



FROM THE DEAN

Greetings from the School of Allied Health and welcome to Hocking College! It is my pleasure to welcome you as you embark upon your path to becoming a physical therapist assistant. This is an exciting time; I encourage you to take advantage of all that Hocking College has to offer. I hope that your time here will be both academically productive and personally rewarding.

Hocking College provides a unique, innovative, and quality education in a supportive experience-based learning environment, preparing students for employment and transfer education opportunities, while teaching the value of lifelong learning, promoting diversity and developing citizens who are engaged in their local and global communities.

Our faculty members are experts in their field and bring a broad scope of experience to the classroom. They are easily accessible and devoted to helping students achieve success.

I wish you the very best on your journey to become a physical therapist assistant. If I can be of assistance please contact me in my office in Davidson Hall 309 or e-mail me at allen-smithb@hocking.edu .

Success in Education,

Bonnie Allen Smith M.S., R.N., Ph.D.
Dean, School of Allied Health

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HOCKING COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM

Welcome to the Hocking College Physical Therapist Assistant Program. The ultimate goal of the Physical Therapist Assistant Program is to prepare graduates to work as physical therapist assistants under the supervision of a licensed physical therapist. This handbook has been developed to provide you with information concerning the program and to answer many of your questions.

The Physical Therapist Assistant Program at Hocking College is a two-year program consisting of a year of general courses followed by a year of technical course work and Directed Practice in a clinical setting.

Upon successful completion of the program, you will receive an Associate of Applied Science Degree in Physical Therapist Assistant.

JOB MARKET PROFILE THE PHYSICAL THERAPIST ASSISTANT

The physical therapist assistant, or PTA, is a technically educated health care provider who works under the supervision and direction of a licensed physical therapist to restore function when disease or injury result in pain and limited movement abilities. Physical therapy intervention is used to manage a wide range of conditions including neck and back injuries, joint sprains, stroke, amputations, wounds and burns, birth defects, spinal cord injury, traumatic brain injury, joint replacements, fractures, heart attacks, work-related injuries and sports injuries.

When a patient seeks physical therapy services, the physical therapist performs an initial examination and develops a plan of care. The physical therapist assistant carries out delegated components of the plan of care and reports the patient's response to the supervising physical therapist. The responsibilities of the physical therapist assistant may include but are not limited to the following:

- * assisting the physical therapist in the provision of physical therapy services
- * performing data collection (test and measurement) techniques
- * administering interventions (treatments) utilizing heat, cold, ultrasound, electrical current, water, light, massage and other hands-on techniques
- * assisting and supervising patients in performing therapeutic exercise programs
- * fitting and instructing patients in the use of assistive devices such as crutches, walkers, canes and wheelchairs
- * instructing patients in activities of daily living
- * documenting relevant aspects of patient care
- * maintaining and setting up treatment equipment
- * maintaining department inventories
- * participating in quality assurance activities
- * scheduling patients

As a student physical therapist assistant, you will practice these activities on other students in a laboratory setting and progress to treating "real" patients in the clinic under the supervision of a licensed physical therapist or physical therapist assistant.

Physical therapist assistants may choose from a variety of employment environments including hospitals, out-patient clinics, rehabilitation centers, skilled nursing facilities, long-term care facilities, home health settings, school systems, hospices, industrial settings and fitness centers.

SUCCESS STORIES

Read on to learn what a PTA degree has done for some of our graduates.

My name is Mindy. I graduated from Hocking College in 1998 - the first PTA class. Before I enrolled in the Program I was attending another college for Elementary Education but I knew my heart was in physical therapy. After graduating from PTA school, I began working in skilled nursing facilities. Three years passed and I was offered a management position at the facility where I am still employed today. I managed the rehabilitation department for four years before making the decision to step down and become a treating therapist again. I enjoyed my time as a manager but missed the patient care time. I'm glad I chose a career in physical therapy. It has been and I'm sure will continue to be an enjoyable and rewarding experience.

Mindy

Since graduating from Hocking College with a physical therapist assisting degree, I have worked in an outpatient orthopedic clinic and in home health. I have also earned three national certifications, including two in strength training and one in myofascial release, and I am a certified instructor in CPR, First Aid, AED, and bloodborne pathogens. I am currently working on my master's degree in physical therapy. This summer, I will be returning to Hocking College as an assistant lab instructor for the PTA Program.

Chris

After graduating from Ohio University (OU) in 1993 with a BFA in Dance, I went on to dance professionally and teach in North Carolina. I performed with and directed three dance companies and toured in Europe, Canada and the United States. Desiring to make dance and the overall movement experience accessible to children, I went on to pursue my AAS and became a pediatric PTA. After graduating from Hocking College at the head of my class in 2003, I was hired by Ohio University Therapy Associates. As a PTA, I am treating children of all ages in both the outpatient clinic and the school system. I continue to teach dance, perform, and choreograph as I have for over 19 years. I have also been an AFFA certified aerobics instructor for 14 years. I am an adjunct instructor for OU (in Recreation and Sport Sciences) and a classroom and clinical instructor for the Hocking College PTA Program. I feel fortunate that I am able to incorporate my movement experience with my PTA knowledge in hopes of making a difference in the lives of the clients I treat. I have recently received a Masters degree in Family Studies at OU to gain insight so I can further assist my clientele. Spending time with my son Jake and husband David are my most precious moments.

Tobe Lee Gillogly AAS, PTA, BFA, MS

FACULTY PROFILES

The Academic Faculty

Cathy Nye, M.S., A.T.C., P.T.A. is the Coordinating Instructor for the Physical Therapist Assistant (PTA) Program. Kathy is a graduate of the Ohio University in 1984 with a Masters Degree in Sports Medicine, and Bachelors Degree in Health Education with Minors in Biological Science and Athletic Training. She obtained her Physical Therapist Assistant degree from University of Indiana in Indianapolis, Indiana. Cathy has 28 years of clinical practice experience and spent 10 years at Cincinnati Sports Medicine.

Laurie Cole, L.M.T., P.T., is the Academic Coordinator of Clinical Education (ACCE) and an instructor for the PTA Program. Laurie has been a full-time faculty member with Hocking College's PTA program since September 2012. She received her Bachelors of Science Degree in Physical Therapy (1994) from the Ohio State University and a Massage Certificate from the American Institute of Alternative Medicine (2002). Since receiving her degrees she has practiced as a staff physical therapist in a variety of settings including outpatient, acute care, and inpatient rehabilitation. Her massage private practice has also kept her busy and has helped to bring a diverse background into the realm of PTA education.

Tobe Lee Gillogly, A.A.S., P.T.A., B.F.A., M.S. is an adjunct faculty member with the Hocking College PTA program. Tobe graduated from Ohio University (OU) in 1993 with a BFA in Dance. She earned an AAS degree in Physical Therapist Assistant here at Hocking College in 2003, graduating at the head of her class. She received her Masters of Science Degree in Child and Family Studies in 2011. Since graduating from Hocking College, Tobe has been employed by Ohio University Therapy Associates as a PTA with an emphasis in pediatrics. She has been teaching on the Hocking College PTA Program since 2003. She recently received the recognition of Advanced Proficiency for the PT in Pediatrics in February 2012 and outstanding pediatric practitioner in 2013.

The Clinical Instructors

During clinical experiences, students practice their skills in a variety of clinical settings under the supervision of a licensed physical therapist or physical therapist assistant. These clinicians are not employees of Hocking College. They are employees of their facilities who have agreed to participate in the education of students. The qualifications of clinical instructors are evaluated by the academic faculty prior to placing students in a facility. In addition to licensure, clinical instructors must have a minimum of one year of clinical experience.

OCCUPATIONAL OUTLOOK

According to the Bureau of Labor Statistics, the median annual earning for a physical therapist assistant in 2009 was \$46,000. This figure can vary depending on years of experience, geographic location and the particular practice setting.

The Bureau of Labor Statistics' Occupational Outlook Handbook for 2006-07 reports that employment for both physical therapists and physical therapist assistants is expected to grow much faster than the average for all occupations through the year 2014.

Part of this anticipated growth can be attributed to the aging of baby-boomers and to medical advancements permitting an increased percentage of individuals to survive traumatic injuries. Additionally, it is expected that physical therapists will increasingly utilize physical therapist assistants in the provision of selected aspects of treatment in an effort reduce the costs of physical therapy services.

THE PHYSICAL DEMANDS OF THE JOB

The job of a physical therapist assistant meets the U.S. Department of Labor classification for the medium demand level of work. At this level, one is expected to be able to lift 20# frequently and 50# or more occasionally. A typical physical therapy activity may require being able to lift or move a patient from a bed to a chair. Other job activities include standing, walking, pushing and pulling equipment, occasional climbing and frequent stooping, kneeling and crouching, all with good body mechanics to protect yourself and your patient. Additionally, physical therapist assistants need to be able to observe and assess a patient who is close at hand or many feet away, read a stop watch, set dials on equipment and manipulate small objects with their hands. They need to be able to react quickly in an emergency.

HOCKING COLLEGE MISSION STATEMENT

Hocking College provides a unique, innovative, and quality education in a supportive experience-based learning environment, preparing students for employment and transfer education opportunities, while teaching the value of lifelong learning, promoting diversity and developing citizens who are engaged in their local and global communities.

THE PHYSICAL THERAPIST ASSISTANT PROGRAM

The Physical Therapist Assistant Program prepares students to work under the supervision of a licensed physical therapist. It is two-year program consisting of a year of general courses followed by a year of technical course work and clinical experience.

Mission

It is the mission of the Physical Therapist Assistant Program to graduate competent physical therapist assistants who provide physical therapy services ethically, legally, safely, and effectively under the supervision and direction of the physical therapist. Graduates will demonstrate an understanding of the role of the physical therapist assistant and of the preferred relationship between the physical therapist and the physical therapist assistant. They will provide physical therapy services with respect and sensitivity for individual, cultural, and societal differences. The Hocking College graduate will uphold the profession's commitment to the delivery of high-quality, cost-effective physical therapy services.

Program Goals:

Through the use of learner-centered didactic and clinical education experiences, in fulfilling its Mission, the Program strives to:

1. Promote the graduate's ability to provide delegated physical therapy services ethically, legally, safely, and effectively under the supervision of the physical therapist.
2. Promote a clear understanding of the preferred relationship between the physical therapist and the physical therapist assistant in the delivery of high-quality, cost-effective physical therapy services.
3. Promote a clear understanding of when the direction to perform an intervention is beyond that which is appropriate for the physical therapist assistant.
4. Foster the development of effective and appropriate communication skills.
5. Foster integrity through the development of ethical and respectful behavior and conduct in all actions.
6. Foster the development of clinical problem-solving skills.
7. Promote sensitivity to and the valuing of individual, cultural, and societal differences in all aspects of physical therapy services.
8. Foster an awareness of the individual as a whole with multiple factors playing a role in the healing process.

9. Foster an understanding of and a commitment to health and the prevention of disease personally and as a health care provider.
10. Promote a commitment to social responsibility, citizenship, advocacy, and service.
11. Promote a commitment to life-long learning for personal and professional growth by fostering self-awareness and introspection.

