

*Student*

*Handbook*

*2011*



*Physical Therapist Assistant Program*  
*Austin Community College*

**Austin Community College  
Physical Therapist Assistant Program**

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## Welcome to New Students

The Austin Community College Physical Therapist Assistant Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in this program.

The purpose of this handbook is to detail policies and procedures specific to this program. The handbook is constructed to be used as a supplement to the Austin Community College Catalog and serves to bridge the overriding policies of the college with the policies specific to this program. The policies and procedures set forth in this handbook are designed to support the success of the student. A copy of the student catalog is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/catalog/pdf/ACC-Catalog-FY11-12.pdf>

The Physical Therapist Assistant program is just one of the programs within the Division of Health Sciences. The Health Science Division is comprised of the following programs: Allied Health Sciences, Associate Degree Nursing, Licensed Vocational Nursing, Dental Hygiene, Diagnostic Medical Imaging, DMI–Radiology, Emergency Medical Services, Health and Kinesiology, Occupational Therapy Assistant, Physical Therapist Assistant, Medical Coding, Medical Laboratory Technology, Personal Fitness Trainer, Surgical Technology, Pharmacy Technician, and Sonography. The Division of Health Sciences is committed to providing quality educational programs for the purpose of developing successful health care professionals. Developing caring health care professionals requires interactions with patients and patient services, thereby resulting in an educational environment with unique characteristics and requirements.

Employment at the college and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability. ACC will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act (ADA). Inquiries regarding ACC's compliance with ADA, or requests for accommodations for persons with disabilities can be directed to:

EEO/ADA/Affirmative Action Coordinator  
5930 Middle Fiskville Rd. Austin, TX 78752-4390  
512.223.7572 (voice) and 711 (Relay Texas)

Welcome to the Physical Therapist Assistant program. You have chosen a very exciting and rewarding profession. Our goal is to provide you with the skills and behaviors required to provide quality patient care in physical therapy.

If you should need assistance in overcoming obstacles during your course of study or want to visit with faculty for any reason, please feel free to contact us. The phone numbers, digital pager numbers, and email addresses for full time faculty members are listed below. Office hours will be posted on office doors, in the course syllabi and on the web each semester. If these hours are not suitable for your schedule, please feel free to contact individual faculty members for an appointment. The Administrative Assistant assigned to the PTA Program is Terry Johnson Growden. Her office phone is: 512.223.5935. We hope you are as enthusiastic about the next two years as we are and we look forward to working with you on your way to success!

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Austin Community College web page: [www.austincc.edu](http://www.austincc.edu)

PTA Program web page: [www.austincc.edu/health/ptha](http://www.austincc.edu/health/ptha)

Like us on Facebook at Austin Community College-PTA

## **Philosophy**

In keeping with the mission and values of Austin Community College, the Physical Therapist Assistant Program is committed to providing students with a high quality education, a flexible curriculum that meets the challenges of an ever-changing practice environment, open accessibility based on the belief that every individual should have the opportunity to pursue a higher education, and a culture that welcomes diversity of ideas and attitudes. The purpose of the program is to facilitate the development of the values, caring behaviors, critical thinking skills, and competencies that are consistent with the physical therapy profession and essential for successful pursuit of a career in the field of physical therapy.

Physical therapy is a dynamic profession that is built on a firm evidence-based foundation and diverse clinical practice expertise. Working under the direction and supervision of a physical therapist, the physical therapist assistant performs selected interventions with people rehabilitating from injury or disease. Carrying out exercise programs, performing massage, applying therapeutic modalities, and instructing patients and caregivers in strategies to prevent the onset or progression of impairments, functional limitations, and disabilities are a few of the responsibilities of the physical therapist assistant. Physical therapist assistants are essential members of the health care team who assume leadership roles in rehabilitation services, prevention and health maintenance programs, and professional and community organizations. The positive impact of the physical therapist assistant working in collaboration with the physical therapist greatly contributes to the well-being and improved quality of life for patients receiving physical therapy interventions.

## **Mission**

To facilitate the development of the values, caring behaviors, critical-thinking skills and competencies consistent with the Physical Therapy profession and essential for the successful pursuit of a career in physical therapy.

## **Goals**

1. Graduate entry-level physical therapist assistants who demonstrate technical competence, make sound clinical decisions, and provide safe and effective health care in a variety of settings.
2. Prepare physical therapist assistants to practice in an ethical manner within the scope of practice as defined by the profession and licensure requirements.
3. Prepare physical therapist assistants to work collaboratively as a member of the healthcare team in the best interest of the patient.
4. Graduate physical therapist assistants who are sensitive to and knowledgeable about different patients from diverse backgrounds.
5. Initiate and support activities that encourage lifelong learning among healthcare professionals.
6. Graduate physical therapist assistants that demonstrate a commitment to professional growth.

## SCANS

### Secretary's Commission on Achieving Necessary Skills

In 1990, the Secretary of Labor appointed a commission to determine the skills our young people need to succeed in the world of work. The commission's fundamental purpose was to encourage a high-performance economy characterized by high-skill, high-wage employment. Although the commission completed its work in 1992, its findings and recommendations continue to be a valuable source of information for individuals and organizations involved in education and workforce development.

Skills competencies are what a person must know to handle five facets of any workplace—resources, interpersonal relationships, information, systems and technology. The SCANS report also indicates various proficiency levels for each competency.

Underlying these competencies is the skills foundation, which goes beyond the “three R's” to include speaking and listening skills and the thinking skills—those creative and analytical skills necessary for problem solving and decision making. Finally, the foundation includes personal qualities highly prized by employers—qualities such as responsibility, self-esteem and integrity.

The following skills competencies and foundations skills will be covered within the PTA curriculum:

#### Skills Competencies

1. Resources: Identifies, organizes, plans, and allocates resources.
  - 1.1 Time—selects relevant goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.
  - 1.2 Money—uses or prepares budgets, including making cost and revenue forecasts, keeps detailed records, and makes appropriate adjustments.
  - 1.3 Materials and Facilities—acquires, stores, allocates, and distributes materials, supplies, parts, equipment, space, or final products efficiently.
  - 1.4 Human Resources—assesses knowledge and skills and distributes work accordingly, evaluates performance and provides feedback.
2. Interpersonal: Works with others.
  - 2.1 Participates as a Member of a Team—works cooperatively with others and contributes to group with ideas, suggestions, and effort.
  - 2.2 Teaches others—helps others to learn.
  - 2.3 Serves Clients/Customers—works and communicates with clients and customers to satisfy their expectations.
  - 2.4 Exercises Leadership—communicates ideas to justify position; encourages, persuades and convinces others; challenges existing procedures and policies.
  - 2.5 Negotiates—works toward an agreement that may involve exchanging specific resources or resolving divergent interests.
  - 2.6 Works with Cultural Diversity—works well with men and women with a variety of ethnic, social, or educational backgrounds.
3. Information: Acquires and uses information.
  - 3.1 Acquires and Evaluates Information—identifies need for data, obtains it from existing sources or creates it and evaluates its relevance and accuracy.
  - 3.2 Organizes and Maintains Information—organizes, processes and maintains written or computerized reports and other forms of information in a systematic fashion.
  - 3.3 Interprets and Communicates Information—selects and analyzes information and communicates the results to others using oral, written, or multi-media methods.
  - 3.4 Uses Computers to Process Information—employs computers to acquire, organize, analyze, and communicate information.

4. Systems: Understands complex interrelationships.
  - 4.1 Understands Systems—knows how social, organizational and technological systems work and operates effectively within them.
  - 4.2 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
  - 4.3 Improves and Designs Systems—makes suggestions to modify existing systems to improve products or services, and develops new or alternative systems.
5. Technology: Works with a variety of technologies.
  - 5.1 Selects Technology—judges which set of procedures, tools or machines, including computers and related technologies, will produce the desired results.
  - 5.2 Applies Technology to a Task—understands the overall intent and the proper procedures for setup and operation of equipment.
  - 5.3 Maintains and Troubleshoots Technology—prevents, identifies, or solves problems in machines, computers, and other technologies.

#### Foundation Skills

6. Basic Skills: Reads, writes, performs arithmetic, and mathematical operations, listens, and speaks.
  - 6.1 Reading—locates, understands, and interprets written information; learns from text by determining the main idea or essential message; identifies relevant details, facts, and specifications; infers or locates the meaning of unknown or technical vocabulary, and judges the accuracy, appropriateness, style, and plausibility of reports, proposals, or theories of other writers.
  - 6.2 Writing—communicates thoughts, ideas, information, and messages in writing; records information completely and accurately; composes and creates documents such as letters, directions, manuals, reports, proposals, graphs, flow charts; uses language, style, organization, and format appropriate to the subject-matter, purpose, and audience. Includes supporting documentation and attends to level of detail; checks, edits, and revises for correct information, appropriate emphasis, form, grammar, spelling, and punctuation.
  - 6.3 Arithmetic—performs basic computations, uses basic numerical concepts such as whole numbers and percentages in practical situations; makes reasonable estimates of arithmetic results without a calculator, and uses tables, graphs, diagrams, and charts to obtain or convey quantitative information.
  - 6.4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques; uses quantitative data to construct logical explanations for real world situations; expresses mathematical ideas and concepts orally and in writing; and understands the role of chance in the occurrence and prediction of events.
  - 6.5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to the purpose; for example, to comprehend; to learn; to critically evaluate; to appreciate; or to support the speaker.
  - 6.6 Speaking—organizes ideas and communicates oral messages appropriate to listeners and situations; participates in conversation, discussion, and group presentations; selects an appropriate medium for conveying a message; uses verbal language and other cues such as body language appropriate in style, tone, and level of complexity to the audience and the occasion; speaks clearly and communicates a message; understands and responds to listener feedback; and asks questions when needed.
7. Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.

