

Stark State College



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www.starkstate.edu

PHYSICAL THERAPIST ASSISTANT PROGRAM

Policies Reviewed with minor revisions: 7/19; 5/20, 12/21, 1/22, 1/24

Major Revision Date: 10/17/18

Revisions Approved by HPS Dean: 10/17/18

Handbook Approved by HPS Dean: 10/23/17

Handbook Approved by Provost: 3/19/18

Handbook Approved by Academic Policies and Procedures: 3/23/2018

Handbook Approved by President's Cabinet: 3/7/12; 2/12/14, 4/4/18

Stark State College

PHYSICAL THERAPIST ASSISTANT PROGRAM HANDBOOK

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HANDBOOK INTRODUCTION

The purpose of this Handbook is to familiarize you, the student, with the policies and procedures of Stark State College and the Physical Therapist Assistant Program.

All Stark State College students must comply with college policies and procedures. These policies and procedures are set forth in detail online at www.starkstate.edu/policies. You can read a summary of the policies and procedures in the Student Handbook/Planner. Copies of the Student Handbook/Planner are available, free of charge, in the College Store. You may also locate the Student Handbook/Planner online on eStarkState/Blackboard or on mystarkstate under the Academic Support tab.

Stark State College policies and procedures include specific details about important items such as academic and career advising; resources and support for students; students' rights and regulations for behavior; academic honesty and integrity; and financial aid, in addition to many others. As a student in this Program, you are responsible for reading and complying with all College policies and procedures.

The PTA Program has additional policies and procedures specifically designed for students. These Program policies and procedures are described in this Handbook and include attendance requirements; grading policies; dismissal and readmission policies; rules on appearance and attire; course sequencing; and graduation requirements, in addition to many others. As a student in this Program, you are also responsible for reading and complying with all program policies and procedures.

These policies and procedures are designed, in part, to support and enhance your experience as a student at Stark State College and contribute to your success in the future. They are an important part of your college education.

This Handbook has been approved by Faculty, the PTA Advisory Committee, Health Division Leadership, The Academic Policy and Procedure Committee, the Provost and Chief Academic Officer, and President's Cabinet. Any policy or policy revision that conflicts with College Policy must be approved by college officials external to the program, according to college rules. Any policy or policy revision that does not conflict with College Policy can be approved and implemented by the program.

PHYSICAL THERAPIST ASSISTANT PROGRAM FACULTY CONTACT INFORMATION

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ACCREDITATION and GENERAL INFORMATION

PROGRAM ACCREDITATION STATEMENT

The Physical Therapist Assistant Program at Stark State College is accredited by: The Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314-1488; Phone: 703/706-3245; Email: accreditation@apta.org ; website <http://www.capteonline.org>

COMPLAINT POLICY (CAPTE 3F)

The Program will follow College Policy and Procedures for complaints related to Due Process and Internal Complaints. External complaints and complaints that are not related to Due Process can be lodged with the Office of the President of the College following College Policy 3357:15-09 (External Complaint) or with the Program Coordinator of the PTA Program.

Complaints related to the PTA Program, PTA faculty, PTA students, PTA courses or curriculum, or performance of recent graduates can be submitted in person, by phone, by email, or by letter to the Program Coordinator. The Program Coordinator will investigate all complaints and will utilize College resources as indicated. The Program Coordinator maintains all records of complaints in his office for the duration listed in the College's Retention Policy. The following records will be maintained: Date of filing of the complaint; complainant contact information; complainant relationship to the Program; detailed description of the complaint, including the date of occurrence; resolution of complaint. Please see sample log in Addendum.

Complaints about the PTA Program Coordinator can be submitted in person, by phone, by email, or by letter to the Dean of Health and Public Services. Complaints related to accreditation of the Program can be submitted by phone, by email, or by letter to The Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE).

ORIENTATION (CAPTE 1A, 1B, 1C, 3A, 3B, 3G, 3H, 5B, 5D, 5E)

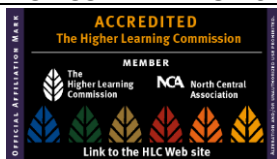
Students must participate in a mandatory orientation session before beginning the Program: exact date, time, and location and/or format will be provided prior to starting the Program. Orientation may be face to face or online.

PROGRAM FACULTY ACCREDITATION RESPONSIBILITIES (CAPTE 3H)

Program Leadership is responsible to report to CAPTE, submit reports and documents to CAPTE, and support the accreditation processes. The Program Coordinator is directly responsible but may elect to delegate accreditation duties to PTA faculty. Program responsibilities related to accreditation include but are not limited to:

- Maintenance and display of accurate information regarding accreditation status
- Maintenance and display of accurate information regarding student achievements and outcomes
- Submission of required fees
- Obtaining and submitting graduation rates
- Obtaining and submitting licensure rates
- Obtaining and submitting employment rates
- Following policies and procedures of CAPTE
- Notifying CAPTE of substantive changes within the Program
- Notifying CAPTE of changes involving institutional accreditation status or degree granting authority
- Coming into compliance with accreditation criteria within the stated timeline

HLC ACCREDITATION STATEMENT (CAPTE 3B)



Stark State College is accredited by:

The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411; 312-263-0456 or 800-621-7440; Fax 312-263-7462; info@hlcommission.org; www.hlcommission.org

GENERAL INFORMATION

Physical Therapist Assistants (PTAs) work under the supervision of physical therapists to rehabilitate ill or injured persons to the highest possible level of independent living. PTAs can only take instructions from a licensed physical therapist. PTAs serve to educate the public and patients in appropriate measures to prevent disability from occurring or becoming worse. Assistants aid therapists in testing patients to determine the extent of their capabilities. After the therapist plans the treatment Program and sets goals for the patient, the assistant may be assigned to perform selected treatments, using specialized equipment, various forms of heat, cold, light and electricity. Assistants may help patients perform therapeutic exercises to strengthen, stretch, or relax muscles, promote circulation, or enhance coordination.

Physical Therapist Assistants help patients learn correct walking procedures, and perform activities of daily living such as dressing, getting in and out of bed and chairs, using artificial limbs, braces, splints, and standing properly. They instruct patients and family members in exercises or other activities to continue at home. Assistants are responsible for reporting to their supervising therapist their patients' reactions to treatment and suggestions for modifying treatment. They help with documentation of patients' progress, may perform certain clerical duties, and may help give on-the-job training to non-licensed personnel working in the physical therapy department.

Any persons convicted of a felony or a misdemeanor (regardless of the state or country in which the conviction occurred) or who abuse alcohol or a controlled substance to the extent that it impairs professional competency may be denied acceptance into the Physical Therapist Assistant Program (PTAP) at Stark State College, may be dismissed from the program, may be refused acceptance of placement by clinical sites (which could prevent graduation from the Program) or may be refused licensure as a physical therapist assistant. Such persons are advised to contact the Executive Director of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board at (614) 466-3774.

In order to be licensed in the State of Ohio, an applicant must graduate from a program that is accredited by CAPTE.

Upon successful graduation and completion of all didactic, laboratory and clinical requirements of the Program, graduates who are 18 years old or older, become eligible to apply to take licensure examinations. The Ohio Occupational Therapy/Physical Therapy/Athletic Trainers Board must approve all applicants prior to obtaining licensure in the State of Ohio. Graduates must pass the Ohio Jurisprudence Examination and the National Physical Therapy Examination to be eligible to be licensed in Ohio. Therefore, it is possible to graduate from the Program in good standing and not be able to obtain licensure in the State of Ohio. Licensure is mandatory prior to being able to practice as a physical therapist assistant in Ohio.

There are many **fees** required to be licensed in the State of Ohio as a Physical Therapist Assistant and the student is responsible for those fees.

The Program is a **two-year integrated** program with a **modified problem-solving format**.

Cohort data is established at the withdrawal date recognized by the college of semester one of technical courses. Unless otherwise stated, graduation rates and/or retention rates will be based upon cohort data as per calculations used by CAPTE.

NOTICE REGARDING AGE

Recent changes to Ohio Revised Code mandates that the minimal age of 18 is required for a student to participate in Clinical Education or to apply for licensure as a physical therapist assistant.

NOTICE REGARDING COVID VACCINATIONS

Recent mandates from external agencies have caused most clinical sites and employers to mandate COVID vaccinations. At the point of this publication, it is unlikely that a student will be able to graduate from the program, or for a graduate of the program to obtain employment, without a COVID vaccination.

PHILOSOPHY

Physical therapy is a skill-oriented health profession. Therefore, the curriculum in the Physical Therapist Assistant Program is competency based in nature. It is necessary for the student to demonstrate competence in three major areas: competency in manual skill performance in both the laboratory and clinical settings (psychomotor domain); competency in critical thinking and problem solving (cognitive domain); competency in affective attitudinal skills (affective domain). The instructors work with students in the development of thinking and problem-solving skills, verbal and written communication skills, and the application of clinical skills in an efficient and professional manner to enable the students to function as competent physical therapist assistants. The curriculum of the general education and technical education coursework is arranged to promote sequential learning and skill development.

It is the philosophy of the faculty that the student should have exposure to Liberal Arts and competence in technical coursework. A sound didactic background in the basic natural and social sciences is reinforced with practical applications in physical therapy course work.

Physical Therapy is a multi-faceted field of healthcare and the student at Stark State College is exposed to as many components of physical therapy as possible, both in classroom and clinical affiliations. With this background the student should be better able to choose the avenue(s) of physical therapy they wish to pursue.

The Physical Therapist Assistant Program at Stark State College exposes the student to the principles and practices of physical therapy through various methodology and experiences. However, the student is ultimately responsible for their own learning.

The faculty foster constructivism in the Program. The faculty believe that students must be active participants in their own learning. It is important for the student to participate in their own learning by constructing meaning within the framework of physical therapy. With the assistance of faculty, learning is enhanced by properly sequencing instruction, on the micro and macro levels, and using a modified problem-solving approach.

Basic physical therapy skills and procedures are introduced early in the student's coursework. The curriculum expands to allow continued development of knowledge and skills which are applied in succeeding PTA courses with adaptation to changing situations. For each new skill and procedure, the rationale, indications, and contraindications are provided to assist the student in critical thinking and problem solving. Students are expected to carry over learning from the more basic to the more advanced courses.

Since optimal patient care involves close cooperation among all health-care workers, an effort is made to encourage interaction and teamwork participation by each student. Students are expected to rotate lab partners to experience diversity in the lab setting. Emphasis is placed on high quality work habits that are beneficial to all concerned.

STARK STATE COLLEGE - GENERAL EDUCATION PURPOSE STATEMENT

General education provides students with a breadth of knowledge and capacity for lifelong learning. It stretches students' minds, broadens their experiences, and develops skills to adapt to changing environments. General education prepares students with the skills to communicate effectively, problem solve, analyze, locate and gather information, and think critically and logically. It teaches students to understand and appreciate diversity and its interrelationships, sustainability, as well as community engagement and informed citizenship. Students are taught personal integrity, social responsibility, and the interpersonal skills needed to succeed in a professional environment.

Our general education philosophy is embedded in our mission and vision and is supported by our core values. These core values serve to emphasize our commitment to students, to learning, to shared responsibility, and to the continuous improvement of the education we offer. We work collaboratively to create a campus culture that is academically challenging and emotionally supportive.

STARK STATE COLLEGE VISION STATEMENT

Stark State College aspires to be Ohio's leading community college in fostering student success and community prosperity through innovation, responsiveness, and partnerships.

STARK STATE COLLEGE MISSION STATEMENT

Stark State College positively impacts the life of each student and our communities by providing access to high-quality, relevant, and affordable education.

PTA PROGRAM MISSION STATEMENT

The mission of the PTAP is to provide high quality education, that is comprehensive and in the scope and practice of the Physical Therapist Assistant, and to graduate students who will pass Physical Therapist Assistant licensure examinations, and who will provide safe, competent, and ethical data collection and interventions under the direction and supervision of a Physical Therapist.

CONGRUENCY (CAPTE 1A)

The Program's Mission Statement is listed above and on the PTA webpage. It reflects the College's Mission Statement in the following ways:

- Both Mission Statements note quality
- Both Mission Statements note education that is relevant
- PTAP's Mission Statement notes the need for competent Physical Therapist Assistants
 - This will help positively impact the community as noted in the college's Mission Statement

The Program's Mission Statement reflects current professional expectations in that graduates will pass applicable licensure examinations, and be safe, competent and ethical Physical Therapist Assistants.

The Health and Public Service Division does not have a standalone Mission Statement.

GOALS

Program and Faculty Goals and Outcomes

Goal 1. Students will successfully complete the Program.

Outcomes

1. According to data reported to CAPTE on the Annual Accreditation Report, the two-year running average for graduation rates will be at least 60%. (CAPTE 1C1, 1C5)
2. All students will pass all courses within the curriculum with a grade of C or better before progressing to Clinical Experience II.
3. All students will pass all competencies on three or fewer attempts and practicals on two or one attempt in each designated course in the curriculum before progressing to Clinical Experience II.

Goal 2. The Program's curriculum is comprehensive and within the scope and practice of the Physical Therapist Assistant.

Outcomes

1. As evidenced in the Curricular Plan, the curriculum will contain every CAPTE standard listed in Standard 6J. (CAPTE 1C6)
2. As evidenced in the Curricular Plan, the curriculum will contain every CAPTE standard listed in Standard 7D. (CAPTE 1C6)
3. The curriculum will contain a variety of teaching methods and assessment methods. (CAPTE 1C6, 6G, 6H)

4. Each course has learning objectives that are stated in behavioral terms that express the level of expected student performance. (CAPTE 1C6, 6F)

Goal 3. Program faculty have the knowledge and experience to cover the depth and breadth of the curriculum.

Outcomes

1. As evidenced in the Curricular Plan, the collective faculty will have knowledge and/or experience to cover every CAPTE standard listed in Standard 7D. (CAPTE 1C6, 2B3, 4A, 4K)
2. Each faculty member will maintain licensure in the State of Ohio. (CAPTE 1C6, 4A ,4D)
3. Each faculty member will participate in professional development activities at least semiannually. (CAPTE 4C)
4. Each faculty member will score at least 80% approval ratings on survey questions related to technical expertise in their assigned teaching content. (CAPTE 1C6, 4A ,4D, 4E, 4F, 4K)

CONGRUENCY of PROGRAM and FACULTY GOALS with the PROGRAM'S MISSION STATEMENT (CAPTE 1B)

Goal 1 supports the Program's Mission Statement that the program will produce graduates.

Goal 2 emphasizes the Program's Mission Statement that the curriculum will be comprehensive and in the practice of the Physical Therapist Assistant. The National Physical Therapy Examination for the PTA is not specialized to a particular realm of physical therapy practice. It requires a general scope of knowledge that reflects all current realms of rehabilitation and/or prevention in which the PTA might practice. The curriculum is based upon national, state, and local standards of practice for the Physical Therapist Assistant.

Goal 3 acknowledges that the Program must employ faculty who have the knowledge and experience to deliver a comprehensive curriculum that promotes safety, competence, and ethical behaviors in students.

Graduate Goals (CAPTE 1B)

Goal 1. Graduates will apply the knowledge to successfully complete Physical Therapist Assistant licensure examinations.

