



Physical Therapist Assistant Student and Clinical Manual

This Manual and its contents have been reviewed and approved by the administration of Horry-Georgetown Technical College.

Dr. Christy Bailey, Assistant Vice President for Academic Affairs: Nursing and Associated Healthcare Sciences

This manual has been prepared for the use of the Physical Therapist Assistant Program Stakeholders, i.e. student, CI, CCCE, at Horry-Georgetown Technical College.

Revised August 2018

HGTC PTA Student

We are delighted that you are considering a career as a Physical Therapist Assistant. We hope you will enjoy this chapter in your educational experience as you learn more about one of the most exciting areas of the human services professions.

In an effort to help navigate through this time and an adjustment to our program we have prepared this student and clinic handbook which we hope will answer many of your questions. You may also check the web site at www.HGTC.edu, and or call the Program Director at 843-477-2067 or ACCE at 477-2075.

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Address:

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Robert E. Speir Jr., Healthcare Education Building
3501 Pampas Drive
Myrtle Beach, SC 29577-5044

Statement of Equal Opportunity/Non-Discrimination

Horry Georgetown Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to address inquiries regarding the non-discrimination policies: Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to the College's Affirmative Action/Equal Opportunity Officer: Associate Vice President for Human Resources and Employee Relations, HGTC, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, who serves as the College's Section 504, Title II, and Title IX Coordinator. Student and prospective student inquiries concerning Section 504, Title II and Title IX and their application to the College or any student decision may be directed to Associate Vice President for Student Affairs, HGTC, PO Box 261966, Conway, SC 29528-6066, 843-349-5228.

Physical Therapist Assistant Degree Awarded:

Associate in Applied Science, with a major in Physical Therapist Assistant (PTA)

Physical Therapist Assistant Accreditation

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

Accreditation Status: [Accreditation Status](#)

The College is currently accredited by the Southern Association of Colleges and Schools (SACS), having been reaffirmed on June 25, 2009. The On-site Committee conducted their visit in October 2009. At its meeting on June 23, 2009, the Commission on Colleges of the Southern Association of Colleges and Schools took action regarding the accreditation and reaffirmation status of institutions in its region.

Horry Georgetown Technical College Mission Statement:

The mission of Horry-Georgetown Technical College is to provide accessible, affordable, high-quality, comprehensive two-year collegiate education and workforce development; to provide a student centered environment and inspire lifelong learning; to promote learning through teaching excellence; to promote community service and embrace diversity; to promote economic growth; and to embrace technological innovation in instruction and workplace applications.

Horry Georgetown Technical College Philosophy:

The College endeavors to fulfill its mission by fostering the belief that all people should have an equal opportunity for personal and professional growth, and to develop skills, knowledge, and values necessary for a productive and meaningful life.

In order to promote achievement by ethnically, socially and economically diverse individuals, the College maintains open admissions. The College values inclusiveness and embraces diversity. The College provides students with the knowledge, skills, and experiences necessary for success in achieving their career and educational goals.

HGTC PTA Program Mission Statement:

To provide the opportunity for individuals from diverse cultures and backgrounds to enter the physical therapy profession.

To graduate PTAs who exemplify the Standards of Ethical Conduct of the profession of Physical Therapist Assistant.

To have the faculty, students and staff contribute to the health and well-being of our community, and society through competent practice leadership, education and humanistic ethical practices.

To adapt technological advancements into the clinical practice.

HGTC PTA Program Philosophy:

The student faces numerous choices and challenges, opportunities and obstacles through the Physical Therapist Assistant education process. The faculty recognizes that student centered learning is the foundation of the PTA's program.

To provide all students' with effective strategies and resources to take advantage of the opportunities that are available to them.

The program promotes cutting-edge professional practice including evidenced-based practice, critical thinking, skill acquisition, anxiety and personal management decisions, ethics, and legal considerations and service learning opportunities.

Physical Therapist Assistant Program recognizes the tenet that the students should assume the responsibility for the quality of their own lives and are responsible to themselves for their accomplishments, behavior and academic achievements.

It is the policy of HGTC to encourage members of its faculty to join and actively participate in professional organizations. They are particularly encouraged to join organizations directly related to their employment positions so, that they will always be aware of current trends, developments, and accomplishments.

PTA Program Goals

- 1) Horry-Georgetown Technical College enrolled PTA program student body is a composite (age, gender, and race) of the College student body.
- 2) Horry-Georgetown physical therapist assistant students and core faculty will exemplify the Core Values for the Physical Therapist or the Standards of Ethical Conduct for the Physical Therapist Assistant.
- 3) Horry-Georgetown Technical College faculty will prepare the physical therapist assistant graduate to adapt to meet the evolving practice of physical therapy.
- 4) Horry-Georgetown Technical College physical therapist assistant graduates will meet the employment need of Horry-Georgetown counties.

HGTC PTA Student Learning Outcomes:

After successful completion of the Horry-Georgetown Technical College Physical Therapist Assistant Program the graduate will be able to achieve the program learning outcomes.

- 1) Communicate adequately and appropriately, both verbally and non-verbally, in a manner that fosters confidence, and reflects an understanding of socioeconomic, cultural, and psychological differences.
- 2) Demonstrate compliance with the scope of practice of a Physical Therapist Assistant in both legal and ethical dimensions; demonstrate professional behaviors by behaving honestly, tactfully, dependably, enthusiastically, cooperatively and industriously.
- 3) Demonstrate the ability to self-reflect on strengths and weakness for career development.
- 4) Distinguish between pathology of diseases including risk factors and incidence and explain the mechanisms of injury and tissue repair, inflammation, normal healing and factors affecting recovery based on the review the medical record and physical therapy documentation.
- 5) Explain the purpose and physiological effects, indications, precautions and contraindications of physical therapy interventions in order to select, implement, and modify treatment within the parameters of the physical therapist plan of care based on the review of medical and physical therapy documentation.
- 6) Demonstrate appropriate data collection techniques to assist the physical therapist in monitoring the effects of treatment.
- 7) Be proficient in teaching different populations a home exercise or self-care program interventions and prevention strategies.
- 8) Be proficient in CPR and emergency response, and recognize the need for referral for other emotional and psychological conditions beyond the scope of practice of physical therapy.
- 9) Document treatments accurately in SOAP note format, including specific treatment parameters, application techniques, and treatment outcomes with correct billing for reimbursement.
- 10) Comply with policy and procedures, safety and risk management strategies for self, patient, and facility.

College Organizational Chart:

See the link below for the organizational structure for the Physical Therapist Assistant Program:

[Organizational Structure](#)

PTA Program Faculty

Program Director: the Faculty member who is designated as and has responsibility for the management of the PTA program. The Program Director is employed full-time by the institution that houses the PTA program and usually has a faculty appointment.

Academic Coordinator of Clinical Education (ACCE): the Faculty member who has responsibility in the program for coordinating the clinical education portion of the curriculum.

Adjunct Faculty: those individuals who have classroom and/or laboratory teaching responsibilities in the program and who are employed by the institution.

Guest Lecturers: those individuals who have classroom and/or laboratory teaching responsibilities in the program and who are not employed by the institution.

Clinical Education Faculty: those individuals who provide the clinical instruction and supervision of students when students are engaged in the clinical education portion of the curriculum. Clinical Education Faculty are generally comprised of the Center Coordinators of Clinical Education (CCCEs) and Clinical Instructors (CIs). While these individuals are not usually employed by the institution that houses the PTA program, they do agree to certain standards of behavior through contractual arrangements for their services.

Career Opportunities for PTA's:

For more information about careers, visit [O*Net Online](#) for an overview of South Carolina and National earnings statistics, and Horry-Georgetown Technical College's [Career Resource Center](#) for more employment resources

American Physical Therapy Association: <http://www.apta.org/AboutPTAs/>

Advance for PTs and PTA: www.advanceforpt.com

South Carolina APTA: www.scapta.org

Costs of the Program: Refer to the College's and Program website: [Tuition and Fees](#) and [Additional Program Fees](#)

Financial Aid: Refer the College's website www.hgtc.edu and click on Financial Aid under the Quick Links.

Licensure Requirements for APTA:

As of 2014, all 50 states will require Physical Therapist Assistants to be licensed, registered, or certified. States requiring licensure stipulate specific educational and examination criteria.

Notification of Disclosure Regarding Felony Convictions, Substance Abuse and Malpractice:

Applicants should know that making application for the National Physical Therapist Assistants Examination (NPTAE) to sit for the national examination includes questions regarding any felony convictions. Additionally, applicants should know that most states have regulations regarding an applicant's eligibility to practice as a PTA in a given state. As part of the application process, states may request information regarding history of chemical and/or drug abuse, felony convictions and malpractice. Finally, applicants should know that passing a background check is a prerequisite to being accepted as a student intern by a growing number of hospitals, schools and institutions for field work clinical experiences. A felony conviction may seriously limit the availability of fieldwork opportunities while a student, resulting in an inability to complete all requirements necessary for graduation.

Admissions to HGTC PTA Program:

Horry Georgetown Technical College does not discriminate in employment or personnel decisions, or in student admissions, or in student decisions, or in all other segments of the College community on the basis of race, sex, age, national or ethnic origin, religion, disability, ancestry, political affiliation, marital status or unfavorable discharge from military service, in the educational program and activities which it operates, and the College is prohibited from discrimination in such manner by applicable laws. The Office of Student Affairs ensures that admissions procedures are applied equitably to program applicants by informing applicants of the requirements and process for admissions into the PTA program. Objective criteria are used throughout the admissions process. All students are required to meet certain minimum grade and GPA requirements to be considered for admission. The final determination for entry into the technical phase of the PTA program is the use of scores on a weighted criteria checklist to ensure that students are admitted to the program based on their qualifications. The PTA program requires that applicants have an information session with the designated program faculty as part of the admissions process.

The Physical Therapist Assistant Program is included in the listing of all HGTC programs in paper and electronic promotional materials that are distributed, on paper and electronically. Additionally, the program is included in presentations to high school students during such activities as Senior Career Day, Educational Opportunity Day, and other recruitment activities sponsored by the College. Admissions Health Science advisors are informed about the PTA program and make this information available to students expressing an interest in related health care fields.

To view the weighted criteria checklist and additional requirements see the link below:

PTA Program Admissions Application: [Application](#)

Acceptance, Matriculation, Graduation, Board Exam Pass Rates, and Employment Rates: Information can be found at the following link: [Student Data](#)

Student Expectations

Come to class: Physical Therapy cannot be learned entirety from a book.

PTA is a hands-on profession and you may gain many insights from your highly prepared faculty and other classmates.

Prepare for the class: read the material ahead of time, not all of the material may be covered in a class. Remember that your questions are helpful to classmates and by participating you enhance the learning experience. Questions should be directed to clear up points of confusion rather than a general lack of knowledge.

Keep up with the class. Allow sufficient time so you do not fall behind. There is voluminous information that you will be expected to comprehend, organize your life and prioritize your commitments.

Be active: your educational experience will be enhanced by working with other members of the class and faculty, college and the professional association.

Give feedback: your perceptions, opinions, compliments and criticisms in a responsible manner will help the program. Make appointments with faculty and staff to offer feedback in a timely manner to make your views known.

