



Physical Agents PTHA 1531 (F2F Format)

Course Syllabus: Spring 2021

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
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The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description: Study of the biophysical principles, physiological effects, efficacy, and application of therapeutic physical agents. Pre-requisites: Successful completion of PTHA courses up to his point in the curriculum.

Required Textbook(s):

1. Physical Agents in Rehabilitation, M. Cameron, 4th Ed., Elsevier/Saunders, 2013

Publisher: Elsevier

ISBN Number: 978-1-4557-2848-0

Recommended Reading(s): TBA

Student Learning Outcomes:

GENERAL COURSE LEARNING OUTCOMES

The student will be able to describe the biophysical principles and efficacy of physical agents; relate knowledge of indications, contraindications and precautions to interventions; apply physical agents; demonstrate communication skills.

GENERAL EXPECTATIONS

1. Attend all classes and arrive on time.
2. Discuss the potential implications of non-attendance and tardiness in the classroom.
3. Behave in a professional manner appropriate to clinical setting during lab practicals.
4. Demonstrate professional behavior in interactions with instructors/students during classroom and lab activities.
5. Project professional image (dress/hygiene) on field trips and field experiences.
6. Demonstrate acceptance and application of faculty feedback on written, oral and practical exams.
7. Describe errors and discuss correct responses upon completion of practical exam or skill check.
8. Discuss ways to demonstrate empathy in dealing with a patient in pain or under stress.

9. Integrate the problem-solving process for determining techniques for the application of a modality.

SPECIFIC OBJECTIVES

On a written examination with 75% proficiency, the student will be able to identify, describe, and assess the physiological effects, indications, contraindications, and precautions of, and principles associated with:

1. Therapeutic Massage
2. Superficial Heat Agents/ Cryotherapy
3. Hydrotherapy/ Aquatic therapy
4. Ultrasound/ Phonophoresis
5. Various electrical stimulation agents
6. Laser
7. Cervical and pelvic mechanical traction
8. Intermittent compression/volumetric measurement
9. Various electromagnetic radiation agents
10. Continuous passive motion machines

On a lab partner and/ or on a lab practical examination with 75% proficiency, the student will be able to demonstrate proficiently (accurate, safe and timely) the appropriation of:

1. Therapeutic Massage
2. Various thermal modalities Moist heat, Paraffin, Fluidotherapy, Hydrotherapy
3. Various cryotherapy modalities including ice massage, ice packs/ cold packs, cryocuff
4. Contrast baths
5. Ultrasound application
6. Phonophoresis
7. Shortwave diathermy
8. Various electrical stimulation modalities including portable NMS, TENS, Russian E-Stim, High volt pulsed current, and Interferential/Pre-modulated current, Biofeedback
9. Cervical traction and Pelvic traction in supine and prone positions, iontophoresis
10. Intermittent compression/Continuous passive motion (CPM)

In addition, the student will:

11. Administer various questionnaires, graphs, behavior and visual analog scales for pain.
12. Rate student patient/lab partner's pain level before and after application of modalities
13. Given a Plan of Care, the student will be able to implement treatment using appropriate modalities
14. Measure sensory responses to light touch and heat/cold prior to the application of a modality
15. Construct accurate descriptions of the sensations associated with the application of a modality
16. Explain the main theories of pain control and select appropriate physical agent to relieve various types of pain.
17. Perform girth and volumetric assessments to determine limb volume and edema when using intermittent compression.

