

NORTH·SHORE COMMUNITY COLLEGE

Physical Therapist Assistant Program

STUDENT ORIENTATION HANDBOOK



Revised June 2009

**NORTH SHORE COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**

Table of Contents

North Shore Community College Mission Statement.....	4
Division of Health Professions Mission Statement.....	4
Physical Therapist Assistant Program Mission Statement.....	4
Student Learning Outcomes.....	5
PTA Department Faculty Contact Information.....	7
GENERAL PROGRAM INFORMATION	8
Options of Study leading to an Associate in Science	9
Full-Time Curriculum Sequence	9
Options of Study Leading to an Associates in Science	10
PART-TIME CURRICULUM SEQUENCE	10
ACADEMIC REQUIREMENTS.....	11
CLINICAL EDUCATION REQUIREMENTS	12
STUDENT ADVISEMENT	14
WITHDRAWAL FROM THE PROGRAM	14
WITHDRAWAL FROM COURSE	14
APPLICATION TO GRADUATE	14
ASSOCIATE DEGREE REQUIREMENTS	14
REQUIREMENTS FOR PROFESSIONAL LICENSURE	15
PTA PROGRAM POLICIES AND PROCEDURES	16
HEALTH PROFESSIONS RE-ADMISSION POLICY	17
PTA Program Process and Procedures.....	17
PTA PROGRAM ACADEMIC ATTENDANCE POLICY	18
PTA PROGRAM TARDINESS POLICY.....	18
PTA STUDENT CONFIDENTIALITY POLICY	18
FIELDTRIP POLICY & PROCEDURE.....	18
CLINICAL/FIELDWORK CANCELLATION POLICY	19
PTA PROGRAM TEST/EXAM POLICY	20
PTA PROGRAM PRACTICAL EXAM POLICY	20
PTA PROGRAM CLINICAL SKILLS POLICY	20
PTA PROGRAM PROFESSIONAL BEHAVIOR POLICY.....	21
OUTCOMES FOR NON-COMPLIANCE OF PROFESSIONAL BEHAVIOUR POLICY....	22
COMMUNICATIONS AND GRIEVANCE POLICY.....	23
POLICY ON COMPLAINTS (OUTSIDE OF DUE PROCESS).....	23
ORGANIZATIONAL CHART.....	24
ACADEMIC HONESTY POLICY	25
SMOKING POLICY.....	25
ALCOHOL AND DRUG POLICY.....	25
CAMPUS SAFETY.....	26

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

APPENDIX 30
Appendix A 31
Appendix B Error! Bookmark not defined.
Appendix C 35
Appendix D..... 36
Appendix E..... 37
Appendix F..... 38
Appendix G..... 39
Appendix H..... 40
Appendix I 41

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

Welcome PTA students!

Congratulations on being accepted to the PTA program at North Shore Community College. The faculty looks forward to embarking on upcoming exciting and busy upcoming months with you. The PTA curriculum offers much challenge and requires a great deal of both individual and group study time. Clinical education plays a large part in the curriculum. The faculty is dedicated to help ensure competency in your skills prior to applying them on patients during clinical experiences.

The faculty has the following expectations from all PTA students. They are as follows:

- Attending and arriving class and clinical in a punctual manner
- Arriving class and clinical prepared for learning activities
- Demonstrating professional behavior
- Demonstrating responsibility for your own learning and a commitment to learning
- Demonstrating the ability to independently problem solve and think critically
- Demonstrating the ability to accept constructive feedback from faculty and peers
- Treating faculty, staff and peers with respect and accepting accountability for your own actions.

The PTA Student Orientation Handbook has been designed to help you become familiar with PTA program general information and program Policies and Procedures. It is important that you also familiarize yourself with North Shore Community College information and policies and procedures. This information may be found in the NSCC Student Handbook.

The faculty and staff look forward to working with you in attaining your degree and entering the field of Physical Therapy. Good luck and all the best for the future.

Mary Meng, MPH, PT Department Chair/Program Director

North Shore Community College Mission Statement

North Shore Community College is a source of hope and opportunity and a regional leader for social and economic change. Blending tradition and innovation, liberal arts and career preparation, intellectual development and cultural and personal growth, we foster a diverse and caring community of learners where all are welcome and each is challenged. We offer lifelong education responsive to changing community needs, a global economy, evolving technology and the shifting roles faced by individuals and institutions. Our greatest contribution to the Commonwealth is the success and achievement of our students.

Division of Health Professions Mission Statement

The Division of Health Professions supports the college mission through teaching, learning and community engagement. The Division strives to meet the needs of our students and the health care community we serve by:

- Promoting a culture of respect
- Providing a learner centered focus
- Enhancing and developing health related degrees and certificates to meet workforce demands
- Incorporating technologies needed to prepare the learner for the ever changing health care environment
- Fostering life long education that cultivates professional growth, competence and scholarship

Physical Therapist Assistant Program Mission Statement

North Shore Community College's Physical Therapist Assistant Program offers a comprehensive curriculum, which emphasizes theory and contemporary physical therapy treatment intervention for promoting health, preventing disease and maximizing function among clients of all ages, cultures and socio-economic backgrounds. The program is designed to prepare students for entry-level practice in various settings such as hospitals, rehabilitation centers, outpatient clinics, schools, home health agencies and community programs. The program faculty fosters lifelong learning, commitment to the profession and servicing the community.

Physical Therapist Assistant Program Overview

North Shore Community College's Physical Therapist Assistant Program has been accredited by the Commission on Education for Physical Therapy Education since 1975. The program consists of a student body comprising of various cultural and ethnic backgrounds. Over the past years, the program has successfully graduated many individuals who are currently seasoned clinicians and clinical instructors practicing and educating in the North Shore area. On average, the program graduates approximately 25 students per year and the passing rate for the licensing exam is between 90 to 100 percent.

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

The Physical Therapist Assistant department's educational philosophy places emphasis on offering a variety of learning experiences, where newly learned material is applied immediately within that particular course through case scenarios, patient/client examples, field trips and service learning. This is believed to foster early critical thinking and promotes the development of problem solving skills, which is necessary for competency as an entry-level Physical Therapist Assistant practitioner.

Students admitted to the Physical Therapist Assistant program undertake Anatomy and Physiology 1 and 2, Composition 1 and 2, and an elective in Humanities. These general education courses are considered foundational in preparation for Physical Therapy courses and are offered sequentially in the curriculum based on pre-requisite and co-requisite requirements. During the first semester of study, Physical Therapy courses are offered at the introductory level, however application of the knowledge is expected through coinciding laboratory and clinical experiences.

