



**Physical Therapist Assistant
Program
Student Policy & Procedure
Manual
2023-2024**

NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Accreditation Statement

The Physical Therapist Assistant Program at Northland Community and Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association, 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.

Welcome to Northland's PTA Program

Welcome to the Physical Therapist Assistant Program at Northland. You have chosen a field that you will find challenging and rewarding. We are pleased that you have chosen the PTA Program at Northland to pursue your career.

The next two years will be busy and eventful for both you and the faculty. This handbook has been designed to provide you information about the program and its specific policies and procedures. It will also be helpful to familiarize yourself with Northland Student Policies and Procedures, which can be found on the Northland website.

We encourage you to contact us if you have any questions, concerns, or difficulties that are interfering with your performance in the program. We will also be looking to you for feedback as we continually work to develop and improve the program

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I. Academic Information and Standards

1.1 Institutional History and Accreditation

Northland Community and Technical College in East Grand Forks began serving students in January 1973 under the name East Grand Forks Area Vocational Technical Institute. The college continued to grow and expand, going through several name changes throughout its history. One of its most prominent consolidations was as Northwest Technical College from 1992-2003. In July 2003, the East Grand Forks campus of Northwest Technical College merged with Northland Community and Technical College of Thief River Falls, to become a fully comprehensive college. Northland is a member of the Minnesota State system, and accredited by the Higher Learning Commission and a member of the North Central Association.

The PTA Program received initial accreditation from CAPTE in April of 2009.

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1.2 Program Summary

The Physical Therapist Assistant (PTA) Program at Northland Community and Technical College is a two-year program involving four semesters plus one summer session. Graduates will receive an Associate of Applied Science in Physical Therapist Assistant. The Program curriculum includes courses in general education and basic science as well as technical physical therapy coursework. The program places a strong emphasis on integrating clinical education throughout the curriculum. Students will be introduced to direct patient care through a part-time clinical education experience in the second semester, and will be enrolled in full-time clinical education experiences during both the summer session and during the last semester of the program.

1.3 Statement of Nondiscrimination

Northland Community & Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices or access to and participation in programs, services, status with regard to public assistance or sexual orientation, gender identity, gender expression, familial status or membership or activity in a local commission as defined by law (Title IX, Title II and Section 504). Northland Community and Technical College's and Minnesota State Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education and Procedure

1B.1.1, 1B.3 Sexual Violence Policy and Procedure 1B.3.1, and Minnesota State's Reasonable Accommodation in Employment Procedure can be found on the Northland community and Technical College website at www.northlandcollege.edu/about/policies or by contacting the Human Resources Office at 218-683-8630.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation, gender identity, gender expression, familial status, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities system shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university employees may be appropriate if necessary to avoid physical harm to persons or property. This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved Northland Community and Technical College will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The system office, colleges, and universities has developed and implements a complaint process to review complaints of discrimination/harassment or sexual violence.

1.4 Program Mission Statement

The Northland Community and Technical College Physical Therapist Assistant Program provides a contemporary and comprehensive curriculum to prepare graduates to work under the direction and supervision of a physical therapist. Graduates will be prepared to perform clinical duties in an ethical and competent manner and will demonstrate the values of lifelong learning and professional development.

1.5 Program Goals

1. Prepare program graduates for entry-level positions as physical therapist assistants able to work under the direction and supervision of a physical therapist in a legal, ethical, and competent manner
2. Prepare graduates to exhibit effective critical thinking and clinical problem-solving skills
3. Prepare graduates to communicate effectively in a culturally competent manner with patients from diverse backgrounds
4. Program faculty will provide students a positive learning environment and a comprehensive curriculum based on contemporary physical therapy practice

5. The program will promote the importance of continuing personal and professional development through life-long learning opportunities and professional organization membership

1.6 Program Curriculum

	Semester credits	Lecture credits/lab credits/OJT
Year One, Fall I		
PTAS 1101 Introduction to PTA	3	3/0/0
PTAS 1105 Fundamentals of PTA	4	2/2/0
BIOL 2260 A/P I	4	3/1/0
ENGL 1111 Composition I	3	3/0/0
MN Transfer Curriculum		
Goal Area IV Math Course	3	3/0/0
HLTH 1106 Medical Terminology	<u>2</u>	2/0/0
	19 credits	
Year One, Spring I		
PTAS 1108 PTA Pathophysiology	2	2/0/0
PTAS 1110 Physical Agents	4	2/2/0
PTAS 1114 Clinical Kinesiology	3	2/1/0
PTAS 1116 Therapeutic Exercise I	2	1/1/0
PTAS 1120 Clinical Introduction	1	0/0/1
BIOL 2262 A/P II	4	3/1/0
SPCH 1101 Public Speaking <u>or</u>		
SPCH 1103 Interpersonal Communications	<u>3</u>	3/0/0
	19 credits	
Year One, Summer		
PSYC 1105 Intro to Psychology	3	3/0/0
PTAS 1130 Clinical Education I	<u>4</u>	0/0/4
	7 credits	
Year Two, Fall II		
PTAS 2101 Orthopedics for PTA	2	2/0/0
PTAS 2105 Neurology for PTA	5	3/2/0
PTAS 2111 Therapeutic Exercise II	3	2/1/0
PTAS 2115 Advanced Techniques	4	2/2/0
PTAS 2125 PTA Ethics and Issues	<u>2</u>	2/0/0
	16 credits	
Year Two, Spring II		
PTAS 2140 Clinical Education II	5	0/0/5
PTAS 2150 Clinical Education III	5	0/0/5
PTAS 2160 Professional Integration	<u>3</u>	3/0/0
	13 credits	

72 credits total

1.7 PTA Course Descriptions

PTAS 1101 Introduction to PTA

This course introduces the student to the field of Physical Therapy by covering the history, legalities and ethics of the profession as they relate to the healthcare system. The role/responsibilities of physical therapists and physical therapist assistants, development of the team approach in health care delivery, philosophies of rehabilitation, patient relationships, and the psychosocial impact of disability will be covered. The scope of practice of the physical therapist assistant and physical therapy documentation is emphasized.

PTAS 1105 Fundamentals of PTA

In this course, students are provided a foundation in physical therapy assessment, interventions and basic patient care skills including vital signs, transfer training, and gait training. Students will have laboratory time to apply, practice, and demonstrate the technical skills taught.

PTAS 1108 PTA Pathophysiology

This course focuses on common disorders and diseases affecting the body's organ systems. Etiology, diagnosis, signs, symptoms, common lab values, and implications for physical therapy treatment will be included. Students will also have an interprofessional opportunity to discuss a patient case study with other healthcare students.

PTAS 1110 Physical Agents

This course prepares the student for safe and effective application of physical agents for patient treatment. Mechanisms of action, indication, precautions, contraindications, and treatment procedures will be covered for the following: superficial heat, cryotherapy, external compression, ultrasound, biofeedback, massage, traction, hydrotherapy, and electrical stimulation. Pain, skin assessment, and wound care using electrotherapy will also be included.

PTAS 1114 Clinical Kinesiology

Building upon Anatomy and Physiology I, this course provides a basic understanding of normal human body movement as related to skeletal, articular, neurological, and muscular systems. Biomechanical principles related to human movement, manual muscle testing, and goniometry will also be addressed.

PTAS 1116 Therapeutic Exercise I

This course studies the physiological effects of exercise on the musculoskeletal, cardiovascular, and pulmonary systems. Physical therapy interventions to improve strength, balance, and flexibility are demonstrated, applied, and practiced in lab.

PTAS 1118 Clinical Skills Review (Elective)

This course is intended to enhance clinical problem-solving and provide an opportunity for students to practice skills with instructor guidance and feedback through patient scenarios. This elective course can be taken for a variety of reasons: review of previous

course skills; review or practice of new/concurrent course skills; enhancement of clinical problem solving; program re-entry, or a program plan of action. This course can be repeated up to a maximum of 3 credits.

PTAS 1120 Clinical Introduction

Knowledge, skills, and attitudes learned during technical courses will be applied to direct patient/client management in selected outpatient and long term care settings during a 48-hour part time clinical experience. This course integrates PTA coursework with the objective of students providing quality care with uncomplicated patients and a high degree of supervision and guidance.

