



Physical Therapist Assistant Student Handbook



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Florida Gateway College Website/PTA Program Webpage

<https://www.fgc.edu/academics/nursinghealthsciences/physical-therapist-assistant/>

Florida Gateway College Catalog

<http://catalog.fgc.edu/>

INSTITUTIONAL ACCREDITATION

Florida Gateway College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

PROGRAM ACCREDITATION

The Physical Therapist Assistant Program at Florida Gateway College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

MISSION STATEMENT

The mission of the Florida Gateway College, Physical Therapist Assistant Program parallels the mission of the College. This mission is to provide an opportunity for area students to acquire superior, affordable, quality education and training necessary for graduation, licensure, and entry into the field of physical therapy as a Physical Therapist Assistant. The Program will prepare students to become competent and patient-centered rehabilitation practitioners who by virtue of their diverse clinical training will be receptive to the concept of rural physical therapy practice.

PROGRAM PHILOSOPHY

The philosophy of the Physical Therapist Assistant Program is to encourage every graduate to pursue life-long learning and access higher educational opportunities thereby contributing to the growth and longevity of the field of physical therapy.

PROGRAM FUNCTION

The primary function of the PTA program is to produce educated, well trained individuals who possess the attitudes and values consistent with the highest ethical practice standards. The Physical Therapist Assistant Program will prepare students to understand and appreciate the collaborative relationship between the physical therapist and the physical therapist assistant, and promote exceptional practice standards through lifelong professional development. We provide a solid foundation by which students will mature and prosper.

PROGRAM GOALS

Program Goals: The Physical Therapist Assistant program will:

1. Support the profession through the preparation of competent, entry level clinicians with the skills and abilities reflective of contemporary practice to safely and effectively manage patients/clients under the direction and supervision of the physical therapist.
2. Contribute to the community through the advancement and promotion of service, advocacy, and lifelong learning.
3. Maintain compliance with the Standards and Required Elements for Accreditation of Physical Therapist Assistant Education Programs.

Faculty Goals: Program faculty will:

1. Participate in professional development that enhances the educational process for program participants that is reflective of current, contemporary practice.
2. Be actively engaged in professional associations that benefit the college, the program, the students, and the community.
3. Support current and future students in achieving and maintaining competency in physical therapy practice.

Student Goals/Terminal Competencies:

Upon satisfactory completion of the PTA Program, the entry-level graduate will:

1. Demonstrate ethical and legal practice that is consistent with the American Physical Therapy Association's Standards of Conduct for the Physical Therapist Assistant and the Values Based Behaviors for the Physical Therapist Assistant.
2. Demonstrate the knowledge and skills necessary to provide comprehensive patient/client management and implement a comprehensive plan of care established by the physical therapist.
3. Demonstrate competence in the implementation of selected components of interventions identified in the plan of care established by the physical therapist.
4. Demonstrate competence in the performance of components of data collection skills essential for carrying out the plan of care by administering appropriate tests and measures before, during, and after interventions.
5. Participate in the healthcare environment as a member of a patient/client-centered interprofessional collaborative team.

Program Policies and Procedures

The Physical Therapist Assistant Program at Florida Gateway College maintains policies and procedures that are congruent with those of the College. Policies and procedures that are outlined in the College's [Student Handbook](#) shall be adhered to and followed by all students enrolled in the Physical Therapist Assistant program. In addition to the policies and procedures that are campus wide, the program maintains policies and procedures that directly impact students that are enrolled in the Physical Therapist Assistant program. Policies and procedures that relate to the didactic phase of the program are included in the PTA Student Handbook and those that relate to the clinical phase of the program are included in the Clinical Handbook.

Program Accreditation

Florida Gateway College and the Physical Therapist Assistant Program are committed to the continued accreditation of the program by the Commission on Accreditation in Physical Therapy Education (CAPTE). As such, the program will:

- A. Maintain accurate information that is easily accessible by the public on the program website related to program accreditation status and current student outcomes.
- B. Submit all required fees and reports with the required information related to graduation rates, performance on state licensing or certification exams, and employment rates.
- C. Submit timely notification of any expected or unexpected substantive changes within the program and any change in institutional accreditation status.
- D. Follow the policies and procedures of CAPTE contained within the Rules of Practice and Procedure.
- E. Ensure that the program is brought into compliance with accreditation criteria within two years after any determination that the program is out of compliance.

Faculty Advising

Each student in the program has the PTA Program Coordinator and the Program faculty as advisors. The Program encourages an open door policy with respect to student-faculty communication. Students are urged to confer with the PTA Program Coordinator for any personal or academic issues. The PTA Program faculty will try to help every student to succeed, by offering advising and remediation options.

Academic Standards

In a career that involves direct patient care, often performed independent of others, it is important for graduates to be academically and clinically prepared for entry level practice. Therefore, academic standards are high in this academically intense program, but very attainable at the same time. Student knowledge and skill attainment is assessed through various methods including both formative and summative forms of assessment, which include, but are not limited to:

- *Classroom written examinations*
- *Written assignments, presentations, case studies*
- *Lab practical examinations*
- *Lab skill check-offs*

Written examinations contain theory and conceptual understanding of terminal competencies.

Written assignments, presentations, and case studies employ critical thinking, research, and application of learned concepts.

Lab skill check-offs are of skills previously demonstrated with sub tasks identified and then practiced for acceptable execution on case-based scenarios in a lab practical examination. Students are partnered and required to practice the sequential skills associated with safety and effective application of each modality.

Lab practical examinations mimic clinical scenarios and portray the patient/PTA interaction. Case based scenarios are utilized to assess safety, time management, and effective treatment selection and application techniques essential for basic patient care.

Students failing any technical course may only repeat that course one time. Withdrawal for a medical reason, with proper documentation, is exempt. The second attempt must be passed with ($\geq 75\%$). If the second attempt is failed, they will not be considered for re-admission to the PTA program at Florida Gateway College. Students are not eligible to participate in a clinical rotation unless they have successfully completed all didactic coursework to that point.

Test Taking Standards

- Seating arrangements, leaving the room and stopping examinations are at the discretion of the instructor(s).
- An area will be designated for personal belongings (books, papers, cell-phones, etc.) before students enter a testing situation.
- If there is evidence of verbal or non-verbal communication between students during the examination, the examinations will be taken up by the instructor from the participating parties. A grade of zero will be recorded and averaged into the final grade.
- Items not permitted that are found on or in the vicinity of a student during a period of testing can be grounds for termination. A grade of zero will be recorded and averaged into the final grade.
- Cheating on an exam is considered an ethical violation. Evidence of ethical violations will be grounds for immediate termination from the program. Termination is determined by program faculty. Program termination due to an ethical violation prohibits a student from readmission to the program.
 - Students in disagreement with determination of faculty decision are to follow the grievance process.

Academic Integrity

You may not purposefully deceive any official of the College by cheating on any assignment, examination, or paper. Cheating is the use of anyone else's work, whether he/she is a student or not, as your own. A student may be withdrawn from a course with the grade of "F" if found to have cheated on any course assignments or tests.

Cheating includes improper distribution of questions or answers to course examinations. Any evidence of verbal or non-verbal communication between students during an exam will result in termination of the exam and a grade of 0 on the exam. Items not permitted that are found in the vicinity of a student during testing may be grounds for termination of the exam. Cheating on an exam is considered an ethical violation and any evidence of an ethical violation will be grounds for dismissal from the program and a submitted grade of "F".

Plagiarism

As indicated in the FGC Student Handbook, any student that submits work that is copied from another source without appropriate acknowledgement is in violation of the Plagiarism policy. Plagiarism on any assignment may result in a reduced grade, failure of the assignment, failure of the course, and may result in immediate dismissal from the program.

Turnitin

The purpose of using this plagiarism tool is to help students identify their mistakes and revise their work before final submission for a grade. Students will be allowed to resubmit their papers multiple times to Turnitin ***until the due date***. Students will receive an immediate similarity index upon submission. However, resubmissions will result in a similarity index taking up to 24 or more hours to generate.

Therefore, students must ensure sufficient time is factored in to revise their papers to decrease and/or eliminate their similarity index, if necessary. Please note that if a similarity index is not posted for your work by the due date, then your work is late and will receive 10 points deduction for each day it is late.

The PTA program allows no more than 25% similarity index for each paper, presentation, and educational tools submitted to Turnitin. *Please be advised that all written papers, presentations and educational tools will not be graded without being submitted to Turnitin.* Further, any paper, presentation or educational tool with more than the allowed 25 % similarity index, will be closely checked for plagiarism and, if found, will result in a zero with no chance of redoing this work after its due date.

