

**CONNORS STATE COLLEGE/INDIAN CAPITAL  
TECHNOLOGY CENTER**

**Physical Therapist Assistant Program**

**Student Handbook**

## TABLE OF CONTENTS

Introduction	5
Accreditation Status	6
Physical Therapist Assistant and the Profession	6
Contingency Plan for Charter Class	6
Program Organizational Chart	7
Program Mission	8
Program Philosophy	8
Program Goals and Objectives	8
Orientation	9
Curriculum Model	9
PTA Curriculum Pattern	10
Course Descriptions	11
Course Sequence	13
Admissions	13
Student Health and Physical Condition	13
Abilities Needed for Success as a PTA	14
Competencies	14
Disability Services	16
Program Cost	16
Textbooks	16
Payment	16
Financial Aid	16
Academic Services	17
Health Services	17
Career Services/Job Placement	17
IT Support	17
Academic Advisement	17
Counseling	17
Professional Behaviors	19
Library Services	20
Computer Lab	20
Campus Security	20
Student ID	20
Student Email	20
Parking Permits	20
Transfer & Advances Standing Credit	21
Student Honors	21
American Physical Therapy Association Membership	21
Student Confidential Information	21
Withdrawal	22
Incomplete Grades	22
Re-Admission Following Dismissal Related to Unsatisfactory Academic Progress/Performance	22
Grading Scale	23

Grade Appeals	23-24
Student Performance	23
Student Complaints and Grievances	23-24
Clinical Education Dress and Appearance	25
Lab Dress and Appearance	25
Lab Skills Performance	25
Clinical Performance	26
Students as "Patients" for Lab Practice	26
Access to Laboratory & Classroom Facilities	26
Student Evaluation of Courses/Faculty	27
Student Health Insurance	27
CPR Certification	27
Liability Insurance	27
Graduation & Completion Ceremonies	27
Licensure	27
Practicing as a New Graduate	28
Graduate Follow-Up	28
Applicant Data for Self-Study Report	29
<b>APPENDICES/FORMS:</b>	30
Competencies & Abilities Needed for Success as a PTA Verification Form	31
Progress/Counseling Record	32
Applicant Data form for Self Study Report	33
Informed Consent Form	34



## INTRODUCTION

Welcome to the Connors State College/Indian Capital Technology Center Physical Therapist Assistant Program. This program is a technical education health program offered through a contractual arrangement between Connors State College and Indian Capital Technology Center.

Students in the PTA program are to use the Adult Health Careers Handbook and the PTA Program Handbook as a guide to policies, procedures, and expectations while enrolled in the program. These guidelines have been developed in an effort to provide the highest quality education experience for the student in the program. All policies in the AHC Handbook apply to participants in the PTA Program, unless a specific change to policy is outlined in the PTA section of the handbook. Additional requirements, policies, and guidelines that pertain only to PTA students are outlined in the PTA section of the handbook. A separate clinical education handbook is available for use as a guide to the clinical education portion of the PTA program.

The program faculty look forward to partnering with the students in their education, and providing a supportive learning environment. Please know that PTA faculty and staff welcome feedback regarding the information in this handbook, and are glad to assist with any questions.

Sarah Foster, MPT

CSC/ICTC PTA Program Director

## ACCREDITATION STATUS

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org

is necessary for eligibility to sit for the licensure examination, which is required in all states.

Connors State College/Indian Capital Technology Center is seeking accreditation of a new physical therapist assistant education program from CAPTE. On December 1, 2016, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

## PHYSICAL THERAPIST ASSISTANT AND THE PROFESSION

The PTA must be licensed in accordance with the provisions of the Oklahoma Physical Therapy Practice Act in order to provide services under the direction and supervision of a physical therapist. The PTA must work under the direction and supervision of the physical therapist at all times and in all practice settings. The physical therapist of record is accountable and responsible at all times for the actions of the PTA treating any patient under the physical therapist's care. The following factors should be taken into account with the delegation of care to a PTA under a physical therapist: the PTA's experience and skill level, the complexity and criticality of the patient, the physical setting, the predictability of patient outcomes, and the need for frequency of reevaluation of the patient. When the physical therapist and the PTA are not in the same physical setting, emphasis must be placed upon communication between the physical therapist and the PTA, and oral and written reporting.

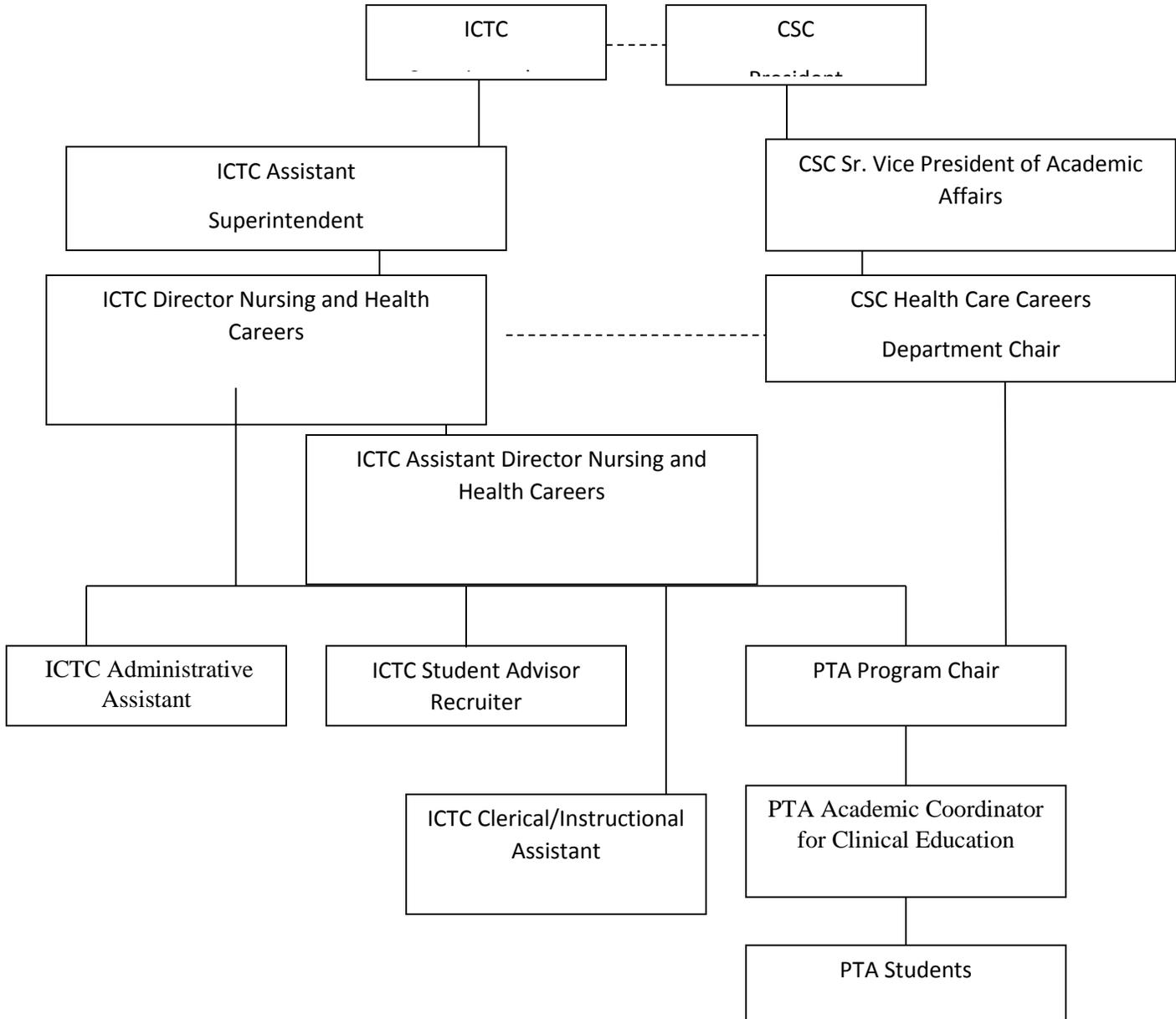
The physical therapist shall perform the initial evaluation and evaluation of a patient, establish the plan of care, perform a reevaluation of the patient when needed, and establish a discharge plan. The PTA works within the plan of care established by the physical therapist, and must notify the supervising physical therapist of any change in patient status. The PTA must practice in a manner that reflects professional and ethical conduct.