Be prompt: get to your class and clinics on time. This is not only a common courtesy, but a requirement as a Physical Therapist Assistant student.

Stay healthy: take care of yourself, watch your diet, sleep and exercise levels. Practice stress management strategies and identify and use your support system.

Be courteous: even under times of stress, treat others as you would like to be treated.

Be responsible for yourself: You're an adult and mature, and are expected to behave in responsible manner.

Time Commitments for Employment and Volunteer Service

Being a college student in a health care service education program requires many hours of study outside the actual class time spent in classes and labs. Thus, we discourage full-time employment. Please consider study needs when making vocational educational choices. Campus job opportunities are routinely posted by the Financial Aid office and around the campus. We encourage volunteer and/or paid employment at facilities that offer physical therapy services. However, in order to maximize student learning experiences, we will not allow field clinical experiences at facilities where a student has had previous volunteer or work experience.

Student Policy 1

Title: Technical Standards, Essential Eligibility Requirements, and Essential Program Requirements of the PTA Program

ORIGINAL APPROVAL DATE: 2008

REVISION DATE(S): NONE

LAST REVIEWED DATE: AUGUST 2019, AUGUST 2018

Purpose:

1. Since the Associate of Applied Science Degree from an accredited PTA Program signifies that the holder is eligible to sit for the National Physical Therapist Assistant Examination (NPTAE) and is prepared to practice physical therapy, it follows that graduates must have the knowledge and skills to function in a broad variety of clinical, community, or school based situations and to render a wide spectrum of physical therapy services.

Policy:

1. All students admitted to the PTA program at HGTC must meet the following abilities and expectations. These expectations may be met with or without accommodations. The student's ability to perform these expectations is evaluated by a qualified medical professional and documented on the student health record. If a student requires an accommodation noted by a qualified medical professional, the student must contact the Chair of the program. The Chair will determine if the accommodation can be provided by the clinical partners and if not, the student will be referred to Student Services.

I. Sensory Processing: The student is required to have functional use of vision, hearing, and touch along with an awareness of body position and movement. Specific visual skills require near and far vision, peripheral vision, and depth perception. Information from the sensory systems must be accurately perceived and interpreted to provide quality patient care.

II. Cognitive Demands: The successful PTA student maintains a high level of alertness and responsiveness during classroom, laboratory and field work situations. The student must possess the ability to focus on a task for a prolonged time to allow for successful learning to take place. In addition, the PTA student must be able to recall information and organize information in an efficient and useful manner. This includes the ability to acquire, retain, and prioritize informational data, conceptualize and integrate abstract information, apply theoretical knowledge to specific patient populations, justify a rationale for therapeutic interventions, problem-solve to create innovative and practical solutions.

III. Physical Demands: The successful PTA student must possess sufficient motor skills to allow for treatment intervention with a variety of clients. This includes functional use of all (four) extremities which would allow the student to carry out assessments and to provide therapeutic interventions in a

safe and efficient manner. Quick reactions are necessary not only for safety, but for one to respond therapeutically in most clinical situations. The student needs to demonstrate good mobility skills including the ability to walk, climb, stoop, kneel, crouch, and crawl to allow for one to complete therapeutic intervention on all types of surfaces. The student is required to maintain positions for extended periods of time such as sitting, standing, writing, and grasping. The student is frequently required to demonstrate good arm placement for reaching and positioning of hands to successfully manipulate large and small objects, lift and or move up to 10 lbs and occasionally lift and or move up to 100 pounds. Physical endurance must be sufficient for the provision of direct, hands-on patient treatment for six or more hours per day.

IV. Psychosocial demands: The student must display emotional maturity to interact with a variety of individuals with diverse age, diagnoses, culture and socioeconomic backgrounds. The student frequently needs to address multiple, demanding tasks simultaneously and therefore needs to have established effective strategies for stress management.

V. Communication Demands:

Written: The student must be able to effectively communicate in written English. The format may be from a brief note with appropriate abbreviations to a descriptive narrative.

Verbal and Non-Verbal: The student must be able to produce the spoken word and to interpret verbal information along with non-verbal cues of mood, temperament and social responses from patients/clients, supervisors and peers. Response to emergency/crisis situations, as well as more routine communication must be appropriate to the situation. Communication must be accurate, sensitive and effective.

Reading: The student must be able to read and comprehend information in English from a variety of written sources (e.g. textbooks, professional journals, medical/school records, and government regulations).

Computer: The student must be competent in basic computer use including the ability to use data bases and search engines to access information, perform word processing for writing; and utilize media software (e.g. MS Power Point) for developing presentations.

VI. Environmental Demands: The PTA student must be able to successfully negotiate, achieve access to, and function successfully within multiple environments. These environments may be physical, social and or cultural.

The physical environment would consist of non-human aspects. The student is exposed to wet/humid conditions (non-weather); work near moving mechanical parts, fumes or airborne particles, hazardous materials, blood borne pathogens, outdoor weather conditions, risk of electrical shock, risk of electromagnetic radiation and vibration. The noise level in the work environment will range from a classroom situation in which the noise level is low to an industrial or clinical environment where the noise level may be high.

The social environment consists of the norms, expectations, and routines of different environments. The PTA student will be exposed to multiple treatment environments that may have implicit and explicit rules and regulations for professional behavior.

The PTA student must demonstrate multicultural competency skills to allow for one to function within multiple client populations. Multicultural skills include awareness of one's culture, willingness to explore and become knowledgeable about another culture, being respectful to individual diversities, and being able to select culturally sensitive therapeutic interventions.

VII. Professional Behaviors: The student is expected to demonstrate the core values of the physical therapy profession. The student will demonstrate behaviors that meet the standards of ethical conduct for the physical therapist assistant. See the American Physical Therapy Association for a description of the core values and Student Policy 2 for a description of the standards of ethical conduct for the physical therapist assistant.

Student Policy 2

TITLE: Standards of Ethical Conduct for the Physical Therapist Assistant

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: AUGUST 2019, AUGUST 2018

Purpose:

To have the students acknowledge and demonstrate compliance with the scope of practice of a Physical Therapist Assistant in both legal and ethical dimensions; by demonstrating professional behaviors by behaving honestly, tactfully, dependably, enthusiastically, cooperatively and industriously.

Policy:

1. The student will agree to follow the Standards of Ethical Conduct for the Physical Therapist Assistant Student while enrolled in the HGTC PTA program. The student acknowledges this by signing the student handbook agreement. See form in appendix.
2. Each technical semester, the student will meet with the program advisor to review the Values-Based Behaviors For The Physical Therapist Assistant Self-Assessment Tool. [PTA Self-Assessment Tool](#)
3. The Program Faculty will complete the Physical Therapist Assistant Program Academic Advising form for each student. See form in appendix.

Standards of Ethical Conduct for the Physical Therapist Assistant

HOD S06-09-20-18 [Amended HOD S06-00-13-24; HOD 06-91-06-07; Initial HOD 06-82-04-08] [Standard]

Preamble

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

Standards

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

1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.

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

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.

2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/ clients.

2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.

2D. Physical therapist assistants shall protect confidential patient/client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

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

3A. Physical therapist assistants shall make objective decisions in the patient's/client's best interest in all practice settings.

3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapy interventions.

3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.

3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

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

4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.

4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients/clients, students, supervisees, research participants, or employees).

4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.

4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.

4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.

4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

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

5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.

5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.

5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.

5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

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

6A. Physical therapist assistants shall achieve and maintain clinical competence.

6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.

6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

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

7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.

7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.

7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.

7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.

7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients.

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

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.

8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapy services.

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.

Student Policy 3

TITLE: Student Privacy and Confidentiality

ORIGINAL APPROVAL DATE: 2008

REVISION DATE(S): NONE

LAST REVIEWED DATE: AUGUST 2019, AUGUST 2018

Purpose:

The PTA faculty is committed to maintaining student privacy and confidentiality. All information related to student performance, counseling, and advising is kept confidential within the department. Student records are kept in a secure location. Only authorized college personnel have access to student records on an as needed basis.

Policy:

1. Students are required to acknowledge and sign the PTA Program Release of Confidential Information Form. See form in the appendix.
2. ACCE provides the clinical sites with a copy of the FERPA policy to ensure student privacy and confidentiality.
2. Students are instructed to follow the Privacy of Student Records/FERPA procedure stated in the College Catalog.
3. The PTA program is consistent with the college policy and procedure, see Policy Number 8.6.9 on HGTC webpage.

Student Policy 4

TITLE: Informed Consent

ORIGINAL APPROVAL DATE: 2008

REVISION DATE(S): NONE

LAST REVIEWED DATE: AUGUST 2019, AUGUST 2018

Purpose:

1. To explain the expectations and role of students or non-students when participating as subjects or as patient-simulators during laboratory and clinical experiences.
2. To provide information regarding videotaping, audio taping, photographing, or imaging of individuals for instructional purposes:
3. To inform students of requirements of clinical facilities that may include drug testing and background investigation:
4. To provide a means for the control of information the student wants the faculty or program to release to future employers, other programs, you (the student), etc.
5. To provide students with information regarding the legal responsibility of a patient's right to refuse participation in clinical education.

Policy:

1. Students are required to acknowledge and sign the PTA Program Lab Release Form. See form in appendix.
2. Non-students who participate in classroom and laboratory exercises are required to acknowledge and sign the Non-Student Informed Consent to Participate in Classroom/Laboratory Exercises for Educational Purposes. See form in appendix.
3. The PTA program follows the HGTC policy for College Use of Photographs 6.1.2. This policy can be found at [Photographs](#)

Students acknowledge and sign the PTA Program Imaging Permission Form. See form in appendix.

4. The student upon admission into the program acknowledges the requirement to sign an affidavit acknowledging mandatory urine drug screening and criminal background check. The affidavit form is kept on file with the original PTA program application in the admissions office. The affidavit can be found at: [UDS and CBC](#)

5. Students sign a “RELEASE OF CONFIDENTIAL INFORMATION” form to allow the faculty or program to release information to future employers or other programs or to the student; including personal and academic information, release of immunization records, and release of practicum reports. This document may be found in the appendix of this manual.

6. Students are required to acknowledge and sign the Lewis Blackman Hospital Patient Safety Act Form. See form in appendix.

Student Policy 5

TITLE: Class and Clinical Education Attendance

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: AUGUST 2019, AUGUST 2018

Purpose:

To provide guidelines and requirements regarding attendance for successful completion of the Physical Therapist Assistant Program.

Policy:

1. Classroom Attendance

Students are expected to attend a minimum of 80% of all classes, but a program or an instructor may make the attendance policy stricter if required, with Program Director approval.

After the allowed number of absences, the student will be dropped from the course with a W or a WF. Remember an absence is an absence; there are no excused absences.

An absence is defined as missing greater than 10 minutes of classroom time or leaving class early with more than 10 minutes remaining.

Physical Therapist Assistant Program Classroom Attendance Policy:

For a 15 week course (Fall and Spring) the allowed number of absences is as follows:

For MWF classes:

9 absences are allowed for lecture and 9 absences from lab, regardless of the reason.

