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**Physical Therapist Assistant Handbook**

**2021-2022**

149 SE College Place, Lake City, Florida 32025-8703

Medical Technology Building 103, Office 146

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**PROGRAM FACULTY AND STAFF**

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**Florida Gateway College Website/PTA Program Webpage**

<https://www.fgc.edu/discover/academic-programs/health-sciences/physical-therapist-assistant-program/>

**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) 3030 Potomac Ave., Suite 100, Alexandria, Virginia, 22305-3085; 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.

Accomplishment of this mission will be realized when program graduates, working under the supervision of a Physical Therapist, are actively contributing to the restoration of functional abilities for area residents: providing clinical education and training for future Physical Therapist Assistant students, and promoting the profession of Physical Therapy.

**EQUITY STATEMENT**

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL  32025, and may be reached at [sharon.best@fgc.edu](mailto:sharon.best@fgc.edu) or (386) 754-4313.

**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](https://www.fgc.edu/wp-content/uploads/2016/09/FGC-Student-Handbook-16-17.pdf) 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:

* + - 1. Maintain accurate information that is easily accessible by the public on the program website related to program accreditation status and current student outcomes.
      2. Submit all required fees and reports with the required information related to graduation rates, performance on state licensing or certification exams, and employment rates.
      3. Submit timely notification of any expected or unexpected substantive changes within the program and any change in institutional accreditation status.
      4. Follow the policies and procedures of CAPTE contained within the Rules of Practice and Procedure.
      5. 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 assist every student to succeed, by offering proactive advising and mandatory remediation completion.

**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*
* *Laboratory practical examinations*
* *Laboratory skill check-offs*

*Written examinations* contain theory and conceptual understanding of terminal competencies.

*Written assignments, presentations, and case studies* employ critical thinking (clinical reasoning and judgment), research, and application of learned concepts.

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

*Laboratory 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 unsuccessful 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 (≥75%). If students are unsuccessful with the second attempt, they must wait two years before re-applying 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**

1. The PTA faculty will determine the following during a quiz/test/exam: Seating instructions, Leaving the testing room, and Ending the quiz/test/exam.
2. An area in the back of the room will be designated for personal items including, but not limited to, back packs, cell phones, smart watches, and papers. Students will be instructed to place all personal items in the designated area **BEFORE** the quiz/test/exam begins. If the student is caught with personal items during the quiz/test/exam, they will be asked to submit their quiz/test/exam, log off the computer, and leave the room, which would result in a zero grade for the quiz/test/exam. Additionally, the student must schedule time with the Program Coordinator for further disciplinary actions.
3. Further instructions to students for quizzes/tests/exams are as follows:
   1. Do not touch the computer until informed to do so by the PTA faculty.
   2. Duration—Start time and duration of quiz/test/exam. Time reminders will be announced by the PTA faculty as appropriate (e.g. every hour or 30 minutes before the end of the quiz/test/exam). Timer will also be present on computer.
   3. Prior to initiation of the quiz/test/exam, students will be given opportunity to ask question. During quiz/test/exam, students will raise hands to ask questions and stay seated until faculty comes to the student.
   4. Students should use the bathroom prior to beginning the quiz/test/exam.
   5. Once the quiz/test/exam is completed, the student will carefully check answers and select/click the “submit” button to complete their quiz/test/exam.
   6. Students will follow instructions at the conclusion of the quiz/test/exam for logging out of computer, cleaning off the computer, and replacement of the computer, if necessary, for charging. Personal belongings may be gathered from the back of the room, if applicable, and students should leave the quiz/test/exam room quietly.
   7. Students will not be allowed back into the quiz/test/exam room after leaving.
   8. Cheating will not be tolerated and if caught or suspected, the student will be asked to hand over the suspected information or device and leave the quiz/test/exam area, thus receiving a possible zero for the quiz/test/exam along with further disciplinary actions as appropriate.
   9. **No DRINKS or FOOD** allowed near the computer.
4. The PTA faculty will continue to walk the room while students are testing and be available for questions and monitor for cheating.