- 7.1 Creative Thinking—uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
  - 7.2 Decision Making—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives.
  - 7.3 Problem Solving—recognizes that a problem exists (i. e., there is a discrepancy between what is and what should or could be), identifies possible reasons for the discrepancy, and devises and implements a plan of action to resolve it. Evaluates and monitors progress, and revises plan as indicated by findings.
  - 7.4 Seeing Things in Mind’s Eye—organizes and processes symbols, pictures, graphs, objects, or other information; for example, sees a building from a blueprint, a system’s operation from schematics, the flow of work activities from narrative descriptions, or the taste of food from reading a recipe.
  - 7.5 Knowing How to Learn—recognizes and can use learning techniques to apply and adapt new knowledge and skills in both familiar and changing situations. Involves being aware of learning tools such as personal learning styles (visual, aural, etc.), formal learning strategies (note taking or clustering items that share some characteristics), and informal learning strategies (awareness of unidentified false assumptions that may lead to faulty conclusions).
  - 7.6 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it in solving a problem. For example, uses logic to draw conclusions from available information, extracts rules or principles from a set of objects or written text, applies rules and principles to a new situation, or determines which conclusions are correct when given a set of facts and a set of conclusions.
8. Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty.
- 8.1 Responsibility—exerts a high level of effort and perseverance towards goal attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well and displaying a high level of concentration even when assigned an unpleasant task. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
  - 8.2 Self-Esteem—believes in own self-worth and maintains a positive view of self; demonstrates knowledge of own skills and abilities; is aware of impact on others; and knows own emotional capacity and needs and how to address them.
  - 8.3 Sociability—demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and ongoing group settings. Asserts self in familiar and unfamiliar social situations; relates well to others, responds appropriately as the situation requires; and takes an interest in what others say and do.
  - 8.4 Self-Management—assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals; monitors progress toward goal attainment and motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and nondefensively, is a “self-starter”.
  - 8.5 Integrity/Honesty—can be trusted. Recognizes when faced with making a decision or exhibiting behavior that may break with commonly held personal or societal values; understands the impact of violating these beliefs and codes on an organization, self, and others; and chooses an ethical course of action.

## **Program Information**

### **Health Data Requirements**

Health Sciences students must possess the physical abilities and characteristics required to meet the technical standards for their health sciences program. Therefore, all health sciences students are required to have a health assessment performed by a physician or other approved licensed health professional within six months of beginning a health sciences program. The ACC Health Data Form must be used for this purpose and is available at:

<http://www.austincc.edu/health/documents/ApplicantDataRecord.pdf>

A student must submit a current Health Data Form if he/she has a break in program enrollment for one year or more.

### **Technical Standards and Essential Functions**

Health Sciences programs establish technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the PTA program. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program. See appendix on page 32 for a copy of these standards and functions.

### **Immunizations**

Healthcare professions include inherent health and safety risks. Therefore, all health sciences students are required to be compliant with Texas Administrative Code Rule 97.64 related to immunizations for the protection of themselves and patients. Additional information related to immunizations is available at:

<http://www.austincc.edu/health/immunizations.php>

### **Accreditation**

The Physical Therapist Assistant Program of Austin Community College received five years unconditional national accreditation from the Commission on Accreditation of Physical Therapy Education of the American Physical Therapy Association on May 11, 1984. The first on-site visit for reaccreditation occurred on April 10-11, 1989 and the Commission on Accreditation granted accreditation status for the next eight years, effective September, 1989. The last on-site visit for reaccreditation was November 15-18, 1998 with full accreditation granted on May 5, 1999. The next site visit was in April 2008 with re-affirmation of accreditation granted on April 29, 2009. Only graduates of an accredited program are eligible for licensure.

The Austin Community College administration, faculty and staff, particularly the Physical Therapist Assistant faculty and staff, are very proud of our accredited status and are dedicated to continuing the high standards and quality education the program provides.

### **Transfer Policy**

Any student wishing to transfer from another PTA Program will provide documentation of their previous education with transcripts from the educational institution and all PTA course syllabi with objectives. In addition, the student must obtain a letter of recommendation from the previous PTA Department Chair which states that the student is in good standing and would be accepted back into the previous program. Some requirements may be waived or substituted by the Department Chair. The student must meet with the Department Chair for individual consideration at which time he or she may be required to demonstrate competency by written examination or physical performance of skills in courses completed in other programs. Admission to the program is subject to classroom and clinical space availability.

**Please note:** Austin Community College policy states that at least 25% of the hours in the degree plan (18 credit hours for PTA degree plan) must be completed in residency at Austin Community College in order to be granted a degree from our institution.

### **Transfer Credit**

All courses to be transferred into the degree plan from another institution must be evaluated and approved by the Admissions and Records office of Austin Community College. Any student who wishes to discuss transfer credit should make an appointment with the Department Chair to discuss such transfers.

### **Advanced Credit/CLEP**

It is the student's responsibility to submit official results to the Admission and Records office of ACC for any course work where the student has received Advanced Placement or successfully completed a CLEP.

### **Readmission Policy**

Any student who withdraws from or drops out of the program must complete the following procedure for readmission:

- A. A student who has earned a D or F in any PTA course or has withdrawn from the program before academic closure of the first semester of the technical phase (semester 2 on the degree plan) is required to proceed through the regular application, selection and acceptance procedures along with all other candidates the following year.
- B. A student who is unsuccessful academically, clinically, or withdraws for personal reasons after academic closure of the first semester of the technical phase (after semester 2 on the degree plan) and wishes to request readmission in the next year is required to:
  1. Complete withdrawal paperwork with the Department Chair, including an exit plan with expectations for readmission.
  2. Submit a written request for readmission to the Department Chair at least one month prior to registration for the semester in which he wishes to enroll. The letter should delineate the steps the student has taken that will enable him to successfully complete the program on the second attempt.
  3. If the reason for withdrawal was academic failure in the first semester, the student must successfully complete Human Physiology or the equivalent prior to consideration for readmission.
  4. Request for readmission must be made within two years of withdrawal or dropping out of the program.
  5. Readmission to the program is subject to classroom and clinical space availability.
- C. Any student offered readmission to the program will make arrangements with the Department Chair to schedule a time to take a written test and to perform skills check-offs to verify knowledge of all skills covered in the PTA courses the student has successfully completed. This written exam and skills check-off will be evaluated on a pass/fail basis (73% success) and can only be attempted twice in one year.
- D. Any student who withdraws may only be readmitted one time.
- E. Any student making a D or F in any two core PTA courses within a semester will withdraw, but may repeat the entire application process for readmission.

### **Length of Program**

The PTA program is designed to be completed in five (5) semesters, one prerequisite semester and four (4) semesters in the technical phase of the program. Students may choose to take general education and core curriculum courses prior to applying to the program or earlier than scheduled in the degree plan.

## **Class Schedules**

Tentative schedules will be available approximately two months prior to each semester. The PTA program course schedules are subject to change without notice. It is estimated that the student will need two–three hours per one hour of class time (24–36 hours per week) for study time.

## **Estimated Expenses**

Tuition and fees are subject to change without notice by the ACC Board of Trustees. Students should refer to the current course schedule for in-district, out-of-district, out-of-state and international tuition and fees. Estimated additional expenses are:

- Books: \$750.00 for the program
- Uniforms: \$200.00–\$225.00 for the program
- Parking permit: \$15.00 per year
- Lab supplies: \$75.00–\$150.00 for the program
- Liability Insurance: \$10.00 per clinical training course
- Accident Insurance: \$3.10 per lab/clinical course
- CPR/First Aid Certification, Completion of Health Form, *annual* TB test, proof of varicella and Hepatitis B vaccination or immunity : \$150.00–\$200.00
- American Physical Therapy Association student membership: \$90.00 per year
- Licensure Exam Fees: \$600.00
- Criminal Background Check: \$55.00
- Computer access: Free at college

The student will also incur expenses for meals and travel to and from clinical sites beginning in the second fall semester.

## **Textbook Use**

Required textbooks are selected for classes based on educational and reference purposes. Some texts are used in multiple courses. Please consult with faculty before selling any texts.

## **Open Labs**

The PTA Department provides opportunities for the student to study and practice with qualified personnel available to answer questions and provide assistance outside of scheduled classroom and laboratory times. The times are scheduled every semester and vary depending on availability of qualified staff. We attempt to schedule times when the majority of students may take advantage of this opportunity; however, staffing difficulties may prevent this accommodation. Check with the Department Chair for this schedule each semester.

## **Facilities**

Classes will be held at the Eastview Campus, Bldg. 9000, Rooms 9301 and 9307. Any student wishing to use lab equipment anytime other than regularly scheduled hours must make arrangements with the PTA Faculty. Any questions or concerns should be directed to the faculty. Physical therapy clinics in Austin and the surrounding areas provide locations for clinical practicums.

## **PTA Club**

The PTA Club promotes interest in the PTA as a healthcare provider including interest in wellness through participation in community service events. The club provides the students with a liaison to the American Physical Therapy Association. Membership in the club is open to all ACC students who are currently enrolled in the PTA Program.

### **Course or Program Withdrawal**

Students who withdraw from a PTA course or the program should complete the ACC course withdrawal form and take it to Admissions and Records. The last day to withdraw can be located in the course schedule. Students withdrawing from the program are also requested to complete the PTA Student Withdrawal Form on page 38 to assist us in better serving our students.

### **Scholarships and Awards**

The following scholarships and awards are given during the second year of the program.

1. Who's Who Among Students in American Junior Colleges. Nominations are made in the spring semester by faculty.
2. The Transitional Scholarship offered by the Alliance of PTA Educators. Nominations are made in the spring semester by peers. Five students from across Texas are awarded the scholarship which covers the cost for licensing and exam fees. Nominees must demonstrate service, financial need and be an active APTA member by the previous fall.
3. The PTA Student Award. Nominations are made by faculty in the summer semester. One PTA student receives the award at the TPTA Annual Conference.
4. The Professional Growth Award. This award is given at the pinning ceremony in August and is chosen by peers and faculty.

### **Completion or Pinning Ceremony**

At the completion of the program, graduates, their families and friends are invited to a ceremony at which the faculty award the graduates with PTA pins. This ceremony is held along with other Health Science graduates in room 8500 at Eastview Campus. Only those students who have completed the degree program will participate in the ceremony.

*If you treat an individual... as if he were what  
he ought to be and could be, he will become  
what he ought to be and could be.  
—Johann Wolfgang Von Goethe*

*Choose a job you love, and you will never have to work a day in your life.  
—Confucius*

## PTA Course Descriptions

PTHA 1225 Communication in Health Care (2-2-0)  
Communication theories and principles for optimal delivery of health care. Offered in Fall. Insurance Fee: \$3.50 Prerequisites: Admission to program. W

PTHA 1321 Clinical Pathophysiology (3-3-0)  
Study of the pathogenesis, prognosis, and therapeutic management of diseases/conditions commonly encountered in physical therapy. Offered in Fall. Prerequisites: Admission to Program. Corequisites: BIOL 2305 and BIOL 2102.

