Physical Therapist Assistant Program
Policy and Procedures Manual

The Physical Therapist Assistant Program at Surry Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA, 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: Commission on Accreditation in Physical Therapy Education (CAPTE)

Summer 2017
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I. Introduction

Surry Community College prohibits discrimination based on race, color, creed, religion, national or ethnic origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status and will not tolerate any form of unlawful discrimination or harassment. Surry Community College will take all steps necessary to prohibit unlawful discrimination and/or harassment in the workplace and educational setting. All employees and students are responsible for ensuring a work and educational environment free from prohibited discrimination and harassment. Employees and students are encouraged to report violations of this Policy.

The Physical Therapist Assistant Program at Surry Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA, 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: Commission on Accreditation in Physical Therapy Education (CAPTE)

As a Physical Therapist Assistant Program student at Surry Community College, you have enrolled in this curriculum with the goal of completing training to sit for the state licensure examination in order to seek employment to work as a professional licensed physical therapist assistant (PTA). As such, you have committed yourself to become a skilled health care technician prepared to work under the guidance and supervision of a physical therapist. You will ultimately provide direct patient care services under the direction of a supervising Physical Therapist for the restoration of function, alleviation of pain, and prevention of physical impairment which are the ultimate goals of the profession of physical therapy.

This handbook has been designed to serve as a quick reference to you, the beginning student, regarding your responsibilities as a PTA student here at Surry Community College (SCC). It should assist you in clarifying the policies of this program.

You are responsible for observing all the rules as stated in the College Catalog and Student Handbook. In addition, this manual will specify rules of behavior required while you are enrolled in the PTA curriculum. The rules are considered in effect while at all clinical sites. When a student from SCC is present at a clinical site, that facility is considered part of the college. The rules and regulations stated in this manual represent a contractual agreement between SCC and the PTA student for the 21 months from the time of first class attendance. Failure to comply with these rules and regulations will affect student evaluations and can result in dismissal from the PTA program. The PTA Program Faculty reserve the right to modify this manual as deemed appropriate at any time during the program.

You are encouraged to question your Program Director for clarification or elaboration when questions or concerns arise regarding any aspects of this program. The goal of SCC faculty is your successful completion of this program. Welcome!
Career Opportunities:

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Once licensed, employment is available in general hospitals, rehabilitation centers, skilled nursing facilities, extended care facilities, specialty hospitals, home health agencies, private clinics, and public-school systems.

PTA Program Faculty/Staff:

Eileen Coleman, PT, DPT
PTA Program Director
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ACCE
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II. Institutional Description

Surry Community College is a public, community-centered, comprehensive community college with an open-door admissions policy. It is a member institution of the North Carolina Community College System. Its primary service area consists of Surry and Yadkin counties. The College offers educational programs which lead to associate degrees, diplomas, and certificates. It also offers a variety of learning opportunities and services through continuing education offerings.

Mission of Surry Community College

The mission of Surry Community College is to promote personal growth and community development to a diverse population through excellence in teaching, learning, and service.

Institutional Goals

To fulfill its mission, the College will:

- Increase student enrollment, retention and goal completion.
- Improve and expand student learning through excellence in academic programs and support services.
- Support the educational and economic development of our community.
- Secure and manage resources to ensure growth and success.
- Promote and enhance diversity.
Values

In planning and implementing activities to accomplish its mission, the College affirms the following values.

• The College is committed to excellence in learning and teaching through an emphasis on critical thinking.
• The College is committed to a culture of collaboration, cooperation, and caring among students, faculty, staff, and community stakeholders.
• The College is committed to developing students’ sense of personal responsibility.
• The College is committed to using emerging technologies to enhance students’ learning and to increase institutional effectiveness.
• The College is committed to continuous improvement and research-driven decision making.

College Vision Statement

Surry Community College will strive, through a process of continuous improvement, to exceed the expectations of the people we serve. We strive for excellence in teaching and learning as we provide quality programs and services that anticipate and respond to the needs of a changing community. We are committed to the following values: integrity, academic excellence, personal responsibility, diversity, and a life-long love of learning. We will establish and standby commitments which foster trust, pride, teamwork, and confidence. We will work to nurture a stimulating and productive educational environment characterized by the free exchange of ideas, effective and respectful communication, innovative approaches to instruction, and a climate of mutual support and caring among students, faculty, and staff.
III. PTA Program Mission, Goals, and Program Objectives

SCC PTA Mission Statement

The Surry Community College PTA Program supports the college’s mission to promote personal growth by focusing on preparing well-educated, competent, caring, adaptable, quality–oriented generalist PTAs who provide physical therapy services in a professional manner under the direction and supervision of a physical therapist. Students will graduate with the critical thinking skills required to excel as a PTA in a constantly evolving profession and contribute to the social and economic development of our region.

The program is directed under the principles set forth by the profession’s accrediting agency and Southern Association of Colleges and Schools.

An additional component of our Mission at SCC is to strive to uphold the Mission of Physical Therapist Assistant Education as outlined in A Normative Model of Physical Therapist Assistant Education; Version 2007.

The purpose of physical therapist assistant education is to graduate knowledgeable, competent, self-assured, adaptable, and service-oriented patient/client care providers. Physical therapist assistant education prepares the graduate to perform selected components of interventions and data collection and assess the patient’s/client’s safety and response to the interventions provided under the direction and supervision of the physical therapist in an ethical, legal, safe, and effective manner. Additionally, graduates of physical therapist assistant programs must be prepared to communicate with other members of the health care delivery team; interact with members of the patient’s/client’s family and caregivers; and work cooperatively with other health care providers. Graduates are prepared to participate with the physical therapist in teaching other health care providers and providing psychosocial support for patients/clients and their families and caregivers with recognition of individual, cultural, and economic differences.

PTA Program Philosophy

It is the philosophy of the Surry Community College PTA Program that students are best prepared for this dynamic profession when they take responsibility for their own learning. Therefore, we emphasize student participation and accountability throughout the learning process. Our faculty is here to support each student’s development as a PTA through the development of professional behaviors, critical thinking skills, and technical abilities, but it is ultimately the student’s responsibility to strive for his or her own personal growth and success.
PTA Program Goals:

The goals of the PTA Program are to prepare graduates who:

1. Demonstrate competence in the cognitive, psychomotor, and affective processes necessary to provide physical therapy services under the supervision of a physical therapist.
2. Demonstrate professional behaviors of respect, integrity, and honesty in all interactions with patients/clients, family members, caregivers, supervising physical therapists, coworkers, other health care providers, students, other consumers, employer, and payers.
3. Demonstrate behaviors that establish the primacy of patient safety.
4. Demonstrate effective written, oral and non-verbal communication.
5. Identify and modify a career development plan along with lifelong learning opportunities.
6. Demonstrate the ability to locate relevant physical therapy-related information using information technology and demonstrate the ability to read, understand and apply healthcare literature to promote evidence-based practice.

Criteria for evaluation of progress towards goals:

1. 80% of students admitted to the program will successfully complete the program by achieving a final grade of “C” or better in all PTA curriculum courses and foundational courses.
2. 100% of Surry Community College PTA students will achieve entry level status of relevant skills utilizing the PTA program clinical evaluative tool.
3. 100% of students will score at entry level for 10 out of 10 of the professional behaviors assessed (critical thinking, communication, problem solving, interpersonal skills, responsibility, professionalism, use of constructive feedback, effective use of time and resources, stress management, and commitment to learning) on their final Professional Behaviors Assessment conducted in the spring semester of the second year.
4. Surry Community College PTA students will meet state passage rates for the Licensure exam. (90% of graduates will pass on the first attempt.)
5. 90% of students who pass the licensure exam will attain part-time or full-time employment within 6 months of graduation or continue their educational pursuits.
6. 85% of employers will be satisfied with the entry level skills of graduates from Surry Community College.
7. 100% of graduates will have a professional development plan demonstrating critical analysis of their strengths and weaknesses for the next 3-5 years after graduation.
PTA program outcomes:

Program outcomes are based on a combination of the particular needs of our region, the performance and behavioral expectations of the entry-level PTA as described in: A Normative Model of Physical Therapist Assistant Education – Version 2007, and the evaluative criteria for PTA program accreditation.

