

# **PHYSICAL THERAPIST ASSISTANT PROGRAM**

## **PTA STUDENT HANDBOOK**

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(Supersedes previous versions)



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## INTRODUCTION

The faculty and staff of the Physical Therapist Assistant Program would like to welcome you to Anoka Ramsey Community College (ARCC). The PTA program will challenge your intellect and expand your problem-solving abilities. The program will provide a curriculum that will adequately prepare you to work as a Physical Therapist Assistant in a variety of therapy settings.

Our program has specific expectations for attendance, professionalism, responsibility and participation to aid in preparing you for your future career as a PTA. Professional behavior, critical thinking, and communication skills are also important characteristics of a PTA and these skills will be emphasized throughout the curriculum. Therefore, many of the policies and procedures stated in this PTA Student Handbook and your course syllabi are unique to the PTA program and are used to effectively manage our program. It is important that you refer to this handbook and your course syllabi throughout your time in the program. The PTA Student Handbook and course syllabi will also be made available electronically to PTA program students.

Our goal is for you to become a successful PTA. Please do not hesitate to ask questions or come to us if you are having problems or concerns. We wish you the best in your studies and expect that you will have a wonderful experience during our two years together.

## ARCC PTA PROGRAM MISSION STATEMENT

The mission of the Physical Therapist Assistant Program supports ARCC's vision statement (<http://www.anokaramsey.edu/about/Information/StrategicPlanning/2009-2014Plan/Vision.aspx> ).

The PTA faculty will seek learning experiences that will help the student to acquire the needed skills, knowledge, and attitudes to enable them to be successful as an entry-level Physical Therapist Assistant and to competently perform physical therapy treatments and related duties as assigned by the supervising physical therapist. Students will be encouraged to develop their qualities as a socially responsible citizen.

The foundation for the education of the PTA students is based on criteria and performance expectations described in A Normative Model of Physical Therapist Assistant Education: version 2007 by American Physical Therapy Association (APTA).

This will be accomplished by using a learning system that progresses from simple to complex material. Integration of general education courses and professional course work will continue throughout the curriculum. The PTA program promotes opportunities for lifelong intellectual, professional, and personal learning by incorporating skills learned in general education courses into the PTA core courses.

## **DESCRIPTION OF THE PTA PROGRAM & PTA's**

The field of physical therapy involves the rehabilitation of patients with various disorders, disabilities, and injuries. Through the use of special therapy equipment and skilled manual techniques, the physical therapist assistant helps the patient achieve their rehab goals under the guidance and supervision of the physical therapist.

Physical therapist assistants have a variety of duties. They may help the physical therapist re-evaluate the capabilities of an individual and determine the best type of therapy. They also administer different kinds of treatment including but not limited to heat, cold, ultrasound, massage, electrical stimulation, traction and hydrotherapy.

Physical therapist assistants may also instruct patients in how to perform exercises which help build strength, flexibility, and range of motion. Assisting patients in performance of everyday activities such as walking, climbing stairs, and transferring from one position to another also may be part of the duties of a physical therapist assistant. In addition, they may be responsible for setting up and caring for therapy devices, transporting and positioning patients for treatment, and instructing patients in the use of artificial limbs, braces, splints, and equipment.

Graduates of this program are employed in hospitals, rehabilitation centers, outpatient clinics, skilled nursing facilities, home health care and schools working with patients with a wide variety of ages and diagnoses. Duties may vary depending upon the type of institution and the number of therapists and assistants employed.

After completing the program, graduates must pass the PTA National Physical Therapy Examination (NPTE) if they choose to practice as a PTA in a state that requires licensing. Application and licensing requirements vary from state to state but the exam is a national exam. If a student knows they will possibly be practicing in another state or country upon graduation it is advised they check with that governing agencies' physical therapy regulating board for any specific requirements.

## **PTA PROGRAM GOALS:**

**Upon successful completion of the Physical Therapist Assistant Program, the student will:**

- Demonstrate competent written and oral communication skills.
- Perform all treatment procedures skillfully and safely under the direction and supervision of the physical therapist, including modalities, massage, manual skills, gait training, and data collection for the PT to use for assessment purposes.
- Demonstrate knowledge of the normal structure and function of the human body and understand the physiological and psychological effects of disease and injury.
- Demonstrate understanding of his/her professional role as a PTA and demonstrate awareness of ethical behavior, legal responsibility, and the PT/PTA professional relationship.
- Recognize and appreciate diversity within society and the health care profession.
- Successfully pass the National PTA licensure exam and begin practice as an entry-level physical therapist assistant.

Meeting each of these program goals is determined through the student's completion of each required PTA program course with a grade of "C" or better. Specific assessment criteria and goals are provided in each individual course syllabi.