Outcomes

1. The two-year running average on the PTA NPTE for Ultimate Passage Rates will be at least 85%. (CAPTE 1C2, 1C5)
2. At least 80% of returned surveys will indicate that graduates are prepared to pass licensure examinations.

Goal 2. Graduates will adhere to practices that are safe, ethical, and legal, and will provide competent treatments and data collection based upon the plan of care.

Outcomes

1. All students will be rated at entry-level on all criteria on the CPI or clinical education assessments prior to graduation. (CAPTE 1C4, 1C5)
2. At least 80% of returned Graduate surveys will indicate that graduates are properly prepared to provide treatments that are safe, ethical and legal.
3. At least 80% of returned Employer/Clinician surveys will indicate that graduates are properly prepared to provide treatments that are safe, ethical and legal.
4. All students will be rated at Green Flag status in all categories on the Clinical Education Site Visit Assessment form prior to graduation. (CAPTE 1C4, 1C5)
5. At least 80% of returned surveys will indicate that graduates provide treatments that are appropriate and competent.

Goal 3. Graduates will gain employment as a Physical Therapist Assistant.

Outcomes

1. Of those graduates who are eligible and who seek employment, to the extent that can be verified by the Program, the two-year running average employment rate will be at least 90%. (CAPTE 1C3, 1C5)

CONGRUENCY of GRADUATE GOALS with the PROGRAM'S MISSION STATEMENT (CAPTE 1B)

Goal 1 emphasizes the Program's Mission Statement that graduates will have the knowledge to pass the Ohio Jurisprudence Examination and National Physical Therapy Examination (NPTE) PTA. Passing these exams are necessary steps in the process to become licensed in the State of Ohio as a PTA.

Goals 2 emphasizes that graduates will be safe, competent, and ethical and that the curriculum is based upon accepted practice standards and expectations of the Physical Therapist Assistant.

Goal 3 emphasizes that graduates will gain employment so that they can provide safe, competent, and ethical data collection and interventions under the direction and supervision of a Physical Therapist.

GENERAL DISCLOSURES AND INFORMATION

CHANGE of NAME/ADDRESS

It is the student's responsibility to notify the Health and Public Services Administrative Assistant and the Program Coordinator of any change of name or address or other pertinent information. Students must also notify the Registrar, Business Office, and other appropriate offices when making a name or address change.

CHANGES in POLICY

The Physical Therapist Assistant Program reserves the right to modify existing policies or add new policies and policies may be immediately implemented once approved.

CHANGES in PROGRAM SCHEDULE

Course dates and times may be changed with minimal prior notice. Beginning and ending dates of each semester might not exactly coincide with that of the College. Spring Break for the Physical Therapist Assistant Program might not coincide with that of the College and may be eliminated with minimal prior notice.

COHORT PROGRAM

This Program runs in a cohort style manner, meaning that, a new group of students starts each fall and completes their coursework in sequence together. Therefore, some Program policies may vary from Stark State College policy. This program reserves the right to modify Program specific policies under the Stark State College Departmental Academic policy (see Policy 3357:15-13-38).

CORE DOCUMENTS

Core documents are defined as published statements, policies or positions of the APTA, OPTA or Ohio OTPTAT Board. These documents guide the practice of physical therapy and provide resources for practicing clinicians and students on ethics, values and laws/rules. The program will follow the guidance of the most recent published documents and will expect students to follow the same guidelines.

DISABILITY SUPPORT SERVICES (DSS)

In compliance with the Americans With Disabilities Act, As Amended, DSS provides equal access to education opportunities for students with disabilities.

Any student who has a disability may request reasonable accommodations to provide equal access. Disability Support Services (DSS) determines accommodations for students with disabilities based on appropriate documentation, nature of the disability, and academic need. In order to initiate services, students should meet with the DSS staff as early as possible to discuss their needs. Once accommodations have been determined by DSS staff, the student must request an accommodation letter from DSS each semester. If a student with a disability does not request accommodations through the DSS office, the instructor and/or clinical instructor in PTA or EXS courses will likely be unable to provide accommodations.

Students may contact the DSS office at 330-494-6170, ext. 4935, or go to B104 to schedule an appointment.

EQUAL OPPORTUNITY STATEMENT

Stark State College is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation.

EXTERNAL COMPANIES/ORGANIZATIONS

Students may be required to join or utilize services provided by companies or organizations outside of the program or college. Students are responsible for any associated expenses. Financial responsibility might be in the form of college-approved fees or self-pay from the student.

GRIEVANCE PROCEDURE

See Stark State College's Policy and Procedures for information

HIPAA

Students are required to maintain strict adherence to patient confidentiality standards and remain in compliance with HIPAA regulations at all times. Failure to do so may result in dismissal from the Program, and may result in legal ramifications.

INCOMPLETE POLICY

See Stark State College's Policy and Procedures for information

LOCKERS

Each student may be assigned a locker for their use while they are enrolled in the PTAP. Students may secure their belongings in their lockers while participating in lab. Lockers should not be used as repositories for food and must be cleaned out at the end of each academic semester. Second-year students must evacuate lockers prior to starting full-time Clinical Experience. The College reserves the right to remove locks from lockers. Availability of lockers is dependent upon college-wide resources.

MEMBERSHIP in AMERICAN PHYSICAL THERAPY ASSOCIATION

Membership is available for students beginning their freshman year. Membership may be required as a component of PTA courses. All PTA students who are members of the APTA are eligible to be members of the Ohio Physical Therapy Association PTA Special Interest Group. Students are responsible for the costs or fees of membership.

MEMBERSHIP in STUDENT PHYSICAL THERAPIST ASSISTANT CLUB

Membership in the Student Physical Therapist Assistant Club (SPTAC) is open to any student accepted into the PTA Program at Stark State College. The purpose of the club is to promote interest and awareness in physical therapy, provide service activities for the College and community, and to unite the first and second year PTAP students to participate in activities. Students in the PTAP are encouraged to join the SPTAC. Bylaws and constitution are included in this handbook.

OPEN LAB/FACULTY DIRECTED CLINICAL PRACTICE (CAPTE 8D3)

Open lab is an integral component of PTA education and medical education in general. Open Labs are a time when students can use the lab space for independent, quiet study. The Program offers faculty monitored open lab hours every week of fall and spring semesters. Faculty are not generally available to answer questions during Open Labs. Every attempt is made to offer open lab hours during times that are accommodating to student's schedules. Many students have found the access to faculty and equipment during open labs to be very helpful in their learning. Open labs are optional.

When utilizing open lab, students must sign-in and notify supervising faculty of what they intend to study. Students are responsible for following all safety protocols and utilizing equipment appropriately. Students are only allowed to use equipment with PTA faculty permission and in which they have been previously trained.

Faculty Directed Clinical Practice (FDCP) are open lab hours when a student has access to faculty help. During FDCP students can utilize faculty to ask questions, seek tutoring, seek remediation, review test and quizzes, review lecture or lab lessons, or conduct supervised practice sessions. Some course work/assignments (as designated in syllabi and course schedules) can only be completed in FDCP under the supervision of faculty. With such assignments, it is the responsibility of the student to access and adhere to the published FDCP schedule. Students have no obligation to attend FDCP other than the assigned course work/assignments.

PHYSICAL THERAPIST ASSISTANT PROGRAM WAITLIST ADVANCEMENT POLICY

The next student on the waitlist, based upon approved date and time stamp of their accepted application, will be offered the opportunity to move up/advance to an earlier cohort if a spot becomes available. Deviations to this include, but are

not limited to; when a student has requested not to move up to an earlier cohort, and during the last 30 days prior to the first course of a cohort as listed below.

30 days prior to the first course of a cohort, the Program will use the following criteria to determine the order in which a student will be offered to move-up/advance to an earlier cohort:

1. Chronology – based upon approved date and time stamp of their accepted application
2. Completed coursework – the Program will move on to the next chronological applicant if PTA faculty are not able to identify a viable schedule that includes all first semester technical courses that have seat availability, and all needed first semester nontechnical courses that have seat availability
3. Timely response to move up offer – the Program will move on to the next applicant if the chosen applicant does not respond to phone, email, or designated means of contact within two business days

POLICY STATEMENT REGARDING IMPAIRED STUDENT PERFORMANCE

Students who show signs of impairment and/or are suspected to be under the influence of intoxicating substances while at a clinical site, classroom, **lab, or open lab** or will be investigated. Their behavior and/or appearance will be confirmed by at least two employees or site representatives as available. If on campus, Stark State Security will be notified ASAP and Stark State Security will intervene and manage the situation according to their policies.

If this occurs at the clinical site, the clinical site's rules and regulations will apply and may include mandatory drug testing, and/or medical evaluation, and/or mandatory screening. The clinical site will follow its own policies, and will intervene and manage the situation accordingly. The clinical site may dismiss the student from further participation at that site.

The student will be referred to the Faculty Review Board to determine if the student should be dismissed from the Program, be placed on **a behavioral remediation plan**, or be placed on a **Learning Plan**.

The student may be responsible for any associated expenses or fees related to the intervention and management of the situation.

Any dismissals from lecture, lab, or clinic will result in an unexcused absence.

PRISM/Tutoring (CAPTE 8H)

PRISM – (Providing Remediation Instruction and Student Mentoring) is a student directed tutoring service available at no cost to those enrolled in the Program. Faculty are available for group and individual questions. Tutoring is highly recommended for students who are initially unsuccessful in laboratory assessments. The availability of PRISM hours is dependent upon external funding and therefore might not be available from semester to semester. Tutoring is also available during Faculty Directed Clinical Practice or during faculty Office Hours.

PROFESSIONAL STANDARDIZED TESTING

Professional Standardized Testing may be required in certain classes, may be required as an application requirement, or may be required as a graduation requirement.

SOCIAL NETWORKING POLICY

Students associated with the program cannot publicly post lectures, labs, lecture notes, lab notes, or recordings of lectures or labs on online media.

Neither students, nor faculty, may post messages or photos regarding clinical education experiences on any social networking site (including names of locations, supervisors, or any other identifying information).

Students may not post any material that is obscene, defamatory, demeaning, profane, threatening, harassing, abusive, hateful, or embarrassing to another person when posting on social media networks while representing or referring to the Stark State College Physical Therapist Assistant Program. Students may not engage in social networking with faculty, clinical instructors, or patients while in PTAP. Students should consider that many employers look at the applicant's social media sites during the hiring process.

STUDENT CONFERENCES AND ADVISING

Conferences/Advising are encouraged and may be scheduled with the Program Coordinator/faculty during scheduled office hours or by a mutually agreed upon time. Students should feel free to discuss personal, academic, or professional matters. Although conferences may be periodically scheduled to discuss each student's progress in the PTAP, a student may request a conference any time. Information discussed in conferences will remain confidential within the program as appropriate and as allowed by law. Program faculty will attempt to conduct all conferences in a confidential location. However, at clinical sites it may not be possible to find a private room. Should this occur, faculty will make every effort to conduct student conferences in a private location at the clinic site.

Academic advising is available from PTAP faculty for all students enrolled within the PTAP as well as students interested in applying to the PTAP. The academic advisor is available to assist and advise students regarding academic concerns, and to help establish an academic plan. It is the student's responsibility to arrange academic advising appointments.

STUDENT RECORDS

The program follows the College's Record Retention Policy. The program does maintain the right to keep course materials and student assessments for accreditation documentation that is beyond the College's requirements. All student work is maintained in locked locations or cabinets.

In compliance with law, no information about a student's records or performance will be given out over the telephone or divulged to anyone other than the student without the student's written consent. All discussions of individual academic performance will be conducted confidentially. Faculty will make their best effort to ensure that all discussions of an individual's academic performance will occur on a face-to-face and one-on-one basis. No individual's academic performance will be publicly posted.

The Program maintains student academic records and limited medical records in locked locations. Long term storage of limited student records may be stored by the College. All printed information that includes names, identification numbers, or other identifying notations that the Program is not required to keep will be shredded.

TREATMENT PHILOSOPHIES

In the profession of Physical Therapy there are many different treatment philosophies. Each licensed professional has a different educational background and different clinical experiences. Most clinicians have found certain techniques or procedures to be highly effective. In the program, faculty will teach procedures and actions that are found to be effective and safe. But different situations require different methods of management. For instance, an instructor demonstrating a transfer of a patient with neurological deficits might be notably different from a transfer with a patient with an orthopedic problem. Because there are different labs and different instructors, there may be differences in the examples, sequencing, or style described for some techniques. If you have a question about differences in examples or advice, please take the question to the lead instructor for clarification. Written communication (email) would be a helpful form of communication.

WEB ACCESS

Physical Therapist Assistant Program students will be required to access the internet for Web Based Learning in selected components of the curriculum. Course assignments may include recording a video and uploading the video to a web-based hosting site.

WITHDRAWAL POLICY

Students are expected to notify the Program Coordinator if they withdraw from any course in the curriculum. The failure to notify the Program Coordinator may result in the refusal to be readmitted to the program.

According to College policy, a student may drop a class or all classes from the College before the end of the seventh calendar day (excluding holidays and emergency closings) of any academic period without academic penalty. Any changes

made during this period will not become a part of the student's academic record. Students should refer to the posted refund schedule.

Beginning with the eighth calendar day through the published withdrawal date, the College gives students an opportunity to withdraw from a class or all courses. It is the student's responsibility to withdraw by the published withdrawal date and to satisfy any financial obligations to the College. A student is officially withdrawn from a course once a signed, or electronically submitted, "Schedule Change" form has been submitted to the Academics Records/Registrar's Office. A grade of "W" will appear on the student's academic record.

Beyond the published withdrawal date through the end of the last instructional day, a student with an emergency or extenuating circumstance may receive a grade of "W" only upon consultation with the instructor and approval from the department chair. Sufficient supporting documentation shall be provided by the student when making such a request.

If a student is a financial aid recipient, it is strongly recommended the student consult with a financial aid representative to discuss ramifications of withdrawing

WORKING WHILE in the PROGRAM

Due to the academic demands of the Program it is recommended that students do not work while in the Program. If it is necessary to work, the number of hours worked per week should be kept to a minimum. It is recommended that students arrange their finances prior to starting the Program to allow them not to work during the Program. Most students find that they cannot work during Semester IV and Semester V due to the demands of Clinical Experience and the academic load.

If students work in physical therapy departments, they should make sure that their duties include nothing higher than the level of an aide in physical therapy. Legal and ethical standards indicate that a student may not work in a facility in the capacity of a PTA.

Students are NOT paid for Clinical Experience. A student will not be placed for Clinical Experience in a PT department in which they have been employed or in which they are currently employed.

GRADING AND SUCCESSFUL COMPLETION

DISMISSAL from the PROGRAM and REINSTATEMENT

Dismissal

All students must achieve a “C” or better in Exercise Science courses and “C” or better in all technical courses. Curriculum courses must be taken and passed in sequence, i.e. successful completion of one course before being permitted to take the next semester’s courses. This means that failure, withdrawal, or a lack of course credit in any course (technical or nontechnical) could prevent the student from continuing with technical courses in the following semester.

