



Physical Therapist Assistant

Student Handbook

2022-2023

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**Physical Therapist Assistant Program
Flathead Valley Community College
777 Grandview Drive
Kalispell, MT 59901**

Introduction

The faculty of the Physical Therapist Assistant (PTA) Program would like to welcome you to Flathead Valley Community College. The physical therapist assistant field offers a very rewarding career and we are so glad that you have chosen to pursue your PTA degree here with us at FVCC. The program will provide a curriculum that will adequately prepare you to work as a PTA in a variety of therapy settings. The FVCC PTA faculty are committed to providing a variety of learning experiences that will help you excel in your chosen career.

The purpose of this handbook is to introduce you to policies and procedures used to effectively manage the physical therapist assistant program. The content of this handbook includes important course, lab, clinic and student responsibilities. The information provided in this handbook is designed to work in conjunction with the information contained in the course syllabi. The FVCC PTA Student Handbook will guide you as you progress through the program. It is to be used in conjunction with the FVCC Academic Catalog. Information about college wide policies can be found in the [FVCC Academic Catalog](#). It is important that you refer to a copy (hard copy or electronic) of this handbook throughout the course of your program.

We wish you the best in your quest to become a successful physical therapist assistant! Please do not hesitate to ask questions or come to us if you are having any problems or concerns.

Sincerely,

Janice Heil, PT, MAPT



FVCC PTA Program Contact Information

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FVCC Fax: (406) 756-3815 Phone: 1-800-313-3822 or (406) 756-3822	Mailing address: 777 Grandview Drive Kalispell, MT 59901	Shipping Address: PTA Program BC 123C 777 Grandview Drive Kalispell, MT 59901

Our Mission... Flathead Valley Community College's (FVCC) Physical Therapist Assistant program's mission is to graduate qualified entry level PTAs who function under the direction and supervision of a licensed Physical Therapist (PT). Graduates will ensure excellence in patient care by demonstrating competence, critical thinking and compassion. Faculty and graduates will be committed to health and wellness, safe and ethical practice, social responsibility, professional growth and lifelong learning.

PTA Program Philosophy

The PTA program at FVCC believes that optimum learning of skills needed for a physical therapist assistant is comprised of a dynamic, comprehensive curriculum, dedicated faculty, committed students, supportive health care community and a responsive learning environment. This relationship will create a foundation to meet FVCC's mission to promote excellence in lifelong learning, focused on student success and community need.

We believe that a **1 + 1 curriculum** is an ideal model in that it allows the student to gain a solid general education foundation before progressing to technical physical therapy content. Our curricular model further provides focused evidence-based lectures and demonstration along with relevant lab practice and integrated clinical experiences. This structure of education will support students in developing critical and clinical reasoning, professional behaviors and competence which can then be transferred into the clinical setting. Further, the curriculum is structured to ensure students develop the specific skill set and breadth of knowledge necessary to function in the unique role of implementing a physical therapy plan under the direction and supervision of a licensed Physical Therapist.

We believe in a dedicated PTA **faculty** at FVCC who are committed to providing students with professional role models in their actions, attitudes and behaviors. Faculty has a responsibility to help students develop not only their didactic and technical knowledge, but also nurture their interpersonal and professional skills that will prepare them for successful employment and a desire for lifelong learning. Faculty also believes that each student is unique to their learning style and as educators we will be perceptive and thoughtfully responsive to these differences.

We believe that committed **students** who demonstrate self-responsibility, ethical behavior, integrity and compassion for people lead to success personally and professionally as a Physical Therapist Assistant. We strive to attract students into our program with these characteristics along with students who demonstrate a personal value of health and wellness.

We value our supportive **health care community** and recognize the significance of physical therapy and its impacts on the health and wellness of our patients/clients. We must respond with a high standard of ethics and professionalism to best serve their needs. With respect to the collaborative relationship of PT and PTA, it must be based on mutual appreciation and knowledge of the role that each plays in the delivery of physical therapy to our patients/clients.

We believe in a **learning environment** which is student-centered, dynamic, responsive and affordable. Students will be offered a broad range of educational experiences both in the classroom and the clinic to promote the development of their skills. The classroom and clinical setting will be respectful with mutual trust and open communication which supports each individual. We recognize that therapy knowledge does not stay stagnant and we must adapt to these changes in our program, with our curriculum and educational technology.

FVCC PTA PROGRAM OUTCOMES

The FVCC PTA Graduates will...

- Follow a plan of care established by a physical therapist and carry out physical therapy interventions in a safe, ethical and competent manner at entry level;
- Demonstrate effective written, oral and nonverbal communication skills with patients, families/caregivers, healthcare providers, peers, third party payers and the public;
- Recognize the need for continued personal and professional growth to ensure competence in current practices of physical therapy and a commitment to lifelong learning;
- Demonstrate behavioral expectations as established by the APTA in the Value Based Behavior for the Physical Therapist Assistant (January 2011);
- Participate as an effective member of the health care team and educate the healthcare community on the respective roles of the PT and PTA.; and,
- Show a personal commitment of health and wellness and dedication to service to the profession of physical therapy and the community.

FVCC PTA PROGRAM and FACULTY GOALS

The FVCC PTA Program will...

- Promote an evidence-based curriculum that supports the mission of FVCC based upon input from the PTA advisory committee, academic faculty, students and clinical instructors;
- Prepare graduates with the knowledge and technical skills needed to pass the PTA NPTE exam and obtain employment as a licensed PTA who functions under the supervision of a physical therapist; and
- Graduate competent entry-level physical therapist assistants who function effectively under the direction and supervision of a physical therapist

The FVCC PTA Program Faculty will...

- Exhibit professionalism, show compassion and maintain knowledge and expertise in teaching areas of focus;
- Collaborate in the development, implementation and evaluation of the technical and clinical education components of the PTA curriculum; and
- Model a personal commitment to health, wellness and dedication to service to FVCC and community.

FACULTY'S RESPONSIBILITY TO STUDENTS

- Be on time for all classes and hold classes for the required scheduled periods of time.
- Be prepared with significant lecture and/or discussion material and with well-organized lab procedures.
- Remain in the classroom or laboratory at all times during the scheduled lecture or laboratory session, except in the case of an obvious emergency.
- Prepare a syllabus for each class listing office hours, open lab hours (if appropriate), assignments, course outline, texts and related resource materials, course objectives and grading procedures.
- Be fair and impartial in treatment of students.
- Challenge students in their educational endeavors and expect the best performance possible.
- Be available during scheduled open lab and office hours.
- Be familiar with and adhere to all FVCC policies and procedures.

- Be familiar with and adhere to all the American Physical Therapy Association (APTA) accreditation guidelines.
- Hold individual conferences with all accepted PTA students as necessary to discuss scheduling, student progress and problems in the classroom and in the clinic.
- Attend all faculty council, general faculty and other FVCC committee meetings appointed to the faculty by the Vice President (VP) of Academic and Student Affairs.
- Aid student awareness of continuing education workshops and potential jobs offered throughout the United States.
- Obtain literature, attend workshops and keep abreast of the latest developments in the practice of Physical Therapy.
- Model safety and professionalism and adhere to the Physical Therapy Code of Ethics.

ACCREDITATION

The Physical Therapist Assistant Program at Flathead Valley Community 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: www.capteonline.org.

NON DISCRIMINATION STATEMENT

In the FVCC Academic Catalog a statement: Accommodations for persons with disabilities can be provided upon request by calling (406)756-3881. Any qualified student with a disability who believes that an auxiliary aid is necessary for participation in any course activity or degree program is strongly urged to indicate a need for services to the Advocate for Students with Disabilities a minimum of six weeks prior to the beginning of the academic semester. This will provide sufficient time to assess student need and obtain any necessary auxiliary aid. For more information, please call (406) 756-3881 (voice or TTY) or contact [Disability Services](#).

FVCC does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its educational programs or activities. It is unlawful discriminatory practice for an educational institution: (1) to exclude, expel, limit or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions or privileges of the institution because of race, creed, religion, sex, marital status, color, age, physical disability, or national origin or because of mental disability unless based on reasonable grounds. Mont. Code Ann. 49-2-307.

Inquiries concerning Title VI, Title IX and Section 504 may be referred to: Kelly S. Murphy, Title IX Coordinator, Blake Hall, Rm 138, 777 Grandview Drive, Kalispell, MT 59901, (406)756-3812; or the Montana Human Rights Commission, 1236 Sixth Avenue, P.O. Box 1728, Helena, MT 59624, (406) 444-2884/1-800-542-0807. For more information, TitleIXCoordinator@fvcc.edu

THE PHYSICAL THERAPIST ASSISTANT

According to the American Physical Therapy Association (APTA), physical therapy is a health profession whose primary purpose is the promotion of optimal human health and function. This purpose is accomplished through the application of scientific principles to the process of examination, evaluation, diagnosis, prognosis, and intervention to prevent or remediate impairments, functional limitations, and disabilities as related to movement and health. Physical therapy encompasses areas of specialized competence and includes the development of new principles and applications to effectively meet existing and emerging health needs. Other professional activities that serve the purpose of physical therapy are research, education, consultation and administration.

The Physical Therapist Assistant (PTA) is a technically educated health care provider who assists the physical therapist in provision of physical therapy. The PTA is a graduate of a physical therapist assistant associate degree program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

The Physical Therapist Assistant (PTA) provides physical therapy services under the direction and supervision of a physical therapist. PTA's help people of all ages who have medical problems, or other health related conditions that limits their ability to move and perform functional activities in their daily lives. PTA's work in a variety of settings including, hospitals, private practices, outpatient clinics, home health, nursing homes, schools, sports facilities, and more. PTA's must complete a two year associate's degree and are licensed, certified, or registered in most states. Care provided by a PTA may include teaching patients/clients exercises for mobility, strength and coordination, training for activities such as walking with crutches, canes or walkers, massage, and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation.

AMERICAN PHYSICAL THERAPY ASSOCIATION

The American Physical Therapy Association (APTA) www.apta.org is the national association for physical therapist and physical therapist assistants. The APTA is the best source for current information on professional issues and concerns. It is the voice of the profession, actively working to represent the physical therapy profession on Capitol Hill and in state legislatures. The association is dedicated to advancing the profession, setting standards, encouraging research, and promoting diversity within the field. Your membership in the APTA is your key to keeping informed about the topics, trends and issues that affect the practice of physical therapy. Membership to the APTA is voluntary once you graduate, but we as an institution feel that participating in the APTA is an integral part of your career path and are committed to enroll all students as student APTA members during the technical program. Students will be enrolled by the program director and notified accordingly. Students receive discounts when joining the organization on a state and national level, as well as any special sections you may choose. As a member of the APTA, you will receive several publications and be afforded many other benefits. The APTA can be a valuable resource during your professional education. Take advantage of all that your professional association has to offer.

ESSENTIAL PERFORMANCE FUNCTIONS FOR THE PTA

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

- Attend class approximately 30-40 hours per week, including lecture, lab, and clinic, M – F, 8 – 5;
- Complete all assignments on time; and meet class standards for successful course completion;
- Participate in classroom discussions. Use critical thinking in lecture, lab, and clinic;
- Perform or instruct others in the following procedures (learned in class) in a timely manner: transfers, gait training, physical agents, and activities of daily living, therapeutic exercises or activities and data collection procedures;
- Use sound judgment and safety precautions; exposure to blood-borne pathogens and/or infectious disease may occur as part of the educational experience. Students are trained in safety/infection control and are expected to follow these guidelines to avoid contracting or transmitting disease;
- Behave in a competent, safe and professional manner; follow standards stated in PTA Student Handbook;
- Address problems or questions to the appropriate person at the appropriate time;

- Maintain classroom work area, equipment, supplies, personal appearance and hygiene conducive to classroom, lab, or clinic setting as appropriate; and
- Travel to various locations required for internships, one of which may be outside of the Flathead valley.

Students who have concerns about the ability to perform any of these functions should contact the PTA Program Director at (406) 756-3373. Individuals with disabilities may request reasonable accommodations or information by contacting Disability Support at disabilitysupport@fvcc.edu or (406) 756-3380.

STANDARDS OF ETHICAL AND CLINICAL CONDUCT

The FVCC Physical Therapist Assistant Student is expected to conduct him/herself in an ethical manner at all times while representing the school. The following standards are considered mandatory for all PTA students:

- Preparation (for both lectures and clinical)
- Effective communication (both verbal and non-verbal);
- Enthusiasm/positive attitude;
- Effective team work/cooperation;
- Accepts and benefits from constructive criticism;
- Recognition of the impact of one's behavior on others, especially patients; modification of inappropriate behavior;
- Accountability/legal and ethical responsibilities; and,
- Respectful and courteous at all times.

VALUE BASED BEHAVIORS

The Values-Based Behaviors is a concise document that describes those values that most significantly influence PTAs providing patient/client care as a member of the physical therapy team. The Values-Based Behaviors were developed in 2010 by the Advisory Panel of PTAs, reviewed and adapted by numerous stakeholder groups, and approved by APTA's Board of Directors in January 2011.

- **Altruism:** Altruism is the primary regard for or devotion to the interests of the patient/client assuming responsibility of placing the needs of the patient/client ahead of the PTA's self-interest.
- **Caring and Compassion:** Compassion is the desire to identify with or sense something of another's experience; a precursor of caring. Caring is the concern, empathy, and consideration for the needs and values of others.
- **Continuing Competence:** Continuing competence is the lifelong process of maintaining and documenting competence through ongoing self-assessment, development, and implementation of a personal learning plan, and subsequent reassessment.
- **Duty:** Duty is the commitment to meeting one's obligations to provide effective physical therapy services to individual patients/clients, to serve the profession, and to positively influence the health of society.
- **Integrity:** Integrity is the steadfast adherence to high ethical principles or standards; truthfulness, fairness, doing what you say you will do, and "speaking forth" about why you do what you do.
- **PT/PTA Collaboration:** The PT/PTA team works together, within each partner's respective role, to achieve optimal patient/client care and to enhance the overall delivery of physical therapy services.
- **Responsibility:** Responsibility is the active acceptance of the roles, obligations, and actions of the PTA, including behaviors that positively influence patient/client outcomes, the profession, and the health needs of society.
- **Social Responsibility:** Social responsibility is the promotion of a mutual trust between the PTA, as a member of the profession, and the larger public that necessitates responding to societal needs for health and wellness.

STUDENT SUCCESS

In order to integrate, relate, and understand lecture and lab material, the successful FVCC student PTA will:

1. Attend and participate in discussions/lab activities in all lecture and lab courses.
2. Perform all assignments on time and practice good time management skills.
3. Utilize lab time efficiently. Students who are not actively participating in lab activities and/or distracting other students may be asked to leave.
4. Study class material BEFORE lecture and lab.
5. Utilize open lab times to practice new and past-learned skills.
6. Make an appointment to see an instructor, if you did not pass any written assignment, quiz, test, or practical examination.
7. Make an appointment with the instructor, if the explanation given in the classroom or laboratory is not understood.
8. Utilize the FVCC Student Support Center for study-skills information and test-taking strategies.
9. Discuss program-related issues with instructors at the earliest sign of academic difficulty.
10. Seek assistance from an FVCC Student Support Center counselor or medical professional at the earliest sign of personal problems that interfere with the ability to succeed in school.
11. Get enough rest, eat healthy, take time to exercise, seek medical care if health problem arises.
12. Avoid the use of tobacco, alcohol and illegal drugs.
13. Use sound judgment and safety precautions.
14. Meet class standards for successful course completion.
15. Use critical thinking when making decisions in lecture, lab, and clinic.
16. Follow standards stated in PTA Student Handbook.
17. Address problems or questions to the appropriate person at the appropriate time.
18. Behave in a competent, professional manner.

ACADEMIC ADVISING

The PTA program faculty are dedicated to assisting each student to achieve the program's educational objectives and to develop each student's optimal potential. The faculty are also committed to preparing graduates who are able to meet standards of quality patient care.

PTA Program Full Time Faculty will provide academic counseling and advice as you progress through the program. Students will meet with their advisor once per semester in order to review and discuss academic progress and standing in the PTA program. Students will also receive on-going feedback throughout each semester from the instructors.