PTAS 1130 Clinical Education I

Skills, knowledge and attitudes learned in all first year PTA courses will be applied to direct patient care in selected clinical settings over a full-time four week and four day period. Emphasis will be placed on the clinical application and integration of the knowledge and skills learned during the first year of the PTA program with the objective of students providing quality care with uncomplicated to complex patients and a degree of supervision and guidance that will vary with the complexity of the patient or the environment.

PTAS 2101 Orthopedics for PTA

This course focuses on orthopedic injuries/disorders, musculoskeletal tissue healing and related physical therapy interventions.

PTAS 2105 Neurology for PTA

This course provides information, discussion, and treatment considerations for pediatric and adult neurological diagnoses. Assessment techniques and treatment interventions will be applied in lab scenarios for a variety of neurological diagnoses. This course also presents normal and abnormal developmental processes which affect an individual throughout the life span with an emphasis on integrating aspects of human development to the field of physical therapy.

PTAS 2111 Therapeutic Exercise II

This course presents more advanced forms of therapeutic exercise and physical therapy interventions such as cardiac rehab, soft tissue mobilization, taping, and aquatic therapy. Exercise programs for special populations, including geriatrics is also included.

PTAS 2115 Advanced Techniques

Theory and usage of advanced physical therapy interventions is the focus of this course. Interventions such as postural drainage, rehabilitation for amputations, spinal stabilization, and work hardening will be presented. Specific interventions for women's health will also be discussed.

PTAS 2125 PTA Ethics and Issues

This course includes ethical and legal issues regarding physical therapy, basic principles of management, supervisory processes, healthcare reimbursement, and quality assurance activities including chart audits.

PTAS 2140 Clinical Education II

Skills, knowledge and attitudes learned in all PTA courses will be applied to direct patient care in selected clinical settings over a full-time six week period. Emphasis will be placed on the clinical application and integration of the knowledge and skills learned during the PTA program with the objective of students providing quality care with uncomplicated to complex patients and a degree of supervision and guidance that will vary with the complexity of the patient or the environment.

PTAS 2150 Clinical Education III

Skills, knowledge and attitudes learned in all PTA courses will be applied to direct patient care in selected clinical settings over a six week period. Emphasis will be placed on the clinical application and integration of the knowledge and skills learned during the PTA program with the objective of students providing quality care with uncomplicated to complex patients and a degree of supervision and guidance that will vary with the complexity of the patient or the environment. Students are expected to be responsible for patient care compatible to the role and entry level skills of the PTA.

PTAS 2160 Professional Integration

Lecture and discussion will incorporate student's experiences from PTA Clinic Education II and III. All aspects of patient care will be addressed and case study presentations will be utilized to facilitate problem solving skills.

1.8 Knowledge of Program and College Policies and Procedures

The PTA program abides by Northland Community and Technical College policies. The most current college policies can be found at <http://www.northlandcollege.edu/about/policies/>. Many, but not all, of these policies can also be found on the college website at <https://www.northlandcollege.edu/students/student-handbook/>

Students are expected to have a working knowledge of the content of the Northland PTA Program Policy and Procedure Manual, which is provided annually at the start of the fall semester. After reviewing the policy and procedure manual, students will sign and date the "Student Policy and Procedure Manual Agreement", which is an agreement where the student states they understand the content of the handbook and agree to abide by the policies and procedures set forth during their tenure as a Physical Therapist Assistant student.

The PTA Program Policy and Procedure Manual is reviewed and revised annually by program faculty. To ensure all program policies are consistent with those of the College,

the manual is reviewed annually by the Dean of Student Affairs. Program faculty will consider input for manual revisions from students, college administration, PTA program advisory committee members, and college staff. When changes are made after the initial publication of each year's Policy and Procedure Manual, PTA Program students and Northland administration will be notified of the updates. The manual available on the program website will also be updated.

1.9 Course Grading

All lecture/lab and clinical education courses must be taken in sequence. A minimum grade of "C" is required in all general education and technical courses within the PTA Program Curriculum. GPA calculation is consistent with Northland policy. The grading scale that will be used in the PTA Program is as follows:

93% -100%	= A
85% -92.99%	= B
75% -84.99%	= C
70% -74.99%	= D
0% -69.99%	= F

For each PTA technical course, students must average a minimum of 77% for all lecture examinations to successfully pass the course, regardless of non-examination grades.

For the four clinical education courses within the program curriculum, pass (P) or no pass (NP) grades are given. Please refer to the Clinical Education Handbook regarding grading for these courses.

All course assignments must be turned in on time and must be college-level work. Faculty have the right to not accept late assignments, and/or deduct points for late or unacceptable work per course syllabi.

1.10 Criteria for PTA Program Dismissal

A student enrolled in the PTA Program who does not meet the following criteria will be subject to dismissal:

1. Individuals not meeting the satisfactory academic progress established by the College as written in Northland Satisfactory Academic Progress Policy (found in the Northland Student Handbook at <http://www.northlandcollege.edu/handbook/>)
2. The student disciplinary procedure will be initiated due to substandard, unethical, or inappropriate conduct at the discretion of the PTA Program Director in consultation with the PTA Program faculty. Program dismissal may result for any of the following reasons:
 - a. Possession or use of alcohol or any mood altering chemical on the premises of NCTC or clinical education sites. This includes attending

- class or clinical education while intoxicated.
 - b. Unexcused and/or excessive absenteeism and/or falsification of sick time. Please refer to the attendance policy on page 24 of this manual.
 - c. Grossly unethical or unprofessional behavior
 - d. Gross carelessness in regard to safety of patients or colleagues
 - e. Dishonesty, cheating, plagiarism, or theft.
 - f. Release of confidential information regarding patients, and/or clinical education site personnel or activities
4. Because the Professional Behaviors reflect behaviors necessary for success as a physical therapist assistant in the clinical environment, failure to demonstrate progress in the Professional Behaviors, or failure to meet the specific behavior levels by the defined target dates (outlined in section 3.1) will result in program dismissal.

1.11 Disciplinary Procedure – Sequence for Behavioral Reasons

1. Upon determination of a student's inappropriate conduct, the faculty member who was involved will meet with the student to discuss the matter and inform the student of the specific conduct that is deemed inappropriate. An oral warning concerning the inappropriate behavior will be given to the student and a written record of the behavior will be placed in the student's program file.
2. If the student's conduct and behavior does not improve, the instructor involved will meet or speak a second time with the student, at which time a written warning will be given with documentation of specific actions needed to improve performance. A copy of the documentation will be placed in the student file with a copy sent to the Dean. There will be a deadline given for definite measurable improvement to be demonstrated by the student.
3. If satisfactory improvement is not demonstrated before the deadline, the PTA Program Director may dismiss the student from the program.

1.12 Academic Integrity Policy

The PTA Program abides with the Northland Academic Dishonesty Policy outlined in the NCTC Student Handbook. Academic dishonesty or cheating includes, but is not limited to:

- Copying from another student's test paper and/or collaboration during a test with any other person by giving or receiving information without authority; using materials during a test not authorized by the instructor
- Stealing, buying, or otherwise obtaining all or part of an unadministered test or information about said test.
- Selling, giving, or otherwise supplying to another student for use in fulfilling an academic requirement, any theme, report, term paper, or submitting as one's

own, in fulfillment of an academic requirement, any theme, report, term paper, essay, or other written work prepared totally or in part by another.

- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval of the instructor
- Providing students practical exam scenario prior to them taking the practical exam

Plagiarism and cheating in any form is subject to disciplinary action, including but not limited to a failing grade for the test or assignment, a failing grade for the course, and/or dismissal from the PTA Program.

1.13 Satisfactory Academic Progress

Standards of academic progress are established to require students to progress satisfactorily and timely towards the completion of their degree. Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with their advisor or a counselor to ensure that they are successfully completing graduation requirements and maintaining satisfactory progress.

All PTA Program general education and technical courses must be completed with a grade of “C” or higher (or “pass” for pass/no credit courses). If students do not obtain a minimum grade of “C” in any course within the PTA Program curriculum, the student will be dismissed from the program. To pass each course, students must also achieve a minimum of a 77% average on all written examinations with a course, including the final comprehensive examination.

