



# PHYSICAL THERAPIST ASSISTANT

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# STUDENT HANDBOOK

Revised Fall 2024

## **PROGRAM MISSION STATEMENT**

To prepare competent entry-level physical therapist assistants through educational opportunities in the classroom, laboratory and clinical experiences to deliver quality care.

## **PROGRAM PHILOSOPHY**

The physical therapist assistant program is deeply committed to providing an accessible and affordable program and accepts its charge to provide high quality education. Meeting the needs of the community by graduating competent, entry-level physical therapist assistants prepared to work under the direction and supervision of a physical therapist, will be achieved through discussions and feedback from clinical educators, employers, advisory committee members and students to assure the curriculum content is contemporary. For the physical therapist assistant to provide care in an ethical, safe and effective manner it is essential to understand the academic concepts and principles from which interventions and procedures are developed.

The student physical therapist assistant will have opportunities to practice skills and procedures over an extended period of time under the supervision of faculty and clinical educators. The opportunity to acquire this knowledge and skill set is through classroom theory, laboratory practice and in clinical education.

The curriculum is designed to advance students from basic knowledge to application of the material upon graduation as entry-level practitioners. Information taught in general education courses will be more developed in the technical education courses and effective communication skills will be practiced throughout. The courses will prepare students to understand theory, think independently and develop problem solving skills. The Program aims to foster an atmosphere where students feel respected and supported to pursue personal and lifelong professional learning.

## **SOUTHEAST COMMUNITY COLLEGE MISSION STATEMENT**

To empower and transform its students and the diverse communities it serves. The College provides accessible, dynamic, and responsive pathways to career and technical, academic transfer, and continuing education programs. Student success and completion is maximized through collegiate excellence, exemplary instruction, comprehensive student support services, enrichment programs, and student-centered processes. SCC is committed to a proactive and evidence-based approach that continually assesses and responds to student, community, and employer demand for higher education.

### **Core Values**

1. **Excellence** – Commitment to the highest level of performance in all facets of the College's programs, services, and operations through effective investment and support of all assets.
2. **Integrity** – Continuous pursuit of fulfillment of mission and goals through transparency and ethical practices in all College operations.
3. **Innovation** – Commitment to inquiry and the respectful challenging of assumptions to promote creativity, alternative points of view, and opportunities for ongoing discovery.
4. **Inclusion** – Promotion of opportunities and advancement for a diverse and dynamic student, faculty/staff, and community population through the creation of a positive, compassionate, and reflective culture.
5. **Stewardship and Accountability** – Commitment to investment in appropriate resources in fulfillment of the College's mission and goals and reliance on responsible management of human, physical, and financial resources.

## **HEALTH SCIENCES DIVISION MISSION STATEMENT**

The mission of the Health Science Division at Southeast Community College is to empower and prepare students to meet the health and wellness needs of our community. Health Sciences division is committed to providing innovative, collaborative, student-centered learning to individuals pursuing healthcare and wellness careers.

**PHYSICAL THERAPIST ASSISTANT PROGRAM FACULTY**

**CONTACT INFORMATION**

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**PROGRAM GOALS & OBJECTIVES**

1. The Program will graduate competent entry-level physical therapist assistant practitioners to work under the supervision of a physical therapist.  
Objectives:
  - a. Graduates will be competent in reviewing physical therapy documents and medical records and matching physical therapy goals to the interventions.
  - b. Graduates will perform accurate data collection.
  - c. Graduates will perform, modify and progress interventions within the plan of care established by the physical therapist.
  - d. Graduates will demonstrate essential safety behaviors by providing interventions in a safe manner that minimizes risk to patients, self and others.
  
2. The Program will graduate students who follow legal standards and abide by the ethical standards established by the American Physical Therapy Association.  
Objectives:
  - a. Graduates will adhere to appropriate legal standards of the State Practice Act.
  - b. Graduates will adhere to the Standards of Ethical Conduct for the Physical Therapist Assistant.
  - c. Graduates will adhere to institutional policies and procedures
  - d. Graduates will demonstrate tolerance and respect for diverse clients.
  - e. Graduates will adhere to requirements for billing, supervision of self and other support personnel.
  
3. The Program will graduate students who communicate and interact with patients, families and caregivers, physical therapists and members of the health care team in an effective, appropriate and capable manner.  
Objectives:
  - a. Graduates will educate patients, families, caregivers and members of the health care team using effective instruction methods.
  - b. Graduates will collaborate with members of the healthcare team.
  - c. Graduates will be competent in completing thorough, accurate, logical, concise, timely and legible documentation supporting the physical therapy services.
  - d. Graduates will be competent communicating pertinent information and patient progress to the supervising physical therapist.
  
4. The Program will graduate students who effectively utilize clinical decision-making skills.  
Objectives:
  - a. Graduates will recognize when an intervention is inappropriate due to changes in the patient's status and respond appropriately by communicating with the physical therapist or appropriate medical personnel and adjusting the intervention as directed.
  - b. Graduates will demonstrate accurate assessment of the patient's response to interventions.
  
5. The Program will graduate students who participate in activities for personal growth and life-long learning to improve abilities as a physical therapist assistant.  
Objectives:
  - a. Graduates will participate in the development of abilities and careers based upon performance appraisals, self-assessments and life-long learning activities.
  - b. Graduates will participate in organizations and activities that promote physical therapy.
  - c. Graduates will access, read and understand health care literature for evidence based practice.
  - d. Graduates will instruct other members of the healthcare team and colleagues about the role, responsibilities, academic preparation and scope of work of the physical therapist assistant.

**PROGRAM GOALS & OBJECTIVES—Faculty:**

1. The PTA Program faculty will be involved in the American Physical Therapy Association (APTA) at the national or state level.
  - a. Faculty will actively participate in appropriate committees in the APTA or Nebraska Physical Therapy Association (NPTA).
  - b. Faculty will participate in a minimum of one national or state association meeting annually.
2. The PTA Program faculty will advance their knowledge in curricular content to reflect contemporary physical therapy education and practice.
  - a. Faculty will participate in continuing education in their area of curriculum.
  - b. Faculty will pursue higher education in the area of educational theory, instructional design and assessment.

**PROGRAM GOALS & OBJECTIVES—Program:**

1. The PTA Program will practice excellence in teaching skills and techniques to enhance student engagement in the learning process.
  - a. The PTA Program will utilize Engaged Learning Education (ELE) instructional methods into delivery of the curriculum.
  - b. The PTA Program will incorporate interprofessional learning experiences in collaboration with other SCC Health Science Division programs.
2. The PTA Program will promote SCC, the Program, and the profession of physical therapy in the local community.
  - a. The SCC Student PTA Association will participate in community activities and fundraising to benefit needs for local charities
  - b. Program faculty will participate in activities to promote the Program and expose prospective students to physical therapy and the physical therapy profession.