It is important to inform your advisor, instructor and/or Program Director of situations that impact your ability to participate fully and effectively in the program. If you feel you could benefit from counseling services beyond the scope of academic advising, your advisor, instructor and/or Program Director can assist you with contact with the Student Support Center where they provide additional counseling services to better serve your individual needs. (406) 756-3880 or <https://www.fvcc.edu/student-support/academic-advising/>

STUDENT CONDUCT

- The expectations of student conduct in the PTA program align with conduct expected of all FVCC students.
- [Core Values of Student Conduct](#) as outlined in the College Catalog are as follows:

- Integrity: College students exemplify honesty, honor, and a respect for truth in all of their dealings.
- Community: College students build and enhance their community.
- Social Justice: College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- Respect: College students show positive regard for each other, property, and for the community.
- Responsibility: College students are given and accept a high level of responsibility to self, to others, and to the community.
- Student behavior that violates these core values as defined in the policy is subject to the sanctions outlined in the posted conduct procedures.

STANDARDS OF BEHAVIOR

- Treat fellow students, faculty, and clinical staff with respect at all times.
- The student is required to inform the PTA faculty member of circumstances that may affect academic/clinical performance before it becomes a problem.
- Personal problems or conflicts need to be resolved outside of the classroom/clinical setting.
- The student should discuss these issues with the faculty member during office hours or by appointment.
- Keep personal information private. In accordance with FERPA guidelines, the PTA faculty will not violate student confidentiality. Details of individual student circumstances will not be shared with other students. It is imperative students retain student confidentiality as well.
- Questions regarding assignments should be clarified at the time the assignment is made.
- The student is responsible for keeping a record of grades in individual courses.
- Be respectful with communication. Don't dominate classroom discussions. Don't engage in personal conversations during class.
- Avoid offensive/inappropriate language.
- Use of cellular phones or electronics is prohibited in class and in clinical areas. Cellular Phones should be turned off or silenced during class. Students who have a legitimate need for using their cellular phone should request permission for its use from the course/clinical instructor.
- Wearing a FVCC PTA program nametag and clinically representing oneself as an FVCC PTA student in any way is limited to activities directly related to PTA courses in which the student is currently enrolled.

COMMUNICATION

Open communication is essential to student well-being and program growth. Faculty anticipate that individual and group concerns will arise during the PTA program. The faculty supports and encourages informal resolution of all individual concerns. Students are responsible for immediately reporting any changes in address, phone number, or e-mail to the PTA program administration and faculty.

1. With regard to INDIVIDUAL CONCERNS:
 - Students should address the issue first with the person or persons involved. It is suggested that students express their view of the conflict in clear terms without casting judgment, than indicate how they would like to see the situation resolved.
 - If the issue remains unresolved, the student should contact the faculty member teaching the course and arrange for a meeting to seek problem resolution.
 - If the issue remains unresolved, the student should contact the PTA Program Director and arrange for a meeting to seek problem resolution. The PTA Program Director may ask that the issue be put in writing.
 - If there is still conflict after meeting with the Program Director, Dean of Student Affairs or VP of Academic Affairs should be contacted to set up a meeting with the parties involved.
 - Students are expected to follow the chain of command as they would in a professional working environment. It is good practice and minimizes misunderstandings.

2. Student - Faculty Meetings:

- Each student in the program will be assigned a faculty advisor. To further facilitate communication, student faculty advisor meetings will be held at least once each semester. It is the student's responsibility to schedule these meetings with their faculty advisor each semester. Students should come prepared to discuss courses they plan to take, progress in the program and any issues/concerns.
- The above system is meant to encourage communication and provides a formal contact method. The PTA program faculty are confident that a strong level of trust will develop which will promote each student's completion of educational requirements. The goal is an open-door policy, so faculty expect that students will share concerns. Faculty Advisors may ask for additional meetings with students from time to time as necessary. Students are also encouraged to request additional meetings with their advisor as needed.
- A PTA class representative will be appointed by their peers to serve as spokesperson between students and faculty. PTA faculty and the appointed PTA class representative will meet at least once/semester to discuss program issues, etc. Additional meetings may be held if necessary.

STUDENT TO INSTRUCTOR EMAIL /MAILBOXES

Students are expected to check their e-mail a **minimum of three times per week**. Students will be assigned an fvcc.edu email. Faculty will frequently send announcements and other messages to the students FVCC.edu e-mail. Failure to check e-mail is not a valid excuse for missing important announcements. Students are to use appropriate and professional etiquette when communicating with College faculty or personnel, or any representative of the Program including clinical instructors. This includes use of appropriate grammar, spelling, basic sentence structure and tone.

Mailboxes for all students are found in room BC 114. Please check these mailboxes daily. Students and/or faculty may use these mailboxes for communication purposes.

Instructors and students may wish to communicate via email; however, students are encouraged to discuss their progress, problems or need for assistance by meeting face-to-face in a professional manner.

PHOTOCOPYING FEE

Students are allotted a designated number of prints that are free each semester. Once the students reach their maximum number of pages they will receive an email in Eagle mail notifying them of this. They will then need to purchase additional pages in increments of 150 pages for \$20.00. They do this by going to the Business Office in Blake Hall and paying the cashier. The cashier will then notify IT and they will be reset based on the amount they paid. Here is an example of the email :

ATTENTION YOUR PRINT BALANCE IS LOW. Your balance has dropped to 75 pages remaining. In order to receive additional prints please by go to the Business Office in Blake Hall and paying the cashier. You can purchase additional pages in increments of 150 pages for \$20.00.

The FVCC PTA Program encourages students to utilize laptops during class to take notes during Powerpoint presentations. Laptops are not mandatory but are recommended. If students do not have access to a laptop, please contact FVCC [Service Desk](#) to check one out if inventory is available.

PERSONAL CONTACT INFORMATION

It is the student's responsibility to notify the PTA Program Director in writing of any changes in personal status so that the admissions directory information may be kept current. Such changes include name, address, and email and telephone number.

STUDENT CLASS REPRESENTATIVE

A student and/or 2 students from each year will be selected by their peers to serve as student class representative for participation in policy and program input. The student class representative arranges meetings with peers to discuss program information, scheduling, service projects, graduation, and any other information that is relevant to positive student/faculty communication and then brings issues to faculty meetings. Student issues can also be discussed on an individual basis. Meetings will be held at a minimum once/semester but can be scheduled on an as needed basis. This process serves as a standing agenda item for two-way communication.

INFORMED CONSENT

Student Informed Consent

Students within the PTA program are expected to perform a variety of physical therapy procedures on each other in the classroom and laboratory for educational purposes. This participation is very important to the learning process. PTA students are required to sign various "informed consent" forms (see Appendix B) detailing the activities they will experience during PTA courses throughout the program of study. Students will also sign a Physical Therapist Assistant Program Student Handbook Acknowledgement consent form which acknowledges adherence to policies outlined in the FVCC PTA Student Handbook at the start of the program that will remain in effect during the student's tenure in the PTA Program. Consent forms will be kept on file in the PTA Program Director's office. Students will also be educated about the patient's right to refusal of treatment and need for informed consent during the clinical experience (See Clinical Manual)

Non-Student Informed Consent

Individuals who serve as demonstration or practice subjects for any component of the PTA program will acknowledge their voluntary participation after being briefed regarding the contraindications, risks and benefits of the physical therapy procedure to be performed. Written informed consent via the *Guest Participation Form* will be obtained from any FVCC employee, non-PTA student, or patient volunteer who participates in a demonstration or practice session on the FVCC Campus (See Appendix B).

Informed Consent Forms can be found in APPENDIX B including:

- Informed Consent for Lab Procedures
- Imaging Permission Form
- Non-Student Informed Consent to Participate in classroom/Laboratory Exercises
- Review and Release of Records Consent Form
- Release of Liability Form
- Field Trip Form
- Waiver of Liability, Assumption of Risk, and Indemnity Agreement
- Essential Functions Verification
- Student Handbook Acknowledgement Form

STUDENT PRIVACY

The privacy and confidentiality of students and patients are of the utmost importance and maintained at all times. The FVCC PTA program complies with the Federal Education (FERPA) guidelines and faculty and staff have undergone training to comply with these privacy and confidentiality standards. FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR §99). Congress enacted FERPA, also referred to as the "Buckley Amendment," in 1974. FERPA conditions federal educational funding on providing student access to, and maintaining the privacy of, education records. Faculty, staff, administrators and other College officials are required by FERPA to treat education records in a legally specified manner.

The rights under FERPA apply to all individuals that submit an admissions application to Flathead Valley Community College. Provisions will be made to ensure protection of records against invasion of privacy.

- A student file will be kept in the Physical Therapist Assistant Program Director's office for the purpose of reference as well as having personal information on hand in the event of an emergency. Student records and personal information will be kept in strict confidence by the Program Director and faculty of the PTA program and placed in a locked file cabinet. Information about the student to outside parties will only be given out at the authorization of the student.
- All clinical evaluation forms sent/given to the ACCE by the CCCE's and/or CI's will be kept in strict confidence and in a locked file cabinet by the ACCE.
- Grade books, exams, student files and any other identifiable documents are kept in locked drawers/cabinets in the appropriate faculty person's office.
- Student must sign a release form in order for information to be released.
- Students must sign a release form for the appropriate personal/medical information to be sent to their CI's for clinical internships.
- Students have the option to sign a release form for name, phone, and address to be released to potential employers.
- Student counseling/advising sessions with program faculty occur in the privacy of the faculty member's office or other appropriate private rooms (i.e. conference room).

KNOWLEDGE OF COLLEGE AND PROGRAM POLICIES AND PROCEDURES

1. The PTA program abides by FVCC Policies and Procedures, including but not limited to policies of non-discrimination. The most current college policies can be found on the FVCC website or in the college catalog. PTA program students are expected to have a working knowledge of the location of FVCC policies and procedures and the impact of these policies on FVCC students.
2. Informing Students of Policy and Procedure Changes: The PTA program Policy and Procedure Manual is reviewed and revised on an annual basis by program faculty. The program faculty consider input from college administration and staff, students, the Program Advisory Committee, program faculty (core, adjunct, and clinical), and consumers when making such updates. The PTA program reserves the right and the responsibility to make changes in program policies and procedures as needed to maintain a quality educational program. When such changes are made after the initial publication of each academic year's Policy and Procedure Manual, students and the college administration will be notified of the updates and will be directed to an updated web site at which the most current version of the manual can be found.

ACADEMIC STANDARDS

GRADING

A grade "C+" or higher or Satisfactory is required within the established PTA curriculum in order to progress through the PTA program.

Once a student is officially accepted or admitted into the PTA program, each PTA course must be passed with a grade of at least a "C+" or 78% for the student to continue in the program or Satisfactory in a Satisfactory/Unsatisfactory Clinical courses. If any course grade is less than a "C+" the student **must withdraw** from the PTA program (a C will not be accepted in technical PTA courses). An academic success plan would be formulated if student has plans for reinstatement the following year. (See Withdrawal and Readmission) a plan for improving performance in technical PTA courses. A failing grade will require that the course be repeated, and re-enrollment for courses being repeated will be on a space available basis. Because PTA technical courses are

offered only once per year, this could mean students must wait until the following year to petition for re-admission to the program.

Since the PTA program is progressive in nature, courses in one semester must be successfully completed before the student may enter the next semester. A minimum grade of a “C+” for the student to continue in the program is expected.

Course grades will be determined by an average of grades for examinations, quizzes, assignments, SOAP notes, skill checks, group projects, research papers/projects/presentations and final examinations. Distribution for these various components will be stated in each class syllabus. Grades will be posted no sooner than 24 hours and no later than 1 week following submission/completion. All examination dates will be announced in advance; however quizzes may or may not be announced in advance.

Clinical experience courses (Clinical Experience I, II, and III) use a Satisfactory or Unsatisfactory grading system. The student may not pass a clinical experience course if the percent score for the "Clinical Performance Instrument" does not meet the minimum predetermined score as noted on the course syllabus.

GRADES: The following scale is used in all of the FVCC PTA courses:

A	93 - 100	4.0
A-	90 – 92	3.7
B+	87 – 89	3.3
B	83 - 86	3.0
B-	80 – 82	2.7
C+	78 – 79	2.5
C	73 - 77	2.0
C-	70 – 72	1.7
D+	67 – 69	1.3
D	63 - 66	1.0
D-	60 – 62	.7
F	59 or below	.3

EXAMS

- To assure mastery of course content, students must pass final exams for all PTA courses as designated by the instructor.
- Written final exams (or final quizzes) will be given in each course as designated by the instructor. Final exams will not be the only assessment method used in the course
- Students who score lower than a “C +” on the final exam but still achieve a score of at least 78% of the total available course points have not met the criteria for mastery of course content. Students in this situation will be allowed to retake the final exam one time in order to earn a C+ or better on the exam, although the initial score is recorded in the grade book. Upon discretion of the instructor, it could be the same exam or a different exam.
- Unless approved in advance by the course instructor, all course requirements must be met before taking a final exam.
- Upon successful completion of the final exam, credit will be given.
- Instructors may substitute a final project or final presentation for a final exam. The same passing requirements apply.
- The same passing requirements apply to any retake of a final exam as to the original exam.
- Students who do not complete this requirement will be required to retake the entire course.

COURSE ASSIGNMENTS

Assignments for all courses must be turned in on time and must represent college-level work. Instructors reserve the right not to accept late assignments, and/or to deduct points for late papers or unacceptable work. Instructors may choose not to accept a paper written below college-level.

With instructor consent, students may submit assignments via Eagle Online (if an online course) or via e-mail to their course instructor if approved by instructor. Assignments submitted electronically will not be considered late if they are submitted on or prior to the due date. PTA faculty are not responsible for technical difficulties which delay electronically-submitted assignments. Assignments should be submitted in a format approved by faculty.

Points will be deducted if an assignment contains spelling or grammatical errors, or if it is considered sub-standard work. A substantial number of errors may result in a failing grade for the assignment. Inability to demonstrate solid written communication skills may result in the need for an Action Plan to address deficiencies despite other coursework being passed.

Extra credit assignments may be given within a course or series of courses at the discretion of the instructor. Extra credit points may **not** be used to raise a student's overall course grade from a failing grade (below a C+) to a passing grade.

A PTA faculty instructor or PTA faculty advisor may hold individual conferences with a student at any time to discuss student academic or clinical progress. An Action Plan may be developed, in collaboration with the student, to address and correct deficiencies. Assistance in tutoring can be obtained through the Student Support Center at the FVCC campus. (406) 756-3880.

Students are expected to submit their own work. Evidence of plagiarism, copying, or any other form of cheating may result in dismissal from the program pending a due process hearing. **This program has a zero tolerance for cheating and plagiarism.**

PHYSICAL THERAPIST ASSISTANT CURRICULUM

COURSE OUTLINE FOR PTA PROGRAM'S ASSOCIATE OF APPLIED SCIENCE DEGREE

Year One Required Prerequisite Courses (Completed Before Acceptance into PTA Program)

Course Name	Course Number	Credits
Medical Terminology	AHMS 144	3 credits
College Writing	WRIT 101W	3 credits
College Math for Healthcare OR Math >100 level(must be signed off with Advisor)	AHMS 140 M115 M 121 M 152	3 credits
Human Anatomy & Physiology I *	BIOH 201NL	4 credits
Human Anatomy & Physiology II*	BIOH 211NL	4 credits
Interpersonal Communications OR Public Speaking OR	COMX 115 COMX 111	3 credits
Developmental Psychology	PSYX 230	3 credits
Introduction to Physical Therapist Assisting (Spring and Summer Semester only)	AHPT 105	3 credits
* must be completed within the last 5 years	PREREQUISITE TOTAL	26 credits

SPRING: Complete Application for PTA Program

Year Two Technical Courses after Acceptance in PTA Program

Course Name	Course Number	Credits
Fall Semester		
Physical Therapist Assisting I	AHPT 101	5 credits
Anatomy & Kinesiology for the PTA	AHPT 205	6 credits
Pathophysiology for the PTA	AHPT 206	3 credits
Therapeutic Exercise for the PTA	AHPT 218	2 credits
Clinical Experience I (4 week)	AHPT 210	3 credits
		19 credits
Interim January		
Special Topics for the PTA	AHPT 280	1 credit
		1 credit
Spring Semester		
Physical Therapist Assisting II	AHPT 201	5 credits
Neurorehabilitation for the PTA	AHPT 213	6 credits
Introduction to Orthopedics	AHPT 215	4 credits
Clinical experience II (6 week)	AHPT 220	4 credits
		18 credits
Summer Semester		
Clinical Experience III (6 week)	AHPT 295	4 credits
Seminar and Project in PTA	AHPT 225	3 credits
		7 credits
	TECHNICAL PROGRAM TOTAL	46 credits
	COMPLETED AAS DEGREE TOTAL	73 credits

PTA TECHNICAL COURSE DESCRIPTIONS

Instructional content for PTA coursework is listed below. Clinical education consists of three clinical affiliations for a total of 640 hours of clinical experiences in a variety of settings. Each affiliation is designed to build on the skills achieved in the classroom and/or previous clinical experiences. By the end of the final clinical, students are expected to demonstrate entry level competency as a physical therapist assistant.