PTHA 1361 Clinical-Physical Therapist Assistant (3-0-16)  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Offered in Fall. Insurance Fee: \$13.50 Prerequisites: PTHA 2409, PTHA 2205, and PTHA 1431.

PTHA 1409 Introduction to Physical Therapy (4-3-4)  
Introduction to the profession of physical therapy including the exploration of the historical and current scope of physical therapy and lab procedures basic to patient handling and functional skills. Offered in Spring, Summer, and Fall. Fee: \$15.00 Insurance Fee: \$3.50 G

PTHA 1431 Physical Agents (4-3-4)  
Study of the biophysical principles, assessment, and application of therapeutic physical agents with specific emphasis on indications, contraindications, medical efficacy, and physiological effects. Offered in Spring. Fee: \$24.00 Insurance Fee: \$3.50 Prerequisites: PTHA 1225, PTHA 1321, and PTHA 1513.

PTHA 1513 Functional Anatomy (5-3-6)  
Study of human anatomy and its application to the motion of the musculoskeletal system as it relates to normal activities and dysfunctions. Integration of skills related to the kinesiological assessment of the human body. Offered in Fall. Fee: \$24.00 Insurance Fee: \$3.50 Prerequisites: Admission to program.

PTHA 2205 Clinical Neurology (2-2-0)  
Study of neuroanatomy and neurophysiology as it relates to commonly encountered neurological conditions. Offered in Spring. Prerequisites: PTHA 1321 and PTHA 1513.

PTHA 2239 Professional Issues (2-2-0)  
A capstone course which engages the student in the discussion of professional issues and behaviors related to clinical practice and which prepares the student for transition into the workforce. Offered in Spring. Insurance Fee: \$3.50 Prerequisites: PTHA 1361.

PTHA 2360 Clinical-Physical Therapist Assistant (3-0-16)  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Offered in Spring. Insurance Fee: \$13.50 Prerequisites: PTHA 2431, PTHA 2435, and PTHA 1361.

PTHA 2409 Therapeutic Exercise (4-3-4)  
Critical examination of concepts and application of techniques related to therapeutic exercise and functional training. Offered in Spring. Fee: \$18.00 Insurance Fee: \$3.50 Prerequisites: PTHA 1225, PTHA 1321, and PTHA 1513.

PTHA 2431 Management of Neurological Disorders (4-2-4)  
Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders. Offered in Fall. Fee: \$18.00 Insurance Fee: \$3.50 Prerequisites: PTHA 1431, PTHA 2205, and PTHA 2409.

### PTHA 2435 Rehabilitation Techniques (4-3-4)

Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies. Offered in Fall. Fee: \$18.00 Insurance Fee: \$3.50 Prerequisites: PTHA 1431, PTHA 2205, and PTHA 2409.

### PTHA 2461 Clinical-Physical Therapist Assistant (4-0-16)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Offered in Spring. Insurance Fee: \$13.50 Prerequisites: PTHA 2360.

## A.A.S. in Physical Therapist Assistant Degree Plan

	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs
Prerequisites:					
First Semester					
ENGL 1301 English Composition I	3	0	0	48	3
HPRS 1106 Medical Terminology	1	0	0	16	1
MATH (select from an approved math)	3	0	0	48	3
BIOL 2304 Human Anatomy	3	3	0	96	4
PSYC 2301 Intro to Psychology	3	0	0	48	3
PTHA 1409 Introduction to Physical Therapy	3	4	0	112	4
Totals	16	7	0	368	18
Second Semester (Fall I):					
BIOL 2305 Human Physiology	3	3	0	96	4
PTHA 1321 Clinical Pathophysiology	3	0	0	48	3
PTHA 1225 Communication in Health Care	2	0	0	32	2
PTHA 1513 Functional Anatomy	3	6	0	144	5
Totals	11	9	0	320	14
Third Semester (Spring I):					
PTHA 1431 Physical Agents	3	4	0	112	4
PTHA 2305 Clinical Neurology	2	0	0	48	2
SPCH (select from approved oral communications)	3	0	0	48	3
PTHA 2409 Therapeutic Exercise	3	4	0	112	4
Totals	11	8	0	320	13
Fourth Semester (Fall II):					
PTHA 1361 Clinical-PTA	0	0	16	256	3
PSYC 2314 Human Growth and Development	3	0	0	48	3
PTHA 2435 Rehabilitation Techniques	3	4	0	112	4
PTHA 2431 Management of Neurological Disorders	3	4	0	112	4
Totals	9	8	16	528	14
Fifth Semester (Spring II):					
Humanities/Fine Arts	3	0	0	48	3
PTHA 2239 Professional Issues	2	0	16	32	2
PTHA 2360 Clinical-PTA	0	0	16	256	3
PTHA 2461 Clinical-PTA	0	0	16	256	3
Totals	6	4	16	416	9
Total Credit Hours: 71					
Total Contact Hours: 2128					

The PTA program is a rigorous course of study. Students may consider taking the two remaining general education courses between Spring 1 semester and Fall 2 semester.

Students who do take the general education courses earlier in the degree plan may not meet the required course credit load for financial aid.

## **Licensure**

Licensure under the provisions of the Physical Therapy Practice Act 4512E is required in the State of Texas. Licensure is required before the candidate may practice Physical Therapy. Licensure in the State of Texas is the responsibility of the “Texas Board of Physical Therapy Examiners” under the Executive Council of Physical Therapy and Occupational Therapy Examiners. The Practice Act and Rules have been made available to the student and discussed in detail during the Introduction to Physical Therapy course. The procedure for obtaining licensure as a physical therapist assistant in Texas will be distributed during the last semester of enrollment.

After completion of the PTA Program, a student is eligible to take the national licensing examination. The application to take the examination includes questions related to the applicant’s personal, medical and criminal background. In the case of an affirmative response, the licensing board may require that the individual’s records be reviewed before offering him/her the opportunity to obtain a license.

Executive Council of Physical Therapy and Occupational Therapy Examiners  
Texas Board of Physical Therapy Examiners  
333 Guadalupe, Suite 2-510  
Austin, Texas 78701-3942  
512 305-6900

## **Professional Membership**

Students are eligible for membership in the APTA/TPTA upon enrollment in the program.

TPTA Chapter Office  
900 Congress Ave, Suite 410  
Austin, Texas 78701  
512 477-1818

APTA Headquarters  
1111 North Fairfax Street  
Alexandria, VA 22314  
703 684-2782 or 800-999-APTA

Students are strongly encouraged to become members of their professional association. Benefits of membership will be discussed in the first semester. Applications for membership will be distributed during the first PTA Course (PTHA 1225).

## **Student Ethics**

Students shall:

1. Use their own knowledge and skill to complete examinations without referring to others’ answers, old examinations, class notes or other references unless specifically permitted by the instructor. They shall not cheat.
2. Use their own knowledge to write major papers or compile research information. They shall not plagiarize, quote or copy other persons’ works without giving proper recognition as stated in a standard manual on style.
3. Respect the opinions of instructor and other learners. They shall not insult, slur or degrade instructors, other health professionals or students. (This ethics statement does not infringe upon a student’s right to raise questions and request clarification but does modify the manner in which the question or clarification is brought forth.)
4. Respect the limited resources of textbooks, library books, reprints and journals. They shall not mutilate, deface, damage or withhold resources for their own use.
5. Conserve limited resources by using only supplies needed for completion of assignments and maintain equipment in good working order. They shall not waste supplies or misuse equipment.
6. Assist in maintaining class and laboratory rooms in good order. They shall not leave these rooms dirty or in disarray upon completion of their assignment in each room.

7. Complete all assignments by the scheduled date and time or make satisfactory arrangements with the course instructor for an extension. They shall not expect to receive equal consideration in grading unless such arrangements are made.
8. Observe all safety procedures when working with patients and equipment whether in class, clinic or patient's home. They shall not endanger the safety and welfare of patients, other students or faculty and staff.
9. Observe all policies and procedures established by the Department of Physical Therapy and all clinical facilities. They shall not exempt themselves without specific permission by a faculty member or clinical supervisor.
10. Respect the confidentiality of patient information regardless of source (patient, therapist, records, charts). They shall not repeat information outside of the classroom, clinic or facility in which any part of the patient's name appears.
11. Work in cooperation with and respect for other health care team members. They shall not interfere with or obstruct the rendering of the services provided by other health care members.
12. Protect the property and property rights of the facility, clinic and patient. They shall not remove or borrow property without permission and shall not damage or misuse property while in the facility, clinic or home.
13. Respect other student's projects. They shall not handle, steal, alter, deface or otherwise harm another student's project, especially in a manner which might cause the project to receive a lower grade by the instructor.

Adapted From: *APPENDIX L/ Student Ethics*, University of Oklahoma Health Sciences Center, College of Health, Dept. of Occupational Therapy

**Failure to comply with the above may lead to initiation of withdrawal procedures from the PTA Program.**

### **Student Services**

Eastview's student support services exist for one purpose—to help you succeed in college. To use these services, new or continuing students can either walk in or call one of the numbers listed below. Services are free and confidential, except where noted.

*Advising Center, Bldg 2000, Rm 2113, 223-5188:* Recommended especially for new students, the Advising Center provides new student packets and information on registration procedures, course placement and selection, orientation sessions, transfer to four-year colleges and universities, and the TASP test. Available also are health science information brochures and general information and brochures about ACC programs and courses.

*Assessment Office, Bldg 2000, Rm 2135, 223-5146:* The Assessment Office provides ACC's basic skills assessment, information regarding the state-required TASP test and test authorization for retesting.

*Admissions Office, Bldg 2000, Rm 2113, 223-5150:* The Admissions Office processes transfer evaluations, graduation applications (fee) and degree verifications. ACC course transcripts (fee) and information about course drops and withdrawals.

*ACC International Student Office, 223-6241:* Located in the Riverside Admissions Office where international student packets and applications are available.

*Financial Aid Office, Bldg 2000, Rm 2156, 223-4243:* The Financial Aid Office provides applications and assistance in obtaining federal student financial aid (loans and grants), scholarships, and college work study.

*Career Center, Bldg 2000, 223-5188:* The Career Center can assist in determining a career path based on a student's greatest aptitude through computer-based career assessment and its career resource library. This center also provides scholarship information.

*Counseling Center, Bldg 2000, Rm 2113, 223-5188:* The Counseling Center provides educational planning including transfer credit information, course selection, academic goal setting, and planning for ACC degrees and transfer programs. Services include career counseling and personal counseling such as stress management and interpersonal/ relationship issues. Also offered are free workshops for college success.