Students may be dismissed from the Program under the following conditions:

Students may be dismissed from the Program for low academic performance, withdrawing from a course to avoid failure, dishonesty, unethical behaviors, unsafe behaviors, illegal actions, impaired student performance, negligence, dismissal from a clinical site, violation of College or Program policies, or for violation of the American Physical Therapy Association’s standards as listed in Core Documents. The following policies are also in effect.

Program Probation

All PTA technical and Exercise Science courses must be passed with a “C” or better to meet graduation requirements and to remain in good standing within the Program. **Students will be placed on Program Probation if at any point the student:**

- achieves less than “C” in a technical or Exercise Science course or “Cr” in a clinical education course
- withdraws from any PTA course without approval of the PTA Faculty and/or Program Coordinator
- withdraws from a course when it is likely that they will not be successful in the course
- withdraws to avoid failure

Students may or may not be eligible to be readmitted into the Program the following academic year (See Reinstatement Policy). This does not preclude the student from taking additional courses in the college. The Program Coordinator/Dean has the discretion to make exceptions to this policy based on formal review and extenuating circumstances.

A student who is on Program Probation, barring extenuating circumstances, will be dismissed from the Program if they receive a grade below “C” in a subsequent PTA course, or subsequently achieves less than “CR” in any Clinical Experience, if the student does not successfully complete the terms of an assigned **Learning Plan**, or if the student subsequently withdraws from any PTA course without approval of the Program Faculty or Coordinator, or withdraws to prevent failure.

Unsuccessful Achievement/Program Dismissal

Any combination of two unsuccessful achievements spanning two or more semesters, unapproved withdrawals and/or withdrawals to avoid failure, involving technical and/or clinical education courses will result in the recommendation that the student be dismissed from the Program. This policy does not exclude the possibility of a student reapplying to and restarting the Program from the beginning.

A student may fail or withdraw from only one technical course within the PTA curriculum (including Clinical Experience). The student must retake and pass the course that was failed. (The student may also be required to retake and pass other PTA courses. Please see the Reinstatement Policy.) A student will only be given one opportunity to re-take a PTA course. If the student again earns less than a “C” (or in Clinical Experience a “CR”) grade, or withdraws when they repeat the course, or subsequently fails a second class in the PTA curriculum, they will be dismissed from the PTAP and be ineligible to continue within the Program. All PTA students who **fail portions of Clinical Experience assessments will have their situation reviewed by the ACCE for final grade determination**. If the student fails Clinical Experience twice, they will be dismissed from the PTAP and will not be eligible for readmission. Exceptions to this policy (such as medical necessity or

failing more than one course in the same semester) will be made on an individual basis. **Faculty Review Board** will have the discretion to make exceptions to this policy based on formal review and extenuating circumstances.

Lab practical, competencies and check offs are an integral component of most of the technical coursework within the PTAP. Students must successfully pass all such evaluative tasks in order to pass that course. Any student who fails a lab practical on the second try or a lab competency on the third try will have the option to withdraw as per College policy or will receive a grade in that course that is below the required "C" for successful completion. In either case, this is considered as a dismissible occurrence.

This Program runs in a cohort style manner, because of this, students are only permitted to be readmitted once to the program. It is the policy of the Program that any combination of two unsuccessful achievements and/or withdrawals involving technical education courses will result in the student receiving a final dismissal from the Program. Exceptions to this policy (such as medical necessity or failing more than one course in the same semester) will be made on an individual basis. The **Faculty Review Board** has the discretion to make exceptions to this policy based on formal review and extenuating circumstances. The second dismissal is considered the final dismissal from the Program. **This policy does not exclude the possibility of a student reapplying to and restarting the Program from the beginning.**

When a lapse of more than one year between courses occurs, a student may be asked to repeat successfully completed technical courses as the content of a course may have changed.

Any student who is considering withdrawing from any course should additionally review the College Withdrawal policy (see *Policy 3357:15-13-16*).

Students repeating a course should additionally review the College Repeating a Course policy (see *Policy 3357:15-13-08*). Dismissal from, or dropping out of the Program does not necessarily constitute dismissal from Stark State College. The student may still be eligible to take Stark State College courses not in the Program (see *Policy 3357:15-13-13*).

Reinstatement to the Program

Application Phase:

- The student must submit a formal request to be **reinstated** into the Program.
- All requests shall be submitted to the Program Coordinator within 30 calendar days of the posting of semester grades or date of dismissal from the Program.
 - Students who do not submit a formal written request within 30 days of dismissal will not be eligible for reinstatement and will receive a final dismissal from the Program. **If special circumstances are identified the request may be referred to the Faculty Review Board.**
 - It is not the obligation of Program faculty to notify and/or remind the student of the Program's requirement to submit a letter requesting Program **reinstatement.**
- The student must contact Financial Aid to review their financial aid status.
- Attach a type-written letter answering the following questions clearly and completely:
 - What behaviors and circumstances led to your academic dismissal?
 - What changes have you made and what steps have you taken to ensure the factors causing your earlier difficulties will not continue to cause you difficulties if reinstated?
 - What will you do to succeed in the program you have chosen?
- Submit the completed letter to the appropriate department chair/program coordinator.
- Resolve any student account issues. Contact the Cashier's office if you have an outstanding balance with the college as all balances must be paid in full in order to register for classes.

Remediation Phase:

The goal of the Remediation Phase is to prepare the student for successful reintegration into the Program and progression toward graduation.

In order to be reinstatement into the program, a student must retake and successfully complete all previously taken PTA courses. Courses must be passed with a C or better (or a grade of Cr for Clinical Experiences). This is limited to the previous two semesters prior to the nonsuccess. The student will then need to retake and successfully complete all PTA courses of the semester in which the nonsuccess occurred. PTA119 and PTA125 will not need to be retaken.

Reinstatement into PTA coursework will be dependent upon the following: eligibility to be reinstated, timely submission of a written request to return to the Program that complies with the stated requirements, appropriate medical release (if student is on medical leave), and space availability in the upcoming class.

Reintegration Phase:

Reintegration in the normal curricular sequence is based upon successful completion of the application phase, remediation phase, space availability and chronological order of the request for reinstatement.

Academic Probation and Dismissal from the College

If a student's cumulative grade point average (GPA) falls below 2.0 in any semester, the student may additionally be placed on College Academic Probation and Dismissal, which is a separate policy and procedure than this Program policy (see Policy 3357:15-13-13).

FACULTY REVIEW BOARD

The Faculty Review Board (FRB) is a team comprised of available fulltime and part-time PTA program faculty who are directly involved with the student or the situation. The FRB's purpose is to collectively review student performance related to academic and/or behavioral issues that may subject the student to having remediation, a Learning Plan, being placed on a behavioral remediation plan, being reinstated into the program, or being dismissed from the Program.

GRADUATION REQUIREMENTS

This program utilizes the Stark State College Graduation Requirements policy (see Policy 3357:15-13-17) with the following exceptions:

All Physical Therapist Assistant Program technical courses must be successfully completed in the approved curricular sequence in order to proceed in the program.

Students must successfully pass all PTA and Exercise Science courses with a "C" or better and other nontechnical courses with a "C" or better (or the grade of Credit for Clinical Experience courses) to be eligible for graduation.

Students must successfully pass all lab competencies, and lab practicals within the stated number of attempts in order to proceed in the curriculum.

Students must successfully pass all designated terminal Program assessments in order to proceed in the curriculum and to graduate. This could include the successful completion of comprehensive testing, and/or passage of professional standardized testing.

Students must complete all Program requirements, testing, documentation, and surveys to be eligible for graduation.

LAB TESTING SCHEDULE

Lab practical testing, competency, and skill checks testing may be conducted outside of normal course laboratory hours. Students should be prepared to attend lab practical testing and competency testing outside of normal lab hours. Testing may be held during Faculty Directed Clinical Practice.

LAB TESTS/PRACTICALS/COMPETENCIES/SKILL CHECK OFFS

General Definitions of Lab Testing

Skill Check – formative assessment used in multiple semesters of the curriculum; timed or untimed, technical and linear application of identified tasks; requires minimal to no interpretation of data; primarily limited to one domain of learning; can be either paper/pencil testing or performance/lab testing (percentage grade; can have pass/fail safety components)

- Purpose of Skill Check is to assess the breadth of technical cognition and/or basic level of skill performance

Competency Test – components of formative and summative assessment used in multiple semesters of the curriculum; timed, technical and paraprofessional application of a category of similar tasks; requires interpretation of limited data; requires limited use of more than one domain of learning; performance with limited planning/organization/communication (will have pass/fail safety components); performance/lab testing

- Purpose of Competency Test is to assess the depth and/or breadth of technical cognition and/or performance
- Requires the student to:
 - Display Beginner, Advanced Beginner, or Intermediate technical cognition and performance
 - Gather equipment and supplies and prepare treatment area
 - Properly sequence treatment session
 - Properly manage time
 - Maintain proper affect and professional skills

Practicals – summative assessment used in the later semesters of the curriculum; timed, technical and professional application of diverse tasks; requires interpretation of diverse data; requires use of cognitive, psychomotor, and affective domain skills; performance with full requirements of planning/organization/communication (will have pass/fail safety components); performance/lab testing

- Purpose of Practical is to assess the depth of technical cognition and performance
- Requires the student to:
 - Display Intermediate or Advanced Intermediate technical cognition and performance
 - Properly gather and interpret data
 - As per collected data, select and apply interventions of high value
 - Properly progress exercises/interventions
 - Gather equipment and supplies and prepare treatment area
 - Properly sequence treatment session
 - Properly manage time
 - Maintain proper affect and professional skills

As physical therapy is a skill-based profession, all students are individually tested on their professionalism and ability to perform the skills and procedures in the form of lab tests, competencies, practical examinations, and skill check offs. These assessments are timed and reflect clinical skills and requirements. Competencies and practicals are graded pass/fail and skill check offs are graded as a percentage grade. All lab testing can have pass/fail components.

Students must pass all final competencies and laboratory practical examinations administered in the Physical Therapist Assistant Program. Students are given three opportunities to pass a competency and only two times to pass a practical. If a student fails to successfully complete a competency a third time, the student fails the course regardless of their scores on written work for the course. Failure to successfully complete all competencies by the end of the course in which they

are given will result in a failing grade in the course unless the student has withdrawn or was awarded a grade of Incomplete.

Due to the importance of a "final retake" with either the competency or the practical examination, it will be video recorded. A minimum of two PTAP faculty members must review the final retake and agree that the student has failed. Faculty will make every attempt to avoid discussing the retake until all faculty have independently reviewed the attempt. The Program Coordinator has the right to review all retakes and the grading of the retakes. The student will be notified as soon as possible of the determined outcome.

PROGRAM GRADING POLICY

Excluding clinical education, all PTA and EXS courses are graded using the following grading scale that is different than the college's grading scale. The student's grade point average is computed by the following formula: total quality points earned divided by the Grade Point Average (GPA) earned hours. The numerical range for each letter grade is as follows:

Percentage	Letter Grade	Quality Points
92-100%	= A	4.0
84-91%	= B	3.0
75-83%	= C	2.0
65-74%	= D	1.0
0-64%	= F	0

As physical therapy is a skill-based profession, all students are individually tested on their professionalism and ability to perform the skills and procedures in the form of lab quizzes and tests, competencies, practicals, and skill check offs. Competencies and practicals are graded pass/fail and other lab assessments are graded with points that are included in the final course percentage grade. Practical, competency, or skill checkoff testing may be performed at times other than scheduled laboratory times and students are expected to meet this obligation. PTAP faculty will attempt to work within the student's schedules. Skill check offs, competencies and practicals are timed assessments and mirror tasks that are common in clinical settings. Students can be graded on cognitive, psychomotor, and affective domain skills.

Students must pass all final competencies and laboratory practical examinations administered in the Physical Therapist Assistant Program. Students are given three opportunities to pass a competency. If a student fails to successfully complete a competency a third time, the student fails the course regardless of their scores on written work for the course. Failure to successfully complete all competencies by the end of the course in which they are given will result in a failing grade in the course unless the student has withdrawn or was awarded a grade of Incomplete.

Students are given two opportunities to successfully pass a lab practical. If a student fails the second attempt at a lab practical, the student fails the course regardless of their scores in written work for the course. Failure to successfully complete all practicals by the end of the course in which they are given will result in a failing grade in the course unless the student has withdrawn or was awarded a grade of Incomplete.

Absences will be categorized as excused or unexcused. Make-up work associated with any absence from class is the responsibility of the student. Assessments missed for excused absences can be made up at the convenience of the instructor. The instructor can choose to delay the assessment until finals week. The instructor is under no obligation to facilitate completion of the assignment/assessment. Assessments for unexcused absences will result in zeroes.

All work written to satisfy requirements for courses taught by the Physical Therapist Assistant faculty members will be evaluated by the following criteria: 1) clarity, 2) completeness, 3) neatness, 4) grammar, 5) following directions, and 6)

spelling. On exams or quizzes, points will be deducted for misspelling of medical terms. No points will be deducted for misspelling of non-medical terms on exams or quizzes. Points may be deducted for misspelling ANY word on other written work.

Plagiarized work will not be tolerated. Refer to College's policy on Honesty in Learning and Students' Code of Conduct.

For each course in the Program, the primary instructor of the course will determine if grades will be rounded up or if they will not be rounded up.

All Physical Therapist Assistant Program technical courses must be successfully completed in the approved curricular sequence in order to proceed in the program.

Students must successfully pass all lab competencies, and lab practicals within the stated number of attempts in order to proceed in the curriculum.

Students must successfully pass all designated terminal Program assessments in order to proceed in the curriculum and to graduate. This could include the successful completion of comprehensive testing, and/or passage of professional standardized testing.

The Program uses several methods to evaluate the students' performance during Clinical Experiences. The student's clinical performance in Clinical Experiences is graded and assigned by the Academic Coordinator of Clinical Education (ACCE) as either "credit" or "fail". The role of the Clinical Instructor (CI) and the clinical education center in the evaluation process is to accurately and completely assess the students' performance and provide that information to the ACCE via the evaluation forms provided. The ACCE uses that information along with other evaluative tools to determine the students' progression in clinical education and assign "credit" or "fail" to the student. **More information is available in the PTA Clinical Education Handbook.**

Unsafe, unethical, illegal, or unprofessional behaviors or violations of the APTA's standards listed in the Core Documents can lead to academic failure in PTA courses.

SCHOLASTIC HONESTY and STUDENT INTEGRITY DURING GRADED ACTIVITIES

The Program emphasizes scholastic honesty and student integrity at all times including assignments and assessments. It is the responsibility of the student PTA to ensure scholastic honesty and student integrity are upheld during assignments and examinations. Therefore, students could earn a zero for any plagiarized work, including auto plagiarism, on a first offense and faculty will have the option of further follow-up as per college policy as deemed necessary. Students could receive a zero score for assignments and assessments if caught:

- cheating
- responding to personal electronic devices during assignments and assessments
- looking at another student's work
- having an unexcused absence on the day of the examination

To facilitate an environment that upholds scholastic honesty and student integrity, Physical Therapist Assistant faculty may request:

- that all personal electronic devices (including watches) be turned off and stowed out of sight before the exam
- all hats or headgear protruding past the forehead be removed
- all students cover their answers
- students maintain adequate distance from their neighbors

- that the exam be held in an alternate location
- students sit in assigned seats for the exam

Once a student begins an examination, if the student chooses to leave before the examination is finished, the student will receive a zero on all unanswered questions. Students are strongly encouraged to address all personal issues prior to beginning the examination. Students with special needs may request accommodations as per College policy.