**PROGRAM OUTCOMES**

1. The Program will document a 2-year, 75% minimum, Licensure Exam pass rate on the first attempt.
  2. The Program will document a 2-year, 85% minimum, Licensure Exam ultimate pass rate.\*
  3. The Program will document a 2-year, 60% minimum, Program Completion Rate.
  4. The Program will document a 2-year, 90% minimum, Placement Rate within six months of graduation.
  5. The Program will document a 2-year, 85% minimum, overall Graduate Satisfaction.
  6. The Program will document a 2-year, 85% minimum, overall Employer Satisfaction.
- \* includes pass rate irrespective of the number of attempts

**STUDENT OUTCOMES**

1. Student graduates will be competent entry-level physical therapist assistant practitioners to work under the supervision of a physical therapist.
2. Student graduates will follow legal standards and abide by the ethical standards established by the American Physical Therapy Association.
3. Student graduates will communicate and interact with patients, families and caregivers, physical therapists and members of the health care team in an effective, appropriate and capable manner.
4. Student graduates will effectively utilize clinical decision making skills.
5. Student graduates will participate in activities for personal growth and life-long learning to improve abilities as a physical therapist assistant.

**INSTITUTION & PROGRAM ACCREDITATION:**

The college was first accredited as individual campuses (Lincoln, Beatrice, and Milford) and then as a single institution by the Higher Learning Commission of North Central Association of Colleges and Schools in 1983. SCC has maintained continuous accreditation to the present time.

SCC was granted approval to start a new PTA program by the Nebraska Coordinating Commission for Postsecondary Education September 16, 2008.

Physical Therapist Assistant Program at Southeast Community 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: [www.capteonline.org](http://www.capteonline.org)

## **PROFESSIONAL CERTIFICATION IN NEBRASKA**

Requirements for physical therapist assistant certification are detailed in section 137-005 of the Nebraska Department of Health and Human Services Physical Therapy Regulations. Please refer to the Nebraska Department of Health and Human Services Physical Therapy webpage for the most updated information and fees ([http://dhhs.ne.gov/publichealth/pages/crl\\_rcs\\_pt\\_pt.aspx](http://dhhs.ne.gov/publichealth/pages/crl_rcs_pt_pt.aspx))

## **LICENSURE EXAM**

The physical therapist assistant examination is intended to assess basic entry-level competence of the candidate who has graduated from an accredited program for physical therapist assistants. The mission of the Federation of State Boards of Physical Therapy is to protect the public by providing services and leadership that promote safe and competent physical therapy practice. For the most current information, please refer to the website and Candidate Handbook ([www.fsbpt.org](http://www.fsbpt.org)).

## **CAREER OPPORTUNITIES**

Physical therapist assistants (PTAs) provide physical therapy services under the direction and supervision of a physical therapist. PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. PTAs work in a variety of settings including hospitals, private practices, outpatient clinics, home health, nursing homes, schools, sports facilities, and more. PTAs must complete a 2-year associate's degree and are licensed, certified, or registered in the state they practice. Care provided by a PTA may include teaching patients/clients exercise for mobility, strength and coordination, training for activities such as walking with crutches, canes, or walkers, massage, and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation ([www.apta.org](http://www.apta.org)).

**EMPLOYMENT RATES:** Available at <https://www.southeast.edu/PhysicalTherapistAssistant/>

## **INFORMATION:**

For details regarding the Program including Program Requirements and Admission Documents, Curriculum, Program Costs Estimate, Refund Policy, Financial Aid, Acceptance and Matriculation Rates, Withdrawal or dropping classes, and Access/Equity Diversity see *Program Webpage on the College website:*

[www.southeast.edu/programs/PTAS/default.aspx](http://www.southeast.edu/programs/PTAS/default.aspx) or *College Catalog on the College Website:*

[www.southeast.edu/CollegeCatalog/](http://www.southeast.edu/CollegeCatalog/)

## **BOOKS**

It is the student's responsibility to purchase all required textbooks, which are available in the SCC bookstore.

## **CALENDAR**

The Physical Therapist Assistant Program will follow the SCC calendar for scheduling classes unless specified otherwise by Program Instructor. Refer to the SCC Student Handbook for calendar.

## PROGRESSION THROUGH THE PROGRAM, GRADING, PROGRAM DISMISSAL

1. All students must achieve the minimum course grade requirement of C+ (75%) to continue Program enrollment.
2. In courses with a laboratory, students must achieve a grade of (C+) 75% or better in both the laboratory **AND** classroom portions of the class to continue in the Program.

*Skill checks must be successfully demonstrated to a peer and course instructor prior to taking the lab practical or the student will not be allowed to take the lab practical. It is the responsibility of the student to complete the skill check during lab time (if time allows) or during the course instructor's office hours prior to the lab practical.*

*Students must pass each skill check and lab practical with a C+ (75%) or better to pass the class. Students are allowed one retake for each. The highest grade that may be achieved on a retake due to safety is 75%. Students who do not complete the Essential Safety Functions satisfactorily will automatically fail the lab practical.*

3. Grades (assignments, quizzes, tests, lab practical, etc) are posted to the Learning Management System and may be accessed with assigned username and password.
4. [College Grading](#) Policy is followed.
5. All exams, quizzes, lab practicals and written assignments will be returned to students in a manner that does not reveal the grade to anyone else.
6. Completed assignments, lab practicals, quizzes and exams are due on the scheduled date according to the syllabus and class schedule. If a student misses a quiz or exam, the student may be given the opportunity, at the instructor's discretion, to make this up as long as the attendance policy has been adhered to and appropriate notification was provided. If the instructor deems that it is appropriate for the student to makeup the quiz or exam, this must be completed at the earliest time at the discretion of the instructor. The instructor reserves the right to give an alternate quiz or test, and determine the time/location. If a student is tardy for a quiz/test, the student will be allowed to complete in the remaining scheduled time. Graded assignments will be accepted up to one business day following the due date, but will be subject to 50% deduction in total points. Late or missing in class assignments or completion assignments will not be accepted. It is the student's responsibility to bring to the instructor's attention to the fact they have a test, lab practical, quiz, or assignment to make up.
7. Faculty have the option to:
  - a. Alter the required due date or time of any assignment.
  - b. Alter the assignment.
8. If a Physical Therapist Assistant student does not meet the minimum course requirements for any Physical Therapist Assistant technical course or voluntarily withdraws, the student will not be allowed to register for subsequent courses in the Program\*. Program faculty will determine the appropriateness for readmission on a case-by-case basis, considering factors such as the student's status at the time of exit from the program, reason for program withdrawal, and justification for readmission. The student **MAY** be eligible for readmission to the Program if the following criteria (at the Program's discretion) have been met:

- a. Space is available
- b. Meeting with a College Advisor and complete documentation of exploration of three alternative careers.
- c. Completion of a remediation program with the PTA Program College Advisor.
- d. Request for readmission submitted and approved by Program Chair and DCE.

