



## **PHYSICAL THERAPIST ASSISTANT PROGRAM**

### **PTA PROGRAM STUDENT HANDBOOK 2018 - 2019**

I have received an electronic copy of the PTA Program Student Handbook through Eagle Online and Learning Web in course PTHA 1301. I understand and agree that it is my responsibility to save a copy of the PTA Student Handbook so I may have access to the PTA Program rules and policies throughout my time as an HCC PTA student. I also understand there is a hard copy of the PTA Student Handbook in the PTA office suite 419. I have read and understand the terms of the PTA Program Student Handbook and agree to abide by them. I further understand that if I need to receive instructional accommodations as indicated by ADA, I must contact the Ability Services Counselor prior to each course in the PTA Program and notify the instructors of each individual course that the ADA process is being initiated and followed.

**STUDENT :** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**\*\*After the document is signed and validated, the student must upload into the electronic records management system.**

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## MESSAGE TO THE STUDENTS

Welcome to the Houston Community College System's Physical Therapist Assistant Program! Our goal is to provide you with the tools you will need to enter the profession of Physical Therapy as a Physical Therapist Assistant.

The faculty hopes that your experience here will be a rewarding one. If you should find the experience a little overwhelming at times, please contact us for assistance at the phone numbers and addresses stated below.

Houston Community College System's Physical Therapist Assistant program is committed to providing a learning environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination and harassment on the basis of race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, or veteran status.

### Physical Therapist Assistant Program

**713-718-7391**

**FAX # 713-718-6495**

### Physical Therapist Assistant Program

Health Science Center of Excellence - Coleman Campus

1900 Pressler Street, Ste. 419

Houston, Texas 77030

<b><i>Name, Title</i></b>	<b><i>Room Number</i></b>	<b><i>Phone Number</i></b>
Michele Voight, PTA, MPA- Program Director and DCE	422	713-718-7368
Karen Somer, PT Instructor	423	713-718-7387
TBD-Instructor	424	713-718-7388
Alan Park, PT, DPT - Instructor	420	713-718-7390
Ashley Parikh, PTA, BS, MSHS,- Instructor	421	713-718-7386
Chariti Davis, Secretary	419	713-718-7391
Dina Togle, Advisor	Student Center	713-718-7401
Brandy Lerman, MEd, LPC –Counselor Ability Services	Student Center	713-718-7082

## **HCC PHYSICAL THERAPIST ASSISTANT PROGRAM**

### **Statement of Purpose**

The Physical Therapist Assistant (PTA) Program, leading to an Associate Degree in Applied Science, encompasses a two-year, five semester course of study requiring a total of 66 semester hours of credit. The program is designed to prepare skilled technical health workers to perform physical therapy procedures and related tasks under the direction and supervision of a physical therapist. The treatment procedures include, but are not limited to, physical agents (ie. ultrasound, electrical stimulation, and massage), rehabilitation techniques, and therapeutic exercise. Enrolled students are required to successfully complete both the academic and clinical requirements of the program to receive the AAS degree. Graduates of the program take the National Physical Therapy Examination (NPTE) and become licensed by the Texas State Board of Physical Therapy Examiners.

### **Vision**

The Physical Therapist Assistant Program within the Houston Community College System will be a leader in the field of physical therapy education by using high-quality, innovative instruction to prepare students to effectively serve the current and future healthcare needs of our diverse community.

### **Mission**

The Houston Community College Physical Therapist Assistant Program uses an evidence-based curriculum founded on contemporary practice to consistently produce highly qualified, professional, and ethical physical therapist assistants committed to both a lifetime of learning and transforming our communities through optimal movement.

### **Goals**

**Graduate Goal #1:** Graduates will provide safe, effective, and ethical patient/client management using evidence-based practice.

**Graduate Goal #2:** Graduates will exhibit professional behavior, cultural competence, and lifelong learning.

**Program Goal:** The program will produce students capable of obtaining licensure and employment as a physical therapist assistant.

**Faculty Goal:** Faculty will model professionalism through professional advancement, contemporary practice, and/or engagement in the profession of physical therapy.

## **Outcomes**

**Graduate Goal #1:** Graduates will provide safe, effective, and ethical patient/client management using evidence-based practice.

### **Outcomes:**

1. Graduate surveys will indicate that 100% of graduates feel adequately prepared or better to provide patient care in primary areas of practice.
2. Graduate surveys will indicate that 100% of graduates feel adequately prepared or better to employ clinical judgment and decision-making.
3. Employer surveys will indicate that 100% of employers agree that graduates are providing safe and effective patient/client management under the direction and supervision of a licensed physical therapist.
4. Employer surveys will indicate that 100% of employers agree that graduates display knowledge of and adherence to ethical, legal, and regulatory standards of practice.

**Graduate Goal #2:** Graduates will exhibit professional behavior, cultural competence, and lifelong learning.

### **Outcomes:**

1. Graduate surveys will indicate that 100% of graduates feel adequately prepared or better to demonstrate cultural competency in clinic.
2. Graduate surveys will indicate that 100% of graduates are participating in lifelong learning activities (members of their professional organization, pursuing additional credentialing or education, community engagement, reading professional literature, etc.).
3. Employer surveys will indicate that 100% of employers agree that program graduates demonstrate professional behavior and cultural competence in all interactions.
4. Employer surveys will indicate that 100% of employers agree that program graduates seek out opportunities to gain new knowledge and experience.

**Program Goal:** The program will produce students capable of obtaining licensure and employment as a physical therapist assistant.

### **Outcomes:**

1. A first time NPTE pass rate of at least 90% will be achieved annually as well as at least a 95% ultimate NPTE pass rate.
2. The employment rate will be at least 90% for all graduates who pursued employment as a physical therapist assistant within a year of graduation.

**Faculty Goal:** Faculty will model professionalism through professional advancement, contemporary practice, and/or engagement in the profession of physical therapy.

**Outcomes:**

1. Faculty performance evaluation plans (PEP) for full-time faculty will indicate that 100% of faculty set and achieve at least one professional advancement goal annually (involvement in professional organization, credential advancement, skill development, etc.).
2. All faculty (full-time and adjunct) will indicate education and/or work in contemporary practice and engagement in the profession of physical therapy on their faculty professional development document and curriculum vitae (CV).
3. Graduate surveys will indicate that 100% of graduates agree that faculty professionalism/role modeling was adequate or better.

**ACCREDITATION STATUS**

The **Commission on Accreditation in Physical Therapy Education** (CAPTE) is an accrediting agency that is nationally recognized by the US Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). CAPTE grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants. CAPTE does not accredit institutions and is not a Title IV gatekeeper.

For complaints regarding the HCC Program please contact:

The Commission on Accreditation of Physical Therapy Education  
1111 N. Fairfax ST,  
Alexandria, VA 22314-9991, 800.999.2782

Accreditation by CAPTE is a statement that a physical therapist or physical therapist assistant education program meets the standards for quality set by the profession. CAPTE accredits physical therapy programs that educate students for entry into the profession:

- Professional physical therapist programs at the clinical doctorate levels
- Technical physical therapist assistant programs at the associate's degree level.

**The HCCS PTA Program was originally accredited in 1975 and was most recently re-accredited on October 29, 2008 for a period of 10 years.**

CAPTE accreditation is important because:

- It helps students and their parents select programs that will provide the education necessary to enter the profession.

- It fosters quality educational experiences and helps to assure that the program is taught by qualified faculty, has the resources it needs to support the curriculum, meets its mission, has acceptable student outcomes, and provides accurate information to the public.
- It provides students and others a place to complain if an accredited program fails to meet its obligation to maintain compliance with CAPTE's Evaluative Criteria.
- Graduation from a CAPTE-accredited program is required for eligibility to sit for the licensing exam. It is also required in order to provide physical therapy services to patients/clients on Medicare.

### **HEALTH SCIENCE CENTER ADMINISTRATION**

Dr. Phillip V. Nicotera, M.S.Ed, M.D  
 President, Center of Excellence - Health Sciences, Health Science Center of Excellence  
 Suite 285

Jeff Gricar, M.Ed., CPhT, PhTR.  
 Interim Dean of Instruction, Center of Excellence - Health Sciences, Health Science Center of Excellence  
 Suite 232

### **ADVISORY BOARD**

The Program's Advisory Board is composed of Physical Therapists, Physical Therapist Assistants and administrators from various hospitals, academic settings, outpatient clinics, rehabilitation centers and home health agencies in the Greater Houston Area. The committee meets on a biannual basis to review and discuss the needs, progress and future of the program.

### **ADMISSIONS COMMITTEE/PROCESS**

The Program utilizes a selective admission process due to the academic rigor and the desire for student success which includes graduation from the program, passing of the licensure examination, and future employment. Application requirements are found on the Program's website and are discussed during all Program Information Sessions. The selective admission process is handled by the Admission Committee. The Admissions Committee is composed of Student Services, the PTA Program Director and faculty, physical therapists, and physical therapist assistants which are clinical instructors from the Houston area. The office of Student Services accepts all applications and forwards the complete applications to the Program Director for further admission processes. The faculty members of the Admission Committee review transcripts and score assignments/tests. The Physical Therapists, Physical Therapist Assistants, and Clinical Instructors from the area conduct interviews under faculty direction. The program receives approximately 150 – 170 applicants annually. The top 50-55 students are selected from a numeric scoring system and are invited to be a member of the class. Vacancies are filled from an alternate list up to the end of the first week of class. The class enrollment number is determined by the planned class size on record with CAPTE. The Program Director works in collaboration with Student Services to ensure the enrollment number does not exceed the planned class size at matriculation.



## CORE PROGRAM FACULTY

### Program Director & Director of Clinical Education

#### ***Michele Voight, PTA, MPA, DCE***

\*Physical Therapy Education  
Associate of Applied Science  
Physical Therapist Assistant  
Belleville Area College  
Belleville, Illinois 1987

\*Master of Public Administration  
Texas A&M Corpus Christi  
Corpus Christi, Texas, 2009

\* Bachelor of Science in Kinesiology  
Texas A&M Corpus Christi  
Corpus Christi, Texas, 2000

\*HCCS Faculty Spring 2011- present

### Faculty

#### ***Karen Somer, PT, BS***

\*Physical Therapy Education

Bachelor of Science  
Ithaca College  
Ithaca, New York 1978

\*Associate of Applied Science  
Physical Therapist Assistant Program  
Nassau Community College 1972

\*HCCS Faculty 1998 – present

#### ***Dr. Alan Park, PT, DPT***

\*Physical Therapy Education  
Bachelor of Science  
Medical University of South Carolina  
Charleston, SC – 1978

\*Doctor of Physical Therapy  
College of Saint Scholastica  
Duluth, MN – 2011

\*HCCS Faculty Jan 2016 - present

### Faculty (continued)

#### ***Ashlesha Parikh, PTA, MS, Asst. DCE***

\*Physical Therapy Education  
Associate of Applied Science  
Physical Therapist Assistant  
Essex County College 2000  
Newark, NJ

\*Masters in Health Sciences-Movement Science  
Seton Hall University  
South Orange, NJ 2006

\* Bachelor of Science-Exercise Science  
Rutgers University  
New Brunswick, NJ 1998

\*HCCS Faculty 2013 – Present

#### ***TBD***

\*Physical Therapy Education

Doctor of Philosophy in Physical Therapy (2016)  
Doctor of Physical Therapy (2014)  
Masters of Science in Physical Therapy (2005)  
Texas Woman's University  
Houston, TX

\*Bachelor of Arts

Houston, TX 2003

\*HCCS Faculty 2018 – Present

## **Student Services**

### **Computer Lab:**

Student computer labs are open to all currently enrolled HCC students and official visitors (High School Tours, training sessions). We provide state of the art facilities with computers running current Windows programs, with fast Internet connectivity, office applications, media production software and many Health Science and Nursing related instructional software packages.

The computer lab is located on the 2<sup>nd</sup> floor of the Coleman Tower. When open, students have continuous, on-going access to the lab. Print cards are available and may be purchased as needed. Lab hours of operation are posted per semester. **Each student enrolled in the PTA program is required to use computer technology efficiently and effectively for program coursework. Students are also required to establish and maintain an HCCS email account to receive information for program updates.**

### **Library:**

Access to the Texas Medical Center (TMC) Library is available and free to Coleman students. Students also have access to the [HCC Library](#). Library orientation for the Coleman campus is provided during mandatory Student Services Orientation for new students with up to date information. The Student Center is available for questions regarding access to the TMC Library access.

### **Learning Success Center:**

The Learning Success Center provides assistance to students attending the HCC Center of Excellence for Health Sciences through a variety of means: One-on-one academic development meetings; Tutoring; Workshops; Career development; Test-friendly environment; and Student Success Coaches. The above interactions will not only encourage and foster Coleman Health Science students professionally, but will enable them to achieve their greatest possible academic success!

### **Food Services:**

While there is no established cafeteria at the Coleman Campus, a food kiosk is provided by French Corner Food Services. Vending machines and/or microwaves are located on throughout the Coleman Building and the Coleman Tower.

### **Book store:**

Facilities available to students include bookstore services. The main bookstore for Health Science Center of Excellence is located at the HCC West Loop campus. The store carries program and course textbooks. Textbooks are also available through independent sources.

### **Health Insurance:**

Students are required to maintain their own private health insurance throughout the program. Harris County Gold Card qualifies as a private health insurance as long as the student resides in Harris County.

### **Liability Insurance:**

Students entering a health science program will be required to purchase the College's Student Liability Insurance plan. The fee is additional however is included in tuition and fees. The fee covers liability insurance for one semester. Students will not be allowed in clinical/lab settings without insurance coverage. **\*Rates (Fees) are subject to change.**

## **Students with Disabilities (ADA): Didactic and Clinical Coursework**

HCCS recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment. Specific policies enable students with documented disabilities who are otherwise qualified, to request accommodations, which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990.

Obtaining reasonable accommodations is an interactive process. It begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services, which is located in room 101 of the Learning Success Center (LSC). The ADA Counselor may also be reached by phone at (713) 718-7376. Once accommodations are in place, instructors should receive a new, updated letter of accommodation within the first three days of each semester.

For further questions, visit the disAbility Services webpage: [disAbility Services](#)

### **Advisors/Student Center:**

Advisors are available to assist students in creating class schedules, evaluating college transcripts and completing degree/certificate plans. In addition, college success coaches are available for the following services: Workshops including time management, stress management, study skills, and test taking skills; interest assessment; career & life planning; admissions and registration assistance; transfer and four year college information; and financial aid services.

### **The Early Alert Program**

The Early Alert System is designed to identify students who are struggling academically within the first four weeks of the semester. If during midterm conferences, it is determined by faculty that an early alert is necessary it will also occur at that time. Faculty notifies the Advisor, who then makes personal contact with these students. The Advisor works closely with faculty and students in order to provide services to improve students' performance and ensure success in reaching educational goals.

#### **Brandy Lerman, MEd, LPC**

ADA Counselor  
713-718-7082  
brandwyn.lerman@hccs.edu

#### **Ms. Dina Togle**

Student Program Advisor  
713.718.7401  
farah.togle@hccs.edu

### **Parking/Transportation:**

Parking is managed by The Texas Medical Center. Information regarding parking in the lot assigned to students may be obtained from the TMC at 713-791-6161. Public transportation is also available from Metro at <http://www.ridemetro.org/> All students are informed of parking options and fees at the mandatory student services orientation.

### **Immunization:**

Immunization requirements are based on the industry and college requirements as defined by the affiliating institutions and the State of Texas. Requirements may change at any time. See the Appendix for details regarding health records requirements.

### **Emergency Procedures:**

**Weather Emergencies/Closings:** For up to date information regarding the closure of the campus, please refer to:

- Updates on radio and television;
- Voice mail of Michele Voight: 713-718-7368/email: [Michele.voight@hccs.edu](mailto:Michele.voight@hccs.edu);
- HCC 24 hr. Response: 713-718-8888; Text Messages via the college for enrolled students  
**911:** In the event of an emergency, call 911 or 713-718-8888

**Fire drill:** Health Science Center of Excellence has announced fire drills throughout the year. When it is occurs please proceed in an orderly manner to the nearest stairway and await further instructions.

***Title IX: Sex Discrimination and Sexual Misconduct***

The Houston Community College is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination and harassment on the basis of race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, or veteran status.