Program Outcomes:

The role of the physical therapist assistant is to provide physical therapy services under the supervision and direction of the physical therapist. Upon completion of the Physical Therapist Assistant Program, graduates will be able to:

1. Within the scope of practice of the physical therapist assistant, safely and effectively implements data collection techniques & interventions identified in the plan of care established by the supervising physical therapist.
2. Communicates verbally and nonverbally with the patient, the physical therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner.
3. Exhibits professional behavior reflecting legal, ethical, and safe standards; meeting expectations of patients/clients and the profession; and displaying cultural sensitivity.
4. Completes accurate and timely documentation that follows the guidelines of state practice acts, the practice setting, and other regulatory agencies.
5. Effectively manages daily operations including the organizational planning and operation of physical therapy services, participating in quality assurance activities, and providing information for billing and reimbursement purposes.
6. Plans and organizes individualized patient interventions established by the physical therapist such as adjusting or withholding intervention based on patient status, identifying alternatives within the plan of care, and reporting changes in patient status to the supervising physical therapist.
7. Under the direction and supervision of the physical therapist, participate in coordinating continuity of care including instructing other members of the health care team; providing patient related instruction to patients, family members, and caregivers; and participating in discharge planning and follow-up care.
8. Educates others about the role of the physical therapist assistant, which may include being a clinical instructor, and engages in life-long learning.

DISTINCTIVE STRENGTHS/UNIQUE FEATURES

Open Enrollment – The Hocking College Physical Therapist Assistant Program differs from other colleges in that we follow an open enrollment policy. This means that any student who is successful in the first year of the PTA Program becomes eligible for the second year (the technical or clinical year). The requirements for acceptance to the second year of the Physical Therapist Assistant Program include submission of a high school transcript, successful completion of first-year courses with a C or better in no more than two tries, maintaining an overall GPA of 2.0 and completion of 50 volunteer hours in physical therapy with two Recommendations for Admission from supervising therapists. Volunteer hours must be performed within two years of the date the student applies to the College. Students must have an overall GPA of 2.0 at the time they complete their file. Thirty students are accepted to the second year of the PTA Program. Applicants are placed on the list based on file completion date. It is the student's responsibility to keep track of their file completion status (see Admissions Procedures).

UNIQUE “COURSE” OPPORTUNITIES

BIOS 2201 Advanced Anatomy - Hocking College PTA students are provided an in-depth anatomy lab that includes the study of pre-dissected cadavers.

PTA 2210 Cardiopulmonary Function - As part of the laboratory component of *Cardiopulmonary Function*, all students participate in a personal strengthening and aerobic conditioning program. The goal is for the students to acquire first-hand experience in the performance of exercise and to foster a commitment to personal illness prevention and the maintenance of health. Percent body fat composition, blood pressure and heart rate are monitored at the beginning, middle and end of the term providing further incentives to exercise.

Physical Therapist Assistant Program ***Intended Learning Outcomes***

Role Description

- Patient Care Provider
- Writer of Documentation
- Reporter of Progress
- Patient Educator
- Clinical Instructor
- Volunteer Supervisor
- Infection Controller
- Health Care Educator
- Office Manager
- Organizer
- Team Player
- Continuity Coordinator
- Middle Manager
- Coordinator of Services
- Secretary
- Bookkeeper/Report writer
- Motivator
- Life-long Learner

Themes

- Scope of Practice
- Professionalism
- Safe and Effective Practice
- Communication

Intended Learning Outcomes

- Within the scope of practice of the physical therapist assistant, safely and effectively implements data collection techniques & interventions identified in the plan of care established by the supervising physical therapist.
- Communicates verbally and nonverbally with the patient, the physical therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner.
- Exhibits professional behavior reflecting legal, ethical, and safe standards; meeting expectations of patients/clients and the profession; and displaying cultural sensitivity.
- Completes accurate and timely documentation that follows the guidelines of state practice acts, the practice setting, and other regulatory agencies.
- Effectively manages daily operations including the organizational planning and operation of physical therapy services, participating in quality assurance activities, and providing information for billing and reimbursement purposes.
- Plans and organizes individualized patient interventions established by the physical therapist such as adjusting or withholding intervention based on patient status, identifying alternatives within the plan of care, and reporting changes in patient status to the supervising physical therapist.
- Under the direction and supervision of the physical therapist, participates in coordinating continuity of care including instructing other members of the health care team; providing patient related instruction to patients, family members, and caregivers; and participating in discharge planning and follow-up care.
- Educates others about the role of the physical therapist assistant, which may include being a clinical instructor, and engages in life-long learning.

HOCKING COLLEGE SUCCESS SKILLS

The Hocking College Success Skills are general, core outcomes needed on the job, at home and in the community. They are work and life skills, behaviors and attitudes that all students need to develop. Each Hocking program and discipline integrates the success skills into the curriculum and courses.

Success Skills address the areas that employers say are needed to be successful in your career. Employers rank these skills as most important in obtaining and keeping a job as well as advancing or seeking promotions.

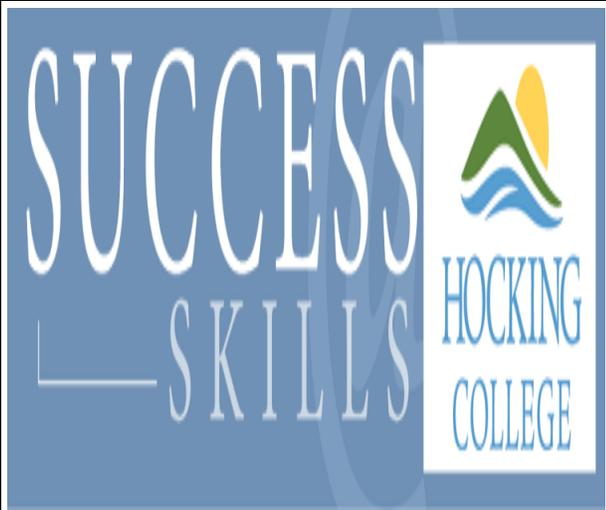
Hocking College is committed to helping you develop the Success Skills in classes, labs, and field experiences as well as in co-curricular activities.

The eight Success Skills are:

- Communicates Effectively
- Demonstrates Math Skills
- Demonstrates Learning ,Critical Thinking and Problem Solving Skills
- Maintains Professional Skills & Attitudes
- Practices Human Relations Skills
- Demonstrates Knowledge Of Science & the Environment
- Demonstrates Community, Cultural, & Global Awareness
- Maintains a Code Of Ethics

The Success Skills are integrated into all of the classes you will be taking at Hocking College. What follows is a matrix showing where the Success Skills are addressed in each of the technical courses for the PTA Program.

SUCCESS SKILLS MATRIX
SEMESTER CURRICULUM MATRIX: GENERAL EDUCATION OUTCOMES (SUCCESS SKILLS)
 Program: Physical Therapist Assistant Program (2012-2013)

		1. Communicates effectively	2. Demonstrates math skills.	3. Demonstrates learning and critical thinking skills.	4. Maintains professional skills and attitudes.	5. Practices human relations skills	6. Demonstrates knowledge of science an environment	7. Demonstrates community, cultural, & global awareness.	8. Maintains a code of ethics.
CRS#	COURSE NAME								
PTA 1100	Introduction to Physical Therapy	I		I	I	I	I	I	I
PTA 2200	Fundamentals of Physical Therapy	I		I	I	I	I	I	I
PTA 2203	Physical Therapy Procedures	R	R	R	I	I	I	I	I
PTA 2211	Pathophysiology of Disease	R		R	I	I	A	R	R
PTA 2204	Musculoskeletal Problems	R	R	R	R	R	R	R	R
PTA 2210	Cardiopulmonary Function	R	R	R	R	R	R	R	R
PTA 2214	Rehabilitation Procedures	R	R	R	R	R	R	R	R
PTA 2206	PTA Directed Practice I	A	A	A	A	A	A	A	A
PTA 2216	PTA Directed Practice II	A	A	A	A	A	A	A	A
PTA 2226	PTA Directed Practice III	A	A	A	A	A	A	A	A
PTA 2207	PTA Clinical Issues and Role Transition	A	A	A	A	A	A	A	A

LEGEND:

I-Outcome is presented at an introductory level in course material. In the course design, there is minimal expectation that the student has prior knowledge in an outcome area.

R-Outcome is incorporated into and reinforced throughout the course.

A-Outcome is assessed in this course and reflected in the annual assessment report.

HOCKING COLLEGE
 Associate of Applied Science in Physical Therapist Assistant
 Course of Study
 For students entering May 2013 through June 2014

COURSE NO.	FIRST SEMESTER	Class Hours	Lab Hours	Credit Hours	Course Fee
BIOS-1113	Anatomy and Physiology I	3.00	2.00	4.00	\$75.00
ENGL-1122	English Composition I	3.00	0.00	3.00	\$40.00
GS-1101	HC Cornerstone	0.50	0.00	0.50	\$30.00
HLTH-1101	Medical Terminology	3.00	0.00	3.00	\$20.00
PSYC-1101	General Psychology	3.00	0.00	3.00	\$15.00
PTA-1100	Introduction to Physical Therapy	1.00	0.00	1.00	\$10.00
MICS-1123	Microsoft Office - Word Processing	1.00	0.00	1.00	\$20.00
	Totals	14.50	2.00	15.50	\$210.00

COURSE NO.	SECOND SEMESTER	Class Hours	Lab Hours	Credit Hours	Course Fee
BIOS-1114	Anatomy and Physiology II	3.00	2.00	4.00	\$75.00
ENGL-1152	Research Skills	1.00	0.00	1.00	\$15.00
PSYC-2151	Developmental Psychology	3.00	0.00	3.00	\$15.00
MATH-1108	Intermediate Algebra	3.00	0.00	3.00	\$40.00
COMM-1130	Speech	3.00	0.00	3.00	\$40.00
HUM-2203	Introduction to Ethics	3.00	0.00	3.00	\$15.00
	Totals	16.00	2.00	17.00	\$200.00

COURSE NO.	THIRD SEMESTER	Class Hours	Lab Hours	Credit Hours	Course Fee
BIOS-2201	Advanced Anatomy	2.50	1.50	3.00	\$140.00
PTA-2200	Fundamentals of Physical Therapy	3.00	4.00	4.00	\$125.00
PTA-2203	Physical Therapy Procedures	3.00	4.00	4.00	\$125.00
PTA-2211	Pathophysiology of Disease	2.00	0.00	2.00	\$15.00
	Totals	10.50	9.50	13.00	\$405.00

COURSE NO.	FOURTH SEMESTER	Class Hours	Lab Hours	Credit Hours	Course Fee
BIOS-2202	Kinesiology	1.00	3.00	2.00	\$75.00
PTA-2204	Musculoskeletal Problems	2.00	3.00	3.00	\$125.00
PTA-2210	Cardiopulmonary Function	1.00	2.00	2.00	\$75.00
PTA-2214	Rehabilitation Procedures	2.00	3.00	3.00	\$125.00
PTA-2206	PTA Directed Practice I	1.00	16.00	4.00	\$125.00
	Totals	7.00	27.00	14.00	\$525.00

COURSE NO.	FIFTH SEMESTER	Class Hours	Lab Hours	Credit Hours	Course Fee
PTA-2216	PTA Directed Practice II	1.00	15.00	4.00	\$125.00
PTA-2226	PTA Directed Practice III	1.00	15.00	4.00	\$125.00
PTA-2207	PTA Clinical Issues and Role Transition	1.00	0.00	1.00	\$10.00
ENGL-1104	Job Search Techniques	1.00	0.00	1.00	\$15.00
	Totals	4.00	30.00	10.00	\$275.00

TOTAL CREDIT HOURS:

69.50

ESTIMATED TOTAL COURSE FEES:

\$1,615.00

Hocking College reserves the right to modify curricular requirements, to change course fees at any time.