For each PTA technical course, students must **average** a minimum of 77% for all lecture examinations to successfully pass the course, regardless of non-examination grades.

To ensure students demonstrate an appropriate level of knowledge for curricular content, students must achieve a 75% on all written examinations, except for comprehensive final examinations. In the event that a student does not achieve a 75% on a written examination, the student will be provided time (up to 2 weeks) for remediation, and will have the opportunity to retake the exam, which will be composed of different questions on the same material. Students will review the failed exam, meet with the course instructor, and complete the exam remediation form prior to retaking a written exam. Students will be provided up to two written exam retakes for each exam in which the student does not achieve a 75%, but the student’s original grade on the exam will stay the same for determining the written exam average and the course grade. If a student does not achieve a 75% on a written exam or the retake, they will automatically fail the course.

Students must achieve a minimum of a 75% competency on each lab practical examination within a course in order to achieve a passing grade in that course. Failure of any safety-related criteria results in a re-take of the practical examination, as determined

by the instructor. Students must successfully pass the retake within 3 academic weeks of receiving notification of their original practical examination score. If a student obtains a score above 75% on a re-taken practical examination, a maximum score of 75% will be used for final grade calculation. Students will be allowed a maximum of two re-takes for a failed practical examination.

1.14 Academic Grievance/Petitions

It is the policy of the Northland Community and Technical College's Physical Therapist Assistant program to work with students in finding a fair and just solution to problems that may arise, including grievances, questions, misunderstandings, or discrimination. Students are urged to first take their problems to the instructor of the course in which the problem occurred. If the student and instructor are unable to come to an agreement, the student can then take their issues to the PTA Program Director. If the student and PTA Program Director are unable to come to an agreement, the student can write up their complaint/grievance on a Student Appeal form which can be found in Student Services. This complaint/grievance will be reviewed by one of two standing committees which will report their findings back to the student. Students may then appeal the decision or recommendation if desired.

A student may also appeal a final course grade. Grade appeals must be first directed to the instructor who assigned the disputed grade. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Appeal form. This form must be submitted within 30 days of the term posting date to the Registrar's Office. The Registrar's Office will forward the appeal to the appropriate Academic Dean for consideration. The dean will discuss the issue with the student, the faculty member, and others to gather information and attempt to resolve the issue as appropriate. The dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision within 10 academic days of the receipt of the grade appeal. The student may appeal the dean's decision within 10 days, if there is additional relevant information that supports the appeal. The College cannot change the grade assigned by an instructor unless presented with clear and convincing evidence that the grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the common course outline and course syllabus.

Student complaints regarding the program should be first addressed to the PTA Program Director. Unresolved complaints or complaints about the PTA Program Director should be directed to the EGF Academic Appeals Committee. All complaints will be documented, including the projected outcome, and kept on file at the program facility. No retaliation will occur by the college or program due to the filing of a complaint. Complaints regarding Accreditation of this program should be addressed to the Commission for Accreditation for Physical Therapy Education. This Commission is located at 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085. Their email address is accreditation@apta.org.

1.15 Withdrawal

Students considering withdrawal from the program should discuss the matter with the PTA Program Director and/or their academic advisor. Students need to follow Northland policies and procedures regarding program and course withdrawal, which can be found in the Northland Community and Technical College Student website.

1.16 Conditions for Readmission to the PTA Program

1. Students must meet all college and program admission requirements.
2. The student must request readmission to the program in writing.
3. Program faculty will determine the appropriateness for readmission on a case-by-case basis, considering factors such as the student's status at the time of exit from the program, reason for program withdrawal, justification for readmission, adequacy of program space and staffing levels.
4. The student must follow the policies and procedures of the program which are consistent with the academic year he/she is readmitted.
5. All courses in the PTA curriculum must be completed within a three year period from date of entry into the program.
6. If the content of any course is different from when the student initially took the course prior to withdrawal from the program, the student will be required to complete all course syllabi objectives and goals, pass all skill checks, quizzes, and exams for the new information. PTA faculty will develop appropriate materials to meet the new or revised objectives.
7. The student is responsible for maintaining the ability to satisfactorily perform all previously-learned skills. Demonstration of satisfactory performance will be required prior to readmission into the program.
8. A student is eligible for readmission into the PTA program one time only.

1.17 Graduation Criteria

Upon successful completion of the following criteria, Northland Community and Technical College will grant an Associate of Applied Science Degree with a major in Physical Therapist Assistant.

1. Credit Courses: Students are required to complete all program general education and technical coursework with a minimum grade of "C" for each course.
2. Clinical Education: Students are required to pass all clinical education courses.
3. Comprehensive Exam: Students are required to pass a comprehensive examination during PTAS 2160 Professional Integration. If a student does not obtain a passing score, they are allowed up to two additional attempts to pass the exam, although a different version of the exam will be given. The interval between exam attempts will not be less than one week to allow students adequate

- time to prepare. Students will not be able to complete the program until the comprehensive exam is passed.
4. Student must be assessed at “Entry-level” for all ten Professional Behaviors by program faculty.

The graduation date will be defined as the month of graduation commencement or the end of clinical experiences, whichever comes later. In order to qualify to participate in commencement, a student must have met all program requirements and be in good academic standing.

1.18 Transfer into the PTA Program

A student may transfer from a professional physical therapy program or another PTA program provided that the student meets the following criteria:

1. The Northland and PTA Program application and registration procedures are completed.
2. All Northland courses must be taken in their entirety even if students have successfully completed units of the course in another PT or PTA program.
3. A plan to introduce a student from a PT program to the PTA role will be developed by the PTA Program faculty and the student. This plan may include self-study, or an on-site visit with a PTA in the community.

1.19 Audit

A student may be able to audit a PTA Program course which has been previously completed depending on availability of space in the course. A plan must be discussed and approved by the PTA Program Director before registering to audit the course. The student must also follow the Northland Grading Policy, which can be found in the Northland Student Handbook. Program graduates and program clinical faculty who are PTAs will also be allowed to audit program courses depending on course enrollment.

1.20 Licensure

Graduates of accredited PTA Programs are eligible to sit for the National Physical Therapy Examination. All states require licensure or certification to work as a PTA.

1.21 Career Information

Northland Placement services are committed to providing resources and career information that will assist students in selecting and preparing for a career. The goal is to connect students with employment agencies, job seeking skills, and online resources.

Students who desire more in-depth training in developing their job search skills may register for CRLT 2103 Job Seeking/Keeping.

The college also has a Virtual Career Center which contains resources for interviewing, career counseling, and job searching. The Virtual Career Center found online at: <http://www.northlandcollege.edu/services/placement/>

The PTA Program Director will also email students information about open positions in the college region.

1.22 Field Trips and Off-campus Laboratory Sessions

At times within the PTA Program, students and faculty may travel off campus for departmental related field trips and off-campus laboratory sessions. The following procedures apply for off-campus experiences:

1. The use of private vehicles for field trips and off-campus laboratory sessions is prohibited unless approved by college administration.
2. All Northland and PTA Program Policies and Procedures are applicable during the off-campus experience.
3. Students participating in field trips and off-campus laboratory sessions are required to sign the “Waiver of Liability Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities” form prior to the activity. This will be signed at the beginning of each semester for program activities. This Waiver is located in the Appendix.
4. PTA Program faculty will accompany and supervise students participating in all off-campus program experiences except for part-time and full-time clinical experiences.

1.23 Student Retention

Due to the number of program faculty and clinical education sites, it is necessary to limit the number of students accepted annually into the program to 18. If a PTA student is having any difficulty academically, they are encouraged to talk to the PTA Program faculty to seek guidance and assistance. Services for tutoring as well as academic and personal counseling are available on campus. The PTA Program faculty want all students to succeed and are more than willing to help.

1.24 Program Costs

The following is the estimated cost of the program using the 2022-2023 tuition/fee schedule:

Books	\$1,000.00
<i>Tuition:</i>	
<i>PTAS Credits</i>	\$11,760.32
Non-PTAS Credit	\$4,125.66
Student Association Fee	\$25.90
Student Life Fee	\$488.40
Technology Fee	\$731.25
Parking Fee	\$195.00
State Student Assoc. Fee	\$25.90
Mock Licensure Exam	\$79.00
Background Check	\$106.00
PhysioU	\$198.00

\$18,709.53

II. Facilities and Services

2.1 Clinical Laboratory

Room 314 is utilized for lab work. There are open lab times scheduled each week where faculty will and will not be in attendance. Open labs can be used for practicing PTA skills, for peer skill checks, and for skill checks with faculty. Open lab time hours will be posted each semester.