AHPT 105 Introduction to Physical Therapist Assisting (3)

This course is designed to give the student an overview of the Physical Therapy profession by providing a historical perspective, as well as an understanding of its philosophy in relation to the professional organization; an overview of the roles of the Physical Therapy staff members in the clinical settings as well as members of the health care team in various delivery systems; development of interpersonal communication skills relating to the profession; and an understanding of the commitment of the graduate to continued personal and professional development. This course provides an overview of ethical and legal issues relating to the role of the PTA in health care delivery. It includes such topics as financing of physical therapy; regulations governing PTAs; code of ethics; the purpose of documentation and types of medical records; an introduction to evidence based practice and professional literature; and scope of PT and PTA practice.

AHPT 101 Physical Therapist Assisting I (5)

This is the first of two sequential skills and procedures courses in the PTA program. The following topics are covered: basic principles and procedures of physical therapy; basic care skills and application techniques; use of assistive devices; architectural and environment barriers; wound care and debridement techniques; definition and measurement of vital signs and application to emergency situations; documentation; incorporation of medical terminology and

abbreviations; basic principles of tissue inflammation and edema management; introduction to pain theories, conditions, and assessment; physiological principles, indications/contraindications, and application of physical agents discussed in lecture; and the PTA's role in discharge planning and the importance of communication with the PT.

AHPT 205 Anatomy & Kinesiology for the PTA (6)

This course is designed to provide the student with an understanding of the human musculoskeletal system relative to the biomechanical elements of normal and abnormal human motion as well as osteology and arthrology in relation to muscle action and joint mechanics. The study and skills of goniometry, manual muscle testing, and palpation will also be covered.

AHPT 206 Pathophysiology for the PTA (3)

This course introduces the student to the pathophysiology; etiology; clinical signs and symptoms; and management of selected pathological and injury-related disorders treated in physical therapy. Pathologies discussed include disorders of the following systems: immune, endocrine, integumentary, cardiovascular, respiratory, hematologic, musculoskeletal, hepatic, gastrointestinal, renal and urologic, and nervous. The course includes student presentations on disorders pertinent to physical therapy as well as discussions on specific case studies using the Guide for Conduct of the Physical Therapist Assistant and the International Classification of Functioning, Disability and Health and how they apply to the treatment of certain diseases.

AHPT 218 Therapeutic Exercise for the PTA (2)

This course introduces the physical therapist assistant student to topics such as exercise physiology, exercise prescription tailored to the individual, general therapeutic exercises, aquatic therapy, relaxation techniques, exercise, and establishing a home exercise program. Current health practices and theory will be addressed in relation to nutrition/wellness within special populations emphasizing preventative practice. Students will become familiar with contraindications for exercise training in persons with various system or musculoskeletal disabilities and will understand how to progress an individual through a therapeutic exercise program established by a physical therapist.

AHPT 210 Clinical Experience I (3)

The purpose of this clinical affiliation is to provide the student with an opportunity to apply skills and techniques learned in PTA 101, 105, 205, 206 and 218 under the appropriate supervision of the clinical instructor. This course will include a four-week clinical rotation at an approved site.

AHPT 280 Special Topics for the PTA (1)

This course is designed to expose the student physical therapist assistants (PTA) to definitions, concepts and application of specialized areas of physical therapist assistant practice. This course will explore the mechanism of action, adverse effects, and physical therapy implications of drugs used to treat conditions commonly encountered by the physical therapist assistant. In addition, this course will explore the essential information physical therapist assistants need to be able to accurately recognize patients' medical imaging studies in order to better understand the nature of their pathology or injury, emphasis will be placed on radiography, CT Scan, and MRI images related to various conditions commonly seen in physical therapy. This course will also explore important issues related to reimbursement and the importance of research and evidence based practice.

AHPT 201 Physical Therapist Assisting II (5)

This is the second in the series of procedures and application courses. The following topics are covered: theoretical principles and application of cardiopulmonary rehab, industrial rehab, ergonomics, gait analysis and training; prosthetic and orthotic application and treatment; breathing exercises and strategies, airway clearance techniques; biofeedback, topical applications, electrotherapy, ultrasound; light therapies; procedure and application of cervical and lumbar traction; theory and application of massage/manual therapy. Students will accurately document the treatment and patient's response within various related case studies as well as present research to the class about a selected therapeutic modality using peer-reviewed journals.

AHPT 213 Neurorehabilitation for the PTA (6)

This course is an introduction to neuroanatomy and neurophysiology in relationship to neurological pathologies of the brain and spinal cord commonly treated by physical therapy. Through this course the student is also introduced to neurological development: normal vs. abnormal - birth through adult; disease processes and outcomes; and neurophysiological routines used for treatment. Students will become familiar with general guidelines for completing a sensory assessment utilizing testing protocol. Principles and treatment of specific neurological disabilities are also presented.

AHPT 215 Introduction to Orthopedics (4)

This course introduces students to pediatric and adult musculoskeletal pathologies and management of orthopedic and surgical problems commonly seen by physical therapy. Course content will include: basic biomechanics and mechanisms of orthopedic injuries and disease; survey of surgical repair with emphasis on rehabilitation; evaluation techniques and treatments used by physical therapists; use of manual muscle testing for orthopedic pathologies; theoretical application of therapeutic exercise programs and equipment commonly used for treatment of various orthopedic conditions and surgical procedures.

AHPT 220 Clinical Experience II (4)

This is the second of three full-time clinical experiences. The students will continue to build on their clinical experiences from PTA 210 and previous coursework. This will consist of a six- week clinical rotation at an approved site.

AHPT 225 Seminar and Project in PTA (3)

This concentrated course is designed to integrate skills and techniques from previous clinical experiences and from the course work presented throughout the PTA program. It focuses on presentation of comprehensive treatment plans utilizing all treatment skills and techniques learned during the previous semesters. The students will be expected to prepare and present a case study that will follow the patient through the continuum of care. Students will be required to relate sociological, physical, and psychological aspects of illness and injury to their projects. Preparation for the state's licensure exam is covered in this course, including the Practice Exam and Assessment Tool (PEAT) and/or Scorebuilders. Students will create a professional portfolio providing evidence of competency, self assessment and career goals.

AHPT 295 Clinical Experience III (4)

This is the third of three full-time clinical experiences during which the student develops proficiency in physical therapy procedures, understanding of clinical responsibilities and supervisory relationships with a minimum competence necessary to graduate as an entry level physical therapist assistant and become an active participant of the health care team. This course will include an six-week clinical rotation at an approved site.

ACADEMIC INTEGRITY

Cheating, plagiarism, providing false information, forgery, or other forms of academic dishonesty on any assignment, report, quiz, video assignment, exam or clinical documentation will result in 0 (zero) points being awarded for that event and is considered gross misconduct and may be grounds for dismissal from the program pending a due process hearing. The faculty, staff, and administration of FVCC believe academic dishonesty conflicts with a college education and the free inquiry of knowledge. Academic dishonesty is grounds for disciplinary action under the Student Conduct and Standard rules. In addition, please refer to the Academic Integrity Guidelines found in the FVCC Academic Catalog.

PTA PROGRAM ACADEMIC PROBATION POLICIES AND PROCEDURES

A student on probation must resolve the problems that result in her/his being placed on academic probation to the satisfaction of the Program Director within the time frame designated. If performance criteria identified as behaviors expected for satisfactory progress are not met, the student may be dismissed from the program. A student placed on academic probation for the same grounds a second time will be dismissed from the PTA program, as will be a student who is placed on academic probation two (2) times regardless of the reasons. Students in this situation reserve the right to go through the appeals process.

1. PTA program Academic Probation will result as a consequence of the following:
 - a. A student earns a failing grade in any PTA program course.
 - A failing grade is defined as a grade below a “C+” in any PTA program course, or a grade of Unsatisfactory in any Satisfactory/Unsatisfactory clinical course. A minimum of 78% of the total course points is required to earn a grade of “C+” in all PTA program courses, unless otherwise stated on the course syllabus.
 - b. A student demonstrates serious deficits in professional behaviors as observed and documented by faculty, and/or serious deficits in written communication skills.
 - c. A student elects to temporarily leave the program.
 - d. A student fails a practical exam a second time.
2. If PTA program Academic Probation status has occurred, a written Action Plan will be developed by the course instructor, advisor, and the student. The Action Plan outlines the course of action the student will take in order to continue in the program, and timelines for those actions. It is an agreement signed by the student, the advisor or other relevant faculty/staff, and the PTA Program Director. Academic Probation could delay clinical placement at the discretion of the ACCE.
3. Once PTA program Academic Probation has occurred, one or more of the following decisions could be made and will be described in the Action Plan:
 - a. Recommendation that student completes the program at a later date.
 - b. Recommendation that a failed course(s) be repeated.
 - c. Recommendation for course make-up work, assignments, or special projects to be completed before program continuation is allowed. All make-up work must be satisfactorily completed by established deadlines.
 - d. Re-evaluate appropriate selection of PTA program as a career choice.
 - e. Other suggestions appropriate for student and program concerns.

GROUNDINGS FOR DISMISSAL

The Grounds for Dismissal are listed below. It should be pointed out that a student can be dismissed from the program at any time during their training for violation of any one of the grounds listed below, but not limited to the following, either for academic reasons or for disciplinary reasons. Prior to dismissal, students are entitled to a due process hearing outlining the claims related to dismissal. Students have a right to an appeals process. Refer to FVCC Academic Catalog for policies related to due process.

- Failing grades in FVCC PTA program Courses and/or other related classes;
- Behavior not in compliance with the APTA’s Standards of Clinical Practice, or the Code of Ethics for the PTA or the Guide for Conduct of the PTA in class, labs and/or clinic;
- Failure to accomplish clinical/lab/classroom assignments and objectives;
- Inability to follow policies/procedures, safety, infection control, etc. in the lab/classroom and/or clinical setting;
- Unsatisfactory clinical progress;
- Failure to display appropriate workplace principles (poor attitude or inappropriate behavior);
- Breach of confidentiality;
- Excessive Absenteeism and/or Tardiness;
- If a clinical facility refuses to allow a student into their facility for violations such as theft, misconduct, or patient safety, the student will not be allowed to continue and will be dismissed from the program;
- Unprofessional or unethical conduct or use of profanity or obscene language;
- Physical abuse or harassment of another person;
- Theft or damage to property of the College;
- Cheating, plagiarism and/or other forms of dishonesty (including but not limited to lying);

- Carrying/discharging firearms on campus or clinical sites;
- Unauthorized use or occupancy of College Facilities;
- Any falsification of records, including but not limited to: patient documentation, CPI, etc.;
- Insubordination to faculty members and/or personnel in any clinical rotation site;
- Use or possession of illegal drugs or controlled substances that are not appropriately prescribed or used as directed by a health care professional;
- Conduct that is deemed detrimental to the proper operation of the campus or clinical facility, deliberate disruption in the classroom or at any college activities;
- Non-payment of tuition and fees;
- Unauthorized absence from assigned clinical site/patient care duties during scheduled hours at your clinical facility;

Dismissal based upon any of the above will render the student ineligible for readmission to FVCC PTA program unless student submits documentation that outlines actions the student has taken to improve his or her ability to meet program and course objectives and/or comply with PTA program policies and/ or clinical policies.

WITHDRAWAL

Students who elect to withdraw from the PTA program are expected to notify the Program Director and follow college procedures as outlined in FVCC College Catalog. A withdrawal is initiated by a student who wishes to drop a course. The effective date of withdrawal is the date the drop form is received by the Admissions and Records Office. Refunds, etc., are governed by regulations in effect on that date.

In order to prevent a course from appearing on a student's transcript, he/she is required to drop the class during its refund period.

- Failing to attend class DOES NOT constitute withdrawal.
- To withdraw from a course lasting the full semester, the student must have a schedule change form on file in the Admissions and Records Office by the date listed in the [academic calendar](#).
- The student can withdraw from short or late starting courses until the 75 % point of the course.

WITHDRAWAL BY INSTRUCTOR

The "WI" (Withdrawal by Instructor) grade may be issued at the discretion of the instructor only when extenuating circumstances prohibit a student from completing the course. This grade is not an option for students who have earned an "F" in the course.

MEDICAL WITHDRAWAL

A student may be eligible to withdraw from college classes due to certain medical conditions (applies to student or immediate family member only). In order to qualify for this benefit, a student must complete an official withdrawal form, accompanied by medical documentation, signed by a doctor and attesting to an inability to complete classes due to health problems. Submit these two items to the Admissions and Records Office with a completed medical withdrawal form. Forms are available in the Admissions and Records Office.

The documents will be reviewed, and if they are approved, all grades for the semester in question will be removed and replaced with a "W." "Medical Withdrawal" will be printed on the student's transcript across the semester in question. Students need to follow FVCC policies and procedures regarding program and course withdrawal.

PROGRAM SUSPENSION

A student is subject to suspension if denied clinical practice privileges by the particular clinical facility. While the Program Director and/or ACCE will attempt to secure substitute clinical placement for any such student, there is no guarantee that the student will be able to secure another clinical site and/or experience.

A student reporting to class or clinical while under the influence of alcohol and/or illegal drugs will be **permanently** removed from the program. A student suspended for this reason may appeal such suspension. If the student does not appeal (or, if on appeal, the decision to suspend the student is affirmed) the student will be permitted to seek reinstatement only when the student presents evidence that she/he has participated in counseling/treatment and submits a written confirmation of physical or mental wellness.

REQUEST TO RE-ENTER THE PTA PROGRAM AFTER VOLUNTARY WITHDRAWAL

Students who voluntarily withdraw from the PTA program may request consideration for re-entry into the PTA program and must follow the procedure outlined below. The student must formally reapply into the program, and forward a written request to the PTA Program Director as soon as possible. The application and written request must be received by the May application deadline for the following fall semester's class.

The intent of the process is to help determine the likelihood of success if the student is allowed to return. The following steps are required for consideration of re-instatement:

1. The student must submit documentation that outlines actions the student has taken to improve his or her ability to meet program and course objectives and/or comply with PTA program policies. If the reason for withdrawal was for medical reasons, a release to return must be provided by your health care provider.
2. The student must personally meet with a panel consisting of the PTA Program Director and ACCE, and one Health Science Program faculty, to respond to questions about actions the student has taken to improve his or her ability to meet program and course objectives and/or comply with PTA program policies.
3. The PTA Program Director will send written notification of the panel's decision to the student.

REQUEST TO RE-ENTER THE PTA PROGRAM AFTER INVOLUNTARY DISMISSAL

Students who were involuntarily dismissed from the PTA program may request consideration for re-entry into the PTA program and must follow the procedure outlined below. The student must formally reapply into the program, and forward a written request to the PTA Program Director as soon as possible. The application and written request must be received by the May application deadline for the following fall semester's class.

The intent of the process is to help determine the likelihood of success if the student is allowed to return. The following steps are required for consideration of re-instatement:

1. The student must submit documentation that outlines actions the student has taken to improve his or her ability to meet program and course objectives and/or comply with PTA program policies.
2. The student must personally meet with a panel consisting of the PTA Program Director and ACCE, and one Health Science Health Program faculty, to respond to questions about actions the student has taken to improve his or her ability to meet program and course objectives and/or comply with PTA program policies.
3. The PTA Program Director will send written notification of the panel's decision to the student. Students who are involuntarily dismissed from the PTA program due to corrective action and wish to petition for re-entry into the PTA program must follow the [Student Complaint Procedure](#) process outlined in the PTA Student Handbook which may be followed by the Appeals process in the FVCC Academic Catalog.