REALITY-BASED HANDS-ON EXPERIENCES

During the second year of the PTA Program, you will be taking courses that include hands-on laboratory experience. In these courses, you will be learning physical therapy techniques which you will practice on your classmates. Your abilities in applying these techniques will be evaluated during Laboratory Check-offs. During fall quarter of the second year, you will begin the clinical education component of the PTA Program, applying what you have learned in the treatment of actual patients in the clinical setting.

SERVICE LEARNING/CIVIC RESPONSIBILITY

All Hocking College students are required to enroll in a course that includes a service learning/civic responsibility component. Service learning is the integration of community service into classroom instruction. Civic responsibility is the active participation in the public life of a community in a constructive manner for the common good. **STUDENTS SHOULD LOOK FOR A FIRST-YEAR COURSE THAT HAS A SL/CR COMPONENT.**

Additionally, during Spring Semester of the second year, you will be participating in a health fair presented here at the College. As health fair participants, you will be developing and staffing informational booths relating to the field of physical therapy.

CAPSTONE EXPERIENCE

The capstone experiences for the PTA Program are included in PTA 2210 PTA Cardiopulmonary Function, PTA 2226 PTA Directed Practice III and PTA 2207 Clinical Issues and Role Transitions.

During Semester Four of the second year, students will be in the clinic on a part-time basis two days a week. During the fifth semester of the clinical year, students participate in two full-time (40 hours per week) Directed Practice experiences. During Directed Practice III you should be ready to manage your own patient load and have the opportunity to function much as you will upon graduation but while still under supervision as a student. Upon completion of Directed Practice III, it is anticipated that you will have achieved entry-level competency for the PTA. Achievement of entry-level performance is measured by the clinical supervisor using the *Clinical Performance Instrument*.

ADMISSION PROCEDURES

THE FIRST YEAR

The General Year

Any student accepted for admission to Hocking College may enroll in the first year general courses required to apply to the clinical year of the Physical Therapist Assistant Program. The first year includes two semesters of course work in the health and physical sciences, math, communication skills, psychology, and an introductory physical therapy course. This first year is designed to establish the foundation on which to build your clinical skills.

THE SECOND YEAR

The Clinical Year

The clinical year, which normally begins Autumn Semester, includes three semesters of course work combined with Directed Practice clinical experiences. Clinical year courses are offered during the day and each course is offered only once during the year. Students should plan on full-time enrollment during the clinical year. Enrollment in the clinical year is limited to 30 students.

Students who meet the requirements outlined below are accepted to the clinical year based on their file completion date. A completed file includes the following:

1. High school transcript
2. Completion of 50 Volunteer Hours in a physical therapy department with 20 hours in an acute care or sub-acute setting (hospital in-patients) **OR** the equivalent in full-time or part-time employment in a physical therapy department. Volunteer hours must be performed no more than two (2) years prior to the date of application to Hocking College. Please monitor your file completion status through the Admissions Processing office.
3. Positive recommendations for admission to the program from two physical therapists or physical therapist assistants, not related to the applicant, under whom you volunteered or were employed.

Recommendation Forms are available on the PTA Program website, in the School of Allied Health Office, DVD 309, and from the Admissions Processing Office. **All forms must be returned to: Admissions Processing Office, Hocking College, 3301 Hocking Parkway, Nelsonville, OH 45764.**

4. Successful completion of **all** first year courses (Semester I and Semester II) with a grade of “C” or better and an overall GPA of 2.0 or greater. This applies to courses completed

at Hocking College. Credits from another college follow Ohio Board of Regents transfer guidelines.

First year courses may not be taken more than two times in an effort to attain a grade of “C” or better.

- It is the student’s responsibility to monitor his or her file for completeness, including the posting of transfer credits into the Hocking College computer system. For questions, please call 740/753-3591, extension 7068 or visit Room 185 in John Light Hall.

THE APPLICANT LIST

Student files are managed by the Admissions Processing Office. Each spring semester, the Admissions Processing Office will review applicant files for transcripts (high school as well as other two- or four-year institutions), documented volunteer hours and Recommendation Forms, and successful completion of Semesters I & II course work to determine which students are eligible for admission to the clinical year. Students with completed files will be placed on the clinical list by date of completed file. Students with the same file completion date will be ranked by overall technical grade point average GPA. Thirty students are accepted to the clinical year each summer.

Appeals Process for Non-admission

Any student who believes his or her date of completion and resulting placement on the waiting or acceptance list is incorrect may make an appointment with the Director of Admissions to review his or her file.

READMISSION PROCEDURES

Readmission Procedure - The General Year

Any student who withdraws from Hocking College or does not attend for one or more semesters will need to reapply to the College. If the student already has a completed file, this will not affect the file completion date.

Readmission Procedure - The Clinical Year

A student who has withdrawn or failed a second year physical therapist assistant course may seek re-enrollment to the PTA Program on a one-time basis. The student must alert the waitlist coordinator of plans to return to the program during the next academic year and follow the College’s re-enrollment process.

SUSPENSION, DISMISSAL, AND WITHDRAWAL FROM THE SCHOOL OF ALLIED HEALTH

Suspension or Dismissal

1. The Program Coordinator or the Dean of the School of Allied Health may recommend suspension or dismissal.
2. All recommendations for suspension or dismissal, along with copies of the necessary records, are reviewed by the Dean of the School of Allied Health and forwarded to the Vice President of Academic and Student Affairs/Provost for action. If appropriate, the Office of Student Rights and Responsibilities and Judicial Affairs will also be brought into the process.
3. A student may be recommended for suspension or dismissal for any of the following:
 - a. Does not comply with policies, rules, or regulations of the College, Department, or cooperating clinical agency during Directed Practice.
 - b. Acts in a manner that jeopardizes the safety or health of himself, herself, or others.
4. A probation period and/or suspension period need not necessarily precede any recommendation for dismissal.
5. Through contractual agreement with the College, cooperating clinical facilities reserve the right to require the withdrawal from the Directed Practice clinical site of any student whose actions or presence may have detrimental effects on either patients or personnel.

Withdrawal

Any student who withdraws from the school must do each of the following:

1. It is suggested that he or she meet with the Dean of the School of Allied Health.
2. Meet with the Student Affairs Coordinator (SAC) for the School of Allied Health.
3. Submit a school withdrawal form, available from the Dean of the School of Allied Health.

Note: students who do not complete the formal withdrawal process may receive a grade of “F” or “U” in each of their classes.

Note: To remain in the PTA Program the student must receive no less than a “C” in any course in no more than 2 attempts.

In order to progress during the second year of the PTA Program, a student must receive a grade of “C” in any general or technical course. In technical courses a “C” is a grade of 80%. Directed Practice courses are graded S/U.

PROGRAM DISMISSAL

The Program Coordinator or Dean of the School of Allied Health may recommend the dismissal of a student from the PTA Program. All recommendations for dismissal along with copies of the necessary records are reviewed by the Dean of the School of Allied Health and forwarded to the Vice President of Academic and Student Affairs/Provost for action. If appropriate, the Office of Student Rights and Responsibilities and Judicial Affairs will also be brought into the process.

A student may be recommended for dismissal from the PTA Program for any of the following reasons:

1. The student does not comply with policies, rules, or regulations of the College, Department, or cooperating clinical agency during Directed Practice.
2. The student acts in a manner that jeopardizes the safety or health of himself/herself or others.
3. Academic dishonesty.
4. Any reasons as stated above under Academic Suspension or Dismissal.
5. Infringements to the Student Code of Conduct contained in the *Student Guide* available at www.hocking.edu.
6. Conduct that is counter to the Code of Ethical Conduct and the standards of practice as described in section 4755-27-05 of the Laws and Rules Regulating the Practice of Physical Therapy of the Ohio Revised Code. (See Appendix C1)
7. Withdrawal from a clinical site during Directed Practice due to work or conduct that is deemed to have a detrimental effect on any of the affiliating agency's clients or personnel.

ACADEMIC EXPECTATIONS STUDENT EDUCATIONAL RESPONSIBILITIES

The student is responsible for:

1. Developing and implementing learning strategies
2. Meeting financial obligations
 - a. Academic (e.g. fees, books, and supplies)
 - b. Course related (e.g. travel to Directed Practice clinical experiences, lab jackets, physical exam, name tags)
 - c. Personal (e.g. health and emergency treatment)
3. Seeking assistance for:
 - a. Academic problems such as:
 1. Make-up work where this is an option
 2. Poor grades
 3. Problems with an instructor
 4. Reasonable accommodation due to a documented disability
 - b. Financial problems
 - c. Health problems
 - d. Personal problems (Guidance and counseling services are available)
4. Knowing his/her cumulative average for each technical course
5. Being aware of curricular requirements
6. Making a mid-semester appointment with his or her academic advisor
7. Obtaining CPR and First Aid certification **prior** to beginning the second year of the Program
8. Maintaining current CPR and First Aid certification throughout the second year of the Program and in order to participate in Directed Practice clinical experiences

Advising

1. Each student is assigned a faculty advisor who will meet with the student at mid-semester and as needed. Each student should make an appointment or use the advisor's scheduled office hours.
2. Students can find the name of their faculty advisor by accessing their personal profile page on WebAdvisor, or by checking with the School of Allied Health Administrative Assistant in DVD 309.

Grades

1. Mid-term and Final grades are submitted by the instructors.
2. Mid-term and Final grades may be obtained through WebAdvisor on the Hocking College website, www.hocking.edu. No permanent record of mid-term grades is kept.

Student Educational Responsibilities (continued)

The Chain of Command

In dealing with academic problems, students shall utilize the chain of command by contacting the following persons in the order listed:

1. Academic instructor
2. a. Program Coordinator for academic issues
b. Academic Coordinator of Clinical Education for clinical issues
3. Dean of the School of Allied Health
4. Vice President of Academic and Student Affairs/Provost
5. Ombudsperson or a member of the counseling staff

Students with Disabilities and/or a Documented Learning Disability

Students with disabilities are guaranteed equal access to college programs and services. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of a disability.

Any student who has a documented disability may request that reasonable accommodations be made which enable him or her to fulfill the PTA Program requirements. It is the student's responsibility to make this determination of need and advise the Program Coordinator or course instructor of the needed accommodation at the beginning of the semester. It is the student's responsibility to determine what type of accommodation will enable him or her to successfully meet the Program and course objectives. The faculty reserve the right to decide what is reasonable and whether or not the accommodation meets the Program and course objectives.

