Laredo Community College

Physical Therapist Assistant Department
Health Science Division

Student Handbook
2009-2010
Academic Year
FORWARD

This handbook has been designed to serve as a guide for the student during the Physical Therapist Assistant (PTA) Program. It provides information regarding procedures and general practices to be followed while attending Laredo Community College. The **PTA Program Student Handbook** should assist you towards your goal of becoming a physical therapist assistant based on the PTA Program’s curriculum.

Each student will be held responsible for all parts of the Student Handbook and the **Laredo Community College Student Handbook**.

According to Federal Law, information regarding a student’s record cannot be released without the student’s participation and/or consent. Only information considered “Public Information” is available to outside sources under certain circumstances. Please help us protect the security of your records by having your picture identification available when you come to the office for assistance. Thank you for your cooperation.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>1</td>
</tr>
<tr>
<td>Disclaimer</td>
<td>2</td>
</tr>
<tr>
<td>Equal Opportunity Statement</td>
<td>2</td>
</tr>
<tr>
<td><strong>General Program Information</strong></td>
<td></td>
</tr>
<tr>
<td>Accreditation</td>
<td>3</td>
</tr>
<tr>
<td>Mission</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>Goals</td>
<td>4</td>
</tr>
<tr>
<td>Student Outcomes</td>
<td>5</td>
</tr>
<tr>
<td>Program Objectives</td>
<td>7</td>
</tr>
<tr>
<td><strong>About the Program</strong></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>8</td>
</tr>
<tr>
<td>Instructor Availability</td>
<td>8</td>
</tr>
<tr>
<td>Academic Advisement and Counseling</td>
<td>8</td>
</tr>
<tr>
<td>Academic Counseling</td>
<td>8</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>8</td>
</tr>
<tr>
<td>Evaluation</td>
<td>9</td>
</tr>
<tr>
<td>Facilities for Instruction</td>
<td>9</td>
</tr>
<tr>
<td>Clinical Affiliates</td>
<td>10</td>
</tr>
<tr>
<td>Program Requirements</td>
<td>11</td>
</tr>
<tr>
<td>Criminal Background Record</td>
<td>12</td>
</tr>
<tr>
<td>Substance Abuse Procedure</td>
<td>12</td>
</tr>
<tr>
<td>Educational Costs</td>
<td>12</td>
</tr>
<tr>
<td>Malpractice Liability Insurance</td>
<td>13</td>
</tr>
<tr>
<td>Student Records</td>
<td>13</td>
</tr>
<tr>
<td><strong>General Procedures</strong></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>15</td>
</tr>
<tr>
<td>Cell Phone Policy</td>
<td>15</td>
</tr>
<tr>
<td>Emergency Messages</td>
<td>15</td>
</tr>
<tr>
<td>Laboratory Practices</td>
<td>15</td>
</tr>
<tr>
<td>Orientation Procedure for New and Returning Students</td>
<td>16</td>
</tr>
<tr>
<td>Student Physical Therapist Assistant Club</td>
<td>17</td>
</tr>
<tr>
<td>Promotion/Progression</td>
<td>18</td>
</tr>
<tr>
<td>Transferring PTA Students from another PTA Program</td>
<td>19</td>
</tr>
</tbody>
</table>
### Withdrawal/ Continuance/ Dismissal and Re-admission

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal and Continuance after Withdrawal Policies</td>
<td>20</td>
</tr>
<tr>
<td>Policy on Withdrawal</td>
<td>21</td>
</tr>
<tr>
<td>Policy on Incomplete</td>
<td>21</td>
</tr>
<tr>
<td>Dismissal Policies</td>
<td>21</td>
</tr>
<tr>
<td>Re-admission or re-application into the Program</td>
<td>22</td>
</tr>
<tr>
<td>Student Complaint Process</td>
<td>23</td>
</tr>
<tr>
<td>Student Grievance</td>
<td>24</td>
</tr>
</tbody>
</table>

### Professional Standards, Code of Ethics, and Code of Conduct

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Standards</td>
<td>24</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>25</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>26</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>27</td>
</tr>
<tr>
<td>Disciplinary Action</td>
<td>27</td>
</tr>
<tr>
<td>Counseling</td>
<td>28</td>
</tr>
</tbody>
</table>

### Grading System

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methods for Assessment</td>
<td>29</td>
</tr>
<tr>
<td>Assignments</td>
<td>29</td>
</tr>
<tr>
<td>Exam Schedule</td>
<td>29</td>
</tr>
<tr>
<td>Computer-based Examination and/or Quizzes</td>
<td>29</td>
</tr>
<tr>
<td>Exam, Lab Practical’s, and Quizzes</td>
<td>31</td>
</tr>
<tr>
<td>Review of Examination</td>
<td>31</td>
</tr>
<tr>
<td>Make-up Assignments/Quizzes</td>
<td>31</td>
</tr>
<tr>
<td>Make-up Test/Final</td>
<td>31</td>
</tr>
<tr>
<td>Make-up Lab Practical</td>
<td>32</td>
</tr>
<tr>
<td>Final Exams</td>
<td>32</td>
</tr>
<tr>
<td>Comprehensive Exam</td>
<td>32</td>
</tr>
<tr>
<td>Student Meetings To Discuss Progress</td>
<td>32</td>
</tr>
<tr>
<td>Departmental Procedure for Appeal of a Grade</td>
<td>33</td>
</tr>
<tr>
<td>Referral for Tutoring</td>
<td>33</td>
</tr>
<tr>
<td>Challenge Examination</td>
<td>34</td>
</tr>
</tbody>
</table>

### Attendance

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>35</td>
</tr>
<tr>
<td>Clinical</td>
<td>35</td>
</tr>
</tbody>
</table>

### PTA Program Dress Code

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Attire</td>
<td>36</td>
</tr>
<tr>
<td>Laboratory Attire</td>
<td>36</td>
</tr>
<tr>
<td>Clinical Attire</td>
<td>36</td>
</tr>
<tr>
<td>Other Dress Code Requirements</td>
<td>36</td>
</tr>
<tr>
<td>Clinical Education</td>
<td>37</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>Course Completion</td>
<td>37</td>
</tr>
<tr>
<td>Verification of Documents</td>
<td>38</td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>38</td>
</tr>
<tr>
<td>Conduct</td>
<td>38</td>
</tr>
<tr>
<td>Confidential Information</td>
<td>40</td>
</tr>
<tr>
<td>Clinical Orientation</td>
<td>40</td>
</tr>
<tr>
<td>Clinical Site Assignments</td>
<td>40</td>
</tr>
<tr>
<td>Inservices</td>
<td>40</td>
</tr>
<tr>
<td>Student Responsibility for Clinical Education</td>
<td>40</td>
</tr>
<tr>
<td>Student Transportation</td>
<td>40</td>
</tr>
<tr>
<td>Travel, Housing, and Other Expenses</td>
<td>41</td>
</tr>
<tr>
<td>Structure of Clinical Education</td>
<td>41</td>
</tr>
<tr>
<td>Student Supervision</td>
<td>41</td>
</tr>
<tr>
<td>Evaluation of Student Clinical Skills</td>
<td>41</td>
</tr>
<tr>
<td>Student Evaluation of Clinical Experience</td>
<td>42</td>
</tr>
<tr>
<td>Clinical Education Attendance</td>
<td>42</td>
</tr>
<tr>
<td>Clinical Education Absences</td>
<td>42</td>
</tr>
<tr>
<td>Clinical Education Tardiness</td>
<td>43</td>
</tr>
<tr>
<td>Clinical Education Lunch and Work Breaks</td>
<td>43</td>
</tr>
<tr>
<td>Clinical Dress Code</td>
<td>43</td>
</tr>
</tbody>
</table>

| Health and Safety                               | 45 |
| Disabilities                                     | 45 |
| Occupational Exposure to Infectious Agents      | 46 |
| Student Health                                  | 46 |
| Pregnant Students                               | 46 |
| Incident Report                                 | 46 |

| Graduation                                      | 47 |

| PTA Program Completion                          | 48 |

| Job Placement                                   | 48 |

<table>
<thead>
<tr>
<th>APPENDICES</th>
<th>49</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A – PTA Program Degree Plan</td>
<td>50</td>
</tr>
<tr>
<td>Appendix B – New or Returning Student Orientation Form</td>
<td>51</td>
</tr>
<tr>
<td>Appendix C – APTA Standards of Ethical Conduct for the PTA</td>
<td>53</td>
</tr>
<tr>
<td>Appendix D – Counseling Form</td>
<td>60</td>
</tr>
<tr>
<td>Appendix E – Instructor/Student Conference Form</td>
<td>61</td>
</tr>
<tr>
<td>Appendix F – Remediation Tutorial Agreement</td>
<td>62</td>
</tr>
<tr>
<td>Appendix G – Weekly Clinical Summary Report</td>
<td>63</td>
</tr>
</tbody>
</table>
WELCOME

The faculty and staff of the Physical Therapist Assistant Program and the Health Sciences Division at Laredo Community College would like to welcome you! As you work towards realizing the aspirations that you have set for yourself, remember that we are here to assist you. Our desire is for you to be successful in all of your endeavors.

As you embark on a journey that will lead to a career as a Physical Therapist Assistant, you will discover that it is a vocation that is equally challenging and gratifying. You will learn that the Physical Therapist Assistant must adhere to high standards and ethics while providing quality patient care. It is through your education and training as a PTA student that these attributes will be formed. Consequently, these principles will develop into the code by which every individual in the physical therapy profession abides in delivering quality health care.

The purpose of this document is to serve as a reference for the student to use during his/her enrollment in the Physical Therapist Assistant (PTHA) Program. Please refer to it often. This document contains general information about the program and policies and procedures applicable to students in this program. Thus, it should be used as a supplement to the Laredo Community College (LCC) Student Handbook and LCC Catalog. The student is required to review the information contained in this Handbook prior to each PTHA course. The student is responsible for the information it contains. Please bring the handbook to the first class day of each course.

Please read this entire document. Sign the final page of this document indicating that you have read, understood, and were given an opportunity to inquire about the content contained within.
DISCLAIMER

The Physical Therapist Assistant Program reserves the right to withdraw and make changes at any time to courses, course fees, calendar, curriculum, progression requirements, and any other requirement affecting students, as may be required by federal, state, board of trustees, administrative, and/or student needs each year. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled; however, they will not increase the overall program length unless directed by the Physical Therapist Assistant Program accrediting agencies.

In any case where there is a conflict between the published LCC Catalog, LCC Student Handbook, and the Physical Therapist Assistant Program Student Handbook, interpretation of the conflict must be channeled through the Physical Therapist Assistant Program Director to the appropriate person of authority. An interpretation of said procedure and/or requirement will be requested of this person. Once an interpretation has been rendered, the procedure and/or requirement will remain in force, be altered, or eliminated as dictated by the interpretation.

Student questions regarding the curriculum or clinical practice while in the physical therapist assistant program can be viewed as the procedures and guidelines listed in the LCC Student Handbook (2008/09) (http://www.laredo.edu/studhandbook/); and the LCC Physical Therapist Assistant Student Handbook, respectively.

EQUAL OPPORTUNITY STATEMENT

In compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 and Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1963, and Title II of the Americans with Disabilities Act of 1990, Laredo Community College is open to all persons regardless of race, color, religion, sex, age, marital status, disability, or national origin who are otherwise eligible for admission as students.