To see a counselor, call 223-5810 (designated Health Sciences Counselor), 223-5188 (EVC Counselors), or any other Counseling Center at any campus for an appointment or check with the Student Services Office at any campus for walk-in times. The Health Sciences Counselor is located in Building 9000 and is readily accessible to all Health Science students. A student may seek assistance from the HS Counselor or the student may be referred to the HS Counselor if his/her performance is not meeting stated criteria. If a counselor cannot provide the information or assistance you need, you will receive information on services available outside of ACC.

*Support Center, Bldg 2000, Rm 2135, 223-5214:* The Support Center offers financial and counseling support for the following students in the Associate of Applied Sciences and Technical/Vocational programs: single parents, homemakers returning to school, students in non-traditional careers, and homeless or near-homeless students.

*Office of Students with Disabilities:* Free services of interpreters, tutors, note takers, or TDD access are available to disabled students or those with special needs. To receive this assistance, students must register with one of the ACC Special Services offices:

Eastview	223-5159 Bldg. 2000, Rm 2135	Rio Grande	223-3142
Northridge	223-4726	Pinnacle	223-8300

*Learning Lab, Bldg. 2000, Rm 2306, 223-5114:* Free tutoring services for general education. Provides computers for student use with limited printing capabilities. Students may find this area helpful when completing writing assignments.

## **Library Services**

*Computer Lab: Bldg 9000, Rm 9209, 223-5885*

*Library Services, Bldg 2000, Rm 2200, Eastview Campus 223-5109:* Book and periodical collections and reference services will help provide the information you need. Reference librarians offer individual help in making the best use of the library.

*Instructional Technology Development and Media, 223-5113:* Students have access to a variety of audio-visual materials as well as audio duplication facilities. The Instructional Technology and Development staff can provide advice and assistance in using these and other technology-based materials to accomplish personal and educational needs.

## **Capital Metro Information**

For more information, call (474-1200) or visit their web site at [www.capmetro.org](http://www.capmetro.org). Call 389-7480 for Special Transit information.

## **Program Policies**

### **Instructional Classroom Methods**

Classroom methods include lecture/demonstration format with performance of specific techniques in the laboratory following the lecture. Guest lecturers and field activities enhance the classroom material whenever possible. Audio-visual materials and internet resources will be utilized to enhance classroom instruction.

### **Field Activities**

Prior to each off campus learning event students complete the ACC Field Activity Waiver and Liability Form.

### **Didactic Assignments**

Students must complete all reading assignments, as outlined in the course schedule or assigned by the instructor, prior to class time. All written assignments are due at the beginning of class on the due date. Grading guidelines and deadlines are outlined in each course syllabi or assignment. Courses are supported by internet based activities which require access to email and the internet.

### **Laboratory Attire**

Students will report to lab sessions wearing appropriate lab attire. Laboratory clothing consists of loose, athletic “gym” shorts (no long jean shorts or cargo shorts) and a tank top for men and loose athletic “gym” shorts and a halter top for women. Suitable shorts are not excessively short or long, and are loose enough to allow palpation of hip musculature and bony landmarks such as the greater trochanter. Halter tops may be worn with or without a sports bra as needed to allow palpation of spinal and shoulder landmarks. Men may be required to remove their shirts for short periods of time during specific palpation activities. All lab sessions are closely supervised and monitored by faculty to maintain an appropriate and professional learning environment. All students are advised to bring several layers of clothing to preserve modesty and to promote comfort between lab activities as the temperature of the classroom may vary significantly.

Students will wear shoes appropriate for the scheduled lab activities that, most often, will be closed-toed, rubber soled athletic shoes. Students will be informed when any other attire should be required. Students who are not prepared for lab activities at the beginning of each lab session will receive one verbal warning, subsequent incidents will result in two points subtracted from their final average for EACH infraction.

### **Human Subject Policy**

Students allow faculty and other students to apply commonly accepted physical therapy interventions during role-playing scenarios. All students are instructed in proper technique for the protection of a patient’s modesty and dignity. Students have close faculty supervision during the laboratory sessions. Students practice application of these techniques on other students only with appropriate supervision. Students sign the Human Subject Policy at the beginning of their first year (See page 40). Only currently enrolled students may participate in laboratory activities.

### **Videotaping**

To enhance the student’s educational process, video recording may be utilized in lecture, demonstration, and during laboratory activities or laboratory examinations. Videos assist the student and faculty with evaluation of student performance. *Each student provides one SD card (1 GB) for video recording.* The SD card remains the property of the student. Your signature on the Human Subjects Release form grants permission for video recording. Students will review their video performances and will complete a self-assessment form after completion of each lab exam and SOAP note.

## **Electronic Devices**

While it is recognized that students may need cell phones for their job or family responsibilities, it is also noted that these sounds are disruptive to the educational process. Students are required to utilize the silent feature on any electronic device during lecture and laboratory sessions. Breaks are regularly scheduled and should be used for returning calls or text messages. Absolutely no electronic devices will be available to the student during examinations.

## **Grade Reporting**

A	93%–100%	This percentage system for letter grade assignment will be utilized for all reporting. Specific grade compilation will be explained in the syllabi at the beginning of each semester.
B	85%–92%	
C	73%–84%	
D	63%–72%	
F	Below 63%	

It is strongly recommended that students earning less than an 80 on any unit exam or lab exam attend open lab sessions as described on page 8.

A student must have a “C” (73%) or above on written exam and laboratory exam averages for the course at the time of completion. Projects, class participation and homework will not be included for a course grade calculation if either exam average is less than a 73. Any student receiving a “D” or “F” must withdraw from the program.

## **Completion of Assignments Policy**

Students must complete all assignments in order to complete the course. If assignments are not completed by the day that grades are due, the student will receive an incomplete in the course and will not be allowed to continue progression in the program until a grade of C or better is assigned.

Students may not take mid-term and or final lab exams until all required check-offs have been successfully mastered.

All unit exams must be completed in order for the student to take the mid-term or final exam respectively.

## **Lab Practical Retake Policy**

In order to have a successful completion of a lab practical, a score of 73 is required and no zeros may be scored in essential criteria. If this is not achieved, the student has one opportunity to retake the examination for successful completion.

Regardless of the lab practical score, if a student scores a zero in any of the essential criteria categories, the lab grade assigned will not be higher than a 72. If the overall score is lower than a 72, that score will be taken for the initial attempt. The score issued on the first attempt and the score on the retake lab practical will be averaged together to give the student their recorded lab practical grade.

The grading instructor and the student determine scheduling of the retake lab practical.

## **Exam Security Policy**

The Physical Therapist Assistant program faculty supports the students in being able to identify any deficiencies in their mastery of course material by allowing them to review unit exams. It must be understood however, that the unit exams are considered property of the Physical Therapist Assistant program. These exams may be reused in future courses and for this reason students will only be permitted to review exams in the presence of a faculty member or tutor. Under no circumstances is it allowed for students to make any direct copies of the exams, these include but are not limited to, pictures, photocopies, written copies, or audio recordings of the questions. The program faculty is committed to protecting the integrity of the program for the benefit of all students, employers, and prospective patients.

Removing exams from the department, for any reason, is strictly prohibited. Students are allowed to review any exam within one week of receiving the graded exam. This can only be done by scheduling an appointment with the respective instructor or tutor or through any other remediation deemed

appropriate by the course instructor. In addition, an instructor may set an appointment with a student to review exams at any time over the course of the semester. During this time, students are allowed to take notes from the exams on concepts that need further studying.

Removal of the exams from the department is considered scholastic dishonesty and appropriate disciplinary actions will be taken.

### **Classroom/Laboratory Attendance Policy**

Due to the fast-paced nature of the PTA program and the amount of information that is delivered in both lecture and lab, it is important for students to attend class regularly. This policy is intended to help students succeed academically and also ensure that they are present to master the skills that are necessary to maintain patient safety.

All missed labs and assignments must be made up by the student in order to successfully complete the course (see completion of assignments policy page 16). In addition, excessive absences, tardiness or leaving early from class (from here on collectively referred to as absences) will result in disciplinary action. Absences will be tallied at various times throughout the semester. If at any of these times, a student accumulates more than the percentage of allowed absences (as indicated on each course syllabus) a verbal warning will be issued and the professional development grade will have points deducted. If there are two instances in which a student is above the set threshold for absences, the student will be placed on probation. If this should occur more than two times, the program director may initiate the program withdrawal process for that student.

### **Professional Behavior**

In preparation for entering the workforce, it is expected that students wear clothing that is appropriate for the learning environment. Please come to class in neat, clean, modest attire. Professional grooming includes hair that is clean and away from the face and fingernails that are clean and neatly filed. The fingernails should not extend beyond the fingertips and for safety, do not wear artificial nails. Only clear or pale nail polish is acceptable.

Students are expected to wear professional clinical attire for all guest lectures and field activities. See clinical education guidelines for more information.

Students are expected to turn in assignments in a timely manner. Please demonstrate appropriate and professional interactions with faculty, staff, and peers.

### **Faculty Advising**

The department chair will assign students a faculty advisor who meets with them each semester for the duration of the program. These advising sessions will facilitate successful progress and completion of program goals. The Health Sciences Counselor is available to attend these sessions.

The faculty advisor and the student will meet before the early registration deadline each semester to review student progress. Prior to the advising session each student completes a Professional Development Assessment. The student and faculty advisor discuss achievements and plan for successful completion of these behaviors. The student receives a written report identifying any outstanding program requirements. See the form on page 37.

### **Curriculum Requirements**

Students must complete all general education courses in the degree plan; BIOL 2305 (Human Physiology) is a co-requisite for Pathophysiology PTHA 1321. If a student is unsuccessful in BIOL 2305, they will withdraw from the PTA program. All clinical courses must be completed within 12 months of completion of the didactic portion of the curriculum.

### **Mid-term Grade Report**

The lead instructor for each course provides a mid-term grade report to each student in the class including exam, project and homework grades. The instructor will meet with any student prior to that time that is not meeting course objectives.