Following the first semester of study, Physical Therapy courses become more specialized and require that the student build upon previously learned information in order for understanding and safe application of advanced concepts to follow.

At the beginning of the final semester, prior to our twelve-week clinical practicum/internship, students enroll in a final four-week comprehensive course which has been designed to review all material presented within the program. The course, which is somewhat similar to a mini capstone project, has been implemented at the end of the program in order to prepare students for a final clinical practicum. Students enrolled in the course have the opportunity to perform advanced analysis of a complex case study where integration and application of previously mastered material is re-evaluated by their peers, course instructor and program faculty.

Overall, our program seeks to offer a curriculum, which is based on the disablement and patient/client care management models with emphasis on professional behavior active learning and critical thinking. It may be either completed in either 2 or 3 years of study. Upon completion, students graduate with an Associates Degree in Science and are eligible to apply and take the national licensing exam administered by the Federation of State Boards of Physical Therapy.

Student Learning Outcomes

Upon successful completion of the PTA program, graduates will:

- Demonstrate adherence to federal and state legal practice standards, institutional regulations and Standards for Ethical Conduct in response to patient/client care and fiscal management
- Demonstrate professionalism through expression of a positive attitude and cooperation, learning, acceptance of constructive criticism, attendance, time management, adaptability, and conflict management
- Demonstrate an appreciation for cultural diversity, values, preferences and expressed needs with respect to all physical therapy activities
- Demonstrate the ability to problem solve and analyze quantitative and qualitative data

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

- Provide effective and safe physical therapy treatment intervention in alignment with data collection, treatment modification and progression
- Discuss and justify the rationale for administration of selected physical therapy treatment interventions.
- Describe how the profession of physical therapy contributes to societal well being
- Advocate towards improving community access to physical therapy services
- Demonstrate a desire to seek professional development necessary to maintain current with physical therapy practice

PTA Department Faculty Contact Information

Associate Professor, Program Director / Department Chair

Mary Meng, PT, MPH
Program Director
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Assistant Professor

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Academic Coordinator of Clinical Education (ACCE)

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Adjunct Faculty

Denise Sargent, DPT
Adjunct Instructor
(978) 762-4000 x4469Rm 205 DH

Bryan Labell, MS PT
Adjunct Instructor
(978) 762-4000 x4469Rm 205 DH

Paul McGovern, LPTA
Adjunct Instructor
(978) 762-4000 x4469Rm 205 DH

Roxanne Rochna, LATC, LPTA

Frequently called NSCC numbers

Health Professions office (978) 762 4000, x 4160
Campus Police Business: x 6209 or 781 477 2100
Emergencies: x 6222 or 781 477 2100
Danvers Bookstore x 4046
Danvers Computer lab x 5569
Enrollment and Student Records x 4336
Health Services x 5535

GENERAL PROGRAM INFORMATION

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

Options of Study Leading to an Associate in Science

Full-Time Curriculum Sequence

		CREDITS
YEAR 1Fall:	BIO 103, Anatomy & Physiology 1	5
	CMP 101, Composition 1	3
	PTA 101, Introduction to Physical Therapy	3
	PTA 103, Therapeutic Massage	1
	PTA 108, Kinesiology 1 Lab	1
	PTA 109, /Kinesiology 1	1
	PTA 113, Pathophysiological Conditions 1	2
	PTA 201, Modalities Lab	1
	PTA 202, Modalities of PT	2
	TOTAL:	19
Spring:	BIO 104, Anatomy & Physiology 2	4
	PTA 104, PTA Procedures Lab	1
	PTA 105, PTA Procedures	2
	PTA 114, Pathophysiological Conditions 2	2
	PTA 117, Therapeutic Exercise 1 Lab	2
	PTA 118, Therapeutic Exercise 1	2
	PTA 203, Neurology for Physical Therapist Assistant	2
	PTA 204, Kinesiology 2 Lab	1
	PTA 205, Kinesiology 2	2
	TOTAL:	17
Summer:	PTA 112, Physical Therapist Assistant Practicum 1 (See Clinical Education Student Handbook)	2
	TOTAL:	2
YEAR 2Fall:	CMP104/146, Composition 2 Elective	3
	HUM-ELECTIVE, Humanities Elective(s)	3
	PSY 138, Psychology of Disability	3
	PTA 212, Therapeutic Exercise 2 Lab	1
	PTA 213, Therapeutic Exercise 2	2
	PTA 214, Kinesiology 3 Lab	1
	PTA 215, Kinesiology 3	1
	PTA 220, Current Topics in Physical Therapy	3
	TOTAL:	17
Spring:	PTA 206, Physical Therapist Assistant Seminar	1
	PTA 208, Physical Therapist Assistant Practicum 2 (See Clinical Education Student Handbook)	8
	PTA 210, Case Studies in Physical Therapy	3
		TOTAL:

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

Options of Study Leading to an Associates in Science

PART-TIME CURRICULUM SEQUENCE

				<u>Credits</u>	
Year 1	Fall	PTA103	Therapeutic Massage	1	
		PTA108	Kinesiology 1 Lab	1	
		PTA109	Kinesiology 1	1	
		CMP101	Composition 1	3	
		BIO103	Anatomy & Physiology 1	5	
	TOTAL			11	
	Spring	PTA204	Kinesiology 2 Lab	1	
		PTA205	Kinesiology 2	1	
		PTA203	Neurology for PTA	2	
		PTA104	Anatomy & Physiology 2	4	
		CMP	Elective	3	
TOTAL			11		
Year 2	Fall	PTA101	Introduction to Physical Therapy	3	
		PTA113	Pathophysiological Conditions 1	2	
		PTA201	PTA Modalities Lab	1	
		PTA202	PTA Modalities	2	
		PSY138	Psychology of Disability	3	
	TOTAL			11	
		Spring	PTA114	Pathophysiological Conditions 2	2
			PTA104	PTA Procedures Lab	1
			PTA105	PTA Procedures	2
			PTA117	Therapeutic Exercise 1	2
	PTA118		Therapeutic Exercise 1	2	
TOTAL			9		
	Summer	PTA112	PTA Practicum 1	2	
TOTAL			2		
Year 3	Fall	PTA214	Kinesiology 3 Lab	1	
		PTA215	Kinesiology 3	1	
		PTA212	Therapeutic Exercise 2	1	
		PTA213	Therapeutic Exercise 2	2	
		PTA220	Current Topics in Physical Therapy	3	
		HUM	Elective	3	
	TOTAL			11	
		Spring	PTA206	PTA Seminar	1
			PTA210	Case Studies in Physical Therapy	3
			PTA208	PTA Practicum 2	8
TOTAL			12		