## CONTINGENCY PLAN FOR CHARTER CLASS

In the event the program does not receive CAPTE accreditation, ICTC will offer a refund of ½ the PTA tuition (this excludes books, fees, supplies etc.), or full tuition credit toward another ICTC program.

Students wishing to apply credit toward another ICTC program must meet all admissions requirements for that particular program and space must be available. Application may not be possible until the following academic year, due to the timing of Accreditation decision and program application deadlines.

**Indian Capital Technology Center/Connors State College  
Physical Therapy Assistant Program Organizational Chart**



Direct \_\_\_\_\_

Collaborative - - - - -

## **PROGRAM MISSION**

The mission of the program is to produce capable and effective entry-level physical therapist assistants who will provide quality physical therapy services under the direction and supervision of a physical therapist, while demonstrating high ethical standards and dedication to life-long learning.

## **PROGRAM PHILOSOPHY**

### **The PTA Program philosophy:**

- The CSC/ICTC PTA Program is dedicated to providing high-quality student-centered educational opportunities in order to provide well-balanced, comprehensive academic preparation for students.
- The PTA Program recognizes that students are future colleagues in the field of physical therapy, and as such, the student should be supported in the development of professional behaviors in the classroom and clinical education.
- The PTA Program is dedicated to partnering together with students, faculty, clinical facilities, the institutions, employers, and the community, to meet the needs of the student and the community.
- The curriculum is designed to provide the students with a variety of learning opportunities and instructional methods, exposing the student to basic concepts and theory, and progressing toward the integration of clinical skills and evidence-based practice to provide high-quality physical therapy services.
- The PTA Program includes clinical education experiences integrated within the curriculum in order to provide the student with the opportunity to apply clinical skills throughout the program.
- Learning opportunities are necessary that incorporate the student as an active partner in acquiring new information, and preparing the student to integrate life-long learning behaviors, evidence-based practice, critical thinking, self-reflection, and advocacy for the profession and the consumer into practice.

## **PROGRAM GOALS AND OBJECTIVES**

### **Program Goals:**

1. Develop competent physical therapist assistants who are prepared to pass the national licensure exam and are prepared for entry-level employment.
2. Provide a physical therapist assistant curriculum that is relevant, evidence-based, and reflective of contemporary physical therapy practice.
3. Promote the importance of lifelong learning and involvement with the professional organizations in order to support the profession of physical therapy.

### **Program Objectives:**

Graduates of the CSC/ICTC Physical Therapist Assistant Program will be able to:

1. Work under the direction and supervision of a physical therapist in a legal, ethical, and competent manner.
2. Demonstrate the skills of an entry-level practitioner.
3. Demonstrate a commitment to professional development and lifelong learning.
4. Demonstrate effective communication skills in a culturally competent manner with patients and their families/caregivers, other health care providers, and the public.

### **ORIENTATION**

Students will be required to attend an orientation meeting prior to beginning coursework. This orientation is designed to provide the student with in-depth information about the program and expectations regarding academic and clinical performance, professional behaviors, as well as to provide the student with the opportunity to complete all required processes needed for enrollment in the PTA Program. The date of the orientation will be provided to the student in their acceptance letter to the PTA Program.

### **CURRICULUM MODEL**

The PTA program is a 1+1 model, with students completing pre-requisite and general education courses during the first year of the program, then entering into the technical coursework during the second year. The total length of the program is 5 semesters. The program utilizes a hybrid curriculum model of a traditional and case-based educational approach. During the first year of the program, and the first portion of the technical program, a more traditional model is used, moving toward a case-based approach near the end of the curriculum. The coursework and clinical education courses are presented in an organized sequence to build upon foundational content, developing the ability of the student to apply theory and scientific inquiry to the application of dynamic patient care in a competent manner by the completion of the program. Foundational skills and theory are presented prior to presenting students with higher critical thinking tasks. The clinical education courses are designed to present students with opportunity to apply skills and reinforce knowledge gained in didactic coursework previously learned.

## PTA CURRICULUM PATTERN

<b>Semester 1 - Fall</b>	<b>Credit Hours/Clock Hours</b>	
ENGL 1113 English Composition I	3	
HIST 1483 or HIST 1493 U.S. History	3	
NURS Medical Terminology	3	
SPCH 1113 Introduction to Oral Communication Or COMS 1113 Fundamentals of Computer Usage	3	
MATH 1513 College Algebra Or MATH 1473 Applied Mathematics	3	
BIOL 2114 General Biology	4	
	<b>19 credit hours</b>	
<b>Semester 2 - Spring</b>		
ENGL 1213 English Composition II	3	
PSYC 1113 General Psychology	3	
POLS 1113 American Federal Government	3	
BIOL 2104 Human Anatomy	4	
BIOL 2114 Human Physiology	4	
	<b>17 credit hours</b>	
General Education Requirements	<b>36 credit hours</b>	
<b>Semester 3 – Summer</b>		
PTAT 1011 Introduction to Physical Therapy	1	30
PTAT 1012 Kinesiology for PTAs	2	60
PTAT 1122 Pathophysiology for PTAs	2	60
PTAT 1203 Basic Patient Care Skills	3	90
	<b>8 credit hours</b>	<b>240 clock hours</b>
<b>Semester 4 – Fall</b>		
PTAT 1033 Therapeutic Exercise I	3	90
PTAT 1023 Physical Agents	3	90
PTAT 1232 Clinical Procedures	2	72
PTAT 2033 Therapeutic Exercise II	3	90
PTAT 1212 Clinical Practice I	2	120
	<b>13 credit hours</b>	<b>462 clock hours</b>
<b>Semester 5 – Spring</b>		
PTAT 2011 Orthopedic Management for PTAs	1	30
PTAT 2043 Neurology & Rehabilitation for PTAs	3	90
PTAT 2124 Clinical Practice II	4	200
PTAT 2121 Professional Issues	1	30
PTAT 2134 Clinical Practice III	4	240
	<b>13 credit hours</b>	<b>590 clock hours</b>
Technical Coursework Requirements	<b>34 credit hours</b>	<b>1292 clock hours</b>
<b>Total</b>	<b>70 credit hours</b>	

## **COURSE DESCRIPTIONS**

### **PTAT 1011 Introduction to Physical Therapy, 1 credit hour**

This course will introduce students to the profession and practice of Physical Therapy, including history, professional organizations, educational process, roles and relationship of the physical therapist and physical therapist assistant, contemporary practice settings in physical therapy, ethical behavior, fraud/abuse, professional behaviors, data collection and medical record keeping, communication with medical professionals and patients, evidence-based practice, medical literature review, cultural awareness in practice, and responsibility for professional development.