Sex discrimination includes all forms of sexual and gender-based misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. HCC is committed to the principle that the working environment of its employees and the classroom environment for students should be free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence by employees, students or third parties. Sexual and gender-based misconduct is unprofessional and will not be tolerated and is expressly prohibited. Individuals who engage in such conduct will be subject to disciplinary action.

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. Students who become pregnant during the program should consult with the Program Director as well as the Ability Services Counselor to be sure they understand their rights under Title IX. In situations that involve absence from class, this consultation may include a discussion about receiving Incomplete Grades instead of a full term withdrawal, the ability to voluntarily leave the program based on agreed terms for return, the opportunity to resume enrollment without being subject to a new admission process, and return with restrictions as long as accommodations provided through Ability Services effectively helps the student meet the Program's Essential Functions. Students should contact the Counselor in Ability Services for assistance with requesting and receiving academic accommodations due to pregnancy or parental status.

Students who believe that they have been the victim of misconduct prohibited by these regulations may submit a compliant to initiate College action. More information regarding your rights under Title IX and compliant forms are available online at: <http://www.hccs.edu/district/departments/institutionalequity/title-ix-know-your-rights/>

**Title IX Coordinator**

**James David Cross, Director of EEO/Compliance HCC**

**Office of Institutional Equity**

**3100 Main, Room 702**

**P.O. Box 667517 Houston,**

**TX 77266-7517**

**(713) 718.8271**

**OIE@hccs.edu**

**I have read and understand this statement regarding Title IX student rights, and acknowledge that this statement supersedes any information regarding these rights received previously.**

**Student's Signature \_\_\_\_\_ Date \_\_\_\_\_**

## **American Physical Therapy Association and The Role of The PTA**

### **A. AMERICAN PHYSICAL THERAPY ASSOCIATION (APTA)**

This national physical therapy organization (APTA) serves physical therapists and physical therapist assistants by providing educational opportunities, updates of recent developments in the field, evaluations of political issues directly affecting the profession, and posting of available job openings around the country and in your area.

Membership in this organization also gives you membership in the State (Texas Physical Therapy Association, TPTA, [www.tpta.org](http://www.tpta.org)) and the local organization (Southeastern District, SED, information can be found at [www.tpta.org](http://www.tpta.org), follow links to districts).

This membership gives you access to national, state and local publications on physical therapy as well as web access to evidenced based research with all of the newest research on physical therapy and treatment techniques in physical therapy.

All of this information will help you be better informed about your profession.

The HCC PTA program faculty support the professional association and are active in the local chapter. The PTA Program strongly encourages students to join the association by completing the application and submitting the application fee. You are eligible for a membership immediately. The telephone number for the American Physical Therapy Association is 1-800-999-APTA and the website is [www.apta.org](http://www.apta.org). Follow the student link to membership.

Another positive side effect of APTA membership is a chance to attend district, state and national conventions. Each year, as able, time is allocated in the PTA schedule for the class to attend the Texas Physical Therapy Association Annual Conference. Attendance to the conference provides you an opportunity to increase your knowledge of the profession and make professional contacts beneficial to you upon graduation.

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

#### **DEFINITION**

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

#### **UTILIZATION**

The physical therapist assistant is required to work under the direction and supervision of the physical therapist. The physical therapist assistant may perform physical therapy procedures and related tasks that have been selected and delegated by the supervising physical therapist. Where permitted by law, the physical therapist assistant may also carry out routine operational functions, including supervision of the physical therapy aide or equivalent, and documentation

of treatment progress. The ability of the physical therapist assistant to perform the selected and delegated tasks shall be assessed on an ongoing basis by the supervising physical therapist. The physical therapist assistant may, with prior approval by the supervising physical therapist, adjust a specific treatment procedure in accordance with changes in patient status.

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

**SOURCE: APTA Policies and Executive Council of Physical Therapy and Occupational Therapy Examiners.**

### **C. PHYSICAL THERAPIST ASSISTANT PROGRAM ESSENTIAL FUNCTIONS**

**Houston Community College Physical Therapist Assistant Program Essential Functions complete document is located in the appendix.**

The purpose of this document is to delineate the essential functions necessary to complete the AAS Program and to perform as a competent entry-level physical therapist assistant.

**Qualified applicants with disabilities are encouraged to apply to the program. If a student cannot demonstrate the following technical standards, it is the responsibility of the student to request information and an appropriate accommodation through the Ability Services Office.**

Accommodations are an obligation of Houston Community College under Section 504 of the Rehabilitation Act of 1973 and under the Americans with Disabilities Act of 1990 and its Amendments. Houston Community College recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment.

The processes of Houston Community College responding to the particular needs of a student with a disability include the following steps:

1. Documentation of the disability by providing adequate information from a licensed professional in the Office of Ability Services
2. Consultation with an ADA Counselor prior to enrolling in the Program and at the beginning of each semester to determine appropriate academic accommodations

### **D. THE PHYSICAL THERAPY TEAM: ROLE CLARIFICATION**

Physical therapist, physical therapist assistants and physical therapy aides work together in the PT setting to provide optimal patient care. All members of this team must have a clear

understanding of the different roles and responsibilities. In Texas, **The physical therapy profession is governed by the Texas Board of Physical Therapy Examiners and the Texas Physical Therapy Practice Act and Rules.**

**Texas PT Act and Rules:** The 62nd Texas Legislature enacted the Physical Therapy Practice Act in 1971. The Act has been revised many times in the years since; most recently by the 76th Legislature, effective September 1, 1999. All rules adopted by the Board are based on the Act.

As mandated by the Practice Act, the PT Board adopts rules to govern the practice of physical therapy in the State. Rules are adopted, changed and repealed in response to developments in physical therapy practice, administrative changes, or legislative mandates. The rules are established as minimum standards, to ensure that the public is adequately protected.

**The Practice Act and Rules for Texas may be found at: <http://www.ptot.texas.gov/>**

#### **ROLE DEFINITIONS:**

- **Physical Therapist** means a licensed professional who practices physical therapy.
- **Physical Therapist Assistant** means a technically trained licensed person who works under the supervision of a PT and assists in the practice of physical therapy.
- **Physical Therapy Aide** means a person who aids in the practice of physical therapy and requires on-the-job- training and on-site supervision by the PT or PTA.

#### **SUMMARY:**

In all settings where physical therapy is provided, the **physical therapist** is the **PRIMARY DECISION MAKER** regarding patient treatment and is responsible for directing treatment. The **physical therapist assistant** has the responsibility to carry out the treatment that is determined by the therapist. However, the **physical therapist assistant** also assists with decision-making by gathering information and communicating during patient treatment to relay to the therapist and making suggestions to the therapist when decisions or interventions are necessary.

### **PTA Program Academic Course Requirements**

#### **A. TECHNICAL COURSE SEQUENCING AND GRADUATION REQUIREMENTS**

The program technical courses are offered sequentially in that each PTA course must be completed with  $\geq$  "75%" before progressing to the next PTA course. Specific sequencing is available in the HCCS program catalog. All PTA Program Curriculum courses must be completed with  $\geq$  75% prior to graduation and prior to being eligible to sit for the National Physical Therapy Examination. A passing score on the NPTE is required prior to employment as a Physical Therapist Assistant.

## **B. COMPLETION REQUIREMENTS**

1. All general academic courses are included the PTHA degree plan for full time study for the required five semesters; however, due to the selective admission criteria the general academic course are taken prior to the start of the program to earn points for the application process. All required general education courses must be completed with a **C** or better to fulfill the application criteria and requirements of the degree plan. These courses include 3 credit-Humanities Elective, BIOL 2301/2101, BIOL 2302/2102, PSYC 2301, and PSYC 2314. Cumulative GPA for pre-requisite courses must be 3.00 in order to apply for the program.
2. Students must complete all program courses  $\geq 75\%$ . Students are required to earn a  $\geq 75\%$  in each theory and lab portions in technical courses with a lab grade component. Please see the course syllabi for specific requirements.
3. Students will not be allowed to repeat any course in the curriculum including clinic more than once and remain in the program. Therefore **failure or withdrawal\*** from the same course **twice** will result in dismissal from the program. Students repeating program courses, for credit or for (audit) review, must complete each course requirements with  $\geq 75\%$  to progress to the next course in the program. This policy also includes all clinical practicum courses.
4. Students who fail a course must follow the re-admission procedure and comply with all requirements to continue in the program. See specifics on the re-admission procedure on page 28 in the student handbook.
5. **Failure or withdrawal\*** from any **THREE (3)** courses in the program will result in dismissal from the program.
6. The entire PTA curriculum must be successfully completed within **four years** of the entry date to be eligible for licensure. If the program cannot be successfully completed within the four-year time frame, the student will be dismissed from the program. If a student is dismissed due to the four-year time frame policy, complete re-application to the program is required and if accepted, program courses will need to be re-taken and completed as any new student.
7. All students must have an updated PTA Program degree plan completed by the advisor by the end of the first fall semester.
8. Students must be enrolled for at least one semester hour course during the final semester before graduation.

**If a student fails any class, he/she will be placed on probation within the PTA Program. An individual plan of action (POA) will be developed by the Program Director or designated faculty and implemented by the student. Non-compliance with the plan of action will be grounds for dismissal from the program.**

**\*Withdrawal policy – If a student withdraws from a course due to a personal emergency and has a passing grade in the current withdrawn course, the student may write a letter of appeal to the PTA faculty requesting the withdrawal not count towards the “failure/withdrawal policy” as written in B. (3). PTA faculty must agree unanimously in favor of the appeal.**



**Paragraph B applies to Section PTA Program Dismissals (p.44), and all other sections referencing completion requirements. In the event of clerical omission or error, students will be subject to Paragraph B as stated above.**

**C. TRANSFER COURSES**

All courses transferred from other colleges must be of a "C" or better. These courses are cleared through the Program Director with input from the Program Advisor as to their equivalency to HCC courses. Foreign earned credits must be evaluated for U.S. equivalency prior to the Program Director or the Program Advisor evaluating equivalency to HCC courses. Transferring of previously earned PT/PTA credits must follow the Transfer Policy of page 29 of the Program Student Handbook.

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**Physical Therapist Assistant Program**  
Curriculum Outline

**All courses are web enhanced. A strong background in the use of computers is required.**

			Credit	Lecture	Lab	External	Total Contact
<b>First Year</b>							
First Semester (Fall)							
	BIOL 2301/2101	Anatomy & Physiology I	4	3	3	0	96
51.0806	PTHA 1405	Basic Patient Care	4	2	6	0	112
51.0806	PTHA 1413	Functional Anatomy	4	3	4	0	112
51.0806	HPRS 1206	Medical Terminology	2	2	1	0	48
51.0806	PTHA 1301	The Profession of Physical Therapy	<u>3</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>64</u>
			17	12	16	0	432
Second Semester (Spring)							
51.0806	PTHA 1321	Clinical Pathophysiology	3	3	1	0	64
51.0806	PTHA 1431	Physical Agents	4	2	6	0	96
51.0806	PTHA 2301	Essentials in Data Collection	3	2	4	0	96
	BIOL 2302/2101	Anatomy & Physiology II	<u>4</u>	<u>3</u>	<u>3</u>	<u>0</u>	<u>96</u>
			14	10	14	0	352
Third Semester (summer)							
51.9999	HPRS 2232	Health Care Communications	3	2	1	0	48
51.0806	PTHA 2205	Neurology	2	2	1	0	48
51.0806	PTHA 2509	Therapeutic Exercise	<u>5</u>	<u>3</u>	<u>6</u>	<u>0</u>	<u>144</u>
			9	5	7	0	240
<b>Second Year</b>							
First Semester (Fall)							
	PSYC 2301	General Psychology	3	3	0	0	48
51.0806	PTHA 1266	Practicum I	2	0	0	14	224
51.0806	PTHA 2435	Rehabilitation Techniques	4	2	6	0	128
51.0806	PTHA 2431	Mgmt. of Neurological Disorders	<u>4</u>	<u>2</u>	<u>6</u>	<u>0</u>	<u>128</u>
			13	7	12	14	528
Second Semester (Spring)							
51.0806	PTHA 2339	Professional Issues	3	2	2	0	64
51.0806	PTHA 1267	Practicum II	2	0	0	14	224
51.0806	PTHA 2266	Practicum III	2	0	0	14	224
	PSYC 2314	Human Growth Dvlpmnt. Lifespan	3	3	0	0	48
	XXXX	Humanities Elective	<u>3</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>
			13	6	5	0	608
	<b>TOTAL</b>		<u>66</u>	<u>46</u>	<u>84</u>	<u>14</u>	<u>2208</u>

# Physical Therapist Assistant W.E.C.M Course Descriptions

## First Year – First Semester (Fall)

### **PTHA 1405 - Basic Patient Care Skills**

Course Description: The application of basic patient handling, functional skills, communication, and selected data collection techniques.

Learning Outcomes: Describe principles and techniques of patient handling and functional skills; demonstrate basic patient handling and functional skills; demonstrate selected data collection techniques; demonstrate communication skills.

### **PTHA 1413 - Functional Anatomy**

Course Description: The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement.

Learning Outcome: Locate the musculoskeletal and neurological structures of the human body; differentiate between normal and abnormal movement.

### **HPRS 1206 – Medical Terminology**

Course Description: A study of medical terminology, word origin, structure, and application.

Learning Outcome: Define, pronounce, and spell medical terms with the use of medical references as resource tools; utilize terms in context; analyze medical terms; examine word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols.

### **PTHA 1301 - The Profession of Physical Therapy**

Course Description: Introduction to the profession of physical therapy and the role of the physical therapist assistant.

Learning Outcome: Describe the history, purpose, and scope of physical therapy; identify the roles and responsibilities of the physical therapist assistant.

## First Year – Second Semester (Spring)

### **PTHA 1321 - Clinical Pathophysiology**

Course Description: Study of the pathophysiology of diseases/conditions encountered in physical therapy

Learning Outcome: Describe the etiology, pathogenesis, signs/symptoms, and treatments of selected diseases/conditions; identify the impact of the pathologies in physical therapy.

### **PTHA 1431 - Physical Agents**

Course Description: Biophysical principles, physiological effects, efficacy, and application of physical agents.

Learning Outcome: Describe the biophysical principles and efficacy of physical agents; relate indications, contraindications and precautions to interventions; apply physical agents; demonstrate communication skills.

### **PTHA 2301 – Essentials of data collection**

Course Description: Data collection techniques used to assist in patient/client management.

Learning Outcomes: Perform data collection techniques; identify changes in data collected. Report results.

## **First Year – Third Semester (Summer)**

### **HPRS 2232 – Health Care Communication**

Course Description: Methods of communication with clients, client support groups, health care professionals, and external agencies.

Learning Outcomes: The student will communicate orally with clients, client support groups, health care professionals, and external agencies; and demonstrate accurate and effective written health care documentation. The student will demonstrate competency in the use of technology; and utilize date management techniques.

### **PTHA 2205 – Neurology**

Course Description: Study of neuroanatomy and neurophysiology as it relates to neurological conditions..

Learning Outcomes: Identify the functions of the neuroanatomical structures; correlate lesions with clinical signs and symptoms; describe the pathogenesis and prognosis of neurological disorders treated in physical therapy.

### **PTHA 2509 - Therapeutic Exercise**

Course Description: Concepts, principles, and application of techniques related to therapeutic exercise and functional training.

Learning Outcomes: Describe the principles of therapeutic exercise; formulate a rationale for the implementation of therapeutic exercise; demonstrate techniques therapeutic exercise and functional training; execute patient education; and demonstrate communication skills.

## **Second Year – First Semester (Fall)**

### **PTHA 1266 - Practicum I**

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Learning Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

### **PTHA 2435 - Rehabilitation Techniques**

Course Description: Comprehensive rehabilitation of selected diseases and disorders.

Learning Outcomes: Describe the physical therapy management of patients with selected diseases and disorders; demonstrate rehabilitation techniques for diseases and disorders; and demonstrate communication skills.

### **PTHA 2431 - Management of Neurological Disorders**

Course Description: Comprehensive rehabilitation techniques of selected neurological disorders.