## **PTA PROGRAM OBJECTIVES:**

**Graduates will acquire the following skills, knowledge, and abilities and perform them under the supervision of the physical therapist:**

- Basic patient handling and physical therapy skills: Documentation, body mechanics, posture education, joint range of motion, vital signs, ambulation with assistive devices, wheelchair operations, bed mobility, transfer training, edema control, and wound care.
- Modalities and massage skills: heat and cold techniques, hydrotherapy, ultrasound, electrical muscle stimulation, TENS, treating edema, muscular disorders and massage techniques.
- Injury and disease and pathological conditions: Performing specific treatment techniques recommended by the PT for hemiplegia, spinal cord injury, multiple sclerosis, head injury, and other neuropathic diseases of patients.
- Specialty areas of physical therapy: working with amputees, orthotics and prosthetics, pediatrics and geriatrics, cardiac rehabilitation, manual techniques, burn management, arthritis, and work hardening programs.
- Assessment techniques: goniometry, vital signs, manual muscle testing, gait training, development of therapeutic exercise programs, soft tissue mobilization, objective balance assessment, and special tests for specific musculoskeletal disorders to aid with treatment progression.

Meeting each of these program objectives is determined through the student's completion of each required PTA program course with a grade of "C" or better. Specific assessment criteria and goals are provided in each individual course syllabi.

## **CHARACTERISTICS OF SUCCESSFUL PTA STUDENTS**

The Physical Therapist Assistant faculty and staff wants you to graduate from our program and be successful. Because of this, we would like to share some of our observations regarding students who have graduated, passed the licensing exam and excel in the work place. Following these guidelines will help you have a successful experience in the PTA Program and become a competent, professional PTA.

We realize that many students have family, work, and outside commitments. However, successful students have made school one of their top priorities for the two years they are in the program. This is demonstrated in regular attendance, finding the time to study hard, and becoming involved in school activities. Successful students are also able to keep their personal lives from interfering with their attendance and performance at school. Successful students who have many out-of-school commitments have often taken many of their general education classes prior to starting the PTA Program to lighten their load.

We also recognize that working is a necessity for many students in order to finance their education. Successful students are realistic about the number of hours they can work and still attend school regularly and stay healthy. The PTA Program is really a full-time job in and of itself and any additional hours from an outside job are really "overtime." The best jobs are part-time jobs with flexible hours since your class schedule changes each semester. Successful students have often saved enough money prior to entering the program so that they can limit their work to a reasonable number of hours.

Successful PTA students function as adult learners. They take responsibility for their own actions and learning. They approach the instructor and talk with other students to find out what was missed if they were absent. They realize it is not the instructor's responsibility to seek them out regarding missed assignments and lab or lecture material. Successful students ask appropriate questions and review the material until they understand the information. Students who set a study schedule not only to review but prepare for materials being presented tend to do better. Students that spend time outside of lab practicing the skills they have learned have better success in understanding and performing these skills. If having academic problems, the issues should be addressed early so corrective action can be taken.

Successful students demonstrate the ability to organize themselves and resist the natural tendency to procrastinate. They are able to keep due dates straight in several classes at once, hand in projects on time, and complete reading assignments as needed. Successful students are able to manage study time effectively in order to handle multiple exams in a given week while being flexible and maintaining professionalism and a positive attitude.

Finally, successful students develop good communication skills and use them to give and receive feedback constructively without becoming overly defensive or angry. They are reliable and follow through on the commitments they make to instructors, fellow classmates, and clinical instructors.

# PTA PROGRAM POLICIES

This handbook is to be used as a supplement to the Anoka-Ramsey Community College Student Handbook which can be obtained online at

<https://www.anokaramsey.edu/en/about/Information/Policies/Chapter3/3F1.aspx> or at the student center. Students are accountable for and expected to abide by the policies and conduct codes contained in both the ARCC Student Handbook and PTA Student Handbook. Program changes will be communicated through your my.anokaramsey.edu e-mail account.

## ATTENDANCE

All students are expected to arrive on time for and attend all lecture and lab sessions. Students are also expected to be responsible for taking all quizzes, exams, and lab tests at the time they are scheduled. If you are unable to attend a class, notify the appropriate faculty member in advance of the day of absence in order to make arrangements to get the lecture material or make up lab work. In the case of an illness or emergency you must leave a voicemail or email message for the appropriate faculty member prior to the start of class. Specific attendance policies and consequences for attendance problems are specified in the individual course syllabi.

Students who will be absent due to religious holidays that are not scheduled days off for the college must notify the instructor of these days at the beginning of the semester and must make up exams or skills tests before the scheduled absence whenever possible.