**Evaluation Procedures**

Grading Scale

The grading scale for all core 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

**Grade Determination:**

Each student will receive a course syllabus on or before the first day of class for each course. The course faculty will go through the syllabus with students during the first day of class. The syllabus will include information about all parts of a course: Lecture, Skills Laboratory,

***Lecture:***

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.

Each student will receive a course syllabus on or before the first day of class for each course. The course faculty will go through the syllabus with students during the first day of class. The syllabus will include information about quizzes/tests/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.**

***Skills Laboratory****:*

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.

*Skills 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.

*Laboratory 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 Progression 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 Progression 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**.**

**Student Lounge**: 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.

**EXAM REVIEWS:**

1. All exams will be reviewed post exam.

2. Student participation is mandatory if his/her test score is less than 75%. Others are encouraged to attend this learning opportunity.

3. Post exam review date and time will be posted in course calendar on Canvas.

4. During exam review students must place **ALL** telephones and other electronic devices**,** bookbags, purses, cellphones, recorders, pencils, and/or pens in the front or back of the room. Students found with any of these items on their person or desk will be dismissed from the review.

5. Students must remain at their desks during the entire exam review.

6. Instructors will review all high missed questions and select questions asked by individual

students. Instructors will provide answers with rationales for all questions reviewed.

7. Exam review will be no more than one (1) hour long, therefore arguments will not be entertained during the review. If a student disagrees with an answer, he/she may contact the course instructor to discuss further.

**Note: Any student who is disrespectful or disruptive during the exam review** **will be dismissed from the review.**

8. All paper exams and answer keys will be collected by the instructors before students leave their desks. **Note:** Any student taking any exam material from the review will be referred to the Program Director for disciplinary action.

**UNIT EXAM REMEDIATION**

Students who score less than 75% on any two (2) quizzes, tests, or exams will be referred to the Testing and Remediation Coordinator, Dr. Shelby Havens. A written referral will be given to the student before meeting with Dr. Havens to allow self-evaluation by the student to identify reasons they were unsuccessful. The student is responsible for setting their remediation appointment by emailing [Paulette.ontiveros@fgc.edu](mailto:Paulette.ontiveros@fgc.edu) to schedule an appointment with Dr. Havens. Mrs. Ontiveros can be reached by phone Mon.-Thurs. from 8 AM – 2 PM at 386-754-4552. **Please send your completed Remediation form to Mrs. Ontiveros when requesting your appointment via email. Appointments cannot be scheduled until this form is completed and received by Mrs. Ontiveros.**

After completing a meeting with Dr. Shelby Havens, the student is expected to establish a meeting with the class instructor to review topics on the quiz/test/ examination which were misunderstood. Additional remediation work may be assigned at the discretion of the instructor.

**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 Canvas 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 During Patient Contact- HIPPA**

HIPAA….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.

**Progression through the Program**

To progress 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.

***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.

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.

**Program Grievances**

If a student wishes to file a complaint with CAPTE, call 703-706-3245 or email [accreditation@apta.org](mailto: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 is welcome to reapply to the program. The following procedure applies:

1. Readmission is not guaranteed.
2. Readmission is contingent upon meeting readmission criteria and available space.
3. Reapplication must occur within 2 years of removal from PTA program.
4. Failure to follow readmission policy will result in student not being considered for readmission.
   1. Student must notify existing faculty in writing of intention to reapply within two weeks of removal from the program.
   2. Student must complete and submit the entire application for consideration prior to the published due date.
   3. Student must successfully complete an interview with Executive Director and Remediation Coordinator of Nursing and Health Science Department, PTA Program Coordinator, and PTA Clinical Educator to be considered for readmission.
   4. If chosen for readmission the student is eligible for consideration for readmission. The student must show competence in previous courses through one comprehensive final and one lab practical exam, and earn a grade of 75% or higher with two attempts.
   5. If after readmission the student is unsuccessful in any PTA course the student will be dismissed from the program and is not eligible for a second readmission. The student may reapply to the PTA program two years after their second removal.