*\*When a student re-enters, they may be able to defer courses that they completed successfully previously but will be required to demonstrate competency through written and/or lab testing.*

9. Students may repeat ONE PTAS course one time only. Failure or withdrawal of a second PTAS course or the same PTAS course a second time during the same or subsequent terms constitutes dismissal from the Program.

10. Students are allowed a maximum of two attempts to complete the Program.

**SCC STANDARD GRADING SCALE:**

A+ 95-100	C+ 75-79
A 90-94	C 70-74
B+ 85-89	D+ 65-69
B 80-84	D 60-64
	F Below 60

**STUDENT RETENTION**

If at any time during the semester a student is having difficulty academically, they are encouraged to speak to the course instructor or Program Director to seek guidance and assistance. Students can also seek help from SCC Student Services: Disability Services, Success Coach, TRIO Student Support, and Tutoring. Information regarding these services can be found in the College Catalog on the college website

[www.southeast.edu/CollegeCatalog/](http://www.southeast.edu/CollegeCatalog/)

Students who receive < 75% on any graded work may be required to complete mandatory remediation at an assigned time.

**STUDENT FILES**

Active student files will included but are not limited to: health statement, transcripts, Compass scores, advising sheets, consent forms, Statement of Understanding PTA Program Student Handbook (Appendix A). Files are kept in a locked cabinet in the Program Director’s Office until the student graduates.

**STUDENT ADVISING**

Student advising will take place in the PTA Program faculty offices or private conference room.

**HEALTH INSURANCE**

The College does not offer health insurance. However, the PTA Program strongly encourages students to retain personal health insurance. Some clinical sites require students to have health insurance, so students may be limited on clinical sites available to them and/or unable to participate in clinical education thus compromising graduation from the Program.

**PROFESSIONAL LIABILITY**

All students are required to have liability insurance. Cost of this insurance is included in the student fees.

**ESSENTIAL FUNCTIONS**



See Appendix B.

## **SOCIAL MEDIA STATEMENT**

See Appendix H

## **CLASSROOM, CLINICAL EDUCATION, FIELD TRIP AND LABORATORY RULES and SAFETY**

### **Laboratory Dress Code**

1. Acceptable dress includes gym shorts, sports bras or bikini tops for females, shirtless for males, athletic (close toed) shoes and socks. Students are expected to access the body part to allow for palpation of muscles, bony landmarks and application of modalities. Students will work with male and female lab partners. Denim clothing is not acceptable lab attire.
2. All hair reaching past the student's shoulder should be confined in style or pulled back so hair does not fall forward or in front of the face, or in any manner that interferes with patient care or practicing skills. Men must be clean-shaven or have beard or mustaches neatly trimmed.
3. Jewelry should be limited and conservative, not only for safety but also for aseptic reasons. It should not interfere with patient care or practicing skills. Students may be required to remove jewelry at instructor's discretion for safety and aseptic reasons.
4. Students should wear clothing that does not expose underwear or body parts that a typical bathing suit would cover.
5. Students should observe personal hygiene carefully, including brushing teeth, bathing daily, using deodorant, and washing hair.

**Clinical Education Dress Code** – see clinical education handbook.

### **Classroom and Laboratory Rules**

1. No food or beverages are allowed in the laboratory. Bottled water with a lid is allowed.
2. All laboratory equipment must be returned to storage after use. Lab captains will be assigned each week and are responsible for the overall appearance of the lab. Failure to complete lab captain duties will result in a point deduction in course(s) grade. An outline of Lab Captain responsibilities can be found in the PTA lab.
3. Equipment user manuals and maintenance records are kept in the laboratory with reference manuals.
4. Open lab times may be arranged for students to practice outside of class time. Program faculty will provide direct supervision to monitor safety when equipment is utilized.

### **Field Trip and Off Campus Activities Rules**

1. Students are responsible for transportation to and from the location if within the Lincoln city limits. Campus cars will be available for required activities outside of Lincoln city limits.
2. If off-campus laboratories become unavailable a replacement site will be scheduled or the experience may be re-scheduled later in the semester. If that is not reasonable or possible, a demonstration using pictures, videos, patient or equipment simulation or guest speakers on-campus will take place to provide the learning activity.

3. Field trips and off-campus laboratories and activities will be scheduled during regular class time when possible. The course instructor will assign the experience, location, date and time. The Program Course Instructor will follow the Field Trip Form approval guidelines.

*The Program Course Instructor will verify that the site has policies and procedures in place regarding safety and notify the Off Campus Lab Instructor, if used, of their responsibility to assist and direct students per site policies and procedures if a situation arises where student safety could be compromised.*

### **IMMUNIZATIONS AND HEALTH SCREENING**

Students must provide a Health Statement as an admissions requirement. In order to participate in clinical education, all vaccinations outlined on Health Statement must be current and meet clinical education site standards. If you cannot provide a complete Student Health Statement due to lack of records, titers (blood draws), will need to be done. A titer cannot be done for the Tdap (Tetanus, Diptheria and Pertussis) as this is a vaccination. If the Tdap is older than 10 years a booster is required. If any titer comes back as negative or equivocal, further immunizations are required. A seasonal flu immunization is required. A Two-Step Tuberculosis Skin Test will be required within 45 days of PTAS1301 (Clinical Education I).

### **DRUG TESTS**

A 10 panel drug screen will be required of each student in this Program. The SCCE may have access to drug screen results for students assigned to their facility. Requested information regarding drug screens should be directed to the Dean of Health Sciences. A positive result on a drug screen will result in removal from the program. A student may re-enter the program at the next available opening. Drug testing will take place in the 2<sup>nd</sup> semester prior to the student's first clinical experience in April/May.

### **ACCIDENTS**

All accidents and/or incidents during classroom or off campus experiences must be reported immediately to the onsite supervisor. Students are expected to report whenever **anything** out of the ordinary or other than routine occurs, to the student, patient/client or other individual in the environment. The appropriate form(s) will be filled out per facility procedure. Determination will be made as to what diagnostic tests or procedures need to be done. Students are financially responsible for all medical expenses.