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

ACADEMIC REQUIREMENTS

1. Students will demonstrate proficiency in Mathematics and Communication as well as successfully complete all pre-requisite courses. Students are required to meet with his or her assigned academic advisor prior to registering for courses.
2. Students will pass all physical therapy courses with a grade of “C” (73) or better. If a minimum grade of “C” is not achieved, the student will be dismissed from the program. The student may apply to the program for readmission (see Health Professions Readmission Policy).
3. Students will adhere to the department’s attendance, testing, clinical skills, professional behavior, and admission policies; college’s academic honesty and smoking and alcohol and drug policies as well as campus safety.
4. Students will adhere to each instructor’s individual course/lab requirements as specified in the syllabus.
5. Students will submit all course assignments, papers and reports by the deadline specified by the course instructor.
6. Students will take all written and lab practical exams on assigned days and times.
7. Students will provide course/lab instructor with informed consent prior to the beginning of the course.
8. Students will adhere to the program’s Learning Contract (see Appendix A) and professional behavior expectation in both academic and clinical settings.
9. Upon admission to the program students will be required to undergo a CORI check (Criminal Offense Record Investigation).
10. Students will adhere to the Code of Ethics established by the American Physical Therapy Association.
11. Students will respect confidentiality with respect to other students, during course integrated clinical observation, off-campus field trips and clinical practicum. Students with access to medical information of a patient or client should only do so as part of their clinical responsibilities and case load. Students must not discuss any patient in public which includes hospital elevators, cafeterias, and hallways
12. Upon admission to the program students will sign a PTA Program Technical Standards indicating that student physical, tactile, visual, communication, auditory and cognitive skills are to a level necessary to assume the role of a Physical Therapist Assistant. Any change in ability to perform the standards during the semester must be brought to the attention of the Program Director. (See Appendix B)
13. For each lab course, students will be required to provide the instructor with informed consent/release of liability to participate during lab prior to the second week of classes. (See Appendix C)

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

14. During labs, students will be expected to participate not only in administering therapeutic techniques and electrical modalities, but also in receiving them.
15. Students will be asked to remove as much clothing as is necessary to expose the body part to be treated. Students will be expected to work with both male and female counterparts.
16. Students will be required to maintain appropriate hygiene and wear appropriate clothing during each lab in order to allow for palpation of muscles and bony landmarks.
17. Students, to maintain their partner's dignity and modesty, will practice proper draping techniques. Students will be required to sign a Model Subject Release Form should pictures be taken or videotaping occur of PT Techniques for enhancement of student learning. All material reproduced will be for the use of the program only. (See appendix F)
18. Fingernails will be kept clean and cut short to avoid injuring other students during techniques that require manual contact.
19. Hair must be clean and kept off the face and should not interfere with techniques that require manual contact.
20. Jewelry may be worn, but should not interfere with techniques that require manual contact.
21. It is expected that for each lab course that students practice their physical therapy skills independently in study groups during open lab time on a regular basis throughout the semester. Demonstrating competency in skills cannot be achieved through class time practice only.

CLINICAL EDUCATION REQUIREMENTS

1. Students will adhere to the requirements, Policies and Procedures outlined in the Student Clinical Education manual.
2. Students must have proof of current certification in CPR at the Adult/Child immunizations and professional liability insurance prior to being placed for clinical experiences. Students will be required to sign a Medical Release Form prior to the beginning of clinical (see appendix).
3. Students must demonstrate a grade of "C" or better in all pre-requisite courses in order to be eligible for clinical placement.
4. Students will pass 3 clinical rotations (16 weeks), one of which must be an inpatient rotation. Students who fail a clinical experience course must re-take the course during the next semester it is offered.
5. Students are required to complete an average of **35-40** hours per week during the clinical rotation, unless there is a prior arrangement made between the clinical affiliate and the College.
6. Students will be expected to be present during the working hours of the clinical instructor. Arrangements can be made between the student and the clinical instructor for changing the hours, however, the Academic Coordinator of Clinical Education and the Center Coordinator for Clinical Education must

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

- approve the change prior to implementation of the changes.
7. Students will adhere to the general Clinical Attendance Policy
 8. If students miss more than 2 days of the clinical rotation, the clinical instructor will decide whether those days should be made up. The decision will be based on the student's overall performance during the rotation and the reason for the absence.
 9. If students miss greater than 2 days, they will be required to make up the time prior to attending the next clinical and/or course. The clinical instructor will contact the Academic Coordinator of Clinical Education to coordinate the make up days.
 10. In the case of being absent from clinical, students are required to call their clinical instructor and ACCE prior to the beginning of the workday. Students must speak directly with their clinical instructor regarding their absence from clinical.
 11. All requests for time off during scheduled clinical hours must be approved by the ACCE before the request is submitted to the clinical instructor. The ACCE and/or clinical instructor have the authority to approve or disapprove any request for time off
 12. If the request for time off is accepted, students will be expected to make up the time at a time mutually convenient to the clinical instructor, the clinical facility and the ACCE.
 13. Students are expected to have reliable transportation to and from clinical. Traveling, up to an hour, in each direction may be required. Students will be expected to sign a clinical waiver prior to the start of clinical (see appendix).
 14. Students are required to complete an in-service presentation before the end of each clinical experience
 15. Under no circumstances is the student to contact a clinical affiliate regarding:
 - i. possible placement
 - ii. changing the time schedule
 - iii. changing the assigned dates
 16. Students may be required to undergo drug and alcohol testing if it is believed that these substances are being abused. If positive, the student will be dismissed from the PTA program.
 17. Students who fail to submit clinical education forms and assignments on dates assigned by the ACCE will be subject to a loss of points from the final grade.
 18. The program is not responsible for assigning clinical rotations outside the established dates within the academic year.
 19. Students who fail a clinical experience practicum will be subject to the Health Professions Program Readmission Policy if applicable.
 20. In the event of inclement weather, an emergency or college closing due to holiday, students will adhere to the Health Professions Clinical Attendance policy.
 21. Students will be expected to adhere to the clinic/hospital's policies and procedures, including adherence to the dress code. Students will be expected to wear their nametags, which identify them as PTA students from North Shore Community College.

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

STUDENT ADVISEMENT

Each PTA student is assigned a PTA faculty member as an academic advisor. If a student has been assigned to a non-PTA faculty advisor, please bring this to the attention of the Department Chair and the error will be corrected.