Learning Outcomes: Describe management of patients with neurological disorders; demonstrate rehabilitation techniques for neurological disorders; demonstrate communication skills

## **Second Semester (Spring)**

### **PTHA 1267 – Practicum II**

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Learning Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

**PTHA 2266 – Practicum III**

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Learning Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

**PTHA 2339 - Professional Issues (Capstone Course)**

Course Description: Discussion of professional issues and behaviors related to clinical practice; preparation for transition into the workforce.

Learning Outcomes: Prepare for licensure, employment, and professional development; identify legal, ethical, and professional behaviors.

**Houston Community College, PTA program**  
**Summary of Academic Completion**

	<b>Academics Completed</b>	<b>Academics not Completed</b>
<b>End of second Semester</b>	<p>Modalities &amp; Basic Massage techniques Transfers Passive ROM, Positioning, Draping Traction: intermittent, bedside-static Goniometry, Gross MMT Gross Posture &amp; Alignment Pathological Conditions ICU environment Wound Care &amp; Pathology of Burns HIPAA, OSHA, Ethics, Professionalism, Laws, Regulatory Topics, Research, Leadership, Presentations, Legislative Issues, and Culture</p>	<p>Therapeutic Exercises (strengthening, stretching, PRE, etc.) Gait: Normal &amp; Pathological &amp; Gait Training Acute care simulation &amp; clinical integration UE, LE, &amp; Spinal LE Pathology Respiratory Care Orthopedic, Soft Tissue, Arthritic &amp; Post-Pathological Conditions, including neuropathology Documentation &amp; Reimbursement</p>
<b>Prior to Practicum #1 PTHA 1266</b>	<p>Therapeutic Exercises (strengthening, stretching, PRE, etc.) Gait: Normal &amp; Pathological &amp; Gait Training Respiratory Care Acute care simulation &amp; clinical integration Orthopedic, Soft Tissue, Arthritic &amp; Post-Op Problems Pathological Conditions, including neuropathology Documentation &amp; Reimbursement</p>	<p>Rehabilitation Techniques &amp; Management of Neurological Disorders     Neuro Treatment Techniques         (i.e., NDT, Brunnstrom, Rood)     Normal/Abnormal Reflexes     Pediatric Problems &amp; Treatment     CVAs &amp; Brain Injuries &amp; Treatment Procedures     PNF     Spinal Cord Injuries &amp; Treatment Procedures     Amputees &amp; Prosthetic Rehab Special Topics Professional Issues (Management)</p>
<b>Prior to Practicum #2 PTHA 1267</b>	<p>Rehabilitation Skills     Neuro Treatment Techniques         (i.e., NDT, Brunnstrom, Rood)     Normal/Abnormal Reflexes     Pediatric Problems &amp; Treatment     CVAs &amp; Brain Injuries &amp; Treatment Procedures     PNF     Spinal Cord Injuries &amp; Treatment Procedures     Amputees &amp; Prosthetic Rehab</p>	<p>Special Topics     Intro to Graston/ASYTM/Dry Needling     Kinesiotaping     Aquatics     Geriatrics and Women's Health Professional Issues/Management     Medicare, resumes, ECPTOTE, interview skills, and research</p>
<b>Prior to Practicum #3 PTHA 2266</b>	<p>Special Topics     Intro to Graston/ASYTM/Dry Needling     Kinesiotaping     Aquatics     Geriatrics and Women's Health Professional Issues/Management     Medicare, resumes, ECPTOTE, interview skills, and research</p>	<p>Ethics     Preparing for the CI role These topics are taught through distance education in PTHA 2339 during the final clinical affiliation.</p>

## **SCAN COMPETENCIES**

A study was conducted for the Department of Labor by the American Society for Training and Development which identified the seven skills U.S. employers want most in entry level employees. These skills are motivation to learn, basic skills, communication, teamwork, critical thinking, career development, and leadership. In order to achieve the desired competencies, the following will be included in the program. A thorough presentation of each topic will be covered in individual courses as applicable.

<b>WORKPLACE COMPETENCIES</b>	<b>OBJECTIVES</b>
<b>I. RESOURCES</b>	
Time	HPRS 1301 The Profession of Physical Therapy
Money	PTHA 2339 Professional Issues
Material and Facilities	PTHA 2339 Professional Issues
Human Resources	PTHA 2339 Professional Issues
<b>II. INTERPERSONAL WORKS WITH OTHERS</b>	
Participates as Team Member	PTHA 2339 Professional Issues
Teaches Others New Skills	PTHA 1405 Basic Patient Care Skills
Serves Clients/Customers	PTHA 1405 Basic Patient Care Skills
Exercise Leadership	PTHA 1301 The Profession of Physical Therapy
Negotiates	HPRS 2232 Health Care Communications
Works with Diversity	PTHA 2339 Professional Issues
<b>III. INFORMATION</b>	
Acquires/Evaluates Information	PTHA 2301 Essentials of Data Collection
Organizes/Maintains Information	HPRS 2232 Health Care Communications
Interprets/Communicates Info.	HPRS 2232 Health Care Communications
Uses Computers to Process Information	PTHA 2509 Therapeutic Exercise
<b>IV. SYSTEMS</b>	
Understands Systems	PTHA 1301 The Profession of Physical Therapy
Monitors/Corrects Performance	PTHA 2435 Rehabilitation Techniques
Improves/Designs Systems	PTHA 2435 Rehabilitation Techniques
<b>V. TECHNOLOGY</b>	
Selects Technology	PTHA 1431 Physical Agents
Applies Technology to Task	PTHA 1431 Physical Agents
Maintains/Troubleshoots Equipment	PTHA 1431 Physical Agents

FOUNDATIONS	OBJECTIVES
<b>VI. BASIC SKILLS</b>	
Reading	PTHA 1321 Clinical Pathophysiology
Writing	PTHA 1321 Clinical Pathophysiology
Arithmetic/Mathematics	PTHA 1405 Basic Patient Care Skills
Listening	HPRS 2232 Health Care Communications
Speaking	PTHA 1321 Clinical Pathophysiology
<b>VII. THINKING SKILLS</b>	
Creative Thinking	PTHA 2431 Management of Neurological Disorders
Decision Making	PTHA 2431 Management of Neurological Disorders
Problem Solving	PTHA 2431 Management of Neurological Disorders
Seeing Things in the Mind's Eye	PTHA 1413 Functional Anatomy
Knowing How to Learn	PTHA 1413 Functional Anatomy
Reasoning	PTHA 2509 Therapeutic Exercise
<b>VIII. PERSONAL QUALITIES</b>	
Responsibility	PTHA 1405 Basic Patient Care Skills
Self-Esteem	PTHA 2301 Essentials in Data Collection
Sociability	PTHA 2339 Professional Issues
Self-Management	PTHA 2205 Neurology
Integrity/Honesty	PTHA 1301 The Profession of Physical Therapy



## D. PROGRAM POLICIES

Grade compilation varies in each course according to course material presented and assignments required. Common in all PTA program courses are the following:

### 1. Letter Grades

90 -100	A
80 - 89	B
75 - 79	C
0 - 74	F

**Course progression:** Each course is a building block for clinical practice. Students who demonstrate a strong knowledge base are successful clinicians. To demonstrate competency, you must have a 75% or better in both lab and theory portions of courses to pass the PTHA courses. The lab practical “**Decision Tree**” is located in the Appendix. This algorithm guides the student through steps during a lab practical and the  $\geq 75\%$  requirement. An “Incomplete” (I) may be given by an instructor in cases where grading criteria was not completed due to a catastrophic absence, Title IX cases, or instructor decision. An Incomplete grade will not be given if the student absence is beyond a reasonable amount of class time missed and the student is unable to prove competency in the course material. Faculty have the right to request the student complete **remediation** in a course to prove skill competency. Terms of remediation will be decided by individual faculty depending on student needs and course requirements. Terms of remediation will be provided to the student in writing prior to initiating remediation process. The student in remediation will earn an Incomplete (I) until the remediation process has ended. Following remediation, the student will earn a failing or passing grade determined by grading criteria of remediation. Incomplete grades will turn into a failing grade if grading criteria is not completed within six months of the end of the course where the “Incompletion” was earned. If the student receives a failing grade, the student will follow the re-admission policy if in good status.

**Competent and Safe in preparation prior to participating in clinical education:** Faculty use the following documents to determine skills taught in the curriculum to prepare the student for clinical education and entry-level work as a PTA: CAPTE Standards and Elements, National Physical Therapy Examination Content Outline, Clinical Frequency Checklist; Clinical Instructor Communication, Student and Graduate Surveys, and annual faculty curriculum review. Faculty determines students are safe and competent to participate in clinical education through lab skill checkoffs, lab practical examinations, theory examinations, and Professional Behavior skills assessed during each lab examination.

### 2. Cheating

Students can be dismissed from the program for cheating on exams, quizzes or assignments. Students dismissed for cheating will not be allowed readmission to the PTA program. See the HCC policy on under the Student policies and procedure under the tab for Basic Standard of Conduct [Scholastic Dishonesty](#).

### 3. Rounding Grades

Grades will be reported in whole numbers only. Standard rounding rules will be utilized. For example:

- A grade of 75.5 will be reported as 76.
- A grade of 75.4 will be 75.

#### 4. Grade Information

Students will receive grade summary reports during the semester. The grade will reflect the program policy on rounding of grades. Grades for some courses are available on HCC's online learning management system. **Specific grading criteria for each course are determined by the lead instructor.**

#### 5. Attendance/Absence Policy

Due to the fast pace of the courses and the importance of the material for clinical performance, it is advisable that you are **NOT** absent from class as you will miss major segments of the content.

Students are expected to be punctual. Good "working" habits would mean arriving 10 - 15 minutes ahead of the scheduled start time of the class, staying for the complete session and returning from breaks promptly.

The Physical Therapist Assistant program has specific programmatic attendance policies that are addressed in course syllabi and the PTA Student Handbook. Students can fail a PTA course for excessive tardiness or absences as defined by each syllabus. Combined tardiness or absences will have an impact on final grades and may keep a student from progressing in the PTA Program curriculum.

Students are **ALWAYS** responsible for **ALL** materials and tests covered during their absences. Students will follow sign in procedure at the beginning of each theory and lab class in order to be considered present for the class. Students should be dressed in lab clothes **prior** to the start of lab sessions. Any exceptions to this rule may be evaluated on an individual basis. Students should call the instructor or PTA Program staff if they know that they will be late or absent. If no message is left, no exceptions to the rule will be considered. Prior approval must be granted by the instructor if a student needs to attend a lab section other than the one to which he/she is assigned.

***Students who are constant offenders will be penalized through their class work grade.***

The program attendance policy will be followed at all times with exception only under special circumstances.

Absences and applied penalties due to medical and personal emergencies or special circumstances will be reviewed by faculty and will require appropriate official documentation upon return to class. Regardless of the reason for an absence, the student is responsible for all materials and tests covered and the student is under the expectation that all work is to be completed in a timely manner agreed upon by appropriate faculty.

See the following for further clarification of special circumstances.

**Catastrophic Absence** A student may use catastrophic emergency leave for their own major illness or a major catastrophic life event. In the case of an illness or injury, a physician must certify that a student is unable to attend class for the days missed. For all other circumstances an official record/document such as a police/fire report is required upon return to class. Each emergency leave will be viewed as a separate event. If a student requires additional leave, official documentation will be necessary.

**Court Appearance/Jury Duty** A student who is subpoenaed as a court witness may be absent without penalty, provided that a copy of the subpoena is provided to faculty. A student called for jury duty may be absent without penalty if not excused from court, provided that a copy of the jury duty summons is provided to faculty. In addition, for jury duty service, subsequent verification from the court of time served will be required from the student upon return to class. The student is encouraged to contact the Program Director when time served is complete.

**Bereavement Leave** Bereavement Leave requires faculty review and approval. Bereavement Leave may be utilized in cases where the student has a death of a member of his/her family from the following list of relatives:

1. Spouse (husband, wife)
2. Children (son, daughter, step-son, step-daughter)
3. Grandchildren, great-grandchildren
4. Parents (mother, father, step-mother, step-father)
5. Spouse's Parents (mother, father, step-mother, step-father)
6. Parent's Siblings (aunts, uncles)
7. Siblings (brother, sister, step-brother, step-sister)
8. Spouse's Siblings (brother, sister, step-brother, step-sister)
9. Grandparents

For events that qualify for bereavement leave, a student may be absent for up to three days per occurrence. A student may attend the funeral of a relative or other individuals not included on the list above, however, no bereavement leave will be granted and the normal attendance policy will be in place.

**Military Leave** A student who is required to miss school due to voluntary or involuntary service in the military shall be entitled to Military Leave. The student is required to give advance notice of intent to take Military Leave as outlined in USERRA is required unless military necessity prevents the employee from giving such notice. Official documentation of leave orders is required.

**Religious/Holy Days** A student who observes a Religious Holy Day not designated as a holiday by HCC may be absent without penalty for the Holy Day.

\*Religious Holy Days require a five day advanced notice to the instructor or Program Director.

**Official warning will be given by use of a Student Incident Report when the student is in danger of failing due to absences. A copy of a Student Incident Report is included in this handbook for your review.**

### **Attendance Requirements**

Students are expected to be on time and remain present for the entire class. Being on time, staying throughout the entire class, and exemplary attendance go hand in hand with professionalism. Students who do not abide by course attendance requirements show a lack of strong personal commitment. Each student is allowed one (1) absence per course per semester without penalty. For each additional absence per class, the final overall course grade will be lowered by five (5) points.

Three (3) tardy arrivals (up to 20 minutes late) or early departures (less than 20 minutes) will equal one absence. Students who arrive more than 20 minutes after the start of class or leave more than 20 minutes before the end of class will be considered absent. Lab and lecture classes of the same course are considered separate for the purpose of attendance. Only one (1) absence can be accrued per course per day. All absences will be treated equally, regardless of the reason, and if any absence occurs, the student is responsible for the missed class content and assignments. Professional courtesy means the student should call the program department (713-718-7391) and leave a voicemail or email the lead instructor if they will be late or absent for class.

A student who is absent for a lab class may be required to take a lab exam covering the material taught on the day of the absence. This exam would be a second lab exam on the day of the scheduled lab exam.

**This means, if you have a “79” average at the end of the semester and you have more than one (1) absence, you will fail the class.**

Absences due to catastrophic medical and personal emergencies will be reviewed by faculty and will require appropriate official documentation upon return to class (example: Doctor’s note, police report). See “Attendance Policy” (p.26 -27) for more detail.

Students who stop attending class and do not officially withdraw themselves will receive an F.

## **6. Homework Assignments**

See individual course syllabi for course specific information

## **7. Academics withdrawals/reapplication/re-admittance**

Students who do not successfully complete a course (whether didactic or clinical) must discuss options for continuing the program with the Program Director. If it is necessary for the student to withdraw, they must also discuss options for continuing in the program with the Program Director based on the student’s exit interview. Readmission or continuance in the program is not guaranteed and is dependent on the review by the Faculty Admissions Committee. Students allowed to continue or be readmitted, must sign a Plan of Action Report (POA) with the Program Director. Students may be required to take additional remediation courses to improve learning outcomes and may be required to review or test on previously completed and passed courses to prove continued competency. The review/test requirement of these previously taken courses must be completed with the standard passing grade of 75% or higher in order for the student to continue in the program.

If a student withdraws from a course due to a personal emergency and has a passing grade in the current withdrawn course, the student may write a letter of appeal to the PTA faculty requesting the withdrawal not count towards the “failure/withdrawal policy” as written in B. (3), pg. 16. PTA faculty must agree unanimously in favor of the appeal.

If the student is allowed to continue in the program, the student is required to follow the policy and procedure in the same manner of a fail/withdrawal from a class. A “Plan of Action Form” will be required, the withdrawn course will be repeated, and prior courses that have been taken and passed will have competency requirements before the student can continue in the program as scheduled.

A student must be in good standing in the program at the time of the request to continue and must follow all required criteria documented on the POA to continue in the PTA Program. A student in good standing is defined as a student that has not committed any acts/behaviors that would result in immediate dismissal from the PTA Program as noted on page 44-45 of the student handbook.