The college provides accommodations for students with documented disabilities. Requests for educational accommodations should be made through the Access Center. If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disabilities Services, in JL 249 regarding accommodations.

Evaluation of Faculty

Hocking College strives to provide outstanding instructors for student education. Therefore, students are responsible for providing requested feedback to the institution regarding the performance of instructors. Students should thoughtfully complete the instructor evaluation forms provided for each class. These forms are used by instructors to improve their performance. Each instructor is required to submit evaluations for one course per semester. If your course is not evaluated and you would like to provide your input, you may ask the Allied Health Administrative Assistant for an evaluation form.

Due Process

The student and instructor will follow the "Due Process" protocol in *The Hocking College Student Guide* published by the Office of Student Rights and Responsibilities and Judicial

Affairs which is also available on the Web http://www.hocking.edu/student_guide/index.htm.

Students Educational Responsibilities (continued)

Policy Regarding Honesty

Honesty and integrity are major elements in professional behavior and are expected of each Health Careers Student. This is part of the Success Skill “Maintains Code of Ethics.” All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of any course, just as you must be in all activities at work. Students experiencing academic difficulties should seek guidance/assistance from the instructor, academic advisor, or College Counseling services.

The definition of academic misconduct is provided in the *Hocking College Student Guide* and applies to all courses that you are taking at the College. It is a Code I Offense:

- A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one’s own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:
1. Permitting another student to plagiarize or cheat from your work,
 2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
 3. Improperly acquiring knowledge of the contents of an exam,
 4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
 5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
 6. Obtaining academic material through stealing or other unauthorized means,
 7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in a course will receive a zero on that test or assignment. A written report of the incident, signed by the instructor and the student, will be submitted to the Office of Student Rights and Responsibilities and Judicial Affairs. Should a second incident of cheating occur in any course, the student will again be referred to the Office of Student Rights and Responsibilities and Judicial Affairs, and if the incident is in the same course the student will be given a failing grade for the course. It will be recommended that the student be dismissed from the School of Allied Health and not be eligible for readmission for at least one year.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Student Rights and Responsibilities and Judicial Affairs or by referring to the *Student Code of Conduct* found on the Hocking College website (www.hocking.edu).

Students Educational Responsibilities (continued)

Services for Students

1. Guidance personnel and faculty members are available for matters concerning both academic and nonacademic problems. Available to the students are:
 - Student Affairs Coordinator
 - College Counselors
 - Financial Aid
 - Campus Ministry
 - Instructors/Faculty Advisors
 - Admissions Counselors
 - Housing Information Center
 - Campus Security
2. It is recommended that a student seek help at their earliest indication of a problem. Faculty, the Allied Health Student Affairs Coordinator and college counselors are always willing and eager to assist.
3. Each student should meet with their faculty advisor at least once each semester. Office hours are posted by faculty offices.

Children on Campus

1. Children are not to be in class.
2. If children are on the campus, an adult should be in attendance.
3. Students are asked to adhere to College procedures prohibiting sick children on campus.

HEALTH ISSUES

1. A student's health problems are his or her own responsibility (financially or otherwise). Neither the College nor the cooperating agencies (clinical sites) will assume financial responsibility for:
 - a. Emergency care
 - b. Treatment
 - c. Hospitalization
 - d. Lab work
 - e. Follow-up care after biohazard contamination
2. Accident and health insurance are available through the college. It is suggested that all students have this or comparable insurance. Please see the Reception Desk (JL Concourse) for information on costs, coverage, and how to enroll in the plan.
3. A physical examination, immunizations (infant and adult), lab tests and Professional level CPR and Basic First Aid certification are required **prior** to beginning the second year of the PTA Program. Physical examinations must be updated yearly while enrolled in the second year and CPR and First Aid certification must be kept current.

Students will not be permitted to begin Directed Practice I without submitting a completed physical form - **leave no items blank**.

- a. Physical examination forms are available from the Allied Health Administrative Assistant, DVD 309.
 - b. Physical examination forms are due the first day of Semester Three (first semester of clinical year).
 - c. Students are required to **make five copies** of their completed physical examination forms before submitting them. A copy must be provided to each clinical site and the student must always have a copy. The College will not provide you with copies once the form is turned in. Completed forms are to be turned into the Allied Health Administrative Assistant, DVD 309.
4. Lab Tests must include the 2 Step MANTOUX Tuberculin Skin Test.
 5. Immunizations must be kept current and include: Rubella, Rubeola, Mumps, and Diphtheria/Tetanus Vaccine. Hepatitis-B vaccine series is highly recommended and must be in progress **or** the student must sign a declination form. Students will not be permitted to enroll in Directed Practice courses without a current physical examination form and current immunizations.
 6. CPR and First Aid cards are due the first day of Autumn Semester. Students will not be permitted to begin Directed Practice I or enroll in future Directed Practice courses without current CPR and First Aid certification.

Health Issues (continued)

Illness/Injury/Surgery/Mental Distress:

1. During Directed Practice, illness must be reported at once to the Clinical Instructor.
2. Prior to returning to the clinic following an illness/injury, a student must be cleared through the Clinical Instructor, ACCE, Program Coordinator, or Dean of the School of Allied Health.
3. The faculty reserve the right to require a health care provider's written statement concerning the student's ability to return to class, lab and/or Directed Practice experiences.
4. The faculty reserve the right to request a mental and/or physical exam to determine the student's capability to remain in class, lab and/or Directed Practices. **Students must be able to participate in class, lab and/or Directed Practices without restrictions.**
5. The Clinical Instructor reserves the right to send a student home from clinical experience when the student is too ill to function safely, to include: fever, vomiting, diarrhea, pain, inability to stay awake, or other similar health related problems.
6. Faculty reserve the right to send a student home from class or lab activities when the student is too ill to function safely, to include: fever, vomiting, diarrhea, pain, inability to stay awake, or other similar health related problems.
7. Pregnancy is considered a state of wellness. Students who have difficulties with their pregnancy will be required to obtain written permission from their health care provider to participate in/return to classroom, lab and Directed Practice and to **function without restrictions.**
Students who are or become pregnant while enrolled in BIOS 2201 Advanced Anatomy must have the written permission of their physician to participate in the lab component of the course. See the Program Coordinator or the course instructor to obtain a letter to be given to the physician.
8. During lab classes, students will be practicing treatment techniques on classmates. Any student who believes she may be pregnant and any students who believe they may have a health condition for which certain treatments are contraindicated **must** inform the instructor immediately. If you are uncertain, ask. Any information shared with Program faculty will be kept confidential.
9. Health related conditions that result in temporary limitations in the student's ability to safely function in classes, labs and/or Directed Practice will require a note from the student's health care provider. The note must include the required restrictions and the date the restrictions end. Students will not be permitted to participate in lab and Directed Practices while the restrictions are in place. Contagious diseases will also preclude the student from attending classes.

Health Issues (continued)

Illness/Injury/Surgery/Mental Distress (continued)

In order to return to participation in class, lab and Directed Practices, students must have documentation from their primary care physician stating that the student may participate in class, lab and/or Directed Practices **without restrictions**. Situations requiring such documentation include (but are not limited to): physical injury, hospitalization, casts, splints, back injuries, injuries that interfere with lifting, contagious disease, or other similar health-related conditions. The Program Coordinator, ACCE, Clinical instructors, or the Dean may request such documentation.

ATTENDANCE AND PUNCTUALITY

Theory and Laboratory Classes:

1. Attendance:
 - a. Regular attendance is expected of all students.
 - b. Attendance will be taken in all theory and lab classes and comprises a percentage of the final grade in PTA classes.
 - c. The instructor will inform the students of the attendance policy at the beginning of the semester.
 - d. Employers are often interested in the attendance record of applicants. A 5% absence rate is considered excessive in business and industry. Applied to class attendance in a three credit hour course, **two absences are deemed excessive.**
 - e. Absences for all PTA classes are recorded by the course instructor and maintained in the instructor's grade book.
 - f. Classes are held through the last week of the semester.
2. Punctuality:
 - a. Prompt arrival is expected of all students.
 - b. Punctuality will be noted in all PTA classes and may be reflected in the final grade through a loss of Generic Abilities points.
 - c. Students may also expect the instructors to regularly convene and dismiss class on time.

Directed Practice:

1. Directed Practice absences:
 - a. Are the equivalent of missing work.
 - b. Are only excusable in the case of severe personal illness or a death in the student's immediate family.
 - c. Must be reported to the designated Clinical Instructor and to the Academic Coordinator of Clinical Education (ACCE) **prior** to the scheduled clinical experience. Information about how to do this will be provided at the beginning of each semester.
 - d. Which interfere with the student's ability to meet the established clinical objectives or which are excessive (**greater than one or two**) are cause for review and may result in a failing grade for the Directed Practice and possible dismissal from the PTA Program.
 - e. Must be made up or appealed. There are no appeals for unsatisfactory clinical days (see "Directed Practice" under "Grading System" below).
2. Clinical punctuality:
 - a. Tardiness should be reported to the designated Clinical Instructor **prior** to the scheduled Directed Practice. Information about how to do this will be provided at the beginning of each semester.

- b. Tardiness, if excessive, is cause for review and appropriate action by the PTA Program faculty. **Two incidence of lateness** is considered excessive (see “Directed Practice” under “Grading System” below).

Attendance and Punctuality (continued)

- 3. Each student is required to keep a time sheet and record of his or her Directed Practice attendance and punctuality.
- 4. Students are required to follow the policies, procedures, and practices of any clinical site in which he or she functions.
- 5. A student will not be able to attend Directed Practices if any of the following are true. The student:
 - a. Has not completed all required forms (e.g. physical exam).
 - b. Is not properly registered for classes. Registration for classes assures liability insurance coverage.
 - c. Is in ill health, whether mental or physical.
 - d. **Is unable to participate without restrictions.**
 - e. Is under suspension.
 - f. Is under dismissal.
 - g. Is experiencing difficulty during a pregnancy and does not have **written** permission from her doctor to participate in all Program activities **without restrictions.**
 - h. Does not have current CPR or First Aid certification.
 - i. Has not successfully completed all required laboratory competencies.
 - j. Has not completed a background check.
 - k. Has not completed 12 panel drug screening.

GRADING SYSTEM

The First Year

In general education courses, the grading system is determined by the individual instructor. To be eligible for the clinical year, the student must pass each general course with a grade of “C” or better. *No first year course may be taken more than TWICE in an effort to achieve a grade of ‘C’ or better.* In the event a student does not achieve a grade of C or better in two attempts, the student will be required to change his or her technology and cannot remain in the PTA Program.

Fresh Start

Students who are unsuccessful in their general education courses are eligible to return to the PTA Program under Fresh Start. Fresh Start requires that the student not be enrolled in any courses at Hocking College for a period of three years. Applications to reapply under Fresh Start are available at the Information desk in the John Light concourse.

The Clinical Year

During the second year of the Program, students will be graded on academic ability, practical application, and on points received for Generic Abilities. Students who are unsuccessful in a second-year PTA course and who choose to apply for readmission may only do so once.