For MW classes:

6 absences are allowed for lecture and 6 absences from lab, regardless of the reason

For TTh classes:

6 absences are allowed for lecture and 6 absences from lab, regardless of the reason

For Classes meeting once a week for lecture:

3 absences are allowed for lecture and 3 absences from lab, regardless of the reason.

For a 10 week course (Fall and Spring) the allowed number of absences is as follows:

For MWF classes:

6 absences are allowed for lecture and 6 absences from lab, regardless of the reason.

For MW classes:

4 absences are allowed for lecture and 4 absences from lab, regardless of the reason

For TTh classes:

4 absences are allowed for lecture and 4 absences from lab, regardless of the reason

For Classes meeting once a week for lecture:

2 absences are allowed for lecture and 2 absences from lab, regardless of the reason.

For a 7 week course (Fall and Spring) the allowed number of misses is as follows:

For MWF classes:

4 absences are allowed for lecture and 4 absences from lab, regardless of the reason.

For MW classes:

2 absences are allowed for lecture and 2 absences from lab, regardless of the reason

For TTh classes:

2 absences are allowed for lecture and 2 absences from lab, regardless of the reason

For Classes meeting once a week for lecture:

1 absences are allowed for lecture and 1 absences from lab, regardless of the reason.

For a 6 week course the allowed number of absences is as follows:

MTWTH

4 absences for lecture and 4 absences from lab are allowed, regardless of the reason.

MW or TTH

2 absences for lecture and 2 absences from lab are allowed, regardless of the reason

After the allowed number of absences, the student will be dropped from the course with a W or a WF.
Remember an absence is an absence; there are no excused absences.

Classroom Tardy

A tardy is defined as missing up to 10 minutes of classroom time.

Three tardy will be counted as one class absence.

2. Clinical Education Attendance

The student in clinical rotations is expected to adopt the working hours of the clinical supervisor.

Completion of full clinical hours is required to pass the clinical rotation. No more than 10% of the clinical hours may be made up at the discretion of the ACCE and Clinical Instructor.

Clinical absences in excess of 10% of the total hours required or failure to make up the allowed 10% will result in a grade of “unsatisfactory” for clinical and a failing grade for the course.

A clinical education tardy is defined as missing 1 to 10 minutes of scheduled clinical education.

For a four week clinical rotation, the student may not have more than two tardies and for a seven week clinical rotation the student may not have more than three tardies. Missing more than the allowed number of tardies may result in removal from the program.

The student is expected to attend the clinic during regularly scheduled hours of operation. In some instances, this may require late/ evening, weekend hours and holidays.

The student will report to the clinic prior to the designated start time as established by the CI and ACCE. If for some reason the student is unable to arrive at the clinic by the designated start time, the student must notify the instructor and ACCE prior to the start of clinic.

Attendance throughout the Clinical Education Experience ensures maximum student participation in professional growth and development. Absences for non-emergency nature can limit the student’s educational experience in the clinic. No student may have any unexcused absence during a clinical education experience.

An unexcused absence is when a student is not present during a scheduled clinic day and has not obtained prior permission from either the CI or the ACCE. The Clinical Instructor and the ACCE will determine the reasonableness of the excuse.

Students should schedule all non-emergency appointments (dentist, doctor, other) outside of clinical hours. Students are not to leave clinical sites early for work. Work schedules must not interfere with clinical time. In the event of a conflict, the clinical takes precedence.

A student may request accommodations for clinical education schedules but accommodations are not automatic and are dependent on the clinic and clinical instructor schedules.

Student Policy 6

TITLE: Electronic Devices

Original Approval Date: 2008

Revision Date(s): August 20, 2017

LAST REVIEWED DATE: AUGUST 2019, AUGUST 2018

Purpose:

To inform students of how electronic devices can be utilized in the PTA Program.

Policy:

All electronic devices that may disrupt the classroom must be turned off or on silent and put away during lecture and lab periods. Cell phones may not be placed on lecture tables or lab tables without special permission by the instructor for special circumstances. Computer devices may be used in the lecture and lab setting for purposes of accessing course material. Calculators may be allowed for specific quizzes/tests/exams when announced by the instructor. No electronic devices of any kind are permitted during testing in the classroom or laboratory setting. Audio or video recording of lectures, laboratory sessions, etc., may only be performed with the expressed permission of the instructor. Video or audio recording of reviews related to an examination, laboratory competency practical examination or other graded activity is not permitted under any circumstances.

Student Policy 7

TITLE: Dress Standards for Classroom, Laboratory and Clinic

Original Approval Date: 2008

Revision Date(s): August 22, 2019

LAST REVIEWED DATE: August 2019

Purpose:

To provide students with information concerning the dress and appearance in the classroom, laboratory and clinical settings.

Policy:

1. Attire:

Classroom Attire: The program requires students to wear solid color scrubs. Any solid color can be worn but the preferred colors of our clinical partners are navy blue, black, teal, Caribbean blue or wine. Attire should be neat, clean, without wrinkles, and properly fitting with skin colored undergarments. No visible cleavage, chest hair, stomach skin, or back showing. Students may wear cardigan or a light weight jacket (i.e. microfleece) in the classroom or lab. Students may not wear hoodies or heavy jackets in the classroom or lab.

Laboratory Attire: The program requires students to wear solid color scrubs to the laboratory. Any solid color can be worn but the preferred colors of our clinical partners are navy blue, black, teal, Caribbean blue or wine. Students should have appropriate shorts, tee shirts and tank tops under the scrubs for anatomical visualization as necessary. The attire should be neat, clean, without wrinkles, and properly fitting with skin colored undergarments. No visible cleavage, chest hair, stomach skin, or back showing. Proper draping will be instituted as appropriate.

Clinic Attire: The attire consists of a collared shirt/polo and neutral color dress slacks or scrubs as allowed by the facility. The attire should be neat, clean, without wrinkles, and properly fitting with skin colored undergarments. A lab coat is required in the clinic setting unless the clinical instructor does not require it. Pants must not drag on the floor. No visible cleavage, chest hair, stomach skin, or back showing.

2. Shoes: Faculty and students will wear skid resistant or non-slip shoes with enclosed toe and heel in the laboratory and clinic setting.

3. Hygiene: Hair must be neat, clean and maintained so as not to contaminate a peer, patient or the caregiver. Hair below shoulder level must be pulled back and secured out of the face in the laboratory and the clinic setting. Extreme hair colors, hairstyles and hair ornaments are not allowed in the classroom, laboratory or clinic setting. Beards and mustaches must be well groomed and kept clean at

all times. Fingernails must be kept at a length not to exceed the pad of the finger so as not to injure a peer or patient in the laboratory and clinic setting. Clear or light colored nail polish may be worn, as long as it is neat and without designs. Artificial nails harbor yeast and bacteria and are, therefore, not allowed.

4. Identification: Student identification must be worn in every clinical setting on the left front bodice/collar of the shirt. Students must wear the HGTC Student ID Badge and/or an Institutional ID Badge in any health care agency, which requires and provides it.

5. Jewelry: A wrist watch with a second hand is required. No more than two rings may be worn on the hand. If medically needed, a medical alert bracelet/necklace may be worn. Visible body piercing including tongue stud/ring, clear nasal stud, gauges or brow jewelry is to be removed prior to patient care and not worn while in uniform.

6. Tattoos: A visible tattoo must be covered during a clinical experience.

7. Cosmetics/Fragrance: Cosmetics are to be worn in moderation and be consistent with the expected appearance of a healthcare professional. Scented perfumes, powders, after-shave lotions, colognes, and antiperspirants/deodorants may cause allergic reactions in some individuals and are not to be worn. Lotions and deodorants must be limited to those bearing light or no scent.

8. Chewing Gum or Tobacco: Neither of these products is allowed during classroom, laboratory or clinical experiences. The uniform may not smell of smoke upon arrival to the clinical area. Smoke odors embedded in clothing are as offensive as smoking.

Student Policy 8

TITLE: Grading Policy

Original Approval Date: 2008

Revision Date(s): July 2016

LAST REVIEWED DATE: August 2019

Purpose:

To provide information to each student concerning the calculation of grades and to assure consistency and fairness in assigning grades. The PTA Program grading policy is different than the HGTC grading policy.

Policy:

1. A grade of "C" or better must be achieved in all required PTA courses in order for a student to progress through the program. A final grade of less than 75 is not passing in the PTA Program and does not meet the requirements for progression within the program. This policy is different than the Horry Georgetown Technical College Grading Policy.

GRADING SCALE:

100-90 = A

89-80 = B

79-75 = C

74-69 = D

68 - 0 = F

2. Each student must demonstrate safety and competence in required laboratory skill check assessments and laboratory practical competency examinations. Each course with a laboratory component includes skill check assessments that must be mastered within the course.

Skill Check Assessment:

The student is required to successfully complete each skill check assessment for the course prior to the final laboratory practical competency examination or per the instructor's schedule. The course instructor will announce the due date of the skill check assessments in the instructor course informational sheet. Failure to complete a skill check assessment will not allow the student to complete the laboratory practical competency examination, which will result in failure of the course.

For each skill check assessment, the student will receive the score on the rubric in Trajecsys with a maximum of 10 points. All critical elements must be successfully completed in order to pass the skill check assessment. If a student scores below a 75% on a skill check assessment, it must be repeated and no more than three attempts for each skill check assessment may be completed. A second or third attempt of a skill check assessment will result in a maximum score of 75% or 7.5 points. If the student does not pass the skill check assessment on the third attempt, the student will fail the course and be removed from the PTA program.

Laboratory Practical Competency Examination

A minimum of 75% and all critical elements must be achieved to pass the laboratory practical competency examination. Three attempts will be given for the competency. Repeat competency will be awarded a maximum of 75%. Students will only be allowed to try the competency one time per day. Failure to pass the competency within three attempts will result in dismissal from the program.

3. Each student must demonstrate safety and behavior competence in designated criteria to successfully pass the Clinical Education Course. Students who do not pass a Clinical Education Course will be removed from the program.

Student Policy 9

TITLE: Makeup Assignments (Examinations, Skill Check Assessments, Laboratory Practical Competency Examinations, Homework and Documentation)

Original Approval Date: 2008

Revision Date(s): December 2016

LAST REVIEWED DATE: August 2019

Purpose:

To provide information concerning makeup assignments.

Policy:

1. Per the instructor's discretion, a student may be allowed to make up assignments. If the instructor allows the student to make up an assignment, the most the instructor may deduct from the score is 50%.
2. The instructor will clarify the course's makeup assignments (Examinations, Skill Check Assessments, Laboratory Practical Competency Examinations, Homework and Documentation) policy on the Instructor's Course Information Sheet.
3. Makeup examinations will be taken in the testing center on campus or a location designated by the instructor.

Student Policy 10

TITLE: Progression through the PTA Program

Original Approval Date: 2008

Revision Date(s): August 22, 2019

LAST REVIEWED DATE: AUGUST 2019,

Purpose:

To provide the student with information concerning the requirements for progression in the Physical Therapist Assistant Program.