#### **8. Transfer Students**

Any student wishing to transfer into the HCC PTA Program with previously earned PT/PTA credits from another college must provide competency proof in the same manner as a student readmitted in the program. Transfer students will be placed on a "POA" and may be required to review or test on previously completed and passed courses to prove competency. Courses accepted for transfer must be approved by the Program Director in consultation with the Student Services Program Advisor and Dean of Health Sciences when necessary, at the time of admission. Students requesting transfer must abide by all HCC admission guidelines. The student will be required to enroll and earn a passing grade in at least the last 18 credit hours of the program to be eligible for an awarded degree by HCC. Transfer students are only accepted if approved by the faculty admissions committee, have a recommendation of good standing from their previous academic institution, and the current PTA Program enrollment numbers allow for additional students to be accepted. Students who request a transfer, may be required to register and complete the full PTA curriculum. The decision on where the transfer student begins in the HCC PTA curriculum is made by the program director with the faculty admission committee input and if appropriate, competency test(s) results. The Program reserves the right to accept or reject any and all credits previously earned at other institutions in regards to credits earned towards the HCC PTA AAS degree.

**9. Recording Devices** - See individual course syllabi for course specific information

#### **10. Rules Regarding Classroom and Lab Demeanor**

There is an abundance of material to learn in a limited amount of time. Mutual respect during lecture and lab time will promote a better learning environment. The following considerations need to be remembered:

- Students need to take responsibility and use the rest room as frequently as necessary during breaks to limit the disturbance created by leaving class during class time.
- Students need to refrain from conversation with their neighbors during class time.
- Students need to respect the decision of an instructor to table a conversation during class time to enable the instructor to complete class lecture/lab material.
- All electronic devices must be turned off and stored during all class lectures, labs, and tests unless otherwise notified by the instructor. Students may use laptops for course material delivered electronically with instructor permission
- No visual, auditory, or any other kind of electronic reproductions of class presentations, homework, and activities may be made without the permission of the class instructor and those appearing or heard in the reproductions. This does not include the reproduction of classroom or lab activities for teaching or grading purposes.
- No food or drink (excluding water) is allowed in the classroom or laboratory area.
- All laboratory equipment is to be cleaned following use and returned to the proper storage area. Electronic equipment is checked and calibrated annually. Equipment should not be used if the calibration/check sticker is out of date. Students are responsible to notify the

Program Director immediately if a past due date is found on a piece of equipment or if a piece of equipment is not working properly.

- All students will be used to simulate patients in case scenarios. If a student is injured during the course of class or lab, they must inform the instructor immediately and report the incident on the Student Accident Report within 24 hours of the incident.
- Students must follow the PTA Lab Guidelines & Safety Policy at all times and sign the agreement of understanding and compliance. See the Lab Guidelines and Safety Policy on page 46 in the Appendix and the agreement on page 48 in the Appendix.

#### **11. Laboratory Clothing Requirements**

Each student will be required to have lab clothing available during all lab classes. Lab clothing consists of:

- **Females:** halter top, sports bra, or other top which opens in the back to allow palpation and observation of the trunk, front and back **AND** shorts from which the hip joint and upper thigh can be exposed and/or palpated.
- **Males:** Shorts from which the hip joint and upper thigh can be exposed and/or palpated; upper body covering if used must allow exposure of the trunk, front and back.

Any student NOT IN LAB CLOTHES will be requested to wear a patient gown during lab practice.

#### **12. Cell Phones and Electronic Devices**

**All cell phones and other electronic devices must be turned off, not on the vibrate mode, and stored in a purse or backpack prior to the start of class or lab and remain off during the entire time unless otherwise notified by the instructor. If a cell phone or other electronic device goes off in class or during a test, an instructor may choose to assign a zero (0) to the class assignment or test. Laptops may be used if course material is distributed electronically and with instructor permission.**

- Audio taping is not permitted without proper ADA accommodations or permission of the instructor.
- Videotaping is not permitted without proper ADA accommodations or permission of the instructor.
- Picture taking is not permitted without proper ADA accommodations or permission of the instructor.

# **CLINICAL AFFILIATION GUIDELINES**

## **Clinical Expectations**

### **Clinical Instructor:**

1. Be a licensed physical therapist or physical therapist assistant and have at least 1 year of patient care experience post licensure – CI Credentialing is encouraged
2. Be a positive role model by exhibiting behaviors you expect to see from your student
3. Demonstrate expertise in patient care
4. Be patient and hold the student accountable
5. Communicate to the student the facility's and your expectations for a successful affiliation
6. Be consistent and fair with your written and verbal assessment
7. Complete the PTA MACS in a timely manner for the mid-term visit and final assessment
8. Provide informal constructive feedback on a per patient basis as feasible and formal feedback at least weekly
9. Collaborate with the student to create weekly goals
10. CIs are an extension of the Program faculty, it is expected that CIs “teach”, “communicate”, and provide “quality feedback” facilitate learning.

### **Student:**

1. Be prepared for your scheduled day at least 15 min. before you are expected to start
2. Abide by the attendance policy of the Program and the facility
3. Abide by the clinical guidelines outlined in the Student Handbook
4. Follow HIPAA and Confidentiality policies at all times. Any breach will result in Program dismissal.
5. Be respectful and professional at all times. Smile!
6. No personal business is to take place while in your clinical unless you are on an approved break
7. No cell phone use unless required for communication purposes at the facility
8. All missed days are expected to be made up
9. You are expected to work the shift of your clinical instructor (this may include weekends or long days)
10. Follow the facility and/or Program dress code
11. All jewelry and perfume should be kept to a minimum and nails and hair (including beards) should be neat and clean and not be a safety issue during patient care
12. NO patient care is to be performed unless you have a licensed PT/PTA onsite providing supervision
13. Communicate with your CI any problems that you are having regarding the learning experience or anything that may affect your clinical experience
14. Be proactive and engaged. Seek out information.
15. Create weekly goals and check with your CI weekly on the progress of goal achievement
16. Seek constructive feedback and apply in patient/client management
17. Complete the PTA MACS in a timely manner for the mid-term visit and final assessment.
18. Know your clinical grading criteria and how to complete the PTA MACS and your required paperwork
19. Be patient and understand that your CI has a job to do outside of being your clinical instructor
20. Put the patient first!

## **Placement in the Clinical Curriculum**

Clinical affiliations are a full-time experience with schedules determined by the facility where students are assigned. Students may be required to work long days and weekends. The student is expected to work the same hours as their assigned clinical instructor. The student should not expect to have outside employment due to variations in clinical hours. Also, the 6 week clinical learning experience will be suited to educational needs and will be assigned using the Exxat Clinical Placement System. **Assignments will be determined according to availability of a site during the time slot of the clinical affiliation, as well as specific student wish list, needs, or readiness for the experience as determined by the Faculty.** Students will be placed at selected hospitals and clinics according to their educational and personal skills and **NOT** geographic desirability as perceived by the student. **The student should expect to have a long commute to and from the facility for affiliations.** The student should be prepared for out-of-district assignments. **Arrangements for dependable transportation will be required of all students.** Students will be responsible for all costs of travel and parking for each clinical experience including any facility observational visits. Students are given the opportunity to request desired clinical placements through the EXXAT clinical placement software. The DCE will consider the request however; the student will be placed based on their educational needs. **Each student is required to have one in-patient and one outpatient experience. The third experience is based on student educational need/preference.**

## **Attendance Criteria**

- Clinical attendance, punctuality, attitude, and participation are all evidence of professional behavior and commitment to learning the essential of giving quality health care.
- Students are expected to attend all scheduled days of each affiliation regardless of the number of hours accrued. Scheduled 10-hour days or week-end days may occur due to CI schedules. The student is required to work the schedule of their clinical instructor. When the student is informed of this schedule, the student is to receive consent of the DCE. The DCE will be the faculty member on-call when the college office is closed unless otherwise notified.
- On the Attendance Record, do not count lunch breaks as part of your attendance. Consider the Clinic's full work day as 8 hours, unless otherwise designated by the administrator of the department of physical therapy. College holidays will be observed, and make-up will not be expected for these days only. Any variation in normal clinic hours worked or scheduled should be documented and approved by the CI and DCE.
- Full attendance is required during the affiliation. Any time missed due to absence must be made up. The time may be made up in partial or full days. The CI and DCE must approve the make-up time in advance. Points are deducted for ALL missed days, even though the day is made up.
- In the event of an occurrence that a day in the clinic will be missed, the student must directly notify and speak with his/her CI or facility as well as notify the DCE by email/phone/text prior to scheduled report time. The student must provide a reason for the absence to both the CI and DCE prior to the scheduled report time. The CI of the facility must be notified in advance of the student's expected return to the Clinic. Absences are cumulative; 5 days of absence that are not made up over the 3 affiliations is the maximum number of days missed allowed.
  - a. After the second consecutive day of absence a physician/physician's office note is required.



- b. After the 3rd cumulative absence that is not made up, a written plan of action is required.
  - c. The sixth day of (cumulative) absence, that is not made up will result in an automatic failure of the current Practicum and the course will need to be repeated.
- Three tardies (more than 15 min. late or leaving early) will constitute one absence.
  - Attendance is required for all other scheduled class activities (orientation days, seminar days, or days scheduled by DCE to be on campus)
  - Absences due to catastrophic medical and personal emergencies will be reviewed by faculty and will require appropriate official documentation upon return to class (example: Doctor's note, police report). See Student Handbook pg. 16 for further clarification.

### **Grading Criteria**

Each clinical practicum has grading criteria according to the specific level of practicum. The PTA MACS (Manual for Assessment of Clinical Skills) is the grading tool used by the student and the student's clinical instructor. Other grading criteria used by the HCC Clinical Education faculty can be found in the specific course syllabi. Affiliation attendance requirements, grading criteria, objectives and skills learned prior to the affiliation are sent to the student and clinical instructor prior to each affiliation. The student will be required to review the grading criteria prior to each clinical practicum. Students may be required to repeat a clinical affiliation if they have failed to meet grading criteria or have specific deficits. The student may be assigned remediation of a skill to demonstrate competency of required entry-level skills if not achieved or available at the clinical site following the terminal clinical experience. The DCE will determine the final grade and/or need of remediation in all circumstances.

### **Appeal of Clinical Evaluations**

Should the student disagree with any aspect of the Clinical Instructor's (CI) evaluation of his/her performance, he/she will talk with the Clinical Instructor. If this proves unsatisfactory, the Center Coordinator for Clinical Education and the Director of Clinical Education should then be contacted by the student to discuss this matter. The Director of Clinical Education in turn will set up a meeting of all 3 parties, should it be necessary. If the problem is not resolved at this meeting, the student may follow the Grade Appeal Procedure cited in the HCCS student handbook.

### **Health Records and Clinical Requirements**

**Criminal Background Check Requirements and Drug Screens Are Mandatory!!** See Appendix p 58 for the Background Check and Drug Screen policy.

**Cardio-pulmonary Resuscitation (CPR)** certification is required by the end of the second semester in the program. The student is encouraged to be certified prior to entering the program; however, if not achieved, the program will bring in an instructor to provide certification. All costs for certification are the responsibility of the student.

**Liability Insurance** - No student will be allowed to attend clinic until his/her liability insurance premium is paid through registration of the clinical practicum. This insurance provides protection against malpractice suits involving the student and college during clinical practice or other learning

experiences, which involve patients. During clinical practicums and site visits to facilities that provide additional learning experiences, the student must relinquish the right to hold said facility liable for personal injury incurred on any such visit or assignment. Emergency medical care will be available to students who become ill and/or injured at the clinical site, but the student assumes the responsibility for all costs of care. Students must also carry his/her own personal health insurance. Students will purchase as part of course fees, the College's Student Liability Insurance group plan. The liability fee is assessed in all classes in the PTA Program and Clinical Practicum courses (PTHA 1266, 1267, 2266). The student must remain enrolled in the clinical practicum throughout the designated affiliation dates.

**Immunization** requirements are based on the industry requirements as defined by the affiliating institutions and may change at any time. Currently, students are required to receive immunizations and/or titers for Varicella, MMR, HEP B series, HEP C titer, TDAP, B and flu when appropriate. See the Appendix p 63 for a list of requirements details regarding health records requirements and the Authorization of Release of Clinical Records form.

All students will comply with the release of health records and complete clinical requirements as stated in the affiliation agreement and/or facility requirements. Students are responsible to submit health records and clinical requirements directly to the facility unless otherwise required by the facility. Students must sign an acknowledgement of release of health records and clinical requirements prior to each affiliation. Information released may include background check, immunization history, academic standing, status of citizenship, student identification, date of birth, CPR, personal health insurance, and liability coverage.

A student not meeting all health record requirements will not be allowed to attend the affiliation and may be withdrawn from an affiliation if any part of the records expires during the affiliation.

All documents will be secured within the secured electronic management system. Records will not be released without a signed **Authorization of Release of Clinical Records** form. These forms can be reviewed in the PTA program office and are maintained by the Program Director in the students admission file. Changes in these requirements may occur after the student is enrolled in the PTA program at HCC. These changes are based on industry standards, facility requests, or regulatory requirements. HCC will inform students of these changes and it will be the student's responsibility to comply in order to attend the affiliation.

### **Clinical Rules and Regulations**

Rules and regulations concerning clinical practice must be closely adhered to in order to maintain professionalism and successful clinical practice. These rules and regulations cover such factors as conduct with patients, HIPAA, confidentiality, PTA student dress codes, attendance requirements, and performance and professional behavior expectations. Students will always introduce themselves as a student physical therapist assistant and we understand that patients have the right to refuse treatment by a student.

Each student must sign a statement prior to admission to the clinical practice courses (PTHA 1266, 1267, 2266) that he/she has read, understands, and agrees to follow the rules and regulations set forth in the syllabus for each clinical course and abide by the clinical contractual agreement.

Students will not contact or visit affiliation sites prior to or after affiliation dates without permission of the DCE.

The PTA faculty reserves the right to make minor changes in these rules and regulations as necessary. The student will be advised of any changes made. These rules and regulations will be superseded by any changes in the federal or state law governing the practice of Physical Therapy.

### **Houston Community College Clinical Code of Conduct**

To prepare students for the high ethical standards of the health professions, The Health Science Center of Excellence expects absolute academic professional integrity, both in the classroom and in the clinical setting. Students are expected to demonstrate professional and ethical behaviors consistent with standards associated with health science professions. Students shall comply with all policies and procedures for the Health Science Center of Excellence, PTA Program, and HCCS [Student Code of Conduct](#).

#### **A student shall:**

1. Provide safe and professional patient/client care at all times and implement measures to promote a safe environment for each patient/client.
2. Comply with policies, procedures, and rules related to academic and clinical performance that are issued by Health Science Center of Excellence, by a Coleman health science program, by HCCS, or by any clinical agency.
3. Not commit acts of omission or commission that cause or are likely to cause harm to patients/clients.
4. Not attempt care/activities without adequate orientation, theoretical preparation, assistance, or supervision.
5. Maintain patient/client confidentiality. When discussing a patient's history or medical information with the patient or significant other, it is imperative that only information already known to them be discussed. **NO NEW INFORMATION MAY BE GIVEN TO THEM.** Any communication with others regarding the care of the client must be done in private. No information about a patient may be shared, except where that person has a need to know to provide care for that patient. No conversation or comment of matters pertaining to clients or the work place should take place in public areas (e.g. elevators, stairwells, hallways, reception areas). Absolutely no aspect of the patient' medical record can be copied or removed from the original document (written or electronic) in any form at any time.

**ADHERENCE TO THE POLICIES OF THE FACILITY REGARDING CONFIDENTIALITY OF INFORMATION AND DOCUMENTATION IS MANDATORY. VIOLATION OF HIPAA/CONFIDENTIALITY POLICY WILL RESULT IN PROGRAM DISMISSAL.**

6. Take appropriate action to assure the safety of patients/clients, self, and others.
7. Provide care for the patient/client in a timely, compassionate, and professional manner.
8. Communicate with patient/client and healthcare team in a truthful, timely, and accurate manner.