CRIMINAL HISTORY DISCLOSURES AND INFORMATION

CRIMINAL BACKGROUND CHECKS

The Physical Therapist Assistant Program requires that all students **to be admitted into the** Program complete a Bureau of Criminal Investigation and Identification Check (BCI) and FBI background check to be performed by the College's Office of Safety and Security as part of the application process. Students must repeat this process in the semester prior to beginning clinical education during the first year of the Program or at any time if requested by a clinical site. The OT/PT/AT Board may also require an additional background check during the licensure application process. The student is responsible for the expense of any/all background checks.

The Office of Safety and Security will email results of the background check to the student or, with proper ID, the student may pick up the background check report in person. **The Program will not receive the results of the background check, unless Security or External Agencies require the Program's attention.**

Students who do not complete this check by the assigned deadline may be unable to begin Clinical Experience and may be dismissed and/or be required to withdraw from the Program at that time.

CRIMINAL BACKGROUND CHECKS – CLINICAL EDUCATION

The Program requires all students applying to the Program complete a criminal background check as part of the application process. Students must repeat this process in the semester prior to beginning clinical education. Students will be notified of the dates and times available to perform this check as determined by the Office of Safety and Security. Students who do not complete this check by the assigned deadline may be unable to begin Clinical Education and may be dismissed and/or be required to withdraw from the Program at that time.

The Office of Safety and Security will email an official letter documenting clearance of the results of the background check to the student. It is HIGHLY recommended that the student (with proper ID) pick-up the official background check report in person for their records. The Program will not receive the results of the background check.

It is the student's responsibility to contact each clinical site, to which they are assigned, and to inform each clinical site the result of the background check prior to their assigned start date. Students are required to place the results of the background report in a three-ringed binder along with all other required documents and to disclose all documents to representatives of each clinical site to which they are assigned.

Clinical Sites have the right to refuse student placement for having a positive or questionable criminal background.

If a student is denied placement at a clinical site because of a positive criminal background check, the student must notify the Academic Coordinator of Clinical Education (ACCE) of that denial within two business days of being notified by clinical site so that ACCE can attempt to find student an alternative clinical placement. Failure to notify the ACCE within two business days may result in Program dismissal or withdrawal from the Program. Only the ACCE or designated PTAP faculty are allowed to contact clinical sites in order to secure student placement – PTAP students are prohibited from independently contacting sites in order to gain placement.

Student must sign waiver of confidentiality form to permit ACCE to divulge past criminal history to clinical sites to attempt student placement.

ACCE will contact a maximum of two additional sites in attempt to place student in clinical facility. During that process the Program will fully disclose the information to scheduled clinical sites. If ACCE is unsuccessful after contacting two additional sites, student will be unable to successfully complete PTA Program and will be dismissed and/or required to withdraw from the Program.

CRIMINAL HISTORY

Any persons convicted of a felony or a misdemeanor (regardless of the state or country in which the conviction occurred) or who abuse alcohol or a controlled substance to the extent that it impairs professional competency may be denied acceptance into the Physical Therapist Assistant Program at Stark State College, may be refused acceptance of placement by clinical sites (which could prevent graduation from the Program), or may be refused licensure as a physical therapist assistant. Such persons are advised to contact the Executive Director of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board for further information.

HEALTH AND SAFETY DISCLOSURES AND INFORMATION

BLOODBORNE PATHOGENS

Students receive education in multiple program courses regarding bloodborne pathogens and are taught the proper handling of medical devices to minimize the risk of exposure in subsequent courses. PTA faculty have rated risk of exposure as low to normal. Therefore, the Program will utilize the College Bloodborne Pathogens policy (*see Policy 3357:15-14-16*) while students are on campus. **While on clinical assignments, the clinical site policy for handling a bloodborne pathogens exposure will apply.** In the event of a potential exposure, students are expected to immediately notify the Clinical Coordinator, clinical instructor or course instructor and (*if applicable*) the supervisor at the clinical site of the incident.

BLOODBORNE PATHOGENS POST-EXPOSURE PLAN

Please see College Policy 3357:15-14-16

CHANGE in HEALTH STATUS

Any change in health should be reported to the Program Coordinator **and/or PTA faculty** in writing as soon as possible. This includes, but is not limited to, injuries, accidents (**including car accidents**), surgeries, significant illnesses, pregnancy, change in medications, or starting a new treatment plan prescribed by a medical professional.

The information will be stored in **locking files** along with their medical information. The student may be required to obtain a medical release from the physician to return to the Program. **Unless there is a diagnosed or documented condition**, the student will be expected to fully participate in all curricular activities if no medical release form is returned. **PTA faculty reserve the right to limit student participation in program activities based upon their clinical judgement.**

CONTAMINATED LINEN POLICY

The Program requires maintenance of standard precautions in the event of contaminated linens. In the event of linen contamination by bodily fluids, all standard precautions will apply. **Students are to immediately notify PTA faculty of any contaminated linens or biohazard fluids.**

CPR CERTIFICATION

All students must maintain current certification in **American Heart Association Basic Life Support CPR** while in the Physical Therapist Assistant Program.

CRITICAL DEMANDS of the PTA and SPTA

A Physical Therapist Assistant has **an estimated** job related physical demands rating of **Medium Work to Heavy Work**. This implies frequent lifting between 11# - 50# and occasional between 26# - 100#. Typical physical job demands include: **lifting/carrying, prolonged walking, prolonged sitting, climbing ramps/stairs, pushing/pulling (wheelchairs and equipment), crouching, bending and squatting, kneeling, gross manipulation, fine manipulation, assistance with patient exercises and activities, and transferring of patient's in excess of 100#.**

Student experiences also include close physical contact and touch with other students, faculty, patients, and persons with **various levels of medical conditions and impairments**. This will occur under the supervision of faculty to promote learning of physical therapy skills.

As part of the PTA curriculum students are asked to perform various physical activities including, but not limited to; transferring patients, lifting/carrying/pushing/pulling heavy objects, prolonged sitting, prolonged standing, walking, squatting, reaching, handling, manipulating small objects, cardiovascular workouts on therapeutic equipment, isotonic, isokinetic, and isometric exercise programs. Student experiences also include exposure to various forms of mechanical, radiant, thermal, acoustic and/or electrical energy, and potential exposure to chemicals used the preservation of

biological tissues and for cleaning purposes. Likewise, students may be exposed to bloodborne pathogen, and/or infectious agents.

Other critical requirements of the program include but are not limited to:

Skills of Observation – Accurate visual, auditory, and tactile observation of:

- patients
- instruments, therapeutic devices and measuring devices
- lab and lecture materials, handouts, books and electronic information

Communication – Appropriate and effective:

- written, oral, and nonverbal communication while maintaining sensitivity to individual, cultural, and economic differences
- electronic communication via computer
- interpretation of scientific terms and lay terms

Personal Management – To allow dedication to full-time or part-time academic course load, and a full patient caseload in Clinical experience, effective management is required of:

- personal resources
- time and schedules
- stress and mental health
- personal fitness and health

Professionalism, Ethics, and Conduct – Personal conduct that reflects high standards of:

- dress and hygiene
- professionalism
- safety
- ethical and legal behaviors

Cognitive Functioning – timely and effective cognitive functioning including:

- problem-solving
- critical analysis
- independent and group cognitive analysis
- ability to identify and interpret important visual, auditory or tactile information
- recall of information
- incorporation and integration of new information
- ability to compare and contrast similar and dissimilar information
- ability and willingness to follow instructions, directions and requests
- identification and ranking of problems
- independent generation of ideas
- ability to formulate written and oral answers
- ability to formulate questions
- integration of large amounts of information
- visualization of spatial relationships
- computational analysis
- ability to receive and appropriately respond to constructive criticism

In compliance with the Americans With Disabilities Act, As Amended, Disability Student Services (DSS) provides equal access to educational opportunities for students with disabilities.

DSS will determine reasonable accommodations based on documentation provided, nature of the disability, and academic need. Accommodations should not fundamentally alter the nature of the Program, create an unsafe learning environment, or impose an undue hardship upon the Program, clinical site, faculty, staff or other students.

Accommodation requests may not be considered reasonable for every component of the program (for example, clinical based testing such as skill check-offs, competencies, and practicals). In those cases, consultation between the student, DSS, and PTA faculty may be necessary.

Once accommodations have been determined by DSS staff, the student must request an accommodation letter from DSS each semester.

Students may contact the DSS office at 330-494-6170, ext. 4935, or go to B104 to schedule an appointment.

Any change in health should be reported to the Program Coordinator and/or PTA faculty in writing as soon as possible. This includes, but is not limited to, injuries, accidents (including car accidents), surgeries, significant illnesses, pregnancy, change in medications, or starting a new treatment plan prescribed by a medical professional.

The information will be stored in locking files along with their medical information. The student may be required to obtain a medical release from the physician to return to the Program. Unless there is a diagnosed or documented condition, the student will be expected to fully participate in all curricular activities if no medical release form is returned. PTA faculty reserve the right to limit student participation in program activities based upon their clinical judgement.

EQUIPMENT SAFETY CHECKS

All therapeutic modalities in the PTA lab are inspected for safety and calibrated annually, by an external biomedical service specialist. The resultant inspection records are kept on file in the Program Coordinator's office. Also, instructors are expected to visually inspect supplies and equipment prior to student use. Any faculty member or student who discovers equipment that is not working properly is responsible for discontinuing use, flagging the equipment as 'Unsafe' and immediately report the malfunction to the Program Coordinator. Faculty or students should not use equipment that has been flagged 'Unsafe' or has been removed from service.

LIABILITY INSURANCE

All students must purchase from the college liability insurance before clinical assignments. Failure to turn in prior to the start of clinicals will prevent the student from participation at the clinical site.

MEDICAL/HEALTH INSURANCE

It is strongly recommended that students be covered under a valid health insurance policy. Clinical sites do not provide routine medical services. Students without health insurance may be denied placements by the clinical sites. Please turn in a copy of your insurance card to the Program Coordinator.

MEDICAL RECORDS

The Program maintains student academic records and limited medical records in locked locations. Long term storage of limited student records may be stored by the College. Medical records are only used for assurance of compliance of Program/Clinical Experience requirements and/or review during a medical emergency. Medical records are not released to any individual other than the student without the student's written consent unless during a medical emergency.

Students are strongly encouraged to save copies of all documents that are submitted to the Program.

PHYSICAL LIMITATIONS/MEDICAL RELEASE

Students who are (or were) under a physician's care for any condition which results in physical limitations affecting participation in any activity within the Program's curriculum, must have their physician fill out a medical release form outlining any restrictions, or they may be restricted from participation in all program activities. Unless there is a diagnosed or documented condition, the student will be expected to fully participate in all curricular activities if no medical release form is returned. PTA faculty reserve the right to limit student participation in program activities based upon their clinical judgement.

PRESCRIPTION, NON-PRESCRIPTION MEDICATIONS and ALCOHOL

Students who are using prescription, non-prescription, or recreational medications that may affect cognition, behavior, alertness, or motor control, and/or using alcohol, should not participate in lab or clinical experience activities and must notify the Program in writing. This applies to new prescriptions and long-term prescriptions. This also includes any amount of alcoholic beverage consumed prior to lecture, lab, or clinic. The name of the medication, effects of the medication, prescribing physician and pharmacy must be recorded. The information will be stored in the student's file along with their medical information. The student may be required to obtain a medical release from the physician to allow participation in the Program. Clinical sites may refuse student participation based upon the use of certain controlled medications/substances and/or non-controlled or illegal substances or alcohol. The student must update their Health History Form to reflect their current medication use.

PROGRAM and HEALTH REQUIREMENTS

Program and Health Requirements will be distributed to students at orientation or prior to the start of classes and may include written assignments and/or documentation of requirements. Please refer to the Health History Form and Health Care Provider form for health requirement information. Please see sample forms in Addendum.

Students must turn in designated Program requirements and health requirements prior to the start of classes or by the designated date, unless approved by the Program Coordinator. Failure to turn in all requirements by the designated date may prevent the student from starting classes at the normal date or may prevent the student from being accepted into the Program or may prevent the student from beginning clinical education.

Each student is responsible for the cost of their own health and/or program requirement expenses.

Health Requirements

The following is a noncomprehensive list of typical health requirements as mandated by external agencies.

Vaccinations and/or Titers

- MMR; Measles, Mumps, Rubella
- Varicella; (chickenpox)
- Tetanus, Diphtheria, Pertussis (Tdap)
- Hepatitis B
- Two-step Mantoux TB skin test or a TB Blood Assay Test (IGRA)
- Influenza
- COVID

It is the responsibility of each Clinical Site to determine if the student's health records meet the clinic's health requirements. Lack of immunization may delay or prevent attendance at Clinical Sites. Most Clinical Sites require vaccination or alternative measures if immunizations are refused. It is recommended that students consult with their medical providers to discuss immunizations. Faculty are unable to provide exemptions regarding medical or religious grounds. Only the medical provider for the student can make determinations regarding the interpretation of titers, immunity, and appropriateness of receiving a particular vaccination.

It is a possibility that a student will be unable to finish the program, or to obtain employment, without required vaccinations.

Hepatitis B vaccine series and titers requires multiple vaccinations which could take 6-9 months to complete. If your medical provider advises not to participate in this vaccination, or if you have not completed the full vaccination sequence, you must sign a Hepatitis B Declination form and submit it to the Program Coordinator.

Physical and Vision Examination

A documented Physical with Visual Acuity Examination, performed by a licensed health provider (physician, physician assistant, nurse practitioner), will be required prior to clinical site participation.

Additional Possible Requirements

Drug Test: Certain clinical facilities require that students submit to a drug screen prior to accepting the student for clinical site placement. Student is required to comply with any such requests if they wish to be placed in a clinical facility. Clinical facilities may refuse a student who tests positive for drugs. Documentation of positive drug test results will be referred to Stark State Security. Student is responsible for any costs associated with such testing unless the clinical facility has other arrangements.

Medical Marijuana: Clinical sites have the right to test for marijuana. Clinical sites have the right to refuse a student who uses marijuana through prescription or recreationally. This could impact the student's ability to finish the program.

SAFETY ISSUES

A variety of safety issues may confront students due to the nature of the practice of physical therapy. This includes, but is not limited to, potential physical harm due to required lifting or moving equipment and patients, the potential harm from incorrect use of therapy equipment, physical therapy interventions, physical therapy data collection, exposure to hazardous materials, potential infection or contamination from others, and accidents. Considering the safety issues, students are vulnerable to a variety of unique emergencies. Injuries could include, but are not limited to; muscle sprain/strain injuries, burn injuries, contusions, infections, or lacerations. Students should make every attempt to avoid injuries and avoid causing injuries.

The Program requires students to have liability insurance. The Program strongly encourages students to have health insurance. Students without health insurance may be denied placements by the clinical sites.