## **Generic Abilities**

Generic Abilities are attributes, characteristics, and behaviors that are not specifically part of the PTA core knowledge but are required for successful practice in the profession. The ten Generic Abilities and definitions developed by UW–Madison are:

1. **Commitment to Learning:** The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
2. **Interpersonal Skills:** The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
3. **Communication Skills:** The ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.
4. **Effective Use of Time and Resources:** The ability to obtain the maximum benefit from a minimum investment of time and resources.
5. **Use of Constructive Feedback:** The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
6. **Problem-Solving:** The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
7. **Professionalism:** The ability to exhibit appropriate professional conduct and to represent the profession effectively.
8. **Responsibility:** The ability to fulfill commitments and to be accountable for actions and outcomes.
9. **Critical Thinking:** The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.
10. **Stress Management:** The ability to identify sources of stress and to develop effective coping behaviors.

Developed by the Physical Therapy Program, University of Wisconsin–Madison. May, et al. *Journal of Physical Therapy Education*. 9:1, Spring 1995.

## **Change of Personal Information**

It is of utmost importance that the Department Chair be kept informed concerning ALL changes in personal information during the length of the program. This includes changes in address, phone number, marital status, email, name change, etc. This should be done as soon as possible after a change is made.

## **Student Records**

The program maintains records for the physical therapist assistant student in the PTA Program faculty and Department Chair offices. The Department Chair office maintains the student's admission records and advising updates. Health Data records are maintained in secured storage in the Health Sciences Admission office. The instructor of record maintains grading records and course files for students enrolled in courses they teach. The Academic Coordinator of Clinical Education maintains clinical records for current students. These records are secured and may be reviewed by making arrangements with the appropriate faculty.

## **Registration**

Students will register and pay for program courses each semester during the college registration eligibility period. These dates can be found in the course schedule book in print or online. Students will not be allowed to wait until adds and drops to register for program classes.

## Health Sciences Division Policies and Procedures

### I. Policies and Procedures

- Academic Dishonesty
- Program Progression
- Student Complaint Procedure
- Grade Change Policies

### II. Clinical Policies

- Professional Behavior
- Ethics and Confidentially
- Safe/Unsafe Clinical

### III. Progressive Discipline

### IV. Health and Safety Information

- Professional Risks
- Flu Vaccine
- Accidents/Exposure
- Environment of Care (EOC)
- Latex Allergy
- Substance Abuse Policy
- Criminal Background
- Health Insurance
- TB Testing and CPR
- Exposure Response
- Health Insurance Portability Accountability Act (HIPAA)
- Statement of Responsibility
- Pre-Placement Drug Screening
- Emergency Instructions

### V. Family education Rights and Privacy Act (FERPA)

The Austin Community College Health Science Division Policies and Procedures have been compiled by the Health Sciences faculty to provide information pertinent to all students in the Health Science programs.

These policies and procedures should be used as a supplement to the Austin Community College Catalog and the program specific student handbook. The Health Sciences programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability

We wish you success in the pursuit of your educational goals.

### I. Policies and Procedures

Students enrolled in ACC Health Sciences programs are expected to agree to and abide by the Student Standards of Conduct and Disciplinary Process.

#### Academic Dishonesty

Academic integrity is an essential component of professional behavior in Health Sciences programs. Any documented incidences of academic dishonesty may result in an academic penalty up to withdrawal from the specific program.

ACC Health Sciences programs follow the college's general policies on academic integrity as set forth in the ACC Catalog. A copy of the catalog is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/catalog/pdf/ACC-Catalog-FY11-12.pdf>

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Academic dishonesty includes but is not limited to the following:

- Cheating on an exam or quiz by bringing information to the testing area (no use of cell phones or PDA's for calculation, approved calculators allowed); talking to another student during the test; looking at another student's test during the examination; or removal of privacy screen on computer.
- Plagiarizing—when students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

- Unauthorized collaboration/collusion with another in preparing outside work for fulfillment of course requirements.
- Unauthorized entry into test banks or examinations.
- Assisting others in academic dishonesty.
- Sharing the details of an examination/competency check-off with other students.
- Having a copy of the examination outside the time and place of test administration or review.

### **Program Progression**

In order to successfully progress through Health Science programs, the student must:

- Complete pre-requisite courses before progressing in the program.
- Be enrolled in co-requisite courses at the same time.
  - a. Withdrawal from any co-requisite course prior to the college official withdrawal date will result in withdrawal from all other co-requisite courses regardless of the current grade in the course.
  - b. Students who fail a co-requisite course are required to retake all co-requisite courses upon readmission.
- Achieve a minimum grade of “C” in all health science courses.
- Satisfactorily meet course objectives.

### **Student Complaint Procedure**

Health science programs follow the college’s policies for student complaints as set forth in the ACC Catalog. A copy of the catalog is available at each campus’s administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/catalog/pdf/ACC-Catalog-FY11-12.pdf>

The purpose of the student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. This procedure does not apply to student disputes about course grades which are resolved under the supervision of the appropriate instructors and instructional administrators. The program will not retaliate against the student as a result of filing a complaint.

#### *Smoking*

Both Seton Family of Hospitals and St. David’s Healthcare Partnership are non-smoking facilities. Smoking is prohibited on the property. Students who are reported to have been smoking on the property of these facilities will be placed on immediate probation.

#### *Sexual and/or Racial Harassment Complaints*

If a Health Science student has a complaint regarding sexual or racial harassment then the student should refer to the ACC Catalog for the policy and procedure related to sexual and racial harassment.

<http://www.austincc.edu/catalog/pdf/ACC-Catalog-FY11-12.pdf>

### **Grade Change Policies and Procedures**

ACC Health science programs follow the college’s policies on grade change as set forth in the ACC Catalog. A copy of the catalog is available at each campus’s administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/catalog/pdf/ACC-Catalog-FY11-12.pdf>

#### *Assignment of Grades*

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question while enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the department chair to discuss the matter or, if the instructor is the department chair, with the dean.

#### *Grade Change Appeal*

If a student believes that an error has been made in the assignment of a grade, he or she should follow the

“Procedures to Resolve Grade Disputes” on the ACC Catalog at:  
<http://www.austincc.edu/catalog/pdf/ACC-Catalog-FY11-12.pdf>

## II. Clinical/Practicum Policies

### Professional Behavior

Faculty of Austin Community College and the Health Sciences Programs have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Health Science students, while representing Austin Community College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by ACC and clinical agency policies during each clinical experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the PTA Student Handbook.

### Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

### Safe/Unsafe Clinical/Practicum Practices

The Health Sciences Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined in the PTA Student Handbook.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

*Physical Safety:* Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment
- lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- failure to correctly identify patient(s) prior to initiating care
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

*Biological Safety:* Unsafe behaviors include but are not limited to:

- failure to recognize violations in aseptic technique
- improper medication administration techniques/choices
- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- failure to properly identify patient(s) prior to treatments

*Emotional Safety:* Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

*Unprofessional Practice:* Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards

- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

### **III. Progressive Discipline**

Faculty are committed to assisting students to be successful in the program. Therefore, Health Science students who are not meeting course objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

#### *Step 1: Warning*

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to—utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from ACC counselors.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference done.

#### *Step 2: Conference*

The student meets with the instructor in a formal conference to review the performance deficit. A written Health Science Conference Report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program

#### *Step 3: Probation*

Probation action is implemented for:

- Unsatisfactory clinical performance
- Unsatisfactory clinical attendance and punctuality
- Inability to maintain physical and mental health necessary to function in the program
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical practice that compromises patient or staff safety
- Behavior which compromises clinical affiliations
- Failure to comply with all terms outlined in the conference report

Probation is a trial period in which the student must improve or be withdrawn from the program. The student meets with the instructor and department chair. An ACC counselor may be asked to assist in representing the student. The student and faculty will review and sign a Health Science Probation Report explicitly stating expectations that must be followed during the probationary period and signed.

#### *Step 4: Withdrawal*

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a

performance grade of “F” or “U” as applicable.)

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes patient, student staff, or preceptor safety
- Unprofessional behavior that seriously jeopardizes clinical affiliations.
- NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.
- Withdrawal Policy: Semester Credit Courses  
<http://www.austincc.edu/admrule/1.04.003.htm>
- Instructor Initiated Withdrawal and Appeal Policy  
<http://www.austincc.edu/admrule/4.01.002.htm>

#### **IV. Health and Safety Information**

##### **Professional Risks**

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis; hepatitis A, B, or C; AIDS; or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

##### **Health Insurance**

The College does not provide personal health insurance coverage for students. All Health Sciences students are encouraged to carry some type of personal health insurance. Information about health insurance is available at: [www.austincc.edu/ehs/Insurance](http://www.austincc.edu/ehs/Insurance) under Optional Student Health Insurance. Should medical care be required, it will be the responsibility of the student to assume responsibility for all costs of treatment/medical care unless it is an accident covered under the accident insurance policy described below.

##### **Flu Vaccine**

To protect patients and provide a safe environment for students, staff, and the public, all students participating in clinical/practicum experiences/courses in any facility may be required to provide documentation of the seasonal flu vaccine. Failure to have the immunization may have implications for clinical attendance. Students will be provided additional information when indicated.

##### **TB Testing and CPR Requirements**

All Health Sciences students are required to provide the following documentation:

- Initial Tuberculosis Screening validated by the two-step TB screening (Mantoux test) and annual one-step screening thereafter (if TB skin test positive, results of a chest x-ray within the past five years).
- Current CPR certification: must meet standards of the American Heart Association (AHA) Basic Life Support for the Healthcare Provider. The card verifying completion must be an AHA card (see specific program requirement).

All items must be current for the duration of the coming semester. If any item expires during the semester, it must be completed (redone) prior to the first day of class or earlier as directed by the program

##### **Accident/Exposure**

*Medical Professional Liability Insurance:* Medical professional liability insurance is required for each Health Science student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Austin Community College registration fees collected each semester.

*Accident Insurance:* Student accident insurance coverage is required for students participating in certain college sponsored laboratory/clinical activities. The maximum medical benefit is \$10,000 per student with a \$25.00 deductible. The student is responsible for the \$25.00 deductible. For covered classes, the student pays an insurance fee at the time of registration. Student Accident Insurance pays benefits for specific losses from accidents only. Benefits are not paid for loss due to sickness.

The student accident policy provides insurance coverage only while participating in specified laboratory/clinical classes. It does not extend to accidents involving automobiles and incidents outside the laboratory/clinical/classroom. For the most updated information, see:

[www.austincc.edu/ehs/Insurance](http://www.austincc.edu/ehs/Insurance).

