



PHYSICAL THERAPIST ASSISTANT

STUDENT HANDBOOK

Revised Fall 2024

PROGRAM MISSION STATEMENT

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

PROGRAM PHILOSOPHY

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

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

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

SOUTHEAST COMMUNITY COLLEGE MISSION STATEMENT

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

Core Values

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

HEALTH SCIENCES DIVISION MISSION STATEMENT

PHYSICAL THERAPIST ASSISTANT PROGRAM FACULTY

CONTACT INFORMATION

Dean of Health Science s:	Jill Sand jsand@southeast.edu	402-437-2729
Dean of Student Enrollment :	Mike Pegram mpegam@southeast.edu	402-761-8270
Program Director :	Bridget Clark, PT, MPT bclark@southeast.edu	402-437-2771
Program Instructor /DCE:	Ian Thompson, PTA, MEd ithompson@southeast.edu	402-437-2430

PROGRAM GOALS & OBJECTIVES

1. The Program will graduate competent entry-level physical therapist assistant practitioners to work under the supervision of a physical therapist.
Objectives:
 - a. Graduates will be competent in reviewing physical therapy documents and medical records and matching physical therapy goals to the interventions.
 - b. Graduates will perform accurate data collection.
 - c. Graduates will perform, modify and progress interventions within the plan of care established by the physical therapist.
 - d. Graduates will demonstrate essential safety behaviors by providing interventions in a safe manner that minimizes risk to patients, self and others.

2. The Program will graduate students who follow legal standards and abide by the ethical standards established by the American Physical Therapy Association.
Objectives:
 - a. Graduates will adhere to appropriate legal standards of the State Practice Act.
 - b. Graduates will adhere to the Standards of Ethical Conduct for the Physical Therapist Assistant.
 - c. Graduates will adhere to institutional policies and procedures
 - d. Graduates will demonstrate tolerance and respect for diverse clients.
 - e. Graduates will adhere to requirements for billing, supervision of self and other support personnel.

3. The Program will graduate students who communicate and interact with patients, families and caregivers, physical therapists and members of the health care team in an effective, appropriate and capable manner.
Objectives:
 - a. Graduates will educate patients, families, caregivers and members of the health care team using effective instruction methods.
 - b. Graduates will collaborate with members of the healthcare team.
 - c. Graduates will be competent in completing thorough, accurate, logical, concise, timely and legible documentation supporting the physical therapy services.
 - d. Graduates will be competent communicating pertinent information and patient progress to the supervising physical therapist.

4. The Program will graduate students who effectively utilize clinical decision-making skills.
Objectives:
 - a. Graduates will recognize when an intervention is inappropriate due to changes in the patient's status and respond appropriately by communicating with the physical therapist or appropriate medical personnel and adjusting the intervention as directed.
 - b. Graduates will demonstrate accurate assessment of the patient's response to interventions.

5. The Program will graduate students who participate in activities for personal growth and life-long learning to improve abilities as a physical therapist assistant.
Objectives:
 - a. Graduates will participate in the development of abilities and careers based upon performance appraisals, self-assessments and life-long learning activities.
 - b. Graduates will participate in organizations and activities that promote physical therapy.
 - c. Graduates will access, read and understand health care literature for evidence based practice.
 - d. Graduates will instruct other members of the healthcare team and colleagues about the role, responsibilities, academic preparation and scope of work of the physical therapist assistant.

PROGRAM GOALS & OBJECTIVES—Faculty:

- a.
- 1. The PTA Program faculty will be involved in the American Physical Therapy Association (APTA) at the national or state level.
 - a. Faculty will actively participate in appropriate committees in the APTA or Nebraska Physical Therapy Association (NPTA).
 - b. Faculty will participate in a minimum of one national or state association meeting

PROGRESSION THROUGH THE PROGRAM, GRADING, PROGRAM DISMISSAL

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

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

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

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

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

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

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

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

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

IMMUNIZATIONS AND HEALTH SCREENING

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

DRUG TESTS

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

ACCIDENTS

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

STANDARD UNIVERSAL PRECAUTIONS

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

CARDIOPULMONARY RESUSCITATION (CPR)

Students must obtain CPR certification (I)2.7xon

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

ATTENDANCE: Classroom and Lab

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

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ACADEMIC INTEGRITY,

PROFESSIONAL MEETING

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

PHONES & MESSAGING

Personal telephone calls on clinical site phones are neither made nor accepted during clinical hours except on an emergency basis or during breaks. Usage of cell phones (including text messaging) and ringing cell phones during clinical, class or lab time is prohibited and phones may be confiscated. The Health Science Division

"Grievance Procedures" outlined in the College Catalog found on college website www.southeast.edu/CollegeCatalog/

GRIEVANCES WITH CLINICAL SITE STAFF

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

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

GRIEVANCES WITH FACULTY OR CLASSMATES

Students, in the classroom, who encounter situations and/or problems with interpersonal relationships

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

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

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

1. When a complaint is received, the

APPENDIX

APPENDIX A

SOUTHEAST COMMUNITY COLLEGE Physical Therapist Assistant Program

Statement of Understanding of PTA Student Handbook

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

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

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

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

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

Name (printed)

Name (signature)

Date

APPENDIX B

Essential Functions for Physical Therapist Assistant Students

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

APPENDIX B

Essential Functions for Physical Therapist Assistant Students

Cognitive Skills:

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

- x Ability to collect, interpret and analyze written, verbal and observed data about patients.
- x Ability to prioritize multiple tasks, integrate information and make decisions.
- x Ability to observe, measure, and interpret normal and abnormal patient responses to physical therapy interventions and appropriately modify treatment procedures.
- Ü x Ability to act safely and ethically in the physical therapy classroom in a professional manner.

APPENDIX B

ACKNOWLEDGEMENT OF RECEIPT AND STATEMENT OF UNDERSTANDING

Essential Functions for Physical Therapist Assistants

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

Name (print)

Name (signature)

Date

APPENDIX C

SOUTHEAST COMMUNITY COLLEGE
Physical

APPENDIX D

Standards of Ethical Conduct for the Physical Therapist Assistant

Approved by the American Physical Therapy Association
HOD S06-09-20-18; HOD S06-19-47-68 [Amended]
Effective Date: 01/01/2019

Physical Therapist Assistant
HOD S06-19-47-68 [Amended]
Effective Date: 01/01/2019 [Standard]

Preamble
The Standards of Ethical Conduct for the Physical Therapist Assistant are intended to guide the physical therapist assistant in the performance of his or her duties and to ensure the highest quality of care for the patient.

The Standards of Ethical Conduct for the Physical Therapist Assistant are intended to guide the physical therapist assistant in the performance of his or her duties and to ensure the highest quality of care for the patient.

Standards

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

Standard 2: Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and

APPENDIX E

SOUTHEAST COMMUNITY COLLEGE
Physical Therapist Assistant Program

Warning Form

Student Name: _____ Date: _____

APPENDIX F

SOUTHEAST COMMUNITY COLLEGE Physical Therapist Assistant Program

Student Informed Consent

LABORATORIES

I understand that during laboratories, students will apply physical therapy interventions to my body for educational purposes under the supervision of a licensed physical therapist.

APPENDIX G

SOUTHEAST COMMUNITY COLLEGE
Physical Therapist Assistant Program

Non-Student Informed Consent

I consent to the application of physical therapy modalities and therapeutic procedures and interventions for

APPENDIX H

ACKNOWLEDGEMENT OF RECEIPT AND STATEMENT OF UNDERSTANDING

Social Media Statement

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

Name(print)

Name (signature)

Date

APPENDIX I

Program Special Fees

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