Theory

All PTA theory and lab courses (including BIOS 2201 and BIOS 2202) will be evaluated using the following grading scale:

100 - 92	=	A
91 - 85	=	B
84 - 80	=	C = 2.0
less than 79.5	=	F

Grading System (continued)

Laboratory Experiences

Laboratory classes are designed to simulate the world of work. In lab, students will practice all data collection and intervention skills on each other. Students must demonstrate **competency** before being allowed to participate in Directed Practices. Competency will be evaluated using the Laboratory Competency Skills Check List. Each Skill is comprised of Performance Criteria:

1. For each Skill, each of the Performance Criteria will be graded as “S” for Satisfactory or “U” for Unsatisfactory:
 - a. “S” = Student performed the criterion safely and effectively
 - b. “U” = Student did not perform the criterion or did not do so safely and effectively
2. Each Skill is worth a total of 100 points:
 - a. A total of 85 points is required to pass a Skill
 - b. Each Key Indicator is worth 16 points
 - c. Each of the Performance Criteria is worth 6 points, except where otherwise noted; partial points may be awarded at the discretion of the instructor.
3. Unsuccessful check-offs are repeated until the student achieves competency. Each time a check-off is repeated, the maximum total score possible decreases by 15 points:
 - a. On the first repeat, the maximum possible score is 85 points and the minimum passing score is 70 points; on the second try, the maximum possible score is 70 points and the minimum passing score is 55 points, etc.
 - b. Each Key Indicator is worth 16 points
 - c. Each of the Performance Criteria is worth 6 points, except where otherwise noted; partial points may be awarded at the discretion of the instructor.
4. A passing grade for each Skill is required in order to:
 - a. Pass the lab component of the course
 - b. Begin Directed Practices
 - c. Remain in Directed Practices
5. Students will also be rated as “Competent” or “Proficient” in each lab Skill which will indicate the student’s level of skill to the clinical instructors:
 - a. “Competent” = Student performed Skill safely and effectively
 - b. “Proficient” = Student performed the Skill with a high degree of competency
7. Documented practice time will be required for each Skill.
8. A Peer Evaluation will be required for each Skill.

Grading System (continued)

Lab Practical Exams

If a PTA course includes a Lab Practical Exam it will be graded comparably to the Laboratory Competencies as described above.

Generic Abilities

During the clinical year, in addition to theory and lab grades, all PTA course grades will include a grade for Generic Abilities. All students will be required to complete and maintain a Generic Abilities Record (GAR) of professional behavior. Points are awarded or withheld by the instructor during theory and lab based on student behavior and academic performance. Behavior outside of class and during Directed Practices is also reflected in awarded or withheld Generic Ability points. Course assignments may be included in the grade for Generic Abilities. The total points earned will be used in the calculation of the student's final grade.

Directed Practices

Directed Practice I, II, and III:

1. Student performance in the clinic will be graded on a "Satisfactory" or "Unsatisfactory" basis.
2. Student performance will be evaluated while treating patients in the clinical setting.
3. The Clinical Instructor will evaluate student competency in each required skill using the current clinical evaluation instrument.
4. **To pass a Directed Practice, students need to receive a passing score for all the skills required in that Directed Practice.**
5. Final grades for each Directed Practice course will be determined by the academic instructor not the Clinical Instructor.
6. The seminar component of Directed Practice I, II, and III will receive a grade based on the scale noted above.
7. Students must pass both the clinical component and the seminar component to receive a passing grade for any Directed Practice course.

Grading Policy for Directed Practice Attendance

1. Arriving late or leaving early are both attendance issues.
2. No Call/No Show: Will result in a grade of unsatisfactory for the day. This absence must be made up and cannot be appealed.
3. Called in after the start of the clinical day but did not attend clinical: Will result in a grade of unsatisfactory for the day. This absence must be made up and cannot be appealed.
4. Called in after the start of clinical and is tardy: Student will receive a grade of unsatisfactory for the day.

Grading System (continued)

5. Arriving Late or Leaving Early with appropriate notification:
 - a. If the student misses less than one (1) hour, the decision to make up the time will be between the student and the clinical instructor.
 - b. If the student misses one (1) to three (3) hours of the clinical day, the student must make up half a clinical day.
 - c. If the hours missed total more than three (3), the student must make up an entire clinical day.

Unsatisfactory days will accumulate throughout the semester. The first one will result in a verbal warning. The second unsatisfactory day will result in a written warning and the third unsatisfactory day will result in failure of the Directed Practice.

Withdrawal of a Student from Directed Practice

The affiliating agency contract gives the clinical site the right to require the College to withdraw any student from that site whose work or conduct is deemed to have a detrimental effect on any of the affiliating agency's clients or personnel.

A Failing Grade in Directed Practice

Students may be permitted to repeat a failed Directed Practice. No Directed Practice may be repeated more than once. Following two failed Directed Practices, students must follow the readmission and retention testing policies of the Program. Students who do repeat a Directed Practice will be out of sequence and graduation will be delayed.

ATTIRE

Laboratory Experiences During Clinical Year Classes:

Appropriate attire is required in all labs:

1. Shorts and tank or halter tops for women
2. Shorts and tank tops for men

You may bring sweat shirts and pants to cover up with but you must be able to expose the area being studied on a given day.

GA points will be deducted for students who come to lab without appropriate clothing.

Directed Practice:

Each clinical site will have its own dress code with which students are to comply. It is common to require a white shirt and dark or khaki slacks for both men and women. Most clinics accept the wearing of athletic shoes. Men may be required to wear a tie. A white lab jacket may be required. Wear your nametag.

1. Clothing must be:
 - a. Laundered and wrinkle-free
 - b. In good repair
 - c. Do not wear jeans
2. Shoes must:
 - a. Comply with the clinic's regulations
 - b. Be safe and sturdy
 - c. Be clean and in good repair
 - d. Do not wear sandals or boots –toes and heels must be covered
 - e. No bare feet - socks or hose are required

GROOMING

Theory and Lab:

Maintenance of good personal hygiene is required:

1. Bathing, mouth care, and prevention of body odor
2. Hair must be clean and neat:
 - a. Long hair must be pulled back off the face
 - b. Styles should not be extreme
 - c. Facial hair must be trimmed and neat
3. Finger nails must be clean and trimmed (not visible when looking at palms); only clear, unchipped nail polish will be permitted
4. Toe nails are to be kept trimmed and clean
5. Cosmetics (make-up, hair coloring) must be worn with discretion
6. Personal scents (perfume, cologne, after-shave, essential oils, etc.) are not permitted
7. Jewelry

- a. Wedding or engagement rings (large stones not permitted)
- b. Small pierced earrings in the ears only
- c. A watch with a second hand
- d. Religious insignia, if worn out of sight

Grooming (continued)

- e. Medical alert bracelets or necklaces
 - f. No other bracelets or necklaces will be permitted
8. No chewing gum

Clinical Experiences:

Maintenance of good personal hygiene is required:

- 1. Bathing, mouth care, and prevention of body odor
- 2. Hair must be clean and neat:
 - a. Long hair must be pulled back off the face
 - b. Styles should not be extreme
 - c. Facial hair must be trimmed and neat; no new growth will be permitted during clinical experiences
- 3. Finger nails must be clean and trimmed (not visible when looking at palms); no nail polish will be permitted during Directed Practice experiences
- 4. Cosmetics (make-up, hair coloring) must be worn with discretion
- 5. Personal scents (perfume, cologne, after-shave, essential oils, etc.) are not permitted
- 6. Jewelry
 - a. Wedding or engagement rings (large stones not permitted)
 - b. Small pierced earrings in the ears only
 - c. A watch with a second hand
 - d. Religious insignia, if worn out of sight
 - e. Medical alert bracelets or necklaces
 - f. No other bracelets or necklaces
- 7. No chewing gum
- 8. Clinical sites may require that tattoos be covered by clothing at all times

DIRECTED PRACTICE

The Clinical Instructor

During Directed Practice, students practice their skills in a variety of clinical settings under the supervision of a licensed physical therapist or physical therapist assistant. These practitioners are not employees of Hocking College. They are employees of the clinical site who have agreed to participate in the education of students. The qualifications of Clinical Instructors are evaluated by the academic faculty prior to placing students in a facility.

Directed Practice Sites

Directed Practice sites may include:

1. Hospitals
2. Long term care facilities
3. Out-patient clinics
4. Rehabilitation facilities
5. Home health settings
6. School systems

Directed Practices will be arranged to provide each student with as much variety as possible. Semester four includes a part-time Directed Practice. During Semester, five students will be in the clinic full-time, 40 hours per week for Directed Practice II and III experiences. Students must be prepared to travel for up to two hours (one way) from the College during part-time and full-time Directed Practice experiences. Full-time Directed Practices will be available throughout the state of Ohio and can be arranged in other states as well. To be eligible for an out-of-state Directed Practice, students must have overall GPA of 3.6. Students are encouraged to consider a distant site for a full-time Directed Practice. Transportation to the clinical site is the student's responsibility.

Fingerprinting, Criminal Records Checks and Drug Screening:

Prior to attending Directed Practice, students will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCII and FBI). Additional information will be provided by the Program faculty. Fingerprinting and criminal records checks must be completed by the end of Semester three. Results of the background check are given to all clinical sites. There will be a limit of three (3) attempts to place a student with a background issue. It may be necessary for the student to disclose the reason for their background issue. Students will also be required to undergo a urinalysis 12 panel drug screening toward the end of each semester prior to beginning the next semester. Currently in order to secure placement, drug testing and background checks are calculated into course lab fees however as costs rise students may become responsible for the difference in costs. No student will be allowed to begin or continue participating in Directed Practice experiences without successful completion of this process.

Fingerprinting and background checks are also required when applying to take the National Physical Therapy Exam upon graduation.

Directed Practice (continued)

Be Prepared

Contact your Clinical Instructor prior to your first day to confirm what time you should arrive, obtain directions, and inquire as to the clinic's dress code.

Each student should carry to clinical every day:

1. A goniometer
2. A tape measure
3. Two pens with black ink (only black ink is to be used when documenting in any official medical record)
4. A watch with a second hand
5. A name tag
6. The clinical evaluation instrument (CPI)
7. Laboratory Master Skills Check List Packet
8. Bureau of Criminal Identification and Investigation (BCII) and FBI check
9. CPR/First Aid Card
10. Clinical packet information for student and the CI

CONFIDENTIALITY

Health Insurance Portability and Accountability Act of 1996

The following statement is contained in the Agreement made between the Hocking College Board of Trustees (the College) and clinical sites (the Cooperating Agency):

“In compliance with the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), the College agrees to maintain strict confidentiality with respect to protected health information regarding patients receiving services within the Cooperating Agency. The College shall insure that each of the students engaged in clinical education experiences shall likewise maintain the confidentiality of this patient information. Any information that could in any way identify the patient shall be used only for the purposes of treatment, payment, health care operations, and the education of students enrolled in clinical within the Cooperating Agency, and only viewed by authorized users. This obligation of confidentiality shall exist not only during the term of this Agreement, but for all periods subsequent to the termination of the Agreement, unless otherwise required by law.”