Laredo Community College is an Equal Opportunity Employer, and no applicant or employee will be discriminated against because of race, color, religion, sex, age, disability, or national origin at this institution. This institution will not knowingly enter into any contractual agreements for services or supplies with any firm failing to follow fair employment practices.
GENERAL PROGRAM INFORMATION

Accreditation
Laredo Community College Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). CAPTE accreditation is significant to students since CAPTE is the only organization recognized by the U.S. Department of Education (USDE) and the Council of Higher Education (CHEA) to accredit entry-level programs in physical therapy education, including physical therapist assistant programs. Graduation from a CAPTE-accredited program ensures that the program graduate is competent to provide safe and proficient patient care and to be eligible to sit for the National Physical Therapist Assistant Examination. The next CAPTE accreditation for LCC PTA Program is scheduled in November 2010.

Laredo Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. The educational programs and courses are approved by the Texas Higher Education Coordinating Board.

Upon successful completion of all requirements for the PTA program, the student is awarded an Associate of Applied Science Degree.

Mission
The mission of the Physical Therapist Assistant Program corresponds to the mission of Laredo Community College, which is “to provide comprehensive educational services that focus on the dynamic requirements and needs of its local, regional, and international community.”

The mission of Laredo Community College Physical Therapist Assistant Program is to provide quality education that encompasses theory, knowledge and clinical skills needed to graduate caring, competent, and qualified entry-level physical therapist assistants who will provide physical therapy services under the supervision of a physical therapist. Consequently, the program would assist in meeting the needs of the community at large in a perpetually changing healthcare environment.

The Physical Therapist Assistant Program will help accomplish this mission by providing high-quality education that will equip students with the skills needed to become safe, proficient, and ethical clinicians. The program will engage in ongoing curriculum development and improvement to ensure that the curriculum remains current with the practice of physical therapy. The faculty members within the program will promote an environment that will encourage increased student understanding of his/her function and responsibility in the community and society, as well as instill lifelong learning.
**Philosophy**

The PTA Program is dedicated to “empowering students through education,” subscribing to the philosophy held by Laredo Community College. Via a curriculum that stresses the use of problem-solving skills, the intent is that the students develop clinical skills, technical skills, communication skills, and professionalism. As a result, graduates are prepared to enter the profession and provide physical therapy services under the supervision and direction of a physical therapist in a safe, effective, ethical, and lawful manner to individuals of all ages and diverse ethnic and socioeconomic backgrounds.

With this philosophy in mind, the PTA program has developed goals that foster its mission and philosophy.

**Goals**

The goals for the program and faculty are as follows:

1. To prepare graduates who are well-rounded individuals possessing knowledge in basic and clinical sciences, problem-solving skills, technical skills and verbal and written communication skills necessary to provide physical therapy services in a safe and competent manner under the supervision of a physical therapist.

2. To prepare graduates who conduct themselves in a manner that conforms to the appropriate laws and regulations and adhere to the ethical standards set by the American Physical Therapy Association.

3. To provide students with knowledge and practical experience through classroom and clinical education experiences that reflect prevalent practice of physical therapy.

4. To promote a curriculum dedicated to instilling personal growth and development, lifelong learning, involvement in the professional association and commitment to society.

5. To graduate students that will meet the State of Texas’ educational requirements and will enable them to be prepared for the National Physical Therapist Assistant Examination for an effective transition to a physical therapist assistant career; and to fulfill employment needs in the community at large.
**Student Outcomes**

Upon completion of the PTA Program, the student should be able to:

**Objectives for Goal 1:**

1. Demonstrate competent performance of data collection techniques as directed by the supervising physical therapist to carry out a plan of care, progress a patient within the plan of care, and report changes to the supervising physical therapist.

2. Demonstrate competence in implementation of physical therapy interventions from a plan of care established by a physical therapist.
   a. Review the plan of care established by the physical therapist.
   b. Implement interventions developed by the physical therapist to progress a patient toward short and long-term goals set in the plan of care.
   c. Educate patients, families, caregivers and healthcare team members via teaching methods.
   d. Contribute to discharge planning as directed by the physical therapist.

3. Demonstrate competent problem-solving skills during the provision of physical therapy services under the supervision of a physical therapist.
   a. Progress a patient through the plan of care via efficient provision of physical therapy intervention(s).
   b. Modify physical therapy intervention(s) within the plan of care set by the physical therapist.
   c. Identify when an intervention is effective and ineffective; respond correctly to a change in the patient’s status; report changes to the supervising physical therapist, and adjust the intervention as instructed by the physical therapist.

4. Communicate with the physical therapist, patients, families, caregivers, and healthcare team members in a suitable manner.
   a. Exhibit efficient written, verbal, and non-verbal communication regarding patient progress or changes in patient status pertinent to interventions and data collection to the supervising physical therapist and members of the healthcare team.
   b. Educate patients, families, caregivers, and healthcare team members via appropriate teaching methods.
   c. Educate others about the function of the physical therapist assistant.
5. Provide safe physical therapy interventions in a manner that reduces risk to the patient, self and others
   a. Identify when an intervention is effective and ineffective and respond correctly to changes in the patient’s status and report changes to the supervising physical therapist and adjust the intervention as instructed by the physical therapist.
   b. Withhold intervention when appropriate due to a change in medical condition and defer to the supervising physical therapist.
   c. React appropriately in an emergency situation in any clinical setting.

Objectives for Goal 2:
1. Abide by the appropriate state and federal laws and regulations.

Objectives for Goal 3:
1. Demonstrate entry-level competency in selected physical therapy data collection skills before graduation.
2. Demonstrate entry-level competency in selected physical therapy interventions before graduation.

Objectives for Goal 4:
1. Participate in the development of abilities through lifelong learning via continuing education and literature review.
2. Participate in activities and organizations promoting physical therapy.
3. Participate in activities and organizations that promote community service.

Objectives for Goal 5:
1. Demonstrate competency on the examination for licensure as a physical therapist assistant.
2. Obtain employment as a physical therapist assistant in the local and surrounding community.

* Adapted from “A Normative Model of Physical Therapist Education: Version 2007”
Physical Therapist Assistant Program Objectives

1. The attrition rate will be 20% or less during the first semester of the program due to academic performance. (Goal 4, 5)
2. Ninety percent of students will complete their clinical education (I, II, III) with satisfactory evaluations. (Goal 2)
3. Graduates will have an 80% first-time pass rate on the licensure exam by PTA program graduates as evidenced by the results of the NPTAE examination. (Goal 5)
4. One hundred percent of program graduates will be employed as physical therapist assistants within 6 months after successfully passing the licensure exam. (Goal 5)
5. PTA graduate’s performance will be evaluated as above average by 90% of employers of graduates from the PTA program as evidenced by the employer survey. (Goal 1, 2)
6. The PTA program will be evaluated as above average by 90%-100% of PTA graduates as evidenced by the graduate survey. (Goals 3, 4)
7. The number of clinical sites will increase by 10% to meet the needs of the growing student enrollment. (Goal 3)

ABOUT THE PTA PROGRAM

For the past three years, the ultimate pass rate on the National Physical Therapist Assistant Examination has been 76.47% for LCC graduates. Graduation rates vary year to year; in 2009, 11 of the original cohort of 13 graduated; in 2008, 10 of 13 graduated; in 2007, 11 of 13. Reasons for exiting the program include academic performance and other personal reasons. Phone surveys from graduates indicate that all have jobs within six months of obtaining a permanent license, supporting what has been reflected in the Laredo and South Texas job market for the past twenty years.
Faculty
The PTA program faculty consists of two full-time staff.
Program Director: Esmeralda Vargas, PT, MS,
Office: HC 136
Phone: 956-721-5261

PTA Faculty: Yolanda Guzman, PTA, CWCA
Office: HC 136 B
Phone: 956-721-5263

Instructor Availability
PTA faculty is available for students according to office hours posted on the instructor’s door schedule. The student should make an appointment with the individual instructor for academic counseling or student concerns.

Academic Advisement and Counseling
The Laredo Community College Counseling Center offers a wide variety of counseling services to the student on academic matters, career development and personal matters. Faculty members may refer students to the counseling center. PTA faculty will provide academic advisement for PTA Program courses.

Academic Counseling
PTA faculty provides counseling for individual PTA Program courses. Students who are high risk for academic failure should schedule a meeting with the faculty member for academic counseling. A counseling form will be initiated and a plan for success will be developed by the student and the faculty member. Students requiring counseling for unit examinations should refer to the section on Remediation/Tutoring. It is the student’s responsibility to meet with the faculty member.

Academic Advising
Semester-long academic advising is available to all students in the Allied Health Center Building. Students are encouraged to contact an advisor to receive information regarding Laredo Community College services, discuss academic/clinical goals, and update degree plans.
**Evaluation**
A systemic evaluation of faculty members and students is required using the Laredo Community College Student Evaluation of faculty/course.

**Facilities for Instruction**
The liberal arts and science courses are taught at the Laredo Community College Fort McIntosh and South campuses. The Physical Therapist Assistant Program didactic courses are taught at the Laredo Community College Fort McIntosh campus, Allied Health Center.
Clinical Affiliates
Clinical education training for the Physical Therapist Assistant Program student is provided at various local and out-of-town facilities, including:

Alameda Fitness & Rehab
3229 South Alameda
Corpus Christi, TX 78404
361-814-4800

Knapp Medical Center
1401 E. Eighth St.
Weslaco, TX 78596
956-969-5257

Alta Vista Wellness Center
414 Shiloh Drive
Laredo, TX 78045
956-791-8235

Laredo Medical Center
1700 E. Saunders
Laredo, TX 78041
956-796-3454

Christus Spohn Health System
1301 Santa Fe
Corpus Christi, TX 78404
361-881-6353

Laredo Specialty Hospital
2005 Bustamante
Laredo, TX 78041
956-753-5353

Corpus Christi Medical Center
3315 S. Alameda St.
Corpus Christi, TX 78411
361-761-1436

Mission Hospital
900 S. Bryan Rd.
Mission, TX 78572
956-323-1552

Ruthe B. Cowl Rehabilitation Center
1220 Malinche
Laredo, TX 78040
956-722-2431

Physical Therapy Consultants
1605 E. Hillside
Laredo, TX 78040
956-725-5212

Doctors Hospital of Laredo-Inpatient
10700 McPherson Road
Laredo, TX 78045
956-721-4144

Power Physical Therapy
1219 Corpus Christi St.
Laredo, TX 78040
956-568-5032

Doctors Hospital of Laredo-Outpatient
500 E. Mann Road
Laredo, TX 78041
956-717-1121

Specialized Rehabilitation
4151 Bob Bullock, Ste. 208
Laredo, TX 78043
956-722-0200

Health Success Physical Therapy & Reconditioning Clinic
729 North 77 Sunshine Strip
Harlingen, TX 78552
956-421-4667

Uvalde Memorial Hospital
1025 Garner Field Rd.
Uvalde, TX 78801
830-278-6251

Hill Country Memorial Hospital
1020 South State Hwy 16
Fredericksburg, TX 78028
830-990-6632

Val Verde Regional Medical Center
801 Vedell Avenue
Del Rio, TX 78840
830-775-8566

Wiggles Children’s Rehab
1403 Seymour
Laredo, TX 78040
956-723-6700
Program Requirements

Once a student has been accepted to the program, the following are required prior to attending the first class day:

1. Immunization records, including:
   - One dose of Measles, Mumps, Rubella (MMR)
     Students born on or after January 1, 1957, must show acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968
   - Two doses of varicella (chickenpox). Also acceptable:
     - Student received first dose prior to 13 years of age
     - Laboratory report indicating varicella immunity, or
     - Parent/physician validated history of varicella disease (chickenpox)
   - Initiate the Hepatitis B (HBV) vaccine and complete the series prior to direct patient contact. Serologic confirmation of immunity to the hepatitis B virus is acceptable
   - One dose of Tetanus-Diphtheria Toxoid (Td) every ten years

2. TB skin test or chest x-ray (annual)

3. Tetanus shot (every 10 years)

4. A negative criminal background check completed through CertifiedBackground.com (See Criminal Background Record)

5. A negative drug screen

6. A complete physical examination

7. Submit evidence of current basic CPR certification for health professionals. Certification must remain current for the duration of the program

8. Purchase and maintain current malpractice insurance. Fees are paid with registration on an annual basis

**The student will assume responsibility for the costs of the immunizations, criminal background check, drug test and medical services.