Disability Statement

Florida Gateway College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required affording equal educational opportunity. Students may obtain further assistance and information by calling the Coordinator of Disability Services at 386-754-4215. The Disability Services Office is located in Building 17, Room 21, 149 SE College Place, Lake City, Florida, 32025.

Equity and Diversity

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law. The Equity Officer is Sharon Best, Executive Director of Human Resources, 149 SE College Place, Lake City, FL 32065, and may be reached at (386) 754-4313.

Evaluation Procedures

Grading Scale

The grading scale for all courses within the PTA Program is as follows:

A	92-100
B+	90-91
B	83-89
C+	81-82
C	75-80
D+	73-74
D	67-72
F	66 or less

Rules for Rounding

- For scores ending with .5, .6, .7, .8, or .9, scores will be rounded up.
Example: 91.6 will be rounded up to 92
- For scores ending with 0, .1, .2, .3, or .4, scores will be rounded down.
Example: 91.2 will be rounded down to 91

Grade Determination:

Lecture Courses:

The total number of points that the student earns in a course determines the letter grade in the course. Points can be earned in a variety of weighted categories which include, but are not limited to, announced and unannounced quizzes, weekly tests, unit exams, midterm exams,

final exams, participation, assignments, which could include papers, reports, journal writing, written case histories, documentation, article reviews, etc.

The student will receive a course syllabus for each course. The syllabus will indicate exams, reading assignments, and lecture topics. The course grading system is explained in each course syllabus and includes the methods of evaluation that will be used in each individual course. Students must pass all lecture courses with a minimum of 75 (C) to progress in the program.

Lab Courses:

The total number of points that the student earns in a course determines the letter grade in the course. Points can be earned in a variety of weighted categories which include, but are not limited to, announced and unannounced quizzes, lab practical examinations, participation, assignments, which could include papers, reports, journal writing, written case histories, documentation, article reviews, etc.

Laboratory Skill Check-Off Guidelines:

Lab Skill Check-Off forms document the interventions that students learn in the classroom and laboratory sessions of procedural courses. Each skill contains all of the subcomponents and required actions necessary to safely and properly perform the skill. Content related to the skill is presented during the lecture and/or lab portion of the course and demonstrated by the instructor for proper technique. These general guidelines will be followed in classes containing skill check-off forms:

1. Students will work with a partner to practice techniques per the Skill Check-Off Sheet, including all components of the technique.
2. During scheduled lab times, students are responsible for asking the instructor to observe and assess skills to demonstrate basic competency of techniques. Additional lab time may be scheduled at the instructor's discretion to complete check offs.
3. Students are encouraged to make use of any open lab time to practice techniques and may seek out assistance of the instructor for additional review of techniques.
4. Students will be checked off by the instructor once they have demonstrated basic competency in the safe application of a skill.
5. Students will not be checked off on any task in which they are unprepared or unsafe.
6. Students must be checked off by the instructor in all skills that will be included in a lab practical examination prior to taking any practical exam.

Safety is an important factor in the application of all interventions and will be considered in assessment check-offs. *Students will not be checked off on any intervention that is performed in an unsafe manner.* Critical Safety Elements are identified within the skill check-off sheets as **bolded** items. Failure to perform any critical safety element will result in additional practice time under the direction and supervision of the instructor. If a student is unable to safely perform any skill, they will not be checked off on that skill. The lack of this indication of basic competency prevents the student from taking the lab practical examination and will result in dismissal from the program.

Lab Practical Exams

The primary method of assessment in lab courses is the lab practical examination (LPE). The LPE will be given to assess the student's proficiency in all of the laboratory skills taught/learned in the course. In the LPE, the student will select from a series of case study cards. The student will read the case study card, prepare the treatment area, and treat the patient as if this was their first treatment together. The "PTA" is responsible for proper introduction, preparation of area, treatment, and closing. The treatment section should also include proper explanation and rationale for the patient, as outlined on skill check off forms. Safety is an important factor in the application of all interventions and will be considered during the practical examinations. *Students will not pass any intervention that is performed in an unsafe manner.* **Critical safety elements** are identified on the test rubric sheets as **bolded** items. Failure to perform any critical safety element during the assessment will result in failure of the practical examination. Students who fail as a result of a critical safety element will be retested at another time. Failure on second attempt will result in dismissal from the program.

The student is required to pass the LPE in order to pass the class. Should a student not pass the LPE on the first attempt, the student will be given 1 additional opportunity to correct a failed LPE. **If a student fails on their first LPE attempt, the student cannot achieve a grade of higher than 75 (C) if they pass on their second attempt.** This policy is in place to insure that a student who passed on the first attempt does not receive a numerical grade lower than a student who failed on the first attempt. In the event that the student does not pass the LPE, the student will fail the class and the student's progression in the program will be halted. See the Promotion through the Program section for further details

The student will receive a course syllabus for each course. The syllabus will indicate exams, reading assignments, and lab topics. The course grading system is explained in each course syllabus and includes the methods of evaluation that will be used in each individual course. Students must pass all lab courses with a minimum of 75 (C) to progress in the program.

Combined Lecture/Lab Courses:

A number of the PTA courses are combined (C) and include both lecture and lab. The total number of points that the student earns in a course determines the letter grade in the course. Points can be earned in a variety of weighted categories which include, but are not limited to, announced and unannounced quizzes, weekly tests, unit exams, midterm exams, final exams, lab practical exams, participation, assignments, which could include papers, reports, journal writing, written case histories, documentation, article reviews, etc.

Successful completion of combined courses requires that students achieve a minimum grade of 75 in both the lecture portion **and** the lab portion of the course, **independent** of one another. The cumulative average in the class is not sufficient to pass the class as each portion must be successfully completed independent of one another. The following shall apply:

Lecture portion:

The student is required to pass the lecture portion of the course with a 75 or better in order to pass the class. If the student is unable to achieve a 75 this will result in a failing grade for the class, regardless of the overall cumulative course average. Both the lab and lecture portions of each class must be passed (75) for the student to receive a passing grade (C) in the class. For an average less than 75 in the lecture portion of the class a course grade of no better than D will be issued. If the student fails a class, the student's progression in the program will be halted. See Promotion through the Program section for further details.

Lab portion:

As indicated above (Lab Courses), students must demonstrate basic competency as indicated by successful check off of all skills prior to taking the LPE. Refer to the Laboratory Skill Check-Off Guidelines. The primary method of assessment for the lab portion of the course is the lab practical examination (LPE). The student is required to pass the LPE in order to pass the class. Should a student not pass the LPE on the first attempt, the student will be given 1 additional opportunity to correct a failed LPE. **If a student fails on their first LPE attempt, the student cannot achieve a grade of higher than 75 (C) on their second attempt.** This policy is in place to insure that a student who passed on the first attempt does not receive a numerical grade lower than a student who failed on the first attempt.

In the event that the student does not pass the LPE, the student will fail the lab portion of the class. If the student fails the lab portion of any PTA class, this will result in a failing grade for the class, regardless of the overall cumulative course average. Both the lab and lecture portions of each class must be passed (75) for the student to receive a passing grade (C) in the class. For an average less than 75 in the lab portion of the class a course grade of no better than D will be issued. If the student fails a class, the student's progression in the program will be halted. See Promotion through the Program section for further details.

The student will receive a course syllabus for each course. The syllabus will indicate exams, reading assignments, and lab topics. The course grading system is explained in each course syllabus and includes the methods of evaluation that will be used in each individual course. Students must pass all lab courses with a minimum of 75 (C) to progress in the program.

Clinical Experiences

The program uses an institutionally developed tool for clinic for assessment that is referred to as the Student Clinical Performance Summary (SCPS). The SCPS outlines the expected competencies and criteria for grading in areas including professional behaviors, communication, treatment, safety, time management, and critical thinking. A sample summary is included within the Clinical Handbook. The final determination of the clinical grade is the responsibility of the ACCE in collaboration with the clinical instructor. The course syllabi for both clinical experiences describe the components of the evaluation used by the ACCE and the basis for grade determination.

The student will demonstrate competence by completion of specific skills for each rotation identified and outlined in the Student Clinical Performance Summary. The student is required to achieve the scoring criteria for each clinical experience as noted within the course syllabus and the assessment tool in order to successfully pass the course. Final grading for each clinical affiliation is based upon the Clinical Evaluation tool. If there is an occasion when student failure of a clinical education component presents itself, the ACCE will confer with the CI and the CCCE to determine the appropriate action and grade. Final grade for the clinical education segment of the program is determined by the ACCE. Grading is on a Pass/Fail basis.

Retention

The College and the program provide the following support for students. These positively affect retention ensuring student success.

