to follow affiliation protocol when dealing with standard precautions, storage, and use of hazardous materials.

**SECTION VI: PROGRAM RESOURCES**

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

1. Students

- a. The faculty and staff of CASC PTA Education department believe that its students are its greatest resource. Without the willingness of the student to learn, the PTA program cannot meet its philosophy or objectives. admission

2. Faculty

- a. Faculty are the second greatest resource, behind only the student, of the PTA Education program. Because of this, the faculty is committed to the instruction, professional and personal development of all its students.
- b. The current faculty of the CASC PTA program consists of three core faculty who have offices that adjoin and they communicate daily. The full time faculty have experience that cover all major areas of contemporary physical therapy practice.

	Year Graduated with Professional Degree	Area of Specialty	Years of Classroom Teaching Experience	Years of Clinical Teaching Experience
Director	2011	Orthopedics Sports Medicine Kinesiology	2004-Present	2008-Present
ACCE	1984	Neurology Geriatrics Home Health Acute Care	1996-Present	1988-Present
Core Faculty	1992	Orthopedics Sports Medicine Kinesiology	1994-Present	1993-Present

- c. development activities, and are wholly supported by the administration in participating in continuing education workshops and conferences.

3. Physical

- a. Carl Albert State College has allocated space for the Physical Therapist Assistant Education program in Johnson Hall. The PTA program is currently occupying the following space:

Area	Location	Amount of Space (ft <sup>2</sup> )

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

Director's office	JH 202B	144
ACCE's office	JH 202C	144
Core Faculty office	JH 202D	144
PTA Classroom	JH 203	864
PTA Classroom	JH 206	1296
PTA Laboratory	JH 204/205	1728
PTA Laboratory storage	JH 206A	234
Formal Conference Room (share with Johnson Hall residents.)	JH 202G	336
PTA work-study office	JH 202	80
Work-study/Copy-Fax room	JH 202A	36
	<b>TOTAL</b>	<b>5006 ft<sup>2</sup></b>

- b. Men and women's public restrooms with room for changing are located in the south end of Johnson Hall near the main entrance. The PTA lab storage area has locking doors and may be utilized by the students for changing. Lockers are available for storing clothing and personal items in the PTA storage room for use by the students. Sufficient space exists in the Health Science Center for the PTA program to carry out teaching, administrative, and skills instruction needs.
  
- c. Students have access to the Carl Albert State College Joe E. White Library and learning Resource Center for independent study. In addition, students may use of the PTA laboratory at times when classes are not being held and verifying the schedule that is posted in all PTA classrooms and the lab. The normal time the lab is open and available is 8:00 am- 4:30 pm Monday thru Thursday, and 8:00 am to 4:00 pm on Friday. The formal conference room, JH 202G, is also available for students desiring a place on campus for independent study.
  
- d. The PTA facilities as a whole are adequate in providing space for the preparation of audiovisuals and other instructional aides. The Director's, ACCE's, and Core Faculty member offices have adequate space, privacy, and security for preparing instructional materials, advising students, and storing records and materials.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

### e. Classroom

The PTA program has two dedicated classrooms. Each room is equipped with MS Window Surface connected Presentation Monitors, mobile lap top computer lab, dry-erase whiteboards, demonstration plinths, lecterns, ADA seating, and spacious student seating at either tables or traditional desks. JH 203 is exclusive to the PTA program and 206 is a shared classroom to the Allied Health, Pre-Sports Medicine, and HPER courses; but PTA retains preference in class scheduling.

### f. Laboratory

The present laboratory and classroom supplies and equipment represent one of the strengths of the department and is reflective of contemporary practice. The budget for supplies and equipment for supportive activity is adequate to develop instructional materials and maintain appropriate correspondence. Repair and inspection for safe operating condition of equipment is scheduled on a yearly basis by the Program Director. Documentation of this inspection is maintained on the respective units and on file in the PTA office

### g. Financial

The PTA program has long had a sufficient operations budget that has exceeded the needs of the program. The program has also been awarded numerous Endowed Professorships to continue to grow and allow both institutional and program missional success.

### h. Equipment

A core equipment list that the PTA program owns for classroom and laboratory use is as follows:

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

### Department of Physical Therapist Assistant Education Equipment List and Evaluation

Description	Condition Letter Grade (A, B, C, D, F)	Comments
Adjustable traction table		
Adjustable, mobile whirlpool chair with locking wheels and safety belt		
Adult posture mirror		
Adult under arm crutches, wood adjustable		
Aluminum Canes, adjustable		
Aluminum Quad Cane, large base		
Articulated adult human skeleton with stand, numbered and colored for origin and insertions		
Assorted weighted balls		
Assortment of cuff weights: ½ lb – 10 lb		
Cervical traction system adaptable for traction unit		
Combination US-ESTIM machines		
Convertible Staircase. Four 6" high steps, six 4" high steps, 36" x 36" platform		
Disarticulated adult human skeleton		
Electronic digital control traction unit		
Exercise skate; foam padded, ball bearing casters		
Folding walkers		
Forearm crutches		
Gel cold packs; assorted sizes		
Goniometers		
Gymnastic Physioball; 85cm, (2) 120cm		

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

Hand operated tilt table; 4" casters with brakes, removable foot board, 3 restrainer straps		
Hand/foot/ankle portable whirlpool; 16 gallon capacity		
Hemiwalker		
Human vertebral column, flexibility mounted with occiput and pelvis, spinal nerves, vertebral arteries, and simulated discs		
Hydraulic Hand Dynamometer		
Hydrocollator Heating Unit-Intermediate size		
Hydrocollator Hot packs; assorted sizes		
Iontophoreser		
LifeLine Gym		
Mat Platform, variable height with hand crank, 7' x 5'		
Mat Platform, Wall mount		
Mats, bonded foam, folding, 4' x 8' x 2"		
Non-folding walkers		
Paraffin unit, 12" x 6" x 6" with temperature gauge		
Plyoback		
Plyoback Balls		
Portable NMES		
Portable parallel bars; height and width adjustable		
Powder Board; 29" x 40" x 7" with collapsible legs		
Recumbent stationary bike with adjustable seat height and tension		
Refrigerator		
Shoulder finger ladder, 54" long		
Stand alone EStim unit		
Stand alone US units		
Tape measures		
Television 46" Flat panel LCD		

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

TENS Units		
Terry-cloth hydrocollator covers; assorted		
Theraband ,Theratube, Theraputty		
Traction accessory package: includes; 1 adjustable cervical traction halter, 1 thoracic restraint, 1 pelvic belt, 2 restraint straps, 2 cervical pillows, 2 pillow covers, 1 spreader bar		
Treadmill; non-motorized		
Treatment tables with plain shelf, upholstered top		
Upper Body Ergometer		
Upright Stationary bike with adjustable seat height and tension		
Wii with balance board and Fit		
Wooden transfer board; 8" x 30" x ¾", with hand slots		
Youth under arm crutches, wood adjustable		
Stationary Bike		
BOSU x 6		
Dyna discs		
Foam Rollers		
Ice massage cups		
Rolator		
Rowing Machine		