18. Demonstrate adequate monitoring of the patient's response before and after application of intermittent compression
19. Demonstrate safety before, during and after all labs/practical tests.
20. Perform proper body mechanics when applying or setting up modalities.
21. Explain/communicate to the student patient/lab partner the purpose of modality and application.
22. Describe basic principles of electricity to include sound, light, electricity, thermodynamics, electromagnetics, and electronic circuitry
23. Explain to the student patient/lab partner the precautions and physiological effects of modality application
24. Identify and demonstrate safety aspects/measures to be used in the application of all agents.
25. Perform adequate monitoring and differentiation of patient's physiological and integumentary responses/changes to treatment before, during and after application.
26. Screen for absent or altered sensation prior to application of specific agent.
27. Explain purpose of and apply percussion technique utilized with massage during appropriate phase of respiration.
28. Perform various data collection methods for recognizing changes in the direction and magnitude of patient's state of arousal, mentation, and cognition.
29. Recognize cognitive changes in patient status and inform the supervising physical therapist.
30. Recognize changes in patient status and inform the supervising physical therapist.
31. The student will be able to adjust interventions within the POC upon recognizing changes in patient status and consults with PT.
32. Write a SOAP note for each mock treatment performed.

Exemplary Educational Objectives:

N/A

SCANS Skills:

Scans addressed as follows: Information (acquires and evaluated information, organizes and maintains information, interprets and communicates information); Interpersonal (participates as a team member, teaches others, serves clients/customers, exercises leadership, negotiates to arrive at a decision); Technology (selects technology, applies technology, maintains & troubleshoots technology); Basic Skills (reading, writing, arithmetic, listening, speaking); Thinking Skills (decision making, problem solving, seeing things in the mind's eye, knowing how to learn, reasoning); Personal Qualities (responsibility, self-esteem, sociability, self-management, integrity/honesty).

Lectures & Discussions:

See Course Schedule

Evaluation/Grading Policy:

Lecture Exams (4).....	50%
Mid-term Lab Practical	10%
Class participation & attendance/Check-offs.....	5%
Comprehensive Lecture Final Exam	25%
Lab Practical Final (Electrotherapy).....	10%

Tests/Exams:

See Course Schedule

Assignments:

N/A

Other Course Requirements:

N/A

Student Responsibilities/Expectations:***TARDIES AND ABSENCES ARE STRONGLY DISCOURAGED***

The PTA faculty believes that the habits and work patterns established in school will be carried over to the work setting. Therefore, every effort should be made to establish patterns of good attendance and promptness. This applies not only to the technical courses but also the general education and support courses. Student attendance is addressed under student responsibilities in the school catalog. In addition, student attendance and participation is also addressed utilizing the Professionalism Development Rubric. This document provides the student a means to identify and track any area(s) of deficiency regarding professional behaviors; and, to improve in the area(s). For the PTA Program, the following guidelines concerning attendance will be enforced:

1. For every class period missed, one (1) absence is accumulated.
2. A student more than five minutes late or leaving class early with or without instructor permission is considered tardy.
3. Three (3) tardies constitute one (1) absence.
4. After absences (excused or unexcused) in any 4 class periods per semester, the student will be placed on probation. Stipulations of probation will be developed based on the student's history and circumstances surrounding the absences; and conditions for dismissal in the event of a future absence will be included in the probationary contract.
5. Make-up work is required for all absences in order to ensure that the student acquires information and skills presented during his/her absence (see Make-up work section). It is the student's responsibility to meet with instructor(s) on the first day back to schedule make-up work and/or lab check-off.
6. Students must notify (voicemail or e-mail) the PTA office in advance whenever excessive (>5 minutes) tardiness or absence is unavoidable. **Notification of the student's absence by classmates is not acceptable.**

*Note: An absence will be excused by provision of a note written and signed by a medical professional and by uncontrollable or unavoidable extenuating circumstances as documented below. All other absences/tardies will be considered unexcused.

Further explanation of **excused absences** is as follows:

- "A student's serious illness" shall mean a condition such as pneumonia, surgery, hospital confinement, or valid documented medical reason. A physician's documentation verifying illness must be provided.
- "Death in the immediate family" shall be interpreted to mean mother, father, mother-in-law, father-in-law, spouse, child, brother, sister, grandparents, or significant other. Documentation must be provided.
- "Statutory government responsibilities" refer to such matters as jury duty or subpoena for court appearance. Documentation must be provided.
- Inclement weather – see policy below.