As changes in policy are received from the Center for Disease Control (CDC), these changes will be incorporated into the PTA Program’s requirements. The Laredo Community College Board of Trustees will be notified in a timely manner of changes in the immunization policy. It is the students’ responsibility to provide documentation and to adhere to all of the above health requirements.
Criminal Background Record
The PTA Program is required to obtain a criminal background record on an annual basis for any student who may be placed in a clinical site that deals with the care of the elderly, the care of children, and the care of the client in a mental health facility. All student applicants shall submit a repetitive background check. The student is hereby informed that if he/she does agree to the background check and does agree to release it to the clinical site, the clinical site may conduct the background inquiry directly. The clinical site may refuse placement to a student who does not provide the requested records or who has a record of prior criminal conduct. Students must attend clinical in order to meet the accreditation requirements. Therefore, students who are not permitted to attend a clinical site must "withdraw" from the program.

Substance Abuse Procedure
The substance abuse policy will follow the procedure as stated in the current Laredo Community College catalog. In addition, students may be subject to random drug screening by an institution or clinical facility where they are being trained. A positive drug screen for illegal substances, are grounds for dismissal from the PTA Program.

Educational Costs
The tuition and fee schedule for the PTA student is the same as for regular college students. See the current LCC catalog to determine fees. Students are charged tuition and fees based on their residency classifications at the time of registration. The tuition and fee schedules are based on semester hours.

Additional expenses for PTA students include the purchase of a uniform(s), a watch, white shoes, liability insurance, and Standard Exam fees. TB skin test, immunizations, a physical exam, and CPR certification fees are at the student's expense.

The approximate costs for special items for the PTA student are as follows (these fees are subject to change according to current applicable rates):

- Books: $1,200.00
- Standardized Assessment Test: $90 (Capstone course)
- Uniforms: $150.00
- Estimate Cost for out-of-town Room/Travel: $2,500.00
- Graduation Fee: $10.00
Malpractice Liability Insurance
Malpractice liability insurance is required for all PTA students enrolled at Laredo Community College. The fee is payable at the time of registration.

Laredo Community College carries a blanket malpractice insurance policy on PTA students while performing assigned duties as a Laredo Community College PTA student. The policy covers an academic school year. If the student re-enters the program in the spring semester, the fee is pro-rated. The student will have to pay the full fee each fall semester.

Student Records and Privacy
The student is responsible for providing current address, telephone numbers, and email address to the instructor, Program Director and to the college. This is necessary for notification of family in case of emergency or in the event the instructor needs to contact the student regarding classes, labs or clinicals.

By signing the Health Sciences Division PTA Program disclosure form (refer to Review of Records Form following Appendices), the student voluntarily agrees to allow full disclosure of personally identifiable information to accrediting agencies to fulfill accreditation requirements, admission committees, and academic advisors. This task does not require prior written consent from the student.

FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR §99). Congress enacted FERPA, also referred to as the "Buckley Amendment," in 1974. FERPA conditions federal educational funding on providing student access to, and maintaining the privacy of, education records. Faculty, staff, administrators and other College officials are required by FERPA to treat education records in a legally specified manner.

The rights under FERPA apply to all individuals that submit an admissions application to Laredo Community College

Dissemination of Information to Students

• When a student is in attendance at LCC, the student exercises the rights under FERPA. In elementary and secondary schools, those rights are exercised by the parent. However, if a student is in a secondary school and begins attending a postsecondary institution FERPA rights transfer to the student.

• Faculty and staff may not provide information to parents, spouses, or others who may call and asks for information about a student. If there is no written waiver by the student or the student is not a dependent, disclosure even to a parent can be unlawful. In addition, faculty and staff will require a waiver if the student request another person to attend
conferences. The conference discussion will be directed to the student and the guest will be an observer during the interactions.

*Directory Information only from the Admissions and Registration Center*

In accordance with the provisions of FERPA, LCC has the right to provide "directory information" without the student's written consent. LCC currently defines "directory information" to mean the following:

- Student name, address and phone (if any),
- major field of study
- dates of attendance
- degrees and awards received
- Student Classification
- enrollment status (i.e., full-time, part-time)
- name of the most recent previous educational institution attended

If a student does not want directory information released, the student must complete a [Request to Withhold Student Directory Information Form](#). The form is valid until the student gives LCC a statement in writing that he/she wish to have his/her directory information released.

All student records are archived according to facility policy and will be kept in a locked file in the Physical Therapist Assistant Department Office. Official student records are located at the Registrar's Office.

Documents included in the PTA student records are:

1. Admission data
2. Transcripts
3. Clinical Evaluation Tools
4. Anecdotal Notes
5. Specific information regarding the individual student
6. Instructor/Student Conferences and Tutorials/Remediation

Provisions will be made for the protection of records against loss/ destruction and/or invasion of privacy. Records are kept for three years in the Physical Therapist Assistant Department.
GENERAL PROCEDURES

Transportation
Students are responsible for their own transportation to and from class, the clinical facilities, and other designated areas.

Cell Phone Policy
Personal cell phones will only be allowed in the classroom/lab if switched to the “vibrate” or “silent” mode to ensure that they do not disrupt and distract the planned course of study. Students are only allowed to respond to a call considered to be an emergency, inform the instructor and must exit the classroom prior to answering. Text messaging is strictly prohibited during classroom or laboratory activities. Persistent cell phone use during classroom activities will lead to a meeting with the student and the instructor and/or Program Director. Cell phone use is strictly prohibited during exams and cell phones will not be allowed in the computer lab or classroom.

Personal beepers, cell phones or other electronic messaging devices that make sound are prohibited at the clinical site. Emergency use of phone or other electronic devices should be discussed with the clinical instructor first. Students abusing the use of beepers, cell phones or client/facility phones will be sent home and receive a zero for the day at the discretion of clinical instructor.

Emergency Messages
The student should notify his/her family that in case of an emergency (during class or clinical), they should call the Health Science Division Office at (956) 721-5261. Class or clinical will not be interrupted unless it is an emergency. The caller must identify him/herself and state the emergency.

Laboratory Practices
Laboratory activities require PTA students to work closely with lab partners of the same or opposite gender for practice sessions and/or lab practical’s. Close contact between students will be required during practice of data collection skills and therapy interventions (i.e. massage, palpation of anatomy, etc.) in preparation for clinical practice. Instructors will ensure students take the appropriate measures to promote privacy. Students displaying inappropriate behavior during situations where contact is close will not be tolerated and are at risk for dismissal from the program. Each student is responsible for reporting inappropriate behavior to the lab instructor and/or PTA Program Director.

Orientation Procedure for New Students
The objectives for the orientation of new PTA students are as follows (Refer to Appendix B):
1. Provide the new student with an opportunity to become familiar with the
philosophy, administration, and organization of the Laredo Community College Physical Therapist Assistant Program.

2. Provide the new student with an overview of the course curriculum and procedures.

3. Identify the responsibilities of the new student in the classroom and clinical areas in accordance with the philosophy and procedures of Laredo Community College and the Physical Therapist Assistant Program.

4. Attendance for orientation is mandatory for all new students.

Procedure
Inform the new student via email regarding the day and time orientation.

Responsibilities
The Program Director/Faculty will:

1. Welcome the new student.

2. Introduce the faculty and the clerical staff.

3. Describe the Organizational Chart of the Physical Therapist Assistant Department and the Laredo Community College Administration.

4. Present the Mission/Philosophy, Program Goals, expected Student Outcomes, and Program Outcomes of the Physical Therapist Assistant Program.

5. Present and review the Physical Therapy Licensure laws and statement of eligibility requirement by the Texas Board of Physical Therapy and Occupational Therapy Examiners.

6. Discuss the Merit Award and D.D. Hachar Scholarship.

7. Discuss the Comprehensive Examination in the Capstone course.


9. Present and review requirements for:
   a. Updating address, etc.

   b. Scheduling

   c. Maintaining Current Immunization Records

   d. CPR certification requirements
e. Annual Criminal Background Checks

The PTA Faculty will:
1. Discuss the purpose and functions of the simulation lab and the computer lab.
2. Explain scheduling and the hours of operation.

The Student Physical Therapist Assistant Club Representative(s) will:
1. Discuss the purpose and goals of the PTA Club.
2. Distribute applications.
3. Explain activities.

**Student Physical Therapist Assistant Club**
The Student Physical Therapist Assistant Club is an active part of the college and the community. The Student PTA Club activities include workshops, guest speakers, community service projects and participation in local and state, conferences on a wide variety of PTA topics. These activities provide an opportunity to network with other PTA students as well as representatives from many hospitals and organizations. The members will be required to have membership in the Texas Physical Therapy Association and American Physical Therapy Association.

Communication between the organizations occurs through meetings. Membership dues consist of a small fee established by the organization.

**Promotion/ Progression**
To progress within the Physical Therapist Assistant Program, the student will:

1. Complete the courses within the PTHA curriculum plan as outlined in the Degree Plan. A student deviating from the PTHA curriculum sequence as printed may not be able to progress and may be unable to complete the program in the intended time period.

2. Maintain a grade of “C” or above in all program curriculum and prerequisite courses for a student to be able to progress in the program.

3. Achieve the minimum course requirements identified in each PTHA course according to the instructional and clinical objectives for that course. All assignments made in conjunction with each course must be fulfilled as assigned.

4. Complete all required examinations, lab practical’s and quizzes at the time
5. Clinical education requirements must be completed satisfactorily according to course requirements. All excused absences must be made up before the end of the semester.

6. Successfully complete the comprehensive examination(s) during the Capstone course that consolidates the program’s didactic and clinical experience.

7. Attend instructor conferences to discuss observations made by program faculty and clinical instructors. These conferences will be recorded in the student's records. Remediation plans will be developed and agreed upon. If needed, the student will be counseled by the LCC counseling department as recommended by the PTA Program faculty.

8. Abide by the code of conduct stated in this handbook both in the classroom and clinical site(s). Unacceptable personal conduct may result in complaints by faculty members or clinical agency members. The PTA Program faculty will review such complaints. Failure to comply with the code of conduct may prevent the student from progressing within the PTA Program.

If unacceptable personal conduct at a clinical site results in the agency’s request to remove the student from that facility, the student will be unable to fulfill the requirements for that clinical rotation, and may serve as grounds for dismissal.

**Transferring PTA Students from another PTA Program**

In order for a student to request a transfer to Laredo Community College Physical Therapist Assistant Program from a PTA Program at another institution, the following criteria must be met:

1. The student must make an appointment and meet with the LCC PTA Program Director.

2. The student has a one-year limit from the time he/she last took courses in the prior program to request admittance into the LCC PTA Program.

3. The student must meet the scholastic requirements outlined in the **LCC**
Catalog that govern eligibility of the applicant for admission to the college.

4. The student must submit a completed Health Science Division application and an official transcript from the transferring institution.