## CONDUCT & PROFESSIONALISM POLICY

Because we are preparing you to present yourself professionally in the healthcare field, appropriate conduct & dress is emphasized throughout your time in the program. Students, therefore, are expected to dress modestly and conduct themselves in such a way that will reflect favorably on themselves, on the PTA program, and on the college. Due to potential health concerns related to allergies, many healthcare facilities (clinical sites) prohibit the use of fragrances and colognes. Our program requests you refrain from their use while in the building.

The classroom, clinical settings, and the lab are the places where most of the students' formal instruction takes place. It is important that the environment in each of these areas be positive and conducive to learning. It is the faculty's belief that the rights of all students, staff, and patients must be preserved. Predicated on these two points, faculty reserve the right to ask a student who is disruptive, displaying an attitude not consistent with professional standards, or is demonstrating unsafe behavior, to leave the classroom, lab or clinical setting. See ARCC's student handbook for Student Conduct Code Policy:

<https://www.anokaramsey.edu/en/about/Information/Policies/Chapter3/3F1.aspx>

## NAME/ADDRESS/PHONE NUMBER CHANGE POLICY

Students who have legally procured a name change must present legal proof of this change within two weeks after the date of the legal action to the Records Office and to the PTA program's ACCE. It is the student's responsibility to also inform both offices of any address or phone number changes.

## COMMUNICATION POLICIES



### **Electronic device use**

Cellular phones, laptops, music devices, beepers, and pagers must be **turned off and put away** while in the classroom, lab and at clinical sites. We recognize the need for family to contact you in the event an emergency arises, please feel free to provide your family with the contact information for both the program secretary and the lab assistant and they will be able to promptly reach you while you are attending class.

### **Student / Instructor Communication**

All PTA program faculty and program staff are available via e-mail, phone or **during scheduled office hours**. All instructors have posted office hours. Appointments to meet during office hours should be made via e-mail with individual instructors. PTA instructors have secure mailboxes located at the east end of the 1<sup>st</sup> floor VAC building.

### **Student E-mail Accounts**

All PTA students are required to initiate a college e-mail account. These accounts are available at no charge through My.anokaramsey.edu. E-mail is the official means of communication for PTA program related information. Course information, assignments, program announcements, registration information, etc. are frequently sent via e-mail. Students are responsible for all information sent via their My.anokaramsey.edu account and are expected to check this account **daily**. Please note that information may not transfer if you forward your My.anokaramsey.edu emails to your personal e-mail address. It is your responsibility to be sure you have access to a computer daily and that you are receiving instructor's emails. To set up your account visit the computer lab on campus or try this link: <http://webs.anokaramsey.edu/Studentmail/>

### **Desire2Learn (D2L) Brightspace**

All PTA courses have a computer component using D2L (News announcements, content postings and discussion areas). It is the student's responsibility to check D2L for news & content postings **prior to the start of each class**. Training sessions on using D2L are available through the IT department. Information on how to use D2L is available on the D2L Brightspace homepage.

### **Computers**

The PTA program has adopted Microsoft Office 2013 or more recent as our official document program. Unless otherwise specified, all assignments and required documents must be completed in Microsoft Word 2013 or more recent, Excel 2013 or more recent, and PowerPoint 2013 or more recent. All classroom and program materials will be provided using PDF or Microsoft Office 2013 or more recent formatting. Purchase of the most current Microsoft Office by students is not necessary as all college campus computers are equipped with the most current Microsoft Office program. A PTA student computer located outside of VA119 is also available for PTA student use. Contact the IT Helpdesk at 763-433-1510 or [IT.HelpDesk@anokaramsey.edu](mailto:IT.HelpDesk@anokaramsey.edu) for any computer questions or issues or information on student software.

## **CONFIDENTIALITY POLICY**

During classroom, clinic and lab instruction you may learn personal medical or physical information about classmates, patients or instructors, this information or discussions pertaining to this must be considered as privileged/confidential information and is not to be discussed outside of the classroom, clinic or lab. Personal information about classmates or patients may not be shared without written release of information. Students are required to follow HIPAA guidelines in regards to patient information. Viewing items in another student's class folder is a violation of the confidentiality policy.

## **PARKING POLICY & BUILDING ACCESS**

Students attending classes at ARCC must abide by parking & building access policies. Students may only park in designated student areas. The PTA labs and classrooms will be accessible to students generally from 7:00 AM to 4:00 PM Monday-Friday but may vary each semester depending upon course and staff schedules. The Visual Arts Center is open from 7:00am to 10:00pm. Students may remain in the PTA classrooms and labs only if a faculty, staff or student worker is present.

## **SATISFACTORY PROGRESS POLICY**

Students in the Physical Therapist Assistant Program must maintain a grade point average (GPA) of 2.0 per semester and a minimum grade of "C" in both core and general education courses in order to progress through the program and be eligible for clinical affiliation placement. ARCC requires an overall 2.0 GPA in order to receive the AAS Degree and graduate. (See ARCC Student Handbook). PTA faculty will utilize ARCC's academic alert process when appropriate.