If any item is marked with a "D" grade upgrade is required

If any item is marked with a "C" grade upgrade should be considered



**SECTION VII: ACADEMIC FACULTY DEVELOPMENT PLAN**

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## CARL ALBERT STATE COLLEGE DEPARTMENT OF PHYSICAL THERAPIST ASSISTANT EDUCATION FACULTY DEVELOPMENT PLAN

Instruments needed:

PTA Administered Forms gathered and/or completed ***prior*** to development activity:

1. Completed Faculty Development Planning Form
2. Completed Faculty Development Request Form
3. Completed PTA Peer Evaluation
4. Gathered Clinical Evaluation Tool: Academic Program Strengths and Weakness Sections (if applicable)
5. Gathered Program and Course Objectives

College Administered Forms gathered and/or completed ***prior*** to development activity:

1. Completed Student Evaluation of Instructor
2. Completed Faculty Self-Appraisal
3. Completed Supervisor Evaluation of Instructor
4. Completed Student Appraisal of Advisement

PTA Administered Forms completed ***after*** development activity

1. PTA Department Evaluation of Development Activity

Instructions:

One time each academic year the PTA faculty member should gather the above available instruments and self-assess what type of development activity the faculty member feels would be the most beneficial to the faculty and the PTA education program.

After the faculty member has determined the best form of development activity, they will bring the above completed instruments to the Program Director to discuss the appropriateness and feasibility of the development activity. If the Program Director is seeking a development activity then the above shall be discussed with the Health Sciences Division Chair.

Once the development activity has been approved by the Director or Division Chair, the faculty member will be responsible arranging payment through the institutions electronic purchase order system when appropriate. Suitable arrangements must be made prior to attending a development activity if instructional time is missed.

When the development activity is accomplished the faculty member completes the “**PTA Department Evaluation of Development Activity**” form found in the “FORMS” section of policy and procedures manual and then meets with the PTA Faculty Committee to discuss if the development activity has met the needs of the program and how it may be integrated into the curriculum.

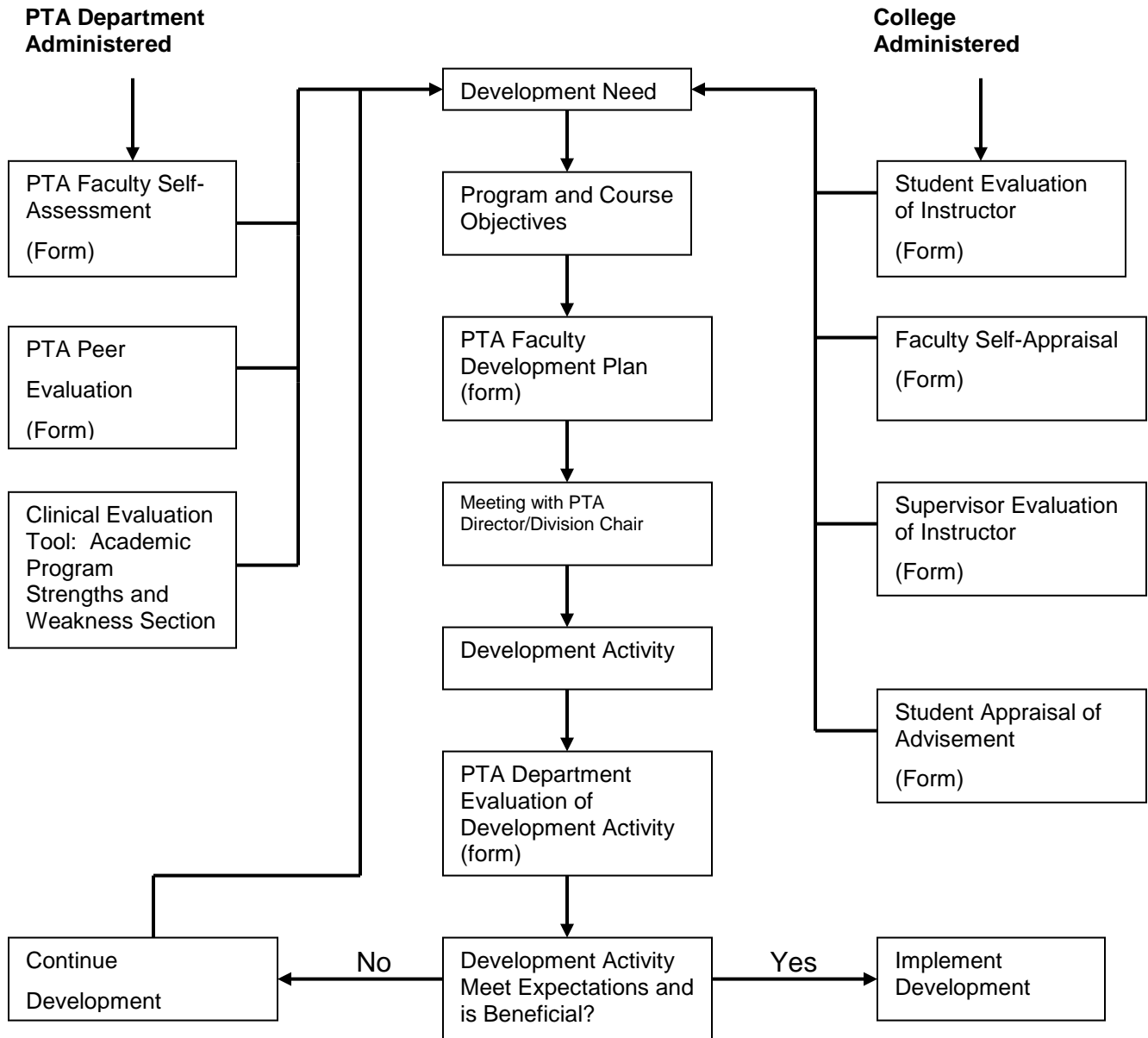
See flow chart on next page:

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

CARL ALBERT STATE COLLEGE

DEPARTMENT OF PHYSICAL THERAPIST ASSISTANT EDUCATION  
FACULTY DEVELOPMENT PLAN

(FLOW CHART)



## **SECTION VIII: FORMS**

1. Faculty Forms
  - a. Request for Faculty Development
  - b. Faculty Development Planning Form
  - c. Evaluation of Faculty Development
  - d. Faculty Peer Review
2. Forms for students
  - a. HIPPA
  - b. Hepatitis B
  - c. Liability Form
  - d. Health Survey
  - e. Exit Exam Instructions
3. Program Letters/Forms
  - a. PTA Acceptance Form
  - b. PTA Acceptance Form (Alternates)
  - c. PTA Acceptance Letter
  - d. PTA Denial Letter
4. Clinical Education Forms
  - a. Uniform Clinical Agreement
  - b. Clinical Faculty Evaluation of CASC Program Academics and Clinical Faculty Development
  - c. ACCE Assessment of Clinical Instructors Ability to Plan, Implement, and Assess Clinical Education

**FACULTY FORMS**



# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## Faculty Development and Planning Form Carl Albert State College Department of Physical Therapist Assistant Education

Name:

Current Position:

Teaching Responsibilities:

Average Weekly Contact Hours: Fall \_\_\_\_\_; Spring \_\_\_\_\_

Institutional Committee Appointments:

Professional Offices/Committee Appointments:

Clinical Commitments:

Rate yourself in the following areas:

	AREA	No Knowledge	Weak Knowledge	Clinical Competence	Ability to Teach	My Specialty
1.	Basic Sciences	1	2	3	4	5
2.	Clinical Sciences	1	2	3	4	5
3.	Measurement Techniques	1	2	3	4	5
4.	Basic Treatment planning	1	2	3	4	5
5.	PT Delivery Systems	1	2	3	4	5
6.	Professional literature review & writing	1	2	3	4	5
7.	Professional values	1	2	3	4	5
8.	Governmental & social issues	1	2	3	4	5
9.	Ethics – Professional	1	2	3	4	5
10.	Ethics – business	1	2	3	4	5
11.	Legal issues in health care/PT	1	2	3	4	5
12.	ADLs & functional assessment & training	1	2	3	4	5
13.	Balance & gait training	1	2	3	4	5
14.	Biofeedback	1	2	3	4	5
15.	Developmental Sequence	1	2	3	4	5
16.	Electrotherapy	1	2	3	4	5
17.	External compression units & garments	1	2	3	4	5

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

18.	Hydrotherapy	1	2	3	4	5
19.	Aquatic Therapy	1	2	3	4	5
20.	Orthotics	1	2	3	4	5
21.	Prosthetics	1	2	3	4	5
22.	Patient/Family Education Methodologies	1	2	3	4	5
23.	Posture & body mechanics	1	2	3	4	5
24.	Pulmonary	1	2	3	4	5
25.	Basic Therapeutic Exercise	1	2	3	4	5
26.	Isokinetics	1	2	3	4	5
27.	Closed Chain Exercise	1	2	3	4	5
28.	Work Hardening	1	2	3	4	5
29.	Ergonomics	1	2	3	4	5
30.	Massage	1	2	3	4	5
31.	Thermal Agents (HP, US, PA, IR, Cold)	1	2	3	4	5
32.	Traction	1	2	3	4	5
33.	Infection Control/Sterile Procedure	1	2	3	4	5
34.	Burns & wound care	1	2	3	4	5
35.	ADA including architectural barriers & modifications	1	2	3	4	5
36.	Functional activities	1	2	3	4	5
37.	Orthopedics including evaluation, Rx, outcomes assess	1	2	3	4	5
38.	Neurotherapeutics including sensory, equilibrium, righting, developmental reflexes, evaluation & RX	1	2	3	4	5
39.	Joint range & function including goniometry	1	2	3	4	5
40.	Muscle physiology & function including MMT	1	2	3	4	5
41.	Basic PT skills including vital signs	1	2	3	4	5
42.	Documentation	1	2	3	4	5
43.	Reimbursement regulations	1	2	3	4	5
44.	Psychosocial aspects of illnesses	1	2	3	4	5
45.	Discharge planning	1	2	3	4	5
46.	Community Resources	1	2	3	4	5
47.	Business Communications	1	2	3	4	5
48.	Professional writing/publications	1	2	3	4	5
49.	Personal Time Management	1	2	3	4	5



## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

50.	Clinical (treatment) Time Management	1	2	3	4	5
51.	PT Administration	1	2	3	4	5
52.	Personnel Administration	1	2	3	4	5
53.	Clinical Education organization	1	2	3	4	5
54.	Clinical education teaching/supervision	1	2	3	4	5
55.	Clinical education evaluation	1	2	3	4	5
56.	Planning of workshops, seminars	1	2	3	4	5
57.	Development of test & evaluation materials	1	2	3	4	5
58.	Curriculum Development	1	2	3	4	5
59.	Course Design including writing educational objectives	1	2	3	4	5
60.	Research methodologies	1	2	3	4	5
61.	Grant writing	1	2	3	4	5
62.	Communication & group dynamics	1 1	2	3	4	4
63.	Leadership	1	2	3	4	5
64.	Advisement	1	2	3	4	5
65.	Instructional Methodologies	1	2	3	4	5
66.	Instructional Materials Development	1	2	3	4	5
67.	Computer literacy	1	2	3	4	5
68.	Computer Assisted Instruction	1	2	3	4	5
69.	Learning Styles	1	2	3	4	5

1. Among those areas marked at 4 to 5, what do you wish to concentrate your efforts on most this year? Prioritize one to three.

- 1.
- 2.
- 3.

Comments:

2. Among those areas marked 3, what areas do you wish to develop this year? Prioritize one through four.

- 1.
- 2.
- 3.
- 4.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

Comments:

3. Among those areas marked 1 or 2, do you feel your assigned duties suffer from your lack of knowledge? If so, what areas are most critical to increase your knowledge?
- 1.
  - 2.
  - 3.
  - 4.

Comments:

4. Where do you want to be professionally in five years?
5. What types of professional development activities do you learn best from?

- \_\_\_\_\_ attendance at continuing education seminars and workshops;
  - \_\_\_\_\_ reading professional books, journals, newsletters;
  - \_\_\_\_\_ attendance at professional conferences, meetings, & in services
  - \_\_\_\_\_ presentation at professional meetings, seminars or workshops
  - \_\_\_\_\_ keeping informed on professional issues and trends
  - \_\_\_\_\_ clinical practice and clinical observations;
  - \_\_\_\_\_ watching professional videos or listening to audio-cassettes;
  - \_\_\_\_\_ tutoring & mentoring activities with other professionals;
  - \_\_\_\_\_ computer assisted instruction;
  - \_\_\_\_\_ publication of articles or books;
  - \_\_\_\_\_ development of instructional or computer software materials;
  - \_\_\_\_\_ service towards institution or profession;
  - \_\_\_\_\_ development of courses or seminars;
  - \_\_\_\_\_ completion of advanced academic work;
  - \_\_\_\_\_ Other (specify)
- 

6. What professional journals subscriptions do you feel would enhance your professional development?

7. List your professional development objectives/activities for the next twelve months?

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## CARL ALBERT STATE COLLEGE DEPARTMENT OF PHYSICAL THERAPIST ASSISTANT EDUCATION EVALUATION OF FACULTY DEVELOPMENT

Name of Faculty Member \_\_\_\_\_

Area of Development \_\_\_\_\_

Method of Development (CAI, Seminar, Journal Articles etc.)  
\_\_\_\_\_

Date Activity Began \_\_\_\_\_ Date Activity Completed \_\_\_\_\_

Title of Activity (if journal/book reviews, provide bibliography). Attach separate sheet if necessary.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This development activity met my expectations.

1	2	3	4	5
Highly Disagree	Disagree	Neutral	Agree	Highly Agree

Explain:

This development activity will benefit the PTA education program.