5. A letter of good standing from the Program Director of the transferring institution must also be included with the application.

6. A complete description of PTA courses taken must be provided.

7. The student must have earned at least a “C” in all transfer courses and shall demonstrate competency by testing and passing (70% or greater) all of the transferring academic and clinical PTHA courses.

8. All PTA coursework and clinical training transferred to LCC has to coincide or match with the respective time frame of the Laredo Community College PTA Curriculum, listed in Appendix A of the PTA student handbook.

9. Admission to the PTA Program is contingent on space availability, PTA Program Director approval, and only as authorized by the Commission on Accreditation in Physical Therapy Education (CAPTE), the PTA Program's accrediting agency.

10. All students must adhere to the PTA requirements that are in effect at the time they enter the program.

Withdrawal and Continuance after Withdrawal Policies

Students are responsible for the withdrawal policies stated in the Laredo Community College Catalog, and the Laredo Community College Student Handbook. A student who withdraws from a PTA Program course(s) for the first time due to circumstances unrelated to grades must consult with the Program Director before dropping any course in the PTA curriculum. The following policies are applicable for withdrawal from the PTA program:

1. The student must submit a formal letter explaining the reason(s) for the withdrawal and a plan of action for future success to the Program Director. Failure to comply with this procedure can result in the withdrawal being deemed an academic failure.

2. If a student withdraws from a required course while enrolled in the program, (such as a general education course that is required to be taken concurrently for that particular semester), those courses may not be taken independently of one another. If a student fails or withdraws from a concurrent course, the student must withdraw from the other concurrent course as well.
Consequently, the student will not be able to enroll in the next semester of the program.

3. If a student withdraws from the PTA Program due to catastrophic reasons (personal illness, military call of duty, leave of absence, etc.), he/she may request to continue in that program one time (see Readmission policy).

4. A withdrawal from a PTA Program course based on a failing course average will constitute an academic failure. A committee will review the student’s case and determine whether the withdrawal will constitute an academic failure.

5. Students who withdraw from the PTA Program due to academic failure during any semester of the program must re-apply according to the application process outlined in the LCC catalog and PTA Student Handbook.

6. If a student withdraws from the program for any reason, he/she must meet with the Program Director within 48 hours to complete a student exit report. The student will receive a copy of this report which details re-admittance or re-application eligibility (see Readmission Policy). The original will be kept in the student’s file.

7. All students must officially withdraw from the course(s) in the Office of the Registrar, UH 125. This will prevent the student from receiving an "F" on the transcript for the course in progress at the time of withdrawal.

Policy on Withdrawal
A student desiring to withdraw from a course must withdraw officially through the Registrar’s Office. Simply informing the instructor of a desire or intent to withdraw is not sufficient. Note: It is the responsibility of the student to officially withdraw from a course. Failure to officially withdraw or failure to officially withdraw in a timely manner may result in a grade of F for the course.

Policy on Incomplete
Incomplete (I*) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work that has been delayed on account of illness, other emergency, or authorized absence. Students have a maximum of four months to complete the work. It is the responsibility of the student to make arrangements within the time limit set by the instructor. If the course requirements have not been satisfactory completed by the deadline set by the instructor, the grade of incomplete will remain an I*, however, will be calculated as an F for the course and will affect the student’s GPA. In order for
the student to be eligible for an incomplete, the student must be passing the course with a 75% or greater in the completed course work.

Students who properly withdraw from courses and students whose instructor drops them from courses because of excessive absences will receive grades of "W" for such courses through the time designated by the academic calendar.

**Dismissal Policies**
The following are grounds for dismissal from the PTA program:

1. If a student receives a grade less than a “C” in any PTA curriculum course, or a score less than 75% in the comprehensive exam of the capstone course, the student will not be able to continue on with program courses.

2. If a student violates the Student Code of Conduct as listed in the **LCC Student Handbook** or the PTA Student Handbook.

3. Behavioral problems will not be tolerated and are grounds for dismissal. This may prevent the student from re-applying or being re-admitted to the PTA Program.

4. The student has on-campus absences exceeding the criteria as stated in the **LCC Student Handbook** or does not meet the 100% attendance required of a Clinical Rotation.

5. A student fails to abide by safety precautions as delineated in course requirements.

6. The clinical agency refuses to allow the student to return to the clinical site due to a breach of the Code of Conduct.

7. Any breach of a client's right of confidentiality or privacy by written or spoken form including copying of client medical records whether by hand or electronic methods.

8. Confirmed positive drug test.

9. Abandonment of client(s).

If a student is dismissed from the program for any reason, he/she should meet with the Program Director within 48 hours to complete a student exit report.

**Re-Admission or Re-Application into Program**
The student who withdraws from the PTA Program for **catastrophic reasons** may request to continue in the PTA program **one time**. This does not apply to students who withdraw due to academic failure.
1. If a student withdraws from the PTA program and is eligible to re-enter the program the following year, a notation will be made on the student exit report and any specific requirements for re-entry will be noted.

a. A request to continue in the program must be in writing.

b. The student has one year from the time he/she withdrew from the program to request continuance. If more than a year has transpired since withdrawing from the program, the student must submit a new application for consideration into the program (See #2-4 below).

c. In order to continue in the program, the student must have passed all program courses completed prior to withdrawing with a grade of “C” or better. Students must re-test in all program courses completed prior to withdrawing from the program and pass prior to readmission.

d. Returning to the program is contingent on space availability and only as authorized by each program’s accreditation agency.

e. All students must adhere to the requirements that are in effect at the time they continue in the program.

2. If a student misses the “one-year” window to re-admit, he/she must re-apply to the program, complete any specific requirements, if applicable, and go through the selection process to gain a position with the new class.

3. Being a prior student in the PTA program does not grant the student additional points toward application into the next class, nor does it guarantee the re-applicant admission into the program.

4. If a student is re-admitted as a new student after the one-year mark, the student must re-take all PTHA courses.

**Student Complaint Process**

Concerns or problems a student may have in a PTA Program course should be directed in writing to the instructor for that course. The Student Incident/Complaint Form can be obtained from the department secretary. The instructor will address the student’s concerns and identify methods to resolve the issue. If the issue is not resolved then the student should proceed with the appropriate chain of command:

1. Instructor
2. Program Director
3. Dean of Health Sciences
4. Vice President of Instruction
Student Grievance
Laredo Community College has a Student Grievance Procedure to formally address issues which have not been resolved through the established Laredo Community College Student Complaints Process. Students who wish to file a formal grievance must follow the Laredo Community College Student Grievance Procedure outlined in the Laredo Community College Student Handbook.

Student grievances must be filed in writing by completing a Student Grievance Form within 10 class days from the date of the act or last act giving rise to the student’s grievance. Failure to file the Laredo Community College Student Grievance Form within such time frame will bar any student’s right to pursue such grievance. Students may obtain a copy of this form from the Dean of Student Development or the Vice President of Instruction and Student Development.

PROFESSIONAL STANDARDS, CODE OF CONDUCT, AND CODE OF ETHICS

Professional standards and ethics define behavior that applies values and moral standards to activities within a profession. One of the goals of the PTA Program is to assist students to become safe, professional, and ethical clinicians.
This goal is fulfilled by holding the student accountable for safe behaviors and by establishing a code of ethics and conduct along with professional standards of behavior that will help the student meet the criteria expected by the profession.

As a student at Laredo Community College, the PTA student will abide by and follow the Professional Standards, Code of Conduct and Code of Ethics.

**Professional Standards**

**Generic Abilities:** are attributes, characteristics or behaviors that are not explicitly part of the profession's core of knowledge and technical skills but are nevertheless required for success in the profession. Ten abilities and definitions developed are:

1. **Commitment to Learning:** the ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.

2. **Interpersonal Skills:** the ability to interact effectively with patients, families, colleagues, and other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.

3. **Communication Skills:** the ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.

4. **Effective Use of Time and Resources:** the ability to obtain the maximum benefit from a minimum investment of time and resources.

5. **Use of Constructive Feedback:** the ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.

6. **Problem-Solving:** the ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.

7. **Professionalism:** the ability to exhibit appropriate professional conduct and to represent the profession effectively.

8. **Responsibility:** the ability to fulfill commitments and to be accountable for actions and outcomes.

9. **Critical Thinking:** the ability to question logically; to identify, generate,
and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.

10. **Stress Management**: the ability to identify sources of stress and to develop effective coping behaviors.


**Code of Ethics**

Students enrolled in the PTA Program will adhere to the “Code of Conduct and Discipline” as outlined in the **LCC Student Handbook** while on campus and at a clinical site. Personal characteristics and qualities are also based on the Standards of Ethical Conduct for the Physical Therapist Assistant and Guide for Conduct of the Physical Therapist Assistant adopted by the American Physical Therapy Association. *Refer to Appendix C.*

**Code of Conduct**

An environment of acceptable behavior and conduct is required in the academic and clinical environment to ensure the health and safety of all individuals involved in the health care process.

Infractions of the Code of Student Conduct include the following but are not limited to:

1. Any student deemed impaired by reason of mental, physical health, exhaustion, alcohol, or other mind-altering drugs that could expose clients, the public, students, and faculty unnecessarily to risk of harm

2. Conducts which may deceive, defraud, or injure clients, the public, clinical facilities, personnel, other students, and faculty.

3. Failure to care adequately for clients or to conform to minimum standards of acceptable practice under the supervision of the faculty, or designee of the facility.

4. Aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, quiz, assignment and/or presentation.

5. Damaging or destroying school/clinical property or equipment or removing property or equipment from campus or a clinical site.

6. Using profane language or gestures.
7. Disrupting instruction by the use of cell phones and/or pagers, habitually late, or absent from class or clinical.

8. Assaulting others, demonstrating poor coping mechanisms or becoming confrontational during the instructional process.

9. Refusing to adhere to the specified dress code and code of ethics.

10. Demonstrating behaviors that could be categorized as harassment.

11. It is grounds for dismissal from the PTA program if a student's conduct is such that a clinical agency refuses to allow the student to return to the clinical site.

12. In view of the significance of the confidentiality issue and the issue of the protection of client's rights, any student found breaching the client's right of confidentiality will be dismissed from the PTA Program. Copying and/or discussing client medical records are unacceptable and may be cause for dismissal from the PTA Program.

13. A student who exposes a client or other person to risk of harm may be dismissed from the class. The student will receive a written warning and a Health Sciences Division Committee will review the incident. The committee will evaluate the seriousness of the incident and recommend further action to the Program Director.

14. Possession or use of alcohol or drugs before class, during class or during a clinical rotation is prohibited. Students may be subject to random drug screening by an institutional or clinical facility where they are being trained.

15. Possession of firearms, knives or similar weapons or objects is strictly prohibited from LCC or clinical sites.

Infraction of the code of conduct whether it occurs in the campus classroom or at a clinical site may result in disciplinary action.

Academic Dishonesty
The student in the PTA Program will abide by the LCC academic dishonesty policy as stated in the current LCC catalog. Any student found guilty of dishonesty
while in the academic (classroom) and/or clinical affiliation is subject to dismissal from the PTA Program.

**Disciplinary Action**
The disciplinary action process includes:

1. **Counseling** with the instructor and/or LCC counseling department to identify the problem.

2. **Developing** a plan of expectation and action with the instructor and/or LCC counseling department including an acceptable timeframe to correct the problem.

3. **Monitoring** the compliance of the plan by the instructor and/or LCC counseling department.