## **GRADING SYSTEM, SKILLS TESTING POLICIES & PROCEDURES:**

Refer to the course syllabi.

## **ACADEMIC INTEGRITY POLICY**

Academic integrity is based upon honesty. All students are expected to be honest in their academic endeavors. Academic integrity means not lying, cheating, or stealing. To cheat on an examination, to steal the words or ideas of another, corrupts the essential process by which knowledge is advanced. Cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations or skills tests, and other acts of academic dishonesty are contrary to the academic purposes for which the College exists. All academic work should be performed in a manner which will provide an honest reflection of the knowledge and abilities of each student. Any attempt to present as one's own the ideas, works or productions of another will result in no credit for the project, and may result in a failing grade for the course and other disciplinary sanctions. See course syllabi and Student Conduct Code in the ARCC Student Handbook or <https://www.anokaramsey.edu/about/Information/Policies/Chapter3/3F1-11.aspx>

## **ACADEMIC DISHONESTY**

Practical and written examinations are not community efforts. All students are expected to follow test procedures provided in the course syllabi and dishonesty will not be tolerated. Consequences for academic dishonesty are specified in the course syllabi.

## **READMISSION POLICY**

If a student is unable to complete the program due to an injury, illness, pregnancy or family emergency they may be able to withdraw and be readmitted to the program the next year. However, each case will be analyzed individually and a decision will be made at the discretion of the PTA program director or designee.

If a student fails a required lecture, lab or clinical course, the possibility of readmission to the program will be determined by the PTA readmission committee. Readmission will also be determined by space availability within the program for the following academic year and faculty discretion.

In either incidence, the student must complete a readmission request form. The readmission committee will create a readmission contract specific to each student. Contracts will include the expectations and requirements the student must complete for readmission to the program.

### **LAB, GYM AND TREATMENT ROOM PROTOCOL & POLICIES**

1. All lab sessions will begin at their scheduled time. Change into lab attire before class starts and have all materials needed for lab ready. (notebook, lab manual, writing utensil)
2. Valuables should not be brought to lecture/lab. These items should be locked in your locker, if you have one assigned, or kept in your line of site while attending lecture/lab. Clothing, book bags, purses and other personal items may not be left in the treatment rooms, lab, gym or bathroom. Please place these items in your locker, or if you do not have a locker assigned for the courses you are attending, place them in the designated lab/gym area but keep them in your line of site.
3. Lab attire is required to participate in lab classes. Clothing changes should be done in designated areas only. Every effort will be made to notify you prior to lab if lab attire is **not** necessary. Lab attire should consist of a shirt and shorts with an elastic waistline. Woman should wear muscle shirt/sports bras under their shirts. Athletic shoes and socks must be worn.
4. Keep nails short, clean and rounded and hair pulled back and out of your way.
5. To maintain a safe and professional looking environment, the lab, gym and treatment rooms must be kept clean, organized and free from clutter at all times. You are responsible for restocking and organizing the lab, gym and treatment rooms at the end of each lab session or following their use during practice or study sessions.
6. To prevent tripping or access/exit dangers, keep objects out of walkways and away from doors/exits.
7. For safety reasons, certain PTA equipment may not be used outside of the presence or permission of a PTA instructor. It is the student's responsibility to obtain permission prior to utilizing PTA program equipment outside of lab hours.
8. If you know you are going to miss a lab session, make arrangements with the instructor to ensure that you obtain all the necessary information.
9. PTA program equipment and supplies may not be removed or borrowed unless cleared by an instructor first.

## SECURITY OF STUDENT DOCUMENTATION/FILES

Required documentation and student data will be kept in a secure location either in a locked file cabinet within the PTA office or electronically on a secure server. Data and documentation obtained from students is used to fulfill clinical site requirements, to comply with regulatory standards & contractual policies and for PTA program and college reports. Each student is required to sign a release of information form allowing the ACCE to provide electronic or photocopies of required documentation to their assigned clinical facilities' CCCE and/or assigned Clinical Instructor upon request. The signed form will remain valid throughout the duration of the student's enrollment in the PTA program. Refusal to sign a release of information may result in a clinical site's refusal of the assigned student. Inability to participate in the assigned clinical experience will result in the clinical course failure and inability to complete the program. For information on ARCC's technology privacy policy please visit:

<http://www.anokaramsey.edu/about/Information/Policies/Chapter1/1A10.aspx>

## REQUIRED DOCUMENTATION FOR LAB AND CLINICAL PARTICIPATION POLICY

Documentation of certain items is necessary in order to provide the safest situation for all students and patients. Some documentation is also required in order to comply with regulatory standards and contractual policies. Students who do not have or have not submitted any piece of required documentation to the program secretary, or discussed an extension in extenuating circumstances with the program's ACCE, by its due date will not be permitted to participate in clinical affiliations or lab activities. It is the student's responsibility to maintain their own records through keeping copies of all submitted items and keeping items current; i.e. renewal of mantoux, diphtheria-tetanus and/or CPR prior to expiration dates. To aid in accurate and efficient record maintenance; please turn all items in together at one time.