Net Tutor: This is a 24 hour, seven days a week online tutoring service available to students. Students email a request and schedule a time to work with a tutor online for support in reading, writing, and mathematics questions.

The Student Success Center (SSC): The Student Success Center is located in Building 059. It offers a variety of resources for students and faculty. The Success Center has over 60 computers with internet and limited free printing for students. Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the Success Center. Tutoring is available upon request. The center also provides space for students to study in subject specific Learning Groups, which provide opportunities for students to work with a Tutor on particular competencies and to focus on strengthening their foundational skills. The SSC staff is available to assist faculty by proctoring missed or test retakes.

Classroom Lab Access: Students have access to the PTA lab to work on techniques and skills from 8:00 am to 5:00 pm Monday through Thursday. Official hours are posted on the door each semester. Faculty are available during open lab time as requested.

Library Textbook Access: All textbooks utilized for the PTA courses are available in the library.

Student Success Lab: Students have access to the Students Success lab located in the Nursing and Health Sciences building which houses this program. This provides study tables and computers for individual and group study sessions for all Nursing and Health Sciences programs. This is widely used and includes a refrigerator and microwave for students to keep food and drink while attending class and studying.

Open Door Policy: We encourage open communication between faculty and students. Faculty can be reached within office ours posted on office door and by cell phone during non-office hours.

Remediation Policies and Procedures

All students are provided with suggested study and test taking strategies for success in the Physical Therapist Assistant Program upon admission to the program. As part of the normal learning process, all tests and exams are reviewed with all students during class at the completion of the test/exam, with particular attention to any question that was missed by more than 50% of the class.

Post-Assessment Review for Tests and Exams

1. At the end of each day, the instructor will hold a post-assessment review over the test/exam of that day.
2. Students are to come into the room without cell phones, smart watches, book bags, purses, recorders, pencils, or pens.
3. Students should remain in their desks during the review.
4. The instructor will review the answers and rationale for selected questions. This is not a time for arguing validity of test items. Students will be dismissed and excluded from test reviews if persistent disruption occurs.
5. The instructor will remain at the post-assessment review as long as needed to answer all questions. It is the student's responsibility to remain at the post-test review until he/she has received clarification on all missed questions.

If a pattern of poor performance is noted and a student has not met with the instructor on their own, the instructor the program coordinator will request a meeting with the student and a plan for success will be developed.

The program faculty believes that one remediation approach is not effective for all students. We select the approach method depending on student needs that will reflect student success.

In addition to the required Post-test Review sessions, suggested remediation methods may include, but are not limited to:

Method #1: Independent Subject Approach

Student will be provided with incorrect test responses. Student should identify the correct response and provide one written paragraph supporting the correct answer. The written response should demonstrate a clear understanding of the subject and application.

Method #2: Coursework Review

Students will use text/handouts/slides from examination materials to retrieve and review items missed on exam. Faculty will provide an outline or review sheet related to the material on the exam.

Method #3: Self-initiated Mentor and Study Groups

Students are encouraged to learn and study with their classmates. This may occur with one other classmate or as part of a small group.

Method #4: Assigned Mentors and Study Groups

Develop PT/PTAs as mentors willing to work with students to remediate course materials related to exam. Students will complete tracking form to document time spent with mentor.

Method #5: Exam Creation/Slides

Student will write exam questions (with answers) on materials giving relevance to clinical application. Questions must be of good quality and the distractors in the multiple choice responses must be of appropriate relation and quality.

Method #6: Faculty Recommendation (based on special cases or needs of individual)

A copy of the Remediation Form is located at the end of the Handbook, page 37.

Access to Grade Information

Policy for Grade Information, in compliance with the Buckley Amendment is:

1. No grades will be posted.
2. No grades will be given over the telephone to a student or any other person.
3. The above policy also applies to the clinical grade.
4. Students may access their grades using Florida Gateway College's Blackboard system available on the college website. For more information regarding Internet access of final grades, contact the Registrar's Office in Building 015 or call 386-754-4205.

Privacy and Confidentiality

Privacy and confidentiality are maintained with all *student and faculty* verbal communication regarding any aspect of program (grades, clinical performance, disciplinary actions, and personal information/issues) by having private conversations in office space assigned.

Privacy and confidentiality are maintained with all *student and faculty* written documents (examinations, other assessments, medical records, background screens, informed consent) by maintaining in a locked file cabinet.

- No faculty member or college employee may disclose any student information without their informed and written permission being on file with the Registrar's Office.

Student grades, available in "Canvas", are username and password protected.

Privacy and confidentiality are maintained with all *patient* verbal and written communication with student adherence to FERPA and HIPPA legal acts thereby protecting a patient's health information.

1) FERPA....The Family Educational Rights and Privacy Act is a federal law designed to protect the privacy of a student's education records, which is interpreted to allow discussion of student performance and assessment in the clinical setting during the clinical portion of the program. Discussion is limited to the clinical instructor and/or the clinical coordinator of clinical education and may only include that which is relevant to the student's current performance in a specific clinical affiliation.

2) HIPPA....Health Insurance Portability and Accountability ACT which is interpreted to allow students to work in a clinical setting and allow for all patient information relevant to physical therapy needs to be discussed. Strict confidentiality of information is to be kept not allowing for any portion of learned information to be shared with anyone not involved in direct patient care without informed consent to information.

Students involved in a violation of this policy will be subject to disciplinary action as outlined in the FGC Student Handbook (Official warning or reprimand). Actions will be administered by the Executive Director of Nursing and Health Sciences, Vice President for Academic Programs or President of College. A record of incident shall be maintained in disciplinary file for student in the Vice President for Student Services office.

Promotion through the Program

To advance within the PTA Program, the student must earn a grade of "C" or better in all of the technical courses. The following policies relate to unsuccessful completion of a course:

Technical Courses:

If a student receives a grade of less than "C" (75) in any PTA didactic course or if the student withdraws for any reason, that student's progression in the program will be suspended. In order to continue progression in the PTA sequence, the student must submit a request for readmission as outlined in the Readmission Process section. If a student's progression has been suspended after having successfully completed one or more technical courses, the student will be required to repeat all courses regardless of the previously earned grades.

Clinical Courses:

If a student receives a grade of Unsatisfactory in Clinical Practice I, that student will be dismissed from the PTA program and must request readmission as outlined in the Readmission Process section. The student would be required to repeat all courses in the Fall Semester, regardless of the previously earned grades.

If a student receives a grade of Unsatisfactory in Clinical Practice II, the Academic Coordinator of Clinical Education and the Clinical Instructor will meet to determine a plan of action based on the student's performance. The student may be offered additional clinical time in an effort to obtain entry level status as appropriate. Should a student

continue to be unable to meet the minimum standards for successful completion of the clinical experience, the student will be dismissed from the program. The student must request readmission as outlined in the Readmission Process section.

Probationary status is granted based upon the determination of the readmission committee, comprised of the Program Coordinator, ACCE, and Executive Director of Nursing and Health Sciences. This same committee also determines the status of a readmission request as stated above. The re-admission committee will take any special considerations regarding the above policy under advisement.

Student Academic Appeals/Grievances/Complaints

When student complaints regarding incident, policy, or conditions within a class or clinical site arise, the student should take the complaint to the involved faculty member. Prompt intervention and open communication are desired for the student's benefit. Such discussions should be held with the view of reaching an understanding which will resolve the matter in a satisfactory manner. It is the opinion and philosophy of the faculty that complaints are best handled directly by those persons involved.

An academic appeal involves an issue with grades, exams, assignments, etc. or other academic issues. A student who wishes to register an appeal regarding a class, test, assignment, course grade, or other academic issues should first confer with the appropriate faculty member in an endeavor to resolve the problem.

A grievance involves a complaint by an employee, applicant, or student that a Federal Statute, Florida Statute, a State Board of Education Rule, or a Florida Gateway College policy has been violated, misapplied, or inequitably applied. The grievance procedure is not designed to include disputes arising from changes in policy, rule, or procedure. The grievance procedure provides the student an avenue of appeal for the complaint when satisfaction cannot be achieved through discussion with the involved instructor.

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the FGC website (www.fgc.edu) for more information. Under **Current Students** and **Student Complaints/Appeals**, information regarding policy, procedures, and forms related to these topics is provided. Appeals or grievances must use the appropriate form and the correct process should be followed. The forms may be found on the website at: <https://www.fgc.edu/current-students/student-complaints/>. If a student wishes to file a complaint with CAPTE, call 703-706-3245 or email accreditation@apta.org.