### **STANDARD UNIVERSAL PRECAUTIONS**

Students will be familiar with and adhere to Standard Universal Precautions. All students will complete training regarding standard precautions, sign the Safety Training Verification Form (Appendix C), and practice using personal protective equipment. Students are expected to report any contact with blood/body fluids to their supervisor.

### **CARDIOPULMONARY RESUSCITATION (CPR)**

Students must obtain CPR certification for healthcare providers prior to clinical experiences. Expiration of CPR during their clinical experiences will result in a loss of clinical time until CPR is current.

### **CLINICAL ASSIGNMENTS**

- Clinical site assignments will be performed by the DCE based on a number of considerations including student professional goals, student preferences, site availability, past clinical experiences and Program requirements. Students will only be placed at facilities in which there is a current, unexpired Affiliation Agreement in place.

- At least 4 weeks prior to the clinical experience, unless otherwise stated in Affiliation Agreement, the clinical site will be informed of the assigned student's name.
- Each student is required to have at least one inpatient and one rural experience (rural is defined as being located greater than 50 miles outside of Lincoln and Omaha metro area and/or is less than 50,000 or at the discretion of the DCE).
- Students who currently work at or have previously worked at a clinical site may not be assigned to that facility. It is the student's responsibility to disclose this prior to clinical assignments by the DCE.
- All scheduled clinical education experiences are subject to change without notice.

### **ATTENDANCE: Classroom and Lab**

1. A good attendance record in the Program is essential for several reasons:
  - a. Classroom and clinical experiences provide the experience and practice necessary in developing clinical skills and problem-solving ability.
  - b. Potential employers are interested in the attendance records of applicants.
  - c. The clinical sites view clinical experiences as an opportunity to "audition" future employees.
2. Regular, prompt attendance in all classes and laboratories is mandatory. Students who are unable to report for class or lab **MUST** notify their instructor, by **PHONE**, at least 30 minutes **BEFORE** the assigned time. If notification is not received in this time frame, points will be deducted from the student's professionalism grade per Professionalism Rubric. The student is responsible for information covered in class or lab that was missed. If a Program Instructor perceives that a student is chronically absent or tardy, the student will be required to meet with the Program Director, Course Instructor and/or DCE. A Learning Contract may be developed for remediation.

### **ATTENDANCE: Clinical Education**

Regular and prompt attendance in all clinical experiences is mandatory. Students who are unable to report for clinical duty by the assigned times must notify the CI **AND DCE, by phone, at least 30 minutes BEFORE** the assigned time or it could result in assignment of a failing grade for that clinical experience. The CI should contact the DCE if notification is not given. Student absences must be approved by the CI and also must be reported to the DCE. If a student must miss clinical education, for any reason, during any clinical experience, this time may need to be made up and/or the experience may have to be repeated or rescheduled. Decisions regarding the need to make up missed clinical time will be made by the DCE and/or Program Director in consultation with the CI. **MAKE UP TIME FOR MISSED CLINICAL EDUCATION HOURS MAY DELAY PROGRESSION THROUGH THE PROGRAM AND GRADUATION.** Missed time from clinical education includes time missed due to absences **AND** tardiness. **ANY** absences or tardiness may result in a deduction from the final grade assigned to Clinical Education and/or failure of that clinical experience. Students will follow the SCC Calendar and when/if SCC is closed (holidays, weather cancellations, breaks, Sundays). However, students may be asked to attend clinical on holidays not recognized by the facility and may attend clinical during off campus hours. The DCE must be informed and either the DCE or the Program Director will be available by phone. Hours that could potentially be missed due to these issues have been built into clinical education experience. Please refer to the SCC calendar provided by the student.

No time compensation will be made for a student working beyond minimum hours required. No banking of clinical hours is allowed. The student's clinical instructor will determine the hours and days worked for each clinical experience. This may include weekend and evening hours.

Inclement weather may cause the cancellation of clinical for that day. If the public schools or colleges of the area are closed, the student is not to attend clinical for safety reasons.

## **ACADEMIC INTEGRITY, CONDUCT AND PROGRAM DISMISSAL**

1. Conduct must meet the rules and regulations of the Program, College policies and procedures and Standards of Ethical Conduct for the Physical Therapist Assistant (Appendix D)
2. Failure to comply with these will result in the implementation of the “Warning System.”
  - a. LEVEL 1 WARNING: on the first occurrence following non-compliance, the student is presented with the warning form (Appendix E) with the incident documented. This is signed by the student and Program Director and/or DCE and placed in the student file in the Program Director’s office. Points may be deducted from the student’s grade as determined by Program faculty.
  - b. LEVEL 2 WARNING: If the same or additional infraction occurs, the student is again presented with the warning form with the incident documented and signed by all parties. Points WILL BE deducted from the student’s grade.
  - c. DISMISSAL: Any occurrence after a second warning results in IMMEDIATE DISMISSAL from the Program and a student is not eligible for re-admission.
3. Initiation of the Warning System may also be implemented for the following reasons:
  - a. ACADEMIC WARNING: poor performance in the classroom or clinical area. (e.g. grade below 75%)
  - b. BEHAVIORAL WARNING:
    - i. Conduct that interferes with successful performance in the healthcare field as deemed by the academic or clinical faculty (e.g. insubordination).
    - ii. Inappropriate conduct in clinical or classroom areas.
  - c. ATTENDANCE: frequent absence or tardiness
4. Program dismissal with or without the prior warning system may be implemented for the following reasons:
  - a. Inappropriate conduct in clinical or classroom areas. (e.g. negligence, theft, drugs, abuse of controlled substances, intoxication or residual symptoms of such, verbal, mental, and/or physical abuse of students and/or faculty)
  - b. Malicious gossip that is detrimental to another student, faculty, supervisor, clinical instructor or patient
  - c. Discussions breaching patient confidentiality/HIPPA violations
  - d. Cheating (using or attempting to use unauthorized materials for one’s own academic benefit)
  - e. Fabrication/falsification (inventing or knowingly altering information or research)
  - f. Facilitating academic misconduct (assisting another in committing actions considered academically dishonest)
  - g. Sharing or discussing test questions and/or lab practical scenarios with a student who has not completed them yet
  - h. Plagiarism (Intentionally presenting as one’s own work the ideas, words or information of another person without citing it as a reference is considered plagiarism.) Any assignment which is plagiarized is unacceptable and the following actions will occur:
    - a. A student will be immediately placed on Second Warning.
    - b. A grade of zero will be given for the assignment.

Any dismissal from a course will result in a failing course grade.

## **PROFESSIONAL MEETING**

Students are required to attend one APTA Nebraska Chapter Physical Therapy Association state meeting.