### **PTAT 1012 Kinesiology for PTAs, 2 credit hours**

The student will discuss the components of the musculoskeletal system, view function and mobility through the framework of the Human Movement System, and identify joint kinematics, normal and abnormal joint postures at rest and with activity, and normal and abnormal muscle tone. The student will become competent with joint range of motion assessment, manual muscle testing, and sensation testing. Clinical skills will be practiced in lab.

### **PTAT 1122 Pathophysiology for PTAs, 2 credit hours**

In this course the student will gain knowledge of various organ systems of the human body, and explore the etiology, pathophysiology, signs/symptoms, course of treatment, effects of aging, and effect of disease condition on patient health, roles, family/caregivers, and therapeutic care. Basic pharmacology commonly seen in practice settings will be covered.

### **PTAT 1203 Basic Patient Care Skills, 3 credit hours**

This course covers basic patient care skills, including: assessment of vital signs, identifying emergency situations, understanding the hospital environment and medical equipment, asepsis techniques, anthropometric measurements, patient interviewing, positioning and draping techniques, wheelchair management, use of assistive devices for gait, and patient mobility and transfer techniques. Students will build upon medical record review, understanding of the plan of care, and medical documentation. Clinical skills will be practiced in lab.

### **PTAT 1033 Therapeutic Exercise I, 3 credit hours**

This course will cover the basic principles of exercise, types of exercise, therapeutic goals for exercise, and rationale of the implementation and progression of therapeutic exercises within the plan of care. The student will learn to monitor physiological responses to exercise and make adaptations as appropriate, analyze gait cycle and identify gait deviations, perform postural assessments, and functional training through therapeutic exercise. Clinical skills will be practiced in lab.

### **PTAT 1023 Physical Agents, 3 credit hours**

During this course, the student will become competent in the application of the following biophysical agents: biofeedback, electrotherapeutic agents, compression therapies,

cryotherapy, hydrotherapy, superficial and deep thermal agents, traction, and light therapies. Indications and contraindications for use, efficacy, and physiological response to these biophysical agents will be covered. The student will build on previously taught communication skills, working within the plan of care, and medical documentation. Clinical skills will be practiced in lab.

### **PTAT 2033 Therapeutic Exercise II, 3 credit hours**

This course will build on students' knowledge of therapeutic exercise, covering cardiac rehabilitation spinal stabilization, advanced balance training, work specific reconditioning programs, and the application of exercise with specialized patient populations, including geriatric and women's health. Amputations and prosthetic use and care will be covered. Clinical skills will be practiced in lab.

### **PTAT 1232 Clinical Procedures, 2 credit hours**

This course covers massage techniques, pulmonary rehabilitation, peripheral joint mobilization, use of orthotics, wound management, edema management techniques, and environmental and ergonomic assessment. Clinical Skills will be practiced in lab.

### **PTAT 1212 Clinical Practice I, 2 credit hours**

This is the first of three clinical educational courses in the PTA program. It offers the student the opportunity to apply learned skills and knowledge in a clinical setting under the direct supervision of a licensed physical therapist. The student will apply basic clinical skills, engage in clinical reasoning, perform medical chart review, and document patient care experiences in a medical record. The student will develop professional behaviors in the clinical setting. This is a full-time 3 week clinical experience (120 hours).

### **PTAT 2011 Orthopedic Management for PTAs, 1 credit hour**

This course will cover various orthopedic conditions, including: etiology, signs/symptoms, surgical management, and therapeutic management both pre and post-operatively. Students will explore conditions affecting the shoulder, elbow, wrist/hand, hip, knee, ankle/foot, and spine. Students will further develop their ability to work within the plan of care and progress a treatment plan.

### **PTAT 2043 Neurology & Rehabilitation for PTAs, 3 credit hours**

This course covered rehabilitation techniques for individuals with neurological disorders. Typical and atypical development will be discussed, including gross and fine motor milestones, righting and equilibrium reactions, and developmental reflexes. Students will explore a variety of neurological conditions affecting both pediatric and adult populations, including current theory, treatment approaches, and use of age-appropriate interventions. Clinical skills will be covered in lab.

### **PTAT 2124 Clinical Practice II, 4 credit hours**

This is the second of three clinical education courses in the PTA program. It offers the student the opportunity to apply learned skills and knowledge in a clinical setting, under the direct supervision of a licensed physical therapist. The student will build upon previous clinical experience, working with patients with more complex issues, and increasing patient care load.

The student will further develop communication skills, and apply ethical decision making and values-based behaviors into patient care. This is a full-time 5 week clinical experience (200 hours).

#### **PTAT 2121 Professional Issues, 1 credit hour**

During this course, the student will utilize experiences gained in clinical education courses to reflect upon and assess their performance as a student physical therapist assistant. The following topics will be discussed: treatment and progression of complex patients within an interprofessional team, contemporary healthcare settings and systems, adjustment of delivery of care to maintain a patient-centered approach, quality assurance, ethical and safe practice, leadership and advocacy, and medical fraud and abuse. Students will also learn resume writing skills and discuss professional behaviors as they prepare to transition from student to practitioner.

#### **PTAT 2134 Clinical Practice III, 4 credit hours**

This is the last of three clinical education courses in the PTA program. It offers the student the opportunity to apply learned skills and knowledge from all didactic coursework in a clinical setting, under the direct supervision of a licensed physical therapist. The student will build upon previous clinical experiences, working with more complex patients and heavier caseload as appropriate. This course allows students to transition forward to becoming a practitioner, integrating knowledge with experience to become safe and effective entry-level physical therapist assistants. This is a full-time 6 week clinical experience (240 hours).

### **COURSE SEQUENCE**

Students are admitted as a cohort and proceed in the curriculum to graduate within one year of being admitted to the technical phase of the PTA program. Each student must successfully complete all required coursework as scheduled, and as set forth in the course syllabi, in order to proceed within the program. Basic education coursework may be taken in any order of sequence, but must be completed fully by the time of admission into the program.

### **ADMISSIONS**

Refer to admissions policy in the Adult Health Career Handbook. Specific admissions criteria for the PTA program are outlined on the program application. PTA students must be 18 years of age by program completion.

### **STUDENT HEALTH AND PHYSICAL CONDITION**

The student must have a sufficient level of fitness and physical ability to perform course related physical activities at the time of acceptance into the program. The student will be made aware of the necessary physical abilities and competencies for successful participation and completion of the program. The student accepts responsibility and liability for his/her own physical and mental condition and ability to participate and complete required activities.