It is the PTA Program's expectation that the lab will be maintained in a safe and orderly fashion. Out of respect and as a professional responsibility to faculty and students who use the lab, everyone must:

1. Replace equipment in its proper location
2. Fold and put away linens and pillows
3. Put refuse in available receptacles

By taking a few minutes to do the above, the learning environment of the lab will be enhanced for all.

2.2 Lecture Rooms

Northland lecture rooms will be assigned for PTA lecture coursework each semester. At times the PTA lab may also be used for lecture. When the lab is used for lecture, students are to remove the treatment table pads and replace them after lecture is completed.

2.3 Study Areas

The library is a quiet place for individual or group study. Group study rooms, located in the library, may also be reserved by students. The PTA lab may be used for group study when classes are not being held with PTA faculty permission or during open lab time.

2.4 Student Records and Exam Copies

The PTA Program maintains files that include department/student forms, consent forms, waivers of liability, contracts or correspondence. These files are maintained for all students and are stored in a locked file cabinet in the DCE's office for clinical education information and the PTA Program Director's office for all other information. Students may review the contents of their file during the DCE or PTA Program Director's respective posted office hours. Information will be maintained for one year after graduation to assist faculty in providing employment references for students. After one year the files will be destroyed.

Copies of completed midterm and final exams will be kept in locked file cabinets in faculty offices. Students will not be allowed to keep copies of completed midterm or final exams. Prior to final exams, faculty will schedule a review session for students during which student test files will be available for review. This review will be proctored by a faculty member and students will not be allowed to leave the room with their test file.

2.5 Academic Success Center

The Northland Academic Success Center serves as a resource for students who want to improve their academic performance. The Academic Success Center provides a variety of student services including individual and group tutoring, assistance with improving study and communication skills, diagnostic and placement testing, and Limited English Proficiency (LEP) Support Services. The Academic Success Center also plans for and provides services for students with disabilities. Students should not hesitate to contact the Academic Success Center if they feel they are having difficulty in any course. The phone number for the Academic Success Center is (218) 683-8560.

2.6 Library

The Northland library has a variety of holdings appropriate for the PTA Program. Online access to many physical therapy and other medical journals is available through ProQuest. The library also has subscriptions to several physical therapy journals.

The library also has reserved holdings for the PTA Program. These include The Functional Toolbox.

2.7 Computer Use

Computer access is available in the library and in other computer labs throughout the college. Owning a laptop is not a requirement of the PTA Program. Please refer to the Northland Student Policies for appropriate computer use guidelines.

2.8 Resources – Written and Audiovisual

Program faculty may allow students to borrow books and other materials from their personal libraries. Students should follow borrowing procedures set up by the individual faculty member and return the materials promptly.

2.9 Accommodations

Students with documented disabilities may request reasonable accommodations. In order to receive accommodations, a student must:

1. Initiate a request for services through the campus Disabilities Coordinator, located in the Academic Success Center.
2. Provide documentation to the Academic Success Center verifying the disability.
3. Follow the plan as determined after consultation with the campus Disabilities Coordinator.

Please refer to the Northland Student Handbook for more information regarding services available for students with disabilities.

2.10 Equipment

Students are often given assignments that require the use of equipment or computers without direct faculty supervision. This use may occur in the PTA lab, the library, or in another location at Northland. Care of this equipment is essential and students are requested to leave the equipment in good repair. If problems arise during the use of equipment, it should be reported immediately to a PTA Program faculty member. Students may not remove equipment from Northland under any circumstances.

III. Program Policies and Procedures

3.1 Professional Behaviors

Professional behavior by students is expected at all times. Students are expected to follow professional standards when in the classroom, laboratory and clinical settings. Guidelines for these standards are as follows:

1. Professional Behaviors (Appendix)

Ten specific “Professional Behaviors” are assessed throughout the PTA Program curriculum. PTA program faculty will assess the Professional Behaviors once per semester with students also performing a self-assessment once per semester.

Expected Professional Behavior levels are:

- a. End of Semester I: All Professional Behaviors at least beginning level
- b. End of Semester II: 50% of Professional Behaviors at intermediate level or higher
- c. End of Semester III: all Professional Behaviors at least intermediate level
- d. End of Semester IV: all Professional Behaviors at entry level

Faculty will provide both oral and written feedback regarding professional behaviors each semester. Copies of this feedback will be placed in the student’s file. Students are expected to change unsatisfactory behaviors after receiving feedback from faculty, and faculty will discuss any concerns about professionalism as soon as concerns arise. If a student is not demonstrating professional behaviors at an appropriate level at the end of each semester, students will be dismissed from the program.

2. American Physical Therapy Association (APTA) Standards of Ethical Conduct for the Physical Therapist Assistant

3.2 Professional Appearance

In the interest of safety and professionalism, students are expected to adopt the following professional appearance behaviors during lab, skill checks, practical exams, and field trips:

- a. No hats
- b. Trimmed, clean nails
- c. No excessive jewelry
- d. No excessive makeup
- e. No visible face or mouth jewelry/piercings other than small earrings located in ears
- f. No offensive body odor
- g. Neat, clean, appropriate clothing

h. Hair neatly groomed and out of face

Exceptions to the PTA dress code may be made for religious, cultural, or medical reasons. Please refer to the Northland PTA Program Clinical Education Handbook for information professional appearance behaviors expected during clinical education.

3.3 Food and Beverages

No food or beverages are allowed in room 314, the PTA Program Laboratory, during class or during open lab time, except for travel mugs and beverage bottles with closeable lids.

3.4 Attendance Policy

The Northland PTA Program faculty members have a responsibility to assure that all PTA students have an adequate background, including competence in technical skills. The faculty must insure that each student is able to utilize these skills and knowledge in a safe, competent, and professional manner. Learning experiences in the PTA Program are arranged sequentially, to ensure that new information, knowledge, and skills are integrated with previously introduced material. In addition, the curriculum includes opportunities for collaborative learning, where interaction between and among students and faculty are critical components of the students' learning. Therefore, these learning experiences cannot be repeated and attendance is a professional responsibility.

Northland expects that students will participate in all scheduled classes, laboratories, and clinical education experiences. Students are expected to be in class on time and to attend a minimum of 90% of each component of the course in order to receive a passing grade. If absence is anticipated, it is the STUDENT'S responsibility to notify the instructor, in person or by phone/email prior to the scheduled class. It is also the student's responsibility to adjust their travel time to suit anticipated weather conditions, to ensure that the student arrives at school or clinical on time for class.

An absence would be excused for a personal or family medical emergency or a death in the family. Vacations are not routinely excused absences. The course instructor has the right to not approve the student's reason for being absent from class.

Students are responsible for making up the work missed during any absence. If it becomes necessary to add/drop a course or withdraw from a course, it is the student's responsibility to complete the college's approved withdrawal process as outlined in current Northland policy. Students must schedule co-requisite courses so they do not conflict with required PTA classes, labs, and clinical education experiences.

If the student does not initiate course withdrawal with their academic advisor and instructor, the student will be considered an enrolled student in the course and will receive a grade appropriate for what grade was achieved while enrolled.

Students absent from an examination, laboratory practical, or other graded activity will receive a “0” grade for the examination unless other arrangements are made with the individual instructor **before** the graded activity is conducted. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. This arrangement should be performed in person or by telephone. If the instructor is not available, a message should be left with another member of the PTA faculty. The instructor will decide the time and method of make-up examinations on an individual basis. Messages sent by other students are not acceptable. The student is responsible for notifying the instructor of the reason for the absence.

A student may request a leave of absence from the program, but must document their request in writing at least eight weeks ahead of time if possible and submit their request to the PTA Program Director. A leave of absence is limited to one year after which the student must petition to be readmitted to the program.

3.5 Rescheduling of Classes

On occasion classes may need to be rescheduled. Efforts will be made to reschedule at a time that the majority of students can attend.