Readmission Process

If a student does not successfully complete the requirements of any course in Phase II of the program, the student will be required to reapply to the program. The following shall apply:

1. A student who receives less than a 75% in a technical course during the first term of Phase II must request readmission to the program and will be granted a seat in the fall term. All courses must be repeated regardless of the previously earned grades.
2. A student that passes the first term, but receives less than a 75% in a technical course or an Unsatisfactory during the second or third term of Phase II must request readmission to the program and will be granted a seat in the fall term. All courses must be repeated regardless of previously earned grades.
3. If a student fails any course during the readmission the student will be dismissed from the program with no re-admittance opportunity. **A student may be readmitted no more than one time. A student who has been previously readmitted and who subsequently earns a grade of "D" will be dismissed from the program and ineligible for readmission to the program at Florida Gateway College.**

Classroom Conduct and Attendance

Classroom Conduct:

Disturbances of any kind in class or lab are not acceptable behavior and will not be tolerated. Carry out personal conversations either before or after class or lab. If you need to speak with an instructor before or after class, please be aware that students with appointments will be given first priority. Sleeping in class will be considered an unexcused absence from class. The student is expected to come to class or lab prepared and ready to actively participate. As a Florida Gateway College student, you have certain responsibilities in the classroom to uphold. This includes not causing a class disruption with the use of an everyday electronic device. Students who are continually distracted by their electronic devices are unable to engage fully in the classroom environment. Cell phones usage must be conducted outside of classrooms & laboratories.

1. Breaks are provided between classes and during class as necessary.
2. Family and friends may not be treated while a student is enrolled in the PTA program unless prior permission obtained.
3. Students may practice procedures in the laboratory when it is not being used for class after they have had adequate classroom instruction on the equipment.
4. Refreshments are allowed in the laboratory and classroom; however the student is responsible for cleaning his/her area after eating/drinking. *This privilege will be revoked if cleanliness is not maintained.*
5. Students are expected to be on time and prepared at the beginning of class and remain in class the entire session unless prior permission granted.
6. Web surfing, email, chatting, texting, instant messaging, playing games or gaming, etc. are not permitted during class time. Chatting, emailing, or instant messaging during class time is no more acceptable than talking on a cell phone during class time.
7. The use of prohibited electronic devices during assessments (quizzes, tests, exams, etc.) will be considered cheating and will result in receiving a 'zero' for the assignment.

8. It is expected that all students demonstrate professional behaviors during scheduled class time. These behaviors are reflected through adherence to class policies and procedures, arriving to class on time and prepared, participating in class, and dressing appropriately for lab and the lab practical examinations.
9. Any evidence of a breach of the Standards of Ethical Conduct for the Physical Therapist Assistant is grounds for dismissal from the program. Program termination due to an ethical violation prohibits a student from readmission to the program.

Professionalism:

It is expected that all students demonstrate professional behaviors during scheduled class time and any on/off campus event in which the student is representing the College and/or the Program. These behaviors are reflected through, but not limited to the adherence to class policies and procedures, arriving to class or Service Learning activities on time and prepared, participating in class, dressing appropriately for lab, lab practical examinations, and Service Learning activities. Professional behaviors in class mirror those behaviors expected in the clinical setting including, but not limited to the following:

1. Adhering to all policies and procedures of the College, the Program, and the classroom.
2. Adhering to the Standards of Ethical Conduct for the Physical Therapist Assistant.
3. Demonstrating professional conduct consistent with the Standards of Ethical Conduct and Values Based Behaviors for the Physical Therapist Assistant.
4. Responding effectively and appropriately to feedback from faculty, students, and others.
5. Demonstrating effective communication with faculty, students, and others.

Dress Code:

Students are expected to wear clothing and accessories that do not cause any disruption to the teaching and learning process.

During the laboratory classes:

Correct laboratory attire consists of shorts, short sleeved or sleeveless shirts, and flat shoes, such as gym shoes. During the electro modalities and diathermy labs, it is necessary that all laboratory attire be free from metal hooks, wires, rivets, or tabs in the fabric. **The student is expected to be in proper laboratory attire for all laboratories unless otherwise advised by the instructor to allow adequate access to the body for performance of learned techniques.** The student should be well groomed and clean. Hair should be kept out of the face. Fingernails are to be kept short and clean. Modest earrings, wedding, engagement or class rings are permitted. Students may not be admitted to lab without appropriate dress. Professional attire required to be worn during all lab practical examinations.

Classroom Attendance Policies:

Attendance:

Regular attendance is required in all Physical Therapist Assistant Program lectures and labs as participation is critical to the learning process and promotes student success in the program. The following shall apply:

1. Regular attendance for the full class or lab period is expected and is a course requirement.
2. Attendance will be recorded and maintained by each instructor each day of class.
3. Attendance may also be recorded after breaks or before the end of the class period.
4. In the event of an absence, students are required to notify the instructor prior to class time.
5. In the event that a student will arrive late for class, students are required to notify the instructor prior to class time.
6. The student is responsible for adhering to the class attendance policy.
7. The instructors will determine the validity of all absences.
8. In the event of an absence, students are responsible for any material covered during lecture or lab.
9. Students who regularly miss class and exceed the allowable absences will be dismissed from the program regardless of academic standing.
10. A Professionalism Bank will be utilized to track adherence to classroom attendance policies, including absences and tardiness.

Tardiness:

A health care practitioner must display promptness. Additionally, tardiness in class or lab disturbs both the instructor and other members of the class and is considered markedly inconsiderate and rude.

1. Tardiness is defined as not being in the classroom at the beginning of the scheduled class time, after breaks, **OR** leaving prior to the end of the scheduled class time.
2. Students who are habitually tardy or leave class or lab early will be counseled first by the instructor and then referred to the coordinator of the PTA program; continued tardiness may be grounds for dismissal from the PTA program.

Excused Absences:

1. Absences due to extenuating circumstances (e.g., death in the immediate family) are considered excused but must be cleared with the instructor or the Program Coordinator on an individual basis. "Immediate family" is considered mother, father, husband, wife, child, sister and brother. Failure to notify the instructor or the coordinator prior to class will result in an unexcused absence. **NOTE: Car/Traffic problems are not considered extenuating circumstances.**
2. Absences due to illness may be considered excused, but the instructor must be notified prior to class. Failure to notify the instructor prior to class will result in an unexcused absence.
3. Students must notify instructor by phone, text, or email in advance of the absence and have a valid reason for being absent.

Unexcused Absences:

1. Failure to notify the instructor by phone, text, or email prior to class in the event of an absence. Asking another student to notify the instructor vs. contacting the instructor directly is not acceptable.
2. Failure to notify the instructor by phone, text, or email prior to class in the event of arriving more than 30 minutes late for class. Asking another student to notify the instructor vs. contacting the instructor directly is not acceptable.
3. Missing more than 30 minutes of class in a day (arriving late, leaving early, or returning from breaks late) will result in an unexcused absence.

Procedures for Absences/Tardiness:

1. In the event that a student will be **absent** from class, the instructor must be notified prior to class time. Failure to notify the instructor will result in an **unexcused** absence.
2. At times, situations arise that prevent a student from arriving to class on time (i.e. flat tire, delays due to traffic incident involving others, etc.). Anytime a student will be late, they must notify the instructor prior to the beginning of class. In addition to the points deducted for lateness (as noted below), an additional ½ point will be deducted for failure to notify the instructor. Asking another student to notify the instructor vs. contacting the instructor directly is not acceptable.
3. Missing more than 30 minutes of class in a day (arriving late, leaving early, or returning from breaks late) will result in an **unexcused absence** and points will be deducted from the Professionalism Bank accordingly.
4. In the event of a quiz or an exam on the day of a student absence, the following will be applied:
 - a. A missed test must be made up on the student's first day back on campus. This must be arranged with the instructor.
 - b. Students may only make up one missed test per class per semester.
 - c. Make up tests may be different from the originally scheduled /test.
 - d. Students making up a test will not be eligible for any bonus points.
 - e. There are no make ups allowed for Unit Exams, Midterm Exams, Final Exams, or Lab Practical Exams.

Professionalism/Attendance/Dress Code/Lab Duties Bank:

Students have a Professionalism Bank for each technical course within the program. Each course Bank starts with 5 points from which points may be deducted for failure to adhere to classroom or program policies.

Deductions will occur in the event of the following:

- Each time a student arrives late, leaves early, or returns from a break or lunch late (lecture, lab, lab exams, Service Learning)
 - Up to 10 minutes: ½ point
 - 10-30 minutes: 1 point
 - More than 30 minutes: 2 points

- Failure to notify instructor of lateness or absence will result in a ½ point deduction in addition to the points that are deducted for lateness or absence.
- Unexcused absences will result in a 2 point deduction.
- Cell phone use during class or phone not turned off without prior approval will result in a 1 point deduction.
- Using laptops/tablets for any activity other than taking notes will result in a 1 point deduction.
- Talking in class or other classroom disruption will result in a 1 point deduction.
- Not dressing appropriately for lab or a lab practical examination will result in a 1 point deduction.
- 1 point will be deducted from both students' banks if any of the required lab duties are not performed.