Confidentiality

During participation in Directed Practices, any information regarding patients is strictly confidential and is not to be shared with others outside that particular clinical setting.

- This includes patient names, diagnoses, and any other sensitive or identifying information a student may learn about someone as part of the Directed Practice experience. Students are not to remove from the clinical setting any paperwork containing identifiable patient information.

- Students are expected to be discrete when discussing patient information even with Clinical Instructors or other students - **do not** discuss patients in front of other patients, in the hall, in elevators, in the cafeteria, in a restaurant, or in any other public area where others may overhear the conversation.

COLLEGE AND AFFILIATING AGENCY RULES AND REGULATIONS

Behavior in the Clinical Setting

A Directed Practice experience is no different than going to work. Students are expected to be punctual and prepared at all times. Professional conduct is expected of each PTA student. Guidelines regarding behavior including offenses and sanctions can be found under the “Student Code of Conduct” in *The Student Guide* (www.hocking.edu).

Students of the Hocking College Physical Therapist Assistant Program are also expected to abide the Ohio Revised Code, “Code of Ethical Conduct for Physical Therapists and Physical Therapist Assistants and by the APTA Standards of Ethical Conduct for the Physical Therapist Assistant (see Appendix C1).

Each student is responsible for reading, understanding and abiding by the information contained in these documents.

If an infraction has occurred, the student will be counseled in a private conference with the Academic Coordinator of Clinical Education and the Program Coordinator. The conference will be documented and the student asked to sign a statement indicating that both the infraction and the action being taken have been discussed with the student.

The faculty retains the right to immediately remove from the clinical site any student deemed unsafe or unsuitable for the assigned Directed Practice. A conference with the student, the Clinical Instructor, and the Academic Coordinator of Clinical Education regarding the situation shall be held and further action determined.

If the student does not agree with the decision or action, he or she may request that the matter be reviewed by the Program Coordinator or Dean of the School of Allied Health. Further appeal will utilize the chain of command.

ATTENDANCE APPEAL FOR DIRECTED PRACTICE ABSENCES

The Appeals Committee consists of:

1. The Program Coordinator and/or the Academic Coordinator of Clinical Education and/or the Dean of the School of Allied Health.
2. The course instructor, if different from the above.
3. A student may request to have the student representative present for the appeal.

The written appeal must include:

1. A request for waiver of the regulations on Directed Practice attendance.
2. The number and dates of days missed.
3. The reason for the absences and any explanatory statement the student wishes to make.
4. A signed statement obtained from the Clinical Instructor which documents that:
 - a. The Clinical Instructor has seen the student for a sufficient number of days to determine a satisfactory Directed Practice grade.
 - b. The student has completed all required objectives for the semester.
 - c. The student would receive a satisfactory grade if the attendance regulation were waived.
5. Forms are available from the Academic Coordinator of Clinical Education. Sample forms are included in this Handbook in Appendices A1 and A2.
6. Students may not appeal for the waiver of any more than one week of Directed Practice during part-time or full-time experiences.
7. Attendance waivers will only be considered for extenuating circumstances.
8. Appeals requests may be granted conditional to students having no further absences.
9. An attendance appeal will be granted only once during the second year of the PTA Program except in the presence of extenuating circumstances (hospitalization, death of an immediate family member, etc.)

All written appeals must be turned in to the Academic Coordinator of Clinical Education or brought to the Appeals Committee meeting by beginning of the last week of the Directed Practice experience. The student may be present during the discussion of his or her appeal. The student must be available within the College during the Committee meeting to answer questions regarding the appeal.

EXPENSES

Tuition

All tuition and course fees are provided online at www.hocking.edu under the Physical Therapist Assistant Program Curriculum. All costs are approximate and subject to change.

Books

All books will be available at the College Bookstore. Anticipate spending approximately \$150 to \$250 per semester the first year and \$100 to \$400 per semester during the second year. Texts purchased during the second year will serve as resources throughout the student's professional career.

Supplies

Goggles are required for advanced anatomy lab. They can be purchased at the College Bookstore. Students will not be permitted to wear contact lenses in anatomy lab, so plan ahead if you will need glasses.

All second year students will need to purchase a goniometry, a tape measure, and a name tag for Directed Practice. Goniometry and tape measures are available at the College Bookstore and information will be provided about ordering name tags. Students are also required to have a watch with a second hand in order to easily assess vital signs.

Transportation

Each student is responsible for transportation to and from the clinical site during all Directed Practice experiences.

Liability Insurance

All students accepted to the second year of the PTA Program must carry liability insurance. Students will automatically be covered under a Hocking College policy. Part of the course fees for the Directed Practice courses covers the cost of this insurance. Therefore, you must register and pay tuition for all classes. This insurance is **ONLY IN EFFECT** during participation in classroom, lab, and clinical activities as part of the planned curriculum and **DOES NOT COVER** any activities performed outside of the PTA Program.

Background Checks and Drug Screenings

The costs for background checks and drug screenings are currently calculated into course lab fees however as costs rise students may become responsible for the difference in costs. The exception is the background check required when applying for licensure.

Senior Pictures

Second year students may choose to be part of a senior picture that includes a composite and a passport photo for use on the licensure application.

Miscellaneous

Students are responsible for the initial and on-going cost of the physical exam, lab tests, and immunizations required for enrollment in the second year of the PTA Program.

POST-GRADUATION FOLLOW-UP

Graduate Survey

In order to assist the PTA Program faculty in the yearly review and revision of the curriculum, students and employers will be surveyed one year after graduation in order to determine:

1. How well the curriculum prepared the student as an entry-level physical therapist assistant.
2. What improvements could be implemented to better prepare graduates as entry-level physical therapist assistants?

This information is essential to complete reports to the Department of Accreditation (CAPTE) and federal and state governmental agencies. Future funding of health programs may depend on the availability of these data.

THE AMERICAN PHYSICAL THERAPY ASSOCIATION

The American Physical Therapy Association (APTA) is a national professional organization representing 72,000 physical therapists, physical therapist assistants, and students. The goal of the APTA is to foster advancement in the physical therapy profession, education, and research.

Students of the Hocking College Physical Therapist Assistant Program are eligible to join the APTA. Dues are discounted to students. Students are encouraged to join the APTA but it is not mandatory.

LICENSURE

In order to practice as a Physical Therapist Assistant in the all states, you must pass the National Physical Therapy Examination administered by the Federation of State Boards of Physical Therapy and the Ohio Jurisprudence Exam administered by the Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board. During PTA 2207 - Clinical Issues and Role Transition, students are assisted in preparing for the licensure examination including practice in taking similar tests.

ACCREDITATION

All physical therapy programs must be accredited by the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association. The Hocking College Physical Therapist Assistant Program is accredited through December 31, 2013 by the Commission on Accreditation in Physical Therapy Education/APTA, 1111 North Fairfax Street, Alexandria, VA 22314-1488, 800/999-2782.

STATEMENT OF NON-DISCRIMINATION

Non-Discrimination Policy

Hocking College is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, sexual orientation, national origin or disability. Title IX of the Educational Amendments of 1972, prohibits discrimination on the basis of sex in any educational program or activity receiving federal assistance by the way of grant, contract, or loan. Title IV of the Civil Rights Act of 1964 is similar in its prohibition of employment discrimination on the basis of race, sex, religion, color or national origin.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against qualified individual with disabilities.

Equal educational opportunity includes: admissions, recruitment, extra-curricular programs and assistance, employment, health and insurance services and athletics. Inquiries regarding compliance with any of these federal regulations may be directed to Hocking College Equity Compliance Officers, or the Department of Education, the Office of Federal Contract Compliance or the Equal Employment Opportunity Commission.

Information contained in this Handbook is subject to change and revision. Please check with the PTA Program faculty for changes to policies and procedures.

Hocking College Physical Therapist Assistant Program Student Handbook May, 2013.

APPENDICES

Appendix A1 - Waiver of Directed Practice Attendance Requirements, Student Form

Appendix A2 - Waiver of Directed Practice Attendance Requirements, Instructor Form

Appendix B1 – Infection Control Procedure - HIV and Other Bloodborne Pathogens

Appendix B2 - Agreement Between the Student and the PTA Program

Appendix C1 – Ohio Code of Ethical Conduct for the Physical Therapist and Physical Therapist Assistant

Appendix C2 – APTA Standards of Conduct for the Physical Therapist Assistant

Appendix D1 – Volunteer/Work Experience and Recommendation Form

Appendix D2 – Volunteer Hours Time Sheet

APPENDIX A1

**PETITION OF WAIVER OF
DIRECTED PRACTICE ATTENDANCE REQUIREMENTS**

Student Form

This is a request for a waiver of the Directed Practice attendance requirements for student:

Name: _____

List Below Dates Absent this Semester

List Below Reasons for Each Absence

Total days absent this semester _____ Number of days being appealed _____

Have you appealed attendance requirements before? Yes ___ No ___

COMMENTS _____

Now enrolled in Semester _____ Student Signature _____

Accepted _____ Rejected _____

Comments _____

Signature Program Coordinator/Dean of the School of Allied Health _____ Date _____

Student is aware that they may not use another appeal in Semester _____ Yes _____

APPENDIX A2

**PETITION OF WAIVER OF
DIRECTED PRACTICE ATTENDANCE REQUIREMENTS**

Clinical Instructor Form

Student's Name _____

Now enrolled in Directed Practice _____

Number of days missed in the current semester _____

I have observed this student for a sufficient number of clinical days to make an evaluation:

Yes _____ No _____

Has this student demonstrated competency in the clinical objectives for this semester?

Yes _____ No _____

Comments _____

Clinical Instructor Signature

Date

APPENDIX B1

HIV AND OTHER BLOODBORNE PATHOGENS POLICY FOR STUDENTS

A. Introduction

Human Immunodeficiency Virus (HIV) is the causative organism for a complex group of illness classifications first identified in the early 1980's. HIV infection is a slowly progressing disease process characterized by the destruction of the immune system and leading to the end stage of HIV infection, Acquired Immune Deficiency Syndrome (AIDS). Research suggests that the usual period for developing AIDS after HIV infection is approximately ten years. All persons with AIDS have developed defects in their immune systems, leaving them vulnerable, at an earlier age, to serious opportunistic infections and cancer that ordinarily pose no threat to anyone with an intact immune system.

Hepatitis B Virus (HBV) causes infection in the liver leading to liver dysfunction which can have serious consequences. Modes of transmission are similar to HIV therefore HBV is considered a bloodborne pathogen.

B. Professional Obligation

Physical therapists and physical therapist assistants are expected to provide compassionate care and equal treatment to all patients. Physical therapists and physical therapist assistants must be able to provide accurate current information on transmission of HIV and bloodborne pathogens, protective measures that every individual must take to prevent the transmission of the viruses, and the techniques and treatments currently available to those already infected. Physical therapy professionals have a fundamental responsibility to provide care to all patients assigned to them and refusal to care for HIV or other patients with bloodborne pathogen infection is contrary to the ethics of the physical therapy profession.