**Failure to comply with the plan may result in dismissal from the PTA Program.**

**Counseling**
Counseling Forms *(refer to Appendix D)* are written comments made by an instructor and/or the Program Coordinator. The counseling forms are written and placed in the student's permanent file. The notes serve as:

A. A reference during the conference following the clinical experience.

B. An evaluation tool of student progress.

C. A record of recommendation for continuity within the teaching team.

D. Recording of written factual information.

Each student is given the opportunity to review his/her counseling form and write comments if appropriate. The instructor and student are required to sign the counseling form. The student's signature indicates that she/he has read and understood the notes NOT whether she/he agrees or disagrees with them. It is the student's responsibility to meet with the course instructor.

**GRADING SYSTEM**
A minimum grade of "C" is required to progress through the PTA curriculum. The grading system for PTHA classroom (didactic) and clinical courses will adhere the following formula:
The educational process in the PTA Program courses consists of both classroom and clinical work. Since the ability to function in both areas is essential to a physical therapist assistant, PTA students are required to maintain a satisfactory grade (“C” or better) in both didactic and clinical practice in order to progress through the PTA curriculum.

**Methods for Assessment**
Various assessment tools will be utilized to assist the instructor in determining whether the student is progressing towards achievement of course objectives. The assessment tools may consist of any of the following: exams (computer-based or written), lab practical’s (skills performance), quizzes, written assignments, oral presentations, individual or group projects, case reports or case studies.

**Assignments**
All required work must be submitted on time. Acceptance of late work, to include penalty points, will be at the discretion of the course instructor. Accepted late assignments will be assessed penalty points including holidays and weekends.

**Exam Schedule**
The student will be provided with the course syllabus containing a schedule of dates for written exams, practical evaluation, and major assignments or projects that occur during the semester. It is the student’s responsibility to plan and prepare accordingly for exams as per the class schedule. Unit exams will be scheduled in advance to correlate with the completion of a portion of the content.

A student must communicate with the course instructor if he/she is unable to take an exam. A written, verifiable excuse or documentation of the circumstances for missing the exam must be provided. The type of documentation will be at the discretion of the course instructor. If there is no
communication prior to the administration of the exam, a zero will be recorded. The type/format of make-up exams administered will be at the discretion of the course instructor (i.e. essay, etc.).

**Computer-based Examination and/or Quizzes**
The following examination policy and procedures are in addition to the procedures in the current LCC catalog.

1. All personal belongings are to be placed in a designated area prior to the exam, including all electronic devices e.g. beepers, cell phones, PDA’s etc.

2. The instructor will determine what additional aids may be used during the examination (e.g. paper, pencil, pen).

3. Examinations and/or Quizzes will be proctored.

4. Students may not leave the computer room once the examination has begun without the approval of the instructor.

5. Students found cheating will be given a zero for the examination. *(Refer to Dismissal Policy Section)*

6. Times and dates for review of examinations will be announced. If the instructor reviews the exam immediately after the exam with students, the exam grade is not final until the instructor reviews the exam statistics.

7. The computer-generated student’s response report is the official document when assigning a student’s examination score.

8. In the event a student is unable to take an exam at the scheduled time, he/she must notify the course instructor prior to the time of the exam. Failure to do so will result in a score of zero for the exam. The instructor will determine the type of Make-Up Examination. The student must take the Make-Up exam within seven (7) calendar days of the original exam date.

9. No examination grades will be dropped when determining the Final Grade.

10. A basic calculator may be used during an examination. Personal digital assisted (PDA) or cellular phone calculators are not permitted during an examination. The computer drop-down calculator may be used at the discretion of the instructor.
11. Exams/Quizzes may be paper-based at the faculty’s discretion.

12. The exam results will be posted within 72 hours after the date of the exam. Official grades will be on the student’s transcript and can be accessed on-line via campus website.

13. No food or beverages are allowed in computer lab.

14. Students arriving late to an exam will have the time remaining from the scheduled start time of the exam to complete their exam.

**Exams, Lab Practical’s, and Quizzes**

In order to progress through the PTHA curriculum and promote success in PTA courses, students must pass with a grade of 70% or better. All written or computerized assessments are the property of LCC PTA Program and will not be retained by the students. Faculty will retain exams for the duration that the student is enrolled in the PTA Program, which will then be shredded once that timeframe is completed.

The grading and administration of quizzes will be determined by the course instructor. The student is advised to acquaint himself/herself with the material covered on the quiz as it may help prepare the student for the next exam.

**Review of Examination**

All examinations will be reviewed with the student after all students have taken the exam. A review of the examination will be scheduled at the next class meeting. The student may not take notes, tape record or retain a copy of the exam. Any student found violating this procedure, may jeopardize his/her standing within the PTA Program. Grades will be provided within 72 hours of the exam.

**Make-Up Assignments/Quizzes**

Students are responsible for making arrangements with the instructors to make-up assignments. The instructor will identify in the course syllabus if any penalty will be assessed in the make-up process.
Quizzes are given at the discretion of the instructor. **There will be no make-up for quizzes**, regardless of the circumstances, with a grade of zero recorded for missed quizzes.

**Make-Up Test/ Final**
Students must take all examinations and final examinations at the times scheduled. Final examinations will be given on time as scheduled by the Vice President for Instruction and Student Development.

Only students with excused absences will be allowed to make up an examination, and a written request must be submitted to the instructor upon returning to class explaining why the student failed to take the test. It is the student’s responsibility to request a make-up test date the first day upon returning to class. Once this information has been submitted, the instructor will set the exam date and will select the appropriate test format (oral, essay, multiple choice, etc.).

**Make-Up Lab Practical**
Make-up of a lab practical will be allowed only when the student presents an excused absence. The student must submit a written request to the instructor explaining why the student failed to take the lab practical. The student is responsible for submitting a request the first day upon returning to class for a date to make-up the lab practical. The instructor will establish the date for the lab practical.

**Final Exams**
A comprehensive final exam for each course will be administered during the final week of every semester. The course syllabus will indicate the percentage weight of the comprehensive final exam. Standard final exam percentage weight ranges from 20% to 40%.

**Comprehensive Exam**
The student will be required to complete a computer-based comprehensive exam as part of the PTA Curriculum. The exam must be completed with a score of 75% or better prior to completion of the capstone course of the PTA Program. The student will have two opportunities to successfully complete the comprehensive exam. The student must obtain the required score as outlined in the course syllabus to complete all course requirements and be eligible for graduation. The comprehensive final examination will be scheduled according to the schedule printed by the Office of the Vice President of Instruction.

The student is required to pay the required fees and may be made over the internet at the designated website.

**Student Meetings to Discuss Progress**
Students will be scheduled at midterm to meet with the course instructor or Program Director to discuss progress in PTA courses or for counseling as delineated in the Review of Examination Policy to complete a remediation/tutorial agreement with the faculty member prior to the next scheduled exam. Refer to Appendix E.

**Departmental Procedure for Appeal of a Grade**

Grade determination and the awarding of a final grade in a course is the responsibility of the instructor. Final grade reports will be available to the student online through LCC Pasport within a reasonable time following the end of the course.

A student who wishes to question the final grade earned in a course or a grade earned in a class activity should follow the **Departmental Procedure for Appeal of Grade Process**:

1. The student meets with the instructor of record who issued the grade.
2. If the issue is not resolved, the student has to meet with the Program Director.
3. If the issue is not resolved, the student should request in writing a meeting with the Health Science Division Committee.
4. If the issue is not resolved, the student should request in writing a meeting with the Dean of Health Science.
5. The student may request a review by the Vice-President for Instruction after all other avenues have been exhausted for the review of the grade. Student grades are an academic matter; therefore, there is no further appeal beyond the Office of the Vice-President for Instruction.

**After the final course grade is issued, a student will have two weeks (10 working days) to appeal the grade.**

**After a class assignment grade is issued, a student will have one week (five working days) to appeal the grade.**
Referral for Tutoring
Should the student’s exam score fall **below the minimum pass grade** requirement, the student is responsible for the following:

1. Schedule and meet with the course instructor after reviewing the exam within 24 hours of receiving the grade.

2. Complete a remediation/tutorial agreement with the faculty member within the designated time prior to the next scheduled exam. (*Refer to Appendix F*). To verify that all remediation is complete, proper documentation must be provided to the instructor.

3. Successfully implement the remediation/tutorial agreement within the designated time and prior to the next exam.

The remediation/tutoring assignments may consist of any or all of the following:

1. A review session (notification of location designated by the instructor)

2. Assignment as designated by the instructor.

3. Computer assignments

Students who do not comply will not be allowed to sit for the next scheduled exam and a zero will be recorded for that exam. It is the student’s responsibility to meet with the faculty.

Challenge Examination
The Health Sciences Division offers credit by examination in MDCA 1313 Medical Terminology. The student must petition the department or instructor of the course in writing so a time and place for the examination can be scheduled. Credit for the successfully challenged course will be entered on the official transcript of the student once the student has completed one semester of college work at Laredo Community College. The fee for writing the challenge examination will be determined by the current Laredo Community College policy. The following procedures will apply:

1. A student may challenge a course only once.

2. A student must score 70% or higher to receive credit for the course challenged. The student desiring to challenge a sequence of courses must score 70% or higher to challenge the next course in sequence.
3. Each challenge examination may consist of several parts: i.e. written as well as skills. The student must pass each section with a 70% or higher.

4. The student cannot challenge a course if he/she has previously challenged, failed, or withdrawn from that course.

5. The challenge exam becomes invalid if the student does not enroll within one year from the date of the exam into the PTA Program.

6. A failed Challenge Exam equals a failed course within that PTA Program and the equivalent course must be repeated.

ATTENDANCE

Class
Students are responsible for the attendance policies stated in the LCC College Catalog and course syllabi where applicable. Students are expected to have regular and punctual attendance at all classes and laboratory periods on a regular basis. Classes start promptly and tardiness is unacceptable. Consistently entering or leaving the room when lecture or a presentation has begun is disruptive and reflects disregard towards others.

It is the student’s responsibility to contact the instructor prior to the start of class if circumstances beyond the student’s control arise that will result in tardiness or will prevent attendance. A student who is habitually late to class or clinical will be counseled. Being habitually absent or tardy may have a negative impact on the student’s final grade or may be grounds for dismissal from the PTA program.

Instructors will keep an accurate record of each student’s attendance and may provide an opportunity for a student who presents a reasonable excuse for an absence to make up work that was missed. The student is responsible for obtaining missed material when absent from class/lab.

A student who offers no explanation for an absence will have that absence classified as unexcused with a grade of zero awarded for any test, assignment or laboratory work which occurs or is due during such absence with no opportunity to make up work that was missed. Specific attendance policies for the PTA classes, labs, and clinicals are explained in the syllabus for each course. Refer to course syllabus.

In recognition of the importance of regular attendance, the college does not allow any cuts on the part of students, nor does it allow instructors to give walks or dismiss classes early, except after completion of a major examination or, in some cases, completion of a laboratory experiment. Instructors will pace
instruction to regular class attendance, not allowing students who do not attend regularly to slow the pace of the class.

Clinical
Refer to attendance policy under Clinical Education.

PTA PROGRAM DRESS CODE

All PTA students will be governed by the current dress policy with the goal of beginning to demonstrate professionalism both in the classroom and laboratory. This procedure is periodically reviewed and revised by the PTA program faculty.

Classroom Attire
While on campus, the student is required to adhere to the PTA Program student uniform dress requirement which consists of a navy blue polo shirt, khaki pants, closed-toe shoes (i.e. tennis shoes, black or brown shoes) and a watch with a second hand or digital watch allowing timing of seconds must be worn.