If point deductions occur, the following shall apply:

1. As issues arise, students will be counseled by the instructor and reminded of the policies and procedures.
2. Should a student's Bank balance reach 2 points, the student will be required to meet with the Program Coordinator.
3. Should a student's Bank balance reach 0 points, the student will be dismissed from the Program.

Student Rights

In addition to the General Rights of Students outlined in the FGC Student Handbook, the student should expect to be treated fairly, professionally and with mutual courtesy and dignity. Students have the right to privacy, confidentiality and non-discrimination based on race, color, religion, sex, age, ethnic origin, marital status or handicap. They shall not endure any form of harassment or misconduct on the part of the institutions faculty or the clinical instructor and staff of that facility.

They will have the right to a safe practice environment and should not be permitted to work with patients independently who pose any type of threat to their well-being. They will have the right to abstain from working with those patients who are in any way threatening, harassing or extremely inappropriate towards them.

They will have the right to immediate supervision of the clinical instructor when desired. The student also has the right to request a conference with their clinical instructor to discuss issues or problems and may also request the presence of the program coordinator or ACCE for such a conference. The student also will have the right to periodic performance assessments by the clinical instructor.

Finally, the student has the right to request the transfer from a clinical facility if problems, issues or concerns cannot be resolved. The rights of the students in the clinic will coincide with their rights while on campus at Florida Gateway College.

Instructor Responsibilities:

The instructor is expected to:

- A. Be on time for all classes and laboratory sessions.
- B. Be prepared with significant lecture and/or discussion material and with well-organized lab procedures.
- C. Prepare and distribute a syllabus for each course which contains performance objectives, office location and office hours, lecture topics (and lab topics if applicable), exam dates, texts and related materials required for the course, course requirements, and grading policy.
- D. Be fair and impartial in his/her treatment of the student.
- E. Be available during posted office hours.
- F. Be familiar with and adhere to all college policies and procedures.
- G. Be familiar with and adhere to all CAPTE/APTA accreditation guidelines.
- H. Notify student and appropriate academic advisor of academic difficulty in a timely manner.
- I. Adhere to state laws that govern the practice of physical therapy.

Student Responsibilities:

The student is expected to:

- A. Arrive on time to class; attend all scheduled class lectures and laboratories; be responsible for all materials presented during scheduled lectures and laboratories.
- B. Be prepared to participate in class discussion.
- C. Complete reading assignments prior to scheduled class discussion.
- D. Follow guidelines in course syllabus.
- E. Be familiar with and adhere to all college policies and guidelines.
- F. Notify the instructor, ACCE, or Program Coordinator for instances of absence.
- G. Maintain strict confidentiality regarding all patient or facility centered information.
- H. Treat all agency personnel, patients, constituents, and visitors with dignity, respect, and courtesy.

Guidelines for Use of Social Media

Consistent with the American Physical Therapy Association's *Standards of Conduct in the Use of Social Media* (HOD P06-12-170-016) and the *Standards of Ethical Conduct for the Physical Therapist Assistant*, these guidelines address various forms of social media, such as Facebook and Twitter. Students should ensure that their communications through these media do not conflict with their responsibilities to their chosen health career, fellow students and faculty, the PTA Program, and the College. This includes maintaining confidentiality including legal aspects as FERPA and HIPAA. Any posting of comments about or recording of a patient or patient's family is unacceptable. Even without giving a name, details about a patient can make the patient identifiable. It is **NEVER** permissible to take photos of clients or family members. This is a violation of the law. Never communicate patient information outside the clinical setting.

Patient information should only be communicated during clinical on a “need – to – know” basis with health care professionals.

Program faculty **WILL NOT** “friend” students on social media. Posts of comments, photos, etc. of other people could damage those people and their careers. Posts may cross boundaries into defamation or libel. Posting of the work of others (their intellectual property) is plagiarism, an ethical violation and possibly against the law. Respect others and be sensitive about proprietary information. Ensure comments, photos, and other postings are appropriate and done with the consent of others. Be sure they do not make you appear as uncivil and without discretion and judgment. Information posted on social media sites reflects on the individual making the post. We recommend that your posts contain materials that are respectful and professional. These posts (text, pictures, etc.) may be seen for years to come by anyone, including possible employers. The way you present yourself will significantly impact your career in the way people evaluate you as a person (caring vs. crass, using good judgment vs. poor, an asset vs. a liability, and as professional vs. an undesirable).

Failure to adhere to these guidelines is considered a breach of ethical conduct and may result in dismissal from the program.

Service Learning

At various times in the curriculum, students will be required to participate in activities that promote professional behaviors and service to the college and community that align with the mission and values of the college, the program, and the profession of physical therapy. It is expected that students will adhere to the same professional behaviors noted in the Professionalism section of the course syllabus and the PTA Student Handbook during any and all Service Learning experiences. At the conclusion of any Service Learning Experience, students will be required to submit a Summary of Experience as well as the Survey/Assessment of the Activity. Students will be supervised by a faculty member and that faculty member will submit an Assessment of the Student.

Assessment of the Service Learning Activities may include any of the following:

1. Survey completed by the faculty member(s) supervising the activity
2. Survey completed by participants involved in the activity
3. Survey completed by representatives of the organization for which the activity was performed
4. Student submission of a Summary of the Experience

Each assessment method is designed to align with course objectives, the Values Based Behaviors for the Physical Therapist Assistant (APTA), and the Standards and Required Elements for Accreditation of Physical Therapist Assistant Education Programs (CAPTE).

Safety during On-Campus Activities

Campus Wide Safety

It is the policy of Florida Gateway College to provide a safe on-campus learning environment for all students participating in the Physical Therapist Assistant program. Precautions are taken to ensure students and faculty has a safe, supported classroom and lab.

The PTA program ensures student safety in the classroom and lab setting by the following:

1. Campus wide safety regulations are posted in both the classroom and laboratory.
2. Any situation requiring immediate attention will be handled with the Florida Gateway College Safety flyer which is visible in the classroom and the laboratory.
3. The safety flyer addresses:
 - a. Suspicious mail
 - b. Fire
 - c. Tornado/violent weather
 - d. Medical emergency
 - e. Hazardous materials
 - f. Criminal/disruptive behavior
 - g. Bomb threat
 - h. Hurricane

Hazardous Materials/Exposure Plan

Information related to hazardous materials and the exposure plan are located in the Safety Manual. Instructions related to exposure to hazardous materials are posted in all science laboratory classrooms, including the Physical Therapist Assistant Lab. There is a Material Safety Data Sheet notebook included in the PTA lab with materials specific to this lab. All materials are to be stored and disposed of according to the manufacturer's instructions.

Equipment in the Physical Therapist Assistant Lab/Classroom

A log is maintained within the PTA lab related to maintenance and cleaning of the following equipment: 1) hot pack machine; 2) cold pack machine, and 3) paraffin wax bath. Students participate in the maintenance of temperature logs and cleaning schedules for this equipment. The hot pack machine and the paraffin wax machine are emptied, cleaned, and refilled each year prior the beginning of the Basic Patient Care course.

All electrical equipment in the lab is inspected and calibrated annually to ensure each piece of equipment is in safe working condition. If at any time a piece of equipment is deemed unsafe by the program faculty, it will be pulled from the lab until it is checked and repaired as appropriate. Students must inform faculty of any incident that could increase the risk of injury to another student.

The PTA program ensures student safety in the classroom and lab setting by the following:

1. Equipment is examined and calibrated annually in April of each year by a third party vendor. All equipment in working order is clearly marked by the approval tag applied at the time of calibration.
2. Equipment is updated on a 5 to 7 year refresh rate using college and grant funds.
3. Equipment is maintained in a locked storage area and may only be accessed with permission from program faculty during supervised lab time. These policies are explained to students each semester, posted in the classroom, and outlined in the student handbook. (See Safety Regulations Regarding Use of Equipment in the Program below)
4. A Material Safety Data Sheet notebook is maintained in the laboratory for quick access in the event of an accident.

Safety Regulations Regarding Use of Equipment in the Program

Laboratory access is unlimited within hours posted but the following rules and regulations apply to utilization of equipment in the laboratory.