READMISSION

If a student withdraws or is dismissed from the program in good standing and with an approved reason, that student is eligible for readmission into the PTA program one time within one year of leaving program. Faculty will determine the appropriateness for readmission on a case-by-case basis, considering factors such as the student's status at the time of exit from the program, reason for program withdrawal, justification for readmission, adequacy of program space and staffing levels.

- If a student has successfully completed a portion of the PTA program but withdrew for academic failure of one to two classes, the student is eligible to apply for readmission during the next semester in which those classes were offered.
- If a student has failed more than two courses during a semester of the PTA program, they are eligible for readmission, but will need to repeat all PTA courses offered during the semester.
- Readmission must be within one (1) year of leaving the program. Students desiring readmission after one (1) year must repeat all PTA classes and are subject to the application guidelines of the general applicant pool.

To be eligible for readmission, the applicant must:

1. Submit a written request to the PTA Program Director of the program.
2. Schedule and attend a meeting with the PTA Program Director and/or faculty to discuss the student's written plan for successful completion of the program.
3. Satisfactorily complete re-admission requirements identified at the time of exit.
4. The student is responsible for maintaining competency in the ability to satisfactorily perform previously-learned skills. Demonstration of satisfactory academic and skill performance will be required before permission to re-enter the PTA program is granted.
 - a. Students will demonstrate: Lab Practical Skills covered until student's point of withdrawal, as evidenced by a grade of 78% or higher on a comprehensive lab practical exam administered by PTA core faculty.
 - b. Knowledge/retention of course materials/concepts covered until student's point of withdrawal, as evidenced by a grade of 78% or higher on a comprehensive written examination.
5. Meet other program admission criteria including but not limited to: immunizations, observation hours, CPR certification, etc.
6. If the content of any course is different from when the student took the course prior to leaving the program, the student will be required to complete all course syllabi objectives and goals, pass all skill checks, quizzes and unit tests for the new information in any particular course. The instructor will develop appropriate materials to meet the new or revised objectives.
7. The student may be able to audit previously completed courses with a "C+" grade or better, if space is available in class and with the instructor's permission.

AUDIT

A student who audits a course attends class but does not receive credit for the course. To audit a course, a student must register for the course, complete an audit form and submit the form to the Admissions and Records Office by the date listed in the [academic calendar](#) or 75% point of short or late starting courses. Instructor's approval is required before a student may audit a class. The grade of "AU" will be recorded on the student's transcript for this course. Full tuition and fees are charged for course audits. The audit grade cannot be changed to a letter grade once grades have been posted to the student's transcript. In order to receive a letter grade in an audited course, a statement from the instructor and the student rescinding the audit grade option must be submitted to the Admissions and Records Office by the 75% point of the course.

Students receiving Fin. Aid or VA benefits should check with the Financial Aid Office before auditing a course.

INCOMPLETE

An incomplete (“I”) grade is given when, in the opinion of the instructor, there is strong probability the student can complete the course without retaking it. In all cases, the “I” grade is given at the discretion of the instructor within the following guidelines:

- The student has been in attendance and doing passing work up to three weeks before the end of the semester;
- The student is unable to complete the requirements of the course on time because of extenuating circumstances, i.e., illness, death or illness in the immediate family, family emergencies, or military;
- The instructor sets the conditions for the completion of the coursework including the time period within which the work must be made up (Due date for make-up);
- The instructor prepares an “I” Grade Authorization form which specifies the coursework that must be made up as well as the time period within which the work must be completed. A copy of this form must be attached to the instructor’s grade roster;
- An “I” grade shall be made up within 12 months from the end of semester the “I” grade was assigned unless the instructor sets a shorter time period.
- An “I” grade converts to a failure (“F”) if it is not made up by the due date.
- The “I” (incomplete) must be completed/made up through the instructor who assigned the “I” grade; the instructor changes the grade with the Grade Change Form which must be submitted to the Registrar.

STUDENT COMPLAINT PROCEDURE:

The purpose of this procedure is to promote the prompt, just, and efficient resolution of student complaints against College employees. Complaints involving discrimination, sexual harassment, sexual misconduct, or stalking are addressed in FVCC Board Policy Chapter 1, Section 60: [Discrimination & Sexual Harassment Policy](#) [Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation Policy](#) and [Procedures](#). Copies of this procedure, the [student complaint form](#), and FVCC Board Policy Chapter VII, Section 60: [Code of Student Conduct and Student Complaints](#) and [student complaint procedures](#). Students can access the procedures by going to www.fvcc.edu and clicking on “current students” followed by “policies and procedures.”

The College reserves the right to make changes to this procedure and corresponding policy as necessary and once those changes are posted online, they are in effect.

The term "complaint" shall mean a claim or allegation by a student that a College employee(s):

- significantly failed to carry out their professional responsibilities or failed to deal with a student fairly and impartially;
- significantly failed to carry out an assigned responsibility or failed to apply college policy fairly and impartially;
- performed an action which impinged on the rights or activities of a student in the legitimate pursuit of the educative process.

Appeals relevant to the PTA program are not limited to:

- Grade appeal
- Suspension from the program
- Involuntary dismissal from the PTA program
- Request to re-enter the PTA program after a voluntary withdrawal

All student complaints must be filed within 30 calendar days after the complainant knew or reasonably should have known about the complaint. Formal complaints shall be submitted in writing using the [Student Complaint Form](#).

INFORMAL COMPLAINT

Before a student may file a formal complaint, the student must first attempt to resolve the issue with:

- the instructor or Division Chair for academic complaints, or
- the employee or department supervisor for non-academic complaints.

If the complaint or allegation is against a Division Chair or Program Director, the student must attempt to resolve the issue with the Dean of Students.

The instructor or employee or respective Division Chair or department supervisor shall attempt to resolve the issue within five (5) business days of receiving the complaint either verbally or in writing.

FORMAL COMPLAINT PROCEDURE

A complaint under this procedure must commence within 10 business days after attempting to resolve the issue informally between the instructor or employee or respective Division Chair or department supervisor.

Step 1

To initiate a formal complaint, the student must bring the matter to the Division Chair (for academic complaints), the department supervisor (for non-academic complaints), or the Dean of Student Affairs (for complaints against a Division Chair or department supervisor). The respective Division Chair, department supervisor, or Dean of Student Affairs can assist the student with completing the complaint form available at: www.fvcc.edu/current-students which contains the following information:

- name of student complainant
- date(s) of the act(s) or omission(s) that caused the complaint
- name of the employee involved in the complaint (respondent)
- summary and explanation of the facts which form the basis of the complaint
- names of potential witnesses (if applicable)
- list and attachments of supporting documents
- description of remedy requested
- date the respondent (or respective Division Chair or department supervisor) was notified of the informal complaint
- the informal resolution offered, if any
- signature of the complainant and date of formally submitting the formal complaint (“initiation date”)

The respective Division Chair, department supervisor, or Dean of Students will schedule and conduct a meeting with the complainant and respondent within 15 business days of the initiation date. The student and the respondent may each bring an advocate to this meeting. The advocate shall not make a presentation or represent the student bringing the complaint or the responding party during the meeting. However, the advocate may confer quietly with their advisee, exchange notes, clarify procedural questions, or suggest questions to their student or employee. The parties should make an effort to resolve the complaint during the meeting.

Step 2

If the complaint is not resolved after the Step 1 meeting, the student submits the written complaint to the Dean of Student Affairs to request a hearing before the Student Complaint Panel within 10 business days of the Step 1 meeting. The Dean of Student Affairs will then forward the complaint to the respondent, the Division Chair or department supervisor, and the Chair of the Student Complaint Panel.

If the student does not forward the written complaint to the Dean of Student Affairs within 10 business days of the initiation date, the complaint will be considered resolved. Within 15 business days of the date the request

for a hearing is received by the Dean of Student Affairs, the Panel Chair will hold a prehearing meeting with the complainant, the respondent, and the Dean of Student Affairs.

The student and the respondent may each bring an advocate to this meeting. The purpose of the prehearing meeting is to schedule a time and date for the hearing, discuss procedural and evidentiary issues, and establish a deadline for assembly of documents to be shared at the hearing. The hearing will be conducted pursuant to procedures established at the prehearing meeting where procedures were subject to mutual agreement by the Panel Chair, the respondent, the student complainant, and Dean of Student Affairs.

For each formal complaint, a five member Student Complaint Panel will be chosen from the available pool, and is usually comprised of at least one student, one faculty member, and one staff member or administrator. Member availability may determine a different composition for the Panel, and in complaints involving sensitive issues or conflicts of interest, the Dean of Students may choose to assign three administrative/staff members to Panel.

The Dean of Students will appoint the non-voting chair of the Panel and will serve in an advisory capacity to assure that College procedures are followed throughout the hearing.

The membership of the Panel is selected from an appointed pool of up to three students, six faculty, and six staff/administrative members trained prior to the panel being convened. Student Government will appoint one student and the Dean of Student Affairs will appoint two students (for a total of three students) who will each serve a one year appointment to the Panel pool. The Faculty Senate President will appoint six faculty who will serve a two-year, staggered appointment to the Panel pool. The College President will also appoint six staff/administrative members who will serve a two-year, staggered appointment to the Panel pool.

The purpose of the hearing is to determine findings of fact and recommend either dismissal of the complaint or a specific remedy limited to curing the act or omission for which the complaint was filed. During the course of its deliberation, the Panel may confer with the parties to the complaint and may confer with other individuals at the Panel's discretion. The Panel will make its decision by majority vote.

The Panel Chair will provide its written decision to the Dean of Students within five business days of completion of the hearing. The Dean of Student Affairs will review the case within five business days of receipt of the written report and either approve the resolution and forward it to the President or remand the case to the Panel with objections and a suggested alternative resolution, if the recommendation exceeds the Panel's scope of authority or the facts presented do not support the recommendation.

The Panel must, within five business days of receipt of the Dean of Student Affairs' suggested alternative resolution, either accept it or forward its own suggested alternative resolution to the President. The President may accept or reject the Panel's suggested resolution within five business days.

Implementation of a specific remedy rests with the President, whose decision is the final campus disposition of the complaint. The President must provide the Panel, the Dean of Student Affairs, and the parties, with a rationale for the final campus disposition, should it differ from that suggested by the Panel. The President will send copies of the final decision to all parties involved. At any time during the formal complaint process, the deadlines may be modified by the Dean of Students due to extenuating circumstances such as schedule conflicts.

Complaints that remain unresolved after engaging in the above-referenced process may be further pursued in the following manners:

- An individual adversely affected by the final decision of the president may appeal the decision to the Commissioner of Higher Education and the Board of Regents pursuant to Board of Regents' Policy 203.5.2 at www.mus.edu/borpol/bor200/203-5-2.pdf.
- Complaints concerning broad institutional academic practices, such as those that raise issues regarding an institution's ability to meet accreditation standards, may be filed with the Northwest Commission on

Colleges and Universities at www.nwccu.org/Complaints/ComplaintProcess.htm.

- Complaints concerning consumer protection violations should be directed to the Montana Department of Justice Office of Consumer Protection at <https://dojmt.gov/consumer/consumercomplaints/>.
- Individuals enrolled in an online or distance course with the Montana University System and residing outside of the State of Montana may also have an opportunity to utilize the complaint processes in their state of residence. A list of information regarding the complaint processes of other states can be found at www.mus.edu/OnlineStudents-StateContactInfo.asp.

CLINICAL EDUCATION SITE COMPLAINTS

Complaints originating from clinical education sites, will be first dealt with by the ACCE.

- The ACCE will be in direct contact with the clinical facilities throughout clinical experiences. Clinical Education Sites will be given the opportunity to document complaints on the PTA Program Complaint/Suggestion Form found in the Clinical Education Manual. The ACCE as part of protocol will ask if there are any complaints or concerns during the clinical experience. These will be dealt with on a case by case basis and will be communicated to the Program Director.

PUBLIC COMPLAINTS

Complaints regarding the program from the public, employers, prospective students or current students that are not related to a specific course or instructor will be first handled by the Program Director.

- The person initiating the complaint will be asked to place the complaint in writing via the FVCC Complaint/Suggestion Form providing as much detail as possible and submit the formal complaint to the Program Director. The Program Director will then, as needed, meet with the given parties and attempt to resolve the complaint. Should this mechanism not be adequate for the given parties, the complaint will be taken to the Health Science Division Chair then to the of Vice President of Academic Affairs.
- The Program Director will maintain a record of all formal written complaints regarding the program and their resolution for a period of five (5) years.
- A suggestion and/or complaint may be informally made by filing the "PTA program Complaint/Suggestion Form", which is located on the FVCC PTA Program website or in the Program Directors Office and can be turned in to PTA Program Director. Informal suggestions and/or complaints will be considered by PTA Program Director and Core Faculty.

FORMAL COMPLAINTS TO CAPTE <http://www.capteonline.org/Complaints/>

CAPTE has a mechanism to consider formal complaints about physical therapy education programs (PT or PTA) that allege a program is not in compliance with one or more of CAPTE's Evaluative Criteria (for complaints about events occurring before December 31, 2015) or the Standards and Required Elements (for complaints addressing events occurring January 1, 2016 and thereafter) or has violated any of CAPTE's expectations related to academic integrity. CAPTE will consider two types of complaints: those that involve situations subject to formal institution/program due process policies and procedures and those that involve situations not subject to formal due process procedures.

ACTION PLAN FOR PERFORMANCE

If a PTA student fails to comply with the terms of the PTA Student Handbook, the student will be subject to corrective action, which may include, but may not be limited to, corrective counseling, additional course work/clinical hours, or dismissal from the PTA program. A confidential Action Plan for corrective action will be completed by the PTA Program Director, instructor and student.

Grounds for completing an Action Plan are as follows:

- A student who is having performance, attendance, punctuality and/or academic or clinical problems within the program will be advised as soon as the instructor identifies a problem.
- A student who is notified of Unsatisfactory performance in the clinical setting will have a conference between the Program Director, ACCE and the Clinical Instructor if possible. During this meeting, the student will be given an opportunity to explain.
- The Program Director will set specific timelines and specific goals for improvement. At the end of the allotted time, a conference will be held with the student to evaluate progress towards goals.
- The Action Plan will define in writing what performance problem(s) must be addressed. The student shall sign the appropriate form to indicate that she/he has received and understands it, and a copy of the form(s) will be given to the student to be utilized as a guide for improvement and will be kept in the student's permanent file.
- If the student fails to improve performance in the areas outlined in the Action Plan form by the end of the allotted time frame, s/he may, at the discretion of the instructor, receive a failing grade.
- Instructors retain the right and responsibility to exercise professional judgment and make recommendations related to progress and retention.

PTA PROGRAM RETENTION AND POLICY

1. The PTA program makes every attempt to assist and guide PTA program students toward academic and clinical success. Students are expected to perform, at a minimum, the accepted standards for the PTA program requirements, including but not limited to:
 - Passing of each written examination with 78% or greater in all core coursework where indicated.
 - Passing of each instructor skill checks/assessments with a 78% by the third attempt AND passing all critical safety elements.
 - Passing all practical examinations with 78% or greater by the second attempt AND passing all critical safety elements
 - Performing didactic and clinical duties in a professional manner, which is safe, ethical, and legal.
 - Passing the Clinical Competency (standard set in syllabus) in AHPT 210, AHPT 220 and AHPT 295.
 - Passing the PEAT and/or Scorebuilders Examination in AHPT 225 with 65% or greater. This percentage will vary depending on national student averages for "predictive pass rates". The threshold value will be based on PEAT or Scorebuilders statistics and will be communicated with students prior to test.
2. If a student fails to perform in any one of these areas, an immediate notification is made to the student by the faculty member teaching the course and/or clinical instructor and the PTA Program Director is notified of potential academic problems. A meeting with the PTA Program Director and/or core faculty member will be held either face to face or via phone (if out of the area on clinicals) to notify student of academic problem areas and are given an "Action Plan" for performance and guidance toward study skills, clinical skills and remediation. Students are given the option of receiving assistance through the [FVCC Student Support Center](#).
4. Students who fail to receive a passing grade (C+) for a PTA program course will not be allowed to continue in the PTA program. The student reserves the right to appeal this decision and will be directed to the the Dean of Student Affairs for guidance in the appeals process. A student may choose to reapply for the following academic year. Reapplication to the PTA program does not automatically indicate reacceptance into the program. Admissions are competitive and students will be treated equally according to the admissions applicant scoring for that particular year.