The role of the advisor is to:

- Counsel you on course selection,
- Make referrals for you to appropriate student services,
- Develop an academic plan that is most appropriate for you; i.e., advising on the number of credits that you will likely be able to manage successfully, taking into account your other responsibilities with job, family, etc.
- Provide general feedback on how you are progressing academically and clinically.

Office hours for the Department Chair and Faculty Members are posted outside their office doors. If you have a conflict with their schedules you must bring this to the attention of the faculty member and an attempt will be made to provide for a more suitable time of office hours.

WITHDRAWAL FROM THE PROGRAM

A student may withdraw from the PTA Program at any time. It is in the best interests of the student to consult with his or her academic advisor and the Department Chair concerning withdrawal. A letter containing reasons why the decision to withdraw made should be addressed to the Department Chair. It is then the student's responsibility to withdraw from all registered courses.

WITHDRAWAL FROM COURSE

A student may officially withdraw from any course before the twelfth week of the semester and receive a "W" grade. A student should see his/her course instructor for advisement. Failure to officially withdraw may result in an "F" grade; and withdrawal may affect academic standing and financial aid. Withdrawal from courses may result in an interruption of a student's curriculum sequence which requires re-admission. Please refer to the Re-admission policy in this student handbook.

APPLICATION TO GRADUATE

In order for a student to graduate, a graduation application form must be completed and submitted to Enrollment and Student Records the semester before scheduled graduation. Application to Graduate forms may be obtained from the Enrollment office. Students must complete the form and submit it to the Registrar by the required deadline. After receiving the completed form, the Registrar will review the student's academic record and will respond to the student as to whether all courses required for graduation have been completed.

ASSOCIATE DEGREE REQUIREMENTS

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

To be eligible for a degree, PTA students must have: earned at least 60 hours of credit with CQPA of 2.00 or higher; fulfilled all requirements designated in the applicable active program requirements; met the particular detailed career course and grading requirements in the curriculum selected; and met all other specific requirements set by the College. Active versions of PTA Programs must be completed so that graduates are prepared with current knowledge and skills for competent entry level practice as a Physical Therapist Assistant. For additional information, please refer to the college catalogue.

REQUIREMENTS FOR PROFESSIONAL LICENSURE

In order to practice as a physical therapist assistant, students will need to complete the following:

1. Successfully complete and graduate from an accredited Physical Therapist Assistant program
2. The Federation of State Boards of Physical Therapy develops, maintains and administers the National Physical Therapy Examination for Physical Therapists and Physical Therapist Assistants. Prior to registering for the exam, with FSBPT, graduates must first complete registration with the Massachusetts Board of Registration in Allied Health Professionals, 239 Causeway St., Suite 500, Boston, MA and confirm that state requirements have been met to sit for an exam.

Licensure Contact Information:

Federation of State Boards of Physical Therapy (FSBPT)

**509 Wythe Street
Alexandria, VA 22314
Phone: 703-299-3100
Fax: 703-299-3110
Website: fsbpt.org**

Massachusetts Board of Registration in Allied Health Professionals

**239 Causeway St., Suite 500
Boston, MA
02114**

3. During the students' final PTA course (PTA 206) in the curriculum, faculty will review details regarding the licensure application process in greater detail
4. Students prior to graduation will be required to take a licensing exam preparatory class. Details regarding registration process, location, time and cost will be provided by the Program Director

PTA PROGRAM POLICIES AND PROCEDURES

HEALTH PROFESSIONS RE-ADMISSION POLICY

The following students (full- or part-time) must apply for re-admission prior to registration:

1. Students who have formally withdrawn from the College
2. Students who have not been enrolled at the College within the previous five years
3. Students who have graduated from the College
4. Students in selective admissions programs *who have interrupted their sequence of professional courses

*(Nurse Education, **Physical Therapist Assistant**, Occupational Therapy Assistant, Radiologic Technology, Respiratory Care, Early Childhood Education, Drug and Alcohol Rehabilitation, Substance Abuse Counseling)

Students in the Health Professions degree programs seeking re-admission must meet current admission requirements, and if re-admitted, are permitted only one re-admission to their program and on a space available basis.

PTA Program Process and Procedures

Formal readmission to the PTA Program is needed for any matriculated student who has interrupted his/her sequence of courses as designed in the option of study for which he/she initially enrolled (part-time or full-time) by any of the following:

1. course failure
2. course withdrawal
3. semester stop out

The formal readmission process and procedures **require** the student to initiate and complete **all** of the following steps:

1. Set up an initial meeting with the PTA Program Department Chair and faculty within 10 days of a course withdrawal and/or failure and within one (1) month of the end of the “stop out” semester.
2. Submit a detailed letter addressing specific changes he/she will make and/or have made to enhance academic success if readmitted to the PTA Program within 10 days of meeting with Program Director and faculty.
3. Participate in a follow-up meeting with the PTA Department Chair to discuss the determination of his/her readmission status and conditions of continued enrollment (if indicated) within 10 days of receipt of letter.
4. Complete and submit the PTA Program Readmission Form to Enrollment Services.

In accordance with the college’s readmission policy, all matriculated students have one

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

opportunity to be readmitted to the PTA Program. Readmission will be based on academic and fieldwork performance, personal circumstances, documented plan for future success and space availability. Students who are readmitted must meet current program requirements including updated health forms, proof of liability insurance, etc. for participation in fieldwork.

PTA PROGRAM ACADEMIC ATTENDANCE POLICY

Attendance is mandatory for all classes, labs and clinical experiences, as it is a measurement of student participation. If a student must be absent from class due to family emergency or illness he or she must call the instructor prior to the beginning of class. If no contact is made with the instructor, the absence will be considered unexcused and 5 points will be deducted from the student's final grade.

Each excused absence exceeding the number 3, will lead to a 5 point deduction from the final grade.

PTA PROGRAM TARDINESS POLICY

A student who is repeatedly late for class is considered unprofessional and disruptive to the instructor and students. Students will be granted a five (5) minute grace period from the start of class. After the 5 minute period, 2 points will be deducted from the final grade for each incidence of tardiness.

PTA STUDENT CONFIDENTIALITY POLICY

Faculty will take special precautions to ensure all communication regarding student academic and clinical performance is kept private and confidential. Examinations and student immunization records are maintained in locked file cabinets in the offices of program faculty and ACCE respectively.

FIELDTRIP POLICY & PROCEDURE

In the interest of student safety, any faculty requesting students to participate in the observational experience must complete a "Field Trip Request" form including information such as: student name, purpose of the trip, destination, time departing and returning, name of accompanying faculty member if applicable and method of transportation. The request form must be forwarded to the Department Chair, Dean of Health Professions and Vice President of Academic Affairs for respective approval at least two weeks in advance of the observational experience. In addition, students are required to sign a field trip permission form.