## **PHONES & MESSAGING**

Personal telephone calls on clinical site phones are neither made nor accepted during clinical hours except on an emergency basis or during breaks. Usage of cell phones (including text messaging) and ringing cell phones during clinical, class or lab time is prohibited and phones may be confiscated. The Health Science Division office number (402) 437-2725 and/or the clinical site facility phone may be given as emergency number.

## **NO SMOKING, ELECTRONIC CIGARETTES OR SMOKELESS TOBACCO USE**

For the health and safety of all, smoking and the use of electronic cigarette devices or smokeless tobacco is not permitted in the classroom, laboratory, office, or clinical sites.

## **CONFIDENTIALITY**

Students will judiciously protect the patient's right to privacy and shall maintain all patient information in the strictest confidence. While HIPPA is one aspect of confidentiality, another is to maintain privacy regarding information shared by patients/clinical site personnel. Students will be expected to honor this privacy and confidentiality also. Students are required to complete training and sign the Safety Training Verification Form for Confidentiality and HIPAA (Appendix C).

In the classroom, students are asked to share aspects of their clinical experience. Students must be committed to honoring and respecting the privacy and confidentiality of those stories or situations which have been shared.

In order to comply with the American Recovery and Reinvestment Act of 2009 which includes Health Information Technology for Economic and Clinical Health Act (HITECH), Health Sciences students enrolled in Southeast Community College (SCC) Health Sciences Division **will not remove** any protected health information (PHI) from any clinical facility. Nor will students transmit any PHI electronically except when doing so in the usual performance of caring for patients or clients and full knowledge of the clinical preceptor or instructor. This bill established new requirements for business associates (SCC) and covered entities (Facility) with respect to handling protected health information. SCC must report any breach of confidentiality to the facility and the facility and SCC may be subject to fines.

Further policies and procedures regarding privacy and confidentiality at SCC can be found on the website in the College Catalog [www.southeast.edu/CollegeCatalog/](http://www.southeast.edu/CollegeCatalog/).

## **INFORMED CONSENT**

### **Student Informed Consent**

Faculty will acquire a student's written informed consent prior to seeking participation in videotapes, slides, photos, or other projects. (Appendix F)

During laboratories, students will apply physical therapy data collection and intervention skills to each other for educational purposes under the supervision of the instructor. It is important to develop an appreciation of a patient's role in the intervention process as preparation for clinical experiences. It is the responsibility of the student to limit participation if they have a condition which would put them at undue risk of injury. Students are expected to discuss this with the instructor prior to the intervention so arrangements can be made.

Students will exercise the utmost care when applying interventions to each other. Students will demonstrate professionalism with respect to proper draping to protect the modesty of lab partners and will follow instructions to keep the risk of injury to a minimum. Students will provide a signed informed consent prior to attending their first laboratory. (Appendix F)

These consent forms will be stored in electronic format under password protection..

### **Non-Students Informed Consent**

Faculty will acquire written informed consent from non-students prior to their participation. (Appendix G)

### **Patients Informed Consent During Clinical Education**

Students must introduce themselves as students, ask the patient and/or guardian for verbal consent to treat, observe or assist with patient care and sign documentation SPTA. Patients have the right to refuse participation when students are involved in their care. It is the responsibility of the Clinical Instructor to verify the student gains informed consent from the patient prior to treatment.

With assistance from their Clinical Instructor, students will acquire patient/client consent per facility policy and procedure prior to seeking patient participation in videotapes, slides, photos or other projects.

### **COMPUTER USAGE**

Some courses will have assignments that require students to have computer and internet access. Students lacking computer or internet service are NOT excused from assignments. SCC has numerous computer labs that can be used by students for this purpose. Computers are also available in the Health Science Building to be utilized for classroom and lab activities. All College Computer usage policies and procedures will be followed.

### **STUDENT ACTIVITIES**

Students are encouraged to join the Southeast Community College Student PTA Association and the Nebraska Student Special Interest Group through APTA Nebraska.

Campus Activities Office maintains a list of student activities, clubs and organizations including intramural athletics, social events and Student Senate.

### **PROCESS FOR FILING A COMPLAINT WITH CAPTE**

Complaints regarding the program or the program graduates should be first addressed to the PTA Program Director, [Bridget Clark, PT, MPT](#). Unresolved complaints or complaints about the Program Director should be directed to Jill Sand, Dean of Health Sciences Division. Ms. Sand's email address is [jsand@southeast.edu](mailto:jsand@southeast.edu) and her phone number is 800-642-4075, ext. 2729. All complaints will be documented, including the projected outcome, and kept on file at the program facility. Complaints regarding Accreditation of this program should be addressed to the Commission on Accreditation in Physical Therapy Education. This Commission is located at 3030 Potomac Ave., Suite 100, Alexandria, Virginia, 22305-3085; *email*: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org).

### **DUE PROCESS**

Grievances will be dealt with individually by the appropriate course instructor and/or Program Director as stated below. If the student or faculty member does not feel the outcome is acceptable, contact the Program Director for review. If at this time the student still finds the outcome unacceptable, please follow the formal

"Grievance Procedures" outlined in the College Catalog found on college website [www.southeast.edu/CollegeCatalog/](http://www.southeast.edu/CollegeCatalog/)

### **GRIEVANCES WITH CLINICAL SITE STAFF**

**Students who experience or observe a harassing incident(s), directly involving the clinical site staff will proceed as follows:**

1. The student(s) should first try to resolve the problem or issue personally with the individual through open communication within 10 working days of incident. If the student(s) is/are not comfortable with communicating with the individual, they must contact their Clinical Instructor or DCE instead. If the incident is sexual in nature, the student(s) will follow the SCC sexual harassment Rules and Regulations and such report will be made to both the appropriate SCC and clinical site authorities.
2. If communication with the individual is unsuccessful, if there is fear or the appearance of reprisals, or if the problem affects more than one student, the student(s) must contact the DCE within 10 working days. Students also have the option to contact SCC Affirmative Action within 5 working days at (402) 437-3413 or 1-800-642-4075, ext. 3413.
3. **Documentation of the incident must occur prior to the next step in investigating the incident.** The student(s), along with the Clinical Instructor and/or SCCE and DCE must document the incident(s) including dates and times they occur and reactions or feelings of the behavior. Documentation must include the student(s) signature(s) and must be completed within 10 working days of the harassing incident.
4. After documentation is completed, the DCE will notify the Program Director, Clinical Instructor and the SCCE of the incident within 10 working days. A meeting will be scheduled that will include, at a minimum, two PTA Program department faculty members (including the DCE), Clinical Instructor, and the SCCE. A plan of action will be developed as to the next steps on handling the situation. This may include meetings with the student(s) and clinical site staff involved. The two PTA Program department faculty members will monitor the behavior/ incident(s). If the behavior/incident(s) continue or if the clinical site does not follow through with the plan of action, the Program Director will discuss the issue with the SCCE.
5. If the issue is not resolved to the satisfaction of all involved, the Program Director will contact the clinical site SCCE's immediate supervisor within 10 working days. The clinical site's grievance Rules and Regulations (which are external to the Program) provide the next steps and associated time frames.