Students must provide proof of physical examination by a licensed medical professional, following acceptance into the PTA Program. Reasonable accommodation will be made to any student who identifies a disability to the instructor at the beginning of a course. However, all students must be able to demonstrate competency in all required skills checks, practical examinations, and course requirements.

Any student who is unable to complete the physical or mental requirements of the program may be required to withdraw.

Refer to required immunizations listed in the Adult Health Career handbook.

### **ABILITIES NEEDED FOR SUCCESS AS A PTA**

Physical therapist assistants must have certain essential physical abilities to perform tasks required of a PTA in the delivery of physical therapy services. Please refer to the Abilities Needed for Success in Health Careers section of the Adult Health Careers handbook. In addition, the following may be required:

#### **Mobility and General Fitness**

Including strength, balance, and agility adequate to endure activities including, but not limited to the following: several consecutive hours of walking, standing, moving, and lifting other persons, pushing and pulling various types of equipment such as wheelchairs and gurneys, repetitive bending and stooping, kneeling, half-kneeling, lifting 20 lbs. repetitively, lifting 50 lbs. occasionally, push/pull 50 lbs. frequently, and frequent overhead reach activity. Fine motor skills are needed to write, to manipulate equipment such as syringes, medical equipment, and to maintain a sterile field. General physical fitness also including freedom from infectious diseases which pose a significant risk of transmission to others in the workplace if reasonable accommodations will not eliminate that risk.

### **COMPETENCIES**

The following competencies are skills and abilities necessary for the student to participate and complete the PTA program and be successful in employment as a PTA. Students must be able to achieve the following expectations:

1. Attend class approximately 30 hours per week or attend clinical education 40 hours per week, depending on the stage of the curriculum.
2. Comprehend, recall, and apply complex information from the pre-requisite courses to new information presented in the technical courses of the program.
3. Apply critical thinking skills in order to comprehend, analyze, and integrate information from lectures, laboratory, written materials, and other sources into the application of that information to the treatment of patients/clients.
4. Demonstrate scientific reasoning and inquiry skills, and critically analyze data for scientific evidence to the application with patient care.
5. Demonstrate problem-solving skills, both in academic and non-academic settings with a variety of complex problems.
6. Complete all assignments on time.

7. Engage and participate in classroom discussions.
8. Demonstrate quality written and verbal communication skills, utilize proper grammar and spelling, legible penmanship.
9. Demonstrate the ability to use basic mathematic skills for working with medical machinery and rehabilitation equipment in a safe manner.
10. Perform or instruct others in the therapeutic procedures in a safe, effective, and timely manner.
11. Exercise sound judgement and safety precautions at all times.
12. Meet class standards as set forth in course syllabi in order to complete coursework successfully.
13. Adhere to all policies, procedures, and practices set forth in the Adult Health Careers handbook, the Connors State College handbook, and the PTA Program Student Handbook.
14. Address problems to the appropriate person using effective conflict resolution skills, in a timely manner.
15. Maintain classroom, work area, equipment, supplies, personal appearance and hygiene conducive to a professional setting as appropriate.
16. Engage in respectful communication with others, including with individuals from various lifestyles, cultures, belief systems, races, socioeconomic statuses, and abilities.
17. Behave in a competent, professional manner.
18. Understand the legal and ethical expectations for physical therapy practice, and maintain those standards at all times.
19. Demonstrate stress management skills and emotional health required for the utilization of intellectual abilities and good judgement in a fast-paced environment.
20. Establish empathetic relationships in a professional manner, based on mutual trust.
21. Demonstrate high quality interpersonal skills with fellow classmates, instructors, administrators, patients/clients, healthcare professionals, and others.
22. Accept responsibility for personal and professional decisions and actions, and for the outcomes of those decisions and actions.
23. Accept constructive feedback regarding personal performance and incorporate changes to improve behavior as necessary.
24. Manage time and resources in an effective manner.
25. Demonstrate a commitment to learning.

\*These abilities needed for health careers and the competencies listed above must be met in order to complete the program successfully. Students who have concerns about the ability to perform any of these functions should contact the PTA Program Director at 918-913-3928. Individuals with disabilities may request reasonable accommodations. A Request for Accommodation Form is available through Student Services at ICTC and/or through the ADA coordinator at CSC, and should be completed in a timely manner.

## **DISABILITY SERVICES**

CSC/ICTC PTA students have access to disability services through both ICTC and CSC.

Students with disabilities, who are enrolling in the PTA Program and wish to request accommodations for disabilities, must notify the instructor/program administrator and contact Student Services through ICTC, and/or the ADA coordinator for CSC to pursue reasonable accommodations.

Further information regarding disability services can be found in the Indian Capital Technology Center Student Handbook and the Connors State College catalog.

The abilities needed for success as a PTA and the competencies listed in the handbook must be met in order to complete the program successfully. Students who have concerns about the ability to perform any of these functions should contact the PTA Program Director at 918-913-3928.

## **PROGRAM COST**

Estimated cost of the program, including tuition, fees, books, and supplies is provided to students on the program application, the program website, and other distributed materials.

## **TEXTBOOKS**

Textbooks will be ordered for the class as a cohort by the program faculty each semester.

## **PAYMENT**

Students should submit payment for tuition, fees and related costs to the Connors State College Bursars office. Students must be in good standing with the institution without an account balance, or with an agreed upon payment plan, in order to be able to enroll in subsequent semesters in the program.

## **FINANCIAL AID**

Students are eligible for financial aid in the form of grants, scholarships, loans and part-time employment from federal, state, institutional and private sources in order to assist students with their educational expenses. Please see the financial aid section of the Connors State College Catalog regarding potential sources of financial aid. Applications for financial aid may be obtained from Connors Financial Aid Offices (918) 687-6747. Applications for Scholarships may be obtained from the Office of Advisement and Student Admissions at Connors State College, (918) 463- 2931. PTA students are also eligible for scholarships through ICTC, and may obtain applications as they become available from the adult health careers advisor and recruiter.

## **ACADEMIC SERVICES**

PTA students have access to Academic Services at CSC and the academic center at ICTC. Enrollment services are available through both institutions collaboratively. Students will receive college credit through CSC, and are enrolled at ICTC as well.

## **HEALTH SERVICES**

Health services through CSC are provided to PTA students. The CSC Health Services office is located in Holloway Hall on the Warner campus. Check the Connors website for days and times of operation.

## **CAREER SERVICES/JOB PLACEMENT**

Students have access to the Career Placement Services through ICTC to use as a resource. The PTA faculty is available for counseling regarding the job search process within the field of physical therapy as well. However, students must not assume that faculty will act as a reference without prior communication and approval. The PTA Program does not provide formal job search services, but will make every effort to communicate known opportunities.