INCLEMENT WEATHER/DESIGNATED HOLIDAYS

Students scheduled for class during inclement weather conditions in which NTCC designates travel hazardous and closes the campus, will not be expected to attend class that day. However, in the event that NTCC remains open for classes, but the local school district in which the student resides closes and the student deems travel as hazardous, the student will not be expected to attend class that day. All class and lab work missed in this situation must be made up. If NTCC is open and the local school district in which the student resides remains open, the student must attend class that day. If the student does not attend class in the event that NTCC remains open, both the course instructor and program director must be notified in advance as with any other absence. The absence will be unexcused.

MAKE-UP WORK

Due to Absence:

Each student is responsible for all material and techniques presented in class and labs. If a class is missed, the student is responsible for obtaining from a classmate, information/ notes, handouts, lab work, covered during that absence. It is the **student's responsibility** to schedule a time with the instructor to complete lab check-offs for content missed. Lab check-offs must be made up within one week of the date absent. The student's grade will be lowered **10 points** on the corresponding lab practical for each lab session and check-off not made up within the allocated timeframe. If the student has not "checked-off", any missed lab material/techniques; they will **NOT** be allowed to take the corresponding lab practical and a grade of "0" will be assigned. If a test, lab practical, or special assignment is missed due to an **excused** absence, it is the student's responsibility to consult the instructor the next time the student is on campus about making up a test or turning in an assignment. The student must make-up the missed test or lab practical within one week from the date missed providing **appropriate notification of absence was made prior** to the original test time. Lack of notification prior to exam time will result in a grade of "0" for the missed exam; **notifying classmates to relay the student's absence is not acceptable!** Assignments due on the date of the excused absence must be turned in the next time the student is on campus; otherwise, the student will receive a "0" for the work missed. An **unexcused** absence will result in a "0" on a test, lab practical, or special assignment missed; the student will not have the opportunity to make up the work missed work.

One make-up test and/or lab practical due to excused absence, per class, per semester is allowable without penalty. **It is the student's responsibility to set up a time with the instructor to make up the test or lab practical missed.**

Remediation:

In the event a student scores less than a 75 on a lab practical exam, the student **may be assigned remediation** for the previously failed practical components (based on specified course lab practical rubric). Failure to complete remediation satisfactorily (demonstration of proficiency) will result in failure of the course.

Due to failure of safety criteria on lab practicals:

On lab practical exams several areas on each exam are considered to be patient safety criteria or "critical elements"; if a student **fails a patient safety element/criteria, he/she will be required to re-do the lab practical**. The re-do (2nd) lab practical cannot be taken on the same day as the failed lab practical. It is the **student's responsibility** to schedule a time with the instructor to re-do the practical and must be scheduled and completed during the instructor's office hours or other established time within the next week. The highest grade that a student can receive on the "re-do" is 75. If a student fails the safety

criteria on the lab practical “re-do”, the student is given a grade of “0” and automatically fails the course. Only one lab re-do per course, per semester, will be permitted for failure of safety criteria.

ACADEMIC HONESTY POLICY

“Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. **NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook.**”

In addition to upholding the NTCC Academic Honesty Policy, students in the PTA program are required to follow the honor code provided in the program policy and procedure manual.

POLICY ON DISHONESTY

It is the responsibility of students and faculty to help maintain scholastic integrity at the College by refusing to participate in or tolerate scholastic dishonesty. **Plagiarism** and other **forms of dishonesty** undermine the very purpose of the college and diminish the value of an education. Specific sanctions for academic dishonesty are outlined in the Northeast Texas Community College Student Handbook and in this manual. Personal and professional ethics are inherent in the field of physical therapy therefore; the highest standards of honesty and integrity must be adhered to. This Honor Code, in its simplest form means that you will neither give nor receive any unauthorized assistance from any person, paper, or object on any examination, lab practical, paper, or project. This includes talking about lab practical exams, regular exam questions, looking at copies of old tests from previous students, copying or allowing anyone to copy off of your test or assignment, and discussing any aspect of an exam or practical with a student who has not yet taken the test and/or practical (this includes the State Board exam).