9. Actively promote the highest level of moral and ethical principles, and accept responsibility for his/her actions.
10. Treat others with respect and promote an academic and clinical environment that respects human rights, values, and choice of cultural and spiritual beliefs.
11. Collaborate and cooperate in every reasonable manner with the academic faculty and clinical staff to assure the highest quality of client care.
12. Abstain from the use of substances that impair judgment.
13. Report and document all patient/client assessments or observations, the care/ practice provided by the student for the patient/client, and the patient's/client's response to that care/practice.
14. Accurately and timely report to the appropriate practitioner errors in or deviations from the prescribed regimen of care/practice.
15. Not falsify any patient/client record or any other document prepared or utilized in the course of, or in conjunction with patient/client care/practice.
16. Delineate, establish, and maintain professional boundaries with each patient/ client. When providing direct patient/client care the student shall provide privacy during treatment and care/practice; and treat each patient/client with courtesy, respect, and with full recognition of dignity and individuality.
17. Not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient/client; or engage in behavior toward patient/client that may reasonably be interpreted as physical, verbal, mental or emotional abuse.
18. Not misappropriate a patient/client's property or: engage in behavior to seek or obtain personal gain at the patient's/client's expense; engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's/client's expense; engage in behavior that constitutes inappropriate involvement in the patient's/client's personal relationships; or engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's/client's personal relationships. For the purpose of this paragraph, the patient/client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
19. Not engage in sexual contact or romantic relationships with a patient/client; engage in conduct that may reasonably interpreted as sexual or romantic; engage in any verbal behavior that is seductive or sexually demeaning to a patient/client; or engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a patient/client. For the purpose of this paragraph, the patient/client is always presumed incapable of giving free, full, or informed consent to sexual or romantic activity with the student.

### **Unsafe/Unprofessional Practice**

A student shall provide safe and professional patient/client care/practice at all times. Unsafe care/practice, unprofessional care/practice, or weak care/practice with potential for unsafe and/or unprofessional care/practice occurs when the student's behavior in providing care/practice to patients/clients may call into question the student's professional judgment and accountability and may violate the current:

- Standards of care/practice in Physical Therapy; or

- State of Texas Physical Therapy practice act; or
- Code of ethics for Physical Therapy; or
- APTA Value-based behaviors; or
- HCCS and/or clinical agency policies and procedures; or
- The HCCS Physical Therapist Assistant program goals and/or course objectives.

Depending upon the degree of actual or potential harm a patient/client may suffer, a student's one-time deviation from safe care/practice may be sufficient to judge a student unsafe.

A student whose clinical care/practice is judged unsafe and/or unprofessional by HCC PTA Program faculty or clinical staff may be removed from the clinical experience. The removal of a student from their clinical experience will result in failure of the course. To resume the clinical experience, a student who has been removed must comply with written stipulations prescribed by the faculty for readmission to the clinical experience. The faculty responsible for the clinical experience will review the clinical care/practice of a student who exhibits weaknesses that may lead to unsafe practice and/or unprofessional practice. The faculty, with appropriate input from the student, will develop a set of expectations that the student is to attain to remedy those weaknesses in the current and/or subsequent semester.

**Rationale:** Faculty have a legal and professional responsibility that students can practice safely, effectively and professionally in their various clinical care/practice to assure the public's well-being, the safety of other students, and the ability to abide by the professional documents of the American Physical Therapy Association.

### **Student Clinical behavior**

**Positive, consistent, appropriate, professional behavior is expected at all times and in all situations in the clinical setting!!!**

#### **Conduct**

Smoking is prohibited except in designated areas and only in accordance with the policy of the facility. Drinking coffee or other beverages is permitted only in areas designated by the facility. Cell phone use is prohibited in the clinical setting unless allowed or required by facility. Inappropriate use of an electronic device may result in dismissal from the clinical facility.

#### **Responsibility**

You are at all times directly responsible to the PTA and PT to whom you are assigned. The supervising PT is ultimately responsible for all decisions made regarding patient care.

#### **Incident Reports**

All accidents or unusual occurrences must be reported to the CI, CCCE, and the DCE. The student present during the incident will be responsible for the written report. The incident report should be given to the CI in a timely fashion, and in accordance with the facilities policies and procedures.

See appendix for the Student Incident Report Policy and a copy of the form.

## **Dependability and Reliability**

It is the responsibility of the student to consult the work schedule for the days and hours of each workday, and to report at the designated time. It is expected that the student will stay at the clinical affiliation for the entire designated time, unless given permission to leave early by the Clinical Instructor.

Tardiness and absenteeism place an undue hardship on others and demonstrates unprofessional behavior. Absence and the reason for the absence should be reported promptly by phone/text in the morning to the facility and DCE. Each subsequent day of absence should be reported to the facility and the DCE. If you will be late, you must phone/text the CI with the reason for being late, notifying both the DCE and the CI or CCCE within 20 minutes of the time in which you were to report. You must either speak to someone at your facility or receive confirmation that your notification was received. Actual time and reason for absence must be recorded on the clinical attendance record.

Unexplained and/or excessive absences will not be tolerated. Students may be dismissed from clinic for excessive absences or tardiness. Details of the absentee policy is in each clinical practicum syllabus. If a clinic requests that a student be removed from their facility, the student will fail the clinical affiliation.

## **Universal Precautions**

Always adhere to body fluid and universal precautions. Remember to wash hands prior to leaving any room and/or prior to any patient care.

## **Dress Code**

It is imperative that the students' physical appearance be impeccable. Personal hygiene, appropriate dress and a smile are all important aspects of your presentation to the public. Many judgments are made on first sight, and one never has a second chance to make a first impression. You will also be representing a highly respected profession in the medical community; therefore, professional appearance is mandatory. Students are required to follow the facilities dress code at all times.

## **Personal Hygiene**

Cleanliness, including hands, nails, teeth, hair, and body is expected. For proper safety during patient care, fingernails should be clean and trimmed to no further than the fingertips. Heavy make-up NEVER increases your professional appearance. Strong fragrances are offensive to many patients, particularly those with allergies or compromised pulmonary systems. This applies to men and women alike. A "rule of thumb" is: if others notice your make-up, fragrance, nail enamel, or the length of fingernails and not your smile and your confidence, you may want to re-evaluate your professional appearance.

## **Hair**

Must be clean and styled so that it does not require constant maintenance. Hair should be styled so that it does not fall across your face during treatment or become a safety issue with equipment. Hair that impedes your vision may be a safety issue because it is possible that you may miss seeing

a vital signal from another staff member or a patient. Long hair must be secured back. All facial hair must look professional, be trimmed, and well-maintained and should not cause a safety concern with equipment use or patient care.

## **Clothing**

Your clothing must be worn in good taste, remember, you represent physical therapy to the rest of the medical community. Exposing too much “skin” is unprofessional, this includes shirts and slacks. Clothing **MUST NOT** be too tight, wrinkled, or soiled. You are required to follow the guidelines of the clinical facility.

### **All Students**

Appropriate clothing required for all clinical visits and clinical affiliations:

- Dress slacks with a belt (if applicable) in colors such as Khaki, navy, brown, grey or black.
- An HCC polo shirt or any polo shirt. Shirts must be tucked in when appropriate.
- A clean white lab jacket, over appropriate clothing, may be worn. Lab jackets should be jacket style and not be longer than the length of your fingertips.
- Appropriate fitting scrubs are permitted per clinical facility guidelines.
- All footwear is required to be closed-toe and non-slip. Socks must be worn. Students must follow clinical facility guidelines.
- Never assume blue jeans, tennis shoes, scrubs, or shorts are permitted unless informed otherwise by your clinical instructor.
- Clinical affiliation sites may have specific dress codes. In this case, the student must follow the clinical affiliation dress code.
- **ALWAYS check with your facility what the required dress code will be.**

### **Name Badge:**

The students will obtain an HCC student ID at the start of the program. The HCC student ID must be displayed for all clinical visits and clinical affiliations. The facility to which you are assigned may also require you to wear the name badge of that facility.

### **Jewelry**

A watch which displays second hand and is water resistant is essential. A wedding band and small earrings will be allowed. Earrings that dangle well below the ear (noticeably long) present a safety hazard to you and your patients and will not be tolerated in lab or the clinical setting.

### **Unacceptable Dress Code:**

- Facial & tongue piercing is not acceptable for either male or female students.
- Body piercing of any type that could affect student safety is also unacceptable in class or clinic.
- Assume tattoos that are visible will need to be covered in the clinical setting. If the clinical setting allows visible tattoos, the student may follow the facility guidelines. Keep in mind, a professional appearance is expected at all times.
- Facial hair or long hair that is determined a safety concern will not be allowed in lab or the clinical environment.

**Non-compliance with this dress code or violation of the facility's dress code will result in counseling and possible dismissal from the clinic at the discretion of the faculty/clinical facility.**

## **COMPLIANT PROCEDURE DURING CLINICALS**

It is important for any student to understand that every organization has its "Chain of Command" that one must constructively work through to solve professional problems, whether it's a hospital or school. As a student, your grievances or problems should be resolved to your satisfaction in the following manner:

1. Bring the problem to your clinical instructor's/CCCE's attention.
2. If your clinical instructor's answer does not satisfy you, present your complaint to:
  - a) The Director for Clinical Education (DCE). If the DCE's answer does not satisfy you, present your complaint to the Program Director.
  - b) If the Program Director's answer does not satisfy you, present your complaint to the office of the Dean of Instruction and follow the HCC grievance policy [Student Policy and Procedure](#)

### **Student Safety**

Students are expected to assume responsibility for their own safety by adhering to the guidelines listed below and discussing with the faculty situations, which the student believes to be unsafe prior to exposing him/herself to risk.

1. Student leaving clinical experiences after dark should travel in groups or obtain escort services from security guards in the agency.
2. Students who use cars should lock their doors at all times and park in well-lighted areas. Valuables including health-screening equipment, e.g., stethoscopes should always be secured out of sight.
3. Students should carry a minimum amount of money and valuables. Be sure know emergency numbers.
4. Students should be alert and observant for risks so that suspicious situations can be avoided. Do not enter a suspicious area - for example, where loitering, fighting or drunkenness is occurring or in a dark hallway or basement. If the student observes a suspicious situation, the student should leave immediately.

### **Transportation**

Students must provide their own transportation to clinical assignments and costs incurred during their clinical experiences, including all off-campus expenses. Students are responsible for appropriate automobile insurance coverage. Students are not required to produce evidence of automobile insurance. However, students are reminded that mandatory auto insurance is a requirement of the State of Texas.



### **Weather Emergencies**

In case of weather conditions that render traveling hazardous, students and faculty members are urged to exercise their best judgment in determining whether to attend clinical assignments. The clinical area must be notified promptly by the appropriate person, if students or faculty members are going to be absent or late. Faculty members will notify students if they are unable to make it to clinical practice areas. Information about changes in HCC schedules in case of a natural disaster or environmental accident can be obtained through the HCCS website, listening to radio and television news reports, and/or email notification from the Program Director.

When a student is on a clinical affiliation, the student will be under the weather closure guidelines of HCCS. If HCCS closes their campuses while students are on clinicals, the student is not required to attend the clinical. If the weather is clear where the student is attending clinical and the student can safely travel to the clinical facility, the student is required to contact the DCE prior to going to clinical to ensure a faculty member will be on call prior to going to the clinical facility. At no time is the student to put themselves at risk traveling to clinic under weather closure guidelines. The student must contact the site to inform the CI of the HCCS weather closure guidelines.

## **Administrative Services for the Health Science Center of Excellence**

### **A. STUDENT INCIDENT REPORT and PLAN OF ACTION (POA) FORM**

The Student Incident Report and a Plan of Action (POA) Form are used to protect students and guide students and instructors. Being in a health care environment and learning skills to be prepared to work in the health care environment may expose the student to potential safety risks such as exposure to harmful substances or bodily injury. A **Student Incident Report** will be completed whenever an injury occurs or a disciplinary action is deemed unavoidable. The form should be completed within 24 hours of the incident whether in the campus or clinical environment. The form is also used to make record of counseling with students about other matters (i.e. chronic tardiness, multiple absences without valid excuse, academic problems, observed health problems or personal injury, or advice concerning desired behavior changes). Disciplinary action may be recommended for major violations of either the College Student Conduct Code or the Program rules and expectations discussed during orientation. The student may comment on the form and is required to sign the Student Incident Report form following review with the Program Director. Signatures on the form document that a conference was conducted (forms are located in the appendix).

- 1) If a personal injury occurs, HCC police must be notified immediately to file a report. The student and if present, the instructor must complete the HCC PTA Program student incident form. The student is also responsible and required to contact HCC Risk Management at 713-718-5100. The student must notify the PTA Program Director and maintain communication regarding the status of the injury and report process. If medical attention is required/requested, the student will be required to have a medical release prior to returning to laboratory/clinical courses.

**Plan of Action Form (POA)** - The Plan of Action form is used when academic issues (course failure or PT/PTA transfer courses) occur and the student is required to follow a “plan” to continue in the program. The POA is individually developed to address specific student’s needs.

See appendix a copy of the forms.

### **B. GRIEVANCE PROCEDURE**

See the HCCS [Student Policies and Procedures](#)

### **C. GRADE-APPEAL PROCESS**

Grade determination and awarding of all grades in the course is the responsibility of the instructor. If a student is dissatisfied with a grade while a course is in progress, the student may discuss the matter with the instructor. At this point, however, the instructor’s decision is final.

Whenever possible, students and instructors should attempt to resolve grade disputes informally. If this is not possible and the student remains dissatisfied, the instructor will notify the student of the student’s right to appeal a final course grade and the procedure for filing an appeal. Grade appeals are handled through the Dean of Health Science office. See the Program Director or the Dean of Health Science for the process and paperwork.

A student’s grade can be changed only at the discretion of the instructor or as a result of the appeals committee process. See HCCS [Student Policies and Procedures](#)

#### **D. FINANCIAL ASSISTANCE**

The College employs a full-time Financial Aid Officer who is responsible for administering loans, scholarships, and the work-study program. The Health Sciences Division employs a full-time Financial Aid Specialist, located in the Student Services Department on the 1st floor of the Coleman Building.

Due to the intensity of the subject matter and long classroom hours, students are discouraged from attempting to combine work and school activities. Under no circumstances will a student's school schedule or clinical assignments be altered to fit work schedules.

#### **E. FACULTY OFFICE HOURS POLICY**

The PTA Faculty are available during office hours for student conferences regarding problems and/or course information. Office hours differ each semester depending on the faculty teaching load. Schedules are posted on faculty doors each semester.

Appointments to see the faculty during office hours should be made with the PTA Program Faculty or program administrative assistant. If a student needs to see an instructor at times other than those posted the student is required to ask the program administrative assistant to find out if the faculty member you wish to see is available. Students should not enter the PTA office without a faculty member present. These policies are established so that each student and faculty member may have the privacy and time to handle their business efficiently and effectively. **Do not hesitate to contact faculty if you need assistance.**

#### **F. PTA LABORATORY HOURS POLICY**

The PTA Laboratory is regularly opened from 8 a.m. to 4:30 p.m. for student use except for the times when there are scheduled lab classes or special events. Labs may be used for self-study in the evening with Departmental approval. \*Students are encouraged to use the lab facilities for the study of PTA materials.

\*\*There is absolutely **NO** time where students are allowed to practice with thermal or electrical equipment unless a faculty member or tutor is present in the lab area. Storage closets and the Bed Lab are to remain locked when faculty is not present. The Anatomage Table is not to be used without faculty presence or permission. Any violation will result in a Student Incident Report and may include disciplinary action or program dismissal.

#### **G. NAME BADGES**

Badges must be obtained from Student Services the first week of school. Badges should be worn while on campus for security reasons. While in lab, all students should wear their badge where it is safe to do so and doesn't interfere with application of skills. During lab, it is still required to keep badges visible or nearby. HCC Badges should be worn at all times during clinical practicums.

#### **H. STUDENT RECORDS**

Student admission files will be secured in the department director's office. Release of information will require a letter from the student requesting the specific information needed. Health records are held in a secured electronic management system. The program director and director of clinical education are the only faculty allowed access to student health records. Student can access their own records using a unique password.

## **I. STUDENTS WITH DISABILITIES (ADA): DIDACTIC AND CLINICAL COURSEWORK**

HCCS recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment. Specific policies enable students with documented disabilities who are otherwise qualified, to request accommodations, which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990.