### **GRIEVANCES WITH FACULTY OR CLASSMATES**

**Students, in the classroom, who encounter situations and/or problems with interpersonal relationships between faculty, classmate(s), or other circumstances the student(s) has/have issues with will proceed with the following steps:**

1. The student(s) should first make every effort to deal with the situation or circumstances in a mature, professional manner. If the student(s) is/are not comfortable with communicating with the individual or dealing personally with the situation, or if the situation involves the classroom instructor, they must contact the Program Director to discuss the situation within 10 working days of the incident. If the Program Director is the subject of the problem, the student should contact the Dean of Health Sciences.

2. Together, the Program Director and student(s) discuss the situation. If the situation requires further action as determined by the student and Program Director, the documentation will be completed within 10 working days. The documentation outlines the situations/concerns, the resulting goals to resolve the issue, and the timeline for resolution. After the identified time noted on the documentation, the student and the Program Director meet to determine if the situation/concerns have been resolved. If either the student or the Program Director feel resolution of the situation/concern has not been resolved, a meeting will be scheduled with the Dean of Health Sciences within 10 working days.

## **COMPLAINTS ABOUT THE PTA PROGRAM AND/OR ITS STUDENTS OR FACULTY FROM CLINICAL SITES, PUBLIC OR EMPLOYERS**

### **The process for filing a complaint by clinical education sites, employers of graduates, and the general public regarding clinical experiences, didactic content or the overall Program is:**

1. When a complaint is received, the Program Director will meet with the individual(S). Together they will determine actions to resolve the complaint and document the action, expected outcomes, and a timeline to accomplish the resolution.
2. If the complaint/situation has not been resolved in the agreed upon timeframe, the Program Director will meet again with the individual(s) to follow up. If the parties do not believe they can come to resolution, the issues will be presented to the Dean of Health Sciences and the Dean will make a determination within 5 working days.
3. If the party filing the complaint is still not satisfied with the outcome, they may meet with the Vice President of Instruction and s/he will make a determination within 5 working days.
4. All documentation of a Program complaint will be filed in a secure place in the Program Directors Office or maintained electronically for three years.

### **APPEALS PROCESS:**

1. If a student wishes Program faculty to discuss at a staff meeting a class or personal problem, extenuating circumstances, or appeal a policy or procedure, they will describe the problem in writing and present it to the Program faculty for discussion.
2. The written description of the problem **MUST** contain the following items:
  - a. In-depth description of the issue or problem that is typed or written legibly.
  - b. Suggestion to alleviate or solve the issue or problem.
  - c. Student(s) signature(s) and date.
3. After discussion, faculty retains the right to accept or deny the appeal. The final decision will be written on the student's appeal and returned to the student directly after the meeting in which it was discussed.
4. If a student is dissatisfied with the faculty's decision, he/she must state in writing a valid reason as to why he/she believes the problem still exists and submit to the Dean of Health Sciences. The Dean will then review all documentation and make a decision regarding the issue.
5. If a student disagrees with the Dean's decision, he/she can then proceed with a "Formal Grievance" to the college following the guidelines listed in the College Handbook.

*Disclaimer: Program rules and regulations will be assessed annually and/or as needed. Program faculty may interpret and make exceptions to Program rules and regulations based on individual cases. Southeast Community College Policies and Procedures will supersede any Program rules and regulations. At the time of printing, Program rules and regulations were consistent with College Policies and Procedures.*



# APPENDIX

# APPENDIX A

## SOUTHEAST COMMUNITY COLLEGE Physical Therapist Assistant Program

### Statement of Understanding of PTA Student Handbook

**I have received, understand and will abide by** the regulations and guidelines of the SCC Physical Therapist Assistant Student Handbook.

**I am** responsible for all costs related to any injury sustained while attending school or assigned to the clinical education site.

**I am** responsible for learning course material, skills, and behaviors of the Program.

**I am responsible** for knowing the Standards of Ethical Conduct for the Physical Therapist Assistant and to live by the Standards as a student and throughout my career in the health field.

**I understand** the consequences for deviating from the Program rules and regulations and Standards of Ethical Conduct.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Date

## APPENDIX B

# Essential Functions for Physical Therapist Assistant Students

Essential functions are defined as those physical, mental, and psycho-social characteristics that are necessary to meet the demands of the Physical Therapist Assistant Program and eventual therapeutic care of patients and all tasks associated with that function.

Becoming a Physical Therapist Assistant requires the completion of a technical education program that is both intellectually and physically challenging. The purpose of this statement is to articulate the demands of the Physical Therapist Assistant Program in a way that allows students to compare their own capabilities against these demands.

There are times when reasonable accommodations can be made in order to assist a student with a disability. Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks; it does mean that we will work with students with disabilities to determine whether there are ways that we can assist the student toward completion of the tasks. A student with a disability who wishes reasonable accommodation must request it through the Disability Services provider on campus: **Career Advising (J-2)**. All students admitted to the PTA program will be held to the same standards with or without reasonable accommodations.

The following functions are considered essential requirements for admission, retention and graduation in the Southeast Community College PTA Program:

### **Motor Skills:**

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

- Maintain and assume a variety of positions including sitting for up to 2 hours continuously, frequent standing, walking, bending, squatting, kneeling, stair climbing, reaching forward, reaching overhead, turning, and movement of the trunk and neck in all directions.
- Perform manual material handling and manipulation of various sizes and weights including lifting and transferring patients, guarding patients during gait training on level surfaces/uneven surfaces/ramps/stairs, pushing and pulling to provide resistance and to assist in maneuvering patients. Specific requirements include:
  - Safely lift up to 50 lbs independently
  - Safely lift up to 200 lbs with assistance
  - Safely push and pull up to 200 lbs.
- Ability to guide, resist and assist patients, or to provide emergency care, which involves any combination of bending, standing, kneeling, sitting, walking or crawling for 90 minutes without rest.
- Demonstrate gross and fine motor control and adequate grip strength to manipulate devices and treat patients in physical therapy, which may involve therapeutic massage, manual resisted exercises, adjusting gauges, dials, small nuts/bolts, equipment settings, etc.
- Coordination, speed, agility and balance to assist and safely guard (protect) a patient who is walking, exercising or performing other rehabilitation activities.
- Ability to endure and successfully complete a 40 hour work week during clinical education courses.
- Ability to observe and practice standard precautions.
- Ability to administer CPR and emergency first aid safely and reliably without assistance.