In the event a faculty member must cancel a class session, it is the faculty member’s responsibility to notify the Program Director and Northland faculty support staff member. The staff member will post a class cancellation notification for students outside the scheduled classroom. The Program Director or other faculty member will notify the class via email if there is sufficient time. If the class session is to be made up, it is the responsibility of the faculty member to schedule the make-up session in communication with those involved (students, room scheduler, etc.)

3.6 Lab Protocol

1. All lab sessions will begin promptly at the scheduled start time. Students should be changed into lab attire before class starts. Students will be given time at the end of class to dress.
2. Changing areas are the respective Men’s/Women’s restrooms located near the PTA Program Lab.
3. Lab attire must be worn for lab classes. If lab attire does not need to be worn on a specific day, PTA faculty will let students know in advance. Appropriate lab attire consists of loose-fitting shorts and shirts for men; loose-fitting shorts and swimsuits (open back), sports bras, or open back halter top under shirts for women. Warmer clothes (sweat suits to wear over lab clothes) are also

- appropriate. Patient gowns will be available to students if they forget their lab clothes.
4. During lab sessions, students will role play either patients or PTAs during practice sessions. STUDENTS SHOULD BE PREPARED TO EXPOSE THE ENTIRE TREATMENT AREA. Privacy will be respected and modesty will be retained as appropriate using draping methods.
 5. Students should be prepared for lab class by bringing appropriate texts, equipment, and course notes.
 6. The lab should be kept clean at all times. Dirty linens and equipment used should be properly stored before leaving. Treatment tables and chairs should be returned to their proper place.
 7. Students who know that they will miss a lab section must contact the course instructor in advance. The student should also make arrangements to make up work with a lab partner.
 8. No food or beverages are allowed in room 314, the PTA Program Laboratory, during class or during open lab time except for closeable beverage containers.

3.7 Program Safety and Security

1. All classroom and lab equipment is property of Northland Community and Technical College and is not for personal use. Students are expected to exercise safety and good judgment when using all college equipment.
2. Unsafe performance in any course, practical examination, or on any skill check may result in a failing grade in a course even if adequate points for passing the course, practical exam, or skill check were earned.
3. The use of program electrical equipment or the practice of skills involving electrical equipment can only be performed with faculty supervision. Electrical equipment can be used, but not plugged in, during unsupervised lab practice if the student has passed their faculty skill check with that piece of equipment.
4. All lab equipment and supplies must be returned to their proper place of storage after use. No equipment may leave the lab without faculty approval.
5. PTA Program students must maintain up-to-date adult, child, and infant CPR certification for health care providers prior to the start of the second semester of the program. Students must submit a two-sided copy of their CPR certification card to the PTA Program ACCE. This copy must include the expiration date, the student's name, student's signature and instructor's signature. PTA Program faculty will also maintain current adult, child, and infant CPR.
6. Students will follow college policies in the event of a building evacuation. These policies can be found in the Northland Emergency Procedures Manual. A copy of this manual will be kept in room 314, the PTA Program Laboratory, and is found online at www.northlandcollege.edu/safety/emergency-procedures
7. PTA Program students are expected to notify academic faculty (and clinical faculty when participating in clinical education experiences) of any medical condition(s) and/or medication(s) taken that could potentially impair or alter the

student's safe and effective performance or function of all program educational experiences. Students contracting an infectious disease during the time they are enrolled in the PTA Program must report that fact to program faculty and follow appropriate medical guidelines to minimize the risk of transmission.

8. Cost and liability of travel to and from off-campus clinical experiences, including, but not limited to field trips, off-campus lab sessions, clinical education experiences, and service learning projects, are the responsibility of the student.
9. Equipment user manuals are kept in the PTA Program Laboratory, room 314.

3.8 Skill Checks

A skill check is an assessment of a student's ability to demonstrate competence in a PTA skill. Skill check assessments are done in two different ways. First, one peer skill check must be completed with your lab partner. The results of the peer skill check must be documented on the skill check form. Students will then have the opportunity to work on any problem areas prior to being tested by a course instructor. Faculty skill checks performed by an instructor will be performed during open lab times or during scheduled course labs, if there is time.

Skill checks contain critical safety elements and critical performance elements of PTA skills that must be completed in order to pass the skill check. If a student fails any critical safety or critical performance element, they automatically fail the skill check and must retake it.

Students must successfully pass a faculty skill check prior to taking the practical exam which contains the skill check content area. It is the student's responsibility to make sure all skill checks have been completed prior to practical exams. If skill checks are not completed prior to a practical exam, the student will receive a 0% on the practical exam, and will then receive two additional attempts to pass the exam.

Students who have successfully passed a skill check are considered to have demonstrated competence in that skill, and are expected to maintain their competence through regular review of the skill.

3.9 Practical Exams

Practical Exams are used to assess a student's ability to effectively and safely integrate course material and perform a patient treatment following a physical therapist's plan of care. Practical exams integrate content from current and prior program courses. Practical exams must be passed with a score of at least 75% and can be retaken up to two times if a 75% score is not achieved. If a student obtains a score above 75% on a re-taken practical examination, a maximum score of 75% will be used for final grade calculation. Two PTA Program faculty members will be present for the practical exam if a 2nd practical

examination retake is required. Students must demonstrate a 75% on either the initial practical exam or during an exam retake to pass the course.

If a student does not have the skill check(s) related to a practical exam completed at the scheduled time of the practical exam, the student will receive a failing grade for the student's first attempt at the practical exam. Once the related skill check(s) are completed, the student can then complete up to two retakes as stated above.

Students will receive detailed instructions and a score sheet at least one week prior to scheduled practical exams. Students will also be required to have been signed off on two peer skill checks and one faculty skill check prior to taking the practical exam.

Required cueing to complete a practical exam will result in a reduction in the student's score. Unsafe behavior during a practical exam is, at the instructor's discretion, grounds for immediate failure of the practical exam. Sharing practical exam scenarios or information with classmates who have not yet taken the exam is considered academic dishonesty and will be treated as such.

3.10 Insurance

Northland and clinical affiliation sites do not provide health insurance to students. It is advised that students carry their own health insurance during the program including all full-time clinical education experiences. Some clinical sites require students to carry health insurance while performing a clinical experience at their facility.

All students annually purchase professional liability insurance through Northland that provides liability coverage for unintended injury to patients or other students during on and off campus educational experiences. The insurance is paid as part of differential tuition for health care coursework.

3.11 Immunizations and Health Screening

Students enrolled in a Health and Human Services Program (HHSP) at Northland participate in clinical training as an essential element of their studies. To protect the health of students, patients, employees, and others, and to comply with standards established by the affiliated healthcare providers, the College requires all students enrolled in a HHSP to provide dates, through an online database, of current immunization against certain vaccine preventable diseases, and the date and results of current tuberculosis (TB) screening before the student is eligible to participate in clinical training, unless an exception applies.

Students will provide dates and records of current immunization against tetanus-diphtheria (Td or Tdap); Measles, Mumps, and Rubella (MMR); Hepatitis B; Varicella (chicken pox); and Influenza (must be completed annually).

The College will follow procedures for maintaining these immunization and health screening records as private educational data in accordance with federal and state privacy laws.

3.12 PTA Program Equipment Testing

All electrical equipment owned and used by the Northland PTA Program will be annually inspected and labeled by qualified biomedical personnel. The Altru Health Systems Biomedical Department will provide this service.

A qualified biomedical engineer from Altru Health System will be scheduled to visit annually before the start of spring semester. The following will be performed at that time: equipment testing and calibration, labeling that verifies testing and calibration, documentation of testing results, repair as needed.

Non-electrical equipment (treatment tables, wheelchairs, crutches, etc.) will be inspected annually by the PTA Program Faculty prior to the start of the Fall Semester. Repairs will be made or arranged by the program as needed.

Any real or potential equipment safety concerns discovered by faculty or students will be labeled and taken out of use until repaired or replaced.

3.13 Personal Property and Valuables

Northland Community and Technical College and the PTA Program do not accept responsibility for loss of personal items. Theft may occur on campus and students should secure their valuables accordingly. Lockers are available on campus for student use.