**Classroom Conduct and Attendance**

**Classroom Conduct:**

Professionalism is one (1) of your program outcomes that are measured in each of your courses and at the end of the program. It is imperative that you act in a professional manner in the classroom, clinical/simulation and skills laboratory always. Further, given that you represent the college and want to enter the nursing profession, you must be aware of your behavior at all times (on and off campus). You are expected to dress appropriately by following the established dress-code, speak respectively to your peers, instructors, staff, college administrators, visitors, and everyone you meet in the clinical/simulation or skills laboratory area. Failure to demonstrate professionalism such as disrupting the class, using profanity, bullying and threatening others, disrespectful behaviors to others will result in disciplinary actions up to and including dismissal from the program.

**Professionalism Guideline:**

Students are 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. Further, the Professionalism score will account for 5% of the final course grade. Professional behaviors in the class setting mirror those behaviors expected in the clinical setting including, but not limited to the following:

**PROFESSIONALISM POINTS**

• Adhering to all policies and procedures of the College, the Program, and the classroom. (violation is 5 points deduction each time)

• Demonstrating effective communication with faculty, students, and others-This includes accepting feedback with a positive attitude and expressing recognition of its benefit for the student. (violation is 5 points deduction each time)

• Regular class attendance- Active participation in class including adequately preparing for class (watching/listening to lectures and completing required readings)- Sleeping or daydreaming during class time is not appropriate. Participation will improve your experience and increase your knowledge base. Absences are either excused or unexcused. Any illness with a healthcare provider’s (physician, APRN, PA) note is considered relevant proof and will be excused. Any other matters planned or unplanned will only be considered with relevant proof. Note: Please note that there is no guarantee that provision of proof for absence will be accepted as an excused absence. All unexcused absences will result in Professional point deductions. (violation is 5 points deduction each time)

• Promptness in class attendance- Students are to be seated with necessary equipment and ready to begin the class at the scheduled start of class. (violation 5 points deduction each time)

• Completing scheduled class time- students should stay through the entirety of the class time unless the instructor gives permission to leave early. Please make sure to schedule all of your appointments around your class, lab and clinical/simulation time. (violation is 5 points deduction each time)

• Communication with instructor when absence, tardiness, or early release is expected- Failure to notify the instructor prior to absence (except in an emergency situation), result in Professionalism points deduction. (5 points deduction each time)

• Proper use of electronic devices for classroom related activities only- Phones should be put away at all times. Use of computers, tablets, and other electronic devices will be used only for classroom activities during class time. (violation is 5 points deduction each time)

• Use of appropriate attitude, tone, language, and subjects when speaking to another student, clinical patient, instructor, staff, visitors, or college administrators. Any rudeness, bullying, shaming, condescension towards any of the above listed will not be tolerated. (violation is 10 points deduction each time)

• Use of appropriate dress for each setting (classroom, lab, clinical/simulation). The dress code established is designed to encourage professional behavior and to set an example of professional dress to continue after your completion of this program. (violation is 10 points deduction each time)

• Active participation in class- Sleeping or daydreaming during class time is not appropriate. Participation will improve your experience and increase your knowledge base. (violation is 5 points deduction each time)

• Proper attention to student responsibilities in the lab or lounge areas- Students will be assigned to maintain the order and cleanliness of the student lounge, and possibly the class room at times. Please accept the responsibility and perform to your best ability. (violation is 5 points deduction each time)

• Use the chain-of-communication—First address concerns with the instructor (classroom, lab or clinical/simulation), then the program coordinator or director, then the Executive Director for Nursing & Health Sciences, then the Dean for Academic Affairs, then the V.P. for Academic Affairs, then the President. (violation is 5 points deduction each time)

• Timely response to instructor’s emails- You are expected to respond to an instructor’s email within 24 hours of it being sent. An email sent on a Friday by your instructor or FGC’s staff and/or administrator must be responded to by the following Monday. (violation is 5 points deduction each time)

• Schedule an appointment to meet with Coordinator for Testing and Remediation after 2nd unsuccessful quiz/exam (PTA & HIT) and third unsuccessful unit test and HESI exam (ASDN & PN) for remediation. (violation is 5 points deduction each time)

• Complete remediation work as assigned by Testing and Remediation coordinator. (violation is 5 points deduction each time)

Each student will begin the semester with 100 Professionalism points worth 5% of the final course grade. The respective instructor will record violations and the associated point deductions in the student’s file or Canvas each time they are committed.