C. Health Risks

Current knowledge indicates that students with any form of HIV infection or HBV do not pose a health risk to other students or to college employees in the academic setting. The use of CDC sanctioned and OSHA approved Universal Precautions will further eliminate risks. Universal Precautions are expected behaviors in the classroom, skills lab, and in the clinical setting.

D. Responsibilities of the Student

The Hocking College Physical Therapist Assistant Program will not initiate mandatory HIV or HBV screening. If the student believes he or she is at risk for acquiring or has already been infected with either HIV or HBV, that individual should seek testing and counseling. The Ohio AIDS Hotline or the Ohio Department of Health are other options

for further information regarding anonymous, free, and confidential testing that includes pre- and post-test counseling in our area.

HIV and Other Bloodborne Pathogens (continued)

Any student in the Physical Therapist Assistant Program who is infected with HIV or HBV and is providing patient care should inform the Dean of the School of Allied Health and be under the care of a qualified physician. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and the established policy of the affiliated hospitals and agencies incorporating OSHA regulations.

Students have the responsibility of learning and following Standard Precautions when working with all patients and exercising responsible behavior to avoid exposure. Standard Precautions training and education are included in the PTA curriculum as part of PTA 2200 - Fundamentals of Physical Therapy, which students take during the third Semester of the clinical year of the Program.

E. Confidentiality

The Physical Therapist Assistant Program recognizes its obligation under federal and state laws to ensure the right of confidentiality between the individual and the attending physician and further recognizes that the individual should be allowed to continue his or her educational career so long as patients are not placed at risk. Decisions regarding modification of clinical training undertaken by such individuals will be made on a case-by-case basis by the Dean of the School of Allied Health and the course faculty. Such decisions will be treated with the utmost confidentiality and take into account the nature of the clinical activity, the technical skill level of the individual, the risk posed by HIV/HBV carriage, the attendant functional disabilities or limitations, and the potential for transmission of simultaneously carried infectious agents.

F. Clinical Exposure to the HIV and Other Bloodborne Pathogens

In the unlikely event that a student sustains exposure to bloodborne pathogens in the clinical area, either through a needle stick or other means, that student must report such exposure immediately to the supervising Clinical Instructor. An Incident Report must be completed to document exposure and the student will follow the hospital or agency policy and established procedures regarding exposure follow-up. The student will consult their attending physician to initiate appropriate treatment and recommended counseling.

HIV and Other Bloodborne Pathogens (continued)

G. Responsibility of the Faculty

The faculty will:

1. Insure that students are provided with factual information about HIV/HBV and associated opportunistic infections, transmission of HIV/HBV, care of infected individuals, and the relevance of bloodborne infection to the student's personal health, to physical therapy practice, and to the health of the public in general.
2. Instruct students on the importance and use of Universal Precautions in the care of all patients and assess the student's readiness for clinical experiences involving patients with communicable diseases.
3. Provide education and counseling in those instances where students are apprehensive about participating in the care of patients with bloodborne infections.
4. Assure the provision of close supervision and monitoring of the student's initial experience in providing care to persons with bloodborne infections and simultaneously infectious conditions.
5. Provide alternate learning experiences with comparable learning objectives for students who are not yet skilled enough to care for patients with a bloodborne or other infectious condition.
6. Assure that the clinical agency monitors the clinical environment to assure that the equipment, supplies, and conditions are appropriate for minimizing the risk of exposure and that disinfecting and disposal procedures are carefully monitored.
7. Follow legal and ethical obligations by providing equal treatment to persons who have contacted a bloodborne infection or related conditions. Faculty will not discriminate against any individual based on the perception that he or she is infected, the perception that an individual is in a category of persons at risk of infection, or because of an individual's familial responsibility for or relationship with a person in one of the above categories.
8. Provide a safe learning environment for the students. In the clinical setting, Clinical Instructor's will identify infectious hazards that might pose an additional risk to the personal health and well being of the student.

FOR ADDITIONAL INFORMATION AND HELP ON HIV:

Local

Athens County AIDS Task Force	740/592-4397
Athens County Health Department	740/592-4431

State

Ohio AIDS Hotline	1-800-332-AIDS (2437)
Ohio Department of Health	614/446-0265

APPENDIX B2

AGREEMENT BETWEEN THE STUDENT AND THE HOCKING COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM

My signature below indicates that I have read the 2013-2014 Physical Therapist Assistant Program Student Handbook and I agree to abide by all the guidelines, procedures, and policies therein, including but not limited to:

- protecting the confidentiality of patients
- observing and adhering to Standard Precautions and all safety and health regulations
- abiding by the Hocking College Student Code of Conduct (www.hocking.edu); the Code of Ethical Conduct for Physical Therapists and Physical Therapists Assistants in the Ohio Revised Code (www.otptat.ohio.gov); and the APTA Guide for Conduct of the Physical Therapist Assistant (www.apta.org) and the Standards of Ethical Conduct for the Physical Therapist Assistant (www.apta.org)

Student Signature

Date

Program Coordinator Signature

Date

APPENDIX C1

From: The Laws and Rules Regulating the Practice of Physical Therapy as of May 1, 2010 Chapter 4577 of the Ohio Revised Code

4755-27-05 Code of ethical conduct for physical therapists and physical therapist assistants.

An individual licensed by the physical therapy section has a responsibility to report any organization or entity that provides or holds itself out to deliver physical therapy services that places the licensee in a position of compromise with this code of ethical conduct.

(A) Ethical integrity.

Licensees shall use the provisions contained in paragraphs (A) (1) to (A) (10) of this rule as guidelines for promoting ethical integrity and professionalism. Failure to comply with paragraphs (A)(1) to (A)(10) of this rule may be grounds for disciplinary action pursuant to section 4755.47 of the Revised Code and in accordance with Chapter 119. of the Revised Code.

(1) A licensee shall respect the rights and dignity of all patients and provide compassionate care as described in paragraphs (A) (1) (a) and (A) (1) (b) of this rule.

(a) A licensee shall recognize individual differences with patients and shall respect and be responsive to those differences.

(b) A licensee shall be guided by concern for the physical, psychosocial, and socioeconomic welfare of patients.

(2) A licensee shall exercise sound judgment and act in a trustworthy manner in all aspects of physical therapy practice. Regardless of practice setting, the physical therapist shall maintain the ability to make independent judgments. A licensee shall strive to effect changes that benefit the patient.

(3) A licensee shall only seek compensation that is reasonable for the physical therapy services delivered. A licensee shall never place the licensee's own financial interests above the welfare of the licensee's patients. A licensee, regardless of the practice setting, shall safeguard the public from unethical and unlawful business practices.

(4) A licensee shall not intentionally or knowingly offer to pay or agree to accept any compensation, directly or indirectly, overtly or covertly, in cash or in kind, to or from any person or entity for receiving or soliciting patients or patronage, regardless of the source of the compensation.

(5) A licensee shall not influence a patient or the patient's family to utilize, purchase, or rent any equipment based on the direct or indirect financial interests of the licensee. Recommendations of equipment must be based solely on the therapeutic value of that equipment to the patient. A licensee who owns or has a direct financial interest in an equipment or supply company must disclose the financial interest to the patient if the licensee sells or rents, or intends to sell or rent, to the patient.

(6) A licensee shall ensure the patient's rights to participate fully in their care, including the patient's right to select the physical therapy provider, regardless of the practice setting.

(7) A licensee shall respect the rights, knowledge, and skills of colleagues and other health care professionals.

(8) A licensee shall safeguard the public from underutilization or overutilization of physical therapy services.

(9) A licensee shall provide accurate and relevant information to patients about the patients' care and to the public about physical therapy services.

(10) A licensee shall report to the physical therapy section any unprofessional, incompetent, or illegal behavior of a physical therapist or physical therapist assistant of which the licensee has knowledge.

(B) Ethical conduct.

Ethical conduct includes conforming to the minimal standards of acceptable and prevailing physical therapy practice. Conduct may be considered unethical regardless of whether or not actual injury to a patient occurred. Failure to comply with paragraphs (B)(1) to (B)(15) of this rule may be grounds for disciplinary action pursuant to section 4755.47 of the Revised Code and in accordance with Chapter 119. of the Revised Code.

(1) A licensee shall adhere to the standards of ethical practice by practicing in a manner that is moral and honorable. A licensee may be disciplined for violating any provision contained in division (A) of section 4755.47 of the Revised Code.

(2) A licensee shall not cheat or assist others in conspiring to cheat on the national physical therapy examination or the state jurisprudence examination.

(3) An individual shall not practice physical therapy without a valid license, or without holding student status, including:

(a) Practicing physical therapy while an individual's license is suspended or revoked.

(b) Practicing physical therapy with an expired license or when no longer enrolled as a student in an accredited physical therapy educational program.

(4) A licensee shall obtain informed consent from the patient.

APPENDIX C1 (continued)

(a) A licensee, unless otherwise allowed by law, shall not provide patient care without disclosing to the patient or the patient's representative, the benefits, substantial risks, if any, or alternatives to the recommended examination or intervention.

(b) Information relating to the therapist-patient relationship is confidential and may not be communicated to a third party not involved in that patient's care without the prior written consent of the patient or the patient's representative, or unless otherwise allowed by law. Information must be disclosed when required by law for the protection of the patient or the public.

(5) A licensee shall adhere to the minimal standards of acceptable prevailing practice. Failure to adhere to minimal standards of practice, whether or not actual injury to a patient occurred, includes, but is not limited to:

(a) Failing to assess and evaluate a patient's status;

(b) Performing or attempting to perform techniques, procedures, or both in which the licensee is untrained by education or experience;

(c) Delegating physical therapy functions or responsibilities to an individual lacking the ability or knowledge to perform the function or responsibility in question;

(d) Causing, or permitting another person to cause, physical or emotional injury to the patient, or depriving the patient of the individual's dignity;

(e) Providing treatment interventions that are not warranted by the patient's condition or continuing treatment beyond the point of reasonable benefit to the patient;

(f) Practicing in a pattern of negligent conduct, which means a continued course of negligent conduct or of negligent conduct in performing the duties of the profession.

(g) Providing substandard care as a physical therapist assistant by exceeding the authority to perform components of physical therapy interventions selected by the supervising physical therapist or through a deliberate or negligent act or failure to act, whether or not actual injury to any person occurred.

(h) Abandoning the patient by inappropriately terminating the patient-practitioner relationship by the licensee.

(i) Documenting or billing for services not actually provided.

(6) A licensee shall not engage in conduct that constitutes harassment or verbal or physical abuse of, or unlawful discrimination against, patients, students, and/or colleagues.

(7) A licensee shall not engage in any sexual relationship or conduct, including dating, with any patient, or engage in any conduct that may reasonably be interpreted by the patient to be sexual, whether consensual or nonconsensual, while a therapist-patient relationship exists.

(a) A licensee shall not intentionally expose or view a completely or partially disrobed patient in the course of treatment if the exposure or viewing is not related to the patient diagnosis or treatment under current practice standards.

(b) A licensee shall not engage in a conversation with a patient that is sexually explicit and unrelated to the physical therapy plan of care.