The program ensures safety of the patients/clients prior to the clinical observation. This is achieved through a written letter of confirmation from the program's ACCE to the Center Coordinator of Clinical Education. The letter identifies the student's name and year enrolled in

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

the PTA program. In addition, the letter confirms that the student has received information pertaining to HIPPA, patient confidentiality and universal precautions.

CLINICAL/FIELDWORK CANCELLATION POLICY

1. If mandatory college closing (classes cancelled) is required prior to the start of scheduled clinical/fieldwork, the student will not be required to attend clinical/fieldwork for the duration of the cancellation.
2. If mandatory college closing (classes cancelled) during the day/evening, after the student has arrived at clinical/fieldwork site, the student is required to complete assigned procedures prior to leaving the site. The student must ensure patient safety is not compromised and documentation is completed.
3. If mandatory college closing (classes cancelled) is required, the student may have to make up hours/time in order to fulfill program requirements (per program policy).
4. If classes are not cancelled, but there is questionable weather, the student will use their own discretion as to their ability to travel safely to and from clinical/fieldwork site. Should the student decide that travel is not prudent, they are to follow the program's attendance policy regarding absence from clinical/fieldwork.
5. Students may attend clinical/fieldwork on holidays that are not typically observed by health care agencies (i.e. Evacuation Day, College Professional Day, Patriot's Day, and Bunker Hill Day) or any other day at the program's discretion.
6. Students may access the college adverse weather/emergency closings by:
 - calling the college adverse weather hotline at
 - (978) 762-4200
 - accessing the college website
 - local television and radio stations

This policy should be communicated to all clinical affiliates and to all students.

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

PTA PROGRAM TEST/EXAM POLICY

If a student is unable to take test/exam due to unforeseen reasons such as illness and/or family emergency, the student is to contact the instructor prior to the test/exam date and time. If the instructor views the excuse as reasonable, arrangements will be made for a make-up test/exam on the following day of classes regardless if the student has a class or point deduction from the test/exam grade. For each day missed beyond the following day, there will be a 10 point deduction from the test/exam grade. It is the responsibility of the student to contact the instructor regarding the make up time and place. If a student is absent the day of the test/exam and has failed to contact the instructor prior to the beginning of the test/exam date and time, the student will be given a zero and no opportunity to make up the test/exam. All students are expected to abide by the academic honesty policies of the college. Dishonest academic behavior includes, but is not limited to cheating and plagiarism.

PTA PROGRAM PRACTICAL EXAM POLICY

If a student is unable to take a practical exam due to an unforeseen reason, the student must contact the instructor prior to the practical. If the instructor views the excuse as reasonable, arrangements will be made for a make-up practical time. Students who do not show for the day of any practical exam will be granted a zero and no make-up practical will be granted. Students who fail the practical exam (less than 73%) must repeat the practical at date determined by the instructor. The objective of the repeat practical is to ensure that the student is able to demonstrate safety and competency in the physical therapy skills being evaluated. The grade achieved on the first attempt will be calculated into the student's final grade. A practical may only be repeated one time. If safety and competency are not demonstrated upon the student's second attempt, he or she will be ineligible to proceed through the rest of the course and will subsequently receive a final grade of "F." A student receiving a final grade of "F" will be required to continue attending and participating during lab until the end of the semester. Should the student re-take the lab course the following semester it is offered, he or she will also be required to audit the co-requisite lectures during the same semester the lab is being repeated.

PTA PROGRAM CLINICAL SKILLS POLICY

Students who are re-admitted to the Physical Therapist Assistant program after an absence of **2 or more semesters** are required to demonstrate prerequisite knowledge and skills for their point of re-entry. Appropriate means of demonstration will be specified by the department on a case-by-case basis and may include departmental examinations of practical or written knowledge or course audit. If the course audit is chosen, it will be expected that the student will participate in all course examinations. In the event that knowledge/skills are not successfully demonstrated, the student will be required to re-take the course.

This policy applies to the following laboratory courses:

- PTA103 Therapeutic Massage Lab
- PTA201 Modalities Lab
- PTA108 Kinesiology 1 Lab
- PTA104 Physical Therapist Assistant Procedures Lab
- PTA112 Physical Therapist Assistant Practicum 1

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

PTA204 Kinesiology 2 Lab
PTA214 Kinesiology 3 Lab
PTA117 Therapeutic Exercise 1 Lab
PTA212 Therapeutic Exercise 2 Lab
PTA210 Case Studies in Physical Therapy
PTA208 Physical Therapist Assistant Practicum 2

It is necessary for the skills required for clinical experience to be current and up-to-date. North Shore Community College's PTA program is constantly refining these skills and, therefore, all returning students should be able to enter classes with skills equal to the currently enrolled students.

PTA PROGRAM PROFESSIONAL BEHAVIOR POLICY

In preparation for a career in the health profession, students are expected to behave in a responsible and professional manner in the classroom as well as in the clinical setting. The faculty has determined the following to be standards of acceptable behavior for students in the academic and clinical components of the Physical Therapist Assistant program.

In the classroom setting, students are expected to:

1. Use tact and courteous behavior towards faculty and peers
2. Follow directions and complete assigned tasks
3. Respect the classroom as a place of learning and avoid disruption of the learning process by not doing the following:
 - making comments unrelated to the subject matter
 - engaging in unnecessary conversation during class
 - leaving the classroom without permission
 - entering the classroom after class has begun without permission of instructor
4. Show respect for differences that exist in others. North Shore Community College does not discriminate on the basis of race, creed, religion, handicap or sexual preference. We expect our students to act in the same manner as the College they represent.
5. Notify instructors prior to absences or tardiness!
6. Attend classes on a regular basis. Repeated absence is considered unprofessional and will result in a lowering of grades. Refer to the program's attendance policy described in each course syllabus
7. Take responsibility for seeking prior approval from the faculty for borrowing items from the program and for returning them in a timely fashion. Borrowed equipment and/ or literature must be signed out and returned as soon as possible in good condition. Please note that the program's videotapes may not be reproduced.

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

8. Properly maintain classrooms and laboratory areas by returning supplies and equipment to designated areas.
9. Adhere to the PTA program learning contract.