Program Outcomes:

Graduates of the Physical Therapist Assistant program will:

1. Locate relevant physical therapy related information using information technology and demonstrate the ability to read, understand, and apply health care literature to promote evidence-based practice.
2. Participate in performance improvement activities and the planning and operation of physical therapy services.
3. Demonstrate an awareness of social responsibility, citizenship, and advocacy including participation in community and service organizations and activities.
4. Work under the supervision of a physical therapist in an ethical, legal, safe, and effective manner.
5. Provide interventions (coordination, communication, and patient/client related instructions, and procedural interventions) in a safe and efficient manner based upon the plan of care as established by the supervising physical therapist.
6. Perform appropriate data collection techniques to quantify the patient/client’s response to interventions to assist the supervising physical therapists in monitoring and modifying the plan of care.
7. Apply critical thinking skills in the application, progression, and adjustment of interventions including stopping interventions if indicated in accordance with changes in the patient’s status as indicated in the plan of care.
8. Communicate appropriately with supervising physical therapists about the patient’s progress and the need for adjustments to be made by the physical therapist in treatment procedures.
9. Identify when an intervention is beyond the scope of a physical therapist assistant and initiate clarification with the physical therapist and educate him or her on the PTA scope of work if necessary.
10. Expressively and receptively communicate in a culturally competent manner with physical therapists, patients/clients, family members, caregivers, other health care providers, students, interdisciplinary team members, administrators, payers, and consumers.
11. Demonstrate effective written, oral, and nonverbal communication with patients, family members, caregivers, colleagues, health care providers, administrators, payers, and the public.
12. Participate in the teaching of other patients, caregivers, and health care providers, using teaching methods commensurate with the needs of the learner.
13. Respond effectively to patient/client and environmental emergencies in the work setting.
14. Document relevant aspects of patient treatment in a manner that follows professional guidelines, health care system, and physical therapy setting policies.
15. Provide accurate and timely information for billing and reimbursement purposes.
16. Participate in discharge planning and follow-up care as directed by the Physical Therapist.
17. Demonstrate professional behaviors and integrity consistent with expected norms for the PTA in all interactions with patients/clients, family members, caregivers, supervising physical therapists, coworkers, other health care providers, students, other consumers, employers, and payers.
18. Identify career development and life-long learning opportunities to ensure continued competence as a physical therapist assistant.
19. Actively support and participate in the promotion of physical therapy including educating others about the role of the PTA.
20. Identify the value of clinical education as a component of career development and describe the knowledge, skills, and behaviors, needed to become a competent clinical instructor.
21. Exhibit compassion, caring, and empathy to patients/clients while demonstrating a willingness to adapt to needs beyond his or her own self-interest.
22. Program outcomes are evaluated and revised on an annual basis as part of the college academic planning process. Many of these items are directly related to Surry Community College general education competency requirements (critical thinking, communication, information and technology skills, and quantitative literacy).
IV. PTA Job Qualifications and Expectations

A. Clinical Agency Requirements:

Surry Community College will establish contractual agreements with area clinical agencies confirming that our PTA students will abide by their policies and procedures when caring for patients in their facilities. Therefore, students will need to be oriented to each of the agencies in which they are assigned clinical patients. Some of the clinical agencies’ requirements may include signing confidentiality statements, completing blood-borne pathogen competencies, having documentation of specific immunizations, agreeing to drug screens and/or criminal background checks prior to clinical rotations, etc. Students will need to wear SCC picture identification badges when working in the clinical agencies.

Some clinical agencies require students to have criminal background checks and drug screenings. These agencies maintain full accountability for these and Surry Community College is neither involved in the testing nor privy to the specific information. If a clinical agency denies the student access based on the criminal background checks or drug screen, the student will be dismissed from the PTA Program due to their inability to progress. The student has the right to appeal this decision as outlined in the Surry Community College Appeal Process Policy.

B. Disability Policy:

If you have as disability as defined under the American with Disabilities Act that may affect your academic performance and are seeking accommodations, it is your responsibility to inform the Director of Disability Services, Lauren Bracken, at 336-386-3443. It is important to request accommodations early enough to give the ADA officer adequate time to consider your request and recommend reasonable accommodations. Instructors will provide reasonable accommodations based on the recommendations of the ADA Officer.

Refer to the Academic Catalog for a more detailed explanation of the policies and procedures related to this topic.
C. Licensure/Credential Requirements to work as a PTA:

a. **Education:** Graduation with Associate Degree from an accredited physical therapist assistant program at a school approved by the American Physical Therapy Association.

b. To ensure the public health and safety of all patients, licensure is required for physical therapist assistants in the state of North Carolina. The NC Board of Physical Therapy Examiners (NCBPTE) requires proof of good moral character to apply for the licensure examination. This means any criminal conviction may limit the applicant from being eligible to become licensed. If you have questions regarding this issue, please contact the NC Board of PT Examiners at (919) 490-6393. After successful completion of an accredited curriculum, you may be eligible to apply and to sit for the national examination administered by the multiple testing centers across North Carolina. Beginning in 2007, the NCBPTE expected all applicants to pass a jurisprudence exam to become licensed in North Carolina. Beginning in 2008, all PTA licensees are required to complete 20 points of continuing competency activities every two years.

D. Professional Membership:

During the PTA Program the student qualifies as an Affiliate Student Member to the American Physical Therapy Association (APTA). By joining early in your career as a student, you are assured access to many PT publications, discount health and liability insurance, access to vital information on the APTA’s webpage and a discount on membership for the first two years of your career. The SCC PTA program strongly encourages students to become involved and active in their profession and membership in the APTA is an excellent way to do this. APTA/NCPTA Student Membership dues are approximately $90 annually (based on 2017 APTA National and NC Chapter dues).

E. Educational Experience:

New graduates will be eligible for employment following successful completion of their licensure examination. Graduates of the PTA program at SCC will have had a variety of clinical education experiences including, if at all possible, clinical rotations in an inpatient and outpatient setting. Additional/alternate experiences may be provided as availability and interest dictates.
F. Physical and Psychological Requirements of the Job:

1. Skills Levels/Physical Abilities
   Working conditions that the PTA should be expected to face and manage professionally could include: high patient caseload, crowded conditions, stressful environment due to any combination of the following: suddenly reduced staff, equipment failures, lack of adequate or desired supplies, staff or personnel problems reflected in spontaneously adverse behaviors. Such conditions will have been discussed and perhaps simulated and acted out or written out in problem-solving segments of specific courses in our curriculum.

   Students and graduates must be able to perform at a moderate work capacity such that a graduate can safely lift and carry equipment and supplies/materials up to 50 pounds without help, and over 50 pounds with assistance of mechanical devices or other personnel. Students and graduates will be required to work for at least one hour continuously at a moderate level in order to complete a patient treatment and demonstrate the ability to participate fully in a full-time work week in the various PT settings to which they are assigned as a student.

   Students and graduates must be able to use appropriate body mechanics when changing positions or handling a load, always aware that potential for back injuries is high.

2. Specific Motor and Sensory Abilities
   a. Visual and Auditory Acuity: includes accurate perception of colors and average hearing ability to be aware of a patient’s reactions to treatments, to anticipate potential hazards, and to be able to read instructions and heed safety warnings, or to be able to make appropriate adaptations.

   b. Written and Oral Comprehension and Documentation Abilities: to understand and interpret medical terminology as it applies to physical therapy; to communicate with clients, staff, physicians, families; and to prepare precise and succinct reports, progress notes, and other data that record patient treatments, reactions, and evaluate their progress.

   c. Clerical/Reception Abilities: to accurately record patient charges for services rendered, to conduct brief professional phone conversations, to be adept at filing of charts and other physical therapy documents for timely retrieval, and to assist in compiling data for quality assurance reports or audits. These tasks are generally the responsibility of the administrative assistant, but ultimately the PTA in a supervisory position, may be responsible for them as well.
3. **Responsibility Levels:**
   a. Maintaining confidentiality regarding information related to patient’s status, access to patient medical records and other documents pertaining to the client.
   b. Planning and timely daily organization of workload/schedule for personal and other supervised staff’s maximum efficiency with the guidance of the PTA’s supervising therapist.
   c. Direct and indirect supervision of aides, students, volunteers, visitors, and patients waiting to be treated.
   d. Diplomatic and professional communication skills with nursing units, physicians, clients and their families, other department staff, and co-workers.
   e. Awareness of, and loyal adherence to, all applicable policies and procedures of the firm or institution and specific department of employment. If you have problems with any policies, follow appropriate chain of command and “grievance” procedures to handle your position/situation.
   f. Active participation in delivering as well as attending continuing education programs and quality assurance activities.

**G. Occupational Exposure**

The PTA student/graduate may be exposed to communicable disease and/or body fluids, toxic substances, and/or medicinal preparations, and shall use appropriate precautions at all times. For example, the student may be assigned a client/patient with a communicable disease: the student should provide total care using universal precautions.

**H. CPR**

All students are required to maintain CPR certification throughout the duration of the PTA Program. Certification through the American Heart Association at the Healthcare Provider level is strongly recommended.
I. **Health Profession Liability Insurance**

All PTA students are required to purchase malpractice/liability insurance. The $16.00/year cost for this insurance is included each fall in your tuition and fees. This insurance is for your protection. The coverage that the policy provides is $2,000,000 for each medical incident and $5,000,000 aggregate.

J. **Student Accident Insurance**

The Health Science students are required to purchase the Student Accident Insurance Policy. This $3.00 per semester fee is included in your tuition and fees. This insurance covers only accidents while involved in college related functions. For illness or health problems, other than accident, you will be responsible for bearing any cost incurred for medical treatment.

**Competency in the SCC PTA Program Outcomes.**

Each student will be expected to demonstrate competency in the SCC PTA Program Outcomes throughout his or her progression in the program. These will be assessed using a variety of assessment methods appropriate to the individual outcome. These outcomes include specific physical therapy skills, behaviors, and/or knowledge. All of these outcomes are standardized and are assessed by the clinical instructor and the PTA faculty.
V. Basic Program Information

A. Accreditation Information and Responsibilities

The Physical Therapist Assistant Program at Surry Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA, 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: Commission on Accreditation in Physical Therapy Education (CAPTE)

Re-affirmation of accreditation was achieved April 24, 2015, for a period of ten years.

Responsibilities for Accreditation:
The PTA Program Director is responsible for creating policies and procedures which support practices by the institution to facilitate compliance with accreditation policies and procedures. The written policies and procedures delineate the responsibility of the Program Director for:

Submission of required fees and documentation, including reports of graduation rates, performance on state licensing or certification examinations and employment rates.

Notification of expected or unexpected substantive change(s) within the program and of any change in institutional accreditation status or legal authority to provide post-secondary education.