3.14 Medical Emergency in the Classroom

Students are expected to respond quickly to an emergency. Universal methods of treatment common to most emergencies are listed:

1. If someone else is in the room, ask him/her to report the emergency to a faculty member or college staff. If appropriate, call for medical assistance (911) or have someone else call
2. Assess vital signs and begin CPR if appropriate
3. A first aid kit is located in the PTA Program Laboratory, Room 314
4. An automated external defibrillator (AED) is located in the student commons area on the south wall

3.15 Financial Aid

To assist students in meeting college costs, Northland offers a comprehensive program of student financial aid. For more information on eligibility and application procedures, inquire at the Financial Aid Office located in Student Services and/or refer to the current financial aid information on the college website.

3.16 Confidentiality/Data Privacy

Northland Community and Technical College has designated that certain data is considered public or private data. Please see the Northland Student Handbook for details on this policy.

In keeping with Northland's Data Privacy Policy, the PTA Program will maintain privacy/confidentiality in the following manner:

1. Grades will be posted using the online Desire2Learn (D2L) system, which requires students to sign in using an individual password.
2. All exams, quizzes, and assignments will be returned in a manner that does not expose the grade.
3. Feedback is provided after skill checks and practical exams with only the student and instructor(s) present. When necessary or helpful, instructors will obtain permission if they would like to provide feedback in front of other students
4. Clinical faculty must follow the data privacy policies of Northland and the PTA Program
5. Requests for student information from any government agency will be referred to the Registrar's Office
6. Students will sign a confidentiality agreement which applies to maintaining the privacy and confidentiality of patients during all clinical experiences.
7. During the first semester of the PTA program, students are instructed in basic HIPPA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information. They are also required to pass an online instructional module/knowledge test prior to their first clinical education course.

3.17 Standard Precautions

Information on "Standard Precautions" and Bloodborne pathogens is provided in the 1st semester of the program in PTAS 1101 and in the 2nd semester in PTAS 1108, and includes content regarding:

- a. HIV
- b. Hepatitis B
- c. Universal Precautions/Infection Control
- d. Chain of Infection
- e. Proper Hand Washing Technique

All students must pass a test which includes content on standard precautions during PTAS 1105 Fundamentals of PTA, and pass a skill check which includes handwashing.

3.18 OSHA Regulations

A listing of all hazardous substances found at Northland can be found at : <https://msdsmanagement.msdsonline.com/?ID=39ABD836-72E5-4CED-92C9-708731CAFC19>. MSDS forms for all hazardous substances used in the PTA lab are kept in a marked binder in the lab (In the cupboard marked “MSDS” near the door out of the room 314.

3.19 Laundry Usage

To keep laundry costs at a minimum, students should conserve laundry by doing the following in lab courses:

1. Place towels, pillowcases, and sheets that have come in contact with hair and skin in the dirty laundry bin.
2. Towels, pillowcases, and sheets that were used for positioning may be folded and returned to the laundry cart to be used again.
3. Place any towels, pillowcases, or sheets that are soiled with dirt, sweat, or other body fluids, mineral oil, alcohol, ultrasound gel, or e-stim gel in the dirty laundry bin.
4. Towels used to wrap a paraffin hand which is enclosed in plastic wrap may be used again if clean.

3.20 Electronic Devices

Cell phones and other electronic devices that may disrupt the classroom must be turned off (or silenced if students need one on due to childcare, etc.) during lecture and lab periods. Cell phones and other electronic devices must be turned off during off campus labs and during field trips. Students will have opportunities to check their phone for messages during scheduled breaks or between classes. If students have an emergency situation where they are waiting for a call, the instructor is to be notified before class. Calculators may be allowed for specific quizzes/tests/exams. Cell phones or other internet, recording, or messaging devices of any kind are not allowed during testing. Audio or video recording of lectures, laboratory sessions, etc. may only be performed with the expressed permission of the instructor.

3.21 Informed Consent

Students within the PTA program are expected to perform a variety of physical therapy procedures on each other in the classroom and laboratory for educational purposes. This participation is very important to the learning process. Students must sign a consent form and a General Waiver of Liability prior to practicing laboratory skills. Students will sign a consent form at the start of the program that will remain in effect during the student's tenure in the PTA Program. Students will sign a General Waiver at the beginning of each semester of the PTA Program. Consent forms will be kept on file in the PTA Program Director's office. General Waivers will be kept on file in Student Services.

3.22 Photography/Video In the Lab

PTA students, on occasion in classroom and laboratory settings will be simulating a work environment and will practice on one another. During this time you may be recorded or have digital pictures taken of you, both of which will be used only for educational purposes. You will be asked to sign a permission form to allow video and digital photography at the start of the first semester of the PTA Program. This form will remain in effect for the duration of the student's tenure in the PTA Program. If a student wishes to photograph or record a patient for educational purposes, they must follow the policies and procedures of the clinical education site for confidentiality and for obtaining consent.

3.23 Background Studies

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study, including fingerprinting, conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program. Northland health care students must pass both a national and state background study prior to starting clinical education experiences.

3.24 Lab Infection Control

To ensure a clean laboratory environment and to facilitate infection control, the following policies will be in effect:

1. Treatment tables, low mats, and other treatment surfaces will be cleaned using a bactericidal agent at least once a week.
2. Soiled linen will be placed in the linen hamper located in storage room. If a bag is full, place a new bag in the hamper.

3. The hydrocollator will be cleaned a minimum of every six months, per the hydrocollator cleaning procedure located in the Lab Policy and Procedure Manual located in the PTA lab.
4. PTA faculty members are responsible for assuring the infection control policies are enforced in their labs.

Appendix

American Physical Therapy Association (APTA) Standards of Ethical Conduct for the Physical Therapist Assistant

Preamble

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life. No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

Standards

Standard #1: Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

- 1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.
- 1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.

Standard #2: Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.

- 2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.
- 2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.
- 2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.
- 2D. Physical therapist assistants shall protect confidential patient/client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

Standard #3: Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

- 3A. Physical therapist assistants shall make objective decisions in the patient's/client's best interest in all practice settings.
- 3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapy interventions.
- 3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.

- 3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.
- 3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

Standard #4: Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other health care providers, employers, payers, and the public.

- 4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.
- 4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients/clients, students, supervisees, research participants, or employees).
- 4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.
- 4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.
- 4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.
- 4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

Standard #5: Physical therapist assistants shall fulfill their legal and ethical obligations.

- 5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.
- 5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.
- 5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.
- 5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.
- 5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

Standard #6: Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

- 6A. Physical therapist assistants shall achieve and maintain clinical competence.
- 6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.
- 6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

Standard #7: Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

- 7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.
- 7B. Physical therapist assistants shall not accept gifts or other considerations that influence or

give an appearance of influencing their decisions.

- 7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.
- 7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.
- 7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients

Standard #8: Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

- 8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.
- 8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.
- 8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapy services.
- 8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy

Professional Behaviors Assessment Tool

Student Name _____ Date: _____

- Directions:**
1. Read the description of each professional behavior.
 2. Become familiar with the behavioral criteria described in each of the levels.
 3. Self-assess your performance continually, relative to the professional behaviors, using the behavioral criteria.
 4. At the end of each semester:
 - a. Using a highlighter, highlight all criteria that describes behaviors you demonstrate in Beginning Level (column 1), Intermediate Level (column 2), or Entry Level (column 3).
 - b. Give at least one specific example of a time when you demonstrated a behavior from the highest level highlighted.
 - c. Place an “x” along the visual analog scale to indicate the level (B, I, or E) at which you primarily function in each ability. This should be based on your highlighted areas, the specific example, and feedback from your CI.
 5. Sign and return to Program Director

	B I E
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3. Problem Solving: The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.