- PTA students enrolled in the 1st semester of the technical program ARE NOT ALLOWED to operate equipment without direct supervision until check-offs for individual items are completed (PHT 1200 and PHT 1200L).
- Students will not perform any treatment on a non-PTA student, faculty member, friend, or family member unless properly evaluated by PT and an informed consent waiver for non-student/patient is obtained. *These items are maintained in a locked office as an active patient file with appropriate evaluation, daily documentation and POC maintained.
- All equipment is to be turned off and cleaned following each use; any malfunction is to be reported to program faculty.
 - malfunctioning equipment will be assessed by program faculty to determine safety OR
 - not used again and labeled "OUT OF ORDER" until equipment can be professionally checked and restored to use
- NOTE: All equipment in the program is adequately maintained and professionally calibrated yearly and is identified with a decal with the most recent calibration date displayed.

Lab Duties Policies and Procedures

A log is maintained within the PTA lab related to maintenance and cleaning of the following equipment: 1) hot pack machine; 2) cold pack machine, and 3) paraffin wax bath. Students participate in the maintenance of temperature logs and cleaning schedules for this equipment. The hot pack machine and the paraffin wax machine are emptied, cleaned, and refilled each year prior the beginning of the Basic Patient Care course.

At the beginning of each term a Laundry and Lab Duty Schedule will be provided to students. Each week a team of two students will be responsible for the duties associated with

maintaining the lab. It is the team's responsibility to determine the delineation of duties. The following duties must be performed:

1. Soiled laundry must be washed, folded correctly, and restocked in the linen closet.
2. The temperature of the hot pack and cold pack machines must be checked and documented.
 - a. Temperatures should be documented **weekly** (Monday morning) when the hot packs and cold packs **ARE NOT** being used.
 - b. Temperatures should be documented **daily** (in the morning) when the hot packs and cold packs **ARE** being used.
3. The temperature of the paraffin wax bath should be checked and documented **daily** during the period of time it is in use during the Basic Patient Care class.
4. The hot pack machines should be adequately filled.
5. The lab is to be neat and clean. No trash should left in the lab at the end of the day.
6. Straighten pillows and bolsters on the mat tables.
7. Put away supplies use for lab practice (i.e. ace wraps, ES supplies, goniometers, etc.).
8. Turn off all electrical equipment (i.e. coffee maker, treadmill, upper body ergometer, etc.).
9. Tables and chairs should be returned to their normal positions.
10. Check the refrigerators weekly for spoiled or out of date food.

Points will be deducted from the Professionalism Bank in the event that the assigned duties have not been completed. The following shall apply:

1. 1 point will be deducted from both students' banks if any of the required lab duties are not performed.
2. It is the responsibility of the team to work out how the duties will be shared and to follow up with the instructor if another student is not participating in the duties.

Standard Precautions

PTA program students will comply with Standard Precautions both in the classroom and the clinical setting. Prior to attending the first clinical rotation, all students have been introduced to aspects of patient confidentiality, including HIPAA, protected health information, and privacy practices as well as safety standards related to infection control and universal precautions when completing the Topics in Physical Therapy course. Infection control and universal precautions is further expanded upon during the Basic Patient Care course and integrated/applied in all technical courses.

Informed Consent

The purpose of laboratory training in the Physical Therapist Assistant education is to allow the student, through practice on human beings, to achieve skill and proficiency in the administration of physical therapy measurement and treatment procedures before applying these techniques to clients in a clinical setting.

Students will be expected to participate in simulation of clinical practice to include:

- 1) Student **administrator** of application to patient/client or other student acting as patient and
- 2) Student **receiver** of application, acting as the patient/client during the application of physical therapy procedures being practiced by your classmates.

There are some risks inherent to acting as a **receiver** to include but not limited to:

- heat injury (burning with heating agents)
- electrical stimulation burns
- cold hypersensitivity with ice application
- dignity issues with inappropriate draping and/or exposure of body segments
- personal injury with transfers, bed mobility, wheelchair utilization, gait training with assistive devices, etc.
- soreness with participation in therapeutic exercises and mobilization techniques

Safety measures are implemented to ensure the **receiver** does not experience these outcomes. All equipment in the program is adequately maintained and professionally calibrated yearly identified with a decal with the most recent calibration date displayed. In addition, any situation arising will be handled with the appropriate level of assistance required as assessed by the instructor/s. Students provide Informed Consent to participate in the lab by signing the Informed Consent Form found on page 40 of this Handbook.

At times, volunteers will serve as patient simulators during the lab portion of a course or during lab practical examinations. All patient simulators, or their designee, are required to provide informed consent as indicated by signing the Informed Consent/Liability Waiver for Non-Student Participation. These forms are maintained by the Program Coordinator.

Accident or Injury Incident Reports

Incident reports are utilized in the classroom or laboratory settings when an error or accident has occurred (i.e. injury involving student, patient, staff, visitor, etc.). In the event that an accident or error occurs, the student will first notify the laboratory/classroom instructor, and then obtain an incident report form to complete.

The student is responsible for writing the incident report on the institution's Incident Report Form. The student will also complete the Florida Gateway College Incident Report form and schedule a conference with the Instructor, Coordinator of the Physical Therapist Assistant Program, and the Dean of Occupational Programs within one week after the incident. The purpose of the conference is problem solving to prevent other occurrences and obtain satisfactory resolution.

Safety During Off-Campus Learning Experiences

At various times during the program students may be required to participate in activities at a location other than the main campus that add value to a specific course or course topic. These

learning experiences are a part of a didactic course and differ from the clinical portion of the program. At such times, the following shall apply:

1. A Student Travel Application must be submitted to the Student Activities Office.
 - a. If the class is attending an event together, only one travel application needs to be submitted.
 - b. If individual students are attending an activity on different days/times, a travel application needs to be submitted for each student.
 - c. Student Travel Applications can be obtained from the Student Activities Office.
2. A Release of Rights must be submitted to the Student Activities Office.
 - a. Each student must submit a signed release.
 - b. The Release of Rights form can be found under Club Forms on the FGC website, <https://www.fgc.edu/students/clubs/club-forms/> or by visiting the Student Activities Office.
3. It is recommended that students also submit an Emergency Medical Contact Form/ Permission for Emergency Treatment form which authorizes a college representative to authorize medical treatment if necessary.
 - a. The Emergency Contact Form can be found under the Club Form on the FGC website, <https://www.fgc.edu/wp-content/uploads/2013/08/Emergency-Medical-Contact.pdf> or by visiting the Student Activities Office.

Security

The Florida Gateway College Office of Public Safety is a professional force of security officers. Its primary function is to protect the people and property of Florida Gateway College. While the security office itself is open only during regular business hours, security officers are on duty 24 hours a day, seven days a week, and can be reached by calling 386-754-4490 or 1010 on any campus phone. To report a life threatening emergency, please dial 911.

Public Safety officers have the authority to enforce all college policies and regulations and to ask persons for identification to determine whether individuals have lawful business at Florida Gateway College. Criminal incidents are referred to the local sheriff who has jurisdiction on campus. The Office of Public Safety maintains a highly professional working relationship with the Baker County Sheriff Office as well as other local, state and federal agencies.

Public Safety staff is trained in the areas of safety, security and law enforcement. Public Safety staff members have as their goal a crime-free and comfortable setting on campus, and are available to assist the Florida Gateway community in a variety of safety and security-related areas, including CPR and first aid, safety escorts, crime prevention information, vehicle registration and parking permits, incident reporting, lost and found, battery jumper service, assistance with contacting a vehicle unlocking service and other areas of general assistance to the campus community.

Emergency Medical Services

In case of illness, injury, or an emergency while on campus or at a school-sponsored activity, the student should contact his or her personal physician or go to the emergency room. If an emergency, illness, or injury appears life threatening, 911 should be called and the incident should

be reported immediately to campus security by calling 386-754-4490 or 1010 on any campus phone. The injured or ill student shall be responsible for the cost of all medical, transportation, and emergency services.

Employment while in PTA Program

Employment, while in the PTA Program, may be possible on a part time basis, but full time employment is discouraged. Employment during clinical affiliations is strongly discouraged. *Absence from class or tardiness because of work constitutes an unexcused absence.*

Health Requirements

Participation in the clinical education portion of the program places additional requirements on the student due to the many rules and regulations in place at our clinical affiliate sites. All students are required to complete the following items prior to clinical site placement:

Physical Examination

Documentation of a physical examination performed within the past 6 weeks. Download and print the Physical Examination Form from the Corporate Screening website and have a medical professional (MD, PA, NP, or Mid-wife) complete and sign.