In the clinical setting, students are expected to:

- Be punctual, dependable and adhere to scheduled assignments
- Wear appropriate professional attire/maintain appropriate hygiene
- Adhere to ethical and legal standards of physical therapy practice
- Show respect for others (clients/patients, peers, clinical instructors)
- Treat clients in a manner that reflects dignity, respect and value for human life
- Maintain confidentiality and use discretion when conversing with and in front of patients
- Demonstrate initiative and accept responsibility for learning
- Demonstrate active listening
- Accept criticism and respond in a manner that reflects an understanding of constructive criticism
- Express a positive attitude, which reflects cooperation and flexibility
- Maintain balance between personal and professional relationships with clients and staff

OUTCOMES FOR NON-COMPLIANCE OF PROFESSIONAL BEHAVIOUR POLICY

Incidents of non compliance will be handled by the program as follows;

- Upon the **first incident**, the faculty member who observes the behavior will give the student a verbal warning, and report the incident to the Program Director and/or Academic Coordinator of Clinical Education. The faculty member involved will give an explanation of the reasons for this warning to the student.
- If a **second incident** occurs, a written warning and a meeting with the Program Director and a faculty member will follow. A copy of the written warning will be forwarded to the Dean of Health Professions. An appointment will be made for the student to meet with a counselor at the Student Support Services Center. The counselor will assist the student to write an action plan to correct the behavior. A copy of the action plan will be filed in the Program Director's office in the student's file.
- If a **third incident** occurs, where the student fails to follow through with the action plan and continues to demonstrate non-compliance, he or she will be dismissed from the program.

COMMUNICATIONS AND GRIEVANCE POLICY

A student who wishes to discuss an issue of academic or professional concern should adhere to the following procedure:

1. The student should first have a discussion with the instructor who is responsible for the course in which there is a concern. Most circumstances that arise can be and should be addressed with the instructor who is directly involved. Rarely, will situations occur that require more than a calm, open, and professional discussion between the student and his/her instructor.
2. However, if the student does not believe that the issue has been resolved in a reasonable and satisfactory way, the student may discuss it with the faculty member who supervises the instructor. (See the organizational chart on the following page.) The supervisor will attempt to gather all necessary information from all available sources in order to determine the appropriate resolution of the problem.

If another faculty member is contacted before any discussion is had with the instructor in question, then the student will be referred, immediately, back to the instructor for the appropriate discussion/resolution.

POLICY ON COMPLAINTS (OUTSIDE OF DUE PROCESS)

Complaints which fall outside of due process will be handled on an individual or case by case basis. Upon receiving the informal or written complaint, the Program Director will assimilate the information presented and respond accordingly depending upon the nature of the complaint. With respect to employers of graduates and/or the general public, the Program Director may seek consultation from the program's Advisory Board and forwarded to the Dean of Health Professions or Vice President for Academic Affairs. All complaint records will be maintained and held in a locked file cabinet located in the office of the Program Director

**FOR ADDITIONAL INFORMATION ON STUDENT GRIEVANCE PROCEDURES,
REFER TO THE NSCC STUDENT HANDBOOK**

ORGANIZATIONAL CHART

Dean of Health Professions

Dr. Mark Knutsen
DH201 – ext. 4160

Physical Therapist Assistant Program/Department

Department Chair/Program Director

Associate Professor
Mary Meng
DH124 – ext. 4165

Michael Fritz
Assistant Professor
DH221 – ext. 4175

Diane Caruso
Academic
Coordinator of Clinical Education
DH205 – ext. 4469

Adjunct Faculty

Denise Sargent
Paul McGovern
Bryan Labell
Roxanne Rochna

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

ACADEMIC HONESTY POLICY

Members of the North Shore Community College community are expected to act within the standards of academic honesty. Any willfully dishonest behavior is subject to disciplinary action, which may range from that which the instructor imposes relative to the specific course to dismissal from the College, depending on the seriousness of the act.

Dishonest academic behavior includes, but is not limited to:

- **Cheating** – use of unauthorized notes during an examination; giving or receiving unauthorized assistance on an examination; copying from someone else's examination, term paper, homework, or report; theft of examination materials; falsification of works or records.
- **Plagiarism:** - using the words, data or ideas of another, as one's own, without properly acknowledging their source. Students should consult the freshman English handbook for guidelines on proper documentation procedures.

In addition to action taken relative to the specific course, the course instructor may bring any matter related to academic honesty to the Vice President of Academic Affairs for further disciplinary action. The Vice President will review the case and determine if further action is to be taken.

Disciplinary action may be appealed by the affected student/s. A full description of the student grievance process is available in the Dean of Student Services Office.

SMOKING POLICY

Smoking is strictly prohibited in all College facilities. Questions should be directed to the Campus Police, (978)-762-4000 ext. 6209.

ALCOHOL AND DRUG POLICY

The use of alcohol in any form and the illegal use of drugs at any College-sponsored activities are strictly forbidden, regardless of location. Violators will be subject to disciplinary action, by the appropriate governing body. Any questions should be directed to your Dean. For more information regarding alcohol and drug policies refer to the NSCC Student Handbook.

CAMPUS SAFETY

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

CAMPUS SAFETY

Building Emergencies

Danvers Campus Safety Evacuation Rules

Policy Statement

A College building must be completely evacuated in the case of a fire, bomb scare or other hazardous conditions threatening the well being of students and staff. At the sound of the fire alarm, all individuals are to exit the building immediately in accordance to the procedures set forth. Anyone suspecting a hazardous condition (i.e. fire, bomb, etc) should adhere to the procedures described for notifying others.

PROCEDURES

Alerting Others

1. If an individual has reason to believe there is a fire or hazardous situation, he/she is not to attempt to correct the problem on their own (i.e. extinguish fire, etc.) but should:
 - Pull red fire alarm pull-box if visible and near by and immediately exit building.

OR

- Using the nearest College telephone (not a pay phone), immediately call 6222 to alert Campus Police. If no response, call "O" for Operator who will call appropriate authorities.