Below you will find a description of each required document; its method of documentation; i.e. lab titer result, photocopy, etc. and its due date. Contact the program's ACCE if you have any questions regarding the required documentation.

### 1. Pre-Clinical and Lab Participation Health Record Form

**Due prior to the start of Fall semester:** A PTA program Pre-Clinical and Lab Participation Health Record must be completed and turned into the program secretary. Students are required to be in good physical and emotional health. This physical exam may be completed by the physician of the student's choice and will be valid throughout the duration of the program. **Please note: An updated physical exam with additional documentation pertaining to physical or emotional status may be required if the student's clinical facility requests it or if the student experiences a condition that changes their health or emotional status.**

#### **Immunizations (part of pre-clinical and lab participation form)**

Proof of immunity is required by all clinical facilities in which the program schedules students' clinical experiences. Students must provide proof of immunity to certain diseases (see below) prior to the start of the program and/or clinical in the required format. Patient maintained documents are not acceptable; i.e. immunization cards, copy of school records. Official chart copies or lab results from the student's health care provider must be provided with the results documented by their physician on the Pre-clinical and lab participation health form.

- a) **Prior to the start of the Fall semester** of their first year, PTA students must submit proof of **Diphtheria-Tetanus inoculation** received within the past ten years. The

student is responsible for keeping this current and updating this record with the program secretary. This is to be documented on the physician signed Pre-clinical and Lab Participation Health Record or provided via documentation from the clinic record.

- b) **Prior to the start of the Fall semester** of their first year, PTA students must submit **Lab Titer Result Documentation** showing immunity to the following diseases. **NOTE:** In the case that a Titer does not evidence immunity of a disease, the student must provide physician signed proof on their Pre-clinical and Lab Participation Health Record or documentation from their clinic record that attempts were/are being made to obtain immunity.

- **Rubella (German Measles)**
- **Rubeola (Red Measles)**
- **Mumps**
- **Chicken pox (Varicella)**
- **Hepatitis B**

If the Hepatitis B series is currently in progress, a titer is not required but the student must provide documentation of any administered doses on the physician signed Pre-clinical and Lab Participation Health Record or be provided via documentation from their clinic record. **Please note:** A student may decline Hepatitis B immunization with a signed waiver on file, however, certain clinical sites may refuse a student's placement at their facility without immunity or documentation of the start of the Hepatitis B series.

## 2. Mantoux

**Prior to the start of the Fall semester** of their first year, PTA students must submit documentation of a negative Mantoux. (A mantoux must be **updated yearly**). Students will be informed if their assigned clinical site requires a two--step mantoux, a TB Gold (QuantIFERON) or more recent test. In the case of a positive mantoux, the student must provide evidence of a physician signed cleared chest x-ray indicating no active TB infection. The student is responsible for keeping this current and updating this record with the program secretary before it expires each year.

## 3. CPR Certification

**Prior to the start of the Fall semester** of their first year, PTA students must submit proof of current CPR certification by providing a copy of both sides of their signed CPR card. It is required that the CPR certification be current for the duration of each clinical. **Certification must be the BLS Healthcare Provider Course approved by the American Heart Association. THIS IS THE ONLY PROVIDER AND COURSE ACCEPTED.** ARCC offers opportunities for certification and re-certification through the Continuing Education department and through credit classes in the Wellness (HPER) department. "Family and Friends" certifications do not meet this requirement.

## 4. Health Insurance

Medical costs incurred while enrolled in the PTA program or on clinical are the responsibility of the student. A student may decline medical coverage; however, certain clinical sites may

refuse a student's placement at their facility if their facility policy requires a student to have it. Information on purchasing individual student health insurance is available through ARCC's student life center.

## **5. Criminal Background Study**

Criminal background studies will be completed during both Fall semesters of the program. *In order to get a background study complete each fall, students will be provided instructions and must submit an online background study request before the due date given.* Students are responsible for fees related to conducting background studies (presently charged as a fee with tuition). Students not receiving a study clearing them to provide services involving direct contact with patients and residents must contact the PTA program's ACCE on how to proceed. If a student is unable to obtain a cleared criminal background study, they will be unable to complete most lab and all clinical course requirements resulting in expulsion from the program. NOTICE TO STUDENTS ABOUT CRIMINAL BACKGROUND STUDIES: Minnesota law requires that persons providing services involving direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility.