**Important Note:** Each time there is a violation in 1 – 15 above, the student will lose the respective point deductions assigned to each area. If a student loses all 100% before the end of the course, s/he will receive a zero for professional points toward his or her final course grade.

After losing all of his or her professional points (100) in any course, if a student commits a violation, s/he would see the Executive Director each time and after three (3) professional violations, the student will be dismissed from the respective program for websitesional behavior.

**Dress Code:**

Uniforms will be worn to ensure professional dress in each class. The clinical uniform consists of: green or black polo-style collared shirt with FGC emblem and black or khaki tan pants. These uniforms are to be worn to all classes (held on campus, or virtually), lab practical exams, all clinical rotations (PHT 1801L and PHT2810L), and any other time specified by the instructor. Uniforms will be worn to ensure professional dress in each class. Shoes should have closed toe and heel with rubber soles to prevent slipping or falling.

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

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.

**CLASSROOM ATTENDANCE POLICY**

All students are expected to attend all class sessions for the duration of the semester (see course calendar on Canvas). Due to the magnitude and depth of the information needed to be successful in pre-licensure nursing programs, missing classes and not keeping up with course work will make it very challenging to be successful in a nursing course and program. To assist with your success in the nursing course and program, below are attendance policy and guidelines:

1. If a student is absent from two (2) didactic class meetings, she/he will be counseled by the course primary instructor. If a student is absent more than two (2) times, she/he will be referred to the Director of ASDN and Certificate Programs and could possibly be dismissed from the program.

2. Regular attendance for the full class period is expected and is a course requirement.

3. Attendance will be recorded and maintained by the instructor each day of class. Attendance may also be recorded after break or before the end of the class period. **The student is responsible for signing the attendance sheet upon arrival to class.**

4. If an absence occurs, the student is responsible for all materials covered in the missed class. The student must complete the objectives from the module(s) of class(es) missed and keep this information in a notebook which he/she may be asked to produce upon faculty request. 5. If a student misses more than **10%** of class time in any given semester, they may not advance in the nursing program.

**PLEASE NOTE**: Children and visitors are not permitted to accompany students to class, skills laboratory or clinical/simulation settings.

**PROCEDURE FOR ABSENCES FROM CLASS**

1. The course primary instructor must be notified (by e-mail or phone message) **prior** to the scheduled class time. Do not send messages through classmates intended for the instructor.

2. In unusual circumstances (e.g. death in the immediate family) or in an emergency, when prior notification is not possible, the course primary instructor must be notified at the earliest opportunity.

3. Students are responsible for completing the class modules when absent from class for any reason.

**NOTE:** If a student is not able to reach the instructor, they must contact the Coordinator of the PTA program.

**TARDINESS**

As future caregivers, nursing students must display promptness in readiness to assume their nursing role. Further, tardiness in class is disruptive to both the instructor and other members of the class and maybe viewed as inconsiderate and at times rude.

1. Tardy is defined as not being in the classroom at the beginning of the scheduled class time or leaving prior to the end of the scheduled class time.
2. Being tardy at the beginning of the scheduled class time two (2) times is equivalent to one (1) hour absence.
3. Leaving class prior to the end of the scheduled class time two (2) times is equivalent to one (1) hour absence.

4. Students who are habitually tardy or leave class early (more than 4 incidences) will be counseled by the course primary instructor and any further tardiness will be referred to the Program Coordinator for further disciplinary action.

**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:**

1. Be on time for all classes and laboratory sessions.
2. Be prepared with significant lecture and/or discussion material and with well- organized lab procedures.
3. 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.
4. Be fair and impartial in his/her treatment of the student.
5. Be available during posted office hours.
6. Be familiar with and adhere to all college policies and procedures.
7. Be familiar with and adhere to all CAPTE/APTA accreditation guidelines.
8. Notify student and appropriate academic advisor of academic difficulty in a timely manner.
9. Adhere to state laws that govern the practice of physical therapy.