TRANSFER INTO PTA PROGRAM FROM ANOTHER PTA PROGRAM

A student may transfer from another PTA program provided the student meets the following criteria:

1. The FVCC College application and registration procedure is completed;
2. GPA for all transfer physical therapy courses is a minimum of 2.75 with no grades below C;
3. The course transfer process has been completed. The time required to complete the program may increase in duration because programs do not offer the same courses during the same semester.
 - All FVCC courses must be taken in their entirety even if the student has successfully completed units of the courses in another PT or PTA program.
 - A plan may be developed by the instructor for the student to take a course by independent study. The arrangements are made between the instructor and the student and a contract is signed.
4. The PTA Program Director has full discretion over transfers.

GRADUATION CRITERIA

Upon successful completion of the Program Portfolio and all designated courses for the Physical Therapist Assistant Program, FVCC will grant an Associate of Applied Science Degree as a Physical Therapist Assistant.

- Credit Courses - In order to graduate, the student is required to complete the credits and courses with a minimum grade of C + for each course and Satisfactory in AHPT 210, AHPT 220, and AHPT 295. Even though a course may have transferred to meet the program requirements, a student's total number of credits may be insufficient. The student must obtain necessary transcript evaluation to assure credit is given for courses taken at other institutions. **It is the student's responsibility to assure that all courses and credits have been satisfactorily completed prior to graduation.**
- Clinical Education: Students are required to receive a "Satisfactory" grade for all clinical education courses.
- Comprehensive Exam: The PEAT and/or Scorebuilder course will be given during AHPT 225. Students must participate in both of these licensure preparatory activities in order to receive a "Satisfactory" grade in this course. If the student does not take the PEAT or Scorebuilders, the student will receive a grade of "Unsatisfactory" for the course. If a student does not obtain a 65% or predictive pass rate percentage as determined by PEAT or Scorebuilders on the exam, they will need to submit an Personal Academic Success Plan with timelines and goals to receive a "Satisfactory" in the course.
- In order to qualify to participate in graduation commencement, a PTA student must be in good academic standing and have successfully completed PTA program requirements to that point.
- It is the students' responsibility to file an application for graduation and make sure that all requirements have been met. Please refer to Online FVCC College Catalog <http://catalog.fvcc.edu/index.php>

LICENSURE

- Upon completion of the Physical Therapist Assistant Program a student will be eligible to sit for the National Licensing Exam for Physical Therapist Assistants (NPTAE). To ensure the public health and safety of all patients, licensure is required for PTA's to work in the state of MT. The PTA must work under the supervision of a PT and must renew their license annually. www.fsbpt.org
- The rules and regulations are available from the Physical Therapy Board of MT. [Montana DLI - Board of Physical Therapy Examiners](#). It is highly recommended that you obtain a copy and become familiar with the rules and regulations. In order to receive licensure as a PTA in MT you will be required to pass a Jurisprudence test which covers the statues, rules and regulations for MT. You will be held accountable as a PTA. Some felonies and criminal records preclude licensure as a PTA. For additional information or questions contact Physical Therapy Board of MT.
- To be able to sit for PTA licensure, students must have graduated from an accredited PTA program.

The Physical Therapist Assistant Program at Flathead Valley Community 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: www.capteonline.org

PROGRAM EXPENSES

The approximate cost of the PTA program is between \$9000.00 (in district) - \$ 11,000.00 (out of district) for the technical portion of the PTA program. The first year prerequisites is not subject to this cost breakdown as students have the opportunity to take their prerequisite courses at FVCC or other Institutions which may have varying tuition and fees. This includes items such as registration fees, health exam, books, supplies, student uniforms and accessories, and student program fees. All of these costs are the responsibility of the student.

PTA program: (All costs are approximate and subject to change)

Tuition: PTA Technical Education	\$ 7000.00
Institution Fees	\$ 1700.00
Program Fees (covers lab and program fees for the year)	\$ 900.00
Books: estimate	\$ 1000.00
Photocopying: estimate	\$ 100.00
Physical/Immunization	\$ 250.00
Background Check/Drug Screen	\$ 120.00
Application Fee	\$ 20.00
Original License Fee to the MT Board of PT	\$ 100.00
National PTA Licensing Test Fee	\$ 485.00
Prometric Test Site Sitting Fee	\$ 100.00

Completion of a degree in PTA is costly. In addition to tuition and fees, PTA students should be aware that the student should also plan for a number of out-of-pocket expenses related to course/program requirements. Costs are subject to change. Costs listed are estimates only. Costs include specific technical courses and requirements after formal acceptance into the PTA program. Estimates do not include costs associated with obtaining pre-requisites, computer literacy, any repetition of courses, or any courses needed to remediate skills in Math and English so the student can take the required courses in these two subjects. Appropriate attire, transportation costs, room and board, relocation costs to the Flathead Valley for class work and other locations for clinical experiences including room and board, immunizations, and costs associated with the national board exam are not included in the above costs. There may be other costs not included in this list.

Information on student scholarships and financial aid is provided by the Office of Financial Aid: (406)756-3849. Please refer to the FVCC College Catalog for complete information online at www.fvcc.edu

PROGRAM POLICIES AND PROCEDURES

PROFESSIONAL APPEARANCE

Since grooming behaviors are expected on the job, they will be enforced in the lab as well, specifically during the Instructor Skill Checks, practical exams, class presentations, clinical experiences, field trips and service projects. Requirements for grooming and appearance in the clinical setting are based on safety, infection control, and the need to present a professional appearance. Since the student has chosen a professional field for his/her work, it is important that the student portray a professional image to those with whom s/he comes into contact.

Inappropriate dress and grooming detracts from the patient's confidence in the quality of care. Students are expected to follow the following grooming behaviors. **If clinical site standards are more stringent, they will supersede the program policies.**

- Hair neatly groomed and out of face, no hats;
- Trimmed, clean nails;
- No excessive makeup and/or perfume;
- Extremes in make-up, hairstyle, and/or clothing are not allowed;
- Tattoos are covered during practicals, oral presentations, guest speakers, field trips, etc.;
- No visible face or mouth jewelry other than small earrings, only if approved by clinical site;
- Students may wear street clothes to class;
- Long hair should be pulled back off of the collar. Facial hair should be neat and trimmed;
- Neat, clean appropriate clothing during any class activity;
- No chewing gum inappropriately;
- Student are encouraged to wear a watch with second hand;
- Items of clothing not allowed at the hospital/clinical/lab setting include but are not limited to:
 - Halters;
 - Midriff tops;
 - Sweatshirts or T-shirts with lewd, obscene, or inappropriate pictures and writing on them;
 - Ill-fitting or inappropriate shirts/pants.
- Dress shirts should be freshly laundered, wrinkle free, and in good condition;
- Students should wear appropriate footwear for hygiene and safety purposes, closed toe, no sandals;
- Expected personal hygiene includes clean breath, daily shampoo/bathing, and use of deodorant;
- Smokers should be aware that the smell of smoke lingers on their breath/clothing and should take measures to assure that no offensive smoke odors are present. Students are encouraged to consider smoking cessation. FVCC's Board Policy on Smoking and Tobacco Usage, Approved: prohibits smoking of any substance or usage of chewing and other forms of tobacco including e-cigarettes;
- Student must appreciate that the image that a student presents is important to clinical sites, future potential employers, PTA program and FVCC;
- Other grooming habits or appearance issues will be addressed by PTA program faculty or clinical instructors if they affect safety, professionalism, academic performance or clinic performance.

PROMPTNESS AND ATTENDANCE IN CLASS

Students are expected to be on time (as expected on the job) for classes and clinical experiences held either on or off-campus. Being on time includes being IN THE APPROPRIATE ATTIRE, i.e., in lab clothing at the **START** of lab class. Instructors may deduct points for arriving late to lecture, lab, clinic, or other educational experiences. Regular attendance is expected at all classes, labs, clinical assignments, and educational experiences (on or off-campus) in order to achieve the objectives of the program and demonstrate professional reliability as required on the job.

- Students who know ahead of time that they will be absent from class, lab, or any educational experience must notify the course instructor ahead of time and arrange IN ADVANCE (24 hours) to make up work that will be missed. **Students should make all attempts to schedule medical, dental and other appointments at times other than scheduled class hours.** It is especially important to make up missed lab time; hands-on experience in the program is vital for development of patient care skills and this hands-on experience cannot be substituted with didactic work.
- Students who must miss a class, lab, or other educational experience unexpectedly due to illness or other reason should **call or e-mail the course instructor prior to the start of the missed class.** This is expected in a job.

- If absences are unexcused or become habitual, students may be referred to the PTA Program Director and an Action Plan arranged with the student.
 - a. If a student’s classroom absences **exceed three days** per semester, the student must either submit an Action Plan or withdraw from the program. The Action Plan must be submitted to the involved faculty person before the student will be allowed to continue in class.
 - b. The Action Plan must detail the student’s plan to achieve the course objectives for the current course. The student must present the Action Plan for approval to the involved faculty and the PTA Program Director. If the faculty and PTA Program Director approve the Action Plan, the student may continue with classes. If the faculty and PTA Program Director do not approve the Action Plan, the student may be required to withdraw from the PTA program. If a student is required to withdraw, the student reserves the right for due process and may submit a written appeal within 3 business days.
- Tardiness to class is considered unprofessional. Consistently arriving late to class will be reviewed by faculty and may result in points lost, remediation or dismissal from the program pending due process.
- Individual instructors have an attendance policy for a PTA program course. These policies will be stated on the course syllabus.
- **It is the student’s responsibility** to obtain and make up any work which has been missed, following deadlines set by the instructor. The instructor may assign appropriate work to compensate for the missed session.
- All students are expected to be present for scheduled testing situations including quizzes, tests, exams, and skill checks. Any student who misses one of these testing situations **MUST**:
 - Notify the instructor prior to the time of the test
 - Take the test during student’s first day back to school or instructor’s discretion
 - It is the student’s responsibility to contact the instructor prior to the time the test is missed to schedule a time to make up the quiz, exam, or skill check. If the student fails to fulfill this responsibility, the instructor reserves the right to not allow the student to make up the test.
 - A make-up exam may differ significantly in length or format from the original exam given. This is done to ensure exam security and validity.
- Students who are absent from class and miss a test may receive a “ZERO” grade on all tests, quizzes, or assignments not completed by deadline set by instructor and indicated on each course syllabus.
- Tests will be made up at a location determined by the instructor.
- Children, family members, friends, etc. are not allowed in classes or clinical areas unless approved by instructor. To avoid disruption to yourself and other students, children are not allowed lingering in the hallways during class. Financial aid is available for some daycare; contact the Financial Aid office for details.
- On-campus attendance for AHPT 225 Seminar and Project for PTA is **MANDATORY** and is required per the course schedule. Students should arrange full-time clinical experiences so that it is possible for them to complete necessary travel back to FVCC to attend the course and its associated PTA Licensure Exam Preparation course. Course absence may result in inability to complete program requirements which may delay graduation.
- Refer to Clinical Education attendance policies in the Clinical Education Manual.

FIELD TRIPS

At times within the PTA Program, students and faculty may travel off campus for departmental related field trips. The following procedures apply for field trips: This Waiver is located in the Appendix B.

1. The use of private vehicles for field trips is prohibited unless approved by college faculty or administration.
2. All FVCC Policies and Procedures are applicable during the trip.
3. Students participating in field trips are required to sign the “Waiver of Liability - On/Off Campus Activities” form prior to the activity. This will be signed at the beginning of each academic year for program activities.

RESCHEDULING OF CLASSES

Occasionally classes will need to be rescheduled. Efforts will be made to reschedule at a time that the majority of students can attend. If possible, the rescheduled time will be listed on the course outline provided at the beginning of each semester.

In the case of an extended illness, the Program Director must be notified immediately. A release form from the student's physician will be required before the student returns to school. When absenteeism interferes with the student's achievement of clinical or classroom activities, the student may be required to repeat the course. Such circumstances will be evaluated on an individual basis.

SOCIAL MEDIA POLICY

Online communication through social media and networking is a recognized form of daily communication. FVCC's PTA Program has expectations for responsible, professional and ethical behavior with this form of communication. These guidelines are intended to protect the privacy and confidentiality of patients, fellow students, faculty and staff, clinical educators and FVCC affiliated facilities.

First and foremost, you are responsible for what you post. The content of your posting should always be respectful. You must comply with all clinical facility HIPAA policies and violation of such may not only result in legal action against you, but could also result in failure of a clinical or academic experience. Absolutely no reference to patients, clinical sites, or clinical instructors is permitted, even if names are not given or you believe you have blinded the identifying information. Plagiarism online applies. You should properly cite references and adhere to copyright protection laws.

Social networking examples include but are not limited to:

- Social networking sites such as Facebook, Instagram, Snapchat, Twitter, TikTok, etc.
- Video and photo sharing websites such as YouTube, Snap fish, VSCO, Flickr
- Microblogging sites such as Twitter
- Weblogs and Online forums or discussion boards
- Any other websites or online software applications that allow individual users to post or publish content on the internet

The FVCC PTA Program will have zero tolerance for any violation of our Social Media Policy. Any violation is considered unprofessional. Violation of this policy will result in disciplinary action, up to and including dismissal from the FVCC PTA Program. These guidelines are not stagnant and may change as new social networking tools emerge.

CLIENT/PATIENT CONFIDENTIALITY

Client/patient information can be used only for achievement of FVCC's PTA program goals and objectives and must be held in strict confidence. Any other use/disclosure of client's personal information and/or protected health information or confidential matters within a facility is in violation of FVCC's policy, the PTA's Code of Ethics and state & federal law. Violation of client privacy rights or revealing confidential information can result in immediate dismissal from the PTA program. In addition, the student will be held individually responsible for any criminal and/or civil judgments resulting from unauthorized disclosure of protected information.

Students will receive specific training regarding privacy and confidentiality, including all applicable requirements mandated by state law and *the Federal Health Insurance Portability and Accountability Act (HIPAA)*. Students are required to sign a HIPAA form which acknowledges training in HIPAA Policies as well as the Physical Therapist Assistant Confidentiality Agreement form (Appendix B) which further protects clinical sites and patient privacy rights and confidentiality. Students may be required to re-sign a statement at each of the clinical sites as part of

credentialing procedures for those particular programs. Students who breach patient confidentiality in any manner, where sufficient evidence exists may be dismissed from the PTA program.

Additionally, students who volunteer and/or are requested to participate in any Complaint Procedures are required to sign a confidentiality form. Disclosure of any information related to the appeals process will result in corrective action. Students who are involuntary dismissed from the PTA program due to disclosure of private information/protected health information and wish to petition for re-entry into the PTA program, must follow procedures under STUDENT COMPLAINT PROCEDURE outlined in the PTA Student Handbook and FVCC catalog.

FVCC SMOKING AND TOBACCO USAGE POLICY

The College is committed to complying with the Montana Clean Indoor Air Act, and further supports a healthy, comfortable and productive work environment for all students, employees and visitors to the campus. Therefore, FVCC prohibits any form of smoking including the use of electronic cigarettes (e-cigarettes) or any form of tobacco usage in all of its campus facilities and properties as well as at all points of entrance and exit from its facilities, including all walkways and parking lots. Failure to comply will result in disciplinary action as stipulated by College Policy for student infractions and the appropriate disciplinary process as set forth in collective bargaining agreements or Board of Trustees policy for faculty and staff.

ELECTRONIC DEVICES

All cell phones, iPods, iPads, pagers, Internet watches, etc. and all other electronic devices that may disrupt the classroom must be turned off during lecture, lab and off campus activities. No cell phones are allowed during clinical assignments. No exceptions will be made without approval of ACCE and clinical instructor. Calculators may be allowed for specific quizzes/tests/exams at instructor's discretion. Cell Phone's with internet access or any other devices that can access the internet, recording or messaging devices of any kind are not allowed during testing. Audio or video recording of lectures, laboratory sessions, etc., may only be performed with the expressed permission of the instructor. Recording reviews related to an examination, laboratory practical or other graded activity is not permitted under any circumstances.