Coming into compliance with accreditation criteria within two years or the length of the program, whichever is shorter.

B. Program Length and Degree Awarded:
The program spans a five (5) semester time frame of 21 months from August through May. Each semester is 16 weeks long with the exception of the summer semesters which are only 11 weeks. There is a break of varying length between consecutive semesters. The program will award the Associate of Applied Science Degree to all students who successfully complete all of the academic requirements of the Physical Therapist Assistant Program.
C. **Program Sequence and Program Plan of Study:**

This curriculum-based program follows a very specific progression of physical therapy courses building from an overview of generalizations to specifics of technical procedures. Each semester students will be enrolled in at least three PTA core courses (denoted PTA). Since SCC is dedicated to the goal of educating a well-rounded person, a heavy emphasis is also placed on useful liberal arts courses, especially English, science, and the humanities. We hope to help you expand your knowledge base by recommending that you consider taking additional elective courses in some or all of the following subject areas; critical thinking, public speaking, computer technology, and business/personal management in addition to those already planned into the curriculum at this time. These are only recommended and not required for graduation from the curriculum.

The PTA curriculum is designed like a pyramid, with PTA and general education courses as the building blocks. At the top of the structure are the highest level of PTA skill courses and advanced clinical experiences. You will note throughout the program that PTA courses have progressively more clinical time and laboratory time. The intent is to provide sufficient practical time in class/lab working with student subjects developing skills before they are utilized on actual patients in the clinical setting.

You will begin going to off-campus clinical sites in your third semester for a four-week clinical experience. By the fifth semester, according to the current curriculum, you will spend twelve (12) weeks off campus at clinical affiliations.

You will remain busy throughout your 21 months in this program. If at any point in your studies you have doubts, experience failures, or personal circumstances that you feel will preclude your successful completion of this program, seek the assistance of your advisor and/or college counselors so that some acceptable solution can be sought to alleviate your dilemma.
D. Cost of Program

The following is an estimate of the expenses for a resident of North Carolina to complete the five semesters of the professional curriculum. These expenses are subject to change without notice.

**Tuition…$76.00/hr. x 74 credit hours………………………………….….$5624.00
($268/hr. x 74 credit hours for a total cost of $20,368.00 for Out-of-State tuition)

Student Fees ........................................................................... $285.00*
Student Membership Dues to APTA ($90 per year x 2 years) .................... $180.00*
Books including licensure exam review material ................................... $1250.00*
Lab attire, Uniforms, CPR, name tags, etc........................................... $150.00*
Malpractice Insurance......................................................................... $32.00*
Accident Insurance ........................................................................... $15.00*
Clinical Education Related Expenses (travel, lodging, background checks, drug screens, etc)........................................................................ $1200.00*
Graduation Fee................................................................................ $20.00*
Licensing Exam................................................................................ $550.00*
Examination Center Charges.............................................................. $70.00*

Sub Total of non-tuition/fee expenses .................................................**Total $3400.00

Estimated In-State expenses ............................................................... $9,376.00**

*These are only estimated costs. **Based on tuition in NC 2017-2018
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<th>Semester</th>
<th>Course #</th>
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<td>PTA Issues I</td>
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<td>47</td>
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</table>
E. Facilities:

Lecture Rooms

The Health Science Building provides us with a superb location and environment for learning. Most of your class work will be located on the first floor of this building. The PTA classroom is located in room H-117 and the lab is located in room H-121. Additional classrooms may be used as needed. Spaces for changing clothes will be provided in adjacent bathroom areas. Students must use all resources wisely and with consideration for personal safety and proper care and maintenance of physical therapy equipment.

Laboratory space and usage

Expensive, state-of-the-art professional, clinical grade equipment has been purchased to be used in our lab. You will be expected to take full responsibility for learning not only how to safely operate the equipment to complete successful and medically safe treatments on your peers, but also to keep it in a state of excellent repair and maintenance. If a machine is malfunctioning or if you damage or become aware of damage to it, stop using it, turn it off, and unplug it. Report this to your lab instructor immediately so appropriate medical equipment maintenance engineers can be contacted to provide needed repairs and monitoring.

The lab can be made available for your use after scheduled lab hours by prior arrangement with your instructor. You retain the responsibility for leaving it in the neat and orderly fashion you found it and being certain that the door is locked when you leave.

Learning Resource Center (a.k.a. – the library)

The Learning Resources Center (LRC), housed in the “R” Building, provides printed and electronic materials to supplement classroom instruction and support lifelong learning in the Surry Community College service area. The LRC collection includes approximately 30,000 books, 130,000 e-books, 2,400 audiovisual items, and 80 current print magazine and newspaper titles. The Learning Resources Center web pages contain links to a number of databases provided for student and faculty use through Surry Community College and NC Live. Any current student has access to the databases, either while on campus or by computer from home at any time day or night. The databases provide thousands of full-text magazine and newspaper titles. Research assistance and inter-library loan services are available at the Reference Desk on the second floor of the LRC as well as through e-mail, especially for distance learning students. Instructional sessions in using print and electronic resources are available for individuals, small groups, or classes. The Circulation Desk and most of the book collection are on the main floor of the LRC. Computers for student research and a local history and genealogy research collection are available on the second floor of the LRC.

The Learning Resources Center is open from 7:30 a.m. to 9:00 p.m. Monday through Thursday, and from 7:30 a.m. to 3:00 p.m. on Friday when classes are in session. During breaks the LRC may be closed or operate on a limited number of hours. Check the LRC website for exceptions to the normal hours. The LRC is open to the general public. Local residents 16 years old and up may apply for a library card and receive limited borrowing privileges.
**Computer Lab**

Surry Community College has several computer labs that are available for use by students. These labs are available for computer classes, computer-related classes, and for computer-assisted instruction. Internet access is available for class and research use by faculty, staff, and students in selected labs (E148, H265, H273, and H-331), the Learning Center, and the Learning Resources Center (Library, second floor.)

**Financial Aid Office**

The Student Financial Aid program is designed to assist eligible students in meeting the costs of attending Surry Community College. Financial assistance includes several types of aid: grants, scholarships, loans, and student employment. Financial aid awards may include one or more types of aid. Only students who have been accepted for admission will be offered financial assistance. An enrolled student must re-apply for aid during the second year of attendance. Anyone interested in financial aid information may contact the Financial Aid Office which is located in Student Services. Application packets are available which explain the opportunities and responsibilities in more detail. Financial assistance is awarded without regard to the student’s race, religion, national origin, age, sex, or disability.
**Student Services**

The Student Services Office is a place that students may need to visit often. It is filled with competent, friendly staff whose sole purpose is to ensure that student experiences at SCC are the best to be found anywhere. This is the place where the SCC experience begins as students apply for admission, and if they're a degree/diploma/certificate student, it’s where their SCC experience reaches its apex as they apply for graduation. Additionally, for all the days in between these events, it’s the place to come for information and assistance. Whether a student becomes a degree student or a special credit student, he or she needs to take advantage of the help this staff is ready to give. These services include:

  - **Academic Advising/Counseling**
  - Career Services
  - Educational Opportunity Center Services
  - Upward Bound Program
  - Academic Assistance
  - Student Financial Aid
  - Veterans Services
  - Student Activities
  - Disability Support Services (ADA)

**Availability**

Anytime students are on campus, there is someone in the Student Services Office to assist them if they need help.

Regular office hours are **Monday-Thursday – 7:30 to 6:00 pm; Friday - 7:30 a.m.-3:00 p.m.**

For more information call (336) 386-3264.

Business Programs ................................................................. 386-3246
College Transfer ................................................................. 386-3370
Evening Programs................................................................. 386-3276
Financial Aid/Veterans Services ........................................ 386-3465
Nursing Program ................................................................. 386-3273
Technical Programs/Diploma Programs ......................... 386-3281
Career Services Center ..................................................... 386-3325

Students can also find more specific information regarding Student Services in the annual Academic Catalog.
PTA Program Equipment Testing Policy:

It is the policy of Surry Community College’s PTA Program to maximize the safety of students, faculty, staff, and patients. In order to ensure this all electrical and calibrated equipment owned and used by the Surry Community College Physical Therapist Assistant Program will be annually inspected and labeled by qualified biomedical engineers. The procedure is as follows:

1. A qualified clinical biomedical engineer will be scheduled to visit during the fall of each year. This is the "Preventive Maintenance Program."

2. The biomedical engineering department will provide SSC with annual equipment testing and calibration, labeling that verifies testing and calibration, documentation of testing results, repairs as needed.

3. The PTA Program will provide the biomedical engineer with a list of current PTA electrical and calibrated equipment.

4. Wheelchairs and treatment tables are inspected annually by the PTA Core Instructors.

5. Any real or potential equipment safety concerns discovered by students should be immediately reported to a PTA Program faculty member and should be labeled or taken out of use until deemed safe.