1	2	3	4	5
Highly Disagree	Disagree	Neutral	Agree	Highly Agree

If pertinent, explain how this development activity addressed changing roles in Physical Therapy:

If pertinent, explain how this development activity addressed contemporary practice methods:

If pertinent, explain how this development activity addressed health care delivery:

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

## CARL ALBERT STATE COLLEGE DEPARTMENT OF PHYSICAL THERAPIST ASSISTANT EDUCATION

### FACULTY PEER EVALUATION OF INSTRUCTION

Name of Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

	<b>A</b> Excellent (4pts)	<b>B</b> Above Average (3pts)	<b>C</b> Average (2pts)	<b>D</b> Poor (1pt)	<b>F</b> Failing (0 pts)
1. Knowledge of content area:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
2. Instructor prepared for class:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
3. Instructor arrived on time:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
4. Encouraged student participation:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
5. Provided time for questions and answers:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
6. Encouraged critical thinking:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
7. Interacted well with students:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
8. Treated students with respect:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
9. Used various instructional methods:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
10. Maintained control of class:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
11. Adjourned class in a timely fashion:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>

Comments:

Instructors overall grade:

(Add number of total points earned and divide by 11): \_\_\_\_\_

A    B    C    D    F

Evaluators Signature/Date: \_\_\_\_\_

Faculty Signature/Date: \_\_\_\_\_

(Faculty may write comments on the back of this form)

**Student Forms**

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

Carl Albert State College  
Department of PTA Education

## HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

I, \_\_\_\_\_, have been given instruction about the use of personal health information and the rules for disclosure of the information. I understand that I can only get access to information on patients during direct care duties and that all identifying information will not be removed from the agency. I understand that there are legal penalties for failure to comply with these regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

CARL ALBERT STATE COLLEGE  
DIVISION OF HEALTH SCIENCES

## HEPATITIS B VACCINE INFORMATION

Hepatitis B virus may be found in virtually all body fluids and some secretions in individuals infected with the virus. It can be transmitted by puncturing of the skin with a contaminated instrument or needle, getting contaminated blood or body fluids in an open wound or on mucous membrane, through sexual contact, and through contaminated blood products. The Hepatitis B virus can cause chronic cirrhosis, liver failure, and cancer of the liver. Health care workers are at high risk for contacting this virus and should be vaccinated.

Hepatitis B has a long incubation period. Hepatitis B vaccination may NOT prevent Hepatitis B infection in individuals who have an unrecognized Hepatitis B infection at the time of vaccine administration. Additionally, it may not prevent infection in individuals who do not achieve protective antibody titers. Antibody titers may vary over time and vaccination does not guarantee that a person will not become infected if exposed to the virus. Therefore, it is recommended that a person obtain an antibody test after exposure and arrange for appropriate medical follow-up.

### Precautions:

Vaccination should be delayed in individuals who have any febrile illness or active infection and in individuals who are pregnant or are nursing mothers.

### Adverse Reactions:

The most frequently reported adverse reactions are injection site soreness, fatigue, headache and dizziness.

### Vaccination Schedule:

The usual immunization regimen consists of three (3) doses of vaccine given according to the following schedule:

1st dose	-	at elected date
2nd dose	-	1 month later
3rd dose	-	6 months after the first dose

I have read and do understand the above information. I have completed an educational unit on Bloodborne Pathogens.

I understand that if I have not been previously immunized for Hepatitis B, I will need to receive the first dose of the vaccine by the first clinical day of the \_\_\_\_\_ semester and follow the above schedule for the remaining doses. I further understand that if I do not receive the Hepatitis B vaccine according to this schedule, I must sign the "Hepatitis B Vaccination Refusal" form or I will be dismissed from the (nursing, physical therapist assistant, radiologic) program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness





# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

CARL ALBERT STATE COLLEGE  
DEPARTMENT OF PTA EDUCATION

## **LIABILITY WAIVER**

I acknowledge and understand that many hazards are associated with participating in laboratory and clinical rotations as a student in the Associate in Applied Science (PTA) program including, but not limited to, needle sticks, inhalation of microorganisms, and contact with infected body fluids.

I further acknowledge that I am solely responsible for following universal precautions and other infection control guidelines in the laboratory and clinical facilities, maintaining safe practice, and providing my own health insurance.

In the event that I am injured or become ill during the course of my student activities, I will immediately notify my instructor. I acknowledge that the decision to seek medical attention, and the resulting financial responsibilities are mine alone.

I agree to hold harmless Carl Albert State College, and its agents, representatives, and employees, from any and all claims, damages, losses, and expenses, including reasonable attorney's fees, in case it shall be necessary to file an action arising out of performance and participation in laboratory or clinical activities as a student in the PTA program, for bodily injury, illness, or death.

I further acknowledge that I have read the Carl Albert State College Department of PTA Education Student Handbook, that I understand and will abide by the policies set forth in this handbook.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_



CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

HEALTH SURVEY (Continued)

List Past Surgeries: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any problems:

Vision \_\_\_ Yes \_\_\_ No  
Hearing \_\_\_ Yes \_\_\_ No

Corrected with glasses/contacts?  
\_\_\_ Yes \_\_\_ No

Have you ever been treated for any mental or emotional disorders? \_\_\_ Yes \_\_\_ No  
If yes, please explain briefly.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---



## **PTA Exit Exam Instructions**

- Please turn all cell phones ***off***.
- Leave all personal belongings at the front of the room, including your cell phone.
- You will be provided one (1) pencil and one (1) piece of scratch paper. You may write on this piece of paper only. If you require more than one sheet, please see the proctor.
- Since a student's maximum attainable score on the actual examination is 150, all Online Advantage examinations consist of 150 questions offered in three sections of 50 questions.
- You have 3 hours to complete the examination once you begin. You will be allowed to leave the room only one (1) time during the examination, and only one person may leave at a time during your scheduled break between sections two and three. You may not leave your seat at any time unless you are taking your break.
- **ABSOLUTE QUIET MUST BE MAINTAINED THROUGHOUT THE EXAM, NO TALKING!**
- Once you have completed your exam turn in your scrap paper and pencil to the proctor.
- Please do not linger in the hallway upon completion of your exam. The proctor ***will not*** discuss any test questions before, during, or after the exam.
- You must score at or above the national average for this exam to pass the exam.
- In the event you do not pass the exam, you will be required to take a scheduled and proctored PTA Practice Exam and Assessment Tool (PEAT) administered by the Federation of State Boards of Physical Therapy ***at the student's expense*** after appropriate formal remediation.
- Remediation will be determined on an individual basis

I have read, and understand the instructions above. Failure to follow any of the above instructions will result in a failing grade on the exit examination.

***Pass/ Fail***

***Score:*** \_\_\_\_\_

***1<sup>st</sup> Retake/Makeup exam will be offered:***

---

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

CARL ALBERT STATE COLLEGE  
DEPARTMENT OF PTA EDUCATION

---

**EXIT INTERVIEW**

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Did the student complete the program? Yes \_\_\_\_\_ No \_\_\_\_\_ (Check one)

Your reason for leaving? Personal \_\_\_\_\_ Financial \_\_\_\_\_ Health \_\_\_\_\_

Academic \_\_\_\_\_ Other \_\_\_\_\_ (Check one)

Do you plan to work? \_\_\_\_\_

Do you plan to return to school? \_\_\_\_\_

Do you think you will still be interested in PTA if you return to school? \_\_\_\_\_

Your comments: \_\_\_\_\_

---

---

---

**PLEASE DO NOT WRITE IN THIS BOX. OFFICE USE ONLY.**

Comments from the PTA faculty: \_\_\_\_\_

---

---

---

\_\_\_\_\_  
Student's Signature & Date

\_\_\_\_\_  
Interviewer's Signature & Date

## APPROPRIATE TRANSFER/ LIFTING OF PATIENT BY THE SPTA

*Due to on the job injury, missed work and concomitant patient injury; The CASC PTA Program initiates the following policy on proper patient transfer/ lifting.*