STUDY AREAS

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

LIBRARY

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

The library also has reserved holdings for the PTA Program. These include: The Functional Tool Box, VHI exercise cards, therapy related DVD's as well as virtual manual muscle testing and goniometry CD-ROM's.

Hours for the FVCC library can be found on the FVCC Website at:<https://www.fvcc.edu/campus-guide/library/>

Computer access is available in the library and in other computer labs throughout the college. Owning a laptop is a requirement of the PTA Program. If you do not have access to a laptop, please contact the [Service Desk](#) to see if one is available to check out.

PTA LAB POLICIES

The following policies have been formulated to help ensure the safety of all students practicing in the physical therapist assistant laboratory and to help to prepare the student for working in an actual physical therapy environment.

1. Only students who are enrolled in the Physical Therapist Assistant program can access the PTA Lab unless given permission by the Physical Therapist Assistant program faculty and have signed a *Guest Participation Form*. Students are strongly encouraged to use the laboratory when it is available. The lab is available at all times the Broussard Center Building is open which includes early mornings, evenings and Saturdays.
2. All lab sessions will begin promptly. Students should change into proper clothing **before** class starts. Students will be considered late if not in lab attire at the start of the lab course.
3. Modest shorts, tank top and sport bras and/or T-shirt may be required for lab sessions. For designated laboratory sessions (related to the trunk or upper quadrant anatomy), females will be required to wear a tank top, sport bra or similar garment, and males will be required to remove their shirt. Fingernails must be trimmed sufficiently to allow you to practice techniques of physical therapy without risking damage to the skin of your lab partner or patients. Jewelry should be limited to items that assist with patient care (e.g. watch) and not impede with patient care (e.g. large and multiple rings). Hair should be neat and not impede with patient care.
4. During lab sessions, one student will role-play the patient and one the physical therapist assistant. Warmer clothes (sweat suits to wear over lab clothes) are also appropriate to layer. **STUDENTS SHOULD BE PREPARED TO EXPOSE THE ENTIRE TREATMENT AREA.** Students will provide privacy during lab courses as appropriate by closing curtained areas and draping lab partners as needed. Draping skills will be taught in AHPT 101.
5. It is expected that students will be prepared for lab class by bringing appropriate equipment, i.e. laptops, textbooks and course notes.
6. A gym bag will be helpful for storing clothes while in class. No clothing should be left on the treatment tables. Changing areas are located in the restroom in the Broussard Center. There are lockers available in BC Bathrooms as well as there is storage available for students to store their lab clothes in BC 114.
7. **The lab should be kept clean at all times.** Dirty linens and equipment used should be properly stored before leaving. Treatment tables and chairs should be returned to their proper place. Everyone is expected to clean up after themselves. Students will be assigned time frames throughout the semester with designated jobs to help with maintaining the lab and classroom areas. This will be communicated and posted in lab.
8. Students may use the refrigerator and microwave oven in the BC 114. Food and drink may be consumed in BC 114 but it is expected that students will clean up after themselves. No food or drink are allowed near any equipment that could be susceptible to damage at any time. Please remember to remove any dishes, etc. in refrigerator or around lab and clean up after themselves as appropriate. If any glassware is broken, or spills take place, they need to be cleaned up immediately by the student who caused the accident.
9. No alcoholic beverages are permitted at any time.
10. No visitors including children are permitted in the physical therapist assistant laboratory unless permission is granted by the Physical Therapist Assistant Program faculty.

11. Students should not wear any cologne, perfume, or scented deodorant, lotions or aftershave while in the laboratory. This can trigger headaches for some people. In addition, students should practice good hygiene practices. Body odor is offensive and will not be tolerated.
12. Students must display good body mechanics and infection control at all times.
13. No shoes are allowed on the high/low tables, plinth, or the mat table; utilize sheets or easily removed footwear to ensure time efficiency.
14. Foul language, cursing or any offensive statements deemed to be inappropriate by the faculty is not permitted at any time and will not be tolerated.
15. No adhesive tape is allowed to be stuck to any equipment. It leaves a residue which attracts dirt and germs.
16. Anger outages are not appropriate and will not be tolerated in the laboratory. Students displaying this behavior may be asked to leave the laboratory setting.
17. Rotation of laboratory partners will be done on a daily basis to provide all students an opportunity to work together with a variety of people. Rotation schedule will be posted in lab.
18. Students who know they are going to miss a lab session should contact the course instructor and then make arrangements to make up the work with a lab partner. It is very difficult to make up work from lab course.

PROGRAM SAFETY AND SECURITY

1. It is the policy of the Physical Therapist Assistant Program to provide students with open lab times to safely practice lab skills. Open lab times are considered all times in which the lab is not in use for instruction including evenings and Saturdays.
2. Students are responsible to help maintain a secure lab environment. Lab facilities at FVCC are subject to video surveillance to prevent theft and vandalism.
3. All classroom and lab equipment is the property of FVCC and is not for personal use. Students are expected to exercise safety and good judgment when using College and program equipment or supplies. Equipment user manuals are kept in the PTA room BC 114 or in Program Directors Office BC 123C.
4. All policies and procedures related to safety and security apply to educational experiences both on and off campus. Please refer [to Campus Safety on FVCC](#) Website for additional details.
5. Unsafe performance on any instructor skill check/assessment or practical examination may result in student needing to retake the instructor skill check/assessment or practical exam regardless of student achieving adequate points. (Instructor Skill Check/Assessments and Practical Exams)
6. Prior to passing a skill check for a particular piece of equipment, skills involving a safety risk can be practiced ONLY with faculty supervision or a lab designee. Physical agents/modality equipment can be utilized for set up but not utilized for treatment delivery without supervision of faculty or lab designee. Students who have passed an Instructor Skill Check Assessment for a specific piece of equipment can use that equipment in the lab without supervision with prior faculty approval. Students are expected to exercise good judgment at all times and only apply interventions to students enrolled in the program.
7. The last student leaving an open lab is responsible for turning off the lights. Doors are locked by faculty and/or custodial staff each afternoon. As a general rule, classrooms should be locked when not in use.

8. Equipment and supplies must be returned to their proper storage place after use. No equipment should leave the classroom without pre-approval of a faculty member and completion of equipment sign-out. Students can sign out equipment by writing name and piece of equipment that they are signing out on the dry erase board located in room BC 114. Faculty will consider program, equipment cost, and safety-related issues when deciding whether equipment or supplies can be taken out of the classroom. Faculty will initial their approval on the dry erase board after approving the student's request. Students are responsible for the security of all equipment borrowed and will replace or be billed for lost or damaged equipment.
9. Faculty and students in the PTA program must maintain up-to-date adult, child, and infant CPR certification beginning fall semester. Proof of current certification must be presented to the program advisor or designee prior to working with patients. Certification from the American Heart Association or Red Cross is preferred; students considering taking courses from other certifying agencies should receive approval in writing from the PTA Program Director prior to taking the course. In general, CPR certification courses without a hands-on lab component are not acceptable.
10. All core faculty and students will obtain Safety/Infection Control training scheduled by the program. Students are required to attend training and demonstrate competency during AHPT 101.
11. Students exposed to bodily substances and/or hazardous materials will follow standard precautions and Isolation Precautions acquired AHPT 101. Incident reports are required to be submitted to PTA Program Director.
12. Students must wear appropriate eyewear when utilizing any UV, laser or cleaning procedures that could harm the eyes.
13. Students are expected to simulate the role of a patient and a PTA in lab courses and will sign a *"Informed Consent for Lab Procedure"* form relative to this role.
14. Faculty will receive training in campus security per college policy including Intruder Response Training and Run, Lock, Fight Training . Records of this training will be maintained by FVCC.
15. **Emergency Notification System:** FVCC has a state-of-the-art emergency notification system powered by e2Campus. This system enables college officials to send instant alerts about [campus emergencies](#) directly to members of the FVCC campus community.

This service is available to FVCC students, faculty, and staff. Registered users will receive alerts to their mobile phone via voice or SMS text message, and to their personal email account, home phone and/or office phone. There is no fee to use this service; however, depending on your personal cell phone plan, there may be a charge from your carrier to receive text messages. FVCC is not responsible for these fees.
16. Students will follow college and/or facility policies in the event of a building evacuation. These policies and responses are outlined in the Emergency Action Plan.
17. Students requiring emergency care during on or off-campus educational experiences should report to their immediate supervisor, proceed to Occupational Health or the nearest emergency room, or call "911" for treatment as appropriate. The student may be responsible for all costs related to these services. The student is also responsible to notify Program Director and/or ACCE. An incident report must be prepared immediately- contact the Program Director.
18. PTA program students are expected to notify academic faculty (and clinical faculty when participating in clinical experiences) of any medical conditions and/or medications taken that could potentially impair or

alter the student's safe and effective performance during any educational experience. Students contracting an infectious disease during the time they are participating in the PTA program must report that fact to a program faculty member and follow appropriate medical guidelines to minimize the risk of transmission.

19. Students should be familiar with all other policies and procedures related to safety and security as found in the FVCC Emergency Action Plan, FVCC College catalog and PTA student handbook as well as be familiar with the [Behavioral Intervention Team \(BIT\) to](#) assist in lessening the potential for escalating behavior for students.
20. Cost and liability of travel to and from off-campus experiences, including but not limited to field trips, clinical experiences, additional PTA training experiences, and service learning projects, are the responsibility of the student.
21. To promote security and safety and to directly observe student performance, students participating in off-campus educational experiences other than full-time clinical experiences (i.e. field trips, tours, presentations) are accompanied by a core PTA program faculty member or otherwise supervised by a person designated by a core instructor.
22. Defective or malfunctioned equipment will be marked with a Red Tag. Students are expected to promptly inform PTA faculty when supplies are low and/or equipment is malfunctioning.

CRITICAL STUDENT INCIDENT

A Critical Student Incident Report will be completed whenever a student is involved in an adverse occurrence which causes or has the potential of causing serious harm to another (client, staff, visitor, other student, etc.). Critical Student Incidents are also part of the CPI Web version 2.0 and may be filed electronically. Examples of serious/critical adverse occurrences include, but are not limited to, the following:

1. Serious safety errors endangering or having the potential to endanger a client
2. Negligent acts resulting in endangerment to another
3. Violations of agency and/or school policies and procedures which endanger another
4. Evidence of being under the influence of drugs/alcohol
5. Falsification of information

The critical incident shall be immediately reported to all appropriate parties including the Program Director of the PTA program. The student may be suspect to disciplinary action including possible dismissal from the PTA program. The Program Director shall confer to discuss the nature of the incident and its severity. It is the student's responsibility to make an appointment with the instructor and with the PTA Program Director within one week from the date of the incident.

The student may not continue to participate in classroom lab or clinical setting until he/she has been cleared by the instructor, the PTA Program Director, the ACCE and clinical instructor when appropriate.

Should the student be allowed to continue in the clinical experience, the Critical Incident Form will be attached to the student's Clinical Performance Instrument (CPI). The incident and a written remediation plan will be outlined in the CPI and the student's clinical performance will be closely monitored throughout the remainder of the semester. A signed (by the student, PTA Program Director and ACCE if incident is in the clinical setting) letter documenting the incident, the remediation plan, and the consequences of further violations in clinical performance will be given to the student and a copy placed in the student's file.

STUDENT DRUG TESTING AND BACKGROUND CHECKS

Drug Screening and Criminal Background Check

Flathead Valley Community College is committed to maintaining a work and learning environment free of drug and alcohol abuse and strives to create an environment that promotes healthy and responsible living and respect for community and campus standards and regulations.

While FVCC does not require a background check or drug screening as a condition for admission into the physical therapist assistant program, many contracted clinical facilities require a background check and/or drug testing prior to accepting students for a clinical experience. Since clinical experiences are an integral and mandatory part of physical therapist assistant education, both a criminal background check and drug testing will be completed by accepted students prior to the start of fall semester of the PTA program. The Program Director will provide each student with information about when and how to complete the drug screen and background check, which will be administered by a college-contracted agency. Certain clinical sites may have more stringent drug screening or background check requirements; if a student is assigned to a site with additional requirements, he or she must complete the requirements mandated by that clinical site in order to attend the clinical experience. If a student refuses such testing, he/she may be unable to complete the required clinical experiences, which would prevent the student from progressing in the program.

Sharing of Private Student Information

Results of student background checks and drug screens will be kept confidential. All results are sent to the FVCC Human Resources Department and details are accessible only to the student. The PTA Program Director and/or the ACCE will only be informed if the drug screen is passed or failed and whether the background check is clear or if there is a discrepancy. Some clinical sites require that academic programs notify them of results; therefore, students must sign a form provided by the PTA program (and may be required to sign one for the clinical facility as well) in order for the PTA program to release relevant information to the clinical site. This may include results of the drug screen, background check, immunization records, and academic standing in the program. If a student refuses to sign the release of information form, clinical placement is not guaranteed and he/she may be unable to progress in the program.

Discrepancies

If a student fails the drug screen or if a discrepancy exists on the background check, it may jeopardize the ability of the student to be placed at a clinical site. The student must make an appointment with the Program Director to discuss available options. Since successful completion of clinical experiences is necessary to progress in and graduate from the program, it would be the student's decision whether to withdraw from the program or whether to continue without a guarantee of completion. If a student with a failure of the drug screen or discrepancy in the background check decides to continue in the program, it is his/her responsibility to work with the assigned clinical site to provide details of the discrepancies and to determine whether clinical placement is possible. If the clinical site does not accept the student, the Physical Therapist Assistant program does not guarantee an alternative facility placement. If no alternative facility placement is available, the student may not be able to progress in or graduate from the program.

DRUG AND ALCOHOL POLICY

Students must adhere to the drug and alcohol policies applicable to Flathead Valley Community College at all times, whether on campus or at clinical education sites. Please refer to the [Code of Conduct](#).

In the event that it is suspected that a PTA student is under the influence of drugs and/or alcohol while on a clinical experience, the clinical facility may determine that the student poses a threat to the safety of the patients and others and remove the student from the premises. The clinical faculty must notify the ACCE and/or Program Director immediately. Safe transportation from the site to the student's place of residence is the responsibility of the student to include any costs associated with said transportation. In addition, the involved clinical or academic faculty has full discretion regarding the safety and adequacy of said transportation.

arrangements. The student will be required to meet with the Program Director before returning to the clinical site to determine course of action, which could include dismissal from the program pending a due process hearing. If the clinical site dismisses the student from the clinical experience, the PTA program does not guarantee an alternative placement, which could result in failure of the clinical experience and inability to progress through the program.

STUDENT EVALUATIONS

Students are evaluated on the basis of written examinations, quizzes, case study presentations, practical examinations/skills checks and the APTA Clinical Performance Evaluation (CPI). The components of student evaluation include but are not limited to:

1. Periodic written examinations in each physical therapist assistant course;
2. Practical examinations by module as well as comprehensive;
3. Periodic video practical examinations;
4. Practical clinical skills are noted on “APTA Clinical Performance Instrument (CPI)”;
5. Assessment Forms with Clinical Instructors giving students frequent verbal, written and/or demonstration feedback as necessary;
6. Clinical Instructors providing scheduled evaluations to relay student progress;
7. Feedback between the Clinical Instructor and the Academic Coordinator of Clinical Education regarding student performance in the clinic;
8. Case Study participation, evidence based practice literature reviews, SOAP notes, research papers, and oral presentations, comprehensive Professional Portfolio

LAB SKILLS

1. Students will be instructed to practice only those skills for which they have had prior instruction.
2. Students are expected to come to lab appropriately prepared for each skill/technique to be practiced.
3. Students should at all times practice safe techniques. Standard precautions should be followed at all times.
4. Students will be instructed in and are expected to use proper/safe body mechanics at all times.
5. Students are responsible for reporting to faculty any equipment problems/maintenance issues such as frayed electrical cords, cracked plugs, broken parts, missing parts, etc.

CRITICAL SAFETY ELEMENTS

Demonstrating mastery of specific critical safety elements during clinical rotations is necessary in order to pass each clinical affiliation. Competency with critical safety elements indicate that a student carries out intervention, per the plan of care, in a manner that minimizes risks to the patient, self, and others. If a student misses any of the identified critical safety elements during a practical exam or skill check, they must repeat it.