Obtaining reasonable accommodations is an interactive process. It begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services, which is located in room 101 of the Learning Success Center (LSC). The ADA Counselor may also be reached by phone at (713) 718-7376. Once accommodations are in place, instructors should receive a new, updated letter of accommodation within the first three days of each semester. For further questions, visit the Ability Services webpage: [disAbility Services](#)

## **J. Campus Carry**

"At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page [Campus Carry](#)

## **Dismissals from the PTA Program**

A student is subject to immediate dismissal for any of the following reasons:

- Any behavior that would put a student's right to licensure in question.
- Failure to maintain academic standards.
- Unprofessional, unethical, or dishonest behavior.
- Violation of confidentiality or HIPAA policy at school or a clinical facility (during clinical or field trip).
- Excessive or un-excused absences or tardiness.
- Dismissal from the institution due to academic dishonesty. "Academic Dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion.
  - Cheating on a test includes:
    - Copying from another student's test paper/computer;
    - Texting, internet exchange, etc. of material;
    - Using materials during a test that are not authorized by the person giving the test;
    - Collaborating with another student during a test without authority;
    - Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part of the contents of a non-administered test;
    - Obtaining or revealing information about a lab test before all students have completed the lab test;
    - Bribing another person to obtain a test that is to be administered.
  - "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.
  - "Collusion" means the unauthorized written work offered for credit.

- Dismissal from the program due to serious violation of professional/ethical standards in clinical education facility
- Dismissal from the program due to a serious violation of safety and patient protection
- Dismissal from the institution due to the violation of the college code of conduct (i.e., drug or alcohol abuse, theft, etc.)
- Dismissal from the program due to insubordination.

**If the student is dismissed from the program for any of the above reasons, the student may not apply for readmission.** However, a student may file a grievance following the HCC Grievance Policy outlined in the PTA Student Handbook and the HCCS Student Handbook.

### **Eligibility for Licensure as a Physical Therapist Assistant**

Eligibility is predicated on completion of a specific number of hours and having met the college's requirements for graduation. No student will be permitted to take the Licensure Exam unless he/she has fulfilled all clinical requirements and completed all academic requirements for graduation as outlined in the college and PTA Program Handbook.

### **Grounds for Denial, Suspension, or Revocation of a License**

The Texas Board of Physical Therapy Examiners (referred to as the “board”) has the authority to deny an applicant a license or to suspend or revoke a license, to reprimand or otherwise discipline a licensee, or to place on probation a license whose license has been suspended. If a license is suspended, the licensee is placed on probation for the duration of the suspension.

Grounds for the board to deny a license to or discipline an applicant/respondent may include the following; this list is not intended to be inclusive as it is up to the Texas Board of Physical Therapy Examiners to determine grounds for denial, suspension or revocation of a license.

- Attempting to obtain or obtaining a license by fraud, falsification, or deception of an application or examination procedure; or
- Having a license to practice physical therapy or a license to practice another health care profession revoked or suspended or had other disciplinary action taken against him or had his application for license refused, revoked, or suspended by the proper licensing authority of another state, territory, or nation;
- Failure to meet the qualifications for licensure as set forth in the Physical Therapy Practice Act, as applicable, and/or to any other rules or procedures set forth by the board relating to these sections; Cheating on the national examination.
- The board may deny a license to or discipline an applicant/respondent who is found grossly negligent in the practice of physical therapy or in acting as a physical therapist assistant
- The board may deny a license to or discipline an applicant/respondent who is found to be practicing in a manner detrimental to the public health and welfare. The board may deny a registration for a physical therapy facility to an applicant or discipline a physical therapy facility required to be registered by the act, which is found to be practicing in a manner detrimental to the public health and welfare.
- The board may revoke or suspend an existing valid license, disqualify a person from receiving or renewing a license, or deny to a person the opportunity to be examined for a license because of a person's conviction of a felony or misdemeanor if the crime directly relates to the practice of physical therapy.

- The board may deny a license to or discipline an applicant/respondent who has been found to have a history of substance abuse. Check the Texas Executive Board of the Physical Therapy Examiner's website for a Criminal History Review
- DWI, DUI, and MIP must be reviewed by the board before a person can be considered for a license. Check the Texas Executive Board of the Physical Therapy Examiner's website for a Criminal History Review
- The board may deny a license to or discipline an applicant/respondent who has been adjudged mentally incompetent by a court of competent jurisdiction.

**In the event of differences between the Handbook and a course syllabus, students will be subject to the course syllabus**

# APPENDIX

# PTA Lab Guidelines & Safety Policy

## 1. Respect your classmates and PTA lab staff.

- Always come prepared. You are expected to be an active participant in your learning.
- Questions related to testing procedures should be directed to course instructor(s) so the entire class can benefit.
- Take time to familiarize yourself with terminology and practice activities ahead of time to optimize learning lab participation.
- Be aware of noise levels during lab to avoid disturbing classmates.
- Videos and photographs are NOT allowed during lab to protect student and staff privacy without expressed consent of all parties pictured in the video/photo.

## 2. Do not use, check out, or take equipment without permission from lab instructors or program director.

- Students may not use equipment on which they have not been trained.
- Electronic equipment and skills classified as “high-risk” by faculty may NOT be used or performed without staff physically present in lab.
- Ask instructors or program director before taking equipment and return equipment in a timely fashion.
- All equipment and accessories to equipment should be placed back in the same order in which it was found.
- If any equipment is broken or missing, please inform lab staff immediately and label accordingly.
- Equipment checkout privileges will be lost for remainder of semester if rules are not followed.
- There is a **STRICT TWO PERSON OR 300 pound limit** for all high-low mats and hospital beds.
- Universal precautions will be followed at all times. Proper PPE is required with possible exposure to bodily fluids, hazardous materials, or illness.
- All hazardous materials are to be labeled and kept in a locked cabinet. No use of hazardous materials is permitted unless there is faculty present.
- If any exposure to hazardous material occurs, immediate care must be followed using the Material Safety Data Sheet (MSDS) Guidelines.

## 3. Keep lab clean and organized.

- Always clean up after yourself and do not leave trash or unwanted items in lab.
- All backpacks, purses, and other personal supplies must be stored according to staff instructions to keep walkways clear and promote lab safety.



- Lab should be set-up and maintained as instructed for each particular course. If the lab is poorly maintained, it may be locked for student use outside of regularly scheduled class time.
- Remove dirty linen and place in the proper bins for washing.
- Food and drinks (excluding water) are not allowed in the lab area.
- All electrical cords should be placed under the table and be unplugged when not in use.
- Stools should be placed upside down on the tables when not in use.

#### **4. Keep a positive attitude and have fun!**

- Lab staff is here to help and support you in your learning. They are licensed professionals with years of experience. Respect their input!
- Share feedback with lab partners regarding contact, verbal commands, techniques and body mechanics.
- Ask to be observed and be open to corrective remarks.



## PTA Lab Guidelines & Safety Policy Agreement

PTA lab allows students supervised practice time under the direction of a licensed physical therapist or physical therapist assistant. Lab may include regularly scheduled class time, supplemental lab hours, and/or open lab time. The licensed professionals are here to facilitate your learning process but ultimately the responsibility for learning the skills is yours. Use of the PTA lab at Houston Community College is a privilege that comes with certain expectations.

Listed in this document are the guidelines and expectations for using the PTA Lab. Please familiarize yourself with these guidelines and policies. Failure to adhere to them may result in your inability to participate in and/or attend lab. Students asked to leave lab will receive an absence for that class.

After you have read these guidelines and policies, sign below to indicate your understanding and agreement of compliance.

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**Student Name**

---

**Student Signature**

---

**Date**



## HCC PHOTOGRAPHY / VIDEOTAPING RELEASE FORM

I hereby grant Houston Community College permission to make still photographs, video or audio recordings and/or use of verbal quotes from me. I also grant Houston Community College permission to use these completed audio-visual and print products for promotional or educational purposes for Houston Community College without compensation or remuneration to me in any manner; in like and related regard, HCC will not charge or assess me any fees or service charges for my voluntary participation in this audio-visual product production.

Further, I relinquish and give to the Houston Community College all rights, title and interest, if any, I may have in the completed videotapes, still photographs or audio recordings, negatives, prints, reproductions and copies of the masters, negatives, recordings, duplicates, prints and verbal quotes for print or electronic use. Witness our hands and concurrence to the above terms:

**PLEASE PRINT CLEARLY**

NAME \_\_\_\_\_

STREET ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



CONSENT TO  
FILM OR RECORD A

PHOTOGRAPH,  
STUDENT FOR

EDUCATIONAL USE

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

School: \_\_\_\_\_ Class: \_\_\_\_\_ Semester: \_\_\_\_\_

I \_\_\_\_\_ (Student's Name), hereby consent to the participation in the taking of video and audio recordings, film, and photographs of me in my school-related work by Houston Community College (HCC). I understand that these recordings will be made for the purposes of instruction, and that my grade may depend on the contents of the recordings. I understand that HCC will maintain this video, audio, or film as it does other project-related coursework under HCC's record retention guidelines. Accordingly, it may only be maintained for a limited time after my grade is entered, unless other policies apply.

\_\_\_\_\_ I understand that this video recording will be considered part of my education record. I understand that I may ask to view the recording and that it may contain images of other students. To the extent my image is contained in recordings of other students in my course, I consent to their viewing these recordings containing my unedited image.

\_\_\_\_\_ I consent to HCC using recordings of me for educational purposes, such as showing them to the rest of the class or future classes.

\_\_\_\_\_ I also hereby release HCC and its agents, officers, employees, and assigns from all claims, demands and liabilities whatsoever in connection with the above.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

HOUSTON COMMUNITY COLLEGE SYSTEM  
HEALTH SCIENCE PROGRAMS

PHYSICAL THERAPIST ASSISTANT PROGRAM  
PROGRAM READMISSION STANDARDS

- I. Students who withdraw from the Physical Therapist Assistant Program and apply for readmission must complete their program Plan of Action Form prior to the next semester.
  - A. Students enrolled in PTA AAS Degree programs must complete the program degree plan within a four-year period.
- II. Conditions under which readmission to a program will not be approved:
  - A. Dismissal from the program due to scholastic dishonesty.
  - B. Dismissal from the program due to a serious violation of professional/ethical standards in the classroom or clinical facility (i.e. HIPAA or confidentiality breach).
  - C. Dismissal from the program due to a serious violation of safety and patient protection.
  - D. Dismissal from the program due to violation of the college code of conduct (i.e. drug or alcohol abuse, theft, etc.)
  - E. Excessive absences, tardies or behavioral problems (including students who stop showing up for class).
  - F. Letters received or verbal notification asking that a student not be allowed to remain/return to a clinic site.
  - G. Poor academic history.
  - H. Student would not be able to complete all Physical Therapist Assistant course work in a four-year period.
  - I. Students who do not have an exit interview at the time of withdrawal.
  - J. Students who do not complete the readmission application/POA by the date specified in the exit interview.
- III. Evaluation procedures for knowledge and skills.
  - A. Students who are out of the program for more than one semester or fail any PTA technical course will be required to take challenge examination(s) to assess the retention and competency of previously learned skills (clinical, laboratory and/or didactic). There is no charge for the examination. The challenge examination will include the content for the courses successfully completed in the program. Lack of a minimum score of 75 on the challenge exam will require that courses be repeated (audited) and test in all theory and lab exams earning a  $\geq 75\%$  to regain the skills needed to progress in the program. The students may need to enroll in designated remediation course depending on the current status in the PTA Curriculum.
  - B. A student who does not successfully complete the required competency requirements will not be allowed to continue progression of courses in the program.
  - C. Applicants must contact the Program Director for approval to be readmitted. The Program Director will inform the applicant if challenge examinations are necessary prior to enrollment.

D. Readmission may be possible the semester following withdrawal (or failure of a course) if course sequencing allows and space permits. The student would still be required to apply for readmission and follow all readmission criteria as stated above.

IV. An Exit Interview is **required** in order for the student to be eligible for readmission.

A. The interview **must** occur at the time of the withdrawal. Only the Program Director is allowed to sign off on a withdrawal and conduct an exit interview. Students who stop showing up for class and/or have no communication with the Program Director after failing/withdrawal also forfeit their chance for readmission

B. The Exit Interview must prior to the next semester and is recommended to **take place within one week** of the time of withdrawal or failure. It is the **student's** responsibility to make the appointment with the Program Director. The content of the interview is recorded using the Plan of Action Form. The recommendations given to the student are documented on the form and may include but not be limited to: remediation courses, study in the Learning Assistance Center, work with tutors, work or volunteer experience, life- style changes, etc. Any action taken by the student may enhance the student's reapplication for admission. Requirements for readmission are documented and the student **must** comply for readmission. If compliance of the requirements is not achieved by the specified date, the student will **not** be readmitted. If the student does not make an appointment for the exit interview, **readmission will be denied.**

V. Students who withdraw from the program due to personal reasons or failure of a course, and are eligible to be readmitted, **WILL BE REQUIRED TO COMPLETE THE APPLICATION FOR READMISSION.** A letter of commitment must be attached. (Refer to the application for the contents to be included in the letter)

VI. A review committee for readmission will made up of the Program faculty including the Program Director. They will evaluate each application for readmission. The committee's evaluation may include the Exit Interview, action(s) related to recommendations, student's letter of commitment, etc. Each application will be reviewed on an individual basis. The student applying for readmission will become competitive for a space in the program along with the new class (Fall readmission only). Readmission cannot occur if the class size is at capacity. The decision of the review committee will be final.

Office Use Only:

Date Rec. \_\_\_\_\_

Prog. Code: \_\_\_\_\_

APPLICATION FOR READMISSION TO THE PHYSICAL THERAPIST ASSISTANT PROGRAM

HOUSTON COMMUNITY COLLEGE SYSTEM  
1900 Pressler St. Suite 419  
Houston, Texas 77030  
(713) 718-7391

PLEASE COMPLETE THIS APPLICATION AND SUBMIT DIRECTLY TO THE PHYSICAL THERAPIST ASSISTANT PROGRAM.

NAME: \_\_\_\_\_  
          (Last)           (First)           (M.I./Maiden)

STUDENT ID \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_  
                                  (Street)           (Apt. #)

\_\_\_\_\_  
(City)           (State)           (Zip)

TELEPHONE: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LAST SEMESTER YEAR ENROLLED: \_\_\_\_\_

SEMESTER and YEAR APPLYING TO REENTER:

\_\_\_\_\_ Fall Semester           \_\_\_\_\_ Spring Semester           \_\_\_\_\_ Summer Semester

PAGE 2 - APPLICATION FOR READMISSION

To complete this application, an original letter of commitment MUST be attached. The letter must include your response to the criteria described below.

CRITERIA FOR LETTER OF COMMITMENT: (Write a response to each of the following. This should be typed or written legibly).

1. Describe the conditions of withdrawal from the program.
2. Identify and describe the problem(s)/weakness that prevented successful completion of the program.
3. Describe how you will be able to handle a similar situation or challenge in a different manner if you are readmitted to the program.
4. Describe any changes that have occurred in your personal life to provide support for you and enhance your being successful in the program.
5. List actions taken that directly relate to recommendations given to you during you at the exit interview at the time of withdrawal from the program.
6. Abide by all criteria listed in the Plan of Action form dated and signed by all parties at the time of the exit interview

IMPORTANT NOTE:

I certify that all of the information provided in this application and attachments is complete and accurate. I understand the submission of this application and letter does not guarantee my readmission to the program. I understand this application and letter must be provided to the Program Director prior to the start of the class in which a failing grade was earned.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## STUDENT AND FACULTY AGREEMENT

The Health Science Center of Excellence for Health Sciences of the Houston Community College System works to provide quality educational opportunities for all students. Please read the following paragraphs to know what you should expect from your instructor, and what your instructor expects from you in your class (es) this semester.

### You should expect the following from the instructor:

- Inform you in the first week of class of course content, requirements and grading procedures, in writing, through the course syllabus. The course syllabus and handouts will contain information about dates of tests and assignments; make-up policies; attendance policies; the instructor's office hours; the instructor's telephone number; the method of determining the course grade and SCANS competencies.
- Be available to meet with you, either before or after class, or by appointment.
- Discuss with you any problems that you have that relate to the class.
- Treat you with courtesy, even when there is disagreement.
- Be on time and prepared for class.
- Conduct him/herself in a professional manner at all times.