Student Responsibilities**:**

**The student is expected to:**

1. Arrive on time to class; attend all scheduled class lectures and laboratories; be responsible for all materials presented during scheduled lectures and laboratories.
2. Be prepared to participate in class discussion.
3. Complete reading assignments and listen to posted lectures prior to scheduled class.
4. Follow guidelines in course syllabus.
5. Be familiar with and adhere to all college policies and guidelines.
6. Notify the instructor, ACCE, or Program Coordinator for instances of absence.
7. Maintain strict confidentiality regarding all patient or facility centered information.
8. Treat all agency personnel, patients, constituents, and visitors with dignity, respect, and courtesy.

**SOCIAL MEDIA POLICY**

Nursing and Health Sciences recognizes that social networking websites and applications including, but not limited to, Facebook, Instagram and Twitter, are an important and timely means of communication. However, students enrolled in college courses at FGC are a representative of the College and therefore are subject to protecting the integrity of its programs and reputation. Further, students must be aware that posting patient and other confidential information is illegal and is a violation of existing HIPAA statutes and administrative regulations. Please know that violation of HIPAA may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to dismissal from the nursing program.

A Florida Gateway College (FGC) nursing student must make it clear that any views s/he expresses are not necessarily those of the institution. If opposing views arise on a social media feed, the nursing student must exercise professional judgment. FGC will not tolerate content from students that is defamatory, harassing, libelous, or inhospitable to a reasonable academic environment. Social media may be used to investigate a nursing student behavior. Nursing students must respect the instructor’s right to privacy concerning social media. Only the student’s personal email address(s) may be used in social networking sites, the student must not use their FGC Wolves account for social media.

**MEDIA POLICY**

Florida Gateway College nursing students have certain responsibilities in the classroom, skills laboratory and in the clinical/simulation setting to uphold. These responsibilities include refraining from causing class disruption with the use of everyday electronic devices. Students who are continually distracted by their electronic devices are unable to engage fully in the classroom environment. Further, a student’s use of everyday electronic devices can also distract classmates and instructors.

•Students are directed to “silence” their cell phones in classroom, skills laboratory, and at clinical/simulation sites, unless the student has been given specific prior permission by the nursing instructor.

• FGC students are given access to wireless internet that must be used for academic purposes only while in the classroom setting. Web surfing, e-mail, chatting, texting, instant messaging, playing games or gaming, etc., are not permitted during class time, skills laboratory time, or in the clinical/simulation setting.

•Photographs or videos are not to be taken within the clinical area without authorization from the clinical agency. **Note:** Photos or videos should never be taken of patients or other confidential information/objects. This is a HIPAA violation and may result in progressive discipline up to dismissal from the nursing program.

•Laptops and electronic devices are permitted in the classroom and are to be used only for accessing PowerPoints or other documents directly related to the current lecture, e-books, and word documents for note taking. Laptop start-up/setup must only occur before class starts and should never occur during class to avoid being disruptive to others.

•If a calculator is required for testing, it will be provided, so electronics must not be used for this purpose.

•Headphones are not permitted during class time. Any student who are found with them during class time will be asked to remove them or leave the classroom.

•Ear plugs must not to be used during class time. However, they are allowed for testing purposes.

•The use of prohibited electronic devices (as listed above) during assessments (quizzes, exams, etc.) may be considered cheating and may result in receiving a ‘zero’ for the assignment and progressive discipline up to dismissal from the nursing 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 in the Lab**

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 the Spring 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 in 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.
* 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.
   1. Temperatures should be documented **weekly** (Monday morning) when the hot packs and cold packs **ARE** **NOT** being used.
   2. 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.

**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 35** 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.

**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 at the end of the spring semester and 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 each exam, students will be provided with individualized feedback to aid them in final preparations for the national licensing examination.

After submission of each 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. The second PEAT exam will be included in the Trends course and must be submitted by theset date and time. Failure to complete this assignment will result in failure of the class; failure of the class results in the inability to complete the program.