### **Preliminary Actions for Patient Transfer/ Lift**

- Know the weight of the patient
- Know the previously assessed assistance level of the patient
- Acquire and sort all equipment and devices needed for transfer/ lift, (i.e. gait belt, wheel chair, rolling walker) and insure that all lines, tubes, and equipment are placed safely and appropriately away from the transfer/ lift direction
- Demonstrate to the patient what you expect them to do during the transfer/ lift including the inclusion of their extremities and trunk.
- Communicate to the patient during the transfer/ lift including the inclusion of their extremities and trunk during the lifting and lowering of the patient during transfer/lift

### **Primary Action of Patient Transfer/ Lift from Seated Position**

- Consider your alignment. Always “Preserve the curve.” This simply means ensure a stable and extended lumbar spine. This will also require co-contraction of the muscles of the abdomen.
- Squat Lift. Using the technique above and lift with your legs. Avoid using your back to perform the lifting motion
- Don't Twist. Twisting and flexing the spine creates a high compression on vertebral discs.
- Keep them Close. Keep patient appropriately close to your body.
- Keep Breathing. Don't hold your breath while lifting and lowering the patient. Always use the Exhale with Effort rule
- Feet and Shoulders. Keep your feet at shoulder width or greater to avoid balance loss

### **Primary Action of Patient Transfer/ Lift from Bed**

- Use all of the rules from above when patient is transferred to seated position
- Draw Sheet: The patient is to be turned in bed every 2 hours for pressure relief. This is especially true for the frail elderly, people with reduced nutritional status, people who are immunosuppressed and patients with reduced mobility. Patients shall always have a draw sheet.
- Do NOT Pull or Slide the patient to prevent skin tearing
- Lock Bed Rails
- Raise Bed to Waist Height
- Supine to Side: with supine patient, move the patient's legs together and prepare for log roll. Take draw sheet on side turning away from and lift. Support patient on non-lying side until patient is safely and comfortably positioned in side lying. The patient may grab side rail and assist is appropriate and teach independence.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

- Supine to Seated. After determining weight and assistance level, ask patient to use arms and move to supine on elbows. Assist as needed with hands over scapula. Two persons are required for max and total assist. Continue to Assist patient to seated position
- Supine to Seated using Log Roll when protecting the injured Spine: Assist patient from Supine to side-lying as detailed above. Have patient flex hips and knees simultaneously and press up to sitting using arms. Provide feedback to patient to maintain straight spine.

### **Primary Action of Patient Transfer/ Lift from Wheelchair**

- Identify Patients uninvolved side.
  - If Patient has orthopedic lower extremity involvement, (i.e. total knee arthroplasty) Position Wheelchair on involved side so to turn with uninvolved lower extremity.
  - If patient has neurological lower extremity involvement, (i.e. cerebrovascular accident) Position the wheelchair on the uninvolved side to allow for patient to lead with uninvolved side into the wheelchair.
- Lock Wheel Chair Wheels
- Obtain and use gait belt
- Use above guidelines to transfer to wheelchair from bed or seated position
- When patient is seated apply gait belt
- Transfer using above guidelines

**Program Letters/Forms**



## STUDENT PTA ACCEPTANCE FORM

I, \_\_\_\_\_, wish to accept / decline (**circle one**) the admission position offered to me by the Carl Albert State College Department of Physical Therapist Assistant Education for the **20xx** Fall PTA Admission.

- I understand that I must return this Acceptance Form and Health Survey Form to the CASC Department of Physical Therapist Assistant Education. This form must be received in the PTA office by April 1, **20xx** and I must pre-enroll during designated enrollment dates or the position will be given to an alternate.
- I understand my admission to the PTA program is conditional upon my achieving and maintaining a retention GPA (grade point average) of 2.5 or higher at the end of the summer **20xx** semester.
- I understand that if at any point between now and the onset of the fall semester that if I withdraw from the program I am expected to inform the Program Director in writing within 7 days.
- I understand that all of the following personal information is kept confidential and will not be shared but is required for partial completion of admission to the PTA program

\_\_\_\_\_  
Recipient's Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, State                      Zip Code

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Date

**RETURN TO:** Attn: Department of PTA Education  
Carl Albert State College  
1507 S. McKenna  
Poteau, OK 74953

## STUDENT PTA ACCEPTANCE FORM (ALTERNATES)

I, \_\_\_\_\_, wish to accept /decline (**circle one**) the Alternate position offered to me by the Carl Albert State College Department of Physical Therapist Assistant Education for the **20XX Fall Admission**.

- I understand that I must return this Acceptance Form to the CASC Department of Physical Therapist Assistant Education. This form must be received in the PTA office by **April 1, 20XX** and I must pre-enroll during designated enrollment dates or the position will be given to the next alternate.
- I understand my next step to successful entrance as an applicant is to meet with an advisor as soon as possible to discuss future enrollment.
- I understand that a Student PTA position may be offered to me all the way until the last day to add classes for the **20XX Fall admission**.
- I understand that all of the following personal information is kept confidential and will not be shared but is required for partial completion of admission to the PTA program

\_\_\_\_\_  
Recipient's Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Date

**RETURN TO:** Attn: Department of PTA Education  
Carl Albert State College  
1507 S. McKenna  
Poteau, OK 74953

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## PTA Acceptance E-Mail

**CASC PTA Admission Status \*\*\*Time Sensitive\*\*\***

**CONGRATULATIONS!** You have been selected for admission to the Associate in Applied Science in PTA program at Carl Albert State College. Admission to the PTA program is contingent upon your maintaining a retention grade point average (GPA) of 2.5 or higher at the completion of the summer **20XX** semester. You need to do the following:

- ❖ Return the completed **PTA Acceptance Form** and **Health Survey Form** to the PTA Office in Poteau no later than **Monday April X, 20XX**. These items can be mailed or dropped off. If we have not received the completed acceptance form by this date, your space in the class will be granted to an alternate.
- ❖ There is a **MANDATORY** orientation on **FRIDAY MAY X, 20XX** at 1 pm in Johnson Hall, Room 203.

Welcome to the PTA Program! You will be hearing from us again regarding other requirements needed for the PTA Program. If you have questions, please feel free to contact the PTA office at 918-647-1285

Sincerely,

Kendal Repass, MS, PTA, ATC

Director, Department of PTA Education

Carl Albert State College

1507 S. McKenna

Poteau, OK 74953

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## PTA Alternate Acceptance Email

**CASC PTA ADMISSION STATUS \*\*\*TIME SENSITIVE\*\*\***

You have been selected as an **ALTERNATE** for admission to the Associate in Applied Science in PTA program at Carl Albert State College. You are alternate number **1**. Admission into the PTA program was very competitive this year. Your position as an alternate will be offered to you ASAP if the place becomes available. Many times we will need alternates to complete the class. Please consider accepting this position as it may become an admission position for you very soon. Your alternate position to the PTA program is contingent upon your maintaining a retention grade point average (GPA) of 2.5 or C or higher at the completion of the summer **2018** semester. You need to do the following:

- ❖ Reply to this email with ACCEPT or DECLINE no later than **April x, 20xx**. If we have not received the completed acceptance email by this date, your space in the class will be granted to the next alternate. **Please meet with one of the PTA Advisors if you need help!!!**
- ❖ Enrollment is open on **March xx, 20xx for CASC Sophomores and March xx, 20xx for all enrollment**. Enrollment and scheduling with a PTA advisor is recommended and appointments can be made using contacts below. Please go the Admissions office before enrolling to complete any necessary paperwork.