Policy:

1. Students in the PTA Program are subject to the standards outlined in the current College Catalog. Additional standards for the PTA Program are as follows:

a. All required courses within the PTA curriculum must be completed in the sequence outlined in the College Catalog.

b. Students are required to maintain an overall 2.5 grade point average (GPA) in PTH courses in order to progress and graduate from the program. If a student fall below a cumulative GPA the program will follow the College's Academic Standing Policy and Procedure, with the exception that the PTA student must maintain a 2.5 and not 2.0 GPA. **Proposed change, submission to CRC 1/2020**

If a student

c. Occupational Safety and Health Administration (OSHA) Training must be successfully completed.

d. Health Insurance Portability and Accountability Act (HIPPA) Training must be successfully completed.

e. Each student must demonstrate safety and competence in required laboratory skill check assessments and laboratory practical competency examinations. Each course with a laboratory component includes skill check assessments that must be mastered within the course.

Skill Check Assessment:

The student is required to successfully complete each skill check assessment for the course prior to the final laboratory practical competency examination or per the instructor's schedule. The course instructor will announce the due date of the skill check assessments in the instructor course informational sheet. Failure to complete a skill check assessment will not allow the student to complete the laboratory practical competency examination, which will result in failure of the course.

Laboratory Practical Competency Examination:

A minimum of 75% and all critical elements must be achieved to pass the laboratory practical competency examination. Three attempts will be given for the competency. Repeat competency will be awarded a maximum of 75%. Students will only be allowed to try the competency one time per day. Failure to pass the competency within three attempts will result in dismissal from the program.

Clinical Education:

Each student must demonstrate safety and ethical behavior competence in required Clinical Education Courses. Students who do not pass a Clinical Education Course will be removed from the program.

2. To inform students of the levels of academic standing. The program follows the College's [Academic Standing Policy and Procedure](#) except the PTA program, requires the student to maintain a minimum of 2.5 GPA in the PTA technical courses

2. STUDENT RETENTION: The PTA program will use these resources to assist students in achieving success in the technical and clinical education components of the program to promote retention. Additional measures will be implemented to support students toward graduation and licensure as a physical therapist assistant such as:

Guided Plan for Success: Define personal goals; enhance academic and other success skills; and achieve their goals.

New and prospective PTA Student Orientation Session: explaining such information as the clinical education requirements, including travel; course progression requirements; attendance requirements for lectures, labs, and clinical practicum.

Regular meetings with PTA program advisors to review a student's progress and address potential difficulties early. Use of the Values-Based Behaviors For The Physical Therapist Assistant Self-Assessment Tool each semester to monitor strengths and weakness will be utilized to help identify behaviors that may need attention. Referral to appropriate college resource by faculty.

The use of examinations, competency checklists and formative and summative evaluations offers the student feedback as to their progress in the program and is part of the educational process.

Other college resources:

ACADEMIC COUNSELING

Academic counseling is focused on student retention, from first contact with the College through graduation. Counselors work with students to assist in clarifying educational goals and choosing an appropriate major. Counselors support and facilitate student success by providing retention counseling and offering numerous educational and informative seminars/workshops on topics including test-taking strategies, time management, study skills and stress management.

PERSONAL COUNSELING

Counselors provide confidential consultation and assistance with educational and personal problems that may interfere with progress toward student goals. A network of community resources and referral agencies exists to support the mental health needs of students.

SERVICES FOR STUDENTS WITH DISABILITIES

HGTC is committed to providing an accessible environment for students with disabilities. The primary purpose of Services for Students with Disabilities is to improve the educational development of students with disabilities through the understanding and support of the campus environment. This mission is accomplished through direct assistance to students with disabilities, encouragement of their independence, creation and maintenance of an accessible physical environment, and the provision of a supportive psychological environment so that students may achieve their educational objectives.

The College understands that students with disabilities may require unique appropriate academic accommodations and must have their needs assessed on a case-by-case basis. Student inquiries may be directed to the Coordinator of Services for Students with Disabilities on the Conway Campus or the Coordinator of Student Services on the Grand Strand or Georgetown Campus, who will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Students must meet the essential functions and technical standards for PTA Students. PTA students work in a variety of locations and environments. Reasonable expectations of a student in the PTA program of performance of common physical therapy interventions must be met. It is in the best interest of the student and the patient's rights to safety and quality health care by students that they must be able to apply the knowledge and skills needed in a broad variety of clinical situations. These standards may not be required for employment of a graduate PTA. To verify these standards a student may be required to demonstrate certain technical standards and skills that are considered essential functions in the job of a PTA.

STUDENT SUCCESS & TUTORING CENTER

The Student Success & Technology Centers have been established to provide students with assistance in achieving academic success. Materials in many subject areas will be housed in the "Centers" with available assistance from College staff and faculty to provide the students with alternative modes of study. The Student Success & Technology Centers provide such services as tutoring for mathematics, reading and English; supplemental materials and learning tools for many college courses; and a study area and special assistance for reading and writing assignments. On the Conway Campus, the Center is located in the 1100 Building, Library; on the Grand Strand Campus, the Center is in the 200 Building, Room 1115; and on the Georgetown Campus, Building 100, Room 149 (Student Lounge).

ACADEMIC ALERT SYSTEM

The purpose of the Academic Alert System is to provide faculty and staff members with an opportunity to supply early feedback on a student's academic behavior and progress so that the student has the best

chance of success. When a faculty member chooses to refer a student through the Academic Alert System, the Department of Student Services at Horry-Georgetown Technical College will ensure that the student receives the support services that he or she needs to develop a plan of support and/or correction. It is important for the faculty and staff members to be cognizant that the timeliness of the referral and the amount of information provided enhances the chance that this system will help a student achieve academic success. Students and faculty can access the resource online at:

[Academic Alert System](#)

Student Policy 11

TITLE: Student Competence Prior to Clinical Assignment

Original Approval Date: 2008

Revision Date(s): July 2016, May 2018, January 2019

LAST REVIEWED DATE: AUGUST 2019, MAY 2018, AUGUST 2018

Purpose:

To inform the student and clinical instructor when the skill check assessments have been successfully completed in the technical program.

Policy:

1. Skill check assessments are completed in courses throughout the technical curriculum as indicated in the table below. The ACCE is responsible for informing clinical instructors as to what skill check assessments a student has successfully mastered prior to the start of a clinical rotation.
2. Students must successfully complete the skill check assessments in the designated technical semester to progress to the clinical education portion of the curriculum. For each skill check assessment, the student will receive the score on the rubric in Trajecsys with a maximum of 10 points. All critical elements must be successfully completed in order to pass the skill check assessment. If a student scores below a 75% on a skill check assessment, it must be repeated and no more than three attempts for each skill check assessment may be completed. A second or third attempt of a skill check assessment will result in a maximum score of 75% or 7.5 points. If the student does not pass the skill check assessment on the third attempt, the student will fail the course and be removed from the PTA program.

Technical Semester Successfully Completed 1= Fall, 2= Spring 3= Summer 4= Fall	<i>Skill Check Assessments</i>
	Interventions
2	Isometric and Isotonic (Dynamic) Strengthening Therapeutic Exercise (Extremities/Joint Specific)
2	Spine Therapeutic Exercise
2	Stretching Therapeutic Exercise (Manual Stretching, Self-Stretching, Mechanical Stretching, PNF Stretching)

2	Passive Range of Motion, Active Assistive Range of Motion, Active Range of Motion Therapeutic Exercise and Continuous Passive Motion
2	Balance and Coordination Training and Data Collection
2	Neuromuscular Reeducation (PNF Diagonal Patterns)
4	Neuromuscular Reeducation, Developmental Activities, and Motor Learning Training for a Patient with Neurological Impairments
2	Cryotherapy (i.e. cold packs, ice massage, cold compression unit & vapocoolant spray)
2	Thermal-therapy (i.e. hot packs, paraffin)
2	Ultrasound
2	Transcutaneous Electrical Nerve Stimulation (TENS)
2	Biofeedback
2	Neuromuscular Electrical Stimulation (NMES)
2	Interferential Current (IFC)
2	Iontophoresis
2	Mechanical or Pneumatic Lumbar Traction
2	Mechanical or Pneumatic Cervical Traction
2	Lasers and Light
1	Functional Training (ADL's, bed mobility and transfers including standing, sitting and electrical lift)
1	Positioning
2	Draping
1	Body Mechanics
1	Gait Training with Assistive Device
1	Gait Training without Assistive Device
1	Wheelchair Training and Fitting

3	Soft Tissue Mobilization (I.e. Myofascial Release, J-stroke, Skin Rolling) and Soft Tissue massage (I.e., Effleurage, Petrissage)
1	Wound Care: Removal and Application of Sterile Dressing and Bandage; Wound Measurement; & Infection Control: Surgical Asepsis Hand Washing and Application and Removal of Sterile Gloves
1	Applies and Adjust Adaptive Equipment Devices(hospital beds, raised toilet seats, long handle reacher and sock aid)
3	Applies and Adjust Braces and Supportive Devices : Brace
3	Applies and Adjust Adaptive Equipment: Compression Wrap
1	Breathing Strategies (I.e. pursed lip, huff techniques)
3	Peripheral joint mobilizations Grade 1 and 2 (Shoulder, Hip, Knee and Ankle)
	Data Collection
1	Goniometry & Manual Muscle Test (All Joints)
1	Pain
2	Girth
1	Integumentary : skin integrity & cutaneous nerve patterns
2	Integumentary : Sensation testing (Superficial, deep, Combined)
1	Vitals (Temperature, Pulse, Respiration Rate, Blood Pressure, Oxygen Saturation)
1	Aerobic Field Tests (i.e. Step Test, Submax VO2 TM, 6 min walk test)
3	Orthopedic Special Tests
	Documentation
1	Documentation
	Communication
1	Arousal and Orientation
	Infection Control

1	Infection Control: Hand washing for medical asepsis and hand rubbing for medical asepsis; gown, glove and mask
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Student Policy 12

TITLE: Academic Alert

ORIGINAL APPROVAL DATE: 2018

REVISION DATE(S): NONE

LAST REVIEWED DATE: SEPTEMBER 2017, AUGUST 2018

Purpose:

To provide program faculty and students with the information regarding issuing an academic alert for PTH courses.

Policy:

1. PTA program faculty will issue an academic alert for students whose lecture examination test average after two tests is below a 75%.
2. The program recommends that program faculty will issue an academic alert for students who require additional support provided by HGTC services to improve success in the program. Faculty will refer to the attributes in the academic alert system to assist in the creation of the academic alert. The directions on how a faculty completes an academic alert are at [Academic Alert Systems Instructions](#).

Student Policy 13

TITLE: Academic Probation

ORIGINAL APPROVAL DATE: 2018

REVISION DATE(S): NONE

LAST REVIEWED DATE: SEPTEMBER 2017, AUGUST 2018

Purpose:

To provide students with information regarding the criteria for being placed on academic probation.

Policy:

1. Per faculty recommendation, students may be placed on academic probation if the overall final course average is no less than 73%.
2. Students may only be placed on academic probation one time in the program and for only one course.
3. Students who are on academic probation for a course must meet with the Program Director to establish a written academic plan for the next technical semester's coursework including strategies for success.
4. Per the discretion of the course faculty, a student on academic probation may be required to do additional assignments in order to ensure competency in the didactic material.
5. The terms of the student's academic probation will be in effect for the remainder of the academic program.