Dialing 9-1-1 from any campus phone will connect directly with Emergency providers and should be utilized during any moderate or major emergency.

Dialing 0 or 4367 from any campus phone will connect with Stark State College Security department and should be utilized during any minor emergency.

If 911 or Security is called, Program faculty and the Program Coordinator should be notified as soon as the emergency has stabilized.

STAFFING

Due to the inherent risks associated with lab activities and equipment in open labs, the Program will attempt to maintain a 1:6 to 1:8 faculty:student ratio in labs and will provide supervision of open labs. Faculty can be assigned open lab coverage and can use office hours to cover open lab.

STANDARD PRECAUTIONS POLICY

The Program requires maintenance of standard precautions in the Physical Therapist Assistant Program.

Procedure:

All faculty, students, and clinical personnel at Stark State College who are interacting in lab or clinic activities will follow universal precautions. Universal precaution standards dictate that blood and all body fluids potentially contain pathogens. Medical history or diagnostic studies cannot reliably identify all individuals who are infected. Therefore, all individuals are considered infective and precautions must be taken against infection from all bodily fluids. The following items are therefore established for those working with classmates in simulated patient scenarios or patients:

- Hand washing or sanitizing is mandatory before and after treatment of an individual, after the handling of contaminated items, and when protective garments become soiled.
 - Medical asepsis hand washing is recommended.
- Visual inspection of the treatment site is required before physical interaction.
- The provider of services must ensure that any open lesions be covered before physically interacting with any other person.
- Fingernails must be clean and not extend past the tip of the finger.
- Eating, drinking, or the application of cosmetics/personal lotions are prohibited in work areas during patient simulation activities.
- Personal protective equipment shall be employed with any procedure that requires a sterile environment.
- Personal protective equipment shall be employed in the presence of any open lesion or seeping body fluid.
- Contaminated personal protective equipment shall be discarded in an appropriately marked container (red container or listed as *Biohazard*) immediately following the treatment session.
- Medical evaluation will be recommended if it is likely that cross-contamination has occurred.

WORKING with LIVE SUBJECTS

Students will be required to perform and receive physical therapy demonstrations, interventions, and data collection techniques (summarized as “treatments” or “activities”). These activities include therapeutic and instructional physical contact which may be between faculty and student, faculty and faculty, or student and student.

Please notify the Program as soon as possible if you have any religious, cultural, or personal concerns that impact your role as a mock patient or provider.

Faculty are responsible for explaining the purpose, risks, contraindications/precautions, and benefits of the activities and to provide adequate supervision during activities.

The person receiving any activities (either as an active or passive participant) is responsible for: disclosing any contraindications/precautions; to immediately notify the provider of any discomfort or pain caused by the activities; to avoid any activity that places the person at risk; to request faculty assistance in the application of any activity if there are any concerns about the skill or procedures to be used by the provider; to report any injury or concern to faculty immediately.

Student providers of activities are responsible for: introducing themselves as a student physical therapist assistant, obtaining verbal consent to treat; reviewing contraindications/precautions with the subject; immediately terminating the activity upon any negative verbal or physical indication by the subject; to avoid any activity that places the person at risk; refrain from performing any activity that they are not adequately prepared to perform safely; request assistance from the faculty when needed; inform faculty of any factors that prevent safe performance of an activity.

Faculty and students are expected to intervene and/or immediately stop any action that they judge to be unsafe, or potentially lead to harm. In these situations, faculty are allowed to act immediately to stop an action that they judge to be unsafe or potentially lead to harm. A preferred course of action would be for the faculty to loudly proclaim the word STOP to a student or group who could potentially cause harm. Likewise, any student should loudly proclaim STOP if the student feels that their situation is unsafe, or could potentially lead to harm. A student can also proclaim STOP if they are not physically or emotionally comfortable with a particular procedure or activity. It is the student's responsibility to disclose any contraindications and precautions, or religious/cultural preferences prior to the start of a particular procedure or activity.

When physical contact is required between two or more individuals in a Program related activity, the following guidelines will apply:

1. Physical contact should be limited to that which is necessary and appropriate for completion of the designated activity.
2. It is preferred that consent be obtained prior to physical contact.
3. A chaperone or third person may be requested by any party.
4. An appropriate atmosphere should be maintained at all times, including proper dress and use of professional language.
5. Every effort should be made to provide an environment that ensures the comfort, modesty, and dignity of all individuals.

BEHAVIORAL DISCLOSURES and INFORMATION

BEHAVIOR in the PROGRAM

Behavior in lecture, lab and/or Clinical Experience should mirror behavior that is required in physical therapy clinics. Students should use educational experiences to practice and model professional behaviors. Therefore, professional behavior is expected of all students when in class or working in the lab or while participating in Clinical Experience. Attainment of professional skills and behaviors are considered as important as application of clinical skills.

Any student violating the rights and privileges of any other student, violating the policies and procedures of the College or Program, **showing disrespect to the faculty or fellow students, exhibiting unprofessional or unethical conduct, or violating the standards listed in the APTA's Core Documents** may be temporarily dismissed from lecture, lab or Clinical Experience or may be referred to the Faculty Review Board for further action. The Faculty Review Board will review each referred case and make recommendations related to **a behavioral remediation plan, Learning Plans,** and/or Program dismissal.

If a student is dismissed from lecture, lab, or Clinical Experience it will be counted as an unexcused absence.

Role playing is an integral part of laboratory activities. Students are expected to demonstrate their role adequately. The student PTA should treat the acting patient as if the condition were real. Additionally, students who are role playing patients are expected to demonstrate the physical needs as closely as possible.

According to Ohio Revised Code, the designation of Student Physical Therapist Assistant or SPTA is reserved for students in PTA programs starting with the semester of clinical experience. In clinical type settings, all PTAP students must introduce themselves as "a Student Physical Therapist Assistant" during actual or simulated patient encounters. It is imperative that the introduction include their title noting that the word "Student" precedes Physical Therapist Assistant.

Part of professional behavior is the maintenance of patient confidentiality. Any medical information learned about fellow students, **faculty,** or patients is to be treated as confidential medical information. Students are required to maintain strict adherence to patient confidentiality standards at all times. Students are required to rotate lab partners to experience diversity in the lab setting.

Students are responsible for conscientious care of all equipment and instructional materials with which they come in contact. Any student observed to cause willful damage to equipment in the lab will be financially responsible for its repair or replacement. If a piece of equipment in the lab is accidentally damaged and the student who discovers or is responsible for the damage reports the incident to the lab instructor, the student will not be held financially responsible for repair or replacement of the equipment.

Students may only utilize the labs when Physical Therapist Assistant faculty is available to provide direct supervision. Students will be instructed in the rules governing open lab procedures by their instructors during the first semester in the Program. Students are required to sign in and out when utilizing open lab of Faculty Directed Clinical Practice.

If a student is excused from participation in a lab experience, the faculty will make accommodations for the remaining lab partner.

BEHAVIORAL REMEDIATION PLAN

A student may be placed upon a Behavioral Remediation Plan (BRP) or be dismissed from the Program if the student violates the APTA's standards listed in the Core Documents or if the student violates a policy of the Program or College. Violations could include any PTA student conduct that is determined to be unsafe, unethical, illegal, or unprofessional.

Unsafe, unethical, illegal, or unprofessional behaviors or violations of the APTA's standards listed in the Core Documents can lead to academic failure in PTA courses. A student who has failed a PTA course due to unsafe, unethical, illegal or unprofessional behaviors or violations of these documents may be placed upon BRP.

Faculty are expected to discreetly address any behaviors with a student at the time of occurrence or as soon as circumstances allow. The purpose of the discussion is to allow faculty to describe the undesirable behavior and relate it to the corresponding policy, to state desired behavior, and to allow the student to express their point of view. This verbal discussion is not a part of the Behavioral Remediation process and should be viewed as normal mentoring and normal instructor/student interaction.

If similar or related undesirable behaviors continue, fulltime or part-time PTA faculty will fill out an *Incident Report of Core Values* and submit it to the Program Coordinator. After review by the Program Coordinator and supervising fulltime faculty, the incident and documentation may lead to a Behavioral Remediation Plan and/or referral to the Faculty Review Board.

Based upon evidence presented by faculty, the Incident Report, and the particulars of the case, the Coordinator and supervising fulltime faculty will decide which of the following is warranted:

- a Supervisory Conference
- referral to the Faculty Review Board
- a Behavioral Remediation Plan

Supervisory Conference – Faculty will meet, or correspond with the student and explain the problem and its negative impact and will also explain the corresponding policy. Faculty will impress upon the student the necessity of correcting the problem. At this conference the student will have the opportunity to state their point of view.

Faculty Review Board Referral – If similar or related undesirable behaviors continue, or if faculty decide that referral is warranted, the incident will be sent to the Faculty Review Board (FRB). The FRB has the following options:

- let the proceedings stop at the Supervisory Conference
- monitor the results of the Supervisory Conference and student behavior
- develop a Behavioral Remediation Plan.

Behavioral Remediation Plan (BRP) – The BRP will be a plan uniquely designed by the FRB for the student. The BRP should include the nature of the current problem, the expectations, a timeline, and should point to future disciplinary intervention if improvement does not occur. It will be designed to remediate student behavior in the attempt to promote student success, and should impose the least severe action necessary to correct the undesirable behavior.

The Program reserves the right to combine or skip steps in the procedure depending upon the facts of each situation and the nature of the offense. The level of disciplinary intervention may vary based upon the totality of circumstances. If the problem is not corrected by the prescribed steps outlined above, more severe action will be taken, up to and including termination from the Program.

A student can be on BRP and in Program Probation at the same time.

Conduct that is determined by the Faculty Review Board to be grossly unsafe, unethical, illegal, or unprofessional may lead to termination from the Program regardless if it is the first offense.

A student on a BRP they may be terminated from the Program if they violate the APTA's standards listed in the Core Documents or if the student violates any policy of the Program or College. Violations could include any PTAP student conduct that is determined to be unsafe, unethical, illegal or unprofessional.

Students dismissed from the Program because of unsafe, unethical, illegal or unprofessional behaviors will be ineligible to reapply to the Program.

Dismissal from the PTA Program does not equate with dismissal from the College. If a student is dismissed from the Program, the student retains the right to appeal as per College policy.

This policy applies to on-campus and off-campus curricular components of the Program.

CLASSROOM and LAB POLICIES

APPEARANCE and ATTIRE in LABS

Physical Therapist Assistant labs are professional educational experiences. Proper grooming and a dress code is required and enforced to promote:

- Optimal learning opportunities for all students. Each student will serve as a simulated patient for their lab partner. Therefore, each student will need to be ready to expose their upper extremities, lower extremities, shoulder or shoulder girdle, arms, elbow, wrist/hand, neck, midback, lower back and upper sacrum region, iliac crest region, greater trochanter region, thighs, knees, calves, or feet.
- Maintenance of modesty
- Safety
- Preparation for Clinical Experiences
- Placing patients at ease

Grooming: Please arrange hair up or back if it is shoulder length or longer – it must be held securely. Hair styling and coloration should be conservative. Facial hair should be neat and well-trimmed. Cleanliness and neatness are mandatory.

No strong perfumes, colognes, and or scented lotions are permitted. Some patients and/or coworkers have allergies or reactions to fragrances and smells.

Finger nails must be kept short (not past tip of fingers) and clean. If polish is used, no chips should be present. Long fingernails can easily scratch a patient and tend to harbor pathogens.

Personal hygiene is required of all students.

Dress: Clean and neat clothing is required. In selected labs, form-fitting clothing is preferred for optimal learning. In selected labs, comfortable exercise/workout clothing is preferred. Cover-ups are permitted for warmth in selected times during labs. Cover-ups must be removed during selected times in labs.

Students are required to attend all labs in appropriate attire prior to the start of lab. Time will not be granted during lab for the change of clothing. Students not in compliance with appearance and attire in labs policy may be dismissed and receive an unexcused absence for that lab.

For labs, each student will need to be ready to expose their upper extremities, lower extremities, shoulder or shoulder girdle, arms, elbow, wrist/hand, neck, midback, lower back and upper sacrum region, iliac crest region, greater trochanter region, thighs, knees, calves, feet, gluteal and chest region. Moderate length shorts, halter tops, sport bras, and clinic gowns may be used to maintain modesty. All students will be instructed and tested in proper draping for modesty, comfort and access to appropriate body parts needed for the lab or practice. It is expected that once this occurs, each student will be responsible for demonstrating this skill during labs and open lab practices.

Clothing that promotes the consumption of alcohol, drugs or smoking is prohibited. Clothing with foul language is prohibited. Clothing that is of a sexual nature or has a sexual connotation is prohibited and may be considered sexual harassment. The student will be asked to change into appropriate clothing or will be dismissed from class or lab.

Faculty may ask students to remove hats/headwear during specific classroom and lab activities. Reasonable exceptions are recognized for cultural or religious headwear or for medical conditions.

Clinical experience/professional attire may include the following examples (this is not an exhaustive list):

- Hospital grade scrubs
- Collared shirts/polo shirts
- Button down shirts
- Dress trousers/slacks
- No blue jeans, open-toed shoes and/or heels, no t-shirts.

Clinical experience/professional attire may be required for competency testing or practical testing in procedural or clinical courses. Failure to dress appropriately may result in failure of the competency or practical.

Name Badges: Name badges are required in PTA procedural, open labs, and clinical experiences. Students are required to purchase a Stark State College Physical Therapist Assistant Program Photo ID badge prior to the start of first semester in the PTAP.

Shoes: Sandals, flip-flops, open-toed shoes, slippery-surfaced shoes, or shoes with heels are not permitted in PTA labs or clinical settings.

Watches: A watch with a second hand is recommended during selected Program labs.

Jewelry: It is highly recommended for students to not wear jewelry due to their safety and the safety of their patients in the lab settings. Jewelry can scratch a patient, become snagged and pull causing injury, and tend to harbor pathogens.

Rings, wedding bands, and engagement rings are acceptable but they may need to be removed for selected labs.

Due to safety reasons, jewelry that is large, prominent, or that could become ensnared must be removed for labs and clinical experience. All other jewelry should be conservative and easily removable. If jewelry is unable to be removed, it should be padded/protected during lab and clinical experience.

Please be advised that some interventions in physical therapy and in our labs could cause damage to tissues surrounding metals, piercings, or embedded jewelry.

Clinical sites have the right to refuse a student who does not meet their professional standards of appearance. In the instance that the clinical site policy does not meet the above standards, the student would be expected to adhere to the policy of Stark State College's PTAP.

ADDITIONAL EXPECTATIONS

Personal Electronic Devices:

Electronic devices should be silenced or turned off during PTA classes or laboratories. Students who respond to personal electronic devices **during exams could result in a zero**. Other than during assessments, the decision to use personal electronic devices in the classroom will be made by each program faculty member and defined in the course syllabus (*see Policy 3357:15-13-37*).

- Gum:** Gum is prohibited in Physical Therapist Assistant Program labs.
- Food/Drink:** Food and drink are permitted in designated areas only, in H104. Clear liquids are permitted in H106 and H107 in a spill-proof container.
- Smoking:** **Cigarette or cigar smoking and vaping is not permitted inside any of the facilities of Stark State College.** Designated smoking areas are available and identified throughout campus grounds. Students must eliminate the residual smell of smoke before coming to class, lab or clinic.