Violations of any portion of this policy will be brought to the attention of the student by the instructor. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student and a written warning/contract will be issued if warranted. If there is clear evidence that a violation has taken place, the student will receive a grade of “0” for that test/assignment in question; and the instructor will impose a sanction ranging from a written warning to dismissal from the course with a failing grade. If the student does not feel that the issue is satisfactorily resolved, the student should contact the PTA Program Director to discuss the matter. If the matter cannot be resolved at that level, the student may contact the Dean of Health Sciences, followed by the Executive Vice President for Instruction. If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal grievance procedure outlined in the NTCC Student Handbook and in this manual.

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

CLASS PREPAREDNESS

Students are expected to complete all reading assignments, as outlined in the course schedule or assigned by the instructor, prior to class time. It is the responsibility of the student to turn in assignments on time. Assignments are due at the beginning of the class period. Late assignments

received by the next class period will result in a maximum grade of 75. If assignment is not turned in by the next class period the student will receive a grade of “0” for that assignment.

Students are expected to participate in and perform a variety of physical therapy procedures on each other in lab and the classroom for educational purposes; after practicing each laboratory skill, the student will be asked to present a return demonstration to the instructor at some point prior to the conclusion of the lab.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC’s website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

SAFETY

College faculty, staff, and students participating in clinical and laboratory experiences that require the handling of blood, blood products, or body fluids are required to observe standard precautions and safety guidelines prescribed by the U.S. Public Health Service.

To ensure safety of the student in lab and in clinical practicum, informed consent to participate will be appropriately documented upon entry to the PTA Program. All measures are taken to protect the health and welfare of students and faculty participating in laboratory and clinical practicum. To ensure safety during student interactions, students receive comprehensive information on indications, contraindications, precautions, physiological effects, potential risks, and the appropriate application of various modalities; and, techniques prior to laboratory practice or clinical practicum. Program faculty or staff members supervise all lab sessions. PTA students have the right to reasonable accommodations to allow full participation in laboratory and clinical practicum. Students also have the right to defer participation in select laboratory activities in the event that the student presents with a documented medical condition that would predispose them to negative effects (i.e. pregnancy, post-surgical, acute illness). Students have the right to terminate treatment applications received during laboratory sessions should they experience negative effects.

In the event of a minor accident, a small first aid box is located in the LAB room UHS 236. An incident/accident report is then completed by the student(s) involved and an investigation will be conducted by the program director or faculty member. The incident/accident report will be kept in the student’s file. In the event of a serious accident, NTCC utilizes the 911 system. NTCC has an Emergency Preparedness Flip Manual which is located in the PTA Lab room 236. A copy of this flip manual is also located in the office of the Director of the PTA Program.

NTCC offers no health services and **is not responsible for costs for hospitalizations, special health care such as consultations with specialists, nursing care, surgical operations or dental treatment.** The next of kin on record may be notified in uncertain or emergency situations or serious illness. Students may be transported to a general hospital (by ambulance at their own expense) when such action is deemed necessary by college officials.

SAFETY OF LAB EQUIPMENT

All laboratory equipment used for skill development must be used under the supervision and/or approval of faculty members. This equipment is inspected and calibrated annually. In the event a student finds a piece of equipment in need of repair or identifies damaged equipment, he/she must immediately inform the program faculty for removal. All relevant operating instructions and calibration reports may be found in the Equipment Notebook kept in the director's office.

LABORATORY POLICIES

The PTA laboratory will be the students' "second home" for the next 17 months. A few lecture sessions and the majority of laboratory sessions will be held in the lab. In addition, open practice/lab time will be allowed at the discretion of the program faculty; the lab key can be obtained from program faculty or from the program secretary. Rules regarding unsupervised "open" lab times are as follows:

1. The student must sign-in and sign-out
2. No student is to work alone in the laboratory.
3. No use of electrical equipment, except through simulation, is allowed when a faculty member is not available.
4. No horseplay or rough-housing is allowed in the laboratory.
5. All equipment should be cleaned and returned to its proper place, the area cleaned after use, lights turned off, and the door locked by the last person to leave.
6. Safety guidelines are to be followed at all times.