6. Repairs are made or arranged by the program as needed and deemed appropriate.

F. Budget Process

The core faculty of the PTA Program led by the Program Director develops a proposed budget each May to address the needs of the department. This budget is revised as determined necessary by the Associate Dean of Health Sciences and then submitted to Dr. Jami Woods, Vice President for Curriculum Programs. A budget is then approved by the institution and provided to each of the departments. The college allows the Program Director to submit a request for additional resources annually to help meet the needs of the program. This is used to help acquire additional equipment needed by new programs or to acquire larger capital equipment.
VI. Academic Standards

A. Grade Scale and Definition:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (93-100)</td>
<td>The student has, in a superior way, met the objectives established for the course.</td>
</tr>
<tr>
<td>B (85-92)</td>
<td>The student has more than adequately met the objectives established for the course.</td>
</tr>
<tr>
<td>C (77-84)</td>
<td>The student has adequately met the objectives established for the course.</td>
</tr>
<tr>
<td>D (70-76)</td>
<td>The student has not met the objectives established for the course (Students must meet a minimum of 77 in each class in order to progress in the program.)</td>
</tr>
<tr>
<td>F (&lt; 70)</td>
<td>The student failed to meet the objectives established for the course.</td>
</tr>
</tbody>
</table>

It is the student's responsibility to monitor academic progress and meet with the course instructor and/or faculty advisor to discuss issues or concerns as needed. Students should not withdraw from required courses without advisement from their assigned faculty advisor since this will interrupt their progression into the next semester of the PTA curriculum.

B. Progression Statement

All students must achieve no less than a grade of "C" in all PTA specific courses and maintain an overall average of "C" (2.00) GPA to meet the minimum academic standards of the program. If a student receives a final grade lower than a "C" in any PTA specific courses, he or she is considered out of sequence for the program and will be dismissed from the program. The student will have the opportunity to apply for readmission the next time that course is offered. The student must successfully repeat any foundational course in which he or she receives less than a “C”. Depending on the foundational course content and its particular sequence in the program, the student may or may not be allowed to progress with the PTA Specific courses at that specific time.
C. **Attendance/Tardiness Policy**

Attendance is expected. If class is missed, it is the student’s responsibility to ask a classmate for assignments and materials covered.

All classes and labs must be attended on time and for the complete time allotted. If tardiness occurs three (3) times, this will equate into one full class absence. You are considered tardy if you arrive after the time class is scheduled to begin. If you leave class before class is dismissed more than three (3) times, this will equate into one full class absence. In order to be considered on time you must also be in your seat, dressed appropriately, and have all appropriate materials ready to start.

You will be allowed to miss 10% of class meetings for each class during the semester. If you exceed the 10% threshold, your final grade will be lowered by one (1) point for each day missed over the 10% threshold. A student is considered absent if more than 25% of the class is missed. An exception to this policy may be made for extended illness, hospitalizations, death of a family member, etc. Each individual circumstance will be reviewed by the Program Director who will have the authority to grant an exception as deemed appropriate.

Religious & Non-Religious Observance Policy:

In compliance with N.C. Gen. Stat. & 115d-5(u) Surry Community College will grant any student of the College two excused absences each academic year for religious and non-religious observances. Please refer to the Student Related Policies section of SCC's online catalog (p. 108) for more details about the guidelines for requesting these absences. These two absences will count in the (3) allowed absences for the class.
D. Grading Related to Attendance

Written exams, projects, presentations, lab examinations, and practical exams are part of the learning process and students are expected to complete them on time. Students are expected to be present for class on days these evaluation tools are scheduled. Students are presented with class schedules at the beginning of the semester and should avoid scheduling appointments that conflict with class time.

1. Written Exams

It is the student's responsibility to notify the instructor prior to the date in question to make alternative arrangements. If a student is unable to attend class on the day a test, assignment, or presentation is scheduled due to sickness or unplanned emergency, the student must notify each instructor directly as soon as possible on that day, prior to class if possible, and may be required, at the discretion of the instructor, to provide written documentation supporting the need to be absent.

- Tests must be made up within 48 hours of the test date. No credit will be given after 48 hours unless the student has received extended time from the instructor.
- If the student waits until after the date in question to notify the instructor, the grade of the test may be subject to penalty at the instructor’s discretion.

2. Assignments

It is the student’s responsibility to notify the instructor prior to the due date if he or she is going to be absent, or to request extended time to complete the assignment.

- Late assignments will drop one letter grade each class day they are late.
- No concessions will be made for group presentations. Students who are absent during their group’s presentation will receive a zero. The course instructor may take extenuating circumstances such as a physician-documented illness or hospitalization into consideration and may require the student to complete an alternate assignment/project.
- Failure to contact the instructor, provide documentation, or to complete assignments/projects/presentations or tests on time without making prior arrangements with the instructor will result in assignments/projects/presentations or tests being considered late and they will be subject to a drop-in letter grade each class day they are late.

Some assignments/projects may be part of the learning experience, but not graded. Failure to turn in all assignments/projects may be considered unprofessional behavior by the course instructor and may result in reduction of the final grade for the course or an incomplete or failing grade assigned for the course until assignments/projects are turned in.
E. Lab Practical/Lab Proficiency Assessment Passage Policy

Practical exams are formal tests of student competency and may involve completing a mock patient treatment session. Practical exams may be scheduled during or outside of regularly scheduled lab times. Instructors will provide the criteria for grading and range of skills to be tested on the practical exam prior to the exam, but not what will specifically be on the student's exam. Scenarios will be provided to students at the time of their participation in the practical exam.

- It is the student's responsibility to notify the instructor prior to the date of a practical exam if he/she be absent, or as soon as an emergency allows. The instructor may require written proof of the need to be absent.

- Failure to appropriately perform the designated critical safety components of each lab practical and/or Laboratory Proficiency Assessment (LPA), synonymous with skills check, will result in failure of the entire lab practical or LPA regardless of the total percentage score.

- Students who fail a practical exam (<77%) will be allowed a second attempt to pass the practical and, if successful, will receive a 77% on the grade. No further attempts to pass a practical exam will be allowed. Failure to pass all the practical exams of the course will result in a failing grade for the course and the student will be out of the program sequence. Extenuating circumstances, outlined in writing and presented to the PTA Director and course instructor, will be taken into consideration to allow a third attempt.

- A Laboratory Proficiency Assessment (LPA) Tracking Form will be used to document that all skills have successfully been completed throughout the PTA Program. The Laboratory Proficiency Assessment (LPA) Tracking Form will capture interventions and data collection techniques in which an entry-level PTA should be able to demonstrate proficiency. Students must successfully pass each LPA in order to progress in the program.

- The Normative Model for PTA Education, Version 2007, the Minimum Required Skills of PTA Graduates at Entry Level document from the APTA, and feedback from clinical instructors will be used to outline the specific items and skills level required.

- This policy is intended to protect the safety of the community, such that students will not be allowed to participate in clinical education until they have demonstrated proficiency in all lab procedures covered in the curriculum.
F. Rescheduling of Classes/Changes in Schedule:

Occasionally classes will need to be rescheduled. Efforts will be made to reschedule at a time that the majority of students can attend. If possible, the rescheduled time will be listed on the course outline provided at the beginning of each semester.

Each instructor reserves the right to change the class schedule, due dates for assignments, and all other dates and times related to the course and/or program at his or her discretion.

G. Academic Integrity

An essential quality of any professional is honesty. As health care providers, others’ lives are greatly affected by our integrity. The classroom is the first place to develop this quality in the form of academic integrity. It is the policy of the Physical Therapist Assistant Program to treat scholastic dishonesty as a serious offense that may result in dismissal from the program. In addition to the PTA Program’s policy on Academic Honesty, the student should be familiar with the Surry Community College policy on cheating and plagiarism found in the Academic Catalog.

Cheating on an exam includes but is not limited:

- Copying from another student’s exam paper.
- Utilizing material and/or technological devices not authorized by the exam administrator.
- Collaborating with another student during an exam without authority.
- Knowingly using, buying, selling, copying, stealing, transporting, or soliciting in whole or part, the contents of an exam.
- Bribing or soliciting another person to obtain an exam or information about an exam.
H. Ethical Behavior Expectations of Students:

Students shall:

Use their own knowledge to write major papers or compile research information. They will not plagiarize, quote, or copy other person's works without giving proper recognition as stated in a standard manual on style.

Respect the opinions of the instructor and other learners. They will not insult, slur, or degrade instructors, other health professionals or students.

Respect the limited resources of textbooks, library books, reprints and journals. They will not mutilate, deface, damage, or withhold resources for their own use.

Conserve limited resources by using only supplies needed for completion of assignments and maintain equipment in good working order. They will not waste supplies or misuse equipment.

Assist in maintaining class and laboratory rooms in good order. They will not leave these rooms in disarray, disorder, or dirty upon completion of their assignment in each room.

Observe all safety procedures when working with patients and equipment whether in class, clinic, or patient's home. They will not endanger the safety and welfare of patients, other students, faculty and staff, or themselves.

Observe all policies and procedures established by the PTA Program and all clinical education facilities.

Respect the confidentiality of patient information regardless of the source (patient, therapist, records, charts). Students are not to repeat information outside the classroom, clinic or facility.

Protect the property and property rights of the facility, clinic and patient. They will not remove or borrow property without permission and will not damage or misuse property while in the facility, clinic or home.

I. Academic Advising

A minimum of one academic advising session will be held with your academic (faculty) advisor per semester. Students are required to see their advisor prior to registering for classes. During these meetings your concerns, your constructive feedback on course content and faculty are encouraged. Following this advising session, your advisor will approve your courses so that you can register. We also encourage you to schedule meetings with your instructors as needed with questions, concerns, and ideas. At the end of each course you will be given a form to complete to assess the faculty instructor for that course as well as the subject matter taught. College life here does reflect a democratic process wherein the student and faculty as well as the course content are continually assessed, adjusted, and reassessed to meet the ever-changing needs of the professional in your field of training.
J. **Academic Grievances/Due Process**

All students have the responsibility to become familiar with SCC’s appeals process policy. The process is outlined in detail in the SCC Academic Catalog.