## **6. Individual Professional Liability Insurance**

PTA students must carry professional liability insurance while enrolled in the PTA program. This insurance is made available through the college and is charged one time each year during registration. Full payment of semester fees includes professional liability insurance.

## **7. Standards of Ethical Conduct**

PTA students will not be allowed to participate in most lab and or any clinical experiences if it is determined that a physical, psychological or substance related impairment may adversely impact student performance and/or patient or student safety in accordance with the Standards of Ethical Conduct for the PTA:

[http://www.apta.org/uploadedFiles/APTAorg/About\\_Us/Policies/Ethics/StandardsEthicalConductPTA.pdf?navID=10737423626](http://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/Ethics/StandardsEthicalConductPTA.pdf?navID=10737423626) and the MN Board of PT Statues and Rules: <http://mn.gov/health-licensing-boards/images/MN%2520PT%2520Practice%2520Act%2520December%25202008.pdf>

## **8. Additional Documentation Requests**

Occasionally a clinical site has additional requirements that must be met prior to the start of the clinical internship. Some examples include: updated physical exam, more current or specific Mantoux testing, negative drug test, proof of health insurance, fingerprinting, online orientation and influenza vaccination to name a few. If a student's assigned clinical site has additional requirements or requests documentation or training beyond what is required by the PTA program, the student will be given ample time to complete/provide proof for the request and be given a specific due date that must be met for the items requested. If the required documentation is not received by the deadline, the student will not be allowed to attend the clinical. Failure to attend a clinical may result in program failure or result in a delayed graduation if it is determined that a makeup clinical will be considered and arranged for at a later date.

# CLINICAL AFFILIATION POLICIES

## 1. Placement for Clinical affiliations

The priority of clinical affiliations is to provide students with the variety of clinical settings necessary to satisfy program requirements. In order to fulfill these requirements, students may be expected to commute greater than one hour. All students should expect to relocate temporarily for at least one clinical experience. Students that feel they have an extenuating circumstance that would prevent them from doing so must submit a written request stating the reason this would not work for them. This request must be submitted to the PTA program's ACCE no later than 3 months preceding a clinical experience and will be reviewed by the program's ACCE, PTA program director and Dean to make a determination. Students being assigned to a site greater than one hour commute or requiring relocation will receive no less than an 8 week notice of the location of their clinical site.

## 2. Contacting Clinical Affiliation Sites

Students may not contact clinical sites to inquire about placement or make their own clinical affiliation arrangements without first discussing this with the PTA program's ACCE. Students will be assigned and notified of their clinical affiliation site no less than two weeks (typically four to six weeks) prior to the start of the clinical affiliation. Students will receive instruction on how and when they may contact the clinical instructor to confirm arrival and to learn of starting time and other necessary information about their site (dress, parking, orientation, computer training sessions). Students are not to contact the clinical instructor prior to receiving permission to do so. Students required to relocate or commute greater than 1 hour for clinical will receive the clinical site's information no less than eight weeks prior to the start of clinical in order to facilitate living arrangements.

### Student introduction letter & resume for clinical affiliations

Each student is required to create a professionally written introduction letter (cover letter) and in some instances, a resume which is used to introduce themselves to their clinical instructor prior to each clinical. Every effort must be taken to create professional work that is free from spelling or grammatical errors. Criteria and guidelines will be provided but it is important that the end result be individual and representative of the student. Copying cover letter examples provided will not be accepted. If these items are not received by the assigned date in a manner that is acceptable to send to a clinical instructor, the student will not attend clinical which may result in program failure.

## 3. Documentation for Clinical Affiliations and Lab Participation

Students who do not have or have not submitted any piece of required documentation to the program secretary or ACCE by its due date will not be permitted to participate in clinical affiliations. (See required documentation policy)

#### **4. Hours of Clinical Affiliation**

All three clinical affiliations are full time (40 hours per week). It is expected that the student will follow the hours assigned by their clinical instructor. If the assigned hours at any time are less than 40 hours per week, the student must work to make arrangements with their clinical instructor to perform other clinical tasks, observations or research assignments to assure they are meeting the hourly requirements. If for some reason the site or CI are unable to facilitate a 40 hour schedule each week (i.e. staffing or low census on a regular basis), additional clinical time/assignments will be arranged by the ACCE to meet the minimum hourly requirements of clinical. It is the responsibility of the student to notify the college if their hours are not meeting minimum requirements. Site hours may start as early as 7:00 AM and end as late as 7:00 PM. Students must have their schedule free during clinical affiliation dates to accommodate the schedule that is assigned by their clinical instructor. Students are not allowed to request a change in their assigned hours/schedule or make arrangements with their Clinical Instructor for time off without first obtaining approval from the ACCE or supervising PTA faculty.