Laboratory Attire
Both male and female students will be required to wear T-shirts and shorts with elastic waist bands with thigh-length "bike shorts” underneath. Females may use a sports bra, halter top, or bathing suit top underneath the T-shirt.

Clinical Attire
Please refer to Clinical Education Dress Code.

Other Dress Code Requirements
All PTA students are required to adhere to the following Dress Code requirements while on campus or at a clinical facility:

Personal Appearance
1. Good personal hygiene via daily bathing, use of deodorant, regular shampooing of hair, and brushing of teeth.

2. Hair should be neat, clean, and should not interfere with performance of duties. Shoulder length hair or hair that is longer must be tied back. The instructor must approve hair accessories.

3. Nails should be short and clean. Nail polish, if worn, should be clear or neutral in color. Artificial nails are not permitted.
4. Make-up should be worn in good taste. Only moderate application is allowed.

5. No offensive perfume or cologne.

6. Tattoos or any body decorations should not be visible.

7. PTA student uniform that is clean and wrinkle-free; consists of a navy polo shirt and khaki pants; no denim jeans allowed.

8. White undershirt (T-shirt) is allowed under the polo shirt.

9. Shoes should be closed-toe, clean, and polished. No open-toe shoes, sandals or clogs.

Jewelry
1. Stud earrings only, no hoops, loops or drop earrings; no more than one earring per ear. Earrings must be worn in the EAR LOBE only.

2. Visible pierced jewelry other than the earlobe IS NOT ALLOWED.

3. No more than one ring may be worn one each hand.

4. Only one unobtrusive chain necklace is allowed.

5. Jewelry should not interfere with performance of duties.

6. A wrist watch with a second hand or digital watch allowing timing of seconds must be worn.

**CLINICAL EDUCATION**
The PTA Program curriculum at Laredo Community College provides the student with three full-time clinical experiences during the second year of the program. The student is assigned to a clinical instructor who is a physical therapist or physical therapist assistant and is an employee of the facility and ultimately responsible for the care of his/her patients when a student is involved in that particular patient’s care.

**Course Completion**
Prior to the start of the first clinical affiliation, the student must have satisfactorily completed all of the required courses before the Fall Semester of the second year. If the student has not satisfactorily completed those courses, the student will not be allowed to begin the clinical affiliation and will be dismissed from the program.
Verification of Documents
Prior to the clinical experience, the student must have documented proof of the following:
1. Required immunizations: measles, mumps, rubella (MMR); varicella (chickenpox) vaccine or documented exposure; Hepatitis B vaccine Series (HBV)
2. Tetanus/Diptheria (every 10 ten years)
3. Current TB skin test/chest x-ray (annual)
4. Current CPR certification
5. Cleared criminal background check
6. Proof of negative drug screen
7. Proof of personal health insurance
**The student will assume full costs of the immunizations, personal health insurance coverage, criminal background check and drug test.

Malpractice Insurance
All PTA students are required to purchase professional liability insurance before being allowed onto the clinical site. This insurance fee is included in the tuition fees for the Fall semester courses.

Conduct
The student must be aware of and abide by the facility’s policies & procedures; the Code of Conduct and Code of Ethics of a physical therapist assistant; the PTA Program policies & procedures; and the LCC Student Handbook. The clinical site reserves the right to refuse admission to any student who is involved in any activity not considered professional or conducive to proper patient care. **If the student is asked to leave the clinical for just cause, and this is substantiated by the ACCE/ Program Director after further investigation, the student will be dismissed from the program.**
Students will adhere to the following:

1. Students will conduct themselves in a professional manner at all times. Unwarranted conversation, giggling, excessive noise, inappropriate laughter, dirty jokes, gossip and loitering are unprofessional behavior that will not be tolerated.

2. Students will not discuss personal problems with patients or staff.

3. Students will put personal cell phones on vibrate mode and will not make personal telephone calls during clinic hours unless it is an emergency or it is during a scheduled break (lunch period).

4. Students will not chew gum or eat/drink in front of patients.

5. The student must provide the clinical instructor with current emergency telephone numbers and home telephone numbers.

6. The student will always remain busy while in clinic via direct patient care, observing treatment by another discipline, observing a new treatment technique, reading a textbook or reviewing a lesson, etc.

7. The student will not leave the clinic area without permission from the clinical instructor, nor leave early for lunch or at the end of the day.

8. If the clinical instructor must leave early or is absent, it is the student’s responsibility to determine who will substitute for the clinical instructor and relay this information to the ACCE. Only licensed physical therapy personnel may supervise a student, NOT a physical therapy tech or aide.

9. The student will not discuss other clinical instructors, personnel or clinical sites.

10. The student will be courteous to patients and staff, conducting himself/herself in a professional manner at all times.
11. The student will direct any concerns or issues with the ACCE or Program Director related to the clinical facility or clinical instructor.

Confidential Information
The Physical Therapist Assistant Program students will abide by the Health Insurance Portability and Accountability Act (HIPAA) to safeguard the confidentiality of health record information. All hospital and clinic records are confidential and any requests for information concerning a patient should be referred to the clinical instructor. Patient information should only be discussed with the clinical instructor in a private venue.

Students are reminded not to discuss fellow classmates’ performance nor criticize previous clinical sites or clinical instructors with individuals at the current clinical site.

Clinical Orientation
The student in the PTA Program is required to attend a mandatory orientation of the clinical facility annually (Laredo Medical Center and Doctor’s Hospital). Failure to attend will preclude a student from attending any clinical rotation. An accurate record of a student’s attendance will be maintained.

Clinical Site Assignments
The PTA Program strives to provide the student with a variety of clinical experiences. The ACCE will assign a student to a clinical education site based on the type of clinical setting needed to fulfill skill requirements prior to graduation. Students’ input concerning the type of setting that interests them is welcomed, however, the PTA Program makes the ultimate decision regarding placement.

Inservices
Students are required to provide a short inservice to the therapy or facility staff during the 2\textsuperscript{nd} and 3\textsuperscript{rd} affiliations. Students will be provided with details in the respective clinical course syllabus.

Student Responsibility for Clinical Education
Student Transportation
The student is expected to provide his/her own transportation to and from the clinical site and is expected to report on time to the appropriate assigned agency.

**Travel, Housing and Other Expenses**
Since many of our clinical site affiliates are based out-of-town, students can anticipate completing a minimum of one (1) clinical experience out-of-town. All costs incurred during the clinical education experience (i.e. gas, lodging, meals, etc.) are the student’s responsibility.

**Structure of Clinical Education**
Each of the three clinical affiliation courses consists of specific objectives and competency requirements that are to be met by each student. The overall structure of the program’s clinical education component reflects progression of required competencies. The student must demonstrate mastery of the minimum number of skills required for each clinical education experience in order to progress to the next level within the PTA Program.

**Student Supervision**
Students will complete three clinical experiences starting the Fall Semester of the second year. A clinical instructor (CI) will be assigned to each student and will be responsible for student supervision, which may include scheduling student hours, data collection, patient treatment interventions, and assessment of clinical skills. The student will report directly to the clinical instructor. The ACCE will conduct regular site visits or make phone calls to consult with the clinical instructor and the student regarding student progress and problems.

**Evaluation of Student Clinical Skills**
The student will be provided with the Clinical Skills Requirement List at the onset of each clinical affiliation. The clinical facility will provide the student with opportunities to complete the required skills and will assess the student based on entry-level practice (Refer to the *PTA MACS* for the definition of entry-level). The assessment will be based from the criteria described in the *PTA MACS* clinical assessment tool and from facility-specific guidelines.

It is the student’s responsibility to ensure that all required skills are completed by the end of the clinical experience.

To ensure that the student achieves the required skills, weekly meetings between the student and the clinical instructor will be required to identify the required skills to be addressed and to arrange for opportunities to work on those
Skills. A completed summary of the student’s weekly progress will be submitted to the ACCE on a weekly basis. (Refer to Appendix G).

Students who demonstrate poor performance on any critical element within the Clinical Evaluation Tool, or who require clinical remediation may:

1. Be counseled and receive a written evaluation of the behavior that delineates corrective measures.

2. If necessary, refer the student to the ACCE for an assignment or tutoring as designated by the instructor. It is the student’s responsibility to meet with the course instructor.

Student Evaluation of Clinical Experience

The student will also assess his/her clinical experience at the conclusion of the clinical affiliation using the Student Evaluation of Clinical Education Experiences form (SECEE), a component of the PTA MACS. This data will aid the PTA Program faculty in assessing the clinical site and the clinical instructor.

After the completion of the last clinical education course, terminal objectives are evaluated to assess final competency and entry-level skills.

Clinical Education Attendance

In order to meet accreditation requirements, 100% attendance is required in all clinical affiliations. Students must remember that completion of required objectives and competencies must be met while the assigned clinical instructor is on duty. The PTA student shall abide by the clinical facility’s hours of operation.

Clinical Education Absences

Students are required to complete the clinical day as described in the course schedule book. Leaving a clinical site early is unacceptable and the time missed will have to be made up.

All missed clinical hours/days (excused/unexcused) must be made up before final grades are submitted to the registrar. Failure to make up missed clinical time by the end of the semester will result in an incomplete (I) and a grade of (F).

If absent, failure to contact the clinical instructors and the ACCE prior to the scheduled clinical affiliation time constitutes an unexcused absence. Telephone
numbers of the PTA faculty (see Important Phone Numbers Appendix H) and clinical affiliate departments are included in this Handbook (See Clinical Affiliates).

Clinical Education Tardiness
Habitual tardiness will not be tolerated under any circumstances. Tardiness is defined as “not being at your assigned area as scheduled.” A student who is habitually late will be counseled by the Program Director. PTA students are expected to be at their assigned clinical site at the time designated by PTA Program faculty or facility clinical instructor.

Three tardiness and/or leaving before the end of the assigned time in a clinical affiliation are equivalent to an absence, unless prior arrangements have been made with the clinical instructor. At the Faculty members’ discretion, the student may be sent home for being late to the clinical site and a zero recorded for the day.

For each unexcused absence (student fails to call and notify the ACCE and Clinical Instructor), it will result in lowering of one letter grade. All absences must be made up before final grades are turned in for the respective semester. Failure to make up missed time may result in an “I” (Incomplete) or a failed clinical affiliation.

If unavoidable circumstances arise resulting in tardiness, the student is responsible for contacting both the clinical instructor and ACCE prior to the scheduled clinical time. Telephone numbers of the PTA faculty (see Important Phone Numbers, Appendix H) and clinical affiliate departments are included in this Handbook (See Clinical Affiliates).

Clinical Education Lunch and Work Breaks
Lunch breaks are to be scheduled according to facility protocol, which may consist of 30 minutes to an hour for lunch.

A work break is a privilege and should not be abused. The student should not arrive at the clinical site and then take a break. The student should only take a break according to facility protocol and with proper authorization from the clinical instructor. Scheduled breaks are 15-minutes long.

Clinical Dress Code
For clinical rotation, the students must adhere to the same PTA Program Dress Code and Other Dress Code requirements or, if required by the clinical site, purchase uniforms (scrubs) through local commercial uniform providers. The student is responsible for all costs of purchasing the uniforms.

A student found non-compliant with the rules of dress in a clinical setting may be sent home and receive an unsatisfactory grade until the situation is rectified.

All PTA students are required to adhere to the same dress code following while on campus or at a clinical facility:

Personal Appearance
1. Good personal hygiene via daily bathing, use of deodorant, regular shampooing of hair, and brushing of teeth.

2. Hair should be neat, clean, and should not interfere with performance of duties. Long hair or hair that is longer must be tied back. The instructor must approve hair accessories.