K. **Student Dismissal Policy**

**Dismissal Due to Problems in Physical or Emotional Health**

Students must maintain good physical and emotional health in order to provide safe, competent care to the public. Good physical and emotional health is therefore essential to continue in the PTA program. If, in the opinion of the faculty, a student presents physical and/or emotional health problems, the PTA Program Director shall be notified of the problem. A process will be undertaken to determine whether the student is able to provide safe, competent care and therefore continue in the program. This process will include:

- A full or part-time faculty or clinical instructor who identifies problems shall thoroughly document the problems for the student’s record and notify the course coordinator.
- The student will be conferred with to discuss his or her perspective.
- The course instructor will notify the PTA Program Director who will confer with the Associate Dean of Health Sciences to determine if the student’s physical and/or emotional health conflicts with safety essential to PTA practice.
- The PTA Program Director reserves the right to confer with any part-time faculty or clinical instructor if needed.
- If a conflict is identified, the PTA Program Director will dismiss the student from classes and/or clinical setting, and the student will be referred to an appropriate professional for evaluation.
- Failure to comply with recommendations from the designated professional will result in dismissal from the program. Final decisions regarding continuation in or readmission to the PTA program will be the responsibility of the PTA Program Director with advisement from program faculty, the Associate Dean of Health Sciences, and if needed the PTA Program Advisory Committee.

If the student wishes to appeal the decision rendered by the Program Director, the procedure as outlined in the **Surry Community College Academic Catalog** should be followed.
**Dismissal Due to Unsafe Practice during Clinical**

If, in the opinion of a full or part time faculty or clinical instructor, a student presents behavior which conflicts with safety essential to the physical therapy practice during a clinical, the student will be dismissed from the clinical site. The Program Director and the ACCE will immediately be notified of such action by the clinical faculty. The clinical faculty shall thoroughly document the incident and behavior for the student record. The ACCE will gather data from appropriate sources to determine specifics of the incident, and whether the documented behavior is considered as unsafe. The process will include:

- ACCE will confer with the clinical faculty and the Program Director.
- Student will be conferred with to discuss his/her perspective
- The Associate Dean, faculty, Program Director, and ACCE will meet to make the final determination on whether the behavior documented is considered unsafe.
- The ACCE and PTA Program Director will determine, based on their clinical and academic judgment, if the safety issues can successfully be addressed with further academic and laboratory education. If they feel this is appropriate, a plan of action will be implemented to help the student meet safety requirements for progression in the PTA Program. The plan may allow for progression in the program or repeating courses the next time they are offered and only as space allows. If the ACCE and PTA Program Director feel the safety issues are too significant to address within the confines of the program or the student has shown an inability to respond to further learning opportunities, the student will be dismissed from the program.

If the student wishes to appeal the decision rendered by the Program Director, the procedure as outlined in the *Surry Community College Catalog* should be followed.
Dismissal Due to Academic Concerns related to Student Conduct

The conduct of PTA students at Surry Community College must not violate the rules and guidelines of the PTA Program. Conduct must be congruent with the essential functions of a PTA student and be consistent with the Standards of Ethical Conduct for the Physical Therapist Assistant. If an instructor/clinical faculty identify a problematic behavior, the Program Director and ACCE will immediately be notified. The faculty/clinical faculty shall thoroughly document the incident and behavior for the student record. The Program Director will gather data from appropriate sources to determine specifics of the incident, and whether the documented behavior conflicts with appropriate conduct guidelines. The process will include:

- If problematic behaviors are identified by clinical faculty, the clinician should notify the ACCE who will make a decision to visit the site at this point, or have the student leave the site & schedule a conference. The core faculty will confer with both the student and the clinical faculty.
- The Program Director will confer with the faculty, ACCE, and the course instructor. The Program Director reserves the right to confer with the clinical faculty/ instructor as needed.
- Student will be conferred with to discuss his/her perspective.
- The Program Director, instructor/clinical faculty will meet to make the final determination of whether the behavior documented is considered conflicting with the essential functions of a PTA student.
- If the PTA Program Director determines the conduct of PTA student violates the rules and guidelines of the PTA department, or the behavior conflicts with the essential functions or the Standards of Ethical Conduct for the Physical Therapist Assistant, the student may be dismissed from the PTA program.
**Dismissal Due to Academic Dishonesty**

Each student will be expected to maintain academic honesty. At no time will dishonesty be tolerated. Any form of this event will result in review process, and if dishonesty is substantiated it will result in the student receiving an “F” for the course and may include dismissal from the PTA program. The review process will include the PTA Program Director gathering data from appropriate sources to determine specifics of the incident, and whether the documented behavior is suspicious of dishonesty. If a suspicion exists:

- Program Director will confer with the faculty.
- Student will be conferred with to discuss his/her perspective.
- Program Director and faculty will meet to make the final determination of whether dishonesty has occurred.
- If the appointed committee determines the conduct of the PTA student violates the academic honesty policy of the PTA department, the student will receive an “F” for the course and may be dismissed from the PTA program.

If the student wishes to appeal the decision rendered by the Program Director, the procedure as outlined in the Surry Community College Catalog should be followed.

**L. Withdrawal Policy**

Students considering withdrawal from the program should discuss this matter with their program advisor and the PTA Program Director. Students should not consider withdrawal prior to 60% completion of the course. Students will not be allowed to withdraw from a course after the twelfth week of the semester (or equivalent) if their current average is less than 77%. Exceptions may be made in cases of extended illness, hospitalizations, death of a family member, etc. Each individual circumstance will be reviewed by the Program Director who will have the authority to grant an exception as deemed appropriate. Withdrawal is a formal procedure and needs to be completed by the student in the Student Services Department and Financial Aid (if applicable). Students need to follow SCC policies and procedures regarding program and course withdrawal. Please refer to the Academic Catalog for the specific SCC policies.
M. Readmission Policy

Any student admitted into the PTA Program who exits PTA courses before successful completion of his/her first semester may be considered as an applicant for the program the following year. Students are responsible for notifying in writing the Health Sciences Counselor in Student Services and the PTA Program Director if he/she wishes to be considered as an applicant for the next class. All admission criteria will apply.

Students who exit the program after successful completion of the first semester, should (a) request readmission to Surry Community College through the Office of Student Services; and (b) submit their request for re-admission in writing to the PTA Program Director. The letter should state the student's desire to return to the program and the date of the requested return. College readmission requirements must be met prior to applying for readmission to the PTA Program. Refer to the SCC Academic Catalog for readmission to SCC. The TEAS test will not have to be re-taken, as the student has already demonstrated proficiency. Students who have been dismissed from the program due to failure to meet academic criteria are not permitted to be readmitted and must re-apply to the program.

Students' readiness for readmission will be assessed by the following criteria:

1. **Capacity for re-admission:** The availability of clinical/class and lab resources to accommodate returning students is the first criterion to be considered. If the appropriate resources are present, students requesting re-admission will then be assessed for their readiness for successful re-admission.

2. **Readiness for re-admission:** Readiness will be determined by demonstration of skills/knowledge at the level of the student's last course completed. Upon successful completion of the two criteria listed below, the SCC re-admission requirements (with the exception of the TEAS test) and with the student having no documented record of behavioral or disciplinary issues at the departmental or campus levels, the student will be assessed for re-admission. Students will demonstrate:

   **Lab Practical Skills** covered until student's point of withdrawal, as evidenced by a grade of 77 or higher on a lab practical exam administered by PTA core faculty.

   **Knowledge/retention of course materials/concepts** covered until student's point of withdrawal, as evidenced by a grade of 77 or higher on a 100-question comprehensive written examination.

Upon readmission, the student must follow the policies and procedures of the program which are consistent with the year he/she returns. All college policies must be followed, including those related to expiration of technical courses/general education courses. If the content of any course is different from when the student took the course prior to leaving the program, the student will be required to complete all course syllabi objectives and goals, pass all skill checks/LPAs, quizzes and unit tests for the new information in any particular course. The student may be able to audit previously completed courses with a "C" grade or better, if space is available in class and with the instructor's permission. Tuition is paid by the student per SCC audit policy.
N. Complaints

The Physical Therapist Assistant Program at Surry Community College engages in continuous and systematic evaluation and improvement. We welcome all comments, suggestions, ideas, and constructive criticism as part of that process. The Appeals Process that is outlined in the Academic Catalog provides a voice for current and prospective students, employees, and other affiliated persons. However, individuals in the community who do not have a formal affiliation with this institution or program are also welcome to provide comments according to the following policy:

1. This process is only for comments or concerns that cannot be addressed by the existing grievance/due process procedures described in the SCC catalog or other SCC policy manuals.
2. Comments must be provided in writing and signed by the author. Anonymous submissions will not be acknowledged, nor will written comments provided on behalf of an anonymous source.
3. Comments must be submitted to the following:
   
   PTA Program Director
   Surry Community College
   630 S. Main St.
   Dobson, NC 27017

4. Clinical Instructors and CCCE’s are asked to initially direct complaints to the ACCE. If adequate response is not received in a reasonable time frame, the complaint should be directed to the PTA Program Director.
5. The PTA Program Director shall respond to all comments within seven (7) days to further discuss and resolve the issue. If satisfactory resolution is not or cannot be reached, appeal may be made to the Associate Dean of Health Sciences within seven (7) days. The Associate Dean of Health Sciences will not become involved until all attempts to resolve the issue with the Program Director have been exhausted, unless the comment is directly related to the performance of the Program Director.
6. Records of all correspondence will be confidentially maintained by the Program Director for three (3) years. These records are not open to the public.