### **Accident Procedures**

1. Provide first aid for the student sufficient to get the situation under control.
2. If the accident occurs on campus, campus police are notified.
3. If the accident occurs in the clinical area, faculty responsible for the course in which the student is injured must be notified immediately of the incident.
4. If it appears that a physician should see the student, he or she may chose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. The student can pay the bill at the time of treatment or assign benefits and request reimbursement from ACC's insurance company.
5. The injured student will use the designated claim form. All components of the claim form must be completed. The completed form must contain the signatures of (1) the faculty/supervisor, and (2) the student/claimant and submission of an itemized medical bill before reimbursement will be made. Reimbursement requests along with completed claim form should be sent to:

**Austin Community College**  
**Risk Management Department**  
9101 Tuscany Way  
Austin, TX 78754  
Phone: 223-1015 Fax: 223-1035

6. The student submits a copy of the completed insurance form and HIPAA release form to the Assistant Dean of Health Sciences immediately after the incident.
7. The Faculty submits TWO copies of the Supervisor's Injury and Illness Analysis and Prevention Report; one copy to the Department Chair and one copy to the Assistant Dean of Health Sciences within 48 hours of the event.
8. The Assistant Dean of Health Sciences will communicate the official notification of the claim to the Risk Management Department who confirms insurance coverage with the carrier and medical provider.

\*\*\*\*\*

FORMS ARE AVAILABLE IN PUBLISHED COURSE MATERIALS and on the web

[http://www3.austincc.edu/it/eforms/forms\\_int/RIIN.004u.pdf](http://www3.austincc.edu/it/eforms/forms_int/RIIN.004u.pdf)

[http://www3.austincc.edu/it/eforms/forms\\_int/RIIN.003.pdf](http://www3.austincc.edu/it/eforms/forms_int/RIIN.003.pdf)

### **Exposure Response**

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (preferably within one hour) to their immediate supervisor or instructor. It is the responsibility of the clinical instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Department Chair to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the Exposure procedures and appropriate forms will be made available to the students prior to their first clinical experience.

### **Environment of Care**

Austin Community College Health Science Students and faculty will follow procedures outlined in the Seton Safe Environment of Care (EOC) and the St. David's Mandatory Education Module designed by

Seton and St. David's and adapted for the use at ACC in order to educate students and faculty in procedures mandated by health care facilities. All of the Seton and St. David's health organizations, in which we are affiliated, have agreed to the use of these procedures in order to educate students and faculty prior to their clinical rotations in those facilities.

The purpose of the test is to understand the safety and regulatory requirements related to patient care presented in the Seton Safe EOC Manual and St. David's Mandatory Education Module. The scope of these tests includes general safety, hazardous materials and waste, medical equipment, security, emergency preparedness, life safety and building construction, utility systems and social environment. These tests are primarily multiple-choice with some short answers questions. These exams require the student to self-remediate. The students will not be able to move forward until they have correctly answered each question.

These exams are available at: <http://www.austincc.edu/health/dmt.php> or on departmental home pages. Specific instructions about how to access the test will be given to students by their instructor. When students have completed the test, they will be required to make a copy for themselves and electronically mail a copy to their program. These files must be kept, so that the College can prove compliance with the health care facilities' accreditation requirements.

### **HIPAA**

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information. Since health sciences students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case studies and care plans), all health science students must complete an online training module on an annual basis to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings/fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation. ACC website:

[http://www.austincc.edu/hipaa/training/hipaa\\_home.php](http://www.austincc.edu/hipaa/training/hipaa_home.php)

### **Latex Allergy**

Approximately three million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers—NIOSH. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

### **Statement of Responsibility**

Students who are assigned a clinical or practicum experience in a St. David's Healthcare Partnership facility will be required to sign a Statement of Responsibility form.

<http://www.austincc.edu/health/dmt.php>

### **Substance Abuse Policy**

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Health Sciences Department has adopted a substance abuse testing program wherein a student who is participating in clinical courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their ACC clinical instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.

2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

#### *Testing Procedure*

1. Document student's behavior. Confer with department chair. If a department chair is the faculty member concerned about the student's behavior or if the department chair is unavailable, the conference will be with the dean or dean's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
  - a. The student will sign a consent to undergo drug screening.\*
  - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by taxi accompanied by a Health Sciences representative.
5. After the drug screen specimen has been obtained the student will be transported by taxi back to the point of origin or home.
6. Student is excluded from all clinical activities pending results of the drug screen.
7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
8. Results will be sent to the Dean of Health Sciences where they will be kept in a confidential, locked file. Results of the drug screen will be released to the department chair on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.
9. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process, the student will have the opportunity to:
  - a. Explain the cause of the positive drug screen.
  - b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the ACC Catalog.
10. If drug screen is positive and unexplained or unverified via the Medical Review Officer, the student will be:
  - a. Dismissed from the program and
  - b. Reported to the state licensing agency, if applicable.
11. A student who tests positive will be referred to a community resource for evaluation by the ACC counselor at the student's expense.
12. If the drug screen is negative, the student will be immediately reinstated in clinical by the department chair and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.
13. Readmission to the program is based on program admission policies.
 

\* Please refer to the Consent for Drug Screening form located in the Appendices section at the end of this handbook.

NOTE: Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility.

### **Pre-Placement Drug Screening (If Applicable)**

*Rationale:* Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern in all Health Sciences programs and the clinical agencies that provide essential clinical experiences for the students. Clinical rotations are an essential component of Health Sciences programs and the College must meet the contractual obligations contained in affiliation agreements.

*Scope:* ACC currently does not require drug screening as part of the admission process. Clinical agencies can establish more stringent standards for meeting clinical requirements than those imposed as part of the admission process, if they so desire, to ensure compliance with The Joint Commission standards and agency regulations pertaining to human resource management. This may include (but is not limited to) additional background checks and/or pre-placement drug screening.

*Clinical Placement:* Clinical placements will be made by the program based on the learning objectives of the students; **once a placement has been made, students cannot select out of that placement because of the drug screen.**

**Process for Drug Screening:** The following process is to be followed when a clinical agency requires a drug screen prior to placement.

1. Faculty will notify the student of the requirement for a drug screen and the time lines to be in compliance with the clinical agency and provide all necessary consent forms.
  - The student must complete the drug screen within the time lines provided by the program. A drug screen outside that time line will have to be re-submitted at an additional expense to the student.
2. Program will provide the student with a list of approved vendors to perform the drug screening.
  - **Student must pay the cost of the drug screening.**
  - Cost is non-refundable.
  - Program will designate what level of drug screen is required.
  - Results from any company or government entity other than those designated by Health Sciences will not be accepted.
  - Unless specifically directed, clinical agencies will not conduct the drug screen; they must be performed by approved vendor.
  - For clinical sites that do conduct the drug screening, students must sign an authorization for the clinical site to release positive results to the Compliance Coordinator, the Executive Dean or their designee.
3. Student will sign a HIPAA release giving the lab performing the test permission to provide results to the Executive Dean or the Health Sciences Compliance Coordinator.
4. Student will sign a release giving permission for ACC to release the results of a negative drug screen to the requesting clinical agency if required.
5. **Refusal to consent to the drug screening will result in the student being withdrawn from the program.**
6. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
7. Results will be sent to the Dean of Health Sciences and/or the Compliance Coordinator where they will be kept in a confidential, locked file. Negative results of the drug screen will be released only to the student or the requesting clinical agency.
8. Verification of a negative drug screen will be provided to the indicated clinical affiliate.
9. All positive drug screens will be reviewed by an independent Medical Review Officer, provided by the vendor. There will be an additional charge if review by the Medical Review Officer is required and the student is responsible for all costs related to this review. If after review by the Medical Review Officer, there is not a valid medical explanation for the positive screen, the test results will stand. (If the student refuses/fails to pay for costs associated with the Medical Review, the test results will stand).
  - Any appeal right based on a positive screen is solely among the applicant, the Medical Review Officer and the vendor.

#### *Period of Validity*

Drug screening will generally be honored for the time the student is in the program unless there is a break in enrollment, defined as being out for one full semester. However, students may be required to test on a more

frequent basis depending on the requirements of the clinical rotation site in which they are placed to meet their learning objectives.

#### *Positive Drug Screen*

A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel. Any student with a positive drug screen will not be given placement in any clinical facility and will be withdrawn from the program.

#### *Confidentiality of Records*

Drug screening reports and all records pertaining to the results are considered confidential information with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations.

#### *Readmission*

Any student withdrawn for a positive drug screen will not be eligible for readmission for a minimum of twelve months from the date of withdrawal. If accepted for readmission, the student must provide a negative drug test and satisfactory documentation of successful drug counseling and treatment, at the expense of the student.

### **Criminal Background**

Successful completion of a criminal background check is required for admission and continuation in all Health Sciences Programs. Criminal background requirements are found at:

<http://www.austincc.edu/health/background.php>

Background checks will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment at the college/school. A break in enrollment is defined as nonattendance of one full semester or more.

Once accepted into the program, it is the student's responsibility to immediately notify the Health Sciences Compliance Coordinator in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate withdrawal from the program. Additionally,

- Successful completion of a criminal background check for a Health Sciences Program does not ensure eligibility for licensure or future employment.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.
- If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

### **Emergency Instructions**

Austin Community College District has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas. Administrators-in-charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency. See the ACC Catalog or <http://www.austincc.edu/catalog/pdf/ACC-Catalog-FY11-12.pdf>

#### *General Emergencies*

To reach the ACC Police Department dial 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off campus. The ACC Police Department can better determine the student's location and will notify the local police and fire departments.

#### *Medical Emergencies*

In the case of severe bleeding, breathing problems, or chest pains, call 911. For other medical emergencies, contact the ACC Police Department by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.

#### *Severe Weather/Outdoor Hazards*

In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-

place areas inside the building. Do not go outside or move to another building. Do not use elevators. Upon being alerted by a public address system, alarm, or campus administrator, students will move immediately to shelter-in-place areas indicated on the emergency signs posted in each classroom. Shelter-in-place areas are located in the lowest floor possible of the building, in the center of the building, and away from glass.

### *Fire*

Upon hearing a continuous alarm or verbal warning, students should evacuate the building immediately and move to the fire evacuation rally location indicated on the emergency signs posted in each classroom. Do not run. Do not use elevators.

1. Leave the building through the nearest exit.
2. Take personal belongs if they are in the same room.
3. Close all doors behind you. Do not lock them.
4. Report to fire evacuation rally location. You must be accounted for at rally location.
5. Students and staff will be permitted to re-enter the building when the administrator-in-charge or emergency evacuation coordinator gives a verbal “all clear” signal.