Student Policy 14

Title: Student Academic Misconduct Procedure

Original Approval Date: 2/2018

Revision Date(s):

LAST REVIEWED DATE: 2/2018, AUGUST 2018

This procedure is taken directly from the South Carolina Technical College System: Procedure 3-2-106.1, [Student Academic Misconduct](#)

Purpose:

1. To provide the student with information on academic misconduct.
2. To provide the student and faculty information on student disciplinary procedure.

Policy:

1. See, III. Student Conduct Regulations, A. Academic Misconduct at the link above
2. See IV. Student Disciplinary Procedure B. Academic Misconduct at the link above

Student Policy 15

TITLE: Student Withdrawal

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: August 2019, AUGUST 2018

Purpose:

To provide information and guidelines which will assist students who wish to withdraw from the Physical Therapist Assistant Program.

Policy:

1. Students are instructed to follow the Withdrawal procedure stated in the College Catalog.
2. The PTA program is consistent with the college policies and procedures, see Policy Number 8.63 on HGTC webpage.

Student Policy 16

TITLE: Dismissal from the PTA Program

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: AUGUST 2019, AUGUST 2018

Purpose:

To provide information to students concerning the requirements for professional behavior in the Physical Therapist Assistant Program.

Policy:

1. Violation of the Student Code of Conduct as described in the College Catalog could result in dismissal from the PTA Program.
2. Violation of the policies and procedures of the PTA Program could result in dismissal.
3. Per the clinical education contract, if a conflict arises at a clinical education site between an employee of the Facility or clinical instructor (CI), and Student, the ACCE and CCCE shall intervene within seven (7) calendar days in an attempt to resolve the matter. Facility may require that College immediately remove a Student from a clinical rotation when Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, and poses a threat to the health, safety or welfare of a patient, employee or any other person or for any other reason deemed necessary by the Facility. In addition, upon receipt of the roster or at any time after a clinical rotation begins, Facility may refuse to allow any Student to participate in the clinical rotation if the individual has an unfavorable record with Facility from previous employment, another clinical rotation or any other reason.

Student Policy 17

TITLE: Due Process

ORIGINAL APPROVAL DATE: 2008

REVISION DATE(S): JULY 2016

LAST REVIEWED DATE: AUGUST 2019, AUGUST 2018

Purpose:

1. To provide the student with information regarding due process of student complaints.
2. To provide stakeholders of the PTA Program with the mechanism to file a complaint.

Policy:

1. Students are instructed to follow the Student Grievance Procedure for the South Carolina Technical College System in the College Catalog.
2. Stakeholders of the PTA program are instructed of the mechanism to file a complaint with the accrediting body for the PTA program, Commission on Accreditation in Physical Therapy Education (CAPTE). The website can be viewed at www.capteonline.org "CAPTE considers complaints about programs that are accredited, or are seeking accreditation by CAPTE, and complaints about CAPTE itself." "To obtain the materials necessary for submitting a complaint, contact the APTA Accreditation Department at 703/706-3245 or at accreditation@apta.org."
3. The PTA program is consistent with the college policy and procedure, see Policy Number 9.3.7 and 9.3.7.2 on HGTC webpage.

Student Policy 18

TITLE: Transfer Student:

Original Approval Date: April 29th, 2019

Revision Date(s): None

LAST REVIEWED DATE: None

Purpose:

1. To clarify a student requirements for transfers from a PTA or DPT program.

Policy:

1. To be eligible for admission to the College, a potential transfer student must meet the College admission requirements and the program time limits on courses for transfer.
2. The potential transfer student must request a meeting with the Program Director to review academic status of previous PTA or DPT program.
3. The potential transfer student must sign a release form that allows the Program Director to discuss the academic status with previous institution PTA or DPT advisor or Program Director.
4. The Program Director will review the potential transfer student PTA or DPT transcript and instructional package or catalog to determine if student's current academic completion matches the program.

Student Policy 19

TITLE: Re-Application Policy for PTA Program

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: AUGUST 2019, AUGUST 2018

Purpose:

To explain the process for re-application into the Physical Therapist Assistant Program.

Policy:

1. Students who are accepted into the PTA program but do not successfully complete the first semester are required to reapply to the PTA program. The application for the PTA program can be found at the following link:

www.hgtc.edu/healthscience

2. A student who has been accepted into the program for any given year, but declines entry at that time and wishes to enter in a subsequent year must re-apply for admission, using the forms and published criteria for program admission applicable to the year he or she wishes to enter.

The application for the PTA program can be found at the following link:

www.hgtc.edu/healthscience

3. A student who has unsuccessfully attempted the first technical semester of the PTA program in in two consecutive academic years, will be required to wait a minimum of two years following that last attempt to reapply.

Student Policy 20

TITLE: Re-Entry Policy for PTA Program

Original Approval Date: 2008

Revision Date(s): July 23, 2013

Last Reviewed Date: February 27, 2013, AUGUST 2018

Purpose:

To explain the process for re-entry into the Physical Therapist Assistant Program.

Policy:

This policy details the requirements for processing an individual's request for re-entry into the program and how the program determines re-entry. Re-entry must take place within one year.

1. Conditions for re-entry into the Physical Therapist Assistant Program:

- a. The student who withdrew or was dismissed after successful completion of at least the first technical semester of physical therapist assistant coursework, but was in good standing and had met all financial obligations to the program and the college may be considered for re-entry into the program.
- b. A student position is available in the class applied.
- c. The student has maintained a cumulative college GPA of 2.0 or higher

2. Re-entry process:

- a. Student submits a formal, written request for re-entry into the program to the Physical Therapist Assistant Program Director at least one month (July) before classes beginning, for the academic year for which they are applying for re-entry which addresses the reasons for previous withdrawal and changes that increase probability for program completion.
- b. The Program Director evaluates the request and verifies that the student satisfies the conditions for re-entry.
- c. The Program Director convenes a meeting of the program faculty for approval or disapproval based on the conditions for re-entry and the decision of the committee is final.
- d. If more than one student seeks re-entry the student with the highest cumulative GPA will receive re-entry first.
- e. The Program Director informs the student of the decision made by the program faculty.

3. If the request is approved, the following conditions of criteria will be met:

a. Student will complete all required medical and background requirements as directed per the re-entry letter from the Program Director.

b. Student will review the student and clinical manual, complete the reviewed handbook form, and turn the form into the Program Director prior to the day of re-entry.

c. The student will schedule an orientation meeting with the Program Director prior to the day of re-entry.

d. The student will be required to complete and pass all previous passed physical therapist assistant skill check assessments.

- The student will receive a re-entry letter from the Program Director identifying the skill check assessment(s) the student will need to complete.
- The student will contact the HGTC Continuing Education Department to schedule a time to complete the skill check assessments after the student has received a re-entry letter from the Program Director.
- The student will pay a fee to the HGTC Continuing Education Department to repeat skills. The fee will vary depending on the number of skill check assessments the student needs to repeat. The fee to repeat skill check assessments will be given to the student from the HGTC Continuing Education Department.

Student Policy 21

TITLE: Campus Safety and Emergency Procedures

ORIGINAL APPROVAL DATE: 2008

REVISION DATE(S): AUGUST 22, 2019

LAST REVIEWED DATE: AUGUST 2019

Purpose:

To provide the student with information regarding campus safety and emergency procedures.

Policy:

1. The student is responsible for reviewing campus safety and emergency procedures. The information can be found at the following links:

[Campus Safety](#)

[Emergency Procedures](#)

2. The program faculty during the first technical semester complete the following safety exercises with the students:

- Review the College [Safety and Emergency](#) and [Phone System Training](#) videos
- Review the role of student and faculty during active shooter
- Review when the faculty or student may utilize the inside dead bolts on the lab and lecture doors
- Show students the location of fire pull stations that are closest to the PTA labs
- Show the students the exit doors by the PTA lab and lecture rooms
- Show students the location in which all PTA students will meet outside of the building during an emergency evacuation.

Student Policy 22

TITLE: Health Services

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: August 2019, AUGUST 2018

Purpose:

To provide students with information regarding health services at HGTC.

Policy:

1. Students are instructed to follow the Health Services procedure stated in the College Catalog.
2. The PTA Program is consistent with the college policy and procedure, see Policy Number 9.4.3 on HGTC webpage.

Student Policy 23

TITLE: Student Blood and/or Body Fluid Exposure Follow-Up or Chemical Exposure

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: August 2019, AUGUST 2018

Purpose:

1. To provide guidelines for prompt and appropriate follow up of all blood/body fluid exposure.
2. To inform students of the location of the Material Safety Data Sheets (MSDS) for products used in the PTA program.

Policy:

Mandatory General Hospital Orientation training is required prior to attending clinical rotations which includes OSHA Training, blood borne pathogens and hazardous materials.

Faculty will implement the policy and procedure of the assigned clinical agency when a student is exposed to blood/body fluids. All exposures of students to blood/body fluids are to be reported immediately to the Employee Health Coordinator or other individual as designated by the specific institution in which the students are exposed. The student will receive follow up care (first aid, evaluation and prophylaxis as indicated). Post Exposure Protocol will be implemented within one hour following exposure to known or highly suspected HIV positive clients.

An incident report will be filed according to the specific institution's policy as well as with HGTC. Appropriate forms for Workman's Compensation will be completed. The incident report and HGTC policy 3.7.4 can be found at: [Incident Report](#)

Faculty members who accompany students to any Clinical Agency are responsible for acquiring knowledge of the specific clinical agency's policy and procedure prior to any student clinical experiences to assure that students who are exposed to blood/body fluids will receive appropriate care in a timely manner.

The MSDS folder is kept in the PTA laboratory clinic.

Student Policy 24

TITLE: Laboratory Regulations for Safety and Order

Original Approval Date: 2008

Revision Date(s): August 20, 2017, May 16, 2018

LAST REVIEWED DATE: August 2019, May 2018, AUGUST 2018

Purpose:

The PTA faculty is committed to maintaining a safe and orderly environment for students enrolled in the program and visitors to the lab. Faculty members will review the locations of the nearest exits, fire extinguisher and infection control materials. Faculty will instruct students in the handling of fire emergencies, medical emergencies, and matters related to personal safety.

Policy:

Lab Safety Rules

1. Program lab equipment (mat tables and hospital bed excluded) may only be used under direct supervision of the PTA faculty or PTA program tutor during scheduled instructional lab times or during scheduled open lab times.
2. Open lab times will be scheduled at the beginning of each semester, a faculty member or PTA program tutor must be present during open labs
3. Students may have study sessions with no use of program lab equipment (mat tables and hospital bed excluded) in rooms 1149 and 1150 without direct supervision of the PTA faculty or PTA program tutor.
4. Students must report any damage of any equipment to the lab instructor immediately.
5. Each student is responsible to clean the treatment area and equipment upon completion of its use.
6. A first aid kit and infection control materials are available in the laboratory.
7. In the event of a fire emergency, students should activate the RACE Plan.

Remove the individual from the danger

Announce the fire

Contain the Fire

Escape

When in doubt- announce and escape

8. In the event of a medical emergency in which an instructor is present, the instructor will take charge of the situation. Listen for instructions, which may include activating the EMS system, obtaining equipment and supplies, and/or assisting with CPR, and removing other individuals from the area.