PTA Program Director: Eileen Coleman, PT, DPT (336) 386-3513
Associate Dean of Health Sciences: Yvonne Johnson, PhD (336) 386-3368
VII. Faculty and Staff Developmental Planning:

A. Meetings

1. Core PTA Program faculty will formally meet 1-2 times per month to discuss program and student issues. Agenda items include, but are not limited to, student issues, program issues, clinic issues, curriculum, accreditation, and clinical education. Minutes will be recorded. Informal or unscheduled faculty meetings will occur as needed, either in person, on the phone, or by e-mail.

2. A group PTA Program faculty/student meeting will be held once per semester to share information relevant to the program. Individual meetings with students and faculty will be scheduled as needed.

3. PTA Program Advisory Board meetings will be held one to two times per year. Minutes will be recorded.

4. PTA Program core faculty will participate in college-wide committees as their schedules allow.

5. Adjunct faculty will be invited to participate in appropriate program and college-wide committees and meetings.

B. Faculty and Staff Development

See SCC PTA Program Assessment Plan

C. Program Effectiveness Plan

See SCC PTA Program Assessment Plan

D. Curriculum Review and Modification

See SCC PTA Program Assessment Plan
VIII. Program Policies and Procedures

A. Admissions

The Surry Community PTA Program will use a selective admissions process to select 16 students for each cohort. The PTA Core Faculty reserves the right to adjust this number within the confines of CAPTE Rules and Regulations, based on needs of the region, appropriate candidates being available, and other factors that may arise. The admissions process is outlined online and in the SCC Catalog, and can be discussed with Student Services or the PTA Program Director. The process will be reevaluated each year to determine if it is meeting the needs of the college, the program, and the students.

B. PTA Dress Code

General Considerations for Clinical Experiences

1. Students will be required to present themselves in an acceptable manner fitting the experience. Surry Community College/PTA uniform shirts may be required for designated events.

2. Lab coats are worn only for clinical experiences that require them and as requested by the faculty for special events.

3. Slacks may be worn under the lab coat, but NO jeans, shorts, sandals, or bare feet.

4. Students must identify themselves to patients and facility personnel.

5. Students will have a pictured name badge, which will be worn in all clinical experiences.

Dress Code

Students must recognize that they represent Surry Community College and the physical therapy profession and should present themselves in public with this in mind. In class, students should be comfortable. It is suggested that the student dress in "nice casual attire".

In the skills lab, student must at all times be prepared to change into shorts with elastic waists. Male students will be required to remove their shirts and female students must have appropriate tops that can be open in the back. All students should have a "cover up" or T-shirt to wear when not in activity. Labs requiring lab clothes are not always identified ahead of time and may be called at the discretion of the instructor without notice during regularly scheduled class. Students who are not prepared may be asked to leave the classroom. Professional behavior will be expected at all times in the learning experience, in class, and in the skills lab. Respect for classmates is expected and required. If a student is uncomfortable with an activity it is the responsibility of the student to communicate this to their classmate and/or instructor.

Picture ID - Nametags identifying you as a student PTA from SCC will need to be worn in the clinical setting.
**Personal Grooming** - Hair should be clean and neatly combed; secured away from the face; confined further as needed or directed by instructor; moderate in style; close shaves are expected or neatly trimmed mustaches or beards are acceptable.

**Accessories** -
1. Only one ring may be worn on each hand, smooth wedding band only in clinics;
2. No visible body piercing or tongue rings (jewelry) are allowed;
3. No more than one single pair of small stud pierced or clip earrings is acceptable in clinical setting (only ears, no gauge earrings);
4. A watch with a sweep second hand is recommended;
5. Any visible tattoo may be required to be covered.

**Make-up** - May be worn in moderation.

**Nails** - Clean and short-trimmed; no nail polish; no artificial nails or tips may be worn in clinical experiences

**Hygiene** - Daily bathing and deodorant use is required; no perfume or heavily scented lotion is acceptable.

**Additional Information**

In addition to the standard dress code, most agencies have a dress code, which has further guidelines for dress while on clinical affiliations. Surry Community College instructors and students are guests in the agencies and are asked to comply with guidelines established for personnel within the agency. Questions about proper dress can be addressed to the clinical instructor in the agency.

When visiting public health agencies or other sites, students will follow the school's dress code, unless otherwise instructed.

From time to time when attending clinical learning experiences, students will wear neat, appropriate street clothes. (No sandals, no see-through or low-cut tops, no jeans, no dangle earrings.) The instructors will provide specific information for sites as appropriate.

No gum in clinical setting.

**Compliance**

Any student not complying with the policy regarding dress code and personal grooming, as determined by the instructor, will be dismissed from the clinical or academic area and regarded as absent for the day. Continued failure to comply may result in dismissal from the program.
C. Privacy/Confidentiality

1. Patient’s Privacy Policies

It is the policy of the SCC PTA program to respect the privacy of its students, staff, faculty, members of the public, and patients that participate in clinical or laboratory experiences. Students will follow HIPAA policy with regard to patient rights to privacy and confidentiality in all settings.

HIPAA Policy

Patients have rights to privacy and confidentiality. Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), only communication about patients that is necessary to provide, manage, and coordinate care is permitted. To ensure that students and faculty of the PTA program understand the importance of this law the following program policy is enacted:

I. Students engaged in clinical education are placed in facilities for the purpose of learning, and function under the direction or oversight of the employees, who are part of the workforce entity. When Surry Community College students are functioning within an institution for the purpose of education they are part of the “workforce entity”.

II. Such activity is covered in the section on Health Care Operations (45 CFR 164.501): “Reviewing the competence or qualifications of health care professionals, evaluating provider and health plan performance, training health care and non-health care professionals, accreditation, certification, licensing, or credentialing activities;”

Under General Provisions (45 CFR 164.506):
“A covered entity may, without the individual’s authorization: Use or disclose protected health information for its own treatment, payment, or health care operations.”

III. No student will be approved for clinical experiences until the required training and documentation for HIPAA has been completed. Surry Community College requires that every student in the PTA Program will:
   a. Successfully complete HIPPA training as included in PTA 110.
   b. Complete specific institutional training as required.

Students will only use patient information as it pertains directly to patient care and student learning. Students will abide by the requirements of the confidentiality agreement form. Failure to abide by the HIPAA policy and the confidentiality agreement may result in dismissal from the program.
2. Student Privacy Policies
   a. Student academic record policy
      Policy:
      1. SCC has designated that certain data is considered public or private data. See the SCC Academic Catalog for details of this policy.
      2. In keeping with SCC’s Privacy Policy, the PTA Program attempts to maintain privacy/confidentiality in the following manner:
         a. Exams and quizzes are returned in a manner that does not expose the resulting grade.
         b. Grades will be posted in Moodle in a confidential manner.
         c. Immediate feedback is provided after practical exams and skill checks with only the participants and the instructor(s) present. When necessary or helpful (i.e., something from which the entire group of students may benefit), instructors will obtain permission to provide feedback in front of other students.
         d. It is expected that Adjunct faculty (including clinical instructors) will follow the same confidentiality and privacy policies that SCC and the PTA Program core faculty follow due to these being consistent with HIPAA.
      Procedure:
      1. Students are instructed in procedures of confidentiality consistent with HIPAA guidelines in their first semester and must sign a “Confidentiality Statement” form which applies to all clinical and laboratory experiences.
      2. Any requests for student information from any government agency will be referred to the Vice President of Student Services. Refer to Students Records Policy in the Academic Catalog in addition to the previous information regarding student privacy policies.
b. **Release of Students Medical Information:**

It is the policy of SCC PTA Program that all student health records will be locked in a fire-resistant file cabinet in the Program Director’s office. Health Record information will be entered by the student in Castlebranch prior to the first clinical rotation and will be updated as needed. The medical records will only be released to the student and/or to the clinical education agency as determined necessary for the student to participate in the clinical education experience at their site.

3. **Faculty/Staff Personnel File Policy**

A personnel file is maintained by the Office of Human Resources for all employees except part-time continuing education faculty. Continuing Education part-time files are located in the Continuing Education Office. An employee may have access to his personnel file upon request. Faculty and staff should be certain that all professional development activities are documented in their personnel files.

4. **Human Subjects**

All participants in laboratory activities will be instructed in their rights. This will include signing a waiver of liability prior to participation (SCC Release and Indemnity Agreement). This form states that SCC will only use their personal information in a manner consistent with HIPAA guidelines.

Research trials using human subjects will be responsible for following the institutional Policy for the Protection of Human Research Subjects which is outlined in the SCC Policy Manual.
D. Health Related Policies

1. Drug and Alcohol Abuse Policy

a. Surry Community College has become increasingly aware of the immediate and long-term health risks associated with the use of illicit drugs and the abuse of alcohol. These substances can create both physical and psychological dependence. The harmful effects of alcohol abuse are alcoholism; damage to brain cells; malnutrition; blackouts; memory loss; personality disorders; degeneration of muscles and bones; and the increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of the liver, mouth, throat and stomach. The harmful effects of drug abuse include hallucinations, heart problems, malnutrition, loss of coordination, coma, convulsions, damage to the lungs, brain, liver and bone marrow, risk of AIDS or hepatitis, or death.