Evacuating Building

1. Faculty members tell students to quickly leave the building, following the evacuation route found on fire exit sign located on the wall adjacent to the corridor door.
2. When the classroom has been emptied, the faculty member turns off all electrical and gas devices. The lights should be left on. He/she then leaves, making sure classroom corridor door is unlocked and closed, and exits the building following the evacuation route noted in Step 1.
3. Anyone located in lounges or corridors will evacuate immediately by exiting using the closest available stairwell.
4. Students and/or other visitors in offices will immediately be told to leave and follow the evacuation route noted in Step 1.
5. Staff located in offices or other work areas, where practical, will immediately lock all safes, shut any interior office doors, shut off all electrical devices and exit the building. The last on out will leave lights on and make sure all corridor doors are

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

- closed and unlocked. Exiting will be accomplished by following the evacuation route noted in Step 1.
6. When those evacuating reach the outside, they are to keep moving until they exit 200 feet from the building to allow fire apparatus to access building.
 7. At no time should the elevator be used as a means of exit.
 8. At the sounding of alarms, first staff members reaching doorways will hold open doors. Final Pass Monitors assist handicapped students to exit building
 9. Final Pass Monitors will report to Exit Control Monitor when their pass is completed and area is clear. Exit Control Monitor will inform Campus Police and Fire Department officials that building has been cleared.
 10. Re-entry procedure: Appropriate Campus Police Officer and Exit Control Monitor will monitor and coordinate with fire officials re-entry of students/staff into building once authorization is received from fire officials.

NON-FIRE, NON-BOMB, EMERGENCY AND ROUTINE CAMPUS POLICE ASSISTANCE

Policy Statement

The Campus Police Department is equipped, trained and responsible for responding to all emergency situations and calls for assistance. All incidents, violations of applicable College policy or rules and regulations, suspicious activity or persons, motor vehicle violations, thefts, and hazardous situations are to be reported to the Campus Police Department promptly, and an investigation will be conducted. The Campus Police through the authority of the Campus Police Chief will act as liaison to local police, fire emergency medical services and state/government law enforcement agencies.

PROCEDURES

1. In the event of this type of **EMERGENCY**, the reporting person should dial 6222, explain the type of assistance needed, the campus (building and location) of the request and your name. The reporter should answer all questions of the Campus Police Officer and follow instructions given.
2. In a **ROUTINE BUSINESS** inquiry, the reporting person should dial 6209, explain the type of assistance needed, the campus (building and location) of the request and give your name. The reporter should answer all of the Campus Police Officer's questions and follow instructions given; the Campus Police Officer shall take appropriate action.

***24-HOUR EMERGENCY TELEPHONE #** - The Campus Police Department maintains an emergency telephone # (617) 593-7032. At times, this may be

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

manned by an answering machine. Follow the instructions on the recording and calls will be responded to promptly.

Policies and Procedures for Safety in the Physical Therapy Lab

1. Students may not use any electrical equipment/modality unless there is a PT faculty member present.
PTA program laboratory equipment annual inspection for safety and calibration during the month of October of each academic year. The Program Director is responsible for scheduling exact time and date for an external vendor to perform critical safety checks and calibration on all laboratory equipment. Any laboratory equipment that is deemed to be malfunctioning and /or unsafe by the inspector will be removed from the lab and student use until it is repaired and/or replaced accordingly. Students may not use any electrical equipment/modality unless there is a PT faculty member present in the building
2. Students must be checked off by the lab instructor for any modality being used after regular class hours.
3. Students must sign an informed consent/release of liability form before using any modality.
4. Students must inform the lab instructor of any change in their physical conditions when assuming the role of either subject or therapist.
5. Students must get permission from the Program Director before using the lab after regular class hours.
6. Students have access to first aid kit in the lab for minor injuries. In all other cases of injury and/or emergencies, college campus safety rules must be followed. Campus Police may be contacted by calling extension 6222 on any college phone.
7. If you are stuck by a needle or other sharp, get blood or other potentially infectious materials in your eyes, nose or on broken skin:
 - Immediately flood the exposed area with water and clean any wound with soap and water
 - Report this immediately to a faculty member

Seek immediate medical attention from your primary care physician.

APPENDIX

Appendix A

Learning Contract

Between the **Physical Therapist Assistant Program** and the **students who are enrolled in the program.**

The learning environment is the second teacher in the classroom and a positive attitude toward maintaining this environment will help you to be successful. This contract includes the student behaviors that the professor considers important to achieve the goal of demonstrating positive behaviors and attitudes in the classroom, which will contribute to lifelong learning.

- Reading assignments are clearly designated in the course syllabus. They may be started at anytime following the first class meeting. I agree to prepare myself for class by reading assignments and completing assigned projects on time.
- Missed classes are time that is lost. There is no way to recreate the discussion and there is no guarantee that there will be opportunities to revisit topics covered during class. I understand that I have a responsibility for obtaining any material I missed from a classmate.
- Tardiness and missed class time affects all students and interruptions of any kind disrupt the learning process. I agree to arrive on time for class and clinicals and remain until the session is over.
- I will make an effort to learn about my classmates and be sensitive to cultural values and diversity especially with regard to expression of ideas and feelings that may differ from mine.
- I will display a positive and respectful attitude toward my peers, professor and the learning environment.
- I understand that my work will be evaluated constructively and that specific suggestions will be made by the professor to assist my learning to become a competent professional. I will welcome new ideas and approaches to learning and demonstrate flexibility and willingness to consider them.
- I will arrange meetings with the professor in advance and at mutually convenient times. I understand that the professor will post office hours and I will respect the need to sign up in advance.
- Disruptive behavior of any type takes away from the learning process. If I demonstrate such behavior, I understand that I will be dismissed from the class after one verbal warning. Subsequent disruption may result in dismissal from the course.

Student signature

Date

Appendix B



NORTH SHORE
COMMUNITY COLLEGE

Danvers • Lynn • Beverly

Technical Standards for the Physical Therapist Assistant Program

Student Name: _____ DOB: ____/____/____

To the Student: As you complete this form please consider your physical and mental/attitudinal ability to perform the Technical Standards associated with the health professions program that you are about to enter. Please carefully consider the Expected Performance Level in this program as you evaluate your performance. Contact the Division of Health Professions at (508) 762-4160, if you require more specific information about the physical and mental/cognitive requirements of the program.

General Job Description: Physical therapists assistants, or PTAs, are technically educated health care professionals who work under the supervision of physical therapists in the provision of physical therapy services. Physical therapist assistants work in hospitals, private physical therapy offices, community health centers, corporate or industrial health centers, sports facilities, rehabilitation centers, nursing homes, home health agencies, schools and pediatric centers. They require strong interpersonal and problem solving skills which are crucial to planning effective treatment plans.

***Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%**

PHYSICAL		Freq*
LIFT:	patients, equipment - up to 100 lbs.	F
CARRY:	equipment, objects - 25 lbs. minimum	F
KNEEL:	to perform CPR, work with patients on mat; assist patients who fall	O
STOOP/BEND/ TWIST	to adjust wheelchairs, assist in ADL; perform transfers	F
BALANCE:	safely maintain while assisting patients in ambulation, transfer and balance techniques	C
CRAWL:	to work on mat with patients	F
REACH:	to adjust equipment, to guard patient, to reach supplies	C

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

PHYSICAL		Freq*
HANDLE:	equipment such as prosthetics, orthotics, walkers, canes, crutches, weights, modalities	C
DEXTERITY:	manipulate and fine tune knobs, dials, goniometers, blood pressure cuffs, tools, equipment hardware	C
PUSH/PULL:	wheelchairs, stretchers, patients, Hoyer lifts	C
WALK:	a distance of at least 2 miles during a normal work day	C
STAND:	for periods of at least 2 hours	C
TACTILE		Freq*
PALPATE:	pulses, spasticity, muscle contractions, bony landmarks, end-feels, swelling	C
DIFFERENTIATE:	between temperature and pressure variations	F
VISUAL		Freq*
READ:	accurately, numbers, letters, cursive writing in fine and other print in varying light levels	F
DETECT:	changes in skin color, patient's facial expressions, gait deviations, swelling, atrophy, forms of non-verbal communication (gestures)	F
OBSERVE	patient and environment in order to assess the patient's condition or needs from a distance of 20 feet	C
COMMUNICATION		Freq*
SPEAK:	in English language in clear, concise manner; to communicate with patients, families, significant others, health care providers, community	C
RESPOND:	to patient with communication disorders (aphasia, hearing loss), or those who use ESL	F
COMPREHEND:	oral and written language, including health care terminology in order to communicate with patients, families, significant others, health care providers, and community	C
WRITE:	in English, clearly, legibly; for charts, home exercise instructions	C

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

AUDITORY		Freq*
HEAR:	heart sounds, breath sounds, patient distress sounds, machine timer bells and alarms; verbal directions from supervisor from a distance of 20 feet	C
MENTAL/COGNITIVE		Freq*
	Function safely, effectively, and calmly under stressful situations.	F
	Remain alert to surroundings, potential emergencies; respond to patient situations, i.e. falls, burns, pain, change in physical status.	C
	Integrate information, and make decisions based on pertinent data, in a collaborative manner.	C
	Interact effectively and appropriately with patients, families, supervisors, and co-workers of the same or different cultures with respect, politeness, tact, collaboration, teamwork, discretion.	C
	Communicate an understanding of basic principles of supervision, ethics, confidentiality.	C
	Display basic interpersonal skills necessary to interact in situations requiring close, personal contact.	C
	Display attitudes/actions consistent with the ethical standards of the profession.	C

***Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%**

***Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. A list of those essential tasks is listed above. For those applicants offered admission, you will be asked to self certify by signing the Technical Standards which are included in the Health Forms packet that you will be required to complete no later than July 8, 2010.**

Appendix C

Informed Consent/Release of Liability Form

Student Name _____ Instructor _____

Laboratory _____

Procedure(s) _____

Indications, contraindications and precautions in performing this procedure:

Please refer to textbook and class notes

Signing this document indicates that I have full knowledge of the indications, contraindications and precautions enclosed in the content of this form. I am voluntarily participating in this course. I understand that my participation includes acting both as the subject (having the procedure performed on me) and as the student clinician (performing the procedure). Participating in either role, I will comply with the following requirements:

I have a completed health form on file with the College.

I have received information about the prevention of blood borne pathogens.

My required immunizations are up to date.

I will perform the procedures assigned in each laboratory session under the direct supervision of the course instructor.

I will notify the instructor of any contraindications, which apply, to my participating in the laboratory procedure.

I will inform the instructor, prior to the laboratory session, of any current condition or any changes that occur which might interfere with my participation in the laboratory procedure.

I understand the information that is obtained about me during the course will be treated as privileged and confidential.

To the best of my knowledge, I am safe to perform the assigned procedures and have the procedures performed on me by fellow classmates. By signing this release of liability, I confirm that I have disclosed all pertinent information and can safely participate in the above-mentioned procedures. I release my fellow students, instructors and College from any liability.

Student Signature Date

Instructor Signature Date

Appendix D

Student Data Form

Name of student: _____

Address of student: _____

Phone number: _____

Pipeline e-mail address: _____

Emergency contact: _____

Appendix E

Medical Release Form

I hereby give permission to the PTA Program at North Shore Community College to release my medical records to clinical facilities requesting information regarding my essential functions and immunity status.

DATE: _____

NAME: _____

ADDRESS: _____

SIGNATURE: _____

Appendix F

Model Subject Release Form

I hereby give permission to the Physical Therapist Assistant program at North Shore Community College to take photographs (still or moving) of me or materials owned by me.

I also give permission to North Shore Community College to use said finished photographs for any legitimate, non-profit purpose, as deemed by the College, without limit or reservation.

All videotapes produced by the Physical Therapist Assistant program will be for the use of the Physical Therapist Assistant program only and will not be reproduced for outside use.

SIGNATURE: _____ DATE: _____

NAME: _____

ADDRESS: _____

Appendix G

NORTH SHORE COMMUNITY COLLEGE
(referred to as “College” below)

CLINICAL/FIELDWORK WAIVER FORM

I, _____ (student name), a student at North Shore Community College enrolled in a Health Professions Program, understand and agree that I am fully responsible for the cost of any physical, emotional, or property injury resulting from my transportation, safe conduct to and from the Clinical Agency for/or my participation in clinical activities and thus, will in no way hold the College or faculty/staff member responsible for any injuries and/or losses incurred during transit or while participating in any clinical activities including but not limited to medical and dental expenses incurred as a result of my participation in this program; and, further, I agree to indemnify and hold harmless the said College against any and all claims, damages and liabilities arising there from.

Student Signature: _____

PROGRAM Please circle the Program you are enrolled in:

Medical Assisting

Nurse Education

Occupational Therapy Assistant

Physical Therapist Assistant

Practical Nursing

Radiologic Technology

Respiratory Care

Surgical Technology

Veterinary Technology

Date: _____

Parent’s consent if the student is under 18 years of age:

Appendix H

PTA Program Readmission Form

I, _____ have interrupted my sequence of courses with a:
Name of Student

(please circle)

- Course withdrawal
- Course failure
- Semester stop out

I have engaged in the readmission process and procedures defined by the PTA Program and acknowledge the following decision (please circle):

- Readmission granted
- Readmission denied

Student's Signature: _____

Student's ID #: _____

DATE: _____

PTA Program Department Chair: _____

DATE: _____

Appendix I

Student Orientation to Program Policies Form

I, _____, have read and understand the student orientation handbook. The Program Director or a designated faculty member has reviewed program policies with me.

My signature below indicates my acceptance and understanding of the program policies.

Signature _____

Date _____