3. Nails should be short and clean. Nail polish, if worn, should be clear or neutral in color. Artificial nails are not permitted.

4. Make-up should be worn in good taste. Only moderate application is allowed.

5. No offensive perfume or cologne.

6. Tattoos or any body decorations should not be visible.

7. PTA student uniform must be clean and wrinkle-free; consists of a navy polo shirt and khaki pants; no denim jeans are allowed.

8. White undershirt (T-shirt) is allowed under the polo shirt.

9. Shoes should be closed-toe, clean, and polished. No open-toe shoes, sandals or clogs.

10. Student identification badges must be visible and worn on the upper left side of the uniform collar at all times during the clinical affiliation. No decorations or stickers are allowed on nametags or uniforms. Student identification badges may be purchased at the LCC student services
11. White lab coat with nametag on left chest area may be worn during the clinical affiliation.

12. Smoking is not allowed within the clinical facilities.

Jewelry
1. Stud earrings only, no hoops, loops or drop earrings; no more than one earring per ear. Earrings must be worn in the EAR LOBE only.

2. Visible pierced jewelry other than the earlobe IS NOT ALLOWED.

3. No more than one ring may be worn one each hand.

4. Only one unobtrusive chain necklace is allowed.

5. Jewelry should not interfere with performance of duties.

6. A wrist watch with a second hand or digital watch allowing timing of seconds must be worn.

HEALTH AND SAFETY

DISABILITIES

The student with disabilities, including learning disabilities, who wishes to request accommodations in a class, should notify the Special Services Center KCC/213 @ 721-5137. The request should be made early in the semester so that the appropriate arrangements may be made. In accordance with Federal law, a student requesting accommodations must provide documentation of his/her disability to the Special Services Center Counselor. For additional information, visit the Special Services Center KCC/213 or call @ 721-5137.
Occupational Exposure to Infectious Agents
In accordance with the Occupational Safety and Health Administration (OSHA) regulations, the student will receive information and training regarding Blood Borne Pathogen preventive measures. The student must review the policy and procedures for infection control in each clinical facility before providing care to clients in that facility. A student exposed for whatever reason to a potentially infectious agent must contact the instructor and/or clinical preceptor immediately and follow the policy and procedure for infectious agent exposure.

Student Health
It is expected that the student report to the clinical sites both physically and mentally fit. A student who is identified as having a communicable disease (e.g. TB, Scabies, etc.) must be treated and obtain a release form from a U.S. licensed physician or nurse practitioner indicating that the student is non-communicable and may return to the PTA Program.

Pregnant Students
Pregnancy is not an ADA protected condition. Therefore, the student is required to meet all course/program outcomes including attendance. As a point of information, the pregnant student is reminded of the many contaminants present in the campus lab or clinical area(s) that could adversely affect the fetus. It is advisable for the student to contact her obstetrician, once the pregnancy has been confirmed, to ensure that there are no medical concerns/limitations. The student must submit a signed statement from her obstetrician stating that the student can participate in the particular clinical training and it will be placed in the student’s folder.

INCIDENT REPORT
Procedure for Student Injury, Illness, Exposure to Substances
If a LCC student is injured, becomes ill, or is exposed to potentially harmful substances while in the role of student PTA during academic, laboratory or clinical affiliation activities, the student will:

1. Address the injury, illness, or exposure immediately and must report the injury to the instructor or clinical instructor immediately.

2. If the incident occurred on campus, the student must report to Health Services, refer to his/her personal physician, or call 911. If the incident occurred in the clinic, the student must be sent to ER or be referred to
his/her personal physician.

3. Request that the supervisor call LCC Risk Manager or Health Services and notify them of the incident as soon as possible.

4. Complete an incident report at the clinical site and at Health Services.

5. Follow up with his/her physician if necessary.

6. The student must contact Laredo Community College’s Health Services Department and complete an accident health insurance coverage form. Primary insurance will be filed for payment and LCC insurance will be filed for expenses not covered by the primary insurance.

7. If the student has no other health insurance coverage, the LCC insurance will cover expenses up to $7,500 per occurrence. LCC insurance does not cover any underlying condition.

8. The student is responsible for the expenses incurred.

9. Contact Risk Management Dept at 721-5852 for further questions.

GRADUATION

Graduation eligibility requires the student to have satisfactorily completed the prescribed curriculum requirements with grades of “70” or better in all courses listed in the PTA Program curriculum as stated in the LCC Catalog. Graduate candidates must apply for graduation in the Admissions Office Memorial Hall room 125 before or on the date specified in the college calendar to receive their LCC degree. PTA graduates are awarded an Associate of Applied Science degree upon successful completion of all courses within the PTA curriculum.

PTA PROGRAM COMPLETION

A student who successfully completes the requirements of the PTA Program curriculum as printed in the Laredo Community College Catalog earns an Associate of Applied Science Degree and becomes eligible to take the National Physical Therapist Assistant Examination (NPTAE). Upon successfully passing the national exam, the graduate will be licensed to practice as a physical therapist assistant under the supervision of a physical therapist.
JOB PLACEMENT

Students can receive information about current job availability through:
1. The Employment Assistance Services in the Academic Advisement and Student Success Center located at Memorial Hall in room 107 at the Fort McIntosh Campus.

2. Job fairs hosted by local hospitals.

3. Job fairs hosted by LCC.

4. Posted employment opportunities on various Health Sciences Division bulletin boards that are received in the Health Sciences Division Office.
APPENDICES
### APPENDIX A

Physical Therapist Assistant Degree Plan  
Associate of Applied Science

**PREREQUISITES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2401</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition and Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>MDCA 1313</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>PTHA 1409</td>
<td>Introduction to Physical Therapy</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

**SECOND SEMESTER (FALL):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2402</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 2314</td>
<td>Life Span Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>PTHA 1413</td>
<td>Functional Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>PTHA 1405</td>
<td>Basic Patient Care Skills</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**THIRD SEMESTER (SPRING):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTHA 2509</td>
<td>Therapeutic Exercises</td>
<td>5</td>
</tr>
<tr>
<td>PTHA 1531</td>
<td>Physical Agents</td>
<td>5</td>
</tr>
<tr>
<td>PTHA 1321</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>HUM/FINE ARTS*</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER (FALL):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTHA 2535</td>
<td>Rehabilitation Techniques</td>
<td>5</td>
</tr>
<tr>
<td>PTHA 2431</td>
<td>Management of Neurological Disorders</td>
<td>4</td>
</tr>
<tr>
<td>PTHA 1360</td>
<td>Clinical Rotation I</td>
<td>3</td>
</tr>
<tr>
<td>PTHA 1391</td>
<td>Special Topics in Physical Therapy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**FIFTH SEMESTER (SPRING):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTHA 2339</td>
<td>Professional Issues (Capstone)</td>
<td>3</td>
</tr>
<tr>
<td>PTHA 2361</td>
<td>Clinical Rotation II</td>
<td>3</td>
</tr>
<tr>
<td>PTHA 2362</td>
<td>Clinical Rotation III</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Total Credits 69**

Note: In order for the PTA Student to remain in the PTA Program, a grade of C or better is required in all PTA courses.

1Must be completed within the past 5 years
2Must have departmental approval prior to enrolling
3Capstone Experiences: PTHA 2339, 2361 AND 2362 are courses taught in the last semester. The learning experiences in these courses result in a consolidation of a student's educational experience. Credentialing Texas State Board of Physical Therapy Exam.
3The student will be required to complete a comprehensive examination with a satisfactory score prior to completion of this class.

1Must be selected from the Humanities/Fine Arts courses identified by Laredo Community College as satisfying THECB/SACS requirements.
APPENDIX B
LAREDO COMMUNITY COLLEGE
ASSOCIATE OF APPLIED SCIENCE DEGREE
PHYSICAL THERAPIST ASSISTANT PROGRAM
NEW STUDENT ORIENTATION FORM

Student Name (Print)____________________________________

Please mark each question with the appropriate response.

Were you provided with the following?

Yes  No  Organizational Charts
Yes  No  Student Handbook

Were the following objectives met?

Yes  No  Provided the new student with an opportunity to become familiar with the philosophy, administration, and organization of Laredo Community College PTA Program.

Yes  No  Provided the new student with an overview of the course curriculum and procedures.

Yes  No  Identified the responsibilities of the new student in the classroom and clinical areas in accordance with the mission/philosophy and procedures of Laredo Community College and the PTA Department.

Was the orientation completed prior to the 1st day of class?  Yes  No

Were the following activities completed by the indicated person(s)?

**Program Director/ Faculty**

Yes  No  Introduced department faculty and clerical staff

Yes  No  Presented the organizational charts; philosophy and outcomes of the PTA Program, the Physical Therapy Practice Act, the Licensure information, Comprehensive Examination, and the Awards/Scholarship.
**Program Director/Faculty**

Yes  No  Review of PTA Student Handbook

Yes  No  Forms completed
  a. Address, etc.
  b. Scheduling
  c. Immunization Record
  d. CPR certification requirements
  e. Annual Criminal Background checks

**PTA Faculty**

Yes  No  Purpose and function of simulation/computer lab

Yes  No  Schedule and hours of operation

**Student Physical Therapist Assistant Club**

Yes  No  Purpose and goals of the Association

Yes  No  Application

Yes  No  Explanation of Activities


Student Signature  ______________________________________
Date  ______________________
APPENDIX C

APTA Standards of Ethical Conduct for the Physical Therapist Assistant

HOD 06-00-13-24
(Program 17) [Amended HOD 06-91-06-07; Initial HOD 06-82-04-08]

PREAMBLE
This document of the American Physical Therapy Association sets forth standards for the ethical conduct of the physical therapist assistant. All physical therapist assistants are responsible for maintaining high standards of conduct while assisting physical therapists. The physical therapist assistant shall act in the best interest of the patient/client. These standards of conduct shall be binding on all physical therapist assistants.

STANDARD 1
A physical therapist assistant shall respect the rights and dignity of all individuals and shall provide compassionate care.

STANDARD 2
A physical therapist assistant shall act in a trustworthy manner towards patients/clients.

STANDARD 3
A physical therapist assistant shall provide selected physical therapy interventions only under the supervision and direction of a physical therapist.

STANDARD 4
A physical therapist assistant shall comply with laws and regulations governing physical therapy.

STANDARD 5
A physical therapist assistant shall achieve and maintain competence in the provision of selected physical therapy interventions.

STANDARD 6
A physical therapist assistant shall make judgments that are commensurate with their educational and legal qualifications as a physical therapist assistant.

STANDARD 7
A physical therapist assistant shall protect the public and the profession from unethical, incompetent, and illegal acts.
Guide for Conduct of the Physical Therapist Assistant

This Guide for Conduct of the Physical Therapist Assistant (Guide) is intended to serve physical therapist assistants in interpreting the Standards of Ethical Conduct for the Physical Therapist Assistant (Standards) of the American Physical Therapy Association (APTA). The Guide provides guidelines by which physical therapist assistants may determine the propriety of their conduct. It is also intended to guide the development of physical therapist assistant students. The Standards and Guide apply to all physical therapist assistants. These guidelines are subject to change as the dynamics of the profession change and as new patterns of health care delivery are developed and accepted by the professional community and the public. This Guide is subject to monitoring and timely revision by the Ethics and Judicial Committee of the Association.

Interpreting Standards

The interpretations expressed in this Guide reflect the opinions, decisions, and advice of the Ethics and Judicial Committee. These interpretations are intended to guide a physical therapist assistant in applying general ethical principles to specific situations. They should not be considered inclusive of all situations that a physical therapist assistant may encounter.