Drugs and alcohol are detrimental to the learning process. Surry Community College pledges full support with the other agencies in our community in the fight to rid our society of these elements in the school environment. Therefore, drug or alcohol use, possession, or distribution on school grounds or at school functions by students or employees will not be tolerated. Surry Community College will impose sanctions on students and employees consistent with local, state, and federal laws. Refer to the Academic Catalog.

b. In keeping with this commitment, Surry Community College Health Science Department has adopted this policy concerning alcohol and other drugs. The ultimate goal of this policy is to maintain a high level of cognitive functioning for judgment and decision making. Safe practice must involve adherence to regulatory and ethical standards, competent management of patient’s biopsychosocial needs, accountability for actions, and respect for human rights. Clinical or classroom performance may be adversely affected by a student’s physical or emotional instability.

c. NO student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverages or mind-altering substances (MAS) which results in impairment during the hours spent in the student role. MAS is defined as any chemical, natural or manufactured, which causes alterations of personality, emotion, cognition, or behavior. Impaired thinking is evidenced by an inability to make appropriate judgments and carry out necessary functions in the delivery of patient care.

d. Clinical agencies may require students to undergo a drug screen prior to granting access to their facilities. If a student is denied access to a clinical agency based on a drug screen, the student will be dismissed from the program. Please refer to consequences of use/abuse listed in this manual.
e. Purpose of policy
1. To establish and maintain a safe drug-free healthy class and clinical environment for all students.
2. To provide a safe environment for patients in the clinical areas of practice
3. To reduce the incidence of accidental injury to the student, other students, patients, or others
4. To reduce absenteeism and tardiness
5. To prevent drug-related problems, encourage early intervention, and provide for confidential referrals

f. Behaviors that may indicate use and/or abuse of mind-altering substances
1. Physiological
   a. Slurred or rapid speech
   b. Trembling hands
   c. Persistent rhinorrhea
   d. Altered pupil dilation
   e. Flushed face
   f. Red eyes
   g. Odor of alcohol
   h. Unsteady gait
   i. Declining health
2. Behavioral
   a. Irritability and mood swings
   b. Isolation or avoidance of group work
   c. Pattern of absenteeism and tardiness
   d. Decreased clinical and academic productivity
   e. Fluctuating clinical and academic performance
   f. Inappropriate responses
   g. Elaborate excuses for behavior
   h. Decreased alertness/falling asleep in class
   i. Dishonesty

   These behaviors are only a guideline. It is up to the faculty to assess inappropriate behavior. Observed problematic or suspicious behavior will be documented in the student file and reported to the Course Instructor, PTA Program Director, and Associate Dean for Health Sciences.
g. Interventions for use and/or abuse
   1. Surry Community College Faculty may require a student on the basis of the student’s performance and/or suspicion of drug use to be drug tested at the time the behavior occurred. If the student refuses and the faculty member does not find no reasonable cause for the behavior, the student will be immediately dismissed from the class or clinical setting and referred to the Associate Dean of Health Sciences for dismissal from the program.
   2. Impairment in the clinical or class area will result in being dismissed from the area, to consult with the Associate Dean of Allied Health Sciences. The student will be asked to voluntarily submit body fluid samples for examination. The student will be given a zero for that clinical experience if it is found he or she was under the influence of a MAS.
   3. The student should then make an appointment with the Associate Dean of Health Sciences to discuss the results of any applicable drug/alcohol testing and the consequences of their behavior. The student will be held accountable for the cost of the drug testing and counseling.

h. Consequences of use and/or abuse
   A student suspected of MAS use must arrange for transportation from the school as they will not be allowed to drive their own vehicle at this time for safety reasons.
   A student who tests positive for drugs not prescribed for them or for alcohol use, will be dismissed from the program.

2. Communicable Disease Policy
   a. Statement
      The Communicable Disease Policy of Surry Community College is an effort to ensure the health and safety of all employees and students. This policy includes, but is not limited to, acquired immune deficiency syndrome (AIDS), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, and whooping cough. Faculty, staff, students, and employees of contractors or contracted services infected with a communicable disease have the responsibility of reporting this fact to the Vice President of Student Services, the Vice President of Administrative Services, or the Vice President for Curriculum Programs.
      The college will support an ongoing program of educating and informing faculty, staff, and students about communicable diseases, warning signs, and protective measures through publications, seminars, and other appropriate means.
b. Procedures

1. Persons who know, or have a reasonable basis for believing, that they are infected with a communicable disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge to protect themselves and others. Faculty, staff, and students are urged to report information to the appropriate personnel as noted above. All information shall remain confidential. Only persons who need to know in order to maintain the systematic administration of the college will be informed, and only with the direct knowledge of the employee or student. The college will make every effort to respond to the health and educational needs of persons who have or may have a communicable disease.

2. Persons infected with a communicable disease shall not be excluded from enrollment or employment or restricted in their access to Surry Community College’s services or facilities, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to assure the protection and welfare of the individual or other members of the college community.

3. The assessment of action concerning a college employee or a contractor or contracted service with a suspected communicable disease and the final determination of that employee’s remaining on the job shall be made by the President based upon recommendations from the local health authorities and after consultation with the appropriate school official. If an employee or employee of a contractor or contracted service is found to have a communicable disease, the President, upon recommendation from health authorities, may prohibit attendance or participation in work at the college until a letter or certificate is obtained from one or more licensed physicians and/or public health officials stating that the attendance of the person no longer constitutes a health risk to that employee, other employees, and students at the college.

4. The assessment of action concerning a student with a suspected communicable disease and the final determination of that student’s ability to remain in college shall be made by the President based on recommendation from local health authorities and after consultation with the Vice President for Student Services and the Vice President for Curriculum Programs. If a student is found to have a communicable disease, the President may prohibit attendance at the college until a letter or certificate is obtained from one or more licensed physicians and/or public health officials stating that the attendance of the student no longer constitutes a health risk.
5. The college will publicize and carefully observe the safety guidelines established by the U.S. Public Health Service for the handling of blood and other body fluids and secretions in teaching laboratories and, to the extent possible, in clinical facilities.

6. As a part of the campaign to educate all campus constituencies about communicable diseases, the college will establish an advisory committee which will include persons from various areas of the college. Included will be those persons who can assist the college in policy areas, as well as the individual students and employees who have concerns or questions regarding communicable diseases. Names of the committee members will be widely publicized to encourage dialogue.

7. All of these procedures are subject to the official Appeal Policy of the college as set out in the catalog and the Faculty/Staff Handbook.

3. **Medical Emergency in the Classroom and Clinic**
   Medical emergencies can happen in the clinic or, classroom, or laboratory. It is expected that people will respond in a manner consistent with their level of training.

4. **Health Insurance Policy**
   SCC and clinical sites do not provide health insurance to students. Students must purchase the college’s accident insurance, and/or carry their own health insurance during the program including all fulltime clinical experiences. Students are responsible for the cost of any health care received at a clinical site or any other health care agency during the program.

5. **Immunizations and Health Status**
   In order to progress in the program all students must have documentation of a physical exam with completed medical form (NCCCS Medical Form) with test results and the most recent dates of immunization/proof of immunity for the following:
   - Positive Hepatitis B titer or a signed waiver
   - Positive MMR titer;
   - Positive chicken pox titer or recent immunization;
   - TDAP booster (if less than two years from last tetanus shot)
   - Two-step PPD/Tests will be completed on an annual basis prior to clinical placement at the student’s expense.
   - Additional medical documentation, immunizations, and requirements may be required based on clinical facility requirements.
E. Program Safety and Security

Please refer to the Surry Community College Emergency Response Plan. You will be issued a copy of this policy.

F. Cell Phones / Portable Devices

Office and clinic telephones are not to be used for students’ personal calls. Students should use their own personal telephones outside of the classroom setting for needed communication. All exceptions must be cleared with faculty. Except in emergency, cellular phones should not be accessed at all during class time. This includes texting. If a student is expecting an emergency phone call on their personal/cellular phone, they should notify the course instructor prior to the start of class, and/or put the phone in silent mode.

G. Food and Beverages

Food and beverages are not allowed in the classroom or laboratory without specific permission from the instructor. The area must be left clean at the end of the class-time or any permission that may have been granted will be revoked.

H. Off-site Learning Experiences/Field Trips

1. Transportation

Students are responsible for their own transportation to clinical sites and all required off-site learning activities. Car-pooling is highly recommended, as students are responsible for costs incurred. It is the responsibility of the student to follow the rules and regulations for parking at the facilities.

2. Student expectations at off-site field trips

The safety of students at Surry Community College is a main priority whether they are on campus or participating in off-campus laboratory experiences or field trips. Various means will be used to minimize the risk that students are exposed to in the varied environments. A faculty member will accompany students to all off-campus laboratory or field trip events. The faculty member will assess the overall safety of the environment and remove students if it is found to be unsafe or inappropriate. Faculty who plan field trips or other college-sponsored trips are expected to have a Field Trip Form approved by the division chairperson and filed with the dean at least two days prior to the trip. Additionally, each student must read and sign a Field Trip Policy Form. This form is available from the division chairperson and must be filed with the dean prior to the trip.

A list of all students who are to participate will be made prior to the off-campus event and attendance will be taken at the event. This will ensure that everyone has made it safe to the event. This list will also include emergency contact information in the event that there is an accident of some kind.
XI. Laboratory Policies

A. General Laboratory Policy

To ensure the safety of students in the laboratory, students are expected to follow certain policies and procedures very carefully while in the laboratory setting. The student is expected to sign the following forms prior to participation in the laboratory setting to ensure understanding of rights and responsibilities as they participate in the lab setting:

Student Consent Form for Classroom, Laboratory, and Clinical Experiences
Photo Release Form

Care will always be taken to demonstrate the critical safety concerns of techniques and procedures practiced in the laboratory prior to allowing students play the role of subjects or clinicians. Students will be supervised at all times by a faculty member during regular laboratory hours.