CLEANLINESS IN THE PTA LAB AND CLASSROOM

Thank you in advance for your cooperation and participation in keeping our facilities neat and attractive. At the end of each semester, faculty and students will perform a thorough cleaning of the lab and equipment. In order to maintain a clean and orderly work environment for all students using the PTA lab, the following outline of student responsibilities is provided and should be followed by all.

It is essential that all students work together to maintain an optimal learning environment so that time is not wasted during lab classes. While the maintenance department handles the floors and the garbage, they do not clean specific equipment in a specialized labs; this will be the students' responsibility.

General Lab Rules:

1. All shoes, pens, and pencils must be removed when utilizing the plinths.
2. Do not use the plinths as a writing surface without a clipboard (the ink does not come off).
3. Food will be eaten at the desks only.
4. Please use trash containers to dispose of all drinks, food and related trash.
5. Food placed in the refrigerator must be labeled with your name and date. Food that is in the refrigerator for **more than one week** should be disposed of by anyone deeming the food "harmful" for consumption.

6. Clean out the microwave and surrounding area after each use.
7. The lab must be put back in its original condition after each lab.
 - All stools must be placed along each plinth or out of high traffic areas.
 - All equipment must be placed back in its original storage area after each lab session - this includes wheelchairs, BP cuffs, ADL equipment, ultrasound gel bottles, exercise equipment, etc.
 - The storage areas/practice areas must be left neat

DRESS FOR CLASS AND LABORATORY

Students should be dressed appropriately for lab **prior to the beginning** of each lab session **unless specified differently**. Students not dressed properly for lab will receive a “0” for any lab work for that lab period. Students **not dressed properly** for lab practicals will **not be permitted to take the lab practical test and will receive a “0” for that test**. If appropriate attire is not available, a student may be asked to wear a patient gown for that lab period and will receive a “0” for that lab period.

*Remember, when not dressed properly for lab one deprives himself/herself and a partner of valuable learning opportunities.

- Option 1: NTCC PTA Program Polo, khaki pants and appropriate closed-toed shoes
Option 2: NTCC PTA Program Scrubs and appropriate closed-toed shoes
Option 3: NTCC PTA Program approved t-shirt and black athletic shorts and appropriate closed-toed shoes

Instructors will determine appropriate options per class/lab period.

Additional clothing requirements:

WOMEN: Back-fastening halter-type tops are required for some labs. Tops must allow for the back to be fully exposed. T-shirts will be worn over the clothes when practicing on a partner.

MEN: Tanks or bare torso are required for some labs.

HAIR& NAILS:

Nails must be short, clean and void of nail polish. Nails should be shorter than the fingertips when observed from the palm side. Hair should be clean and out of the way with rubber bands or hair clips as necessary. **Personal hygiene is very important since many of the lab techniques require close contact.**

LINEN

A limited amount of linen is available for use in the laboratory; and, conservative use is strongly encouraged. This linen includes sheets, towels, pillow cases, and patient gowns. NTCC does not have a laundry service or laundry facilities available therefore, it is the responsibility of the students in the program to maintain clean linen. Each student will have the responsibility of taking the linen home and washing it 1-2 times during each semester. If a student does not have laundry facilities, he/she may pay another student to take his/her place; however, **the student is ultimately responsible for making sure the linen gets cleaned, folded, and restocked during his/her designated time**. All first year students are responsible for doing the laundry created by the PTA program.

GENERAL SAFETY RULES

1. Learn and be familiar with the evacuation procedures and the location of fire extinguishers and emergency defibrillators.
2. Immediately report hazardous conditions, broken equipment, and defective tools to instructors, or the PTA program secretary.
3. Do not overload electrical circuits.
4. College property is no place for horseplay, fighting, teasing, and /or practical jokes; therefore, refrain from initiating or participating in any of the previously mentioned behaviors.
5. Do not use chairs, carts, tables, counters, boxes, rolling stools, or other substitutes for ladders or work platforms.
6. Disconnect all electrical cords by grasping the plug and carefully disengaging; NEVER yank the cord. Report any equipment that is damaged or in immediate need of repair to program faculty or program secretary.
7. Wipe up all spills immediately, regardless of who caused the spill. If unable to completely clean up the spill or if the floor remains slick after cleaning, report the area to the secretary so that she may contact Plant Services for clean-up.
8. Use proper body mechanics at all times. Instruction in proper body mechanics will be introduced in the first semester and strongly encouraged to begin implementing these practices throughout.
9. The use of alcoholic beverages, narcotic drugs, or derivatives thereof on college property or at a college and program functions is strictly prohibited; therefore, do not partake!