## **IT SUPPORT**

IT support is provided through both ICTC and CSC. IT issues related to CANVAS can be directed through the CANVAS help icon or user resources icon. ICTC IT issues should be reported to faculty/administration who will submit an IT help request on behalf of the student. IT support through CSC can be found through the following directory:

<http://connorsstate.edu/it/personnel/>

## **ACADEMIC ADVISEMENT**

PTA students will have a PTA faculty member serve as his/her Academic Advisor. The Academic Advisor will meet with the student on a regular basis once the student has been accepted into the PTA Program, as described above under Counseling.

PTA students also have academic advisement and counseling available through the Academic Center at ICTC, through Karla James, Student Advisor and Recruiter for Adult Health Careers, extension 3923, [Karla.James@ictctech.com](mailto:Karla.James@ictctech.com).

## **COUNSELING**

Students are required to schedule a meeting with their faculty advisor at mid-term during each semester of the program. Faculty and student will meet during the semester prior to engagement in clinical education courses and will discuss any concerns with the student related to academic performance, conduct, or professional behaviors at that time. This counseling conference provides the opportunity for the faculty to provide constructive feedback to the student, to offer assistance in areas of weakness, and to construct a plan for improvement with

the student if needed. Counseling of a student may be initiated at any time, by either the student or faculty member. However, each student must meet at least once with his/her faculty advisor during the semester. During the second and third semesters, this counseling meeting must take place prior to the student engaging in clinical education coursework. A counseling record will be provided to the student at the time of the conference. The record will be part of the student file, and will be kept with confidential files by the faculty advisor. (see Progress/Counseling Record in Appendices).

The following information will be part of the counseling conference:

- Evaluation of student academic performance
- Evaluation of clinical skills
- Evaluation of Professional Behaviors using the Professional Behaviors Assessment Tool
- Positive and/or Negative performance reviews of specific behaviors or incidents
- Performance of expected competencies and physical abilities needed for success as a PTA in the program
- Specific recommendations to student to improve performance, behaviors, or skills, with written documentation of a plan of improvement, including timeline, expectations, and re-evaluation date if needed
- Both the student and faculty member will sign and date the form, which will be kept as record of the counseling conference by the faculty advisor
- In the event that a student refuses to sign/date the form, the faculty member will discuss the plan with another faculty member, advisor, or administrator and the signature of those two individuals will verify the form as completed

Students in the PTA program are expected to demonstrate appropriate conduct and academic performance as outlined in the Adult Health Careers handbook. In addition, students are expected to adhere to the professional behaviors listed on the Professional Behaviors Assessment Tool, as well as the conduct outlined in the following documents: the State of Oklahoma Physical Therapy Practice Act, the *Standards of Ethical Conduct for the Physical Therapist Assistant*, the *Guide for Conduct of the Physical Therapist Assistant*, and the *Values-Based Behaviors for the Physical Therapist Assistant*. Students will become familiar with the expected professional behaviors outlined on the Professional Behaviors Assessment Tool during PTAT 1011, Introduction to Physical Therapy. Students will perform self-assessments of professional behaviors during PTAT 1203, Basic Patient Care Skills. Students will be evaluated on professional behaviors each semester, and the results of that evaluation will be discussed with the students, in order to give the student the opportunity to address concerns and improve performance prior to engaging in clinical education courses, if needed. Students are expected to meet the following level of performance on the Professional Behaviors Assessment Tool as the progress through the program:

- Beginner Level performance by the completion of PTAT 2033, Therapeutic Exercise II
- Intermediate Level performance by the completion of PTAT 2043, Neurology & Rehabilitation
- Entry-Level performance by the completion of PTAT 2134, Clinical Practice III

## **PROFESSIONAL BEHAVIORS**

PTA students must abide by the professional behaviors expected for the program. Students will be evaluated on the expected professional behaviors using the Professional Behaviors Assessment Tool. The following professional behaviors expected to be demonstrated by students throughout the program are as follows:

### **Critical Thinking**

The ability to question logically; identify, generate and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and assumptions; and distinguish relevant from irrelevant information. The ability to appropriately utilize, analyze, and critically evaluate scientific evidence to develop a logical argument, and to identify and determine the impact of bias on the decision making process.

### **Communication**

The ability to communicate effectively (i.e. verbal, non-verbal, reading, writing, and listening) for varied audiences and purposes.

### **Problem Solving**

The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.

### **Interpersonal Skills**

The ability to interact effectively with patients, families, colleagues, and other health care professionals, and the community in a culturally aware manner.

### **Responsibility**

The ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community and social responsibilities.

### **Professionalism**

The ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Physical Therapy Profession.

### **Use of Constructive Feedback**

The ability to seek out and identify quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others.

### **Effective Use of Time and Resources**

The ability to manage time and resources effectively to obtain the maximum possible benefit.

### **Stress Management**

The ability to identify sources of stress and to develop and implement effective coping behaviors; this applies for interactions for: self, patient/clients and their families, members of the health care team and in work/life scenarios.

## **Commitment to Learning**

The ability to self-direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.

## **LIBRARY SERVICES**

Library services are available through the Connors State College Muskogee campus library, located in building E on ICTC campus. Students also have access to the Connors Warner campus library as well. The following services are available for student use: Lasso (Discover all library materials using the search bar on the library home page), the library catalog, books, databases, computers and internet, copiers, fax, interlibrary loan, magazines, newspapers, and DVDs.

## **COMPUTER LAB**

Students have access to computer labs on CSC campuses and library. Students must abide by CSC Computing Services policies, as outlined in the CSC Catalog.

## **CAMPUS SECURITY**

The safety of the student is of utmost importance. When engaged in activity on the ICTC campus, PTA students should notify faculty or the campus director of any security concerns.

When students are engaged in activity on the CSC campus, students should notify CSC campus security officers of any safety threat. CSC campus security officers are responsible for crime reports, emergencies, traffic accidents, and enforcement of laws regulating under-age drinking, the use of controlled substances, weapons, and other incidents which require police assistance. Please see CSC Safety and Security Procedures in the CSC Student Handbook, p. 44.

## **STUDENT ID**

PTA students will be required to have CSC identification cards for use on the CSC campus. ID cards will be made available during the orientation to the program.

## **STUDENT EMAIL**

PTA students will be provided with a CSC email address. This is the official means of communication for school-related information. Students are required to use the email and check their college email account on a regular basis.

## **PARKING PERMITS**

PTA students will be required to have a CSC parking permit to park on any CSC campus location. Parking permits may be obtained through the Bursar Office on the CSC Muskogee campus. Students will be subject to parking fines if they park on CSC lots without proper

permits. Students are not required to have an ICTC parking permit to have access to student parking lots on the ICTC campus.

### **TRANSFER AND ADVANCED STANDING CREDIT**

Transfer credits for general education courses will be evaluated and determined by Connors State College. See the Connors Catalog for further information. Transfer credit/Advanced Standing Credit for technical coursework will be evaluated on a case by case basis to determine equivalency of course requirements and whether those courses meet CAPTE curriculum requirements. In order for a student to receive Advanced Standing Credit in the PTA, the student must pass all skills checks, practical exams, and final exams in the equivalent course from the CSC/ICTC PTA program in order to receive credit. This is to ensure the safety of the student and patients with whom the student interacts.