### *Gunman on Campus*

Students or staff who see an armed person or receive information that an armed person is on campus should to take the following steps.

1. Contact the ACC Police Dispatch by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.
2. Turn off lights, close and lock doors.
3. Get on the floor out of the line of fire. Seek available cover.
4. Wait until an “All Clear” given by a police officer or authorized, known voice

### *Contacting a Student in an Emergency*

With thousands of students at different locations, it is **not possible** for staff to contact students on campus except in cases of emergency. Staff members may inquire about the nature of the emergency and decide whether the student should be contacted. In order to contact students, campus staff will need the student’s ID number and class schedule.

When students anticipate someone may need to contact them on campus, they should leave the necessary information in the campus manager’s office. Under no circumstances will ACC permit persons to search for students on campus.

### **Family Education Rights and Privacy Act**

The following statement concerning student records maintained by the Austin Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student. Please visit <http://www.austincc.edu/visitors/ferpa.php> for more detailed information about FERPA.

*Our business in life is not to get ahead of others, but to get ahead of ourselves—to break our own records, to outstrip our yesterday by our today.*  
—Stewart B. Johnson

## PTA Program Clinical Policies

Clinical training (Affiliation or Practicum) is an important part of the education process for becoming a physical therapist assistant, and represents that part of the program during which you will learn clinical skills through directed observation or experiential learning; or, when you will apply your understanding of theory and techniques through extended, supervised and evaluated performance. In either case, these experiences will occur away from the Austin Community College campus. This section of the handbook describes those policies and procedures which govern the clinical portion of your educational program. Please be aware that noncompliance with regulations or failure to execute the responsibilities in this section may jeopardize your standing in the program or affect your eligibility to practice after graduation.

For general Health Sciences clinical policies see the Health Sciences Division Policies and Procedures on starting on page 19.

### **Clinical Schedules (*may change without notice*)**

First Affiliation (during the second fall semester)	240 hours (6 weeks)
Second Affiliation (during second spring semester)	240 hours (6 weeks)
Third Affiliation (during second spring semester)	240 hours (6 weeks)

Clinical placements are determined by the academic faculty with input from the student in close collaboration with the clinical faculty. Students may not rearrange clinical schedules. Special situations should be discussed with the Academic Coordinator of Clinical Education. Special arrangements can only be made by the academic faculty. Students are responsible for travel to and from the clinical facility. Clinical hours may include weekends and weekday hours outside the typical 8-5 workday.

### **Clinical Evaluation**

Performance in the clinic is assessed by the clinical instructor assigned at the site of the affiliation, as guided by the *PTA MACS*. This document allows for an objective assessment of the student's skills as performed at the clinical site. Progress Reports are made at the midpoint of the affiliation and again on the last day of the affiliation. These Progress Reports are returned to the PTA faculty for review and discussion during the course of the semester. The *PTA MACS* is purchased at the beginning of the second fall semester at the cost of approximately \$45.00.

An in-depth explanation of the *PTA MACS* and its use will be given prior to the student's first affiliation.

### **Grade Compilation**

Clinical grade compilation is based on a combination of skill attainment in the *PTA MACS* and other clinical assignments such as case studies or in-services which may be required during the affiliation. *Attendance, professionalism and strict adherence to policies and procedures are also considered during the final grade assessment.*

### **Clinical Attendance**

If a student will be late or absent on the scheduled days of clinical experience, he/she **must** notify the PTA Program ACCE **and** the clinical supervisor prior to the assigned reporting time. **All absences** from clinical experiences must be made up at a time convenient to the student and the clinic as agreed upon by the student, the clinical supervisor, and the PTA Program ACCE. *Failure to follow these procedures will result in the student being placed on academic probation. Failing to follow these procedures a second time, will result in disciplinary action.* Students are not in clinical on ACC holidays.

### **Clinical Conduct**

#### *A. Behavior*

The conduct of the physical therapist assistant is one that inspires the patient's confidence. A consistently professional attitude can accomplish this. One must endeavor to treat patients with kindness and courtesy and insure preservation of the patient's privacy. Always introduce yourself, and wear your nametag

at all times. Remember to let the patient know what you intend to do and obtain their consent prior to beginning the treatment. Accept a patient's refusal of treatment gracefully.

1. Knock prior to entering any room.
2. Do not congregate at semi-public areas, such as the patient reception areas.
3. Do not discuss matters pertaining to work in elevators, corridors, or any other public area in the health care facility.
4. No conversation should take place within a patient's hearing which is not directly intended for his ears.
5. Eating or drinking is prohibited except in designated areas.
6. Gratuities are prohibited.
7. Gum chewing is prohibited.
8. Personal involvement with patients is prohibited.
9. Personal involvement with fellow staff members should be limited to "off duty" hours.  
Professionalism in the clinic must be maintained at all times.
10. Students should give and accept constructive criticism gracefully.
11. In the clinical setting, the clinical instructor should be kept informed of your activities and location at all times.
12. Use electronic devices at break times. Keep the devices on silent feature and store them away from patient treatment areas.

#### *B. Attire and Grooming*

As a student and future professional, you must maintain personal health such that there is no risk to yourself or the patient. Personal cleanliness and hygiene are essential for acceptable interpersonal activities such as those engaged in by health care personnel. The PTA faculty will counsel students in these areas if necessary.

1. The program uniform is khaki slacks and a teal-colored polo type shirt. The shirt is worn tucked in with a belt if appropriate. Clean, closed toed shoes with socks are required as well as a watch capable of marking seconds. Lab coats, scrubs or other clinical attire may be required in specific facilities. Students will be notified at time of assignment if special dress is required.
2. **Name tags must be worn at all times.** The student's picture ID from ACC will be worn in a plastic sleeve badge unless the student is required to wear a facility specific badge. Students introduce themselves as physical therapist assistant students from ACC.
3. Permitted jewelry consists of plain bands/rings and small pierced earrings with a post or small loops. Jewelry must be easily removed for safety reasons. No other jewelry or body piercing may be visible while in the clinical setting.
4. Hair must be clean and off the shoulders and away from the face. Only simple hair accessories are permitted. Students with long hair styles must tie hair back and pin it up so that it does not fall loosely over shoulders and face.
5. Fingernails must be clean and filed smoothly. The fingernails should not extend beyond the finger tips. Only clear or pale colored, unchipped nail polish is acceptable. No artificial nails or nail jewelry are allowed.
6. Lab coats, specific dress and scrubs may be required by clinical facilities. Scrubs, if worn are teal colored.
7. Body tattoos should be covered.
8. Failure to follow the program's policy regarding clinical attire will result in a loss of points off of the final grade. Exceptions to the program policy due to facility preference must be discussed and approved by the ACCE prior to any change in the dress code.

*Failure to comply with the above may lead to initiation of probation and withdrawal procedures from the PTA Program.*

#### **Clinical Assignments**

Each student must have the *PTA MACS* and clinical notebook with them at all times during the affiliation, both in the clinical setting and while attending class seminars. The *PTA MACS* and time sheet must be kept updated. Each student will be asked to present case studies on patients seen during the

affiliations. Also, learning experiences designed by the student’s clinical supervisor must be completed in a timely manner to successfully complete the clinical affiliation. Each student will present an inservice at every affiliation.

### Approved Clinical Sites

Students may complete clinical affiliations only at assigned facilities. The program maintains agreements with approved clinical sites, and these have been carefully selected to assure compatibility with the program philosophy and objectives. The Academic Coordinator of Clinical Education maintains contact with the facility and reserves student placements. An on-site visit by the PTA Faculty will occur at least once per clinical affiliation. However, if problems are encountered on-site visits will be made as needed.

The listing of clinical sites will be made available by the ACCE prior to the first clinical experience.

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*Be like a postage stamp.  
Stick to one thing until  
you get there.  
Josh Billings (1815-  
1885, American  
Humorist, Lecturer)*

*Rather fail with honor than succeed by fraud.  
—Sophocles*

*The difference between a successful person and others is not a  
lack of strength, not a lack of knowledge, but rather a lack of will.  
—Vincent T. Lombardi*



Technical Standards and Essential Functions

Health Sciences programs establish technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the Physical Therapist Assistant program as indicated below. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

The student must demonstrate the following abilities:

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
Observation	Ability to participate actively in all demonstrations, laboratory exercise, and clinical experiences in the professional program component and to assess and comprehend the condition of all patients assigned to him/her for data collection and intervention. Such observation and information usually requires functional use of visual, auditory, and somatic sensations.	Visual (corrected as necessary) <ul style="list-style-type: none"> <li>• Able to read small print on dials and LED displays and set parameters on PT equipment</li> <li>• Able to visually discriminate postural, musculoskeletal, and color changes</li> <li>• Recognize and interpret facial expressions and body language.</li> <li>• Assess the environment at a distance.</li> </ul> Auditory (corrected as necessary) <ul style="list-style-type: none"> <li>• Recognize and respond to soft voices, auditory timers, patient call bells and emergency alarms</li> <li>• Distinguish between normal and abnormal lung and heart sounds, take blood pressure.</li> </ul> Tactile <ul style="list-style-type: none"> <li>• Palpate a pulse and detect changes or abnormalities of surface texture, skin, muscle tone, temperature and locate boney prominences</li> </ul>
Communication	Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.	<ul style="list-style-type: none"> <li>• Able to effectively and sensitively elicit information</li> <li>• Recognize, interpret and respond to nonverbal communications</li> <li>• Transmit information to clients, fellow students, faculty and staff, and members of the healthcare team.</li> <li>• Receive, write, and interpret written communication in both academic and clinical settings.</li> <li>• Demonstrate active listening skills</li> </ul>
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment.	<ul style="list-style-type: none"> <li>• Demonstrate adequate coordination, balance, speed and agility to assist and safely guard clients who are walking, exercising or performing other activities.</li> <li>• Safely lift, transfer, move, adjust and position patients or equipment using correct body mechanics.</li> <li>• Able to provide emergency treatment to patients.</li> <li>• Stand or sit for a prolonged period of time.</li> <li>• Possess finger and manual dexterity necessary to manipulate equipment and to perform patient care procedures</li> </ul>