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with Katherine Belew, Academic Advisor/Coordinator of Special Populations. She can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](#).

Family Educational Rights And Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Other Course Policies:

RETENTION & CONDITIONS FOR DISMISSAL

1. Dishonesty & Misconduct: Unlike many other professions, actions and behaviors as a PTA student directly affect the lives of others. For this reason, the highest honesty and ethical standards are mandatory. Dishonesty and unethical behavior(s) in any form will result in disciplinary measures and may result in dismissal from the program. Students will be monitored in this area. Any first violation will be reviewed by the PTA instructor, Clinical Instructor, Program Director, and/or Program Advisory Committee; and appropriate action taken, possibly including dismissal. Any subsequent violations will result in immediate dismissal from the program.
2. Absences: Emphasizing the previously stated attendance policy, students who miss any 4 class periods will be placed on probation. The student may be asked to leave the program based on non-compliance of the probationary contract.
3. Failure to Maintain Academic Standing: Students must earn a minimum overall grade of 75 in all PTHA class, lab, and core courses in order to remain in the PTA Program. Students are encouraged to access and monitor all course grades by utilizing Blackboard course gradebooks.

The course grades on Blackboard will be considered the first level of notification of possible impending failure of the course. The student is responsible for seeking additional help from course instructors if grades fall below average. If a student earns a final grade below 75 in any of the PTHA courses, the student will not be allowed to proceed in the program and will fall under the Re-Admission Policy. All prerequisites must be met for the student to progress in the PTA curriculum.

The second level of notification of impending failure will be considered if a student's performance is weak or unsatisfactory (course average of 74 and below) at mid-term; he/she will be formally notified via the "Early Concern Letter" and required to meet with the PTA Director and/or faculty to discuss areas of concern. At this time, the "Student Success Action Plan" will be developed and completed by the student and instructor(s) as a means to set goals meant to guide student remediation. In all instances, program faculty will be available for assistance upon student request. All discussion presented during the meeting will be documented and signed by all parties. The student's signature on the "Student Success Action Plan" indicates that the student contributed and agrees with the action plan as well as requires all goals for success are met. This document will be revisited at various times during the semester to ensure the student is progressing towards established goals. This document will be kept confidential and placed in the student's personal folder.

*For questions regarding material in a specific PTHA course, the student should consult the instructor who is teaching that material.

*For concerns dealing with clinical matters, the Clinical Instructor and/or the Director of Clinical Education (DCE) should be consulted.

Students are encouraged to observe faculty posted office hours as much as possible; and appointments made with PTA Program faculty when possible. Faculty should be called after hours **only in case of emergency.**

MEDICAL CONDITIONS POLICY

In the event that a student has surgery or experiences a significant change in medical status, the student must notify the PTA program director immediately. The director may request that the student have permission from his/her medical physician to participate in class, laboratory, or clinical experiences. If there is obvious decline in a student's health, he/she will be asked to see a physician for precautionary purposes. In the event a student's health becomes a barrier for success in class or clinicals, he/she may be advised to withdraw from the program. The student may petition for re-entry after resolution of health issues and acquisition of a physician's release indicating his/her ability to participate (100%) in class, lab activities, and clinicals (without restriction). If, upon re-entry the student experiences a subsequent change in medical status, the student will be asked to withdraw from the program. The opportunity for a second re-entry will be determined by the Program Director, faculty and Dean of Health Sciences. Availability of space and the student's academic/clinical standing, prior to withdrawal, will determine re-admittance.