<p><i>Beginning Level:</i> Recognizes problems; States problems clearly; Describes known solutions to problems; Identifies resources needed to develop solutions; Uses technology to search for and locate resources; Identifies possible solutions and probable outcomes</p>	<p><i>Intermediate Level:</i> Prioritizes problems; Identifies contributors to problems; Consults with others to clarify problems; Appropriately seeks input or guidance; Prioritizes resources (analysis and critique of resources); Considers consequences of possible solutions</p>	<p><i>Entry Level:</i> Independently locates, prioritizes and uses resources to solve problems; Accepts responsibility for implementing solutions; Implements solutions; Reassesses solutions; Evaluates outcomes; Modifies solutions based on the outcome and current evidence; Evaluates generalizability of current evidence to a particular problem</p>
<p>Specific Example:</p>		<p>Place an “x” on the visual analog scale</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">B I E</p>

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

<p><i>Beginning Level:</i> Maintains professional demeanor in all interactions; Demonstrates interest in patients as individuals; Communicates with others in a respectful and confident manner; Respects differences in personality, lifestyle and learning styles during interactions with all persons; Maintains confidentiality in all interactions; Recognizes the emotions and bias that one brings to all professional interactions</p>	<p><i>Intermediate Level:</i> Recognizes the non-verbal communication and emotions that others bring to professional interactions; Establishes trust; Seeks to gain input from others ; Respects role of others; Accommodates differences in learning styles as appropriate</p>	<p><i>Entry Level:</i> Demonstrates active listening skills and reflects back to original concern to determine course of action; Responds effectively to unexpected situations; Demonstrates ability to build partnerships; Applies conflict management strategies when dealing with challenging interactions; Recognizes the impact of non-verbal communication and emotional responses during interactions and modifies own behaviors based on them</p>
<p>Specific Example:</p>		<p>Place an “x” on the visual analog scale</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">B I E</p>

<p>5. <u>Responsibility:</u> The ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community and social responsibilities.</p>		
<p><i>Beginning Level:</i> Demonstrates punctuality; Provides a safe and secure environment for patients; Assumes responsibility for actions; Follows through on commitments; Articulates limitations and readiness to learn; Abides by all policies of academic program and clinical facility</p>	<p><i>Intermediate Level:</i> Displays awareness of and sensitivity to diverse populations; Completes projects without prompting; Delegates tasks as needed; Collaborates with team members, patients and families; Provides evidence-based patient care</p>	<p><i>Entry Level:</i> Educates patients as consumers of health care services; Encourages patient accountability; Directs patients to other health care professionals as needed; Acts as a patient advocate; Promotes evidence-based practice in health care settings; Accepts responsibility for implementing solutions; Demonstrates accountability for all decisions and behaviors in academic and clinical settings</p>
<p>Specific Example:</p>		<p>Place an “x” on the visual analog scale</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">B I E</p>

<p>6. <u>Professionalism:</u> The ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Physical Therapy profession.</p>		
<p><i>Beginning Level:</i> Abides by all aspects of the academic program policies and the APTA Code of Ethics; Demonstrates awareness of state licensure regulations; Projects professional image; Attends professional meetings; Demonstrates cultural/generational awareness, ethical values, respect, and continuous regard for all classmates, academic and clinical faculty/staff, patients, families, and other healthcare providers</p>	<p><i>Intermediate Level:</i> Identifies positive professional role models within the academic and clinical settings; Acts on moral commitment during all academic and clinical activities; Identifies when the input of classmates, co-workers and other healthcare professionals will result in optimal outcome and acts accordingly to attain such input and share decision making; Discusses societal expectations of the profession</p>	<p><i>Entry Level:</i> Demonstrates understanding of scope of practice as evidenced by treatment of patients within scope of practice, referring to other healthcare professionals as necessary; Provides patient & family centered care at all times as evidenced by provision of patient/family education, seeking patient input and informed consent for all aspects of care and maintenance of patient dignity; Seeks excellence in professional practice by participation in professional organizations and attendance at sessions or participation in activities that further education/professional development; Utilizes evidence to guide clinical decision making and the provision of patient care, following guidelines for best practices; Discusses role of physical therapy within the healthcare system and in population health; Demonstrates leadership in collaboration with both individuals and groups</p>

Specific Example:	Place an “x” on the visual analog scale _____ B I E
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7. Use of Constructive Feedback: The ability to seek out and identify quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others.

<i>Beginning Level:</i> Demonstrates active listening skills; Assesses own performance; Actively seeks feedback from appropriate sources; Demonstrates receptive behavior and positive attitude toward feedback; Incorporates specific feedback into behaviors; Maintains two-way communication without defensiveness	<i>Intermediate Level:</i> Critiques own performance accurately; Responds effectively to constructive feedback; Utilizes feedback when establishing professional and patient related goals; Develops and implements a plan of action in response to feedback; Provides constructive and timely feedback	<i>Entry Level:</i> Independently engages in a continual process of self evaluation of skills, knowledge and abilities; Seeks feedback from patients/clients and peers/mentors; Readily integrates feedback provided from a variety of sources to improve skills, knowledge and abilities; Uses multiple approaches when responding to feedback; Reconciles differences with sensitivity; Modifies feedback given to patients/clients according to their learning styles
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Specific Example:	Place an “x” on the visual analog scale _____ B I E
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8. Effective Use of Time and Resources: The ability to manage time and resources effectively to obtain the maximum possible benefit.

<i>Beginning Level:</i> Comes prepared for the day’s activities& responsibilities; Identifies resource limitations (i.e. information, time, experience); Determines when and how much help/assistance is needed; Accesses current evidence in a timely manner; Verbalizes productivity standards and identifies barriers to meeting productivity standards; Self-identifies and initiates learning opportunities during unscheduled time	<i>Intermediate Level:</i> Utilizes effective methods of searching for evidence for practice decisions; Recognizes own resource contributions; Shares knowledge and collaborates with staff to utilize best current evidence; Discusses and implements strategies for meeting productivity standards; Identifies need for and seeks referrals to other disciplines	<i>Entry Level:</i> Uses current best evidence; Collaborates with members of the team to maximize the impact of treatment available; Has the ability to set boundaries, negotiate, compromise, and set realistic expectations; Gathers data and effectively interprets and assimilates the data to determine plan of care; Utilizes community resources in discharge planning; Adjusts plans, schedule etc. as patient needs and circumstances dictate; Meets productivity standards of facility while providing quality care and completing non-productive work activities
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Specific Example:	Place an “x” on the visual analog scale _____ B I E
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9. <u>Stress Management:</u> The ability to identify sources of stress and to develop and implement effective coping behaviors; this applies for interactions for: self, patient/clients and their families, members of the health care team and in work/life scenarios.		
<i>Beginning Level:</i> Recognizes own stressors; Recognizes distress or problems in others; Seeks assistance as needed; Maintains professional demeanor in all situations	<i>Intermediate Level:</i> Actively employs stress management techniques; Reconciles inconsistencies in the educational process; Maintains balance between professional and personal life; Accepts constructive feedback and clarifies expectations; Establishes outlets to cope with stressors	<i>Entry Level:</i> Demonstrates appropriate affective responses in all situations; Responds calmly to urgent situations with reflection and debriefing as needed; Prioritizes multiple commitments; Reconciles inconsistencies within professional, personal and work/life environments; Demonstrates ability to defuse potential stressors with self and others
Specific Example:		Place an “x” on the visual analog scale _____ B I E

10. <u>Commitment to Learning:</u> The ability to self direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.		
<i>Beginning Level:</i> Prioritizes information needs; Analyzes and subdivides large questions into components; Identifies own learning needs based on previous experiences; Welcomes and/or seeks new learning opportunities; Seeks out professional literature; Plans and presents an in-service, research or cases studies	<i>Intermediate Level:</i> Researches and studies areas where own knowledge base is lacking in order to augment learning and practice; Applies new information and re-evaluates performance; Accepts that there may be more than one answer to a problem; Recognizes the need to and is able to verify solutions to problems; Reads articles critically and understands limits of application to professional practice	<i>Entry Level:</i> Respectfully questions conventional wisdom; Formulates and re-evaluates position based on available evidence; Demonstrates confidence in sharing new knowledge with all staff levels; Modifies programs and treatments based on newly-learned skills and considerations; Consults with other health professionals and physical therapists for treatment ideas

**Northland Community and Technical College
Physical Therapist Assistant Program
Essential Functions for Physical Therapist Assistant Students**

There are several important factors for you to consider when you are determining your future career directions. To be successful in the PTA classroom and in your job following graduation, you should be able to meet all of the following expectations:

1. Attend class approximately 10-25 hours a week or perform 40 hours a week of clinical education, depending on the stage of the program curriculum.
2. Complete all assignments on time.
3. Participate in classroom discussions.
4. Perform or instruct others in the following procedures (learned in class) in a timely manner: transfers, gait training, physical agents, activities of daily living, therapeutic exercises or activities, and data collection procedures.
5. Use sound judgment and safety precautions (exposure to blood-borne pathogens and/or infectious disease may occur as part of the educational experience). Students are trained in safety/infection control and are expected to follow these guidelines to avoid contracting or transmitting disease.
6. Meet class standards for successful course completion.
7. Use critical thinking when making decisions.
8. Follow standards stated in PTA Program Policy and Procedure Manual and the PTA Program Clinical Education Handbook.
9. Address problems or questions to the appropriate person at the appropriate time.
10. Maintain classroom, work area, equipment, supplies, personal appearance and hygiene conducive to a professional setting as appropriate.
11. Behave in a competent, professional manner.