Immunizations

Varicella (Chicken Pox)

Documentation of 2 vaccinations **OR**
Positive antibody titer (lab report required)

MMR (Measles, Mumps, and Rubella)

Documentation of 2 vaccinations **OR**
Positive antibody titer for all 3 components (lab report required)

Hepatitis B

Documentation of the 3 vaccinations **OR**
Positive antibody titer (lab report required)

Tetanus

Documentation of a tetanus vaccination within the past 10 years

Flu shot

Documentation of flu shot administered during the current flu season

TB Test (PPD Skin Test)

Documentation of a negative 1 step PPD skin test or of a negative Quantiferon Gold Blood Test (lab report required) in the last 6 weeks. If either is positive, a clear chest x-ray (with report) is required.

CPR Requirements

Students in this program must have successfully completed the **American Heart Association BLS** (Basic Life Support) for Health Care Providers CPR course. The CPR card must be valid when the student is at all clinical rotations.

Background Check and Drug Screen

Upon acceptance to the program students are required to complete a nationwide criminal background check, which includes a drug screen, in order to participate in the clinical portion of the program. The following shall apply:

Individuals who have been convicted, found guilty of, pled guilty to, pled no contest to, entered an Alford plea, received treatment or intervention in lieu of conviction, or received diversion for any of the following crimes (this includes crimes that have been expunged if the crime has a and substantial relationship to physical therapy practice) may be ineligible for placement in a clinical education rotation and/or for employment:

- A gross misdemeanor committed in Florida, another State, Commonwealth, Territory, Province, or Country.
- A felony in Florida, another State, Commonwealth, Territory, Province, or Country.
- A crime involving gross immorality or moral turpitude in Florida, another State, Commonwealth, Territory, Province, or Country.
- A violation of any municipal, County, State, Commonwealth, or Federal drug law.

Prior to participating in any Nursing and Health Sciences clinical rotation, students must be tested and must pass a drug screening. The drug screening must satisfactorily demonstrate that he/she is free from the use of any illegal drug and un-prescribed controlled substance described or named in the law hereinafter referred to as “drug-free”. Applicants must be tested by urinalysis for **at least** the following classes: amphetamines, cannabinoids (marijuana), cocaine, opiates, and phencyclidine (PCP). Random screenings within the program may be required.

All students enrolled in any health program are required to be drug and/or alcohol-free when at the college and while at any “affiliating agency” (including parking lots and grounds). “Affiliating agencies” may require students to be subject to the agencies’ drug testing policies, including but not limited to, when there is reasonable suspicion to believe a student may be impaired, or is using or has used illegal drugs and/or alcohol. The student may be tested in accordance with the “affiliating agency’s” policies. If tested by an “affiliating agency”, the student shall provide his/her program coordinator with a copy of any test results. Failure to promptly do so shall be grounds for dismissal from the program and/or college.

A positive drug or alcohol test shall also be grounds for dismissal from the program. Admitted students must remain drug-free throughout the tenure in their program at the college. Failure to do so shall be grounds for dismissal from the program.

Professional Liability Insurance

All Physical Therapist Assistant students are required to carry Professional Liability Insurance. The college enrolls in a blanket student professional liability policy with a major insurance carrier. The cost is \$ 12.50 and is paid at the enrollment in the PTA phase II. The student professional liability policy covers students while they are participating in clinical activities which are part of, and a requirement of, the student's curriculum.

Health Insurance

Students are required to show proof of health insurance. Health insurance can be acquired through various private insurance carriers. Students are not permitted to enter in any clinical course until proof of health insurance is given.

Comprehensive Final Examination

A comprehensive final examination will be given during the PHT 2931 Trends course. Students will complete the Practice Exam and Assessment Tool (PEAT), a timed, computerized examination written by experienced clinicians and item writers for the Federation of State Boards of Physical Therapy. It provides the look and feel of the national licensing examination and is an excellent tool to prepare students for licensure. Upon submission of the exam, students will be provided with individualized feedback to aid them in final preparations for the national licensing examination.

After submission of the exam, students will be required to complete a full review of the feedback from the exam and develop a strategy of systematic review of all items missed on the exam. This assignment will be included in the Trends course and must be submitted by the end of the class. Failure to complete this assignment will result in failure of the class; failure of the class results in the inability to complete the program.

One additional PEAT exam is available to students and students are highly encouraged to submit this exam after the completion of the program and before taking the national licensing examination.

Program Resources

All the physical therapy books, publications, and videos are located in the Florida Gateway College Library. The reserve section of the library and the library's electronic database offers material (books or publications) related to physical therapy and health sciences.

The PTA Laboratory contains a reference cabinet with videos, DVDs and books. All material can be viewed in the laboratory, using the FGC VCR or DVD player only after completing class hours for that day. Occasionally, the student may have the need of a book belonging to a faculty member. Permission to use and sign out materials must be arranged through the individual faculty member.

Students have access to the Students Success lab located in the Nursing and Health Sciences building which houses this program. This provides study tables and computers for individual and group study sessions for all Nursing and Health Sciences programs. This is widely used and includes a refrigerator and microwave for students to keep food and drink while attending class and studying.

Notification of Employment Opportunities

Information pertinent to students and graduates of the Physical Therapist Assistant Program, including but not limited to continuing education opportunities and job openings will be posted on the bulletin boards in the classroom and/or laboratory. The program maintains a Facebook page where job opportunities are posted as they become available. It is the responsibility of each student to be aware of this information. It is advisable to develop the habit of checking the bulletin board or the Facebook page on a regular basis for new postings.

Professional Society

Students in the Physical Therapist Assistant Program are eligible for student affiliate membership in the American Physical Therapy Association. Applications are available in the Program Coordinator's office. Participation demonstrates aspects of student professionalism and is encouraged. Events and meetings sponsored by the Northern District and the Florida Physical Therapy Association (FPTA) will be posted on the Program's bulletin board

Licensing Examination

The Physical Therapist Assistant must be licensed to practice physical therapy in the state of Florida. The state requires that graduates of a PTA program pass a national licensure exam as well as the state's jurisprudence exam before a license will be issued. Laws vary in each state and can change frequently. Specific questions should be forwarded directly to the State Board in which licensure is desired or can often be found by visiting each individual state's website.

Requirement for Examination Eligibility and State Licensing

1. Successful completion of a PTA Program that is accredited by the Commission of Accreditation in Physical Therapy Education/American Physical Therapy Association (CAPTE/APTA).
2. Official transcript from the College verifying successful completion of the PTA Program.
3. Completed Application by Examination, returned to the Florida Department of Health/Board of Physical Therapy by the specified date. Applications can be submitted online by visiting the Board's website.
4. Completed online Exam registration with the Federation of State Boards of Physical Therapy.

5. There are fees associated with the licensing process. Students are responsible for all costs and should be prepared to pay all fees by credit card. Estimated costs for 2014:
- Application and licensing fee to the Florida Board of Physical Therapy: \$180.00
 - Exam registration fee to the Federation of State Boards of Physical Therapy: \$400.00
 - Laws and Rules Exam registration fee to the Federation of State Boards of Physical Therapy: \$65.00
 - Testing/seat fees to Prometric Testing site: \$50.00

Websites needed for licensing and testing:

Florida Board of Physical Therapy:

<http://floridasphysicaltherapy.gov/licensing/u-s-trained-physical-therapist-assistant-by-examination/>

Federation of State Boards of Physical Therapy:

<http://www.fsbpt.org/ExamCandidates.aspx>

Prometric:

<https://www.prometric.com/en-us/Pages/home.aspx>

Licensure Renewal

A physical therapy license must be renewed every two years in Florida. Physical therapist assistants are required to complete a minimum of 24 hours of continuing education biennially, which includes 22 general hours and 2 hours of Prevention of Medical Errors. For more information about the requirement and the renewal process, visit the Florida Board of Physical Therapy at: <http://floridasphysicaltherapy.gov/renewals/>.

Contact Information for Other Organizations

Florida Board of Physical Therapy:

Customer Contact Center
(850) 488-0595

Board Office
(850) 245-4373
FAX: 954-358-4424

Mailing address:

Department of Health
Board of Physical Therapy
4052 Bald Cypress Way
Bin C-05
Tallahassee, FL 32399-3255

Address for applications and fees:

Department of Health
Board of Physical Therapy
P. O. Box 6330
Tallahassee, FL 32314-6330

American Physical Therapy Association

1111 N. Fairfax Street
Alexandria, VA 22314
1-800-999-APTA (2782)
www.apta.org

Commission on Accreditation of Physical Therapy Education

1111 North Fairfax Street
Alexandria, VA 22314-1488
(703)684-APTA (2782) or (800)999-2728 or (703)683-6748 (TDD)
<http://www.apta.org/capte>

Florida Gateway College
Physical Therapist Assistant Program
Remediation Form

Student Name: _____ Student ID#: _____

Course Name and Number: _____

Instructor: _____

Reason for Meeting:

Suggested strategies for improvement:

Additional Comments from Instructor or Student:

Any further actions:

Student signature

Date

Instructor

Date

Program Coordinator

Date



Physical Therapist Assistant Program

STUDENT HANDBOOK VERIFICATION FORM

I, _____, have received and read the PTA Student Handbook and I fully understand its content regarding program policies and standards.