### The instructor expects the following from you:

- Be in class 100% of the time. If you are absent or late more than one day of the course, you may be dropped from the class. (Students should see the course syllabus for specific attendance requirements.)
- Be on time and prepared for class.
- Find out about work you have missed. Arrange to make up missed work, if possible or if permitted. Keep a copy of the course syllabus; bring syllabus and text to class.
- Behave appropriately in class. This means the following:
  - While the instructor is lecturing, there should be no talking to other students
  - Leaving the classroom during class is not acceptable
  - You are expected to be in class on time, except in emergencies, which should be discussed with faculty, prior to class.
  - Working on other class work during class lecture or discussion time is not acceptable.
  - Children are not allowed in class or computer labs.
  - Phones or beepers must be turned off during class, in computer labs, or the library.
  - Bringing food or drink into classroom, computer labs or library is forbidden.
  - Bringing visible or illegal weapons to class is not permitted.
  - Sleeping and dozing in class is not permitted.
  - Using derogatory or vulgar language is not permitted.
  - Purchase required textbook and other equipment during the first week of class.
  - Discuss with the instructor problems that you are having with the class before asking others for help in resolving the situation.
  - Check on grades often and discuss concerns early. **Do not wait until the last week of semester.**
  - Seek the assistance of available tutoring services.
  - Treat the instructor with courtesy, even when there is a disagreement. Also, treat other students with courtesy

**HCCS offers computing resources for use by currently enrolled students and employees for educational research and administrative purposes. Access to this equipment, supplies and labs is a privilege granted to students and faculty to facilitate instruction, learning, research, and administration. All students have the responsibility to make use of these resources in an efficient, ethical, and legal manner.**

- Anyone under 17 yrs of age is not allowed to use computers, except for Student Services events. Visitors (non-students) may use computers in the Library according to the library policies.
- The Health Science Computer Center reserves the right to monitor print jobs and manage instructional supplies with quotas and a fee system. Printing accounts are issued from course rosters submitted by faculty.
- No food or open drink containers are permitted inside the computer labs.
- Students will be respectful to staff and other students.
- Abuse of equipment, facilities, and policies will result in disciplinary action.
- Disruptive behavior may result in Security being called. Disruptive students will be removed from class and may be dismissed from class or program.

**To inform yourself of all policies, the college expects you to read the college catalogue, college handbook and program handbook. If you experience any problems with your class, please discuss the problem with your instructor and/or advisor. If this is impossible, please contact the program director, whose telephone number is \_\_\_\_\_ 713-718-7368 \_\_\_\_\_.**

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

## STUDENT ACCIDENT/INJURY & AIG CLAIM PROCEDURE

**Insurance Carrier: AIG Life Insurance Company**

Insured: Houston Community College System-Health Science  
Programs

Policy Number: SRG0009102439

### **Reporting Procedure:**

HCCS Instructor, Supervisor or Dean's Responsibility;

- In the event of an accident/injury, the instructor should meet with the student immediately, complete the HCCS Student Incident Report and determine if the student is going to file a claim with the AIG Life Insurance Company. The Notification Regarding Special Risk and Sickness Claim should be completed by the student declaring their intent. ***This policy is an excess plan, students must use their own health insurance first.***
- If the student is not going to seek medical treatment and file a claim with AIG, the paperwork is complete. The Student Incident Report and Notification Regarding Special Risk and Sickness Claim form should be faxed to Dr. Dyaz Godfrey at (713) 718-7674 and Risk Management at (713) 718-5177. Originals are filed in the student's file.
- If the student is going to seek medical treatment and file a claim the HCCS Instructor should immediately complete Section A and the student completes Section B of the AIG Life Insurance Company Proof of Loss Special Risk Accident and Sickness Claim Form.
- All information provided to the doctor or hospital should contain the student's name and address and not HCCS.
- Fax the Student Incident Report, Notification Regarding Special Risk and Sickness Claim and Proof of Loss Special Risk Accident and Sickness Claim Form to AIG Insurance Services (866) 893-8574, Dr. Dyaz Godfrey (713) 718-7674 and HCCS Risk Management (713) 718-5177. AIG requires a Proof of Loss form be submitted no later than 20 days after an accident or injury. However, this form should be completed immediately since the student must take it with them to seek medical attention.
- Make two copies of the completed Proof of Loss Special Risk Accident and Sickness Claim Form and one copy of the completed HCCS Student Incident Report and Notification Regarding Special Risk and Sickness Claim. Keep a copy of the Proof of

Loss form, the original Student Incident Report Form and Notification Regarding Special Risk and Sickness Claim for the student's file.

- Give the original Proof of Loss Form to the student to take to the medical facility of their choice. Also, give the student a copy of this Student Accident/Injury & AIG Claim Procedure so that they will know their responsibilities in this process.
- Instruct the student to seek medical attention at the medical facility of their choice.

NOTE: Please perform these first steps as quickly as possible since there is only a 4 hour window within which the student can receive prophylactic treatment for HIV from the time of injury to the time of receipt. The choice to take this treatment is left solely up to the student.

- Follow-up with the student after they have received medical treatment. The student should provide the instructor with a completed copy of the AIG Proof of Loss Claim Form. Section C should have been completed by a physician or healthcare provider.
- Remind the student that it is their responsibility to file all claims within 90 days of the incident.
- Keep a copy of the completed AIG Proof of Loss Form and forward one to Dr. Dyaz Godfrey ([dyaz.godfrey@hccs.edu](mailto:dyaz.godfrey@hccs.edu))

HCCS Student's Responsibility:

- The student should take the Proof of Loss form to the medical facility of their choice. The student will be responsible for the \$100 deductible. This plan will pay up to \$5000 in benefits.
- The physician or healthcare provider needs to complete Section C of the Proof of Loss Form.
- When the medical evaluation is complete, the student should take the completed Proof of Loss Form with them. A copy of the form will be sufficient if the medical facility needs to retain the original. The student should make an additional copy of this form and return it to the instructor that completed Section A of this form.
- The student is then responsible for filing all claims with AIG Life Insurance Company. All bills and documentation should be sent directly to AIG with the completed Proof of Loss Claim Form. The address for AIG is on the top of the form.
- AIG requires the complete, signed form and bills within 90 days of the incident.

## **Criminal Background Check/Drug Screening Policy**

Houston Community College System  
Health Science Programs  
Physical Therapist Assistant Program

**In compliance with contractual agreements and with accrediting agencies' standards, Houston Community College - Health Science programs require criminal background checks and drug screening on all accepted students to the program. The cost of the background check and drug screening will be the responsibility of the student.**

**For Practicums, some facilities require background checks immediately prior to the affiliation. Students will be responsible for the additional background check if assigned to a facility with this requirement.**

**If a student is out of the program (due to course failure or withdrawal) more than one long semester (fall/spring), the student will be required to repeat the background check and drug screen. The cost of the background check and drug screening will be the responsibility of the student.**

**To ensure that HCCS complies with these requirements, the following guidelines have been established:**

**I. Guidelines for Background Checks:**

1. Background checks are required of all accepted students as a condition of clinical placement. Background checks are performed by CastleBranch – electronic record management system. The Background check is ordered through the CastleBranch system. Students will not start the program unless results of the background check have been received.
  - a. Students with a background check indicating “record found” will be required to obtain a Criminal History Evaluation by the Executive Council of Physical Therapy Examiners. Costs to obtain the evaluation are the responsibility of the student. The results of the evaluation and ability to be licensed in TX must be received prior to the end of the first semester of the program.
  - b. If the Executive Council of Physical Therapy Examiners approves the individual to take the licensing exam, the individual may participate in the clinical rotations unless the assigned clinical facility declines the student due to the record found on the background check result.
  - c. If the Executive Council of Physical Therapy Examiners denies the individual the ability to take the licensing exam, the individual will not be able to continue in the program due to the inability to participate in clinical rotations and inability to sit for PTA Licensure.

2. The accepted student will complete the required authorization forms and submit the form and payment directly to CastleBranch - the electronic health record management system. The form must be completed in its entirety.
3. The program will establish a deadline to ensure reports are received in timely fashion, prior to clinical assignments.
4. Refusal to complete a background check will prevent registration of the accepted student in the program.
5. An accepted student who provides misleading, erroneous, questionable, or deceptive information on the release form could immediately have his/her registration withdrawn.
6. Histories that will disqualify an individual from clinical placement include (but are not limited to) conviction or deferred adjudication of capital murder; murder; voluntary or involuntary manslaughter; any felony theft offense; indecency with a child; injury to a child, elderly or disabled individual; kidnapping; aggravated kidnapping; aggravated sexual assault; aggravated assault causing serious bodily injury; sexual assault of a child; aggravated robbery; any felony where a deadly weapon was used or exhibited; any felony related to the manufacture, delivery or possession of marijuana, a controlled substance, or a dangerous drug. Conviction of a misdemeanor involving moral turpitude will also prevent an accepted student from clinical placement. Moral turpitude is an act of baseness, vileness or depravity in the private or social duties that a person owes another member of society in general and that is contrary to the accepted rule of right and duty between persons. Other offenses, which may preclude licensure/certification are published in the credentialing agencies regulations.
7. HCCS shall maintain the verification of compliance with the standard for all accepted students. The PTA Program Director and DCE have access to the reports received from Castle Branch (electronic records management system). This documentation shall be maintained in a secure fashion with unique password access only.
8. If a student receives negative information found in the report, he/she can request a copy of the report from Castle Branch and will have an opportunity to demonstrate the inaccuracy of the information to Castle Branch.
9. If a conviction was wrongly reported, the students will be given 10 working days to request that the report be amended to change the mistake. During this time, a student will not be given a clinical assignment but will be allowed to remain in class until the report is amended.
10. HCCS will be provided a notification by Castle Branch to confirm to the clinical affiliate the student has passed a background check. If the affiliate wants a copy of the report, the student must sign a release in order for the DCE to release the report the affiliating institution.

## II. Guidelines for Drug Screening:

1. Clean drug screens for accepted students must be completed prior to entrance to the PTA Program
2. **For Practicums some facilities require drug screens immediately prior to the affiliation. Students will be responsible for the additional drug screen if assigned to a facility with this requirement.**

3. The non-negative drug screen that is confirmed positive by the Medical Review Officer will be discussed with the student. The students can opt for a one-time repeat Drug Screen.
4. A student with a positive repeat drug screen will not be admitted to the program. The Program Director with input from the Dean of Health Sciences will make the final decision regarding admittance to the PTA program. The student is eligible for re-admittance the following year upon receipt of a negative drug screen. **Prior to clinical placement, the student must provide proof of an additional negative drug screen.**
5. HCCS requires pre-admission screening urinalysis in an effort to prevent the placement of individuals who use drugs or controlled substances or whose use of legal drugs or controlled substances indicates the potential for unsafe classroom or clinical performance. In addition, students may be required to have a second preclinical drug screen.
6. HCCS is fully dedicated to a drug-free environment for all students and employees at all College locations. The unlawful manufacture, distribution, dispensation, possession, sale, offer to sell, purchase and/or use of controlled substances or alcohol on campuses, at teaching sites, in vehicles, and on other property owned, leased, or under the control of HCCS and at all on-campus and off campus, school-sponsored activities is prohibited. **Being under the influence of controlled substances or alcohol during class or lab is strictly prohibited and is means for immediate dismissal from the PTA Program.**
7. As a condition of enrollment, all students are required to follow HCCS policy and regulations concerning alcohol and other drugs. College counselors are available to students for consultation on alcohol and other drug issues. Counselors will assist students personally or act as a referral source when necessary. All student-counselor relationships will be on a confidential basis to the extent permitted by law.
8. HCCS reserves the right to perform random drug screens.
9. If a PTA program student is not enrolled in a class for the PTA Program for more than one long semester (fall/spring), the student is required to repeat the drug screen prior to continuing in the program.

**Authorization for Release of Information**  
To be completed by the student.

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

You are hereby authorized to furnish and release the designated below records to clinical facilities in which I am assigned.

All information and records under this release are indicated by my initials (see list below).

I understand that my records are protected under federal privacy laws and regulations and cannot be disclosed without my written consent except as otherwise provided by law.

I hereby release Houston Community College from all liability arising from this disclosure of my protected health information.

This authorization will expire upon my completion or withdrawal of the HCC PTA Program.

Date of expected completion of the PTA Program: \_\_\_\_\_

Information and records:

- \_\_\_\_\_ CPR
- \_\_\_\_\_ Hepatitis B
- \_\_\_\_\_ Hep C titer
- \_\_\_\_\_ TB Test
- \_\_\_\_\_ MMR
- \_\_\_\_\_ Varicella zoster (chicken pox)
- \_\_\_\_\_ Tdap (tetanus, diphtheria, pertussis)
- \_\_\_\_\_ Background Check Results
- \_\_\_\_\_ Drug Screen Clearance
- \_\_\_\_\_ Meningitis Vaccine
- \_\_\_\_\_ Flu Shot
- \_\_\_\_\_ Personal Health Insurance
- \_\_\_\_\_ Academic Standing
- \_\_\_\_\_ Liability and Personal Insurance

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Physical Therapist Assistant Program**

**STUDENT INFORMED CONSENT**

During the education process for the student in the Physical Therapist Assistant Program, the student will be required to practice physical therapy techniques on classmates or faculty members. It is the nature of the profession that skills be acquired by practicing on healthy individuals before an attempt is made to become skilled with patient populations. Therefore, the following must occur:

1. each student must wear lab clothing that allows practice on and observation of parts of the body on which techniques will be applied,
2. each student must play the role of patient so that a lab partner may gain skill in the application of physical therapy techniques,
3. each student must touch, observe, and interact with classmates while playing the role of the physical therapist assistant and practicing physical therapy techniques, and
4. each student must conduct himself/herself in a respectful and considerate manner while touching, observing, and interacting with classmates or faculty members.

I, \_\_\_\_\_, understand that I will be asked to participate in laboratory and classroom activities as described above and understand that participation is required for student learning. Therefore, I willingly agree to participate fully. In addition, I hereby assume all risks in connection with and fully release Houston Community College, its agencies and/or employees from any injury, damage, embarrassment, or emotional discomfort that may result from participating in the Physical Therapist Assistant Program

Signature: \_\_\_\_\_

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



## **Physical Therapist Assistant Program**

### **Policy for Temporary Physical Restrictions**

**In the event of a temporary physical limitation (such as illness, injury, or pregnancy) that affects the student's ability to fully participate and meet the class standards for course completion, including lecture, laboratory, and clinical requirements, the student must provide the following:**

- 1. Signed physician verification of the physical limitation,**
- 2. Signed physician statement of activities to be restricted (based on the Physical Therapist Assistant Program - Technical Standards in the Student Handbook), and**
- 3. Anticipated date of release for full participation.**

**If any student cannot meet the class expectations for course completion the lead instructor and the Program Director will consult with the Ability Counselor to determine the next steps. Steps could include receiving a grade of Incomplete (I) as long as expectations for the course can be met within six months and are found reasonable to duplicate at a later time or it may be required that the student repeat the course. A specific schedule and requirements for completion will be established by the course instructor with input from the student, Program Director and Ability Counselor.**

**If Title IX or accommodations are in place, the Ability Counselor will direct the student, instructor, and Program Director next steps.**



## Physician Statement of Physical Restrictions

By checking the following, I am recommending that the student **RESTRICT** these activities until released for full participation.