## APPENDIX B

# Essential Functions for Physical Therapist Assistant Students

### **Sensory Skills:**

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

- Visual ability (corrected as necessary) to recognize patients' physiological status and interpret facial expressions and body language, identify normal and abnormal patterns of movement, to read or set parameters on physical therapy equipment, to discriminate color changes and assess the environment.
- Visually ability (corrected as necessary) to gather information from medical records and professional literature.
- Auditory ability (corrected as necessary) to recognize voice sounds, voices under protective garb, equipment signals, calls for assistance up to 10 feet away, measurement of vital signs in various clinical settings.
- Tactile ability to palpate a pulse and to detect changes or abnormalities of surface texture, skin temperature, body segment contour, muscle tone and joint movement.
- Sufficient position, movement and balance sensations to assist and safely guard (protect) patients who are walking, exercising or performing other rehabilitation activities.

### **Communication Skills:**

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

- Ability to read at a competency level that allows one to safely carry out the essential functions of an assignment (examples: handwritten chart data, printed equipment operations manuals, etc.).
- Ability to effectively communicate (interpret and express) information regarding the status, safety and rehabilitation of patients.
- Ability to effectively communicate (verbally and documentation) with patients/families, health care professionals, community members and with reimbursement payers.
- Ability to communicate and document legibly, efficiently and accurately in documents including assignments, patient records, etc. which may be written or electronic.
- Ability to recognize, interpret and respond to nonverbal behavior of self and others.

### **Behavior Skills:**

Student must be capable of exercising good judgment, developing empathetic and therapeutic relationships with patients and others, and tolerating close and direct physical contact with a broad and very diverse population of laboratory colleagues and patients. This will include people of all ages, races, socioeconomic and ethnic backgrounds, as well as individuals with weight disorders, physical disfigurement and medical or mental health problems. This also includes, but is not limited to:

- Demonstrate appropriate interpersonal skills and foster cooperative and collegial relationships with classmates, colleagues, instructors, other health care providers, and multiple patients and their families at the same time.
- Ability to work effectively with lab partners, patients, families and others under stressful conditions, including but not limited to medically or emotionally unstable individuals, situations requiring rapid adaptations, the provision of CPR or other emergency interventions.
- Manage physically taxing workloads and emotional stress.
- Ability to prioritize multiple tasks, integrate information and make decisions in rapidly changing situations/environments without warning. Show flexibility and coping skills to function in fast-paced clinical situations with multiple psychosocial issues presenting.

## APPENDIX B

### Essential Functions for Physical Therapist Assistant Students

#### **Cognitive Skills:**

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

- Ability to collect, interpret and analyze written, verbal and observed data about patients.
- Ability to prioritize multiple tasks, integrate information and make decisions.
- Ability to observe, measure, and interpret normal and abnormal patient responses to physical therapy interventions and appropriately modify treatment procedures.
- Ability to act safely and ethically in the physical therapy classroom, lab and clinical setting.
- Ability recognize potentially unsafe situations and react in an appropriate and timely manner.

*Compiled from Technical Standards and Essential Requirements documents from the following academic institutions:*

Clarkson College, Capital Community College; Connecticut Community Technical College; East Carolina University, Greenville, NC; Fayetteville Technical Community College; Greenville Technical College; Guilford Technical Community College; Manchester Community College; Nash Community College; Naugatuck Valley Community College; Northland Technical Community College; Northwestern Community-Technical College; Tunxis Community-Technical College; and Western Carolina University, Cullowhee, NC; Elgin Community College.

*Additional resources:*

Ingram D. "Essential Functions Required of Physical Therapist Assistant and Physical Therapy Students." *Journal of Physical Therapy Education*. 1994; 8:57-59.

Ingram D. "Opinions of Physical Therapy Education Program Directors on Essential Functions." *Physical Therapy*. 1997; 77:37-46.

Curtis, K., Newman, P. *The PTA Handbook*. Thorofare, NJ: Slack; 2005

## APPENDIX B

### ACKNOWLEDGEMENT OF RECEIPT AND STATEMENT OF UNDERSTANDING:

#### Essential Functions for Physical Therapist Assistants

I hereby acknowledge that I have received, read, and understand the *Essential Functions for Physical Therapist Assistants* established for students enrolled in the Physical Therapist Assistant Program at Southeast Community College. Further, I state that I am able to meet these requirements with or without reasonable accommodations.<sup>1</sup>

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Name (print)

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Name (signature)

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Date

# APPENDIX C

## SOUTHEAST COMMUNITY COLLEGE Physical Therapist Assistant Program

### Safety Training Verification

As a Health Science student, in order to increase my knowledge of safety information, I acknowledge I participated in training for the following:

- HIPAA
- Confidentiality
- Standard Precautions

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Name (print)

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Name (signature)

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Date

# APPENDIX D

## Standards of Ethical Conduct for the Physical Therapist Assistant

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



### Preamble

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

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

### Standards

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

- 1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.
- 1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapist services.

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

- 2A. Physical therapist assistants shall act in the best interests of patients and clients over the interests of the physical therapist assistant.
- 2B. Physical therapist assistants shall provide physical therapist interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients and clients.
- 2C. Physical therapist assistants shall provide patients and clients with information regarding the interventions they provide.
- 2D. Physical therapist assistants shall protect confidential patient and client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

**Standard #3:** Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

- 3A. Physical therapist assistants shall make objective decisions in the patient's or client's best interest in all practice settings.
- 3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapist interventions.
- 3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient and client values.
- 3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.
- 3E. Physical therapist assistants shall provide physical therapist services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient or client status requires modifications to the established plan of care.

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

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



- 4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients and clients, students, supervisees, research participants, or employees).
- 4C. Physical therapist assistants shall not engage in any sexual relationship with any of their patients and clients, supervisees, or students.
- 4D. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.
- 4E. Physical therapist assistants shall discourage misconduct by physical therapists, physical therapist assistants, and other health care professionals and, when appropriate, report illegal or unethical acts, including verbal, physical, emotional, or sexual harassment, to an appropriate authority with jurisdiction over the conduct.
- 4F. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the appropriate authority, subject to law.

**Standard #5:** Physical therapist assistants shall fulfill their legal and ethical obligations.

- 5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.
- 5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient and client safety.
- 5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.
- 5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.
- 5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

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

- 6A. Physical therapist assistants shall achieve and maintain clinical competence.
- 6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.
- 6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

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

- 7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.
- 7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.
- 7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients and clients.
- 7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.
- 7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients and clients

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

- 8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.
- 8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.
- 8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapist services.
- 8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.