(8) A licensee shall not engage in sexual harassment of patients, students, and/or colleagues. Sexual harassment includes, but is not limited to, making unwelcome sexual advances, requesting sexual favors, and engaging in other verbal or physical conduct of a sexual nature that results in:

(a) Withholding physical therapy services to a patient;

(b) Creating an intimidating, hostile, or offensive environment; or

(c) Interfering with the patient's ability to recover.

(9) A licensee shall not falsify, alter, or destroy patient/client records, medical records, or billing records without authorization. The licensee shall maintain accurate patient and/or billing records.

(10) A licensee shall not practice physical therapy while the ability to practice is impaired by alcohol, controlled substances, narcotic drugs, physical disability, mental disability, or emotional disability. If a licensee's or applicant's ability to practice is in question, the licensee shall submit to a physical or mental examination or drug/alcohol screen as requested by the physical therapy section to determine the applicant's or licensee's qualifications to practice physical therapy.

(11) A licensee shall not obtain, attempt to obtain, or deliver medications through means of misrepresentation, fraud, forgery, deception, and/or subterfuge.

(12) A licensee shall transfer the continuum of care of the patient, as appropriate, to another health care provider in the event of elective termination of physical therapy services by the licensee.

(13) A licensee shall not aid, abet, authorize, condone, or allow the practice of physical therapy by any person not legally authorized to provide services.

APPENDIX C1 (continued)

(14) A licensee shall not permit another person to use an individual's wall certificate, pocket identification card, license number, or national provider identifier, as defined in section 4755.56 of the Revised Code, for any illegal purpose.

(15) A licensee shall not misrepresent the credential, title, and/or specialty certifications held by the licensee.

(C) Cooperation.

In accordance with division (A)(24) of section 4755.47 of the Revised Code, licensees shall cooperate with an investigation by the physical therapy section. Failure to cooperate is conduct detrimental to the best interest of the public and grounds for disciplinary action. Cooperation includes responding fully and promptly to any questions raised by the physical therapy section and providing copies of the medical records and other documents requested by the physical therapy section. Failure to comply with paragraphs (C)(1) to (C)(7) of this rule may be grounds for disciplinary action pursuant to section 4755.47 of the Revised Code and in accordance with Chapter 119. of the Revised Code.

(1) A licensee shall respond fully and truthfully to a request for information from the physical therapy section.

(2) A licensee shall comply with a subpoena issued by the physical therapy section.

(3) A licensee shall provide information or document within the time frame specified by the physical therapy section.

(4) A licensee shall appear and provide information at an interview requested by the physical therapy section.

(5) A licensee shall not deceive, or attempt to deceive, the physical therapy section regarding any matter, including by altering or destroying any record or document.

(6) A licensee shall not interfere with an investigation or disciplinary proceeding by willful misrepresentation of facts before the agency or the physical therapy section, or by use of threats or harassment against any patient or witness to prevent the patient or witness from providing evidence in a disciplinary proceeding or any other legal action.

(7) A licensee shall not refuse to provide testimony in an administrative hearing.

Effective 3/20/09 119.032 Review Date 4/1/14

APPENDIX C2

APTA Standards of Ethical Conduct for the Physical Therapist Assistant

**APPENDIX D1
HOCKING COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
VOLUNTEER/WORK EXPERIENCE AND RECOMMENDATION FORM**

Fifty (50) hours of volunteer or work experience are required for admission to the clinical year of the Physical Therapist Assistant Program. A minimum of 20 hours must be in acute care (hospital inpatients) or subacute care (hospital inpatients or subacute facility). The remaining 30 hours may be in a setting of your choosing. Ask the supervising therapist if you are unsure of the status of a facility. You must also submit two Recommendations (see reverse side of this page) completed by physical therapists or physical therapist assistants not related to you under whom you volunteered.

1. At the beginning of your volunteer experience, give this form to the evaluation along with a stamped envelope addressed to: ADMISSION PROCESSING OFFICE, HOCKING COLLEGE, 3301 HOCKING PARKWAY, NELSONVILLE, OH 45764
2. Complete first section: applicant name & address, facility name & address, and the number of volunteer hours performed at the facility or work experience. Use a separate form for each facility.
3. Indicate whether you do or do not wish to review the Recommendation (see reverse side of this page). The final decision remains with the evaluating therapist.
4. Attach time sheets which include separate columns for acute/subacute care and "other" hours. The supervising therapist must sign each day's entry on the time sheet. Use the attached sheet if the facility does not supply them. **IF YOU ARE SUBMITTING TWO RECOMMENDATIONS FROM THE SAME FACILITY, COMPLETE THE FIRST SECTION ON BOTH FORMS BUT ONLY ATTACH YOUR TIME SHEETS TO ONE OF THESE FORMS.**
5. When you have completed the volunteer hours, the supervising PT/PTA should mail the Recommendation Form along with your time sheet to Admission Processing using the envelope you provided.

Applicant Name: _____ Social Security # _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Day() _____ Evening() _____

Facility: _____

Address: _____

Telephone: _____

Volunteer Hours: Acute/Subacute _____ Other _____ Total Hours _____

OR

Work Experience: Dates of Employment: _____ Position: _____

Supervising therapist or employer: Please sign and date below to verify the applicant's volunteer hours or dates of employment with your facility.

Supervisor (Please print): _____

Signature: _____ Position: _____ Date: _____

APPENDIX D1

RECOMMENDATION FORM

Applicant Name: _____ Date: _____

To be completed by the Evaluator (supervising therapist):

Please rate this applicant on each of the following criteria:

5=Outstanding/Excellent 4=Above Average/Good 3=Average/Satisfactory
2=Below Average/Fair 1=Unacceptable/Poor

- | | | | | | | |
|----|--|---|---|---|---|---|
| 1. | Initiative (Seeks opportunities for learning, offers assistance) | 5 | 4 | 3 | 2 | 1 |
| 2. | Punctuality (Arrives on time) | 5 | 4 | 3 | 2 | 1 |
| 3. | Appearance (Demonstrates good hygiene, dresses appropriately for patient care setting) | 5 | 4 | 3 | 2 | 1 |
| 4. | Communication skills with staff (Communicates effectively: verbally, non-verbally, listening) | 5 | 4 | 3 | 2 | 1 |
| 5. | Communication skills with patients (Communicates effectively: verbally, non-verbally, listening) | 5 | 4 | 3 | 2 | 1 |
| 6. | Interest in physical therapy (Asks relevant questions, is an active participant) | 5 | 4 | 3 | 2 | 1 |

RECOMMENDATION: Please indicate your admission recommendation below:

_____ Recommend Admission _____ Do Not Recommend Admission

COMMENTS (Required when recommending admission with reservations or not recommending admission. A separate letter may be attached.)

The applicant must indicate by signature below whether he or she wishes to review this Recommendation or agrees to it being kept confidential between the Evaluator and Hocking College. The final decision remains with the Evaluator.

_____ I wish to review this evaluation. _____ I do not wish to review this evaluation.

Applicant's Signature: _____

_____ The applicant may review this evaluation. _____ The applicant may not review this evaluation.

Evaluator's Signature: _____

Thank you for your assistance in evaluating this applicant

*Acute/sub-acute = hospital in-patients **Other = out-patient, rehab, nursing home,

**APPENDIX D1
HOCKING COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
VOLUNTEER/WORK EXPERIENCE AND RECOMMENDATION FORM**

Fifty (50) hours of volunteer or work experience are required for admission to the clinical year of the Physical Therapist Assistant Program. A minimum of 20 hours must be in acute care (hospital inpatients) or subacute care (hospital inpatients or subacute facility). The remaining 30 hours may be in a setting of your choosing. Ask the supervising therapist if you are unsure of the status of a facility. You must also submit two Recommendations (see reverse side of this page) completed by physical therapists or physical therapist assistants not related to you under whom you volunteered.

6. Show this form to the supervising therapist at the beginning of your volunteer experience.
7. Complete first section: applicant name & address, facility name & address, and the number of volunteer hours performed at the facility or work experience. Use a separate form for each facility.
8. Indicate whether you do or do not wish to review the Recommendation (see reverse side of this page). The final decision remains with the evaluating therapist.
9. Attach time sheets which include separate columns for acute/subacute care and "other" hours. The supervising therapist must sign each day's entry on the time sheet. Use the attached sheet if the facility does not supply them. **IF YOU ARE SUBMITTING TWO RECOMMENDATIONS FROM THE SAME FACILITY, COMPLETE THE FIRST SECTION ON BOTH FORMS BUT ONLY ATTACH YOUR TIME SHEETS TO ONE OF THESE FORMS.**
10. Give this form to the evaluating therapist along with a stamped envelope addressed to:
ADMISSION PROCESSING OFFICE, HOCKING COLLEGE, 3301 HOCKING PARKWAY,
NELSONVILLE, OH 45764

Applicant Name: _____ Social Security # _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Day() _____ Evening() _____

Facility: _____

Address: _____

Telephone: _____

Volunteer Hours: Acute/Subacute _____ Other _____ Total Hours _____

OR

Work Experience: Dates of Employment: _____ Position: _____

Supervising therapist or employer: Please sign and date below to verify the applicant's volunteer hours or dates of employment with your facility.

Supervisor (Please print): _____

Signature: _____ Position: _____ Date: _____

APPENDIX D1

RECOMMENDATION FORM

Applicant Name: _____ Date: _____

To be completed by the Evaluator (supervising therapist):

Please rate this applicant on each of the following criteria:

5=Outstanding/Excellent 4=Above Average/Good 3=Average/Satisfactory
2=Below Average/Fair 1=Unacceptable/Poor

- | | | | | | | |
|-----|--|---|---|---|---|---|
| 7. | Initiative (Seeks opportunities for learning, offers assistance) | 5 | 4 | 3 | 2 | 1 |
| 8. | Punctuality (Arrives on time) | 5 | 4 | 3 | 2 | 1 |
| 9. | Appearance (Demonstrates good hygiene, dresses appropriately for patient care setting) | 5 | 4 | 3 | 2 | 1 |
| 10. | Communication skills with staff (Communicates effectively: verbally, non-verbally, listening) | 5 | 4 | 3 | 2 | 1 |
| 11. | Communication skills with patients (Communicates effectively: verbally, non-verbally, listening) | 5 | 4 | 3 | 2 | 1 |
| 12. | Interest in physical therapy (Asks relevant questions, is an active participant) | 5 | 4 | 3 | 2 | 1 |

RECOMMENDATION: Please indicate your admission recommendation below:

_____ Recommend Admission _____ Do Not Recommend Admission

COMMENTS (Required when recommending admission with reservations or not recommending admission. A separate letter may be attached.)

The applicant must indicate by signature below whether he or she wishes to review this Recommendation or agrees to it being kept confidential between the Evaluator and Hocking College. The final decision remains with the Evaluator.

_____ I wish to review this evaluation. _____ I do not wish to review this evaluation.

Applicant's Signature: _____

_____ The applicant may review this evaluation. _____ The applicant may not review this evaluation.

Evaluator's Signature: _____

Thank you for your assistance in evaluating this applicant.

Total Hours: _____ Acute/sub-acute* _____ Other** _____

*Acute/sub-acute = hospital in-patients **Other = out-patient, rehab, nursing home