Thank you for your application to the PTA program. If a space becomes available we will contact you immediately. Please be sure the program has updated contact information to reach you. If you have questions, please feel free to contact the PTA office at 918-647-1285.

Sincerely,

Kendal Repass, MS, PTA, ATC  
Director, Department of PTA Education

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## PTA Denial E-Mail

**\*\*\*CASC PTA ADMISSION STATUS\*\*\***

Dear PTA Applicant,

I regret to inform you that you were not among those selected for admissions into the Associate in Applied Science in PTA. Admission into the program was very competitive and your application did not meet minimum admission criteria.

**Minimum Admission Criterion are:**

- 1. Collegiate Retention GPA of 2.50 or High School GPA of 2.50 if less than 12 collegiate credit hours,**
- 2. Composite ACT score of 19**
- 3. Complete Application with Official Academic Transcript Records from ALL institutions attended**

Please feel free to contact our office to make an appointment for further advisement to ensure that you have enrolled for all of the classes that are needed, or discuss strategies to improve current GPA and/or ACT Score in order to apply for the PTA program again. Applications for the next class will be available beginning October 1 of this year.

If you have any questions, please feel free to contact our office at 918-647-1285 or via email at [krepass@carlalbert.edu](mailto:krepass@carlalbert.edu)

Sincerely,

Kendal Repass, MS, PTA, ATC  
Director, Department of PTA Education

**Clinical Education Forms**

**CARL ALBERT STATE COLLEGE**  
**DEPARTMENT OF PHYSICAL THERAPIST ASSISTANT EDUCATION**  
**POTEAU, OKLAHOMA 74953**

**UNIFORM CLINICAL AFFILIATION AGREEMENT**

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, between

\_\_\_\_\_ hereinafter referred to as "Facility" and Carl Albert State College, hereinafter referred to as "College".

WHEREAS, Facility possesses the capability for providing learning experiences and recognizes its professional responsibility to assist in the teaching of College students and is interested in providing assistance to the College in its curricula; and

WHEREAS, College is currently conducting academic programs in Physical Therapist Assistant and desires to obtain the assistance of the Facility in furthering its educational objectives for students,

THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

**Responsibility of the School**

1. College, through its designated representative, shall coordinate with facility, through its designated representative, to make learning experiences available to enrolled students.
2. College acknowledges that its students shall be expected to comply with all current policies and procedures of the Facility.
3. College shall, as mutually agreeable to the parties, provide by four weeks prior to each clinical affiliation rotation: (A) number of students & names (B) the clinical level of experience of each student and the expected level of experience to which such students will be assigned; and (C) the learning objectives for the assigned students. Non-assignment of students to the Facility for any given rotation shall not affect the continuation of this agreement.
4. College shall provide a faculty member who will serve as liaison with facility representatives when necessary.
5. College shall provide and maintain records and reports necessary for conducting clinical learning experiences of its students under this agreement.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

6. College shall provide, in writing, to the facility's student experience coordinator evidence that the following health requirements have been met by each student, including but not limited to the following:
  - (a) Hepatitis B – Positive surface antibody titer, or completion of two (2) Hepatitis B vaccinations prior to experience, or signed declination form if student refuses to receive the Hepatitis B vaccination.
  - (b) Measles, Mumps, and Rubella – Positive titer or vaccination
  - (c) Tetanus/Diphtheria – In the last ten (10) years.
  - (d) TB skin test – annually.
  - (e) Varicella vaccinations or positive titer
  - (f) Criminal background check with no criminal history found if required by the facility.
  - (g) Negative urine drug screen if required by the facility.
  - (h) Current CPR certification.
7. College students shall be required to carry professional liability insurance and health insurance in accordance with the College's prevailing policies. Liability insurance shall be at a minimum of \$1,000,000 per occurrence with \$3,000,000 aggregate limits.

### Responsibility of the Facility

1. Facility shall provide learning experiences to students enrolled in the Physical Therapist Assistant program of the College. The number of students, their program of education within the Facility, and the scheduling of their education at the Facility will be determined by mutual agreement between the designated representative of the Facility and the College's designated academic program representative.
2. Facility shall provide learning experiences under the supervision of qualified personnel, which meet (1) the standards of recognized professional accrediting agencies or state regulatory agencies; and (2) the stated objectives of the educational program.
3. Facility shall provide opportunities for observation and practical experience, conducive to the learning process of the student and the meeting of the stated learning objectives in its patient units, clinics, laboratories, classroom, and other selected departments or subjects as applicable.
4. Facility shall provide orientation to related College faculty and students to acquaint them with physical facilities, policies and procedures of the Facility, and where appropriate, to the needs of individuals and/or groups with which they will be working.
5. Facility shall provide available time to its designated representative for attending meetings for clinical supervisors and other conferences called by the College as part of its educational program.
6. Facility shall provide, whenever necessary, available conference rooms, work area, and locker space for College students participating in this program.



# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

7. Facility shall cooperate in formally evaluating students in consonance with the educational objectives and procedures which have been jointly arranged.
8. Facility shall provide and maintain records and reports required by the College for conducting the educational program.
9. Facility's supervising physical therapist of record will maintain responsibility for the care of the patient.
10. Facility shall provide access to emergency care for the student, if the need arises, at the student's expense.

## Joint Responsibility

1. College and Facility shall not discriminate against anyone applying to or enrolled in the program contemplated under this agreement by either party because of race, color, creed, sex, national origin or handicap.
2. This agreement is of indefinite duration and may be terminated by either party at the end of any academic term. Both parties agree to review and reaffirm this agreement prior to student placement, or sooner if needed, in the Facility. In the event this agreement is to be terminated, the terminating party shall send written notice to the other party delivered by certified mail thirty (30) days in advance of the date of termination.

### 3. Other terms and conditions:

---

---

---

---

---

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the date set forth above.

FACILITY

CARL ALBERT STATE COLLEGE

\_\_\_\_\_  
CEO or ADIMINISTRATOR

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Division  
Of Health Sciences

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Physical Therapy Date

\_\_\_\_\_  
Director, Department  
Physical Therapist Assistant  
Education Date

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## PTA PROGRAM CARL ALBERT STATE COLLEGE CLINICAL SITE VISIT FORM

**CLINICAL SITE:**

**DATE:**

**STUDENT:**

**CLINICAL INSTRUCTOR: PT:**

**PTA:**

### **STUDENT INFORMATION**

1. OVERALL IMPRESSION:
2. STAFF/STUDENT COMPATIBILITY:
3. INSERVICE GIVEN:
4. EXTRA OPPORTUNITIES:
5. STRENGTHS:
6. WEAKNESSES:
7. LEVEL OF PREPAREDNESS:
8. RECOMMEND THIS SITE TO OTHERS/ WHY:
9. CARRYING OWN LOAD/ # OF PATIENTS/DAY