<b>Categories of Essential Functions</b>	<b>Definition</b>	<b>Example of Technical Standard (Not Limited to)</b>
Intellectual	Ability to collect, interpret and integrate information and make sound decisions.	<ul style="list-style-type: none"> <li>• Read and comprehend relevant information in textbooks, medical records and professional literature.</li> <li>• Integrate, retain and synthesize information to effectively problem solve.</li> <li>• Utilize intellectual abilities, exercise good judgment and complete tasks, within required time limits.</li> <li>• Apply knowledge to new situations and to problem solving scenarios.</li> <li>• Utilize effective teaching, learning and test taking strategies.</li> </ul>
Behavioral and Social Attributes	Possess the emotional health and stability necessary to exercise good judgment and develop professional relationships with clients, patients and other members of the health care team. Possess effective time management skills, flexibility, compassion, integrity and concern for others. Demonstrate a strong work ethic.	<ul style="list-style-type: none"> <li>• Manage heavy academic schedules and deadlines.</li> <li>• Perform in fast paced clinical situations.</li> <li>• Display flexibility.</li> <li>• Sustain professional activities for protracted periods under conditions of physical and emotional stress.</li> <li>• Demonstrate emotional health required for full utilization of intellectual abilities and exercise of good judgment.</li> <li>• Demonstrate integrity, concern for others, interpersonal skills, interest and motivation.</li> <li>• Accepts responsibility and accountability for one's own actions.</li> <li>• Develop mature, sensitive and effective relationships with clients and others.</li> <li>• Comply with the ethical standards of the APTA.</li> <li>• Acknowledge and respect individual values and opinions.</li> </ul>

Qualified applicants with disabilities are encouraged to apply to the program. It is the responsibility of the student to contact the Office of Students with Disabilities (OSD) if they feel they cannot meet one or more of the technical standards listed. Students can obtain complete information from the OSD website at: <http://www.austincc.edu/support/osd/index.php> or through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes; for locations see: <http://www.austincc.edu/support/osd/contact.php>

Certain minimum physical abilities and characteristics are required in health sciences professions. Are you able to meet the minimum technical skills standards for the program to which you are applying?

\_\_\_\_\_ Yes \_\_\_\_\_ No If no, please explain:

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# Health Sciences Division Student Conference Report

Student: \_\_\_\_\_ ACC Student ID: \_\_\_\_\_

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

Area of Deficiency: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-up Conference Date: \_\_\_\_\_ Time: \_\_\_\_\_  No Follow-up

Current student status:

The following policies, requirements, and/or course objectives are not being satisfactorily met at this time.  
(Attach additional documentation as necessary):

What the student must do including specific deadlines:

If at any time the student does not comply with ALL terms outlined in the Conference Report, the student may be placed on probation or withdrawn from the course and/or program as applicable.  
If the college deadline for withdrawal has passed, the student will be given a performance grade.

Student comments (*Continue comments on reverse side of form as needed*):

\_\_\_\_\_ I have no comments at this time  
*Student Initials*

\_\_\_\_\_ Comments are written below  
*Student Initials*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

***This form is executed in two copies, one to be retained by the department, the other to be retained by the student.***



# Health Sciences Division Student Probation Report

Student: \_\_\_\_\_ ACC Student ID: \_\_\_\_\_

Program: \_\_\_\_\_ Beginning Date: \_\_\_\_\_

Course Rubric and Number: \_\_\_\_\_ Ending Date: \_\_\_\_\_

The following policies, requirements, and/or objectives are not being satisfactorily met at this time. (Attach additional documentation as necessary):

The student must comply with the following expectations during the probationary period  
*(Put program specific requirements here):*

<u>          </u> <i>Student Initials</i>	The student will abide by all student policies in effect, particularly regarding attendance, maintaining a passing average, and following up on conferences with program staff.
<u>          </u> <i>Student Initials</i>	The student must meet all policies, requirements, and/or course objectives in all appropriate learning settings during the probationary period and thereafter.
<u>          </u> <i>Student Initials</i>	The student may be withdrawn from the course and program for failure to comply with any of the terms outlined in the Probation Report. If the college deadline for withdrawal has passed, the student will be given a performance grade.

Student comments *(Continue comments on reverse side of form as needed):*

           I have no comments at this time  
*Student Initials*

           Comments are written below  
*Student Initials*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

***This form is executed in two copies, one to be retained by the department, the other to be retained by the student.***

## Physical Therapist Assistant Student Requirements Update

Student: \_\_\_\_\_

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

Below you will find the results of the review of your records. If any deficiencies are noted, it is your responsibility to provide a copy of the documentation verifying completion of those items.

Please **NOTE** that if your CPR, TB skin test, or any immunizations, or other mandatory testing expires during the upcoming semester, you must repeat the TB skin test/immunization, be recertified in CPR, and/or complete the mandatory testing by \_\_\_\_\_ (specify date). Failure to provide the required documentation will result in postponement of clinical assignment.

The review of your record indicates:

- Your record is up to date for the \_\_\_\_\_ semester
- Your record is not up to date as indicated by the items checked below. Provide a copy of documentation of completion by \_\_\_\_\_ (date)

Initial Immunizations and other forms:

- TD
- 2 Step TB skin test (PPD-annual) or Chest X-Ray (once every 5 years). Record must include PPD results and "read date".
- Hep B #3
- Signature Sheet
- Health Data Record
- Degree Plan
- Co-requisite(s):  
Course(s) Needed: \_\_\_\_\_  
Completed by: \_\_\_\_\_

Pre-clinical Requirements:

- Updated TB
- CPR and First Aid Expiration Date: \_\_\_\_\_
- HIPAA
- Seton EOC
- St. David's Health Care Mandatory Test
- Seton Workplace Violence

Submit the records to the designated faculty on the date indicated above.

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

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

Faculty: \_\_\_\_\_

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

## Student Withdrawal Form Physical Therapist Assistant Program

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

Student ID # \_\_\_\_\_

Please complete the following questions by checking the appropriate answer.

1. Do you plan to re-enter the PTA Program?  Yes  No  Possibly
2. Did you seek assistance from an instructor and/or counselor prior to your decision to exit the program?  
 Yes  No
3. Do you believe the program could have given you more assistance in order for you to remain enrolled?  
 Yes  No  Possibly
4. Are you currently employed?  Yes  No If yes, how many hours per week? \_\_\_\_\_ hours/week
5. Which statement best describes your feelings about your educational experience at this college?  
 Very disappointed       Disappointed       Neutral  
 Satisfied       Very satisfied

Please rate the following items in terms of how they influenced your decision to leave the PTA Program. Rate from "A"–No Influence, "B"–Slight Influence, "C"–Moderate influence, "D"–Strong Influence to "E"–Main Influence.

	A	B	C	D	E
1. Academic Failure					
2. Clinical Failure					
3. Attendance					
4. Moving					
5. Loss of interest in program					
6. Transfer to another school/program					
7. Financial					
8. Physical ability (illness, pregnancy)					
9. Dissatisfied with instruction					
10. Dissatisfied with course content					
11. Transportation problems					
12. Conflicting job hours					
13. Stress of course work					
14. Stress of finishing academics					
15. Stress in the instructor/student relationship					
16. Stress with peer relationships					
17. Stress in marriage/partner relationships					
18. Stress in family relationships					
19. Balancing expectations of school and personal life					

# Austin Community College

## Health Sciences

### Student Consent for Drug Screening

I, \_\_\_\_\_, recognize that the use and abuse of alcohol, drugs or substances can create an unsafe classroom or clinical working environment for others and myself.

I agree to provide a blood, urine and/or breath sample to the drug testing laboratory designated by Austin Community College. I also permit the testing laboratory to release the results of the drug screening test to designated Austin Community College authorities.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

## Policy on the Use of Human Subjects

I understand that the Austin Community College Physical Therapist Assistant Program will be conducting laboratory procedures and demonstrations throughout my PTA education. I understand that the purpose of these procedures is educational and intended for my benefit and the benefit of other students, and may include:

My participation in physical therapy demonstrations including physical therapy treatment techniques applied by fellow students, ACC faculty, student physical therapy interns, and health care professionals from the surrounding community

I also understand that these procedures may be video taped, recorded, and/or photographed. During my education at ACC and the completion thereof, upon request, I will release the use of the above stated materials to the ACC/PTA program for further educational use.

All rights of every kind in and to all video tapes, photographs and/or sound recordings shall be and remain vested in ACC and neither I, my successors, heirs, or assigns, shall have any right of action against ACC arising out of any use of said photographs, video tapes or sound recordings, whether or not such use is or may be claimed to be defamatory, untrue or censorable in nature.

---

Student Signature

---

Date

---

Witness

---

Date

## Student Signature Sheet

Please read each statement below. Initial each statement in the space indicated and provide your name, signature, and date below.

1. \_\_\_\_\_ I have read and agree to, and will comply with the student policies as outlined in the Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in the Syllabus and Student Policies of (program).
2. \_\_\_\_\_ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. Appropriate protection may include the use of gloves, gowns, masks, face shields, eye protection, mouthpieces, resuscitation bags, and other protective equipment. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
3. \_\_\_\_\_ I have been informed regarding the inherent health/safety hazards in the health care field and release ACC from any liability for such hazards.
4. \_\_\_\_\_ I have read and agree to the “Substance Abuse Administrative Policy.”
5. \_\_\_\_\_ I agree to criminal background checks and agree to immediately notify the Dean of Health Sciences in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.
6. \_\_\_\_\_ I will complete all clinical educational training modules and submit signed documentation to the Program as required.

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

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_





## Physical Therapist Assistant Program

### Exemplary Professional Behavior Report

*The purpose of the Exemplary Professional Behavior Report is to enable faculty to document an individual incident indicative of excellent professional behavior by a student. This report will be confidentially filed. The goal of this reporting activity is to acknowledge professional excellence in order to promote the student's further professional development and to facilitate role modeling and motivation in other students.*

\_\_\_\_\_  
Student name (please print)

\_\_\_\_\_  
Date of incident

\_\_\_\_\_  
Faculty name (please print)

\_\_\_\_\_  
Faculty signature

*Description of incident:*  
(May attach document)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In the incident described, indicate which of the following categories of professionalism behaviors was the area of exemplary performance. (Check all that apply)

- Altruism
- Honor & Integrity
- Responsibility & Accountability
- Respect
- Leadership
- Excellence & Scholarship
- Caring, Compassion & Communication

Rate the degree of concern by circling one of the following:

1  
above  
expectations

2

3

4

5  
highly  
excellent

#### Documentation of discussion with student

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

Signature of Faculty member of Department Chairperson: \_\_\_\_\_

*Send report to each full time faculty member. This form was adapted from Sanford School of Medicine at the University of South Dakota.*

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