The use of marijuana on campus is not permitted.

It is the student's responsibility to inquire into and adhere to the smoking and vaping policies at any clinical site to which they may be assigned.

Alcohol/Drugs: See Stark State College's policy 3357:15-14-12 DRUG AND ALCOHOL ABUSE AND DRUG-FREE WORKPLACE ACT COMPLIANCE for further information.

ATTENDANCE

It is the intent of the faculty to foster attendance habits that will carry over into the work setting as positive attributes. Therefore, students are expected to attend **ALL** classes and laboratory sessions, just as they would be expected to report to work daily. **In order for the absence to be excused,** it is the student's responsibility to make the instructor aware of any absences or tardiness prior to the start of class or lab **as circumstances allow.** Instructors may be reached via phone, voice mail, email, through a message left with Physical Therapist Assistant Program Coordinator, or the Health and Public Services' administrative assistant. If class absence, tardiness, or early departure is necessary you must inform the instructor **BEFORE** the class session or the tardiness, absence, or early departure will be considered unexcused. **It is not acceptable to miss class due to another PTA program requirement. This includes studying or prepping for an upcoming project, assignment, or assessment. Repeated infractions may result in faculty initiating the Behavioral Remediation Plan.**

Make-up work associated with any absence from class is the responsibility of the student. Documentation of reason for absence during a scheduled **lecture or lab** exam will be required. **Assessments missed for excused absences can be made up at the convenience of the instructor. The instructor can choose to delay the assessment until finals week. The instructor is under no obligation to facilitate completion of the assignment/assessment. Assignment/assessment for unexcused absences will result in zeroes.**

FACULTY USE of IMAGE RECORDING in the CLASSROOM

Lectures, lab, and/or clinical procedures may be recorded by the Program for instructional purposes. Assignments may require the student to be recorded. All such recorded images will be used solely for educational purposes, and will be maintained by PTAP faculty. Use of student images for purposes other than education will require the student's written consent.

Students associated with the program cannot publicly post lectures, labs, lecture notes, lab notes, or recordings of lectures or labs on online media. It is the expectation of the program, that once recorded assignments are submitted and graded, students will permanently delete all recorded assignments from their personal electronic devices and platforms.

Final retake on a lab competency and or lab practical will be recorded and may be evaluated for content by a minimum of two Physical Therapist Assistant faculty (*see Grading Policy*). Recordings may be maintained by the Program, on secure college networks, and will remain confidential for grading purposes only.

BASIC DISCLOSURES REGARDING CLINICAL EDUCATION

CLINICAL EXPERIENCE/CLINICAL EDUCATION

Complete information regarding the Clinical Experience is located in the Clinical Experience Handbook which is distributed to all students during the summer semester. All clinical education policies and procedures will be explained, including appearance and attire, behavior and attendance, responsibilities, health, liability, and grading requirements including all evaluation forms used in Clinical Experience. The student must pass each Clinical Experience in order to continue in the Program.

Clinical Experience provides the PTA student with a means of practicing and developing, to entry level, the skills and behaviors required of a physical therapist assistant in an actual physical therapy setting under the direct supervision of licensed physical therapy personnel.

Clinical sites for students are chosen by the ACCE. Requests of students are considered when assigning clinical sites. It is not always possible to place the student in a facility of their choice. A student will not be placed for Clinical Experience in a PT department in which they have been employed.

The student is NOT paid for Clinical Experience, but does receive college credit, instruction, and experience in a variety of physical therapy venues. The student is responsible for all personal expenses associated with their participation in Clinical Experience experiences, including meals and transportation. These expenses are not included in the tuition and in order to complete Clinical Experience the student must be prepared to meet this financial obligation. In fall semester of sophomore year, the student may be assigned to a two day/week schedule or a five day a week schedule. In the spring semester of the sophomore year the student will be assigned to two five-week full-time assignments, (approximately 40 hours per week). These are usually M - F, but can be other times depending on the setting and the schedule. Daily schedules are dependent on the individual clinical facility work days. The Program considers a 100-mile travel distance from main campus acceptable.

CLINICAL EXPERIENCE, APPEARANCE and ATTIRE at CLINICAL SITES

Stark State Student PTAs are required to maintain a professional appearance during Clinical Experience. Each clinical site has the right to set and enforce their own dress code and hygiene standards. **Please refer to Clinical Experience Handbook for complete clinical education guidelines regarding appearance and attire.**

Students not in compliance with the dress code of the facility may be dismissed for the day or required to return home to change. Time missed will have to be made up at convenience of facility and may adversely affect student's progression in the PTAP.

CONTINGENCY PLAN

If there are not available adequate clinical sites to accommodate the entire student body for Clinical Experience I which occur during the fall semester of the sophomore year, the Program has in place a contingency plan whereby the student will be placed in a part-time clinical rotation corresponding to the beginning of the spring semester. The Clinical experience in that situation will begin during the week prior to the start of classes with the student attending the clinical site for four days, and continue for two days/week for the next five weeks.

If there are not enough available/adequate clinical sites to accommodate the entire student body for both of the full-time clinical rotations which occur during the spring semester of the sophomore year, the Program has in place a contingency plan whereby the student will be placed in a full-time clinical rotation during the summer semester immediately following. In that circumstance the student will have their graduation deferred until they successfully complete the assigned Clinical experience. Students enrolled in these experiences will be able to participate in the May graduation and will receive a

blank diploma at that time. Students will have their official diploma sent to them upon satisfactory completion of the Clinical experience.

In the event that the Program has to institute the Clinical experience contingency plan, students will be selected to participate via a random lottery. This contingency plan will only be in effect if there is a shortage of available sites during the regular scheduled Clinical experience assignments. This plan does not cover student placements in the situation where a student has been unsuccessful in completing the Clinical experience assignment

Students are required to maintain strict adherence to patient confidentiality standards and remain in compliance with the facilities HIPAA regulations at all times while in the PTA Program.

Evaluation of Student's Performance in Clinical Education

The Physical Therapist Assistant Program uses several methods to evaluate the students' performance during Clinical Experience (CE). The student's clinical performance in Clinical Experience is graded and assigned by the ACCE as either "credit" or "fail". The role of the CI and the clinical education center in the evaluation process is to accurately and completely assess the students' performance and provide that information to the ACCE via the evaluation forms provided. The ACCE uses that information along with other evaluative tools to determine the students' progression in clinical education and assign "Credit" or "Fail" to the student.

As in all other PTA courses, a student will only be given one chance to re-take any PTAP course. If the student again earns less than a "CR" grade, or withdraws when they repeat the course, or subsequently fails a second class in the PTA curriculum, the student will be dismissed from the Program. Exceptions to this policy (such as medical necessity) will be made on an individual basis.

An exception to this reinstatement policy is found in the sections on Appearance, Behavior, and Attendance of the Clinical Experience Handbook. If the student fails Clinical Experience twice, they will be dismissed from the Program and will not be eligible for readmission.

A student may receive one chance to retake a clinical experience that they have failed. An exception to this reinstatement policy is found in Section III of Appearance, Behavior, and Attendance in the Clinical Experience Handbook. If the student fails Clinical Experience twice, or if the failure in Clinical Experience is the second course failure within the Physical Therapist Assistant curriculum, the student will be dismissed from the Program and will not be eligible for readmission. Students must successfully pass all prerequisite technical courses prior to participation in Clinical experience. Students are required to undergo drug screening to meet the requirements of the clinical education. All students will undergo a criminal background check and fully disclose the results to all assigned clinical sites. (*See Criminal Background Checks*).

PTA CURRICULUM SHEET

Semester I	Semester II	Semester III (Summer)	Semester IV	Semester V
SSC101 Student Success sem/yr _____ 1/1	ENG124[^] College Composition sem/yr _____ 3/3	PSY121[^] General Psychology sem/yr _____ 3/3	PSY123 Human Growth and Development sem/yr _____ 3/3	PTA223 PTA Procedures III sem/yr _____ 2/3
BIO123# Principles of Human Structure & Function sem/yr _____ 5/7	BIO124 Human Diseases sem/yr _____ 3/3	PTA125 Professional Clinical Practice for the PTA sem/yr _____ 1/1	PTA224 PTA Procedures II Ortho sem/yr _____ 3/5	PTA230 Seminar II sem/yr _____ 1/1
EXS110 Anatomy of Exercise sem/yr _____ 3/3	EXS120 Exercise Applications sem/yr _____ 2/2	PTA136 Neurological Foundations for Rehabilitation sem/yr _____ 1/1	PTA225 PTA Procedures II Neuro sem/yr _____ 3/5	PTA257 Clinical Experience II sem/yr _____ 2/14
EXS110L Anatomy of Exercise Lab sem/yr _____ 1/2	EXS120L Exercise Applications Lab sem/yr _____ 1/2	PTA138 Data Collection sem/yr _____ 1/1	PTA228 Seminar I sem/yr _____ 1/1	PTA267 Clinical Experience III sem/yr _____ 2/14
PHY101[^] Principles of Physics sem/yr _____ 4/5	MTH124*[^] Statistics sem/yr _____ 3/3	PTA138L Data Collection Lab sem/yr _____ 2/4	PTA247 Clinical Experience I sem/yr _____ 2/14	7
PTA110 Therapy Sciences sem/yr _____ 1/1	PTA120 Introduction to Orthopedics sem/yr _____ 2/2	8	PTA248 Multisystems sem/yr _____ 1/1	
PTA118 Principles of Patient Care sem/yr _____ 1/1	PTA120L Introduction to Orthopedics Lab sem/yr _____ 1/3		PTA248L Multisystems Lab sem/yr _____ 1/3	
PTA118L Principles of Patient Care Lab sem/yr _____ 2/4	PTA128 PTA Procedures I Clinical Interventions sem/yr _____ 4/8		14	
PTA119 Professional Values and Ethics sem/yr _____ 1/1	19			

19

67 SEMESTER CREDITS, 32 General hours; 35 Technical hours

Requirements for Admission: 3.0 cumulative GPA: Math (ACT Math 19 or greater, or Accuplacer QAS 250, or Accuplacer AAF 237; or MTH105, MTH124, or MTH125 with a grade of 'C' or better; MTH093 with a grade of 'B' or better); BIO101 – B or better (BIO123 or BIO121 or BIO122 with a grade of 'C' or better will be accepted for application. High School Biology with a 'B' or better will be accepted for application if taken within the last five (5) years. The successful grade must be achieved within three (3) attempts in order to be eligible to apply. Completion and submission of the PTA Application; BCI and FBI background check completed.

BIO121 and BIO122 can be substituted for BIO123

* MTH125 College Algebra or MTH105 Math for Allied Health may be substituted for MTH124 Statistics

[^] Based on SSC placement scores.

This is a suggested course sequence. Only those courses marked "PTA" must be taken in this order. Course prerequisites stated in the catalog must be met.

COURSE DESCRIPTIONS and SEQUENCING

PTA110 – Therapy Sciences

This course presents to the students a basic study of common scientific concepts related to the provision of physical therapy. Content includes the study of different tissues and their response to stress, injury, inflammation, their resultant healing and recovery, and the related clinical stages of rehabilitation. Basic neurological structures relating to motor control, sensory feedback, and pain are also presented.

PTA 118 - Principles of Patient Care

Introduction to the field of health care, basic standards of health care management, medical terminology and abbreviations, and patient care skills. Instruction includes data collection and interventions for individuals having selected conditions, vital signs, infection control procedures, body mechanics, patient positioning and draping, transfer techniques, gait training using selected assistive devices, and other selected patient care topics. Physical Therapist Assistant students must register for the lab co-requisite and successfully complete both lecture and lab components.

PTA118L - Principles of Patient Care Lab

Laboratory applications related to the field of health care, basic standards of health care management, medical terminology and abbreviations, and basic patient care skills. The student will practice data collection and interventions for individuals having selected conditions and treatments, vital signs, infection control procedures, body mechanics, patient positioning and draping, transfer techniques, gait training using selected assistive devices, and other selected patient care topics. Physical Therapist Assistant students must register for the lecture co-requisite and successfully complete both lecture and lab components.

PTA119-Professional Values and Ethics

An overview of the history of physical therapy and its professional association. Topics include: foundational values and ethics of the profession, roles and responsibilities of the PT and the PTA within the patient care model, program expectations regarding student professionalism in the classroom and during clinical performance, and issues relating to patient confidentiality, diversity, and respect. An introduction to clinical documentation will be presented.

PTA120-Introduction to Orthopedics

Review structure and function of articulations. Introduce biomechanical principles related to human motion and locomotion, including articulations, gait analysis, regional, and neuromuscular relationships. Students must register for the lab co-requisite and successfully complete both lecture and lab components.

PTA120L-Introduction to Orthopedics-Lab

Laboratory applications related to structure and function of articulations. Introduce biomechanical principles related to human motion and locomotion, including articulations, gait analysis, regional, and neuromuscular relationships. Students must register for the lecture co-requisite and successfully complete both lecture and lab components.

PTA125-Professional Clinical Practice for the PTA

This course will focus on development of the professional clinical skills including critical thinking and clinical decision-making. The students will apply didactic concepts learned in prior coursework to clinical situations.

PTA128-PTA Procedures I Clinical Interventions

This course will present a comprehensive study of principles of biophysical agents used in physical therapy. Content includes the rationale, effects, adverse effects, contraindications, precautions, application, and documentation of such agents. Laboratory activities, written assignments, and lab testing are required components of this course. Students may perform selected therapeutic interventions with patients or other students under direct PT/PTA supervision as part of

the laboratory components of this course. A study of selected impairments, functional limitations, and interventions associated with orthopedic conditions, neurological conditions, integumentary conditions, and pulmonary conditions are also included.

PTA136-Neurological Foundations for Rehab

Introduction to basic structure and function of central, peripheral and autonomic nervous systems as they relate to rehabilitation, normal neurologic developmental sequence, and milestones. Presents selected impairments, functional limitations, disabilities, data collection and therapeutic interventions related to neurologic pathologies.

PTA138- Data Collection

Introduction to data collection and documentation skills associated with patient care. Topics include, but are not limited to: medical history taking for common medical concerns, arousal, mentation, and cognition, anthropometric measurements, vital signs, thoracoabdominal movement and breathing patterns, integumentary integrity and sensation, goniometry, joint play, muscle testing and tone, posture, alignment and balance, gait, and environmental analysis. Students must register for the lab co-requisite and successfully complete both lecture and lab components.

PTA138L- Data Collection Lab

Laboratory applications related to data collection and documentation skills. Topics include, but are not limited to: medical history taking for common medical concerns, arousal, mentation, and cognition, anthropometric measurements, vital signs, thoracoabdominal movement and breathing patterns, integumentary integrity and sensation, goniometry, joint play, muscle testing and tone, posture, alignment and balance, gait, and environmental analysis. Students must register for the lecture co-requisite and successfully complete both lecture and lab components.