STANDARD 1

A physical therapist assistant shall respect the rights and dignity of all individuals and shall provide compassionate care.

1.1 Attitude of a physical therapist assistant

A. A physical therapist assistant shall recognize, respect and respond to individual and cultural difference with compassion and sensitivity.

B. A physical therapist assistant shall be guided at all times by concern for the physical and psychological welfare of patients/clients.

C. A physical therapist assistant shall not harass, abuse, or discriminate against others.
A physical therapist assistant shall act in a trustworthy manner towards patients/clients.

2.1 Trustworthiness

A. The physical therapist assistant shall always place the patients/clients interest(s) above those of the physical therapist assistant. Working in the patient’s/client’s best interest requires sensitivity to the patient’s/client’s vulnerability and an effective working relationship between the physical therapist and the physical therapist assistant.

B. A physical therapist assistant shall not exploit any aspect of the physical therapist assistant – patient/client relationship.

C. A physical therapist assistant shall clearly identify him/herself as a physical therapist assistant to patients/clients.

D. A physical therapist assistant shall conduct him/herself in a manner that supports the physical therapist – patient/client relationship.

E. A physical therapist assistant shall not engage in any sexual relationship or activity, whether consensual or nonconsensual, with any patient/client entrusted to his/her care.

F. A physical therapist assistant shall not invite, accept, or offer gifts or other considerations that affect or give an appearance of affecting his/her provision of physical therapy interventions. See Section 6.3

2.2 Exploitation of Patients

A physical therapist assistant shall not participate in any arrangements in which patients/clients are exploited. Such arrangements include situations where referring sources enhance their personal incomes by referring to or recommending physical therapy services.

2.3 Truthfulness

A. A physical therapist assistant shall not make statements that he/she knows or should know are false, deceptive, fraudulent, or misleading.

B. Although it cannot be considered unethical for a physical therapist assistant to own or have a financial interest in the production, sale, or distribution of products/services,
he/she must act in accordance with law and make full disclosure of his/her interest to patients/clients.

2.4 Confidential Information

A. Information relating to the patient/client is confidential and shall not be communicated to a third party not involved in that patient’s/client’s care without the prior consent of the patient/client, subject to applicable law.

B. A physical therapist assistant shall refer all requests for release of confidential information to the supervising physical therapist.

STANDARD 3

A physical therapist assistant shall provide selected physical therapy interventions only under the supervision and direction of a physical therapist.

3.1 Supervisory Relationship

A. A physical therapist assistant shall provide interventions only under the supervision and direction of a physical therapist.

B. A physical therapist assistant shall provide only those interventions that have been selected by the physical therapist.

C. A physical therapist assistant shall not provide any interventions that are outside his/her education, training, experience, or skill, and shall notify the responsible physical therapist of his/her inability to carry out the intervention. See Sections 5.1 and 6.1B.

D. A physical therapist assistant may modify specific interventions within the plan of care established by the physical therapist in response to changes in the patient’s/client’s status.

E. A physical therapist assistant shall not perform examinations and evaluations, determine diagnoses and prognoses, or establish or change a plan of care.

F. Consistent with the physical therapist assistant’s education, training, knowledge, and experience, he/she may respond to the patient’s/client’s inquiries regarding interventions that are within the established plan of care.

G. A physical therapist assistant shall have regular and ongoing communication with the physical therapist regarding the patient’s/client’s status.

STANDARD 4

A physical therapist assistant shall comply with laws and regulations governing physical therapy.
4.1 Supervision

A physical therapist assistant shall know and comply with applicable law. Regardless of the content of any law, a physical therapist assistant shall provide services only under the supervision and direction of a physical therapist.

4.2 Representation

A physical therapist assistant shall not hold him/herself out as a physical therapist.

STANDARD 5

A physical therapist assistant shall achieve and maintain competence in the provision of selected physical therapy interventions.

5.1 Competence

A physical therapist assistant shall provide interventions consistent with his/her level of education, training, experience, and skill. See Sections 3.1C and 6.1B.

5.2 Self-assessment

A physical therapist assistant shall engage in self-assessment in order to maintain competence.

5.3 Development

A physical therapist assistant shall participate in educational activities that enhance his/her basic knowledge and skills.

STANDARD 6

A physical therapist assistant shall make judgments that are commensurate with their educational and legal qualifications as a physical therapist assistant.
6.1 Patient Safety

A. A physical therapist assistant shall discontinue immediately any interventions(s) that, in his/her judgment, may be harmful to the patient/client and shall discuss his/her concerns with the physical therapist.

B. A physical therapist assistant shall not provide any interventions that are outside his/her education, training, experience, or skill and shall notify the responsible physical therapist of his/her inability to carry out the intervention. See Sections 3.1C and 5.1.

C. A physical therapist assistant shall not perform interventions while his/her ability to do so safely is impaired.

6.2 Judgments of Patient/Client Status

If in the judgment of the physical therapist assistant, there is a change in the patient/client status he/she shall report this to the responsible physical therapist. See Section 3.1.

6.3 Gifts and Other Considerations

A physical therapist assistant shall not invite, accept, or offer gifts, monetary incentives or other consideration that affect or give an appearance of affecting his/her provision of physical therapy interventions. See Section 2.1F.

STANDARD 7

A physical therapist assistant shall protect the public and the profession from unethical, incompetent, and illegal acts.

7.1 Consumer Protection

A physical therapist assistant shall report any conduct that appears to be unethical or illegal.

7.2 Organizational Employment

A. A physical therapist assistant shall inform his/her employer(s) and/or appropriate physical therapist of any employer practice that causes him or her to be in conflict with the Standards of Ethical Conduct for the Physical Therapist Assistant.
B. A physical therapist assistant shall not engage in any activity that puts him or her in conflict with the Standards of Ethical Conduct for the Physical Therapist Assistant, regardless of directives from a physical therapist or employer.

Issued by Ethics and Judicial Committee
American Physical Therapy Association
October 1981
Last Amended February 2004
<table>
<thead>
<tr>
<th>Category</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/Tardiness</td>
<td>☐</td>
</tr>
<tr>
<td>Unprofessional Conduct</td>
<td>☐</td>
</tr>
<tr>
<td>Disciplinary Action</td>
<td>☐</td>
</tr>
<tr>
<td>Academic/ Clinical Progress</td>
<td>☐</td>
</tr>
<tr>
<td>Other</td>
<td>☐</td>
</tr>
<tr>
<td>Other</td>
<td>☐</td>
</tr>
</tbody>
</table>

Faculty Comments:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Recommendations:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Student Comments/Plan of Action:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Student Signature _______________________ Date ________________

Faculty Signature _______________________ Date ________________

---

**APPENDIX E**

_Instructor/ Student Conference Form_

Student’s Name & I.D. Number: ________________________________

Instructor: ________________________________________________
Date______________________

Purpose of Conference:

_________________________________________________________________
_________________________________________________________________

Subjects Discussed:

Plan of Action:

For Student:

Instructor Comments:

By signing, I acknowledge discussion of the above subjects and understand my responsibility in the respective Plan of Action.

Student Signature_________________________________________________

Instructor’s Signature_____________________________________________
APPENDIX F
PTA Program Remediation Tutorial Agreement

Student Name_____________________________ Student ID #____________________
Course Number_______________       Exam # ______    Grade_______
Absences________
Faculty Remediation Plan Deadline:  ______________________

Subjects Discussed:
1.______________________________________________________________________
2.______________________________________________________________________
3.______________________________________________________________________
4.______________________________________________________________________
5.______________________________________________________________________
6.______________________________________________________________________

Contributing Factors (Select all that apply):
_____ < 2 hrs wk on assigned readings   _____ Illness
_____ 2 - 4 hrs wk on assigned readings   _____ Family Issues
_____ 4 - 6 hrs wk on assigned readings  _____ Work Schedule > 15 hrs/wk
_____ Test Taking Skills     Other _________________

Student Plan of Action:
1.______________________________________________________________________
2.______________________________________________________________________
3.______________________________________________________________________
4.______________________________________________________________________
5.______________________________________________________________________
6.______________________________________________________________________

Student Signature ___________________________ Date________________________
Faculty Signature____________________________ Date ________________________

Remediation Completed:    YES      NO                    Date ________________________
## Weekly Clinical Summary Report

**Student ____________________________   **  FAX # (956) 721-5431  
**Week # ____**                              From ____________ to ___________

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>LUNCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Skills to be addressed this week:

__________________________________________________________________________

Plan of Action:

__________________________________________________________________________

Skills to be addressed next week:

__________________________________________________________________________

Plan of Action:

__________________________________________________________________________

CI Summary Report:

__________________________________________________________________________

__________________________________________________________________________

_______________________         ________________________
Student’s Signature                      CI’s Signature
### Important Phone Numbers

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Department</th>
<th>Location</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esmeralda Vargas, PT, MS</td>
<td>PTA Program Director</td>
<td>Allied Health 136</td>
<td>956-721-5261</td>
<td><a href="mailto:esmeralda.vargas@laredo.edu">esmeralda.vargas@laredo.edu</a></td>
</tr>
<tr>
<td>Yolanda Guzman, PTA, CWSA</td>
<td>PTA Faculty - ACCE</td>
<td>Allied Health 136 B</td>
<td>956-721-5263</td>
<td><a href="mailto:yolanda.guzman@laredo.edu">yolanda.guzman@laredo.edu</a></td>
</tr>
<tr>
<td>Maricela Villalobos/Cristina Gamez</td>
<td>Health Sciences Division Secretaries</td>
<td>Allied Health 134</td>
<td>956-721-5261</td>
<td><a href="mailto:mvillalobos@laredo.edu">mvillalobos@laredo.edu</a> <a href="mailto:cristina.gamez@laredo.edu">cristina.gamez@laredo.edu</a></td>
</tr>
<tr>
<td>LCC Counseling Center</td>
<td></td>
<td>Kazen College Center 234</td>
<td>764-5788</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Department</th>
<th>Location</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Financial Aid</td>
<td></td>
<td>Memorial Hall 103</td>
<td>721-5361</td>
<td></td>
</tr>
<tr>
<td>Learning Center</td>
<td></td>
<td>Learning Center 111</td>
<td>721-5242</td>
<td></td>
</tr>
<tr>
<td>Health Services – Nursing Services</td>
<td></td>
<td>Kazen College Center</td>
<td>721-5189</td>
<td></td>
</tr>
<tr>
<td>Student Activities</td>
<td></td>
<td>Kazen College Center 126</td>
<td>721-5179</td>
<td></td>
</tr>
<tr>
<td>Campus Police</td>
<td></td>
<td>P-64</td>
<td>721-5303</td>
<td></td>
</tr>
</tbody>
</table>
I (Print Name) _____________________________ give permission to the Health Science Division and Physical Therapist Assistant Department to allow access of my records for accreditation purposes.

Student’s Signature ____________________________        ID#____________
Date________

RELEASE OF RECORDS

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

Student’s Signature ____________________________        ID#____________
Date________

RELEASE FORM

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

Student's Signature  _____________________________________________

Student’s Printed Name ____________________________________________

Student ID # ___________________________ Date ____________________

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM
I, ________________________________, have read and understand the content of the PTA Program Student Handbook and have been given the opportunity to inquire about the content. I agree to abide by all the policies of LCC Catalog and the LCC Student Handbook, of the PTA program, and of the Health Sciences Department. I understand that policies may change during the course of the two-year program and that I will abide by the changes (and will be given notice of the changes). I make a commitment to complete the program within two years.

__________________________            ______________
Student signature                   Date