PREGNANCY POLICY

Students who are, or become, pregnant during their studies in the program must inform the program director of her status at the earliest possible time. Pregnancy is a condition that is a contraindication to the reception of several physical therapy modalities and techniques; and as such would limit the person's ability to participate in certain lab situations which could impact the student's grades. Pregnancy could also affect a student's full participation in clinic courses. In the event the student's pregnancy/delivery becomes a barrier for completion of course and/or clinical work, she may be advised to withdraw from the program. The student may petition for re-entry after resolution of health issues or delivery and acquisition of a physician's release indicating her ability to participate (100%) in class, lab activities, and clinicals (without restriction).

The student who is pregnant **MUST** provide the program director with a physician's diagnosis and release indicating her ability to participate in class, lab, and clinical activities **without restriction at 100%** (the student shall present the appropriate course objectives to the physician for his/her consideration).

While the student who is pregnant is attending her clinical rotations, she must provide each clinic with an updated Physician's release indicating that she is able to participate at 100%, without restriction, as a student PTA. The release shall be based on the objectives of the clinical course and clinic facility policy and shall be updated as the student advances in her pregnancy.

Accelerated or delayed completion of required clinical hours may be requested by the student, but the final decision regarding the feasibility of such an alternative schedule rests with the DCE and the Program Director. The student may be advised to withdraw from the program and, based on the student's academic/technical standing, petition for re-entry after the birth of the baby. The program is not obligated to locate a clinical site for any person considered to be "at-risk" or at a less than 100% participation level.

Upon delivery of the baby and return to the program's activities, the student is required to submit a final clearance from the Physician allowing for a full return to all expected activities.

SEXUAL HARASSMENT POLICY

The PTA Program follows the NTCC Policy on Sexual Harassment. The Sexual Harassment policy can be found on the NTCC website at www.ntcc.edu in the student handbook. While participating in clinical courses complaints of sexual harassment should be reported immediately to the PTA program director. The student should also follow the clinical facilities policy for reporting sexual harassment.

SOCIAL MEDIA AND ELECTRONIC DEVICES

According to the Merriam/Webster Dictionary, social media is defined as “forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content [such as videos and pictures]” (merriam-webster.com, 2015). Forms of electronic devices and communication may include computers, smartphones, texting, emails, and websites for blogs and social media formats. Examples of social media formats include but are not limited to LinkedIn, Twitter, Facebook, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, YouTube, Vine, Instagram, Snapchat, etc.

In both the healthcare and educational fields, distribution of sensitive and confidential information is protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act (FERPA), whether discussed through traditional communication channels, video recording, text, or social media. Information that is communicated through these types of channels are circulated through social interaction using highly accessible publishing techniques that are web-based and may cross traditional boundaries between professional and personal relationships. Therefore, students should ensure that personal, professional, and institutional information is protected.

Sending information on electronic devices and publishing information on social media sites may become public for anyone to see and can be traced back to the author. Information garnered from social media sites include information that is shared and information that is gathered through electronic tracking (Privacy Rights Clearinghouse, 2015). These forms of communication provide little control regarding how this information may be used by others. Therefore, students should be aware that “*private*” social media sites do not exist because search engines can turn up posts years after the original publication date, comments can be forwarded or copied, and archival systems save information, including deleted postings through a variety of authorized and unauthorized individuals and organizations (Privacy Rights Clearinghouse, 2015).

If you identify yourself as a student of the NTCC Physical Therapist Assistant Program or a prospective/future student of the PTA program through posting, personal web pages, social media accounts, etc., you MUST ensure that ANY content you publish and/or acknowledge is consistent with your professional ethics and is compliant with all confidentiality and privacy laws. You should always consider the legal liability of each post you make and the posts that are made on your site, as well as on the sites of others. Additionally, students must also be aware of the electronic and social media policies of the institutions/entities that are contracted with NTCC for practicum/clinical so that these policies are not violated.