PTA221-PTA Procedures I – This course is being retired as of Spring 2021 – It will be replaced by PTA128

This course will present to the students a comprehensive study of pain and its management; a study of the impairments, disabilities and functional limitations associated with burns, tissue repair, and pulmonary conditions; principles of physical agents/modalities usage including rationale, effects, adverse effects, contraindications, precautions, application, and documentation. Laboratory activities, written assignments, and competencies are required components of this course. Student may perform selected therapeutic interventions with patients under direct PT/PTA supervision as part of the laboratory components of this course.

PTA223- PTA Procedures III

This course will present to the students the impairments, disabilities, functional limitations, and interventions of selected neuromuscular disorders and will include, but not limited to spinal cord injuries, traumatic brain injuries, strokes, and developmental disabilities. Laboratory activities, written assignments, and competencies are required components of this course. Students will perform selected therapeutic interventions under direct PT/PTA supervision as part of the laboratory component of this course.

PTA224- PTA Procedures II

This course presents the impairments, disabilities, functional limitations, data collection and therapeutic interventions of selected orthopedic, integumentary, rheumatological and cardiovascular conditions. Also included is study of the anatomy, physiology and pathology of the selected conditions. Laboratory activities, written assignments and competencies are required components of this course. Students will perform selected data collection and interventions as a part of this course.

PTA225- PTA Procedures II Neuro

This course presents the impairments, disabilities, functional limitations, data collection and therapeutic interventions of selected cardiovascular, integumentary, neurological, developmental, and traumatic conditions. Also included is study of

the anatomy, physiology and pathology of the selected conditions. Laboratory activities, written assignments and competencies are required components of this course. Students will perform selected data collection and interventions as a part of this course.

PTA228- Seminar I

Presentation of topics related to clinical practice to include ethics and professional development.

PTA230- Seminar II

Presentation of diverse clinical issues and approaches to patient management.

PTA247-Clinical Experience I

Clinical experience in various physical therapy departments under direct supervision.

PTA248-Multisystems

Introduction to impairments, functional limitations, disabilities, data collection and therapeutic interventions related to selected integumentary, cardiovascular, lymphatic, endocrine, gastrointestinal, and urological conditions. Management of complex medical conditions affecting patients in physical therapy will be presented. Students must register for the lab co-requisite and successfully complete both lecture and lab components.

PTA248L-Multisystems Lab

Laboratory applications related to the study of impairments, functional limitations, disabilities, data collection and therapeutic interventions related to selected integumentary, cardiovascular, lymphatic, endocrine, gastrointestinal, and urological conditions. Management of complex medical conditions affecting patients in physical therapy will be presented. Students must register for the lecture co-requisite and successfully complete both lecture and lab components.

PTA257-Clinical Experience II

Clinical experience in various physical therapy departments under direct supervision.

PTA267-Clinical Experience III

Clinical experience in various physical therapy departments under direct supervision.

STARK STATE COLLEGE
Health and Public Services Division
PHYSICAL THERAPIST ASSISTANT PROGRAM
Medical Release Form
Physician's Statement regarding Return to School/Continued Attendance Following Surgery, Disability, or Pregnancy.
In order to determine the level in which the student is able to participate in Program activities without complications, the student's physician is requested to complete this form indicating the student's ability to return/remain in school and any physical restrictions they may have.
A Physical Therapist Assistant has an estimated job related physical demands rating of Medium Work to Heavy Work. This implies frequent lifting between 11# - 50# and occasional between 26# - 100#. Typical physical job demands include: lifting/carrying, prolonged walking, prolonged sitting, climbing ramps/stairs, pushing/pulling (wheelchairs and equipment), crouching, bending and squatting, kneeling, gross manipulation, fine manipulation, assistance with patient exercises and activities, and transferring of patient's in excess of 100#.
As part of the PTAP curriculum, students are expected to participate in both the lecture and laboratory components of the curriculum. Lectures are typically one to two hours long during which time the student is sitting. The laboratory component lasts for two to six hours/day and involves: cardiovascular workouts on treadmills, stationary bicycles, and elliptical machines; strength training exercises with free weights and exercise machines, balance, coordination and vertigo exercise programs, and applying and receiving exposure to various forms of mechanical, radiant, thermal, acoustic and/or electrical energy.
In the second year of the Program the student will be out on clinical rotations for eight hours/day, five days per week and all aspects of PTA job performance may be encountered.
Student Name:
Date Eligible to Return to PTAP:
The student can participate full-time in all Program activities without restriction. Restrictions (Specify Accommodations needed):
The above restrictions will apply until: Date:
General Nature of Disability (must be stated):
Comments:
Physician Signature:
Print Physician's Name:
Date:



**PHYSICAL THERAPIST ASSISTANT PROGRAM
EXPOSURE ACKNOWLEDGEMENT FORM**

The College affords a broad range of academic opportunities in diverse healthcare fields. Instruction in some healthcare fields may require communicable disease precautions against exposure to blood or body fluid, as individuals participating in some program training activities may have a risk of exposure to blood or other potentially infectious materials.

As a condition of participation in these activities, I acknowledge the following:

1. Through my training activities, I understand that I may be exposed to communicable diseases such as Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus.
2. I understand that during my time at Stark State College I will participate in training on **universal and** standard precautions for bloodborne pathogens, including among other things, the proper use of personal protective equipment.
3. I understand that it is my responsibility to follow the bloodborne pathogen policy and procedures of the clinical/practicum training site to which I am assigned.
4. I understand that the Hepatitis B vaccination series and/or demonstrated immunity to Hepatitis B is a requirement for my participation in clinical/practicum training.
5. I understand that upon an accident involving exposure to blood or body fluid that occurs during my clinical/practicum training I will immediately notify the Clinical Coordinator, Clinical Instructor or Course Instructor and (if applicable) the Supervisor at the clinical/practicum site of the incident.
6. I understand that following an accident involving a potential exposure to bloodborne pathogens that I should seek medical advice immediately from a physician or emergency room of my choice.
7. I understand that I am responsible for the financial cost of all medical testing and subsequent treatment.

Student Signature:	Date:
Printed Name:	



**PHYSICAL THERAPIST ASSISTANT PROGRAM
Confidentiality Statement**

I understand and agree that, in the performance of my duties in a clinical and classroom setting, I must hold the medical and personal information of clients, students, faculty and staff in confidence. I further understand that my intentional or involuntary failure to maintain the confidentiality and security of any and all patient or student records may result in:

1. Failure of the course I am attending.
2. Dismissal from the Program.
3. Dismissal from Stark State College.
4. Involvement in possible legal action.

Print Student Name: _____

Signature: _____ **Date:** _____



**PHYSICAL THERAPIST ASSISTANT PROGRAM
Critical Demands**

I, _____ have received explanation of the risks involved with participation in the Physical Therapist Assistant Program at Stark State College. I understand there are risks in participating in the program. Risks include, but are not limited to, emotional stress and apprehension such as: fear of embarrassment, fear of skin exposure, test and/or grade apprehension and physical stresses such as: room temperature fluctuations, shortness of breath, muscle injuries, joint injuries, broken bones, skin lacerations or irritations, and in rare circumstances, other severe injuries.

I agree that my participation is on a voluntary basis. I have received the Critical Demands document and agree to have a medical examination completed prior to participation in the program. I also understand that medical insurance is strongly encouraged. I also understand that some clinical sites might require me to have medical insurance.

In signing this consent form, I affirm that I have read this form in its entirety. In consideration for being allowed to participate in this Physical Therapist Assistant Program, I agree to assume the risk of such participation, and further agree to hold harmless Stark State College and its employees from any and all claims, suits, losses, or related causes of action for damages, including, but not limited to such claims that may result from my injury, during, or arising in any way from, the Program.

Print Student Name: _____

Signature: _____ **Date:** _____



**PHYSICAL THERAPIST ASSISTANT PROGRAM
Licensure Process and Fees**

There are many fees required to be licensed in the State of Ohio as a Physical Therapist Assistant. Students must graduate from the program and must pass the Jurisprudence Examination for the State of Ohio and the National Physical Therapy Examination (NPTE) for the PTA to be licensed in the State of Ohio. Examples of the various fees are as follows and current rates can be obtained from the Federation of State Boards of Physical Therapy (FSBPT) web site:

- BCI/FBI fingerprinting and criminal background check
- Application fee to the State of Ohio to hold an Ohio license
- Ohio Jurisprudence Examination
- NPTE for the PTA Examination
- Testing Center fees for the NPTE and Ohio Jurisprudence Examination

I understand that I must take and pass the NPTE and Ohio Jurisprudence Examination in order to be licensed to be able to practice as a PTA in the State of Ohio. I also acknowledge that there are fees associated with the licensure process and that the program does not cover these fees.

Print Student Name: _____

Signature: _____ **Date:** _____



**PHYSICAL THERAPIST ASSISTANT PROGRAM
Academic Honesty**

Personal integrity is expected throughout this program and all associated courses. Academic honesty is one component of personal integrity. Violations of academic honesty are described in detail in the Stark State College Catalog, and PTA Handbook.

The first and any subsequent offense of academic integrity in a PTA class could result in a zero score for the assignment, a failing grade in the course, and/or a recommendation for Program dismissal.

Print Student Name: _____

Signature: _____ **Date:** _____



**PHYSICAL THERAPIST ASSISTANT PROGRAM
Social Media**

The program acknowledges that students, instructors, healthcare facilities, and community members in the course of their daily lives and professions commonly use Social Media.

Stark State College PTA students are expected to adhere to professional standards when using or participating in social media. Specifically, students are expected to maintain Health Insurance Portability and Accountability Act (HIPAA) standards. In addition, the following policies apply:

- Lectures, labs, lecture notes, lab notes, or recordings of lectures or labs cannot be posted online.
- No posts, messages, or photos (including names of locations, supervisors, or any other identifying information) regarding clinical education experiences may be placed on any social networking site.
- Students may not engage in social networking with faculty, clinical instructors, or patients while in PTAP.
- Students may not post any material that is obscene, defamatory, demeaning, profane, threatening, harassing, abusive, hateful, or embarrassing to another person when posting on social media networks while representing or referring to the Stark State College Physical Therapist Assistant Program.

Students should also consider that many employers look at the applicant’s social media sites during the hiring process.

I have read this policy in its entirety. I agree to comply with this policy. I also understand that failure to comply with this policy may result in failure of a course or clinical experience, being placed on a Behavioral Modification Plan, or referral to the Faculty Review Board.

Print Student Name: _____

Signature: _____ **Date:** _____



**PHYSICAL THERAPIST ASSISTANT PROGRAM
Grading, Attendance, and Behavior**

Grading: I understand that the Program utilizes a grading policy that is stricter than the College's Policy. I understand that I must successfully complete every lab test, competency, and practical in the course in order to pass the course. I understand that I must successfully complete each technical course in the listed sequence in order to proceed in the curriculum.

Attendance: I understand that attendance will be tracked in each course. I understand that being late or leaving early could be considered an unexcused absence and could lead to a Behavioral Remediation Plan. I understand that the final course grade can be affected by my behaviors.

Behavior: I understand that I will be graded on cognitive, psychomotor, and affective domain skills. I understand that I can fail a course or be removed from the program due to lack of academic performance, lack of manual skills or control, or unsafe, unethical, illegal or unprofessional behaviors or violations of the APTA's standards listed in the Core Documents.

Print Student Name: _____

Signature: _____ **Date:** _____



**PHYSICAL THERAPIST ASSISTANT PROGRAM
Health Requirements and Drug Testing**

I understand that clinical sites require Health and Medical documentation to allow participation in Clinical experience. Each clinical site has their own set of requirements including drug testing. Each student is responsible for the financial cost of testing. Each student is responsible for maintaining current documentation. Clinical sites can refuse placement of a student if Health and Medical documentation is not current or does not reflect the standards of the facility.

I understand that the Health and Public Services Division of Stark State College may require the use of CastleBranch or other online provides to house and maintain Health and Medical records. It is the responsibility of each student to submit the proper documents on a timely basis. It is the responsibility of each student to maintain hard copies of all documents submitted. Fees associated with this service are the responsibility of the student.

Print Student Name: _____

Signature: _____ **Date:** _____



PHYSICAL THERAPIST ASSISTANT PROGRAM
Program Policy
Photo/Recording Release

I understand that I will be recorded during the final attempt of a lab test, lab competency, or lab practical. The purpose of the recording will be for grading of the test and to allow the student to review their work.

I understand that some graded projects will require you to be videoed or photographed while performing physical therapy tasks. It may be required that these videos or photos be posted on an online platform. It is up to you to post the videos using private settings.

I understand that faculty may video lectures, labs, or student performance to be used for educational purposes.

Print Student Name: _____

Signature: _____ **Date:** _____



PHYSICAL THERAPIST ASSISTANT PROGRAM
Personal Information

I understand that the Program is required to provide personal information to accrediting bodies and licensing agencies. As per accreditation and licensure requirements, some data is reported in aggregate and some is reported individually.

Data reported may include but is not limited to name and address; date of birth; previous names; status in the program; date of graduation and degree; gender or gender identity; race/ethnic origin; age; previous degrees earned; social security number; and employment status after graduation.

Print Student Name: _____

Signature: _____ **Date:** _____



I have received the Notice of Criminal History and the PTA Policy regarding Criminal Background Checks. I have reviewed the Ohio Revised Code Disqualifying Offenses.

Signature _____

Date _____

Please Print Name



Consent to Lab Treatment and Draping

Please review and sign the following consent. There are two sections, one containing guidelines regarding how you will receive mock treatments and one for expectations about how you will be treating others. If you have any medical, religious, cultural or individual differences that need attention or adjustment to the following, please seek advice from faculty for possible adjustments as soon as possible. Thank you.

You as a Patient

I, _____, agree to therapeutic and instructional physical contact and treatment by my instructors, guest lecturers, or classmates during lab and treatment sessions for the duration of my stay in the program. I understand that efforts will be made to provide modesty and safe conditions during all program activities. It is my responsibility to immediately notify an instructor and/or classmate if I feel or think that I am uncomfortable with any draping, manner of touch, or treatment. I will follow the dress code for lab, as explained in the PTA student handbook. I will give notice to those providing lab activities or treatments of any contraindications or precautions, any medical concerns, and of any allergies such as latex, nylon fibers, or asthmatic conditions to the director before the lab session.

You as a Provider

I, _____, will endeavor to follow the APTA Code of Ethics for the PTA, along with lab rules. I agree to drape my classmates, guests or instructors in a way that protects the modesty and safety of all mock "patients" treated. I will practice considerate and respectful non-verbal and verbal communication during all classroom and lab activities. I will review contraindications and precautions with the mock patient and will receive informed consent before the initiation of treatment. I will stop any activity upon any negative verbal or physical indication from the patient. I will stop using and promptly report any malfunctioning equipment to staff as soon as the unit is noticed to be causing problems. I will ask for help before proceeding with any procedure in which I do not believe I can safely perform. Any medications that change motor function, cognitive reasoning, and safety levels will be reported to the professor and may suspend my participation in current lab or clinical experiences, until cleared in writing by a physician.