In the event it is the instructor involved in the medical emergency or the instructor is not present, the student(s) must take charge by contacting the campus public safety by activating the campus safety alert on classroom telephones or by calling 911, and provide emergency first aid (ABC's: Airway, breathing, circulation-bleeding).

9. In the event that the physical safety of a student or faculty member is threatened, the campus public safety should be notified immediately by activating the campus safety alert on classroom telephones or by calling 911.

Campus Public Safety Contact Information:

- Conway Campus: 843-349-7806 | Cell phone: 843-251-6111
- CCU Dispatch: 843-347-3161
- Grand Strand Campus: 843-477-2115 | Cell phone: 843-251-9405
- Georgetown Campus: 843-446-1869

10. Students are to maintain appropriate infection control procedures at all times.
11. Students must notify the faculty if they have a medical condition, which may prevent participation as a subject or patient-simulator in the lab setting.
12. Students are required to acknowledge and sign the PTA Program Student Lab Release Form.

Lab Order Rules

1. Respect others at all times.
2. No cell phones may be used without special permission from the instructor.
3. Students are to remove their footwear when utilizing the treatment tables and floor mats.
4. All equipment must be returned to the proper storage area upon completion of lab.
5. Students may not bring food or beverages into the lab.
6. To insure the student's privacy and to protect them against any embarrassment, no unauthorized visitors will be permitted in the PTA lab.

7. The students will do laundry for their classes consisting of pillow cases, towels, and incidentals the faculty may deem need cleaning, i.e. belts etc.

Student Policy 25

Title: Safety in Student Interactions in the Classroom, Laboratory, and Clinical Settings

Original Approval Date: 2008

Revision Date(s): 2/2018

LAST REVIEWED DATE: 8/2017, AUGUST 2018

Purpose:

1. To provide the student with a safe classroom, laboratory, and clinical environment.
2. Recognize the need to protect all of our students from any potential harm to themselves or others.
3. To identify how students with a physical or mental limitation(s) on activities may progress in the program.

Policy:

1. Students are required to complete the PTA Program Student Lab Release Form when accepted into the program.
2. Per the date in the acceptance letter, students are required to complete all Clinical, Physical, and General Hospital requirements at the following link, [Student Health Forms](#)
3. Students will self-identify any mental or physical limitation(s) to the Program Director.
4. The Program Director will review the mental or physical limitation(s) and determine if the program can make reasonable academic accommodations to allow the student to progress in the program.
5. The accommodations made for the mental or physical limitation(s), must still allow the student to meet the course and program learning outcomes.
6. The accommodations made for the mental or physical limitation(s), must still allow the student to meet the technical requirements of the chosen profession.
7. When appropriate, the Program Director will consult with a student services representative to develop an accommodation plan for the student.
8. If an accommodation plan for a physical or mental limitation(s) is unable to be developed, the student will be withdrawn from the program.

Student Policy 26

Title: Safety of Students When in the Role of Subjects or Patient-Simulators

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: August 2019, AUGUST 2018

Purpose:

To ensure student safety during lab experiences.

Policy:

The student is required to acknowledge and sign the PTA Program Lab Release Form. See form in appendix.

Student Policy 27

Title: Ensuring Equipment Used in the Program Laboratory is in Safe Working Order and is Appropriately Maintained and Calibrated

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: August 2019, AUGUST 2018

Purpose:

To ensure equipment used in the program laboratory is in safe working order and is appropriately maintained and calibrated.

Policy:

1. The program faculty and students are responsible for assuring that the equipment used in the program laboratory is in safe working order (i.e. proper temperature), properly maintained (i.e. no damaged cords) and calibrated (i.e. check the inspection sticker).
2. Service/maintenance contracts have been implemented to handle regularly scheduled calibration of equipment. Checklists are present in the laboratory indicating when the equipment was last maintained and/or calibrated and by whom. The checklist will include a contact person/number in order to report any problems or malfunctioning of equipment. These procedures will be put in place as each piece of equipment is purchased and placed in the laboratory for student use.
3. An annual biomedical equipment check will be performed on all electrical equipment in the department in accordance with preferred practice standards. Vendors will be contracted to perform this function.
4. Signs will be posted regarding precautions in equipment use as is deemed necessary.
5. An equipment notebook, listing each piece of equipment and serial number will be located in the PTA Program Director's office. This procedure will be implemented as each piece of lab equipment is put into operation in the laboratory.

Student Policy 28

TITLE: Accidents/Illnesses, Occurring on or off Campus

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: August 2019, AUGUST 2018

Purpose:

To provide guidelines for prompt and appropriate follow up of all accidents/illnesses involving personal injury of a student on or off campus.

Policy:

1. Students are instructed to follow the Illness or Medical Emergency procedure stated in the College Catalog.
2. The PTA program is consistent with the college policy and procedure, see Policy Number 3.7.4 on HGTC webpage.

Student Policy 29

Title: Off Campus Laboratories and Field Trips

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: August 2019, AUGUST 2018

Purpose:

To provide students with travel information for off campus laboratory experiences and field trips.

Policy:

1. The PTA program is consistent with the college policy and procedure, see Policy Number 8.1.1 on the HGTC webpage.

Student Policy 30

TITLE: Drug Testing at Clinical Site

Original Approval Date:

Revision Date(s): None

LAST REVIEWED DATE: August 2019, AUGUST 2018

Purpose:

To inform students of on-site urine drug screening at clinic assignments.

Policy:

1. Students may be required to take a urine drug screen at any time during a clinical rotation.
2. If a clinical site asks to have a student removed because of drug screening results, the student will be dropped from the program.
3. If a student thinks they were wrongfully dropped, they may follow the protocols listed under Student Grievance Procedure for the South Carolina Technical College System.

Student Policy 31

TITLE: Health and Professional Liability Insurance Requirements for Clinical Education:

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: August 2019

Purpose:

1. To clarify the student's responsibility to provide documentation of their student health record.
2. To clarify the student's responsibility to provide documentation of professional liability insurance.
3. To clarify the student's responsibility to provide documentation of health insurance.

Policy:

1. Students are required to complete the student health record forms at the following link by the specified date in the admissions letter. [Student Health Forms](#)

2. In addition to the HGTC liability insurance policy (included in tuition), the student is required to purchase an additional policy prior to clinic assignment that has the following coverage:

Up to \$1,000,000 each claim professional liability coverage

Up to \$3,000,000 aggregate professional liability coverage

3. Students are encouraged to have health insurance but it is not required to be enrolled in the PTA Program.

Student Policy 32

TITLE: Student Clinical Education Travel

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: August 2019, AUGUST 2018

Purpose:

1. To clarify the student's responsibility for travel related to HGTC Physical Therapist Assistant Program requirements.

Policy:

1. Students will be expected to travel to a variety of clinical sites within a 100-mile radius of HGTC.
2. Students are responsible for their individual travel to and from the HGTC campus and to any assigned clinical experience locations.

Student Policy 33

Title: Off-Campus Clinical Education

Original Approval Date: 2008

Revision Date(s): August 20, 2017

LAST REVIEWED DATE: August 2019, AUGUST 2018

Purpose:

1. To allow students to request sites for clinical rotations.
2. To allow students to suggest sites that are not currently affiliated with HGTC-PTA program.

Policy:

1. Students are required to fill out the Clinical Site Selection Form to request clinical rotations. ACCE will announce the due date for the request.
2. The student may request, in writing to the ACCE, a site for a clinical education rotation if not currently affiliated with HGTC-PTA program. The student must provide the following information:
 - Facility name, address, telephone number, areas of specialization if one exists and brief explanation for the request.
 - The ACCE will review the special requests and determine which requests will be investigated.
 - While attempts will be made to grant special requests the College is under no obligation to honor any special requests.

Student Policy 34

TITLE: Student Orientation and Supervision for Clinical Education

Original Approval Date: 2008

Revision Date(s): October 30, 2014

LAST REVIEWED DATE: August 2019, AUGUST 2018

Purpose:

To inform the students and the clinical faculty of the expectations for student orientation and supervision at the clinical site.

Policy:

The items below are topics that we recommend the SCCE or CI include as part of the orientation process for clinical rotations. The information is available in the Reference Manual for Center Coordinators of Clinical Education.

ACCE Responsibility

- Before the clinical rotation
 - ACCE will provide the students with the clinical rotation assignment
 - ACCE will meet with the students to review the clinical instructional package before the start of the clinical rotation.
- During and completion of the clinical rotation
 - ACCE will complete at least one onsite or telephone visit for each student for all clinical rotations. Depending on the setting, student progression in the didactic environment, and the CI experience with training students, the ACCE may complete additional onsite or telephone visits for a rotation.
 - ACCE is given two contact hours per clinical course for each student; additional contact hours may be given depending on the clinical setting, student progression in the didactic environment, and the CI experience with training students.
 - ACCE will have weekly communication with students through student journaling and weekly goal sheet.
 - ACCE will collect and review all assessment materials, and from these materials, the ACCE will provide the student with the final clinical grade.

Students Responsibility

- The student is required by HGTC PTA Program to contact the CI 30 days before the clinical rotation. The student will seek information from the CI or SCCE on the topics below:
 - Map of facility and directions
 - Information about the staff
 - Common diagnoses treated in the clinic

- Hours of the facility
- Dress code
- Parking information
- Food storage/meals at the facility or local restaurants
- Phone number of the contact person for emergencies
- During and completion of the clinical rotation
 - The student will engage in the clinical rotation
 - The student will follow the chain of command in addressing clinical concerns
 - The student will complete and submit all assessment activities in the instructional package to the CI and the ACCE

CI Responsibility

- Upon Arrival at the Facility-Day 1
 - Tour of the facility (equipment, supplies, workspace for documentation, student space)
 - Review the teaching and learning styles of CI and student
 - Clinic operations (scheduling, billing)
 - Clinic policies and procedures (including emergency procedures and MSDS location)
 - The clinical education program at the facility (review of clinical education manual, if available)
 - Review students prior experiences and strengths/weaknesses from prior rotations or prior coursework
 - CI and student scheduled meetings (for progress, weekly summaries, goals)
 - Presentation requirement (in-service, case study, literature review)
 - Observation opportunities (aquatics, surgeries, other disciplines)
- During and completion of the clinical rotation
 - Provide the student formative and summative feedback on clinical progression
 - Complete assessment activities for the student
 - Review assessment activities with the student
 - Complete and submit student assessment activities to ACCE
 - Contact the ACCE for guidance in addressing the student's clinical progression

Student Policy 35

Title: *Clinical Instructor Rights and Responsibilities*

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: August 2019

Purpose:

To inform the student and clinical instructor of the rights and responsibilities of the clinical instructor to ensure that the clinical education environment meets the minimal expectations of the HGTC PTA Program.

Policy:

1. Physical Therapist Assistant Program Clinical Faculty Privileges:
 - Library Privileges-Library privileges give Voluntary Faculty access from off campus to data bases and other search engines. Privileges also provide direct access to books and interlibrary loan materials. Library privileges must be renewed each semester as passwords change.
 - Attendance/membership on the PTA Program Curriculum Advisory Committee
 - Invitation to participate in special programs established and taught by the PTA faculty-in-service education.