**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 2022:
* 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: $485.00
* Laws and Rules Exam registration fee to the Federation of State Boards of Physical Therapy: $65.00
* Testing/seat fees to Prometric Testing site: $82.60

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 Board Office(850) 488-0595 (850) 245-4373

FAX: 954-358-4424

**Mailing address: Address for applications and fees:**

Department of Health Department of Health  
Board of Physical Therapy Board of Physical Therapy  
4052 Bald Cypress Way P. O. Box 6330  
Bin C-05 Tallahassee, FL 32314-6330  
Tallahassee, FL 32399-3255

**American Physical Therapy Association**

3030 Potomac Ave., Suite 100

Alexandria, VA 22305-3085

1-800-999-APTA (2782)

[www.apta.org](http://www.apta.org)

**Commission on Accreditation of Physical Therapy Education**

3030 Potomac Ave., Suite 100

Alexandria, VA 22305-3085

(703)684-APTA (2782) or (800)999-2728 or (703)683-6748 (TDD)

<http://www.apta.org/capte>

**DNHS STUDENT ADVISING FORM**

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

Student (printed name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***I am aware that my grade***  on EXAM or QUIZ\_\_\_\_\_\_ ***is \_\_\_\_\_\_\_\_%***

**Acknowledgement of my course grade and plan for my success:**

|  |  |
| --- | --- |
| **Student comments:**  **I was not successful on this past exam because:**  **My plan to succeed on future tests:**  **Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Instructor Comments:**   * **Class attendance** * **Read chapters** * **Answer chapter objectives** * **Answer questions at end of chapter** * **Peer tutoring** * **Join a study group** * **Tutor.com** * **Review Recorded Lectures**   **Additional Suggestions:**  **Instructor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

I acknowledge my teacher’s recommendations for successful completion of this course includes but is not limited to:

1. Use Tutor.com resources.

2. Use of curriculum supplement products.

3. Appropriate use of Florida Gateway College resources for learning as listed below:

***Office of Disability Services is located in Room 21 of Building 17.  It is open Monday-Friday: 8:00am to 4:30pm. The phone number is 386.754.4393***

***The Library (Learning Resource Center) is available* *Monday-Thursday: 7:30am to7:30pm & Friday: 7:30am to 4:30pm. The phone number is 386.754.4401. The web-address is:*** [**https://www.fgc.edu/library.aspx**](https://www.fgc.edu/library.aspx)

***The Collegewide Learning Lab is available* *Monday-Thursday: 8am to 8pm & Friday & 8am to 3pm.***

***For test review information or additional explanation, practice, or review of subject-specific topics please use the links provided on the FGC webpage under Current Students.***

***You can also contact the Collegewide Learning Lab staff:***

|  |  |  |
| --- | --- | --- |
| **McKinley Jeffers** | [**mckinley.jeffers@fgc.edu**](mailto:mckinley.jeffers@fgc.edu) | **386.754.4437** |
| **Caryl Bender** | [**caryl.bender@fgc.edu**](mailto:caryl.bender@fgc.edu) | **386.754.4305** |
| **or manager Dawn Havird** | [**dawn.havird@fgc.edu**](mailto:dawn.havird@fgc.edu) | **386.754.4307** |

**Provide a copy to the student. The original is placed in the student’s file.**

**Physical Therapist Assistant Program Exam Review Form**

Name: Course: Exam #:

|  |  |  |  |
| --- | --- | --- | --- |
| The score on your exam ( ) did not meet the benchmark of 75% | | | |
| **I. Student Overall Assessment (Completed by Student)**  ***My overall impression of why I performed below standard is/are: (Check all that apply)*** | | | |
| **Test-Taking Errors:**  I misunderstood the questions.  I read into the question.  I missed important keywords.  I changed the answer.  I marked the answer incorrectly.  I did not read all responses carefully.  I ran out of time. | | **Knowledge Deficit:**  I did not remember/know subject content.  I did not read/engage in the assigned materials.  I did not understand/comprehend subject content.  I could not apply a rationale for the answer.  **Other:**  (Specify) | |
|  | **II: Student Outcomes for each topic/concept (Completed by Student)**  ***How do you plan to remediate on each topic/concept?*** | |  |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
|  | | | |
| **III. Faculty Comments/Recommendations** | | | |
|  | | | |

Student Signature: Date:

Faculty Signature: Date:

Revised 5/11/2021 SEH



**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.

**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.

**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.

**Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.

**Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**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 (Print):** **Date:**

**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 ENTRIE 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.

**Name (Print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_

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