I agree to abide by the policies and procedures specified in the handbook and conduct myself in a mature and professional manner while enrolled in the PTA Program at Florida Gateway College. I also understand that the PTA Student Handbook is subject to modification as the program warrants.

By signing the last page of this handbook, I agree to respect the rights and dignity of classmates, volunteers and the patients I treat.

Student's Signature _____

Date: _____



Physical Therapist Assistant Program

STUDENT PARTICIPATION IN LABORATORY INFORMED CONSENT FORM

The purpose of laboratory training in the Physical Therapist Assistant education is to allow the student, through practice on human beings, to achieve skill and proficiency in the administration of physical therapy measurement and treatment procedures before applying these techniques to clients in a clinical setting.

Students will be expected to participate in simulation of clinical practice to include:

- 1) Student **administrator** of application to patient/client or other student acting as patient and
- 2) Student **receiver** of application, acting as the patient/client during the application of physical therapy procedures being practiced by your classmates.

There are some risks inherent to acting as a **receiver** to include but not limited to:

- heat injury (burning with heating agents)
- electrical stimulation burns
- cold hypersensitivity with ice application
- dignity issues with inappropriate draping and/or exposure of body segments
- personal injury with transfers, bed mobility, wheelchair utilization, gait training with assistive devices, etc.
- Soreness with participation in therapeutic exercises and mobilization techniques

Safety measures are implemented to ensure the **receiver** does not experience these outcomes. All equipment in the program is adequately maintained and professionally calibrated yearly identified with a decal with the most recent calibration date displayed. In addition, any situation arising will be handled with the appropriate level of assistance required as assessed by the instructors.

I, _____, understand and accept the risks inherent to participating in the laboratory component of the physical therapist assistant program at Florida Gateway College. I understand that I may need to alter attire to expose body parts for examination and consent that FGC students and faculty may contact or touch my body for the purpose of demonstration and training.

Student Signature

Date



Physical Therapist Assistant Program

MSDS EDUCATIONAL STATEMENT CONSENT FORM

I acknowledge that an MSDS is a Material Safety Data Sheet. The purpose is to inform clinical staff and student with physical and chemical properties of all substances utilized in a clinical setting. The MSDS explains physical and health hazards, precautions for exposure, safe handling and use, disposal of, emergency or first aid procedures if in contact, and control methods of products.

I, _____, understand and accept that for all substances in the laboratory setting, an MSDS is provided with information revealing physical and chemical compounds. This sheet also provides correct procedures in handling exposure, physical contact, and emergency/first aid information. I have been notified with the location and how to properly use the MSDS to protect myself, fellow students, and patients.

Student Name (Print)

Date

Student Signature



Physical Therapist Assistant Program

BLOOD BORNE PATHOGENS INFORMED CONSENT FORM

The purpose of laboratory training in Physical Therapist Assistant education is to allow the student, through practice on human beings, to achieve skill and proficiency in the administration of physical therapy measurement and treatment procedures before applying these techniques to clients in a laboratory or clinical setting. In doing so, there is a risk of exposure to blood borne pathogens which include but are not limited to blood and other bodily fluids. ***Universal precautions are to be used at all times when performing patient care duties.***

I, _____, understand and accept that for all the laboratory components in the Physical Therapist Assistant program, students practice on one another and on faculty, under supervision. I understand that I may need to alter my attire to facilitate learning and practice universal precautions when performing duties related to patient care.

Student Name (Print)

Date

Student Signature



Physical Therapist Assistant Program

MEDIA RELEASE FORM

I, the undersigned, do hereby consent and agree that Florida Gateway College has the right to take photographs, videotape, or digital recordings of me beginning on _____ and ending on _____ and to use these in any and all media, now or hereafter known, and exclusively for the purpose of _____.

I further consent that my name and identity may be revealed therein or by descriptive text or commentary. I do hereby release to Florida Gateway College, its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies.

I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used. I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that Florida Gateway College is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

Name: _____ Date: _____

Phone: _____

Signature: _____



Physical Therapist Assistant Program

INTEGRITY CODE FORM

Student Obligations

Students should recognize their responsibility to uphold the *Academic Integrity Policy* and to report apparent violations to the appropriate persons. Students who do not understand the policy or its application to a particular assignment are responsible for raising such questions with their faculty member. Each student is required to sign the Academic Integrity Pledge given below on all major work submitted to an instructor. A student's work need not be graded until he/she has signed the statement. Exceptions to the requirement of signing the statement may be specified by appropriate persons or offices, as, for example, on theses and dissertations. In the absence of such exceptions, students who do not sign the pledge may be assumed to have violated the code.

Academic Integrity Policy Information

In signing the pledge, the student indicates his/her knowledge that the *Academic Integrity Policy* governs his/her academic activities at Florida Gateway College.

Academic Integrity Pledge: I WILL ABIDE BY THE ACADEMIC INTEGRITY POLICY ON ALL ASSIGNMENTS AND EXAMINATIONS THROUGHOUT THE ENTIRE PROGRAM.

Signature _____ Date _____

Academic Integrity Policy: Statement of Personal Responsibility

As an entering student at Florida Gateway College, I recognize and accept personal responsibility for honesty in all of my interactions while a member of this community of scholars. Such honesty is a vital part of my academic career and is the foundation of my work here as a student. I pledge that I will uphold the *Academic Integrity Policy* of the college and will encourage my peers and others in the community to respect and observe the policy.

Signature _____ Date _____



Physical Therapist Assistant Program CONFIDENTIALITY AGREEMENT FORM

Applies to all Florida Gateway College students "workforce members" including: employees, medical staff and other health care professionals; volunteers; students, and interns

It is the responsibility of all Florida Gateway College students, as defined above, including employees, medical staff, students and volunteers, to preserve and protect confidential patient, employee and clinical site information.

Confidential Patient Care Information includes: Any individually identifiable information in possession or derived from a provider of health care regarding a patient's medical history, mental, or physical condition or treatment, as well as the patients and/or their family members records, test results, conversations, research records and financial information. Examples include, but are not limited to:

- Physical medical and psychiatric records including paper, photo, video, diagnostic and therapeutic reports, laboratory and pathology samples;
- Patient insurance and billing records;
- Mainframe and department based computerized patient data and alphanumeric radio pager messages;
- Visual observation of patients receiving medical care or accessing services; and
- Verbal information provided by or about a patient.

Confidential Employee and Business Information include, but are not limited to, the following:

- Employee home telephone number and address;
- Spouse or other relative names;
- Social Security number or income tax withholding records;
- Information related to evaluation of performance;
- Other such information obtained from Florida Gateway College or clinical site records which if disclosed, would constitute an unwarranted invasion of privacy.

I understand and acknowledge that:

1. I shall respect and maintain the confidentiality of all discussions, deliberations, patient care records and any other information generated in connection with individual patient care, risk management and/or peer review activities.

2. It is my legal and ethical responsibility to protect the privacy, confidentiality and security of all medical records, proprietary information and other confidential information relating to Florida Gateway College students and its affiliates, including business, employment and medical information relating to our patients, members, employees and health care providers.
3. I agree to discuss confidential information only in the work place and only for job related purposes and to not discuss such information outside of the work place or within hearing of other people who do not have a need to know about the information.
4. I understand that any and all references to HIV testing, such as any clinical test or laboratory test used to identify HIV, a component of HIV, or antibodies or antigens to HIV, are specifically protected under law and unauthorized release of confidential information may make me subject to legal and/or disciplinary action.
5. I understand that the law specially protects psychiatric and drug abuse records, and that unauthorized release of such information may make me subject to legal and/or disciplinary action.
6. My obligation to safeguard patient confidentiality continues after my termination of interning with any institution affiliated with Florida Gateway College.

I hereby acknowledge that I have read and understand the foregoing information and that my signature below signifies my agreement to comply with the above terms. In the event of a breach or threatened breach of the Confidentiality Agreement, I acknowledge that Florida Gateway College may, as applicable and as it deems appropriate, pursue disciplinary action up to and including my termination from Florida Gateway College and the PTA program.

Date: _____

Signature: _____

Print Name: _____