2. HGTC PTA Program uses the APTA Voluntary Guidelines for Clinical Instructors.

APTA Voluntary Guidelines for Clinical Instructors:

- a. CI has one year of clinical experience
- b. CI demonstrates effective communication skills
- c. CI demonstrates effective behavior, conduct, and skill in interpersonal relationships
- d. CI demonstrates effective instructional skills
- e. CI demonstrates effective supervisory skills
- f. CI demonstrates performance evaluation skills

The program assesses if the Clinical Instructor (CI) meets the minimum APTA Voluntary Guidelines by collecting information from all stakeholders, student, ACCE, and CI. The ACCE is responsible for collecting and assessing the data.

Student Policy 36

Title: Clinical Site Contract

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: August 2019

Purpose:

To inform all stakeholders of the HGTC PTA Program what the legal responsibility is of those involved in clinical education.

Policy:

1. All clinical contracts are kept on file by the Administrative Specialist for Deans/Faculty. All stakeholders, i.e.: students, ACCE, CI, CCCE, may request a copy of the contract to be reviewed.
2. The Administrative Specialist for Deans/Faculty is responsible for preparing and maintaining the clinical rotation agreements for the PTA Program.
3. The ACCE ensures that students are assigned only to those facilities in which written agreements are current.

Student Policy 37

Title: Clinical Education Site Cancellation

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: August 2019

Purpose:

To establish a plan to replace a clinical education site in the event that the site finds it necessary to cancel a scheduled clinical experience.

Policy:

If a clinical education site cancels a scheduled clinical education experience, the ACCE will meet with the student to review interests and special considerations. A list of alternate sites to be contacted will be developed. The ACCE will make all efforts to replace the student's clinical education site as soon as feasible. The ACCE will keep a log of all efforts to replace the clinical education site.

Student Policy 38

TITLE: Complaint Process for Non-Faculty and Non-Students

ORIGINAL APPROVAL DATE: 2008

REVISION DATE(S): AUGUST 2018

LAST REVIEWED DATE: AUGUST 2019, AUGUST 2018

Purpose:

To provide the student with information regarding the complaint process received from non-faculty and non-students.

Policy:

Complaints as received by non-faculty and non-students will be handled as follows:

- Complaints will be directed to the Program Director
- The Program Director will complete the Physical Therapist Assistant Program Complaint Form
- The Program Director will contact the appropriate college personnel to seek resolution of the complaint
- A written response will be provided to the person filing the complaint as soon as feasible
- A copy of all complaints will be kept in a secure location in the Program Director's office

Program Policy 39

Title: Clinical Education Faculty Development Activities

ORIGINAL APPROVAL DATE: 2010

REVISION DATE(S): August 20, 2017

LAST REVIEWED DATE: AUGUST 2019

Purpose:

Define how the program assesses clinical education faculty and how clinical education development activities are designed to improve the effectiveness of the clinical education faculty.

Policy:

1. Annually the ACCE performs an Assessment of the Clinical Education Faculty and documents the findings in an annual report.
 - a. The ACCE periodically reviews the stakeholders of clinical education feedback to identify needed process and program improvements as well as opportunities to improve the effectiveness of clinical education and faculty. Listed are the tools that are being utilized for clinical assessment. All of the tools utilized are tools developed by the APTA. Data is collected via database and Excel.
 - i. CI Self-assessment – every 3 years
 - ii. CI assessment of the Student – each clinical education rotation
 - iii. CI assessment of the ACCE- every three years
 - iv. Student Assessment of the Clinical Site and Clinical Faculty –each clinical education rotation
 - v. Student assessment of the ACCE – annually
 - vi. Student self- assessment –each clinical education rotation
 - vii. ACCE self –assessment- annually
 - viii. Administrator’s Assessment of the ACCE- annually
 - b. The ACCE identifies thresholds for each assessment tool utilized for assessment.
 - c. The ACCE develops an action plan, activities, to address areas that fall below the threshold to improve the effectiveness of clinical education faculty and the program.
 - d. Annually the ACCE analyzes the action taken during the academic year and the success of this action.

2. At minimum of one time per year the ACCE presents the assessment and action plan of clinical education and faculty to the Program Assessment Committee.

a. Assessment Committee assesses that the proposed clinical education faculty development activities are designed to meet the needs of the program.

Student Policy 40

Title: Social Media

ORIGINAL APPROVAL DATE: June 2015

REVISION DATE(S): July 2016

LAST REVIEWED DATE: August 2019

Purpose:

1. To provide information to each student concerning the appropriate use of social media within the PTA program.
2. To provide information to each student concerning the consequences of inappropriate use of social media within the PTA program.

Terminology:

1. **Social media and networking** are interchangeable terms. Each term may refer to, but is not limited to, the following examples: Facebook, Twitter, Instagram, YouTube, Pinterest, any blog, or posting board.
2. **Libel** is a published false statement that is damaging to a person's reputation; a written defamation.
3. **Slander** refers to the utterance of false charges or misrepresentations which defame and damage another's reputation, or a false and defamatory statement about a person.

Policy:

1. PTA students must not transmit or place online individually identifiable patient, student, faculty, adjunct faculty, or staff information.
 - a. PTA students must not publish libel or make slanderous remarks or insinuations about patients, peers, adjunct faculty, faculty, staff, or the institution of HGTC, even if they are not identified.
2. PTA students must not transmit or place online any test questions or test content that could be identified as cheating. The college policy on academic misconduct will be followed to include social media networking.
3. PTA students must observe ethical and professional patient-nurse/student PTA boundaries.
 - a. Do not share or post opinions, information, insinuations, or photos gained through the student PTA-patient relationship on any social media outlet.
 - b. Do not share or post libelous or slanderous opinions, information, insinuations, or photos regarding students, faculty, staff, or the institution of HGTC.
4. Should any problem arise during the classroom or clinical setting, use the Chain-of-Command to resolve the issue.
5. Student PTA have a responsibility to promptly report any identified breach of confidentiality or any inappropriate use of social media.
6. This breach may be reported to (but not limited to) an instructor, staff person, or dean.

7. Be aware of your association with HGTC in online social networks.
 - a. Horry Georgetown Technical College (HGTC) name, photos, trademark, etc., cannot be used in social media groups. For example, if a cohort, class, or classmate makes a Facebook page named HGTC's Fall Class of 2016, this would be an infringement on trademark rights.
8. If you identify yourself as a student, ensure your profile and any related content is professional and consistent with how you wish to present yourself to colleagues, clients, and potential employers.

Consequences:

1. Violations of patient/client privacy using an electronic device will be subject to HIPPA guidelines and consequences.
2. Students who share confidential information utilizing social media do so at the risk of disciplinary action, including failure in a course and/or dismissal from the PTA program.

References:

American Physical Therapy Association [Social Media](#)

Student Policy 41

Title: Student's Communication with the Clinical Site

ORIGINAL APPROVAL DATE: June 2015

REVISION DATE(S): August 20, 2017

LAST REVIEWED DATE: August 2019, AUGUST 2018

Purpose:

1. To provide information to each student concerning the appropriate procedure of communicating with the clinical site.
2. To provide information to each student concerning the appropriate dress code when attending meetings at the clinical site on nonclinical dates.
3. To provide information to each student concerning the consequences of inappropriate communication or dress code requirements for clinical sites outlined in this policy.

Terminology:

1. Communication can be in the format of written, phone calls or in person.

Policy:

1. All interaction with a clinical facility as a student of HGTC must be coordinated with the ACCE. Listed below are examples of communication that must be coordinated with the clinical instructor. This is not an exclusive list and when in doubt the student should seek advice from the clinical instructor.
 - a. Scheduling badges
 - b. Communication of CBC , UDS and health physical forms results
 - c. Communication and coordination for required or non-required clinical site meetings
 - d. Request to visit the site prior to the start of a clinical affiliation. Note, students are encouraged to locate their assigned clinical site, but should not ask for tours or permission to enter patient areas.
2. Student will communicate professionally and follow the program dress code policy 7 when contacting the clinical site.

Consequences:

1. Students who do not follow this policy are at risk of disciplinary action, including failure in a course and/or dismissal from the program.

References: NA

Student Policy 42

Title: Professional References

Original Approval Date: 2017

Revision Date(s): August 22, 2019

LAST REVIEWED DATE: August 2019

Purpose:

To provide information to each student how program faculty may be used as a professional reference upon graduation from the PTA program. To provide faculty guidance on

Policy:

1. Students must sign the Release for Professional Reference form upon graduation from the PTA program in order for faculty to be a professional reference for the student for future employment. The Program Director is responsible for tracking the Release for Professional Reference form. See form in appendix.
2. Students may revoke the Release for Professional Reference at any time by sending a written request or email to the Program Director.
3. The instructor should ensure the student has requested the written/oral reference or authorized the reference on the employment application.
4. The instructor should make it clear that his/her comments reflect his/her own observations/mental impressions and do not represent the official position of the College.
5. It is acceptable for the instructor to use the college's email and state how he/she knows the student and the instructor's observations of the student's propensity for diligence, commitment, industry and other attributes which might be beneficial in the job screening process. Grades and other personally identifiable information should not be shared.
6. In cases when the instructor is unable to be positive, the instructor should not write the recommendation.

References: HGTC Academic Affairs

Student Policy 43

TITLE: Pinning Ceremony

ORIGINAL APPROVAL DATE: 2018

REVISION DATE(S): NONE

LAST REVIEWED DATE: MAY 2018, AUGUST 2018

Purpose:

To provide students with information regarding the Program Pinning Ceremony.

Policy:

1. The class will acknowledge that the Program Pinning Ceremony is not a confirmation of the graduation but students' celebrating the program success.
2. The program's students are responsible for hosting the Program Pinning Ceremony.
3. The Program Pinning Ceremony will be after all final grade submission deadline for the term.
4. The students of a class will vote to determine if the class will host the Program Pinning Ceremony.
5. The students will notify the Program Director or club advisor if the class desires to host a pinning ceremony.
6. The class is responsible for planning, coordinating, and paying for the Program Pinning Ceremony.
7. The class will follow the following outline of the pinning ceremony:
 - Greetings
 - Invocation
 - Inspirational Speaker
 - Presentation of Awards
 - Recognition of the Class Officers
 - Academic Achievement
 - Clinical Education Achievement
 - Clinical Educator of the Year
 - Presentation of the Graduates
 - Student Officers
 - Closing Remarks
8. The class may change the outline of the pinning ceremony but will need to request approval from the Program Director or club advisor.
9. If the class chooses to speak and or present videos at the pinning ceremony, the club advisor or Program Director must approve the speech and or the video.

Student Policy 44

TITLE: PTA Program Awards

ORIGINAL APPROVAL DATE: 2018

REVISION DATE(S): NONE

LAST REVIEWED DATE: MAY 2018, AUGUST 2018

Purpose:

To provide students with the information regarding the awards offered by the program.