To assist in the mastery of these skills, critical safety elements are carefully monitored by program faculty during specific lab exams, prior to clinical rotations. The critical safety elements also serve as the core elements of safety criterion marked with (*) in the rubrics used to assess student performance in these lab exams. Instructors provide any additional specific critical safety elements that may apply to a particular skill being covered in a course/unit. Examples of essential program critical safety elements, include, but are not limited to:

1. Ability to follow and appropriately carry out the plan of care (POC) established by the PT.
2. Safe implementation of the POC based upon patient diagnosis, status and response to intervention without placing the patient in jeopardy of harm or injury.
3. Demonstration of knowledge regarding contraindications and precautions for specific patient diagnosis relative to the physical therapy interventions within the plan of care (i.e., following hip precautions when

transferring a patient after total hip replacement; choosing an appropriate assistive device for the weight bearing status and abilities of the patient for gait).

4. Ability to correctly identify physiological measures (BP, HR, blood glucose levels, etc.) outside of parameters that allow for safe therapeutic exercise/intervention and provide proper response and notification of the PT/MD/Nurse.
5. Ensures safety of self and others by washing hands correctly, following standard precautions, able to competently set up a sterile field, and don/doff PPE without contaminating materials, patient or self to prevent spread of infection.
6. Uses acceptable techniques for safe handling of patients with proper body mechanics, guarding, and level of assistance; and employs standard safety precautions such as: always locking a wheelchair prior to transferring a patient, appropriate use of gait belt with transfers and gait training, applying footwear during gait, washing hands prior to and after each patient contact, recognizing environmental hazards to safe ambulation, transfers, or other therapeutic intervention.
7. Establishes and maintains safe working environment (i.e., monitoring of lines and tubes and other medical equipment, checks physical therapy equipment and assistive devices for maintenance and/or disrepair, eliminates work place hazards).
8. Requests assistance when necessary (i.e., from clinical instructor, utilizes and monitors support personnel).
9. Ability to recognize patient responses during therapeutic intervention that may indicate a life threatening condition (shortness of breath, chest pain, sudden dizziness, sudden dysarthria, etc.) and provide proper response and notification of the PT/MD/Nurse.
10. Correct interpretation of weight bearing status and ability to choose appropriate assistive device for weight bearing status and individual patient's abilities.
11. Utilizes appropriate gait pattern and assistive device relative to patients weight bearing and assistive device.
12. Demonstrates knowledge of facility safety policies and procedures.

PEER SKILL CHECKS

A skill check is an assessment developed by core faculty of a student's ability to demonstrate competency in a PTA skill in preparation for clinical interventions. Skill check testing is a two-part process for most skill checks.

- First, when required, a **peer skill check** must be completed with a lab partner and the results recorded on the skill check form. A signature represents satisfactory performance on the skill check form.
- Critical safety elements (CSE) are to be adhered to during skill checks. They will be identified with an (*) on the skill check form as well as the Instructor Skill Check/Assessment Rubric. If a student fails to meet all critical safety elements, they will be required to repeat the skill check to determine competence with adherence of CSE.
- Failure to successfully complete a skill check will prevent students from taking practical exams (see below). All designated skill checks must be satisfactorily completed (including re-takes) prior to a student attempting a practical exam. It is the student's responsibility to assure that this requirement has been met.
- Students with incomplete skill checks by the deadline will not be allowed to take practical exams unless they complete the skill checks to the instructor's satisfaction prior to practical exams.
- Skills checks performed to peer check or satisfactory performance from instructor can be requested to be repeated at any time during the semester to reinforce competency
- There are occasionally skills for which an Instructor Skill Check/Assessment is not required and competence is assessed via peer check only. Not all psychomotor skills are assessed during the program. Each syllabi will outline the psychomotor skills that will be assessed to competence.
- Skill checks will be scheduled frequently and will be specifically discussed in course syllabi.
- **NOTE:** It is estimated that students will be responsible to complete 1-3 skill checks per week so that all required skills are assessed by the end of the semester. Students should track completion of skill checks.

- The faculty use the FSBPT Content Outline, CAPTE Section 7D, clinical relevance, Normative Model for PTA Education and the Minimum Required Skills of the PTA as a guideline for various skills formally assessed.

INSTRUCTOR SKILL CHECKS/ASSESSMENTS

Instructor Skill Checks/ Assessments are an assessment developed by core faculty of a student's ability to demonstrate competency in a PTA skill in preparation for clinical interventions. After the peer check results are discussed, completed and problem areas have been practiced, instructors will reconfirm competency and safety by having students perform an Instructor Skill Checks/Assessment for the instructor or lab designee.

- Instructor Skill check forms also indicate, when appropriate, critical safety elements that must be adhered to in order to pass the skill check. **CSE are identified by an (*). If a student misses any of the identified critical safety elements**, they must repeat it.
- Items essential for effective skill application will be listed on rubric under Skill Application
- Required cuing for adherence to CSE or essential skill application components to complete an Instructor Skill Check/Assessment results in a reduction in the student's score or potential failure if a CSE requires more than one cue.
- Students who do not pass with a satisfactory (78 %) on an Instructor Skill Check/Assessment must re-take the skill check to the satisfaction of the instructor.
- Students have up to three attempts to pass an Instructor Skill/Assessment check. The first score earned on the practical exam is the score recorded
- Instructor Skill Checks/Assessments must be completed and passed with a 78% prior to participating in practical exams.
- Students are expected to perform skill checks when they are scheduled and should be turned in to instructors at the designated time set by instructor.
- Instructor skill checks will be scheduled frequently and will be specifically discussed in course syllabi.

PRACTICAL EXAMS

A practical exam is test developed by core faculty of a student's ability to integrate course material and competently and safely perform a patient treatment following a physical therapist's treatment plan. This exam is required by students to pass prior to progressing to the clinical experience. Practical exams integrate content from current and previous PTA program courses and are typically administered near the end of each semester although midterm practical exams may be administered for some courses. Specific procedures are posted each semester.

- Practical exams must be passed with a score of at least 78% and can be retaken one time (maximum of 2 attempts) when the 78% score is not achieved. The first score earned on the practical exam is the score recorded.
- Critical safety elements (CSE) are to be adhered to during practical exam. They will be identified with an * on the rubric for the practical exam. If a student fails to meet all CSE, they will be required to repeat the practical exam to determine competence with adherence of CSE.
- Items essential for effective skill application will be listed on rubric under Skill Application
- Required cuing for adherence to CSE or essential skill application components on practical exams (prior to final practical exam) results in a reduction in the student's score or potential failure if a CSE requires more than one cue.
- No cues will be allowed for the final practical exam.
- If a student does not pass the final practical exam on the second attempt but still earns a grade of "C+" or better for the course, the student will be placed on Academic Probation status, for which an Action Plan will be developed prior to the student being able to proceed to the clinical experience.

- An Action Plan will be developed by the course instructor along with the student, and at a minimum will include completion of an independent study project (remedial work). The student must then satisfactorily re-take the practical exam with a score of at least 78% prior to continuing in the program, and satisfy all requirements outlined in the Action Plan.
- Any re-take practical exam may be videotaped to allow a video review of student performance.
- Students receive detailed written instructions, rubric, and sample practical exam problems at least one week prior to scheduled practical exams. Professional attire and behavior are required during the practical exam.
- Unsafe behavior during a practical exam is, at the instructor's discretion, grounds for immediate failure of the practical exam.

INSURANCE AND HEALTH CONDITIONS

Professional Liability Insurance – The student is covered by liability insurance of \$1,000,000/\$5,000,000 and workers' compensation/employers liability insurance from the school during all clinical experiences.

1. This policy is attached to the PTA clinical courses for fall, spring and summer semester. Provides liability coverage for unintended injury to patients or other students during on and off-campus educational experiences. FVCC offers coverage to all students. The cost is attached to AHPT 210 (Clinical Experience I), AHPT 220 (Clinical Experience II) and AHPT 295 (Clinical Experience III) and is included in the FVCC PTA Program Fees. Students not registered for a particular course, and those who have not yet paid tuition for the course, would not be covered by the liability insurance and cannot treat patients or participate in lab activities.

The liability policy is available for your review; the basic terms of the policy are:

- Each student is covered only while supervised in an official FVCC PTA course or clinical experience.
 - Coverage ceases upon termination of the student's enrollment, either by graduation or withdrawal.
 - Coverage is limited to activities that are part of, and a requirement of, the student's curriculum.
 - It is the student's responsibility to notify the clinical faculty member about any occurrence that might cause liability to the student, clinical affiliate, or FVCC.
2. Workers' Compensation Insurance – PTA program students are covered by FVCC's Workmen's Compensation Policy while they are participating in their off campus clinical experiences (AHPT 210, AHPT 220, and AHPT 295). If an injury occurs during a clinical experience, the student MUST contact the ACCE and/or program director within 24 hours of the incident. The CCCE at the clinical facility must also be notified and appropriate clinical facility paperwork should be filed. In addition, the ACCE will facilitate the filing of paperwork required by FVCC's policy.
 3. Students have access to services through FVCC's Student Health Center. Services provided include the following: health evaluations, immunizations, TB testing, and DOT physicals; treatment of minor injuries and acute health problems such as colds, flu, bladder infections, sprains, and strains; and reproductive health evaluations, including PAPs, contraception, and STD testing.
 4. Many contracted clinical facilities require students to have personal health insurance coverage as a condition of participation in clinical experiences in their facilities. **To comply with this facility policy, all students must maintain a health insurance policy while they are enrolled in the clinical portion of the PTA program.** This insurance may be a catastrophic policy only. Proof of insurance will be required prior to the start of the first clinical experience.
 5. Any medical condition that may affect the student's ability to meet program/course objectives should be promptly reported to the PTA Program Director. Client safety may be jeopardized resulting in an inability to complete the clinical education portion of the program

6. If reasonable accommodations are not possible, certain medical conditions may require a student to withdraw from the program either temporarily or permanently after discussion with the Program Director.
7. In the case of an extended illness, the Program Director must be notified immediately. When absenteeism interferes with the student's achievement of clinical or classroom activities, the student may be required to repeat the course. Such circumstances will be evaluated on an individual basis. The student is responsible for completing all work. A health care provider's written approval is required for the student to remain in the program AND again before the student may return to school following an absence for a medical condition.
8. Medical conditions, including pregnancies, that could reasonably affect a student's ability to safely perform program requirements, should be promptly reported to the faculty or Program Director. A student will not be placed in situations that might jeopardize the health or safety of the student or others. Any student who has medically significant physical restrictions must provide a statement from his/her health care provider specifically outlining the restrictions and/or limitations.
9. During clinical experiences, students must report communicable infections, skin breaks, etc. to the clinical instructor prior to caring for clients. All information reported to the PTA Program Director and faculty related to student health/ medical conditions is held in confidence and shared only with individuals who have a legitimate right to the information.

IMMUNIZATIONS

BEFORE a student is accepted into the PTA program, it is his or her responsibility to provide documentation of continued compliance with the following:

- Tdap: Proof of immunization
- Hepatitis B Vaccination: Series of three injections with antibody titer results (anti-HBs) prior to acceptance in the PTA program is required. It is acceptable for a student to be in the process of receiving the series provided that he or she is current with the injection schedule. Final approval or waiver must be granted, prior to the student entering clinical experiences.
- MMR: Official record of two doses of measles, mumps, rubella (MMR) immunization, or titer.
- Varicella: Proof of chicken pox immunity by statement of actual disease, or official record of vaccination dates, or lab titer.
- COVID Vaccine Requirements: Flathead Valley Community College does not mandate the COVID Vaccine, but students in a health profession program are recommended to have the vaccine. Please be advised, while the college will make a reasonable effort to place students in a clinical facility; clinical placement cannot be guaranteed in an un-immunized status. If the college cannot secure a clinical placement due to your un-immunized status, you will be unable to complete the program's clinical requirement. Thus, you will be unable to progress and will be unable to complete requirements for graduation. This is subject to change based on State and Federal laws and regulations;
- COVID Vaccine Medical/Religious Exemption: Students who cannot be vaccinated for COVID-19 because of a medical reason or religious belief will need to request exemption from clinical sites that require COVID Vaccine. Exemptions or reasonable accommodations are not guaranteed. For religious exemption, students must submit request for exemption to the clinical site. If the college cannot secure a clinical placement due to exemptions not being accepted, you will be unable to complete the program's clinical requirement. Thus, you will be unable to progress and will be unable to complete requirements for graduation. This is subject to change based on State and Federal laws and regulations;

AFTER admission into the program and prior attending the first clinical experience, students must provide documentation of the following:

- Tuberculosis: Proof of current freedom from tuberculosis (2-step TB skin test or Quantiferon test) is required prior to beginning the PTA program and every semester prior to clinical experiences if requested by the assigned clinical site. Students with positive skin test must provide written clearance from their health care provider to participate in patient care.
- Seasonal Flu Vaccine: Many clinical facilities require students to receive a seasonal flu shot that occur during flu season (Clinical I and Clinical II). Therefore, all students must have a flu vaccine prior to beginning the first clinical experience. The flu vaccine may be obtained at the FVCC Student Health Clinic. The ACCE will make an announcement when it is available in the fall. Additionally, students may obtain a flu vaccine from their health care provider.

Failure to submit the required immunization documentation prior to clinical each semester will result in corrective action. Students whose documentation is incomplete will not be allowed to participate in any clinical experience until the documentation is up to date and are subject to the provisions of the clinical absence policy.

CPR TRAINING

CPR and Standard Precautions Training

Each student must have evidence of current completion of an approved CPR course. Either the American Heart Association Healthcare Provider course or the American Red Cross Professional Rescuer courses are acceptable. Certifications must include AED training. The student is responsible for maintaining CPR certification during the entire duration of enrollment in the PTA program. On occasion, individual clinical facilities may have more stringent requirements for CPR training which a student may have to complete if he or she is assigned to that facility. FVCC will provide an opportunity to complete this certification once admitted.

The student will receive Safety/Infection Control training (which also includes content about HIPAA) in AHMS 107 Career Essentials for Health Sciences, Introduction to Physical Therapist Assisting (AHPT 105) course and AHPT 101 coursework.

INCLEMENT WEATHER POLICY

Academic: If classes at FVCC are cancelled due to inclement weather conditions, coursework will be the responsibility of the student to ensure all assignments and material have been read and completed.

Clinical: Due to requirements of the program, any clinical time missed due to inclement weather conditions will be made up at the discretion of the ACCE/ Program Director. Do not come to clinical if you feel the weather conditions are too hazardous to your safety. However, patient care in physical therapy will still take place in inclement weather.

- Students not reporting to clinical because of bad weather **are still required to call the clinical facility, ACCE and clinical instructor one hour prior to the start of the clinical shift.**

USE OF SUPPLIES AND REGULATED MEDICAL EQUIPMENT

Supplies: Only the course instructor or designee can distribute the equipment and lab supplies used by students to gain competence in clinical skills. Students will receive supplies that they may utilize in the clinical setting and following graduation. These items include gait belt, goniometers, tape measure, reflex hammer, isolation gowns, stethoscope, etc. Removal of any item or equipment from the PTA program or a clinical affiliate, except as approved by the faculty, constitutes theft. Incidences of theft will be referred to law enforcement personnel, will result in corrective action, and may include dismissal from the program.

Regulated Medical Equipment: Physical agents/modality equipment can be utilized for set up but not utilized for treatment delivery without supervision of faculty or lab designee. Students who have passed an Instructor Skill Check Assessment for a specific piece of equipment can use that equipment in the lab without supervision with prior faculty approval. Students are expected to exercise good judgment at all times and only apply interventions to students enrolled in the program. Practicing technique(s) on another person without faculty supervision, or any other unauthorized use of these devices, will result in corrective action and may include dismissal from the program.

PTA PROGRAM EQUIPMENT TESTING

All electrical equipment owned and used by the FVCC PTA Program will be tested every other year and labeled by qualified biomedical personnel. A qualified biomedical engineer will be scheduled to visit one time every other year. The following will be performed at that time: equipment testing and calibration, labeling that verifies testing and calibration, documentation of testing results, repair as needed.

The PTA Program Faculty and FVCC Maintenance Staff will inspect non-electrical equipment (treatment tables, wheelchairs, crutches, etc.) annually by request prior to the start of the Fall Semester. Repairs will be made or arranged by the program as needed.

Defective or malfunctioned equipment will be marked with a Red Tag. Any real or potential equipment safety concerns discovered by faculty or students will be labeled and taken out of use until repaired or replaced.