Students are encouraged to expand their skills through safe practice in the lab. To ensure safety and respectful use of lab equipment the following policy is in effect:

1. Students are not to use any lab equipment until instructed in its application by the lab instructor.
2. Students using the lab to practice may not bring children, family members, or friends with them.
3. Horseplay is not allowed.
4. Students must follow the safety protocols indicated for each piece of equipment.
5. Any malfunctioning or damaged equipment should be reported to the lab instructor.
6. Any accidents, injury, or unexpected responses to modalities application should be immediately reported to the lab instructor.
7. Mats and plinths should be wiped down at the end of the lab session.
8. Linen that is not soiled should be refolded and replaced in the linen case. Soiled linen should be placed in the hamper.
9. All equipment and supplies should be returned to their storage areas at the end of the lab session.
10. The hydrocollator should be filled with water at the end of each lab session.
11. Students may have snacks during breaks only as long as all trash is cleaned up.
12. No lab equipment or supplies may be removed without written consent of the lab instructor.
B. PTA Program Equipment Testing Policy

It is the policy of Surry Community College’s PTA Program to maximize the safety of students, faculty, staff, and patients. In order to ensure this all electrical equipment owned and used by the Surry Community College Physical Therapist Assistant Program will be annually inspected and labeled by qualified biomedical engineers. The procedure follows:

- A qualified clinical biomedical engineer will be scheduled to visit during each fall semester. This is the ‘Preventative Maintenance Program’.
- The biomedical engineering department will provide the program with annual equipment testing and calibration, labeling that verifies testing and calibration, documentation of testing results, and repair as needed.
- The PTA Program will provide the biomedical engineer with a list of current electrical equipment in the PTA Program.
- Wheelchairs and treatment tables are inspected annually by the PTA Core Instructors.
- Any real or potential equipment safety concerns discovered by students should be immediately reported to a PTA Program faculty member and should be labeled or taken out of use until deemed safe.
- Repairs are made or arranged by the program as needed and deemed appropriate.
X. Clinical Education Policies

The PTA Program has specific clinical education policies to ensure that patients are informed when students are involved in patient care and that patients always have the risk-free right to refuse to participate in clinical education. Students will be required to wear name tags indicating they are students any time interactions with patients exist. Clinical instructors and faculty will describe the fact that students will be involved in care. Patients who are seen on campus with faculty will be asked to sign a waiver of liability that will inform them of the fact that students will be participating in their treatment. Patients will always have the risk-free right to refuse to be treated by a student and this will be indicated in the waiver they sign or chose not to sign. The ACCE will visit all clinical sites prior to clinical internships to ensure clinical instructors/facilities understand and agree to act in accordance with the policies and procedures put forth by the Surry Community College PTA Program.

Please refer to the Surry Community College PTA Program Clinical Education Policy and Procedure Manual for specific information regarding clinical education.

Surry Community College
Physical Therapist Assistant Program
Photo Release Form

Subject’s Name: ______________________________ Date: _____/____/____

I agree to allow Surry Community College the use of my picture for educational purposes and/or to promote the Physical Therapist Assistant Program. Imaging can be in any of the following forms: Videotaping, audio taping, photographing, or imaging of individuals.

Signature: ______________________________

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SURRY COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

Student Consent Form for Classroom, Laboratory and Clinical Experiences

As a physical therapist assistant student, you must learn to formatively assess and treat a variety of conditions as well as participate in health promotion. Techniques involved in this endeavor are largely “hands-on” or involve the use of machinery and thermal agents. To assure your competence, you will be asked to practice various hands-on techniques and use various pieces of equipment safely. These skills will be practiced on you by other students in your class who have varying levels of competency, as well as by you on other students.

Types of activities students will be expected to perform: Treatment and formative assessment techniques may involve palpation for anatomical structures, resistance to muscle contraction, stretching and compressing of anatomical structures, mobilization of soft tissue structures, assistive exercises, positioning, mobility and transfer techniques, and other active body movements such as gait training, stair climbing and aerobic exercise. Use of machinery, mechanical devices, and thermal agents includes, but is not limited to, the use of mechanical traction, therapeutic electrical stimulation devices, hot packs, ice, diathermy, and ultrasound.

Potential risks: While the laboratory environment will be controlled to minimize risks, the following potential risks are rare but possible: In having the above techniques practiced on you, or in performing the techniques on other students, you may experience muscle soreness, strains, sprains, tearing of connective tissue, syncope or falls, allergic reactions, infections, and their sequelae. In having electrical and thermal agents applied to you, you may experience slight electrical shocks, burns or frostbite.

Potential benefits: In practicing the skills required of a licensed physical therapist assistant in a supportive and educational setting, you will be prepared to effectively, efficiently and safely treat patients. In having the skills practiced on you, you will gain an appreciation of the experiences of actual patients. These experiences will assist you in describing to your patients what to expect when you are providing informed consent.

Methods used to reduce the potential risks: In all scheduled learning formats and environments you will have faculty members as teachers and facilitators to instruct you and correct you in the required skills. Their instruction will include the precautions, contraindications, and safe application of the techniques they will teach you. In all cases, the environment of any lab will be controlled to minimize risks, and faculty will indicate the appropriate use of any protective equipment. Faculty will be aware of and carry out any necessary emergency procedures. At times, students may choose to practice lab techniques outside of scheduled class times without faculty supervision. This situation may increase the chance of the risks outlined. You are not permitted to use traction, electrical stimulation, nor deep thermal modalities without the direct supervision of a licensed physical therapist or licensed physical therapist assistant until you have successfully passed these clinical competencies.

You will be asked to disclose in confidence any conditions which may increase the risks or would be considered a precaution or contraindication for the above interventions or prevent you from fully participating as a provider or receiver of the activities that are part of your student experience.

During clinical laboratory sessions, you are not permitted to practice techniques on a fellow student who has an actual problem or condition for which physical therapy may be a recommended treatment unless first evaluated by a licensed physical therapist.
Clinical Education: I understand that I will participate in the process of clinical assignments, as delineated in the Physical Therapist Assistant Program Manual. Clinical education assignments are made with student input and are based on student learning needs and availability of appropriate clinical sites. The Academic Coordinator of Clinical Education (ACCE) will decide final assignments for all clinical experiences. I will participate in the experiences to which I am assigned. I understand that I am responsible for reviewing materials from my assigned sites, and for complying with all regulations of that facility, including required immunizations or special tests/screens, in a timely fashion.

Assignments for clinical affiliations, as much as is possible, will be within one-hour traveling distance from my home. However, it may be required that I travel much farther in order to participate in appropriate clinical educational experiences. I understand that I am responsible for my own housing and transportation costs for all clinical education experiences.

Students’ rights: I understand that I have the right to refuse to participate in any situation in which I feel I am not safe, my health is jeopardized, or my religious or cultural beliefs are jeopardized. If I feel the environment is unsafe, I may request that the faculty member make reasonable modifications that will improve the safety of the environment. I also understand that course grading requirements may include specific competencies in assessment and treatment interventions. Assuming that I have no condition(s), which would prevent me from fully participating in the role of a patient or a physical therapist assistant, I understand that I will not be able to receive credit within the course for these experiences if I choose not to participate.

I understand that I may ask questions about the activities required within the curriculum at any time. If I have further questions about my participation in laboratory experiences, I may contact the Director of the Physical Therapist Assistant Program or my academic advisor. I have been given a copy of this consent form as part of PTA 110 Introduction to Physical Therapy at Surry Community College.

Injury Statement: I understand that in the event of an injury to me during any school activities, I will be assisted in finding appropriate medical care, which will be covered under the provisions of my health insurance policy. Surry Community College is not responsible for the costs of health care associated with activities that are part of the educational program.

Disclosure: I have the following conditions, which I believe may place me at increased risk for performing or receiving the various techniques performed during the student experience.

I understand my responsibilities and the potential risks and agree to participate in learning experiences as outlined above. Any questions I have about my expected participation in this program have been answered to my satisfaction. I understand that by signing this consent form I am not waiving any of my legal rights.

Signature: ___________________________ Date: ___/___/___

Name (Print): ___________________________
PHYSICAL THERAPIST ASSISTANT PROGRAM

I have read the manuals listed below and I am familiar with the contents of each.

SCC Physical Therapist Assistant Policy and Procedure Manual  ___________Initials
SCC Clinical Education Manual  ___________Initials

I understand that it is my responsibility to seek clarification from my program advisor if I have any questions regarding the contents of these manuals.

I understand it is my responsibility to review the appropriate sections of the manuals when confronted with a specific problem or concern and contact my program advisor or the director to determine appropriate resolutions. I also realize that I am subject to all other policies and procedures of Surry Community College.

I expect failure to fulfill requirements or violations of policies to result in the appropriate action which could include dismissal from the PTA Program.

I agree to abide by the requirements and policies set forth in each. I also understand and agree that the policies and procedures in each of these manuals may be modified at the discretion of the Program Faculty at any time in the future. I understand that the PTA Program Faculty will inform me of any modifications made to the manuals.

Printed Name:  ________________________________

Signature:  ________________________________  Date: ___/___/___