### **STUDENT HONORS**

The PTA student may achieve honor roll status through CSC, and graduation with honors. Please see sections 6.8 and 7.6, respectively, in the CSC Catalog for further information regarding CSC Honors.

ICTC recognizes academic excellence through the National Technical Honor Society and Honors Graduation as well. See section 5.0 of the Adult Health Careers Handbook for further information.

### **AMERICAN PHYSICAL THERAPY ASSOCIATION MEMBERSHIP**

PTA students may be eligible for student membership in the American Physical Therapy Association (APTA). Participation in this organization is highly recommended. Your membership in the APTA will help to strengthen the organization, as well as to provide resources and opportunities for you to advance your career and form networks with other professionals. Included in dues is journal and magazine publications, and communication regarding issues related to physical therapy. In addition to the APTA, the students will have the opportunity to become members of the Oklahoma Physical Therapy Association. The OPTA offers networking opportunities, continuing education, and advocacy for the profession of physical therapy in Oklahoma.

### **STUDENT CONFIDENTIAL INFORMATION**

Student records are maintained by both ICTC and CSC. Both institutions adhere to the Family Educational Rights and Privacy Act (FERPA) standards, and these policies can be found in the ICTC Full Time Catalog and the CSC Catalog.

Student records and confidential information is protected both by CSC and ICTC. Please refer to the ICTC Full Time Catalog, and the CSC Catalog under Student Services Policies. Written

permission for release of records and confidential information must be obtained by the student prior to release of information.

Student information may be released to clinical education facilities as part of the student's participation in clinical education coursework. Information may include, but not limited to: reasonable accommodations, student learning profiles, progress/counseling records, criminal and sex offender registry background checks, and academic information.

### **WITHDRAWAL**

See the ICTC AHC Handbook and ICTC Student Handbook for withdrawal policy. Students are subject to CSC policies regarding withdrawal from courses and/or from CSC. If a student withdraws from a course, he/she will not be allowed to progress within the program. The student may finish other coursework in that same semester in which they are already enrolled, but will be unable to proceed into another course during that same semester that progresses on foundational content taught in the course in which the student withdrew. The student will NOT be allowed to engage in any clinical education coursework following a withdrawal, until successful completion of the course occurs.

Students are responsible for notifying both ICTC and CSC of the withdrawal, and are subject to withdraw dates set forth by CSC that may impact grade transcription, financial aid, or refunds.

### **INCOMPLETE GRADES**

An Incomplete (I) may be assigned to a student in a course in which they satisfactorily complete 75% of the coursework, but were prevented by completing the remaining coursework due to extenuating circumstances. However, the student must achieve a "C" or better prior to advancing to the next semester, participating in any clinical education following the course that the student received an incomplete in, including clinical education coursework that falls within the same semester, or continuing into a course that builds directly upon content taught in the course receiving the "I". For example, due to block scheduling, the student may take PTAT 1033, Therapeutic Exercise I in early fall semester, and PTAT 2033, Therapeutic Exercise II in late fall semester. A student with an "I" in PTAT 1033 would be unable to progress in the program into PTAT 2033, until the "I" has been resolved.

Grading procedures specific to a course may be outlined in the course syllabus and/or by the instructor.

### **RE-ADMISSION FOLLOWING DISMISSAL OR WITHDRAWAL**

Students are subject to the policy outlined in the Adult Health Careers Handbook. In addition, the following applies to PTA students.

Students may apply for readmission to the program with a written request. Students are required to meet all admissions criteria for CSC and the PTA Program, including any updated admission criteria that were not in place at the time of the student being enrolled in the program.

Readmission to the program is not guaranteed, and is based on several factors, including: the student's status at the time of withdrawal, factors related to the student's decision to withdraw, professional behaviors demonstrated while they were enrolled in the program, the written request for readmission submitted to the program, space availability within the program, and faculty resources.

Students returning to the PTA Program will be required to pass all skills checks for previously completed coursework in order to be re-admitted to the program. If the student is unable to pass the required skills checks, the student will be required to repeat the coursework, in order to protect the safety of the patients/clients that the student will interact with during clinical education experiences. Faculty reserve the right to require additional passing of final examinations in a course that a student passed with a low passing grade. A student who is readmitted to the program will be subject to successfully completing any new course content added between the time of the withdrawal and the readmission to the program.

Students are subject to applicable admission criteria in effect at the time of program readmission, and failure to meet newly adopted admission criteria will result in a denial of readmission to the program.

Students may only request program readmission one time.

### **GRADING SCALE**

PTA Program students are subject to the grading scale of Adult Health Careers at ICTC, as outlined in the Adult Health Careers Handbook.

### **STUDENT PERFORMANCE**

PTA students are expected to maintain the expected level of student performance throughout the program. Student performance encompasses course grades, lab and clinical skills, professional behaviors, and clinical performance.

### **STUDENT COMPLAINTS AND GRIEVANCES**

Students have the right to file complaints or grievances with either CSC or ICTC, as appropriate, depending on the institution at which the issue occurred. Students will be free from retaliation following submission of a complaint. See the following table for guidance with policy at each institution:

<b>Policy</b>	<b>ICTC</b>	<b>CSC</b>
General Complaints and Concerns	Complaints regarding the program can be directed to the Program Director, Sarah Foster, at 918-913-3928 or <a href="mailto:sarah.foster@ictctech.com">sarah.foster@ictctech.com</a> .	Complaints regarding the program or program director can be directed to Joyce Johnson, Department Chair, Nursing and Allied Health  <a href="mailto:joycej@connorsstate.edu">joycej@connorsstate.edu</a>

	<p>Complaints or grievances involving the Program Director may be directed to Debra Bartel, Director-Nursing and Adult Health Careers, 918-571-4050 <a href="mailto:debbie.bartel@ictctech.com">debbie.bartel@ictctech.com</a>.</p> <p>Refer to ICTC AHC Handbook, section 6.0 and ICTC Student Handbook "Student Complaints and Grievances." These refer to ICTC Policies FBB and FBB-E.</p>	918-684-5427
Sexual Harassment or Misconduct	Refer to ICTC Student Handbook, "Sexual Harassment". This references ICTC Policy FB.	See CSC Catalog, Student Services and Activities Section, "Sexual Harassment and Misconduct"
Discrimination Policies	<p>Refer to ICTC Student Handbook, "Sex-Discrimination/Harassment" and "Grievance Procedures for All Student Discrimination Complaints." This references ICTC policies FBB-P and FBB-E.</p> <p>Refer to ICTC AHC Handbook, section 6.0 and ICTC Student Handbook "Student Complaints and Grievances." These refer to ICTC Policy FBB and FBB-E.</p>	<p>See CSC Catalog, Student Services and Activities Section, "Title IX, Gender and Discrimination and Harassment"</p> <p>See CSC Catalog, Student Services and Activities Section, "Services to Students with Disabilities"</p>
Academic Grievances and Complaints	Refer to ICTC AHC Handbook, section 6.0 and ICTC Student Handbook "Student Complaints and Grievances." These refer to ICTC Policy FBB and FBB-E.	See CSC Catalog, Academic Regulations Section for policies related to academic complaints and procedures.