\_\_\_\_\_ Perform work that requires frequent standing, bending, reaching, squatting, kneeling, and lifting or moving people or objects with a weight range of 15 to 50 pounds

\_\_\_\_\_ Safely maneuver self or move another individual's body parts to effectively perform treatment techniques

\_\_\_\_\_ Safely move another individual's body in transfers, gait training, positioning, and exercise

\_\_\_\_\_ Other: \_\_\_\_\_

**Weight or activity restriction** \_\_\_\_\_

**Anticipated date for release for full participation:** \_\_\_\_\_

**Physician Name (PRINT):** \_\_\_\_\_

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

**Physician Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Physical Therapist Assistant Program  
Essential Functions**

<i>Functional Capacity</i>	<i>Standards (Tasks)</i>
<b>Psychomotor Skills</b>	
<b>Gross Motor</b>	<p>Perform work that requires frequent standing, bending, reaching, squatting, kneeling, moving, lifting of patients/clients and/or equipment.</p> <p>Sit and maintain upright posture.</p> <p>Stand and maintain upright posture.</p> <p>Safely maneuver self or move another individual's body parts to effectively perform assessment techniques.</p> <p>Safely maneuver and manipulate clinical equipment from side to side, forward and backward, and from or to a lower or higher position.</p> <p>Manipulate common tools used for screening tests of the cranial nerves, sensation, range of motion, and muscle testing procedures (e.g., cotton balls, safety pins, reflex hammer, and goniometer).</p>
<b>Fine Motor</b>	<p>Legibly record/document progress notes, in standard medical charts in hospital/clinical settings in a timely manner, and consistent with the acceptable norms of clinical settings.</p> <p>Coherently and legibly express thoughts for written assignments and assessments.</p> <p>Palpate changes in an individual's muscle tone, soft tissues, skin quality, joint play, kinesthesia, and temperature in a timely manner, and sense that individual's response to environmental changes and treatment.</p> <p>Apply and adjust therapeutic modalities.</p> <p>Apply and effectively position hands to apply soft tissue and mobilization techniques.</p> <p>Key/type and otherwise operate common desktop computer accessories.</p>
<b>Physical Strength &amp; Endurance</b>	<p>Safely and effectively guide, facilitate, inhibit, and resist movement and motor patterns by using facilitation and inhibition techniques, including ability to give time-urgent verbal and sensory feedback.</p> <p>Lift up to 50 pounds.</p> <p>Competently perform Basic Life Support cardiopulmonary resuscitation.</p>

<i>Functional Capacity</i>	<i>Standards (Tasks)</i>
<b>Mobility</b>	<p>Move within rooms as needed for changing groups, lab partners, and workstations, and to perform assigned clinical tasks.</p> <p>Safely move another individual's body in transfers, gait, positioning, exercise, and mobilization technique.</p> <p>Safely manipulate and move equipment and items to aid in the assisting or treating of a patient/client effectively (e.g., bolsters, pillows, plinths, mats, gait assistive devices, other supports or chairs, IVs, monitors, etc.).</p>
<b>Cognitive Skills</b>	
<b>Critical &amp; Analytical Thinking</b>	<p>Retain and use information in the cognitive, psychomotor, and affective domains in order to assess patients/clients, solve problems, and generate new ways of processing or categorizing symptoms.</p> <p>Perform a physical therapy assessment of patients'/clients' posture and movement including analysis of physical, biomechanical, pathological, behavioral, and environmental factors in a timely manner, consistent with the acceptable norms of all clinical settings.</p> <p>Use information to execute a plan of physical therapy management in a safe and timely manner appropriate for the problems identified, and consistent with the acceptable norms of all clinical settings.</p> <p>Reassess the treatment plan as needed for effective and efficient management of physical therapy problems in a safe and timely manner, consistent with the acceptable norms of all clinical settings.</p>
<b>Safety</b>	<p>Abide by safety policies and procedures in classroom, laboratory, and clinical facility settings.</p> <p>Maintain awareness of alarms and emergency signals, and respond appropriately (e.g., monitors, cries for help, fire alarms, hospital codes, etc.).</p>
<b>Sensory Skills</b>	
<b>Observation</b>	<p>Observe information from patients/clients (e.g., movement, posture, body mechanics and gait pattern for comparison to normal standards, for purposes of evaluation of movement dysfunction).</p> <p>Discern information from treatment environment (e.g., dials on equipment, assistive devices, furniture placement, and floor surfaces).</p>

<i>Functional Capacity</i>	<i>Standards (Tasks)</i>
<b>Perception</b>	<p>Receive and interpret written and verbal communication in both academic and clinical settings in a timely manner (e.g., review patient/client background information, acknowledge patient/client feedback to assess for pain/discomfort, etc.). Perceive vibrations, and differences in sizes, shapes, and surface characteristics (e.g., auscultate lungs, apical pulse, blood pressure, palpate pulses, assess muscular tone and muscle movement, identify body landmarks, and determine the characteristics of anatomic structures).</p> <p>Determine safe temperature levels and appropriate use of tools, splinting materials, and appliances.</p>
<b>Interpretation</b>	<p>Implement techniques learned through live demonstration, video, graphic, or picture for proper positioning, hand placement, and direction of force to ensure adequate patient/client intervention.</p> <p>Observe and interpret messages not solely based on visual cues (e.g., physical, emotional, and psychological responses from patients/clients).</p>
<b>Social-Behavioral Skills</b>	
<b>Communication</b>	<p>Effectively communicate to other students, faculty, patients/clients, peers, staff, and families to ask questions, explain conditions and procedures, teach home programs, and to maintain safety in a timely manner, and within the acceptable norms of academic and clinical settings.</p> <p>Receive and send verbal communication in life threatening situations in a timely manner within acceptable norms of clinical settings.</p>
<b>Adaptability</b>	<p>Adapt effectively to changing environments and increasing tension levels in a variety of situations.</p> <p>Demonstrate flexibility and learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients/clients.</p>

<i>Functional Capacity</i>	<i>Standards (Tasks)</i>
<b>Emotional Stability</b>	<p>Demonstrate appropriate affective behaviors and mental attitudes in order not to jeopardize the emotional, physical, mental, and behavioral safety of patients/clients and other individuals with whom one interacts in the academic and clinical settings.</p> <p>Cope with the mental and emotional rigors of a demanding educational program in physical therapy that includes academic and clinical components, which occur within set time constraints and often concurrently (e.g., focus sustained attention on tasks).</p> <p>Monitor and appropriately regulate own emotions to maintain composure, without prompting from others (e.g., control anger and avoid aggressive behavior, even in very stressful or demanding situations).</p> <p>Recognize constructive criticism and performance feedback as avenues for improvement.</p>
<b>Interpersonal Skills</b>	<p>Maintain positive interactions with individuals, families, and groups from diverse socioeconomic and cultural backgrounds.</p> <p>Acknowledge and respect individual values and opinions in order to foster harmonious working relationships with colleagues, peers, and patients/clients.</p>
<b>Ethics &amp; Professionalism</b>	<p>Arrive to lecture, lab, and clinical locations in a timely manner.</p> <p>Maintain general good health, self-care, and hygiene in order not to jeopardize the health and safety of self and individuals with which one interacts in the academic and clinical settings.</p> <p>Protect patients'/clients' privacy and confidential information (e.g., adhere to HIPPA restrictions).</p> <p>Comply with the ethical standards of the American Physical Therapy Association.</p> <p>Abide by the Value-Based Behaviors and the Guide for Conduct of the Physical Therapist Assistant of the American Physical Therapy Association.</p>



PTA PROGRAM EVENT WAIVER AND RELEASE

In consideration for child/me, \_\_\_\_\_  
Being allowed to participate in the \_\_\_\_\_  
\_\_\_\_\_ (hereinafter the "Event"),

I agree to assume the risk to myself and/ or my child(ren)/ward(s) in participating in this event and I hereby expressly release and hold harmless, on my behalf an/or on behalf of my child (ren)/ward(s), the Houston Community College System ("HCCS"), its trustees, agents and employees and the sponsors and chaperones who participate in this Event, from all claims or actions of whatever nature, which I or my child(ren)/ward(s) now have, or may have in the future against HCCS, its trustees, agents and employees and the chaperones and sponsors of this Event, resulting from or arising out of my and/or my child(ren)'s/ward(s)' participation in this Event. As further consideration, I agree to indemnify and hold harmless HCCS, its trustees, agents and employees and the sponsors and chaperones who participate in this Event, from all claims made by third parties against it or them which result from my and/or my child(ren)'s/ward(s)' action or inaction in the participation in this Event.

THIS WAIVER MUST BE SIGNED BY EACH PERSON AGE EIGHTEEN (18) OR OLDER WHO PARTICIPATES IN THE EVENT, AND BY EACH PARENT OR LEGAL GUARDIAN OF EACH CHILD UNDER EIGHTEEN WHO PARTICIPATES IN THE EVENT.

PARENT/GUARDIAN  
(or student if 18 or older)

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_



Houston Community College System

**Student Incident Report For Excessive Absences/Tardies**

<b>Student's Name:</b>	<b>Student ID:</b>

<b>Instructor:</b>	<b>Class:</b>

<b>Program</b>	<b>Today's Date:</b>
PTA	

<b>Student Incident</b>	<b>Student Handbook Policy</b>
Excessive absences/tardies in a course	Attendance Requirements – page 26-28

**Absentee/Tardy Criteria : Must fulfill during the current semester:**

1. Attend all classes for the course(s) listed below without being late.
2. If an absence/tardy must occur due to an emergency situation/illness, the student **must** notify the instructor prior to class start time. Excused absences will be at the discretion of the faculty or student handbook guidelines.

Courses	Absences	Tardies

3. If the student does not follow or complete any of the above criteria, they will lose another 5 points on the final course grade and will be in jeopardy of failure in the above course(s).
4. The student must follow Program Absentee Policy. If failure of a PTA program course occurs, the student will be required to follow the Program Readmission policy located in the Student Handbook.

**\*STUDENT'S NOTE**

**Student's Comment**

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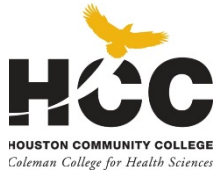
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Students signature

\_\_\_\_\_  
Instructor/Staff Signature

\_\_\_\_\_  
Administrative Signature





**Houston Community College System  
Student Incident Report-Early Alert**

<b>Student's Name:</b>	<b>Student ID:</b>

<b>Instructor:</b>	<b>Course:</b>

<b>Program</b>	<b>Today's Date:</b>
PTA	

<b>Student Incident</b>	<b>Student Handbook Policy</b>
Early Alert – Course(s) grade concern	Early Alert– page 11

**Early Alert Criteria : Must fulfill during the current semester:**

1. Meet with the course instructor to discuss plan of action to reach educational goals.
2. Meet with the Program Advisor in the Student Center within one week of receiving the Early Alert. Inform the course instructor post meeting with the Program Advisor.

Courses	Date of meeting Program Advisor	Plan of Action

3. The student is the responsible party to follow and complete all of the above criteria.
4. If failure of a PTA program course occurs, the student will be required to follow the Program Readmission policy located in the Student Handbook.

**\*STUDENT'S NOTE**

**Student's Comment**

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\_\_\_\_\_  
Students signature

\_\_\_\_\_  
Instructor/Staff Signature

\_\_\_\_\_  
Administrative Signature



**Houston Community College System**  
**Student Incident Report-Accident/Personal Injury**

<b>Student's Name:</b>	<b>Student ID:</b>

<b>Instructor:</b>	<b>Course:</b>

<b>Program</b>	<b>Today's Date:</b>
PTA	

<b>Student Incident</b>	<b>Student Handbook Policy</b>

**Detailed explanation of incident and injury: Must complete form within 24 hours of incident:**

1. Meet with the Program Director or appropriate faculty to determine course of action.
2. Notify College Operations and HCC Police
3. Complete HCCS policy paperwork.

**Student's Comment –Use back of form if necessary**

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\_\_\_\_\_ Students signature

\_\_\_\_\_ Instructor/Staff Signature

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



**Houston Community College System**  
**Student Plan of Action (POA) Form**

<b>Student's Name:</b>	<b>Student ID #</b>

<b>Instructor:</b>	<b>Class:</b>
Program Director Course Instructor-	PTHA ****

<b>Program</b>	<b>Today's Date:</b>
PTA	

Failure of PTHA \*\*\*\*-\_\_\_\_\_ requires the following readmission criteria to be completed.

**Readmission Criteria: To be completed prior to beginning the Summer 20\*\* semester:**

1. Must enroll in **PTHA 1391 Fall 20\*\*** and pass with a C or better
2. Theory final passed with a 75 or better on any of the classes marked below that were successfully completed

Courses	Retakes	Grades on Exams
PTHA ****		
PTHA ****		
PTHA ****		

3. If exams are passed, continue with the courses needing to be retaken/taken:

Courses	Retake
	PTHA ****

4. If exams are not passed, students will sit in on the classes and/or labs and retest all theory exams and the lab cumulative final exam. All retests must be passed with a 75 or above.
5. **\*\*\*\*\* is eligible to take PTHA 2205 Neurology Summer 20\*\*.**

***\*STUDENT'S NOTE***

**Student's Comment**

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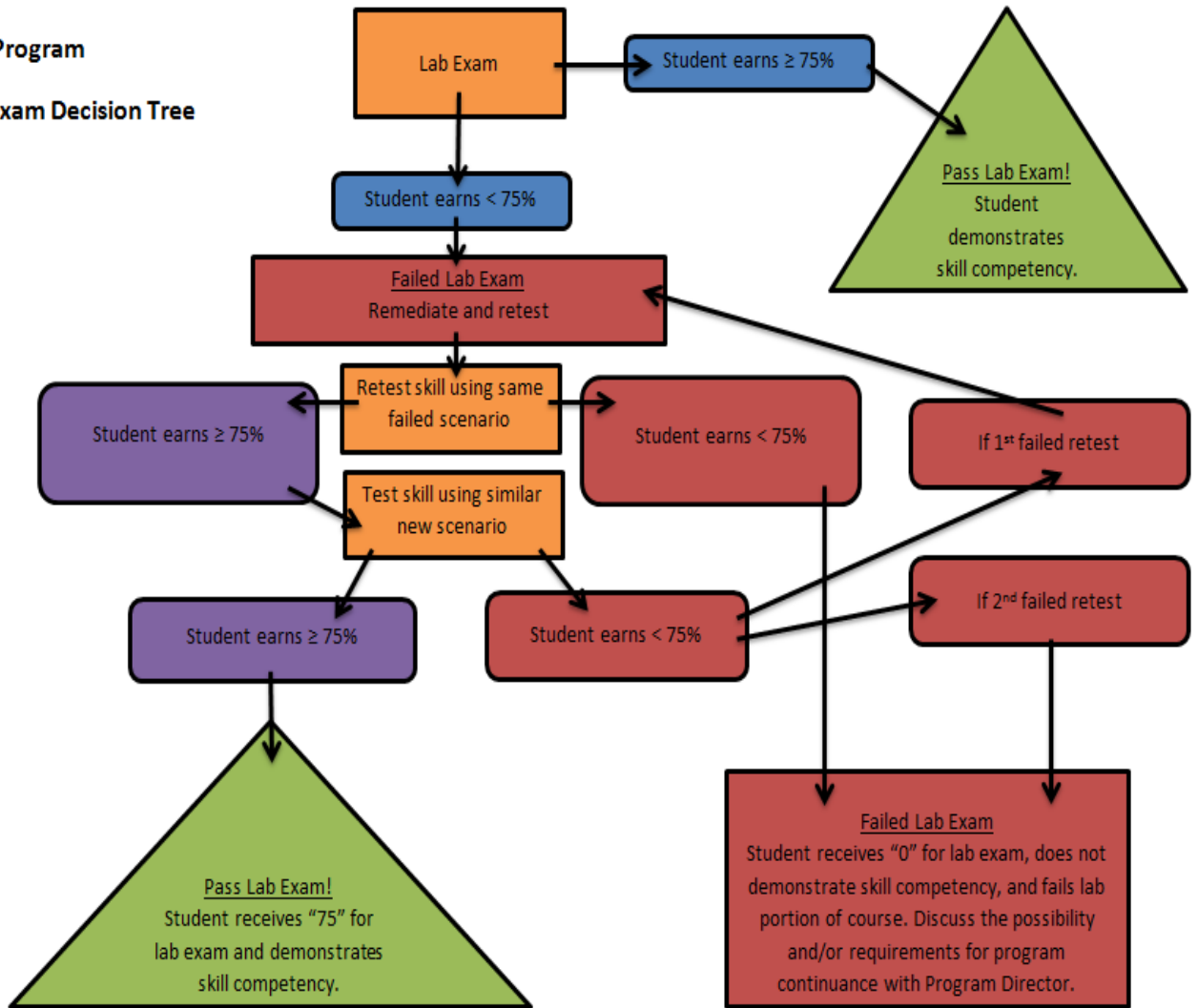


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\_\_\_\_\_  
Students signature

\_\_\_\_\_  
Program Director's Signature

PTA Program  
Lab Exam Decision Tree



**\*\* Course requirement – Student must earn  $\geq 75\%$  in both theory and lab portions of the course and demonstrate competency (no remaining “zeros”) in all required course skills to earn a passing grade in the course.\*\***