Physical requirements for the PTA Program include the need to occasionally, frequently, or continually:

1. Sit 2-5 hours per day with lecture blocks up to 3 hours.
2. Stand 1-6 hours with lab time blocks up to 3 hours.
3. Lift up to 60 pounds.
4. Push/pull up to 50 pounds of force exerted at waist level.
5. Squat or stoop.
6. Use auditory, tactile, and visual senses to assess physiological status of an individual.
7. Demonstrate good standing and unsupported sitting balance.
8. Demonstrate good finger dexterity

- 9. Coordinate verbal and manual instructions**
- 10. Communicate effectively with a variety of people through written verbal, and nonverbal methods.**
- 11. Use hands repetitively**
- 12. Shift weight in sitting or standing**
- 13. Demonstrate the ability to use a firm grasp while using physical therapy equipment and while performing physical therapy interventions.**
- 14. Reach above shoulder level.**
- 15. Kneel, kneel-stand, and half kneel.**
- 16. Use equipment that emits electrical, ultrasonic, and thermal energy.**
- 17. Physically move and transfer patients**

Students who have concerns about the ability to perform any of these functions should contact the PTA Program Director at (218) 793-2565. Individuals with disabilities may request reasonable accommodations or information by calling the NCTC Academic Success Center at (218) 683-8560.

Physical Therapist Assistant Program Essential Functions Verification

Essential Function Student Signature Page to be Completed Before Program Entry

Yes No I have read and I understand the Essential Functions relative to the Physical Therapist Assistant Program.

Yes No I am able to meet the Physical Requirements of the PTA Program as specified and do not require any reasonable accommodation to meet these requirements at this time.

(✓) I require the following reasonable accommodation(s) to meet the Physical Requirement standard as specified:

Printed Name of Student

Signature of Student

Date

Nondiscrimination in Employment and Education Opportunity

Northland Community & Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices or access to and participation in programs, services, status with regard to public assistance or sexual orientation, gender identity, gender expression, familial status or membership or activity in a local commission as defined by law (Title IX, Title II and Section 504). Northland Community and Technical College's and Minnesota State Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education and Procedure 1B.1.1, 1B.3 Sexual Violence Policy and Procedure 1B.3.1, and Minnesota State's Reasonable Accommodation in Employment Procedure can be found on the Northland community and Technical College website at www.northlandcollege.edu/about/policies or by contacting the Human Resources Office at 218-683-8630.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation, gender identity, gender expression, familial status, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities system shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university employees may be appropriate if necessary to avoid physical harm to persons or property. This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved Northland Community and Technical College will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The system office, colleges, and universities has developed and implements a complaint process to review complaints of discrimination/harassment or sexual violence.

**Northland Community and Technical College
Physical Therapist Assistant Program
Videotape/Photograph Consent**

I, _____ give Northland Community and Technical College, PTA Program consent to videotape/photograph/audiotape me during classroom, lab or off campus education experiences for educational purposes. This consent form will remain in effect for my tenure in the NCTC PTA Program.

Student name – printed / date

Student Signature / date

**Northland Community and Technical College
Physical Therapist Assistant Program**

Written Exam Remediation Form

Student Name: _____

Course: _____

Exam Date: _____

Exam Grade: _____

Students will have up to two weeks to retake an exam on similar content. Students must review their original exam, meet with course instructor, and complete this form prior to retaking a written exam. Students must achieve a minimum of a 75% on the retake; but their original exam grade will be utilized for the exam grade and for determining course grade. This form must be turned into the course instructor when you retake a written exam.

Have you reviewed the failed exam? Yes/No (Circle one)

Date of meeting with faculty member about exam: _____

What factors influenced the failed grade on the exam?

What is your preparation plan for the exam retake?

What made this course content difficult to understand?

What are your goals for the exam retake? _____

Student signature: _____

Date of retake exam: _____

Northland Community and Technical College

Physical Therapist Assistant Program

PTA PROGRAM POLICY AND PROCEDURE MANUAL AGREEMENT

I have received and read the Policy and Procedure Manual for the Physical Therapist Assistant Program at Northland Community and Technical College. I understand its content and agree to abide by the policies and procedures set forth during my tenure as a Physical Therapist Assistant student. The Program or PTA Program Director reserves the right to alter policies, procedures and content.

Student Name (Please Print)

Signature

Date

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

**Student Statement of Understanding and Release
Health and Human Services Program**

I, _____ (Print Name), am a student at Northland Community & Technical College - _____ (campus) who is enrolled in a health and human services program.

I acknowledge that I have been informed of the following and that I understand the following:

1. That the health and human services program I have enrolled in may involve exposure to human body fluids and cell and tissue cultures that may carry infections such as HIV (Human Immunodeficiency Virus) and Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV).
2. That exposure to infectious blood and other body fluids and cultures by contact through eye, mouth, blood, non-intact skin, or other method may put me at risk of contracting a bloodborne infection.
3. That to protect myself from exposure to blood and other body fluid and cultures, I will wear protective apparel according to OSHA (Occupational Safety and Health Administration) standards and comply with applicable policies of the College and any hospital or clinical affiliate that I am attending.
4. That if I should become exposed by eye, mouth, blood, non-intact skin, or other method to blood or other human fluids or cultures, I will immediately report such incident to the program instructor or clinical affiliate supervisor.
5. That if such exposure should occur, I hereby authorize the College or the clinical affiliate to administer such immediate first aid as is deemed appropriate until medical help can be obtained.
6. That I hereby release and hold harmless Northland Community & Technical College, its employees, officers, agents, and representatives, including all hospital and clinical affiliates, from any liability for any and all injury, illness, disability, or death, including all costs for medical care, resulting from my exposure to infectious blood or other human fluids or cultures or the administration of emergency first aid after such exposure, during the course of my participation in the health division program, whether caused by the negligence of the College or otherwise, except that which is the result of gross negligence or wanton misconduct by the College.

Student Name _____
(Please Print) Major _____

Student Signature _____ Date _____

Instructor Signature _____ Date _____

3/06 Date of Adoption: 6/2/04; Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06

**WAIVER OF LIABILITY, ASSUMPTION OF RISK,
AND INDEMNITY AGREEMENT – ON/OFF CAMPUS ACTIVITIES**

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

Waiver: In consideration of being permitted to participate in the _____
_____ (Program/Activity), I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, and discharge** Northland Community & Technical College, Minnesota State Colleges and Universities, the State of Minnesota and their officers, employees, agents, successors and assigns from liability **for any and all claims, demands, actions, causes of action, judgments, damages, expenses and costs, (including attorney fees)** due to negligence or accidentally resulting in personal injury or illness (including death), and property loss which arise out of, result from, occur during, or are connected in any manner with my participation in the Program/Activity.

Assumption of Risk: Participation in the Program/Activity carries with it certain risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another and include but are not limited to 1) minor injuries such as scratches, bruises, and sprains; 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; and 3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other inherent risks. I hereby assert that my participation is voluntary and I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD HARMLESS Northland Community & Technical College, Minnesota State Colleges and Universities, the State of Minnesota and their officers, employees, and agents from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees which arise out of, result from, occur during, or are connected in any manner with my participation in the Program/Activity.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumed risk agreement is intended to be as broad and inclusive as is permitted by the Laws of the State of Minnesota and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms, and **understand that I am giving up my rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of liability** to the greatest extent allowed by law.

(Print Name)

(Student ID)

(Sign Name)

(Date)

Signature of parent/guardian (if student is under the age of 18)