### **CLINICAL INSTRUCTOR COMMENTS CONCERNING STUDENT**

1. HOW ARE THEIR INTERPERSONAL COMMUNICATION SKILLS:
2. HOW ARE THEIR PATIENT THERAPY SKILLS:
3. ANY MAJOR CONCERNS/PROBLEMS (IF SO, WHAT ARE THEY):
4. WHAT DO YOU SEE AS A STRENGTH OF THIS STUDENT:
5. WHAT DO YOU SEE AS A WEAKNESS OF THIS STUDENT:
6. HOW ARE THE STUDENT'S DOCUMENTATION SKILLS:
7. WAS THE STUDENT PREPARED FOR THIS AFFILIATION:

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## CLINICAL FACULTY EVALUATION OF CASC PROGRAM ACADEMICS AND CLINICAL FACULTY DEVELOPMENT

1. ONLINE CPI TRAINED?
2. DO YOU HAVE SPECIFIC GOALS FOR STUDENTS AND SHARE THEM WITH THE STUDENT AT THE BEGINNING OF THE CLINICAL EXPERIENCE?
3. COMMENTS FOR THE CASC PTA PROGRAM:
4. Do you utilize the International Classification of Functioning, Disability and Health in your clinic?
5. Are you a certified CI?      Would you be interested in the APTA Credentialing CI course?
6. Do you have any suggestions for clinical faculty development that CASC could provide (be specific)?

Visual Analog Scale

Name of activity \_\_\_\_\_ 0 \_\_\_\_\_ 10

## ACCE ASSESSMENT OF CLINICAL INSTRUCTORS ABILITY TO PLAN, IMPLEMENT, AND ASSESS CLINICAL EDUCATION

Rate the CI on their effectiveness using the following description and scales

1. Ability to plan a clinical education experience  
Strongly Disagree    Disagree    Neutral    Agree    Strongly Agree
2. Ability to conduct a clinical education experience  
Strongly Disagree    Disagree    Neutral    Agree    Strongly Agree
3. Ability to evaluate a clinical education experience  
Strongly Disagree    Disagree    Neutral    Agree    Strongly Agree

Notes/Recommendations:

ACCE Signature/Date \_\_\_\_\_

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

**Carl Albert State College  
Department of Physical Therapist Assistant Education**

**ACCE Assessment of Clinical Instructors Ability to Plan, Implement, and Assess Clinical Education.**

Instructions:

The ACCE should evaluate each Clinical Instructor every 4 semesters hosting a CASC Student Physical Therapist Assistant. Rate each CI using the following descriptions and scales

Date: \_\_\_\_\_ Name of CI \_\_\_\_\_ Name of Facility \_\_\_\_\_

Is the CI credentialed through the APTA's CI Credentialing Course      yes  no

**Rate each CI on their effectiveness using the following descriptions and scales.**

- |   |                   |          |         |       |                |
|---|-------------------|----------|---------|-------|----------------|
| 1. Ability to plan a clinical education experience              | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 2. Ability to conduct a clinical education experience           | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 3. Ability to evaluate a clinical education experience          | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 4. Does above Likert Scale rating result in a Positive Finding? |                   |          |         |       |                |

Notes/Recommendations:

ACCE Signature/Date \_\_\_\_\_

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

**Carl Albert State College  
Department of Physical Therapist Assistant Education**

**STUDENT Assessment of Clinical Instructors Ability to Plan, Implement, and Assess Clinical Education.**

Instructions:

The ACCE should evaluate each Clinical Instructor every 4 semesters hosting a CASC Student Physical Therapist Assistant. Rate each CI using the following descriptions and scales

Date: \_\_\_\_\_ Name of CI \_\_\_\_\_ Name of Facility \_\_\_\_\_

Is the CI credentialed through the APTA's CI Credentialing Course      yes  no

**Rate each CI on their effectiveness using the following descriptions and scales.**

- |   |                   |          |         |       |                |
|---|-------------------|----------|---------|-------|----------------|
| 1. Ability to plan a clinical education experience              | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 2. Ability to conduct a clinical education experience           | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 3. Ability to evaluate a clinical education experience          | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 4. Does above Likert Scale rating result in a Positive Finding? |                   |          |         |       |                |

Notes/Recommendations:

Student Name Printed \_\_\_\_\_

Student Signature/Date \_\_\_\_\_

(circle one) Clinical Experience I      II      III

# CONDUCT AND BEHAVIOR CONTRACT FOR THE CARL ALBERT STATE COLLEGE STUDENT PTA

## Student Environment Expectations

- **Classroom**
  1. Be on time for all classes.
  2. Read assignments before class.
  3. Participate and allow others to participate in learning activities.
  4. Avoid actions which could distract instructor or other students.
  5. Adhere to appearance and hygiene guidelines
- **Laboratory**
  1. Be on time.
  2. Be prepared to participate in learning activities and allow others ample opportunity for participation.
  3. Maintain a professional, considerate manner toward peers and instructor during lab activities.
  4. Adhere to all lab procedure as outlined by instructor.
  5. Wear prescribed lab clothes.
  6. Adhere to appearance and hygiene guidelines
- **Clinical setting**
  1. Be on time to all clinical.
  2. Adhere to appearance, hygiene and uniform requirements of the PTA program less otherwise specified by the Clinical Instructor.
  3. Take needed materials to clinical.
  4. Be prepared to perform a variety of activities as directed by the Clinical Instructor.
  5. Cooperate fully with the clinical staff and accept direction from appropriate staff in addition to the Clinical Instructor.
  6. Independently utilize learning opportunities.
  7. Adhere to each facility's regulations regarding release of information, photo releases, consent forms, confidentiality documentation procedures, safety procedures, etc. Students will refer matters concerning any of the above information to their Clinical Instructor unless told otherwise by the Clinical Instructor.
  8. Conduct themselves in a professional, appropriate manner at all times, putting their patients' needs first and maintaining high quality performances at all times.
- **Student Practice/Demonstration**
  1. Students are all expected to act as "patients" for demonstration and practice as a part of their lab experience. Consent to participate in practice and demonstration activities are assumed upon enrollment in the course.

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

2. Students may be expected to appear in photographs or other media presentations.
- **Consideration of other's rights and privacy**
  1. Students are responsible for assuring the rights and privacy of those people with whom they come in contact during their PTA education other students, instructors, patients, and their families, clinical staff, etc.).
- **At all times the student will:**
  1. Conduct them-selves in a professional, considerate manner.
  2. Maintain a professional appearance.
  3. Act competent and responsible at all times.
  4. Obtain assistance as needed to deliver high quality care.
  5. Refrain from discussing information obtained during lab or clinical with any person not directly associated with the student's assignment.
  6. Drape patient/peer appropriately for all activities.
- **Appropriateness in All Interactions**
  1. All student are expected to be respectful to peers, instructors, patients, and all potential interactions in their communications including speech, touch, social media, telephone conversations, and text messages.
  2. All students are expected to refrain from inappropriate relationships with peers and instructors in all settings