#### **5. Attendance**

No official number of sick days is allowed. However, students absent from clinical with legitimate medical and/or personal excuses may be excused at the discretion of the clinical instructor and the supervising PTA faculty. The supervising PTA faculty will discuss such situations with the clinical instructor and a determination will be made regarding the makeup of missed clinical time. Students must notify the clinical affiliation site and the supervising PTA faculty prior to the start of their shift on the day of an absence or tardy. Failure to report a tardy or absence to **BOTH** the clinical affiliation site and the supervising PTA faculty will be considered an unexcused absence and will be subject to consequences outlined in the clinical course syllabi. The student should not report to the clinical site with an illness that can be transmitted to patients. Students may be required to make up time lost due to absence of their clinical instructor. This will be determined on an individual basis. In the event of severe weather, the student is expected to attend unless the site is closed or their route is closed. Make-up days will be decided on an individual basis.

#### **6. Transportation and housing during Clinical Affiliation**

Students assume total responsibility for transportation to assigned facilities and for all personal expenses during affiliations including housing and meals. Students are expected to have alternative plans for transportation in the event of car problems. Students may contact the PTA program ACCE for potential leads on housing near their clinical site.

#### **7. Attire for Clinical Affiliations**

Students are required to wear appropriate attire and nametag as indicated by the clinical facility. It is expected that students always present a neat, clean appearance. Clothing must cover your waist/back when reaching above your head or squatting down. Low cut tops are not permitted. Hair should be pulled back off the face and shoulders, and jewelry limited to wedding band, watch, and small earrings if ears are pierced. The use of colognes or fragrances should be avoided.



## **8. Student Conduct during Clinical Affiliation**

Students are expected to follow the rules and procedures of each facility to which they are assigned. Students are also expected to abide by ARCC's & the PTA program's policies. The clinical instructor may remove a student from the clinic any time the student's behavior is felt to be disruptive or unsafe. ARCC faculty has the final decision about reassigning the student to an alternative clinical site or dismissing the student from the PTA Program. If conduct or practices of your clinical facility or instructor are not in compliance with law or practice acts, the student must report these concerns to the ACCE.

## **9. Supervision during Clinical Affiliation**

Students are responsible for knowledge of and abiding by the guidelines and laws established by the Minnesota Board of PT Rules and Statutes, Medicare and the APTA which are each provided under the "Important Links" section in this handbook. *Students are to immediately report to the supervising PTA faculty any problems with supervision or any other issues in relation to a site's or a therapist's clinical practice.*

## **10. Treatment of patients during Clinical Affiliation**

Students may not provide physical therapy treatment to patients without written/documented treatment plan and goals provided by a licensed physical therapist as well as consent from the patient. A student may not provide or bill for physical therapy treatment under the direction of any other healthcare provider. (i.e. Chiropractor or a treatment not included in the PT's plan of care). Students are responsible for knowledge of and abiding by the statutes, rules, regulations, supervision and treatment guidelines established in all core documents provided in the important links section on page 18 of this handbook. Students will always identify themselves to patients as a Student Physical Therapist Assistant and request patient consent for treatment prior to initiating each treatment session. Students will respect the risk-free right of a patient to decline treatment by a student.

## **11. Student and patient safety during Clinical Affiliation**

The student is responsible for their safety when on clinical. It is the student's responsibility to research crime rates in the area and use common sense with parking/leaving belongings in their car etc.

PTA students will not be allowed to participate in clinical if it is determined that a physical, psychological or substance related impairment may adversely impact student performance and/or patient safety in accordance with the Guide for Conduct of the PTA and the Minnesota Board of PT Statutes and Rules. (See standards of Ethical Conduct policy page 13)

## **12. Requirements for completing the Clinical Affiliation**

Final grades for clinical affiliations are awarded by the supervising PTA Program Faculty Member as pass or fail and are based on satisfactory completion of all required items and skills. Refer to your Clinical Course Syllabi for these requirements.

### **13. Accidents or Incidents during Clinical Affiliation**

Should an accident occur while in a facility in which a student is injured, the student must complete an ARCC Student Accident Report which must be obtained from ARCC faculty within two days of the incident. Paperwork required by the facility must also be completed.

Should the student be involved in a patient accident that involves completing an Incident Report in the facility, ARCC faculty must receive a written report on the incident that has been signed by the supervisor from the student within two days of the incident.

Any complaints from patients about students while on clinical will be handled by clinical instructor, supervising faculty member and ACCE and a formal complaint may be filed to the program.

## STUDENT SERVICES

Counselors are available whenever school is in session. If you are having personal problems or difficulties in school, you are advised to schedule an appointment with the Counseling Office to discuss the difficulty or obtain a referral. If you need special learning accommodations you must meet with the Disability Services Office.