As a Physical Therapist Assistant Program Student, it is your responsibility to:

Protect confidential, sensitive, and proprietary information; do not post confidential or proprietary information about the college, program faculty and staff, students, peers, clinical facilities, clients/patients, employees, or others you may come in contact with while in the role as an NTCC

Physical Therapist Assistant student. ***Protect all private and confidential information related to you and to others.*** Be responsible for what you post and protect yourself and others!

Be aware that you are associated with NTCC, the Physical Therapist Assistant Program and the Health Sciences Department when engaging in online social networks. Regardless of how you identify yourself, be it personal or as a student, ensure that your profile and related content is consistent with how you wish to present yourself to colleagues, clients/patients, and potential employers. **Employers consistently conduct Web searches on job candidates before extending offers.** Be sure that what you post today will not come back to “inconvenience” you in the future.

Refrain from using NTCC or the Physical Therapist Assistant Program inscriptions/symbols, such as logos and graphics, on personal social media sites. Do not use NTCC’s name to promote a product, cause, or a political party candidate. NTCC and/or Physical Therapist Assistant logos and/or graphics may be used for School sanctioned events (posters, fliers, postings, or others) but must be **approved** by the Physical Therapist Assistant Program Director and Director of Student Activities and Multicultural Affairs.

Upon entering the classroom or the practicum/clinical site, all cell phones will be placed in the vibrate/silent mode. Cell phones/electronic devices for emergencies only must be used outside of patient areas. Any social use of cell phones/electronic devices will only be used at break times or before/after classroom or practicum/clinical hours. Computers located in UHS 246 are for class use only. **Students accessing social medial sites during class time will have their course grade reduced by 1 letter grade for each infraction.**

Violations of client/patient privacy with an electronic device will be subject to HIPAA procedures and guidelines. Consequences will result in **TERMINATION** from the Physical Therapist Assistant Program. Each student is legally responsible for individual posting and may be subject to liability if individual postings are found to be defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information from music, videos, text, and any other media. Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program. References: Privacy Rights Clearinghouse (2015). Fact Sheet: 35 Social Networking Policy: How to be Safe, Secure and Social. Retrieved from <https://www.privacyrights.org/social-networking-privacy>. Merriam-Webster Dictionary (2015). Retrieved from <http://www.merriam-webster.com/>

COMMUNICABLE DISEASE POLICY

All students will receive thorough instructional material on communicable diseases such as AIDS, Tuberculosis, meningitis, MMR, Hepatitis B Viruses, etc. throughout the program. It is the program’s intention to inform all students of the possible potential for acquiring such conditions.

When or if a student is identified as being infected with any communicable disease, the following steps are to be taken to ensure the health of the NTCC community, and of the patients with whom the student would be in contact. This policy is also designated to protect the student who is infected.

1. The student must notify the program director in writing and verbally of the disease contracted and his or her physician’s name and number. The student will not be allowed to attend class or clinical at this time.
2. The program director will contact the Health Service director of NTCC.
3. The Health Service director will confer with appropriate public health officials and/or current literature for guidance as to protocol concerning the disease report and inform the program director.

4. The program director will contact the student as to when the student may return to campus or clinical practicum. The program director will adhere to public health guidelines dictated by the Health Services Director.
5. The student will supply the program director and DCE documentation from the treating or advising physician stating that he/she may return to campus or clinical practicum.
6. Every effort will be made to work with the student to keep the student current with his/her classes or clinical practicum.

POLICY ON CIVILITY AND CELL PHONES IN THE CLASSROOM AND LABORATORY

Use of cell phones is **prohibited** in class/lab. Phones are **NOT** allowed and should be kept out of sight during class time. If the student is observed using the phone (texting, calling) during class he/she will be asked to turn the phone off and surrender it to the instructor. If the student desires to use the phone to access course materials, the student is asked to inform the instructor prior to class for approval. If a student's cell phone rings in class, the student will be required to turn off the phone immediately. If a student is expecting a very important call, he/she is to notify the instructor prior to class regarding the nature of the situation. The student will be asked to keep the phone silent, and upon receiving the call he/she must step out of the room to answer.