### GRADE APPEALS

Students may direct complaints or grievances regarding grades to the PTA faculty member teaching the course. Complaints will be handled according to ICTC procedures for student

grievances. Once a grade has been released to CSC and transcribed, the student should follow grade appeals policy set forth in the CSC Catalog. See the Connors State College Catalog for grade appeals policy.

### **CLINICAL EDUCATION DRESS AND APPEARANCE**

See the Adult Health Careers Handbook for policy related to Clinical Practicum Dress/Appearance. Uniforms specific to the PTA program include:

- Solid colored royal blue polo-style shirt
- Khaki pants
- Neutral-colored closed-toe shoe without heel
- PTA Student Identification Badge

Students are expected to purchase the uniform on their own. Students will be issued a student identification badge.

### **LAB DRESS AND APPEARANCE**

Students must maintain good personal hygiene as outlined in the Adult Health Careers Handbook. Hair should be restrained away from the face. The student should dress in loose-fitting elastic-waist shorts that allow freedom of movement, loose-fitting tank tops or t-shirts. The student should wear closed-toes shoes without an elevated heel. Students may be expected to remove shoes, socks, and other items of clothing frequently. Female students should wear a sports bra with a closure that can be opened in the back. Students should come to lab prepared to perform activities that require extensive movement. Clothing should accommodate freedom of movement while maintaining modesty. Exposure of certain anatomical landmarks will be required throughout the program. Students will be exposing areas such as the hip, full back, full extremities, and abdomen at times during lab for learning experiences. All efforts will be made to maintain modesty through appropriate draping.

### **LAB SKILLS PERFORMANCE**

Competency in lab and clinical skills may be assessed through clinical skill checks, lab practical exams, or both. The policy regarding required skills checks and practical exams will be set forth in individual course syllabi. The process of skill checks and lab practical exams is part of the process designed to ensure safety and competency of the student prior to contact with patients in the clinical setting. Therefore, for the safety of the patients and clients, it is essential that students satisfactorily complete all requirements for each skill check and lab practical exam. Students who are unable to successfully complete these components as set forth in the course syllabi, may not be allowed to progress within the program. In general, students are allowed two failed attempts at a skills check or practical exam, unless otherwise outlined in the course syllabus. **If the student fails to pass on the third attempt, a failing grade for the course results.** The students will be provided with the required elements for skills checks in advance to skill checks and lab practical exams.

## **CLINICAL PERFORMANCE**

Clinical performance will be assessed in clinical education courses. The student is responsible for completing all required forms and documentation in a timely manner and providing these to the Clinical Instructor at the clinical site, as well as to the Academic Coordinator of Clinical Education (ACCE), as set forth in the course syllabi and the PTA Program Clinical Education Handbook. The ACCE has the responsibility for assigning the final grade in clinical education courses, and takes into account a variety of sources of data, including: clinical performance evaluations of students, classroom performance evaluations, students' self-assessments, peer assessments, and patient assessments. Grading decisions may also take into account: clinical setting, student experience with patients in that setting, relative weighting of various clinical performance criteria, expectations for the clinical site and clinical experience, progression of performance throughout the course, level of experience within the didactic and clinical components, whether or not "significant concerns" box or "with distinction" box were marked on clinical performance instrument, additional course assignments, and site visit information.

## **STUDENT AS "PATIENTS" FOR LAB PRACTICE**

All PTA students are expected to act as "patients" for the purpose of demonstration and practice in the lab setting. Consenting to participate in the practice and demonstration of skills is necessary for engaging in this educational program.

## **ACCESS TO LABORATORY AND CLASSROOM FACILITIES**

PTA students will have the opportunity to utilize laboratory and classroom facilities outside of class and lab hours for independent study and practice. Open lab/class hours are available Monday-Friday from 7:30-8:00 a.m. and 3:00-4:30 p.m. during the fall and spring semesters. During summer semesters, open lab/class hours are from 7:00-8:00 a.m. and 5:00-5:30 p.m., unless otherwise posted by the PTA faculty. Students may not utilize electrotherapeutic modality equipment without a faculty member present. Students assume responsibility for their own safety and the safety of student partners while working in the lab. Safe practices and good judgement should be exercised during lab practice times. If a student feels unsafe performing a task, the student should arrange a time with a faculty member that is mutually acceptable to both parties for lab practice.

Students should share space and equipment while working in the lab, and be respectful of the time and needs of other parties. Students may not expect to use the lab/classroom when another class is present in the lab/classroom, as open lab/class times are available outside of scheduled classes. PTA students share therapy lab space with OTA students. Additional open lab time may be available between the hours of 8:00 a.m. – 3:00 p.m., if the student does not have class, and other classes are not engaged in lab practice.

## **STUDENT EVALUATION OF COURSES/FACULTY**

Students will be given the opportunity to provide confidential feedback regarding courses and faculty performance at the completion of each semester. This feedback is valued by the program, in order to improve the quality of the program and better serve the students.

## **STUDENT HEALTH INSURANCE**

Students are responsible for securing their own health insurance coverage. The school does not provide health insurance coverage. Any accident, illness, or injury, is the sole responsibility of the student, and the program/school holds no responsibility for health coverage for students enrolled in the program. The student is responsible for health coverage for any accident, injury, or illness sustained while enrolled in the program. Some clinical education facilities may require proof of medical insurance to engage in clinical education at their facility and failure to secure adequate health insurance may result in delay in clinical education placement and difficulty proceeding in the PTA program.

## **CPR CERTIFICATION**

Students accepted into the PTA Program must show documentation of current certification in CPR for healthcare professionals. Students will not be allowed to participate in clinical education coursework without valid CPR certification.

## **LIABILITY INSURANCE**

Liability insurance is required for students enrolled in the technical portion of the program. The student will be covered by student professional liability insurance obtained through the program during the technical phase of the program. Cost of the insurance will be recovered from the student through associated student fees.

## **GRADUATION AND COMPLETION CEREMONIES**

The CSC/ICTC PTA Program recognizes the accomplishment of the graduate by participating in the Spring Commencement Ceremonies with Connors State College. In addition, the PTA is recognized at ICTC as a cohort in an ICTC PTA Completion Ceremony and reception following the completion of all coursework.

Students must meet all requirements of Connors State College for graduation.

## **LICENSURE**

Upon graduation of the PTA Program, the student must pass a licensure examination in order to practice as a PTA. The student must have graduated from an accredited PTA program in order to be a candidate for the examination. The Program Director will fill submit the Pre-Graduation Examination Form. Based on receipt of a pre-graduation form, the Board will make the student eligible to schedule and take an up-coming fixed-date administration of the NPTE through the Federation of State Boards of Physical Therapy once all other required items have been received. This will be completed during the final semester of the PTA program. The following documents must be submitted once they are available:

- Form #1 (Verification of Education) by the Program Director
- Official transcript with degree posted
- Completion of on-line registration at <https://www.fsbpt.net/pt>,
- Payment of required fees (currently \$135)
- Extended background check
- Required sworn affidavit.

It is the student's responsibility to complete the application and return application and forms with all required fees and payments to the testing agency. **Individuals who have been convicted of a felony, or of a crime involving moral turpitude, or who have an issue substance abuse or addiction, may not be eligible to take the licensure examination, or may be subject to additional requirements.**

All graduates must contact their state board to apply for licensure in the state in which they plan to practice. Requirements for licensure may vary from state to state.