# APPENDIX E

## SOUTHEAST COMMUNITY COLLEGE Physical Therapist Assistant Program

### Warning Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### WARNING SYSTEM DOCUMENTATION

Students are expected to adhere to the Programs rules and regulations, in addition to the Clinical Site Policies and the American Physical Therapy Standards of Conduct for the Physical Therapist Assistant.

**LEVEL 1 WARNING:** on the first occurrence following non-compliance, the student is presented with the warning form with the incident documented. This is signed by the student and Program Director and/or DCE and placed in the student file in the Program Director's office. Points may be deducted from the student's grade as determined by Program faculty.

**LEVEL 2 WARNING:** If the same or additional infraction occurs, the student is again presented with the warning form with the incident documented and signed by all parties. Points WILL BE deducted from the student's grade.

**DISMISSAL:** any occurrence of non-compliance after a second warning results in IMMEDIATE DISMISSAL from the Program and students are not eligible for re-admission.

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#### Description of Incident Leading to Warning System:

Date of Incident: \_\_\_\_\_ Instructor: \_\_\_\_\_

- |   |                        |
|---|------------------------|
| <input type="checkbox"/> First Warning                          | Points Deducted? _____ |
| <input type="checkbox"/> Second Warning                         | Points Deducted? _____ |
| <input type="checkbox"/> Third Occurrence – Immediate Dismissal |                        |

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX F

## SOUTHEAST COMMUNITY COLLEGE Physical Therapist Assistant Program

### Student Informed Consent

#### LABORATORIES

I understand that during laboratories, students will apply physical therapy interventions to my body for educational purposes under the supervision of the instructor. I understand this is very important to develop competencies and an appreciation of a patient's role in the intervention process as preparation for clinical experiences. I agree to exercise the utmost care when applying interventions on my classmates. I will demonstrate professionalism with respect to proper draping to protect the modesty of my lab partner and will follow instructions to keep the risk of injury to a minimum.

I understand that it is my responsibility to limit my participation if I have a condition which would put me at undue risk of injury. I will discuss this with the instructor prior to the intervention so arrangements can be made.

#### VIDEOTAPING, AUDIO TAPING, PHOTOGRAPHING, AND/OR IMAGING

I consent to videotaping, audio taping, photographing and/or imaging for the purpose of education.

I have read the informed consent and agree to abide by it.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Date

# APPENDIX G

## SOUTHEAST COMMUNITY COLLEGE Physical Therapist Assistant Program

### Non-Student Informed Consent

I consent to the application of physical therapy modalities and therapeutic procedures and interventions for educational and scientific reasons.

I am aware that these modalities, interventions and procedures will be provided by physical therapist assistant students under the supervision of the course instructor.

If I have a condition which would put me at undue risk of injury, I understand it is my responsibility to limit my participation and notify the instructor prior to the application of said procedure/intervention.

I assume all risks associated with participation.

I consent to videotaping, audio taping, photographing and/or imaging for the purpose of education.

I have read the informed consent and agree to abide by it.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Date

## **APPENDIX H**

### **SOCIAL MEDIA STATEMENT**

SCC Health Sciences recognizes that many students choose to participate in social media and networking sites. This includes Facebook, LinkedIn, Twitter, Instagram, Snapchat, and other websites, blogs and networking sites. Social media is a powerful communication tool that can have significant impacts. It can be positive, fun, and can lead to job opportunities; it can also negatively impact one's reputation and the organizations one represents. You must be mindful that anything you post on a social media site may be seen by anyone, including patients, classmates, instructors, and prospective employers. Inappropriate social media postings could form the basis for disciplinary action against you by the College.

It is the position of the Health Sciences Department that all students involved in health care have a moral, ethical and legal responsibility to maintain individuals' rights to privacy. HIPAA protects patient privacy and includes individually identifiable information in any form where the information could identify an individual by name, medical condition, demographics or other means. Students are expected to act with integrity and to respect the privacy rights of others. Social media postings regarding patient information constitute a violation of patient confidentiality and HIPAA. Such postings are prohibited and subject a student to discipline, up to and including dismissal from a program. Along these lines, students are reminded to use caution even when sharing locations or commenting on images. Students are directed to not post or share photographs from clinical and laboratory settings. Students must also avoid referencing clinical sites, clinical experiences, patients, and patients' family members on social media sites in any manner that violates the confidentiality of patients or their families.

Reviewed and Approved by Legal 1/10/2017

# APPENDIX H

## ACKNOWLEDGEMENT OF RECEIPT AND STATEMENT OF UNDERSTANDING:

### Social Media Statement

I hereby acknowledge that I have received, read, and understand the *Social Media Statement* established for students enrolled in a Health Science Program at Southeast Community College.

---

Name (print)

---

Name (signature)

---

Date

# APPENDIX I

## Program Special Fees

Description	Cost	Course
<b>Term 1 (Fall Semester)</b>		
Uniform	\$30.00	PTAS 1112 Intro to Physical Therapy and Patient Care Techniques
Gait Belt	\$10.00	PTAS 1112 Intro to Physical Therapy and Patient Care Techniques
Name Tag Holder	\$2.00	PTAS 1112 Intro to Physical Therapy and Patient Care Techniques
Goniometer	\$10.00	PTAS 1101 Kinesiology for PTA
PhysioU app	\$168.00	PTAS 1101, PTAS 1110, PTAS 1112
Lab Fee	\$25.00	PTAS 1101 Kinesiology for PTA
<b>Term 2 (Spring Semester)</b>		
Drug Test	\$35.00	PTAS 1301 Clinical Education 1
Background Check	\$45.00	PTAS 1301 Clinical Education 1
Liability Insurance	\$9.00	PTAS 1301 Clinical Education 1
Strengths Finder	\$21.00	PTAS 1208 PTA Seminar 1
APTA Nebraska Spring State Meeting	\$99.00	PTAS 1208 PTA Seminar 1
Lab Fee	\$25.00	PTAS 1210 Physical Agents
<b>Term 3 (Summer Term)</b>		
Lab Fee	\$25.00	PTAS 1304 Advanced Conditions and Rehabilitation
<b>Term 4 (Fall Semester)</b>		
Licensure Prep Course & Materials	\$265.00	PTAS 1306 PTA Seminar 2
Academic PEAT	\$79.00	PTAS 1306 PTA Seminar 2
Capstone Printing Project	\$15.00	PTAS 1306 PTA Seminar 2
Liability Insurance	\$9.00	PTAS 1302 Clinical Education 2 & PTAS 1303 Clinical Education 3
Graduation Pin	\$30.00	PTAS 1303 Clinical Education 3