Print Student Name: _____

Signature: _____ **Date:** _____



PTA Handbook Signed Statement

I have read the Physical Therapist Assistant Program Student Handbook and the complete policies cited from the Stark State College Student Handbook and Stark State College Policies and Procedures Manual. All my questions regarding the policies and procedures discussed in the above mentioned handbooks and manual have been thoroughly answered. I understand all of the information referenced to in this student handbook, and I agree to adhere to these policies while enrolled as a student in the Physical Therapist Assistant Program.

Signature _____

Date _____

Please Print Name

Stark State College
 Health and Public Services Division • Physical Therapist Assistant Program
 Health History Form

Forms to be completed by the PTA Program Student

Name: _____ **Date:** _____
Last First MI

Program: _____ **Student ID:** _____

Phone: () _____ **email:** _____

Date of Birth: _____ Female Male

Please list medications and dosages/reason taking:

List any allergies that may affect your class, lab, or clinical participation (adhesive, latex, etc...)

- No known allergies
- Allergies to:

Do you have any Restrictions: lifting, twisting, standing, sitting, etc., that might limit your ability to participate in lab or clinical activities?

- Yes
- No

If yes, explain:

Physical Activity Profile:

What activities do you enjoy?

How many days per week are you physically active to a moderate or vigorous degree?	
How many minutes per day are you physically active?	
How many minutes per days/hours per week are you active?	
How many times a week do you perform muscle strengthening exercises for all major muscle groups? <input type="checkbox"/> Moderate Intensity <input type="checkbox"/> High Intensity	
How many times per week do you perform stretching exercises?	

Past Medical History:			
<input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Seizures <input type="checkbox"/> Fibromyalgia <input type="checkbox"/> Sleep Problems <input type="checkbox"/> Migraines/Headaches <input type="checkbox"/> Neurological Disorder <input type="checkbox"/> Rheumatoid Arthritis	<input type="checkbox"/> Cancer <input type="checkbox"/> Depression <input type="checkbox"/> Stroke <input type="checkbox"/> Pacemaker <input type="checkbox"/> Varicose Veins <input type="checkbox"/> Pins/Metal Implants <input type="checkbox"/> High Blood Pressure <input type="checkbox"/> Thyroid/Goiter	<input type="checkbox"/> Diabetes <input type="checkbox"/> Anxiety <input type="checkbox"/> Concussion <input type="checkbox"/> Heart Condition <input type="checkbox"/> Osteoporosis <input type="checkbox"/> Blood Clot/DVT <input type="checkbox"/> Gout <input type="checkbox"/> Hernia <input type="checkbox"/> Infectious Disease <input type="checkbox"/> Visual Dysfunction	<input type="checkbox"/> Pregnancy <input type="checkbox"/> Cosmetic Implants <input type="checkbox"/> Other (please list): Please explain:
Surgical History (please list surgeries and when they occurred):			
<p>In order to ensure valid evaluation of student performance, the Health and Public Services Division requires that the student provide ongoing, or timely written notice to the Department Chair of any health / wellness changes that might affect performance in the program, labs or clinical experiences.</p> <input type="checkbox"/> I understand and agree, (student initials) _____			
In case of emergency, notify:			
Relationship:		Phone: ()	
Address (City/State/Zip):			
<p><i>I certify that the above information is true and complete. I authorize the release of this information and health requirements to the clinical sites.</i></p>			
_____ Student's Signature		_____ Date	

Stark State College
 Health and Public Services Division • Physical Therapist Assistant Program
 Health Care Provider Report

Forms are to be completed by a physician or healthcare provider (MD, DO, PA, NP)

Student Name: _____ Student DOB: _____

Office Name: _____ Office Phone: _____

Office Address: _____

Contact Person: _____ Provider Name: _____

PLEASE NOTE: All areas of this form MUST be completed due to health requirements of various facilities. Failure to complete all areas may result in delay/denial of clinical placement of the student. By signing below, you have reviewed the health record of the above named individual and certify that he/she has met ALL of the following requirements. Office stamp is accepted for signature if multiple offices are involved in care.

<p>Tuberculosis (TB): Two Step (Double) Mantoux Test</p> <ul style="list-style-type: none"> • According to the CDC, the Second (2nd) test must be performed between 1-3 weeks following the First (1st) * <p>OR: TB Blood Assay Test (IGRA)</p>	<p>1st Injection Date Given: _____</p> <p>Date Read: _____ Results: _____</p> <hr/> <p>2nd Injection Date Given: _____</p> <p>Date Read: _____ Results: _____</p> <hr/> <p>IGRA - Date Drawn: _____</p> <p>Results: ___ Negative ___ Positive</p>	<p>_____</p> <p>Provider Signature</p> <hr/> <p>_____</p> <p>Provider Signature</p> <hr/> <p>_____</p> <p>Provider Signature</p>
<p>Chest X-Ray (TB): Required if</p> <ul style="list-style-type: none"> • The student has a history of/or is currently positive to the TB test • If longer than one (1) year since negative CXR 	<p>Date of Report (within 1 year): _____</p>	<p>_____</p> <p>Provider Signature</p>
<p>Tdap (Tetanus/Diphtheria/Pertussis): Documentation of a Tdap booster within the past 10 years</p>	<p>Tdap Vaccine - Date Received: _____</p>	<p>_____</p> <p>Provider Signature</p>
<p>Hepatitis B Vaccine Series: Vaccine series must be completed within six (6) months of first of three vaccines <u>followed by subsequent blood titer with ratio</u></p> <p>OR: Hepatitis B Titer/Screen for those previously immunized</p> <p>Student initial for refusal _____ Date: _____</p>	<p>Hepatitis B Series Vaccine: 1st _____ 2nd _____ 3rd _____</p> <p>Hepatitis B Titer Date Drawn: _____</p> <p>Results: ___ Immune ___ Non-Immune/Low</p> <p>Subsequent Titer Date Drawn: _____</p> <p>Results: ___ Immune ___ Non-Immune/Low</p>	<p>_____</p> <p>Provider Signature</p>

<p>Varicella/Chicken Pox /Herpes Zoster Titer: If titer/screen demonstrates “Low” or “No Immunity” then the Varicella Vaccine is HIGHLY RECOMMENDED</p> <p>Student initial for refusal _____ Date:</p>	<p>Varicella/Chicken Pox: History of Disease: Y/ N</p> <p>Titer Date Drawn:</p> <p>Results: ___ Immune ___ Non-Immune/Low</p> <p>Varicella Vaccine - Date Received:</p>	<p>_____ Provider Signature</p>
<p>MMR - Mumps Titer Either</p> <ul style="list-style-type: none"> lab evidence of immunity or confirmation of disease documented dates of 2 doses of Live or MMR vaccine (at least 28 days apart) <p>MMR - Measles (Rubeola) Titer Either</p> <ul style="list-style-type: none"> lab evidence of immunity or confirmation of disease documented dates of 2 doses of Live or MMR vaccine (at least 28 days apart) or born before 1957* <p>MMR - Rubella- Titer Either</p> <ul style="list-style-type: none"> lab evidence of immunity or confirmation of disease documented dates of 2 doses of Live or MMR vaccine (at least 28 days apart) or born before 1957** 	<p>MUMPS - Date Drawn:</p> <p>Results: ___ Immune ___ Non-Immune/Low</p> <p>RUBEOLA - Date Drawn:</p> <p>Results: ___ Immune ___ Non-Immune/Low</p> <p>RUBELLA - Date Drawn:</p> <p>Results: ___ Immune ___ Non-Immune/Low</p>	<p>_____ Provider Signature</p> <p>_____ Provider Signature</p> <p>_____ Provider Signature</p>
<p>MMR Vaccine: If titer/screen demonstrates “Low” or “No Immunity” to <i>Rubella / Rubeola / Mumps</i> then MMR vaccine is REQUIRED</p>	<p>MMR Vaccine - Date Received:</p>	<p>_____ Provider Signature</p>
<p>Influenza Vaccination: Student refusal of vaccine may disqualify student from attending the program or clinical sites (consult the program coordinator)</p> <p>Student initial for refusal _____ Date:</p> <p>Clinical sites may require this vaccine annually</p>	<p>Influenza Vaccine - Date Received:</p>	<p>_____ Provider Signature</p>
<p>COVID19 Vaccination: Student refusal of vaccine may disqualify student from attending the program or clinical sites (consult the program coordinator)</p> <p>Student initial for refusal _____ Date:</p> <p>Please see Clinical Coordinator for Exemption Form</p>	<p>Vaccine #1 – Date received:</p> <p>Vaccine #2 – Date received:</p> <p>Booster– Date received:</p>	<p>_____ Provider Signature</p> <p>_____ Provider Signature</p> <p>_____ Provider Signature</p>
<p>VISUAL ACUITY (distance vision): With corrective lens, if prescribed Check with program to see if required</p>	<p>Visual Acuity</p> <p>Date of completed exam: _____</p>	<p>_____ Provider signature</p>

* <https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>

** <https://www.cdc.gov/vaccines/schedules/hcp/imz/adult.html>

Stark State College
Health and Public Services Division • Physical Therapist Assistant Program
Physical Exam Verification

Student Name: _____	Student DOB: _____
Office Name: _____	Office Phone: _____
Office Address: _____	
Contact Person: _____	Provider Name: _____

This is to certify that the above student had a physical exam on _____(date) and is in apparent good health, has no condition that would endanger the health and wellbeing of students, College staff, or patients, and is physically/mentally able to participate in the Physical Therapist Assistant program at Stark State College.

Student meets technical standards of the program:

By checking the box, this acknowledges that I have reviewed the program technical standards attached and agree that the above student is able to comply with all of the program technical standards listed.

Student does not meet technical standards of the program:

(please provide summary as to the identified *limitations*)

Healthcare Provider Printed Name

Healthcare Provider Signature

Date

CRITICAL DEMANDS of the PTA and SPTA

A Physical Therapist Assistant has an estimated job related physical demands rating of Medium Work to Heavy Work. This implies frequent lifting between 11# - 50# and occasional between 26# - 100#. Typical physical job demands include: lifting/carrying, prolonged walking, prolonged sitting, climbing ramps/stairs, pushing/pulling (wheelchairs and equipment), crouching, bending and squatting, kneeling, gross manipulation, fine manipulation, assistance with patient exercises and activities, and transferring of patient's in excess of 100#.

Student experiences also include close physical contact and touch with other students, faculty, patients, and persons with various levels of medical conditions and impairments. This will occur under the supervision of faculty to promote learning of physical therapy skills.

As part of the PTA curriculum students are asked to perform various physical activities including, but not limited to; transferring patients, lifting/carrying/pushing/pulling heavy objects, prolonged sitting, prolonged standing, walking, squatting, reaching, handling, manipulating small objects, cardiovascular workouts on therapeutic equipment, isotonic, isokinetic, and isometric exercise programs. Student experiences also include exposure to various forms of mechanical, radiant, thermal, acoustic and/or electrical energy, and potential exposure to chemicals used the preservation of biological tissues and for cleaning purposes. Likewise, students may be exposed to bloodborne pathogen, and/or infectious agents.

Other critical requirements of the program include but are not limited to:

Skills of Observation – Accurate visual, auditory, and tactile observation of:

- patients
- instruments, therapeutic devices and measuring devices
- lab and lecture materials, handouts, books and electronic information

Communication – Appropriate and effective:

- written, oral, and nonverbal communication while maintaining sensitivity to individual, cultural, and economic differences
- electronic communication via computer
- interpretation of scientific terms and lay terms

Personal Management – To allow dedication to full-time or part-time academic course load, and a full patient caseload in Clinical experience, effective management is required of:

- personal resources
- time and schedules
- stress and mental health
- personal fitness and health

Professionalism, Ethics, and Conduct – Personal conduct that reflects high standards of:

- dress and hygiene
- professionalism
- safety
- ethical and legal behaviors

Cognitive Functioning – timely and effective cognitive functioning including:

- problem-solving
- critical analysis

- independent and group cognitive analysis
- ability to identify and interpret important visual, auditory or tactile information
- recall of information
- incorporation and integration of new information
- ability to compare and contrast similar and dissimilar information
- ability and willingness to follow instructions, directions and requests
- identification and ranking of problems
- independent generation of ideas
- ability to formulate written and oral answers
- ability to formulate questions
- integration of large amounts of information
- visualization of spatial relationships
- computational analysis
- ability to receive and appropriately respond to constructive criticism

**STUDENT PHYSICAL THERAPIST ASSISTANT CLUB
BY-LAWS and CONSTITUTION for STARK STATE COLLEGE**

- Name:** Student Physical Therapist Assistant Club (SPTAC)
- Purpose:**
- 1) To promote interest and awareness in physical therapy.
 - 2) To provide service activities for the community and the College.
 - 3) To unite the first and second year Physical Therapist Assistant students and participate in activities that would provide moral support to these students.
 - 4) The class officers will act as a liaison between the club members and the faculty.
- Membership:** Open to any student accepted into the PTA Program at Stark State College.
- membership is contingent upon Registration
 - all members will have voting rights at meetings
- Dues:** A decision regarding the assessment of dues will be made yearly with the election of new class officers.
- Eligibility to Hold Office:** All candidates for office must have good academic standing within the Program.
- Term of Office:** Club officers will hold their appointed office beginning spring semester of their freshman year.
- Election:** Nomination of candidates for club officers will be held on or before the fifth week of each Spring Semester for the freshmen. All candidates must be willing to hold the office and uphold the club's by-laws. Candidates will be nominated and voted on by club members and elected by simple majority. Special elections may be held to fill any vacancies.

Duties of Officers:

President/Co-President:

- 1) Responsible for day-to-day operations of club activities.
- 2) Presides over all regular club meetings.
- 3) Delegates responsibilities to club officers.
- 4) Becomes advisor to any Ad-Hoc club committees.
- 5) Casts the deciding vote to break an existing tie at meetings.

Vice President/Co-Vice President:

- 1) Is responsible to stand in the place of the President at any meeting the President is unable to attend.
- 2) Appoints a chairperson for any Ad-Hoc club committees.
- 3) Assume the office of President if for any reason the President is unable to fulfill their appointed term.
- 4) Carries out other duties as assigned by the President.
- 5) Acts as liaison to the freshman class.

Secretary:

- 1) Takes minutes at all meetings and makes these available to all club members and advisors.
- 2) Prepares and maintains a current membership ledger and posts in lab.
- 3) Prepares and maintains a current class officer ledger and committee listing and posts in lab.

Treasurer/Co-Treasurer:

- 1) Handle all money affairs.
- 2) Keeps accurate record of all expenditures and revenue with dates and copies of receipts.

Inter-Club Council Representative:

The Inter-Club Council Representative will be appointed by the club officers to:

- 1) Attend ICC meetings as scheduled.
- 2) Report events to officers of SPTAC as directed.
- 3) Report wishes and planned events of SPTAC at stated meetings.

Social Committee

- 1) Prepares community awareness and promotion activities
- 2) Fundraising
- 3) Responsible for maintaining bulletin boards

Committees:

Ad-Hoc committees may be established by the club officers if the need arises.
Use of funds will be determined by two-thirds club vote for approval.

Meetings:

Regular membership meetings will be held once a month or as needed (dependent upon schedule.)
Time of meetings will be announced the week prior to meeting day.

Amendments of By-Laws:

Amendment proposals may be made at any regular meeting. Passage of amendments will require a two-thirds club vote for approval.