Students planning to work in Oklahoma may contact:

Oklahoma Board of Medical Licensure and Supervision  
P.O. Box 18256  
Oklahoma City, OK 73154  
(405) 848-6841  
<http://www.okmedicalboard.org/>

**Please note: A felony conviction or a misdemeanor conviction involving a crime of moral turpitude may affect a graduate's ability to meet the requirements for licensure and therefore should be considered prior to starting an academic program.**

### **PRACTICING AS A NEW GRADUATE**

PTA graduates may practice as a graduate physical therapist assistant prior to passing the licensure exam IF they have completion a Form #5 (Verification of Supervision) and received a temporary letter authorizing practice from the Oklahoma Board of Medical Licensure and Supervision. If a graduate fails the first licensure examination, he/she may require a letter from the Oklahoma Board of Medical Licensure and Supervision in order to continue to practice. After 2 failed attempts at the licensure exam, the graduate can no longer practice and must contact the Board for additional requirements to be eligible for re-examination.

## **GRADUATE FOLLOW UP**

Graduates of the PTA Program can be expected to be contacted for follow up information regarding employment, satisfaction with the program, and related topics. It is the professional responsibility of the graduate to respond to surveys and inquiries in order to assist with evaluation and development of the PTA Program.

## **APPLICANT DATA FOR SELF STUDY REPORT**

Students are asked to sign a release of information for use in the PTA Program Self Study reports and other PTA Program reports. The form is provided in the appendices to the handbook.

**APPENDICES/FORMS**





**Follow-Up Date, if needed:**

**APPLICANT DATA FOR SELF STUDY REPORT**

Connors State College/Indian Capital Technology Center Physical Therapist Assistant Program

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Sex: Male Female

Ethnicity: W \_\_\_\_\_ (White/Caucasian) B \_\_\_\_\_ (Black)  
A \_\_\_\_\_ (Asian/Pacific Islander) I \_\_\_\_\_ (American Indian/Alaskan Native)  
H \_\_\_\_\_ (Hispanic/Latino)

The following questions are optional:

Prior degree: Yes \_\_\_\_\_ No \_\_\_\_\_ Degree Awarded: \_\_\_\_\_

Health Care Experience/Certification: \_\_\_\_\_

Travel distance to class: \_\_\_\_\_ miles

Work hours per week planned for the following semesters:

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

Scholarships: Yes No

Loans for School: Yes No

I authorize Connors State College/Indian Capital Technology Center PTA Program to use the information above as indicated for PTA Self Studies and other PTA Program Studies/Reports.

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

\_\_\_\_\_  
Date

**Connors State College/Indian Capital Technology Center**  
**Physical Therapist Assistant Program**  
**Informed Consent**

The following document outlines the elements of the CSC/ICTC PTA Program which we feel candidates should be aware of in advance of beginning the program. The student should have full understanding of the expectations and requirements for participation in the program. Please read the handbooks carefully, ask for clarification if needed, and consider your acceptance of these requirements and expectations. **Please initial by each section, and sign at the end of the document, indicating your acceptance of these terms as you enter the PTA Program.**

I, \_\_\_\_\_ wish to be a participant in the Connors State College/Indian Capital Technology Center Physical Therapist Assistant Program.

\_\_\_\_\_ I understand that the PTA Program is rigorous. I will be required to apply previously learned knowledge from general education and pre-requisite coursework, and build upon that knowledge during the program. I am expected to be able to recall and utilize information from previous coursework without review from the PTA faculty. I understand that I am expected to study outside of class and lab time in order to be successful in the program.

\_\_\_\_\_ I have read and understand the class attendance and tardy policies, and am willing to abide by these policies. I understand that I am required to attend class up to 30 hours per week, with occasional obligations during evenings or weekends, outside of normal class hours. I understand that I will be required to attend clinical education courses that are off-campus and may require travel. I understand that in no way am I guaranteed the clinical education site of my choice. I understand that attendance to clinical education coursework is mandatory. I assume all responsibility for travel to and from class and clinical education sites.

\_\_\_\_\_ I have read and understand the requirements for immunizations, medical physical examination, tuberculosis testing, CPR certification, drug and alcohol testing, criminal background check, sex offender registry check, general physical and mental health ability, competencies, and required physical abilities and am able to meet the requirements and provide documentation meeting these requirements. I understand I may do so with or without reasonable accommodations. I understand that it is my responsibility to notify the program if any changes arise related to my health or ability to meet the above requirements. I understand that I may be required to provide a medical release from a physician to participate in the program in the event of an illness, injury, pregnancy, or health concern.

\_\_\_\_\_ I understand that it is my responsibility to notify faculty and/or administration in the event of a complaint, grievance, or request for reasonable accommodation, and have been given the information regarding the appropriate policy and procedures to do so. I understand that I must do so in a timely manner.

\_\_\_\_\_ I understand that as a student physical therapist assistant, I will be working with patients/clients, and other healthcare professionals in clinical settings. I understand that in direct care, I will be exposed to individuals with a variety of diseases and illnesses. I understand that I may be exposed to a variety of environmental hazards, blood and body fluids, and infectious diseases. I understand this risk and agree to abide by the policies and procedures of the program, and of the clinical facility regarding infectious diseases and infection control.

\_\_\_\_\_ I understand that as a student in the program, I consent to participate as a human subject in class and lab activities for educational purposes. I understand that I may be videotaped, audiotaped, or photographed in the course of the program, and give consent to do so. I understand that I must always keep the safety of myself and fellow students as a primary concern. I understand that I will not attempt to perform any skills or activities for which I have not been properly instructed or trained in without supervision from a faculty member. I agree to use safe practices in the lab and classroom at all times.

\_\_\_\_\_ I understand that neither CSC nor ICTC provide health insurance for students enrolled in the PTA program, and that I have the responsibility to provide adequate medical health insurance for myself. I understand that some clinical education facilities may require proof of medical insurance to engage in clinical education at their facility and failure to secure adequate health insurance may result in delay in clinical education placement and difficulty proceeding in the PTA program.

\_\_\_\_\_ I have read and understand the student dress and appearance policy. I agree to abide by these policies. I understand that I am representing the CSC/ICTC PTA Program and take responsibility for both my appearance and actions while functioning as a student.

\_\_\_\_\_ I have read and understand the Professional Behaviors, and can meet the expectations of the program regarding the demonstration of these behaviors. I understand that as a student in the PTA Program, I am expected to act in an ethical and professional manner at all times.

\_\_\_\_\_ I understand that I have been given electronic and/or hard copy access to the CSC/ICTC PTA Program Handbook, the CSC/ICTC PTA Program Clinical Education Handbook, the Connors State College Catalog and Student Handbook, and the ICTC Student Handbook. I certify that I have read and understand the entire document of each handbook, and agree to abide by the policies and procedures set forth in these handbooks. I certify that any questions I have about the program and the contents of the handbooks have been explained to my satisfaction. I certify that I am over 18 years of age.

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

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

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