Policy:

1. The program annually recognizes student academic and clinical success and an outstanding clinical instructor. These recognitions are based on the following:
 - Academic Achievement
 - Purpose: The purpose of this award is to recognize an HGTC student who has the highest technical didactic course grade point average.
 - Procedure: The Program Director will calculate the grade point average based on the letter grade from the PTH didactic courses. The program may give out more than one Academic Achievement Award if two students have both earned the highest grade point average.
 - The award will be presented at the Annual HGTC PTA pinning ceremony.
 - Clinical Education Achievement
 - Purpose: The purpose of this award is to recognize an HGTC student who has the highest technical, clinical courses calculated overall grade.
 - Procedure: The ACCE will calculate the clinical courses calculated overall grade. The program may give out more than one Clinical Education Achievement Award if two students have both earned the highest clinical courses calculated overall grade.
 - The award will be presented at the Annual HGTC PTA pinning ceremony.
 - Clinical Educator of the Year
 - Purpose: The purpose of this award is to recognize an HGTC clinical instructor or educator for outstanding contributions to the clinical education aspect of the physical therapist assistant profession.
 - Minimal Requirements:
 - The nominee must have been a Clinical Instructor or Center Coordinator of Clinical Educator (CCCE) for HGTC PTA program.
 - The nominee must receive at least one statement of recommendation from a current or graduated HGTC physical therapist assistant student

who the clinical educator/instructor has supervised within the past three years or HGTC faculty member.

- Preferred Requirements:
 - The nominee will have two years' experience as a CI or CCCE averaging at least one student per year.
 - A member of the APTA
 - The nominee will receive one or more letter(s) of support or recommendation from an HGTC current or former student or faculty.
- Nomination Procedure:
 - All nominee information must be received by Nov 25th to be considered for that academic year. Nomination Packet to include:
 - Statement of recommendation from student or HGTC faculty (see form below)
 - Other letter(s) of support (preferred but not required)
 - All nominations will be evaluated for completeness of criteria by the HGTC full-time faculty.
 - The HGTC full-time faculty will review all nominations.
 - The recipient will be voted on by the HGTC full-time faculty.
 - The award will be presented at the Annual HGTC PTA pinning ceremony.

STUDENT AND CLINICAL HANDBOOK AGREEMENT

I have received and read the Physical Therapist Assistant Student and Clinical Manual at Horry-Georgetown Technical College in its entirety. I understand its content and agree to abide by the policies and procedures set forth during my tenure as a physical therapist assistant student. The program reserves the right to alter policies, procedures, and content, providing updates and new signature pages to students, as appropriate.

Student Name

Student Signature

Date

Horry Georgetown Technical College

Physical Therapist Assistant Program Academic Advising

Student: _____ H Number: _____

The evaluation is based upon the Standards of Ethical Conduct for the Physical Therapist Assistant and the Values-Based Behaviors for the Physical Therapist Assistant.

The student will complete the Values-based Behaviors Self-Assessment and bring to the advisor for the first technical semester advising session. The document can be found at:

[PTA Self-Assessment Tool](#)

Scoring Criteria:

1= Never demonstrates behavior 2= Demonstrates behavior 50% of time 3= Demonstrates behavior 75% of time 4= Always demonstrates behavior

Evaluation		Performance Technical Semester			
		Prior to start of program	1	2	3
Degree Works Reviewed					
<u>Duty:</u> Attendance and Timeliness (tardy)					
<u>Duty:</u> Engagement in the Classroom/Lab					
<u>Responsibility:</u> Preparation for Class					
<u>Responsibility:</u> Accuracy and Completion of Assignments					
<u>Integrity:</u> Adhering to program policies and procedures					
<u>Continuing Competence:</u> Ability to Self-Assess Performance					

Horry Georgetown Technical College
Physical Therapist Assistant Program Academic Advising

Comments:

Technical Semester 1:

Technical Semester 2:

Technical Semester 3:

Technical Semester 4:

Signatures:

Advisor

Date each semester

Student

Date each semester

Release of Confidential Information

POLICY:

In accordance with the "Family Education and Privacy Act of 1974," the student in the Physical Therapist Assistant Program must sign any of the selected items below on this form.

PURPOSE:

To provide a means for the control of what information the student wants the faculty or program to release to future employers, other programs, you (the student), etc.

DOCUMENTATION:

The following is presented and requires completion for each of the selected items. Please place a inside of the yes or no block.

1. RELEASE OF PERSONAL AND ACADEMIC INFORMATION

My Signature, H number, and today's date for this section authorizes the faculty of the Physical Therapist Program to furnish any and all information on academic, discipline, attendance, college credit, address, and any other pertinent information regarding any enrollment in the Physical Therapist Program to prospective employers, selection committees or myself when requested.

YES

NO

Printed Name

Date

H Number

Signature

2. RELEASE OF PERSONEL IMMUNIZATION RECORDS

My Signature, H number, and today's date for this section authorizes the faculty of the Physical Therapist Program to furnish any and all information on immunizations while enrolled in the Physical Therapist Program to myself when requested.

YES

NO

Printed Name

Date

H Number

Signature

3. RELEASE OF PRACTIUM REPORTS

My Signature, H number, and today's date for this section authorizes the faculty of the Physical Therapist Program to furnish any and all information on clinical practicums (internships/rotations) to prospective employers, selection committees, other programs or myself when requested.

YES

NO

Printed Name

Date

H Number

Signature

4. RELEASE OF LIABILITY

My Signature, H number, and today's date for this section authorizes other students and faculty to perform appropriate physical therapy procedures for educational purposes during classroom and laboratory instruction.

YES

NO

Printed Name

Date

H Number

Signature

Horry Georgetown Technical College

PTA PROGRAM STUDENT LAB RELEASE FORM

Many of the program courses contain laboratory components that are a critical part of a student's physical therapist assistant education. These labs provide the student with the opportunity to practice skills and treatment techniques.

I understand that, while participating in the Physical Therapist Assistant program at Horry-Georgetown Technical College, I will be expected to participate in the roles of both patient and physical therapist assistant for any and all treatment techniques taught in supervised laboratory sessions in this program including: massage, traction, thermal and electrical modalities, as well as therapeutic exercise and transfer techniques. I will be required to:

1. Both perform and receive hands-on techniques that require contact with various parts of the human body that may be visible by means of draping, wearing shorts, or halter top.
2. Exhibit professional behaviors and monitor my actions and words to be respectful and appropriate at all times.
3. Treat with confidentiality any health or protected information obtained during the course of laboratory sessions.
4. Report to the appropriate instructor any conditions or possible contraindications that may preclude specific actions or treatments in lab.
5. Follow the safety regulations regarding the use of equipment in the program laboratory.

Printed student name

Student Signature and Date

Witness Signature and Date

Non-Student Informed Consent to Participate in Classroom/Laboratory Exercises for Educational Purposes

I _____ consent to participate with the HGTC Physical Therapist Assistant Program in Classroom/ Laboratory programs for educational purposes only.

I attest to the fact that I am not being treated for any medical condition nor—have I been promised any treatment for any medical condition for this clinical education experience by the faculty or students.

I will allow the use of video and/or photography for educational purposes.

I am aware that the information I share with the program will be kept confidential and not shared with anyone outside the program and used only for educational purposes.

Every effort will be made to provide a safe environment and experience.

Name

Date

Horry-Georgetown Technical College

PTA Program Imaging Permission Form

PERMISSION

I, _____, do hereby grant to Horry-Georgetown Technical College, its successors, assigns, licenses and any other designees, forever, the absolute right and permission to use, publish and reproduce the use of videotapes, audiotapes, and photographs for instructional purposes and for performance review in all PTA program classes, at the College's sole discretion.

I also hereby waive any right that I may have to inspect and/or approve the finished product or printed matter that may be used in connection therewith, or the use to which it may be applied.

Print Student Name

Student Signature & date

Witness signature & date

SC Code of Laws, Article 27, The Lewis Blackman Hospital Patient Safety Act

The Lewis Blackman Hospital Patient Safety Act provides a risk-free mechanism for the right of patients to refuse to participate in clinical education:

The Lewis Blackman Hospital Patient Safety Act was enacted in South Carolina in 2005 to make clear the status and responsibilities of all clinical staff. This law provides the mechanism by which patients in a hospital or outpatient setting within a hospital are informed when students are involved in patient care. Identification badges must show the person's first and last name, and designation, i.e.: "physical therapist assistant student." The South Carolina Hospital system complies with this law which states:

Section 44-7-3430

"All clinical trainees, medical students, interns, and resident physicians must be explicitly identified as such on their badges." This information must be clearly visible and must be stated in terms or abbreviations reasonably understandable to the average person, as recognized by the Department of Health and Environmental Control.

Section 44-7-3440

Except in emergency admissions, a hospital shall provide to each patient prior to, or at the time of the patient's admission to the hospital for inpatient care or outpatient surgery, written information describing the general role of clinical trainees, medical students, interns, and resident physicians in patient care. This document must be separate from the general consent for treatment.

Section 44-7-3450

Each hospital must provide a mechanism, available at all times, through which a patient may access prompt assistance for the resolution of the patient's personal medical care concerns.

For purposes of this section, 'mechanism' means a telephone number, beeper number, or other means of allowing a patient to independently access the patient assistance system and must not be construed as requiring a patient to request information or assistance in order to access the system; however, a clinical staff member or clinical trainee must promptly access the system on behalf of a patient if a patient requests such assistance. A description of this mechanism and the method for accessing it must be included in the written material described in Section 44-7-3440. The hospital must establish procedures for the implementation of the mechanism, providing for initiation of contact with administrative or supervisory clinical staff who shall promptly assess, or cause to be assessed, the urgent patient care concern and cause the patient care concern to be addressed."

I have received and read The Lewis Blackman Act. I acknowledge as a Physical Therapist Assistant Student, I must abide by The Lewis Blackman Act.

Student Name (Please Print) _____

Signature: _____ Date: _____

Harassment Policy
of the SC State Board for Technical and Comprehensive Education
Adopted by HGTC PTA Program

Sexual Harassment is defined as sexual discrimination where the harassing conduct creates a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature constitutes sexual harassment when the conduct is severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the educational environment.

Should I feel that I am being subjected to sexual harassment, I will report it to the Student Services according to the Student Grievance Procedure as outlined in the college Catalog. My complaint shall remain confidential.

I have read Horry-Georgetown Technical College's Sexual Harassment policy and agree to abide by it at all times.

Print student name

Student signature & date

Witness signature & date

Clinical Site Selection

PTH 234 PTH 253 PTH 276 (Circle one)

Name: _____

Have you completed a Medicare Part A Experience? Yes () No ()

Access to Car? Yes () No ()

Rank your preferred clinical sites below in order from 1-5:

Clinical Site	Location	Type of Experience
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Towns or cities you can live in for this clinical education: _____

Student's signature: _____

Date: _____

DO NOT CONTACT THE CLINICS!

A request is NOT guaranteed selection of a clinical site.

Release for Professional Reference

I authorize program faculty of HGTC PTA program to be a professional reference for future employers upon graduation.

This release is effective until a revocation of release is received in writing by the Program Chair.

Student Name (Print): _____

Student Signature: _____

Date: _____

**Horry-Georgetown Technical College
Physical Therapist Assistant Program
Complaint Form**

Date: _____ Name of person filing complaint: _____

Complaint received: via phone in person (location _____)
 via email other _____

Complaint origin: clinic site public HGTC employee student
 employer other _____

Complaint: _____

Resolution: _____

Follow-up: _____

Received By: _____ Date: _____