### STUDENT APPEARANCE

- General Considerations:
  1. Students must dress in a manner that is respectful to other students, faculty, and the profession.
    - a. Excess cleavage, midriff, and low-back exposure are not acceptable unless specified for certain lab activities.
    - b. The student shall also maintain appropriate daily hygiene. Body odor, excessive perfume, or excessive cologne will not be tolerated.
    - c. Should a student violate any of the above general considerations the student will be sent home and the remainder of the day shall be counted as an absence.
    - d. Excessive violation of these general considerations, as determined by the PTA faculty, will result in dismissal from the program.
- Students may wear street clothes to class. They will wear prescribed lab clothes to lab and specified PTA program uniform to clinical.
- Lab Appearance
  1. Good personal hygiene must be maintained;
    - a. Excessive body odor will not be tolerated
    - b. hair should be restrained away from the face
    - c. nails short, clean and without polish
    - d. no excessive jewelry
    - e. sparing use of makeup and cologne

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

2. Loose shorts which permit freedom of movement, halter top which ties in back and at the neck for women, T-shirts for men, socks and clean tennis shoes
- Clinical Appearance
  1. In the knowledge that many times our personal appearance makes a strong impression on the patient's attitude towards the school and the hospital, it is beneficial both to the student and school that certain regulations be followed.
    - a. Male students**
      1. Must keep hair neatly trimmed and combed
      2. Beards, mustaches and sideburns must be neat
      3. Nails must be short and clean.
      4. Only one identical pair of earrings may be worn, one in each ear.
      5. No facial or other body piercing may be evident in the clinical area.
      6. Tattoos must be covered by clothing.
      7. Clothing must cover midriff at all times including bending and reaching
      8. No bracelets may be worn in the clinical area.
      9. Only wedding and/or engagement rings may be worn in the clinical area.
    - b. Female students**
      1. must keep hair clean, neat and restrained in a professional manner off shoulders and away from their face
      2. Nails must be short and clean.
      3. No bracelets may be worn in the clinical area.
      4. Only wedding and/or engagement rings may be worn in the clinical area.
      5. Only small gold, silver, or pearl earrings that do not cover the entire earlobe may be worn.
      6. No enamel, decoratively colored or drop earrings are to be worn in the clinical area.
      7. Only one identical pair of earrings may be worn, one in each ear.
      8. No facial or other body piercing may be evident in the clinical area.
      9. Tattoos must be covered by clothing.
      10. Clothing must cover midriff at all times including bending and reaching.



## STUDENT UNIFORMS FOR CLINICAL

Students will wear:

- clean street shoes with a low heel,
- non-skid soles (clogs, open toe or open heel shoes are not acceptable),
- pants with a collared CASC PTA shirt or the approved scrub top and bottom,
- Name tag,
- Uniform must be neat, clean, and free from wrinkles and fit appropriately.

## SAFETY

Safety is of prime importance during both lab and clinical activities. The student is expected to take responsibility for his own and other's safety.

The students will

- Not use any faulty equipment or supplies and report any such defects to his instructor or clinical instructor; immediately placing the defective item where others will not use it
- Maintain a calm quiet atmosphere, attending to the patient, task at hand and the immediate environment.
- Never leave a patient or fellow student unattended without a call system.
- Obtain complete instruction/information regarding the assigned task and the patient or student's condition
- Follow prescribed procedures exactly.
- Notify instructor or clinical instructor of any problems or unexpected effects immediately.
- Know his limitations and seek assistance when needed.
- Perform within the bounds of his training and role.
- Keep walkways clear of obstruction, cord, etc.
- Wipe up any moisture on floors immediately.
- Unplug machines immediately after use.
- Clean all equipment, utensils, etc., immediately.
- Dispose of waste items, linen, etc., properly and promptly.
- Inform instructor or clinical instructor of any safety infraction observed.
- Document any injury, no matter how minor, which occurs, in accordance with facility policy.

### **BLOOD AND BODY FLUID INFECTION CONTROL PRECAUTIONS**

The following precautions, originally published by the Centers for Disease Control in 1987 and updated in the 1988 and 1989, have been adopted by the faculty of the Division of Health Sciences to assist the students to practice safely in the clinical area, and to prevent the transmission of infectious diseases.

- It is the responsibility of each student to maintain current knowledge and practice of any revisions in these precautions. It is also the responsibility of each student to immediately report to the clinical instructor any exposure to blood/body fluids via direct contact.
- Since medical history and examination cannot identify all clients infected with blood-borne pathogens, blood and body fluid precautions should be consistently used for all clients.
- All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids of any client.
- Gloves should be worn for touching blood or body fluids, mucous membranes, or non-intact skin of all clients, for handling items or surfaces soiled with blood or body fluids
- Gloves should be changed after with each client. Masks, protective eyewear or face shields, and gowns or aprons should be worn during procedures that are likely to generate droplets or splashes of blood or other body fluids.
- Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed between clients and immediately after gloves are removed.
- Precautions should be taken to prevent injuries caused by needles, scalpels, and other sharp instruments during disposal of used needles and when handling sharp instruments after procedures.
- Needles should not be recapped, purposely bent, or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
- After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal.
- Mouthpieces, resuscitation bags, or other ventilation devices should be used when mouth-to-mouth resuscitation is likely to be performed in emergency situations.
- Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct client care and from handling client-care equipment until the condition resolves.
- Pregnant health care workers are not known to be at greater risk of contraction Human Immune Deficiency Virus (HIV) infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission.
- Because of risk, pregnant health care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission

## CASC PTA POLICY AND PROCEDURES updated Spring 2018

As a Student Physical Therapist Assistant of Carl Albert State College I have read and understand the above directives concerning my behavior while enrolled in the program. I understand that violation of any of the above items in this contract can result in the disruption and possible discontinuation of my enrollment of the CASC PTA Program.

\_\_\_\_\_

Student Name Printed

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Witness

\_\_\_\_\_

Date

**Viking Pro Bono Clinic**

# CASC PTA POLICY AND PROCEDURES updated Spring 2018

---

## **Mission**

To provide essential physical therapy to underserved, underinsured, and complicit patients in the Carl Albert State College Service Area without reimbursement of services to meet the needs of the patient and the CASC Student Physical Therapist Assistant.

## **Patient Recruitment**

Patients of the Viking Clinic are recruited and sought by current faculty of the CASC PTA program as well as referred by clinical faculty and local healthcare providers. The patient census will be dictated each semester by program needs.

## **Patient Qualifying**

Patients must be qualified for therapy services by meeting the following:

- Patients must be 18 years or older or have a parent/ guardian present during the therapy services.
- Patients must be willing to accept therapy services at the schedule that is suitable for the CASC PTA Program.
- Patients must be willing to accept therapy services from a student.
- Patients must present a written order for physical therapy from their provider.
- Patients are disqualified from receiving therapy services when they are involved in active litigation.
- Patients are disqualified from receiving therapy services when they are involved in seeking workman's compensations.
- Patients are disqualified from receiving therapy services when they are involved in legal disputes concerning disability
- Patients will be qualified when they have completed and submitted the liability waiver

## **Patient Evaluation and Plan of Care**

Patients will receive an initial evaluation from a licensed Physical Therapist. The patient will then be given a plan of care with both short and long term goals. The patient will then have the plan of care carried out by a combination of Licensed PT or PTA and student physical therapist assistants

## **Patient Discharge**

Patients are discharged when either therapy services are no longer medically necessary, beneficial, or when the time frame for student involvement ends. The clinic manager will notify the patient of the projected discharge date or end of service timeline.