Special services offered by Admission and Student Services include: counseling for chemical dependency, sexual harassment, single parent needs, tutoring (reading, math, and specific vocational skills), vocational assessment, and services for students in nontraditional programs. The following link provides information and access to student services:

<http://www.anokaramsey.edu/resources.aspx>

## DUE PROCESS/COMPLAINTS

The PTA Program follows the same policy as the college for matters of due process or complaints. Please see the Code of Student Conduct in the ARCC Student Handbook. Official complaint and grievance forms are available from the Office of Educational Services or at the following link: <http://www.anokaramsey.edu/about/Information/Policies/Chapter3/3F2.aspx>

Complaints about the PTA program that fall outside due process such as complaints from clinical education sites, employers and the public shall be addressed by the PTA Program Director. The PTA Program Director will provide a written response to the complainant within five (5) days. Written records of complaints about the program will be maintained indicating number, type, and resolution of the complaints.

## COST OF THE PTA PROGRAM

The approximate cost of the two-year PTA Program is as follows:

Books and Supplies	\$	2,400.00
Tuition and Fees		<u>10646.00</u>
(tuition based on MN resident tuition rate)		
Approximate Total Expense		\$13,046.00
<b>*based on 2014-2015 tuition rates</b>		

## PTA PROGRAM CURRICULUM

Please refer to the ARCC course catalog for the most current PTA Program Guide sheet. It is the student's responsibility to assure they are taking the necessary courses to meet graduation requirements.

## PTA PROGRAM CORE COURSE DESCRIPTIONS

Please refer to the following link for the most current PTA Program core course descriptions. <http://www.anokaramsey.edu/classes/CourseDescriptions.aspx?subj=PTAC>

## IMPORTANT RESOURCE LINKS:

### Important Reference Documents:

- **MN PHYSICAL THERAPY PRACTICE ACT (MN Board of Physical Therapy Statutes & Rules)**
  - <http://mn.gov/health-licensing-boards/images/MN%2520PT%2520Practice%2520Act%2520December%25202008.pdf>
- **APTA GUIDE FOR CONDUCT OF THE PTA**  
[http://www.apta.org/uploadedFiles/APTAorg/Practice\\_and\\_Patient\\_Care/Ethics/GuideforConductofthePTA.pdf](http://www.apta.org/uploadedFiles/APTAorg/Practice_and_Patient_Care/Ethics/GuideforConductofthePTA.pdf)
- **APTA STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPIST ASSISTANT**  
[http://www.apta.org/uploadedFiles/APTAorg/About\\_Us/Policies/HOD/Ethics/Standards.pdf](http://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/HOD/Ethics/Standards.pdf)
- **APTA SUPERVISION OF STUDENT PHYSICAL THERAPIST ASSISTANTS**  
[http://www.apta.org/uploadedFiles/APTAorg/About\\_Us/Policies/HOD/Practice/Supervision.pdf](http://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/HOD/Practice/Supervision.pdf)
- **APTA ETHICS AND PROFESSIONALISM RESOURCES** <http://www.apta.org/EthicsProfessionalism>
- **APTA SUPERVISION UNDER MEDICARE (MEMBERSHIP NECESSARY FOR ACCESS)**  
<http://www.apta.org/Payment/Medicare/Supervision>
- **APTA ROLE OF A PHYSICAL THERAPIST ASSISTANT** <http://www.apta.org/PTACareers/RoleofaPTA>
- **APTA PROVISION OF PHYSICAL THERAPY INTERVENTIONS AND RELATED TASKS**  
[http://www.apta.org/uploadedFiles/APTAorg/About\\_Us/Policies/HOD/Practice/Provision.pdf](http://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/HOD/Practice/Provision.pdf)
- **APTA MINIMUM REQUIRED SKILLS OF PTA GRADUATES AT ENTRY-LEVEL**  
[http://www.apta.org/uploadedFiles/APTAorg/About\\_Us/Policies/BOD/Education/MinReqSkillsPTAGrad.pdf](http://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/BOD/Education/MinReqSkillsPTAGrad.pdf)

### Important Websites:

- **APTA INFORMATION FOR CURRENT STUDENTS** <http://www.apta.org/CurrentStudents>
- **APTA WEBSITE** <http://www.apta.org/>
- **ARCC PTA Webpage** <http://www.anokaramsey.edu/classes/Academics/Departments.aspx>
- **COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY EDUCATION (CAPTE)**  
<http://www.capteonline.org/home.aspx>
- **CPI Web Log-in page** [https://cpi2.amsapps.com/user\\_session/new](https://cpi2.amsapps.com/user_session/new)
- **FEDERATION OF STATE BOARDS OF PHYSICAL THERAPY (FSBPT)** <https://www.fsbpt.org/index.asp>
- **MINNESOTA APTA WEBSITE** <http://mnapta.org>
- **MINNESOTA BOARD OF PHYSICAL THERAPY** <http://mn.gov/health-licensing-boards/physical-therapy/>