PERSONAL PROPERTY AND VALUABLES

FVCC and the Physical Therapist Assistant program do not accept responsibility for lost personal items. Students should be aware that theft does occur on campus and secure their valuables accordingly. Clinical instructors will assist with appropriate facility and/or FVCC incident reporting. Failure to report incidents may result in disciplinary action up to and including dismissal from the PTA program.

MEDICAL EMERGENCY IN THE CLASSROOM OR IN CLINICS

Students are expected to respond quickly to ANY sign of an emergency. If the emergency occurs during a clinical experience, students should follow the clinic's emergency policy.

- 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 calling emergency medical assistance (911), obtaining equipment and supplies and/or assisting with CPR or removing other individuals from the area. Students should be aware of the First Aid Kit located in BC 114.
- In the event it is the instructor, or the instructor is not present, the student(s) must take charge. Activate the EMS response, Provide emergency first aid (ABC's: Airway, breathing, circulation-bleeding)

Injuries Sustained in the Clinical Area: Any injury that occurs in a clinical setting must be immediately reported to the clinical faculty. The faculty will ensure that all facility policies relevant to the injury are followed. A FVCC PTA program Incident Report Form will also be completed. PTA program personnel will assist the student in completion of required documentation.

STANDARD PRECAUTIONS

Standard Precautions are based on the principle that all blood, body fluids, secretions, excretions except sweat, non-intact skin, and mucous membranes may contain transmissible infectious agents. Standard Precautions include a group of infection prevention practices that apply to all clients, regardless of suspected or confirmed infection status, in any setting in which healthcare is delivered.

Standard Precautions include: hand hygiene; use of gloves, gown, mask, eye protection, or face shield, depending on the anticipated exposure; and safe injection practices.

The application of Standard Precautions during client care is determined by the nature of the healthcare worker-client interaction and the extent of anticipated blood, body fluid, or pathogen exposure. Standard Precautions are also intended to protect clients by ensuring that healthcare personnel do not carry infectious agents to clients on their hands or via equipment used during client care. Standard precautions are taught throughout the curriculum, but in detail during the AHPT 101.

COMMUNICABLE DISEASE PREVENTION

All PTA students, in order to protect themselves, fellow health care personnel, and patients, will comply with each of the following;

- All equipment will be thoroughly cleaned, disinfected, or sterilized between patients according to appropriate procedures for each piece of equipment regardless of the patient's diagnosis.
- All students shall practice proper hand washing technique/hand hygiene while utilizing labs. These should be carried out before and after each patient/lab simulation.
- Gloves will be worn in all cases when contact with blood or body fluids is anticipated.
- Non-latex gloves are available for those with latex allergy.
- Masks will be worn when it is likely that blood or body fluids could splash in the face.
- A gown will be worn should a splash of blood or body fluids onto the skin or clothing be anticipated.
- Cuts, scratches, or other non-intact skin will be covered to avoid contact with blood or body fluids.
- Blood or body fluid inadvertently coming in contact with the skin should be quickly and thoroughly washed immediately.
- Students who experience exposure to blood or body fluid will report to their clinical instructor immediately and follow clinical exposure protocol.
- Students with a communicable disease will avoid patient contact until resolved and must have a doctor's note before returning to the facility.

COMMUNICABLE DISEASE POLICY

- Any student who has or contracts a communicable disease as so stated by a physician will be dismissed from classroom and clinical work with an excused absence.
- Documentation will be retained in the confidential student file.
- Make-up work will be assigned on an individual basis.
- All theory and clinical work must be made up; tests, assignments and quizzes.
- It is the students' responsibility to request make up work and to keep up with what s/he has missed.
- Re-entry is contingent on a signed physician's statement stating the student is no longer communicable.

BLOOD BORNE PATHOGEN POLICY

Students and faculty will comply with current CDC and OSHA guidelines for infectious diseases. Students will receive updated information on Standard Precautions as available.

Post-Exposure Management Procedure:

1. Immediate Treatment (local wound care must be carried out immediately following any exposure.)
 - Thoroughly clean wound with soap and water under running water.
 - Flush affected mucous membranes with copious amounts of water or saline.
 - Other wound care dictated by type and severity of injury.

2. Notification of Appropriate Parties

- The student is responsible for immediately reporting any exposure to the instructor and appropriate facility staff. Reporting delay may jeopardize the accuracy of assessment of the exposure and could impair the ability to institute any available preventative measures.
- The student will comply with the facility's blood-borne pathogen policies and procedures.
- The student will complete the Health Sciences Division blood borne pathogen exposure report form.
- The student will complete the waiver treatment form if he/she chooses not to seek treatment or see a physician.
- Students will be required to follow clinical facility policies.

3. Student Responsibilities for Follow-up Treatment

- The student will provide faculty with a copy of the report of exposure and any treatment.
- The student is responsible for completing all follow-up procedures.
- The student may be financially responsible for costs associated with the exposure.

CDC Updated U.S. Public Health Service Guidelines for Management of Occupational Exposure to HBV, HCV, and HIV, and recommendations for post exposure prophylaxis. MMWR, June 29, 2001 / 50 (RR11); 1-42
<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm>

COVID 19 RESOURCES

[Please refer to the FVCC website on COVID 19.](#) The Student Health Clinic is performing COVID-19 testing. If you suspect you may have COVID-19 or you are experiencing symptoms such as fever, shortness of breath and/or coughing, please call in advance for an appointment. Use the COVID-19/Coronavirus Reporting Form to notify FVCC if you test positive for COVID-19/coronavirus, have been told that you need to quarantine, or for any other questions and concerns related to COVID-19. COVID related questions can be sent to covid@fvcc.edu to reach the FVCC Covid Support Associate.

While not required, vaccines are strongly recommended. You can find a vaccine location here:

<https://www.vaccines.gov/>. This is the link to the complete CDC information:
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

Though face coverings are no longer required in most areas of campus, there may be situations where individuals feel more comfortable wearing a mask. Consider wearing masks as a precaution when returning to campus from out-of-area travel, if you've recently attended a large event, or if there's a possibility you've been exposed to COVID-19. For these reasons, keep a mask available in case you need one or someone requests that you wear one. Likewise, please respect the decisions of others to continue wearing masks if they choose to do so. They may be doing it to protect you!

*Note: COVID-19 requirements and steps are subject to change at any time per local government and health officials recommendations.

Resources:

- [FVCC Covid 19 Guidebook](#) Fall 2022
- How to Protect Yourself and Others - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Flathead County Department of Health
- Online Health Assessment for COVID-19 - <https://flatheadhealth.org/covid-19-employee-screening-page/>

APPENDIX A

PTA PROGRAM

FORMS

INFORMED CONSENT FOR LAB PROCEDURES

Student to Act as Simulated Patient

- I understand that PTA practice includes being touched by my fellow classmates and instructors.
- I understand that as part of the academic and clinical education to become a PTA (Physical Therapist Assistant) I am required to participate in various lecture and lab classes as simulated patient. Instructors and other students will have opportunities to demonstrate and practice on me those skills learned in various classes. These skills include, but are not limited to a variety of: mobility, therapeutic exercises, testing and measurements, and physical agents.
- I agree to exhibit professional behaviors and monitor my actions and words to be respectful and appropriate at all times.
- I understand that there is some risk of injury resulting from my participation in these skill training classes. I further understand that the college cannot ensure that other students will properly apply skills learned in class nor can the college be held responsible for any pre-existing conditions or injuries that I may have which make me susceptible to injury.
- If I have any pre-existing conditions or injuries that may make me susceptible to injury from skills training, I will report such conditions or injuries to my instructor and/or program director.
- In the unlikely event that I become injured it must immediately be reported to the instructors of the class and the appropriate college incident report must be filled out. If necessary, appropriate medical intervention and payment for those services are solely my responsibility.
- I agree that there is a risk to being exposed to various contagious diseases. All reasonable precautions are being taken to decrease individuals exposure to contagious diseases however, there is no assurance regarding the degree of exposure an individual may have during various activities.
- I agree to that it is my personal responsibility to follow CDC standard precautions and facility policies when in lab or classroom activities.
- I agree to treat with confidentiality any health or protected information obtained during the course of laboratory sessions.
- I have read and understand the above information.

Students Printed Name _____

Student Signature _____

Date _____



Physical Therapist Assistant Program

Imaging Permission Form

I, _____ do hereby grant Flathead Valley Community College and the Physical Therapist Assistant Program and any other designees, forever, the absolute right and permission to use, publish and reproduce the use of videotapes, audiotapes, and photographs for instructional, educational or marketing purposes and for the 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



REVIEW OF RECORDS CONSENT FORM

I (Print Name) _____ give permission to the Health Science Division and Physical Therapist Assistant Department of Flathead Valley Community College to allow access of my records for accreditation purposes.

Student's Signature _____

Printed Student's Name _____

ID# _____ Date _____

RELEASE OF RECORDS CONSENT FORM

I (Print Name) _____ give permission to the Health Science Division and Physical Therapist Assistant Department of Flathead Valley Community College to release personal information such as immunization record, criminal history, drug test results to the clinical facility where I will participate in clinical rotations.

Student's Signature _____

Printed Student's Name _____

ID# _____ Date _____



RELEASE OF LIABILITY FORM

I acknowledge and understand that there may be certain risks while a student in the Health Sciences Division PTA Department at Flathead Valley Community College. I agree to adhere to the safety regulations of the program to which I have been admitted. I also understand that safety precautions have been incorporated into the laboratory sessions and clinical experiences. I also agree that in the event of an accident or injury, I will in no way hold Flathead Valley Community College, the Health Sciences Division liable.

Student's Signature

Student's Printed Name

_____ Date _____



| 777 Grandview Drive | Kalispell, MT 59901 | www.fvcc.edu

Field Trip Form

This form must be submitted when FVCC provides transportation to a college-related event. Completed forms must be submitted to the trip supervisor's supervisor prior to the trip.

Event: _____ FVCC EMPLOYEE TRIP SUPERVISOR _____

Location: _____ DATE _____

In consideration of my participation in this college activity, I acknowledge, agree to and understand that:

1. FVCC is providing transportation to and from the above mentioned Event.
2. FVCC does not provide insurance for me.
3. I understand that during my participation in this Event, I may be exposed to a variety of hazards and risks, foreseen or unforeseen, which are inherent in traveling to, or participating in, an Event. These inherent risks include, but are not limited to, the dangers of serious personal injury, property damage, and death ("Injuries and Damages") from exposure to the hazards of travel. I know that Injuries and Damages can occur by natural causes or activities of other persons, either as a result of negligence or because of other reasons.
4. I understand that risks of such Injuries and Damages are involved in my travel to the Event, and, to the fullest extent allowed by law, I agree to WAIVE, DISCHARGE CLAIMS, AND RELEASE FROM LIABILITY, FVCC, its officers, trustees, employees, agents, and volunteers from any and all liability on account of, or in any way resulting from Injuries and Damages, even if caused by negligence of FVCC, its officers, trustees, employees, agents, and volunteers, in any way connected with this Event. I further agree to HOLD HARMLESS, INDEMNIFY AND DEFEND FVCC, its officers, trustees, employees, agents, and volunteers from any claims, damages, injuries or losses caused by my own negligence while a participant in the Event. I understand and intend that this assumption of risk and release is binding upon my heirs, executors, administrators and assigns.

I have read this agreement and fully understand its terms. I acknowledge that I am at least 18 years of age. I am aware this agreement includes a release and waiver of liability, an assumption of risk, and an agreement to indemnify FVCC, and that by signing this Accident Waiver and Release of Liability, I voluntarily surrender certain legal rights.

Phone Number: _____ Date: _____

Participant's Name: _____ Participant's Signature: _____

**If student is under 18 - Parent/Guardian Signature:

In case of emergency, please contact: _____



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

FLATHEAD VALLEY COMMUNITY COLLEGE

Waiver: In consideration of being permitted to participate in the Physical Therapist Assistant program/activity, I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** Flathead Valley Community College, its officers, employees and agents from liability **from any and all claims** due to negligence or accidentally resulting in personal injury or illness (including death), and property loss arising from my participation.

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

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

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD HARMLESS Flathead Valley Community College and its officers, employees, and agents from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my participation in the Physical Therapist Assistant program/activity.

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

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

Printed Name

Signature

Date



Essential Functions Verification

Essential Function Student Signature Page to be Completed before Program Entry

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

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

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

Printed Name of Student

Date

Signature of Student

Date

Accommodations for persons with disabilities can be provided upon request by calling (406) 756-3881. Any qualified student with a disability who believes that an auxiliary aid is necessary for participation in any course activity or degree program is strongly urged to indicate a need for services to the Advocate for Students with Disabilities a minimum of six weeks prior to the beginning of the academic semester. This will provide sufficient time to assess student need and obtain any necessary auxiliary aid. For more information, please call (406) 756-3881 (voice or TTY).

Flathead Valley Community College does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its educational programs or activities.

Inquiries concerning Title VI, Title IX and Section 504 may be referred to: Vice President of Academic Affairs, Blake Hall, Rm. 136, 777 Grandview Drive, Kalispell, MT 59901, (406) 756-3894; or the Montana Human Rights Commission, 1236 Sixth Avenue, P.O. Box 1728, Helena, MT 59624, (406) 444-2884/1-800-542-0807



Flathead Valley
Community College

PHYSICAL THERAPIST ASSISTANT PROGRAM

Action Plan

Statement of the Problem: (Describe behaviors and objectives that need to be addressed)

Plan: (describe behaviors, objectives, and time frame for correction)

Consequences of Action Plan:

Student Comments:

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____



Incident Report

Name of Injured Person _____

Address _____ City _____ State _____ Zip _____ Phone _____

Date of Occurrence: _____ Time: _____ Location: _____

Description of Injury and How it Occurred:

Witnesses' Name and Phone Number: _____

Symptoms? Describe in Detail: _____

Was Medical Attention Needed? If so, describe: _____

Comments: _____

Corrective Measures and/or Follow Up: _____

Supervisor's Signature: _____ Date: _____



PHYSICAL THERAPIST ASSISTANT PROGRAM

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The students of Flathead Valley Community College PTA Program will be instructed on the 1996 HIPAA legislation during orientation to the PTA Program. After having this instruction, each student will sign a statement of compliance to this law. A copy of the signed statement will be provided to all facilities that these students will be assigned to for clinical experiences. Students will also participate in any HIPAA presentation of the individual facilities in order for compliance to be validated if necessary.

Failure to sign the statement will cause the student to be ineligible to attend clinical experiences and result in dismissal from the PTA Program.

I _____, have received education about HIPAA (1996). I understand and will comply with its regulations for patient confidentiality as outlined by the law.



PHYSICAL THERAPIST ASSISTANT STUDENT CONFIDENTIALITY AGREEMENT

I understand that I may have access to confidential patient information, treatment protocols and confidential information about the business and financial interests of the clinical facilities where I care for patients. I understand that Confidential Information is protected in every form, such as written and/or electronic records and correspondence, oral communications, department specific program materials, computer programs and applications.

I agree to comply with all existing and future policies and procedures of the clinical agencies to protect the confidentiality of Confidential Information. I agree not to share confidential information through electronic means such as texting, social media, Facebook.com, or Twitter.com. I agree not to use, copy, make notes regarding, remove, release, or disclose confidential information with another individual.

I agree not to share or release any authentication code or device, password, key card, or Identification badge to any other person, and I agree not to use or release anyone else's authentication code or device, password, key card, or identification badge. I agree not to allow any other person, except those authorized by the clinical agency, to have access to the clinical agency information systems under my authentication code or device, password, key card, or identification badge. I agree to notify the appropriate administrator immediately if I become aware that another person has access to my authentication code or device, password, key card, or identification badge, or otherwise has unauthorized access to the clinical agency's information system or records.

I agree that my obligations under this Agreement continue after my role as a student ends.

Print Name: _____ Signature: _____

Date: _____



PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I, _____, have read and understand the content of the PTA Program Student Handbook and have been given the opportunity to inquire about the content. I agree to abide by all the policies of FVCC Catalog and the FVCC Student Handbook, of the PTA program, and of the Health Sciences Department. I understand that policies may change during the course of the program and that I will abide by the changes (and will be given notice of the changes).

Student signature

Date

