

LAREDO COLLEGE

**HEALTH SCIENCES DIVISION
PHYSICAL THERAPIST ASSISTANT DEPARTMENT**



**LAREDO
COLLEGE**

EST. 1947

**STUDENT HANDBOOK
2025-2026
ACADEMIC YEAR**

FOREWORD

This handbook has been designed to guide the student during the Physical Therapist Assistant (PTA) Program. It provides information regarding procedures and general practices to be followed while attending Laredo College. The **PTA Program Student Handbook** should assist you in 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.

According to Federal Law, a student's record information 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.

Disclaimer

Laredo College is committed to maintaining the health and safety of the college community. It is important for all students, employees, and community members to take proactive measures to create a safe learning and working environment. LC is required to report any student and employee cases of notifiable conditions to the Texas Department of State Health Services (DSHS) in a timely manner. Therefore, all students and employees should report a confirmed diagnosis of a notifiable condition to LC's Health and Safety Operations Center at safety@laredo.edu and (956) 721-5852. Notifiable conditions that LC is required to report can be found at:

<https://www.dshs.texas.gov/sites/default/files/IDCU/investigation/Reporting-forms/Notifiable-Conditions-2023Color.pdf>

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WELCOME

The faculty and staff of the Physical Therapist Assistant Program and the Health Sciences Division at Laredo 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. These attributes will be formed through your education and training as a PTA student. Consequently, these principles will develop into the code by which every physical therapy professional abides in delivering quality health care.

The purpose of this document is to serve as a reference for the student to use during their enrollment in the Physical Therapist Assistant (PTA) Program. Please refer to it often. This document contains general information about the program, policies, and procedures applicable to students in this program. Thus, it should supplement the [Laredo College \(LC\) Student Handbook](#) and [LC Catalog](#). The student must review the information contained in this Handbook before each PTHA course. The student is responsible for the information it contains. Please refer to the handbook at the beginning of each semester.

Please read this entire document. Sign the final page of this document, indicating that you have read, understood, and were allowed 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 student needs each year. Changes will become effective when the proper authorities determine and apply to prospective and enrolled students.

If there is a conflict between the published [Laredo College \(LC\) Catalog](#), [LC 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 or requirement will remain in force, be altered, or be eliminated as dictated by the interpretation.

Student questions regarding the curriculum or clinical practice in the physical therapist assistant program can be viewed as the procedures and guidelines listed in the LC Physical Therapist Assistant Student Handbook.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

Laredo College adheres to the [Equal Educational Opportunity Policy](#) stated in the current LC Manual of Policy.

NON-DISCRIMINATION STATEMENTS

Laredo College adheres to the [Non-Discrimination Notice](#) outlined on the LC website and the [Non-Discrimination on the Basis of Disability](#) statement outlined in the LC Manual of Policy.

Qualified applicants with disabilities are encouraged to apply to the PTA program. Health Sciences programs establish technical standards and essential functions to ensure that students have the abilities to participate and potentially be successful in all aspects of the respective programs. Students must meet technical standards and essential functions, which include minimum physical abilities requirements, for the PTA program. The student is responsible for contacting the [Disabilities Services Center](#) if they cannot meet one or more of the technical standards listed. If an applicant or student cannot meet the outlined standards, the student may be withdrawn from the program.

INCLUSION OF NON-DISCRIMINATION NOTICE ON MARKETING MATERIALS

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, the Americans with Disabilities Act and ADA Amendments, Laredo College does not unlawfully discriminate on the basis of sex, gender, race, color, national origin, age, disability, genetic information, veteran status, religion or any other protected status under federal, state or local law applicable to the college in its education policies, programs and activities, admissions policies, employment policies, employment practices and all other areas of the institution.

For more information regarding this requirement, please click on the following link: [Non-Discrimination Notice](#)

GENERAL PROGRAM INFORMATION

Accreditation

Laredo College's 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. Graduating from a CAPTE-accredited program ensures that the program graduate is competent to provide safe and proficient patient care and is eligible to sit for the National Physical Therapy Examination for Physical Therapist Assistants. The next CAPTE accreditation for the LC PTA Program is scheduled for 2031.

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

Upon completing all requirements for the PTA program, the student is awarded an Associate of Applied Science Degree in Physical Therapist Assistant.

Mission

The PTA program's mission corresponds with the college's mission, which states, "Laredo College, a Hispanic-Serving Institution, is committed to transforming students' lives through high-quality, innovative, and affordable programs and services. By leveraging emerging technologies and fostering lifelong learning, Laredo College equips students with the knowledge and skills to positively impact local, regional, national, and global development."

The mission of Laredo College's Physical Therapist Assistant Program is to provide a quality education that transforms students into caring, knowledgeable, and skilled physical therapist assistants committed to safe and ethical practice and lifelong learning to meet the healthcare needs of the community and the region.

Vision

The PTA Program at Laredo College seeks to foster learning through quality instruction to prepare graduates to serve the community's healthcare needs.

To view the Laredo College Vision, Core Values, Institutional Goals, and Palomino Promise, click [here](#).

The PTA program has developed goals that foster its mission and vision.

Goals

1. Graduates will demonstrate competent and safe entry-level practice.
2. Graduates will exhibit professional behaviors and adhere to ethical practice consistent with the profession and licensure regulations.
3. Graduates will participate in professional growth and lifelong learning activities.
4. The program will produce graduates who will obtain licensure and effectively transition to a physical therapist assistant career.
5. PTA Program faculty will maintain contemporary expertise.

Outcomes

Graduate Outcomes

1. The PTA graduate will be rated good to excellent in providing competent and safe patient care under the supervision of a physical therapist by 100% of employers surveyed (Goal 1).
2. PTA graduates will rate themselves good to excellent in providing competent and safe patient care under the supervision of a physical therapist by 100% of graduates surveyed (Goal 1).
3. The PTA graduate's professional behaviors will be rated good to excellent by 100% of employers surveyed (Goal 2).
4. The PTA graduate's adherence to ethical standards of practice will be rated good to excellent by 100% of employers surveyed (Goal 2).
5. The PTA graduate's participation in professional development activities will be rated as good to excellent by 100% of graduates surveyed (Goal 3).

Program Outcomes

1. PTA program graduates will have a 95% first-time pass rate on the licensure exam, as evidenced by the NPTE examination results. (Goal 4)
2. One hundred percent of program graduates seeking employment will be employed as PTAs within 12 months of passing the licensure exam. (Goal 4)

Faculty Outcomes

3. One hundred percent of full-time faculty will complete one faculty development activity related to their teaching content area (Goal 5).

Student Learning Outcomes

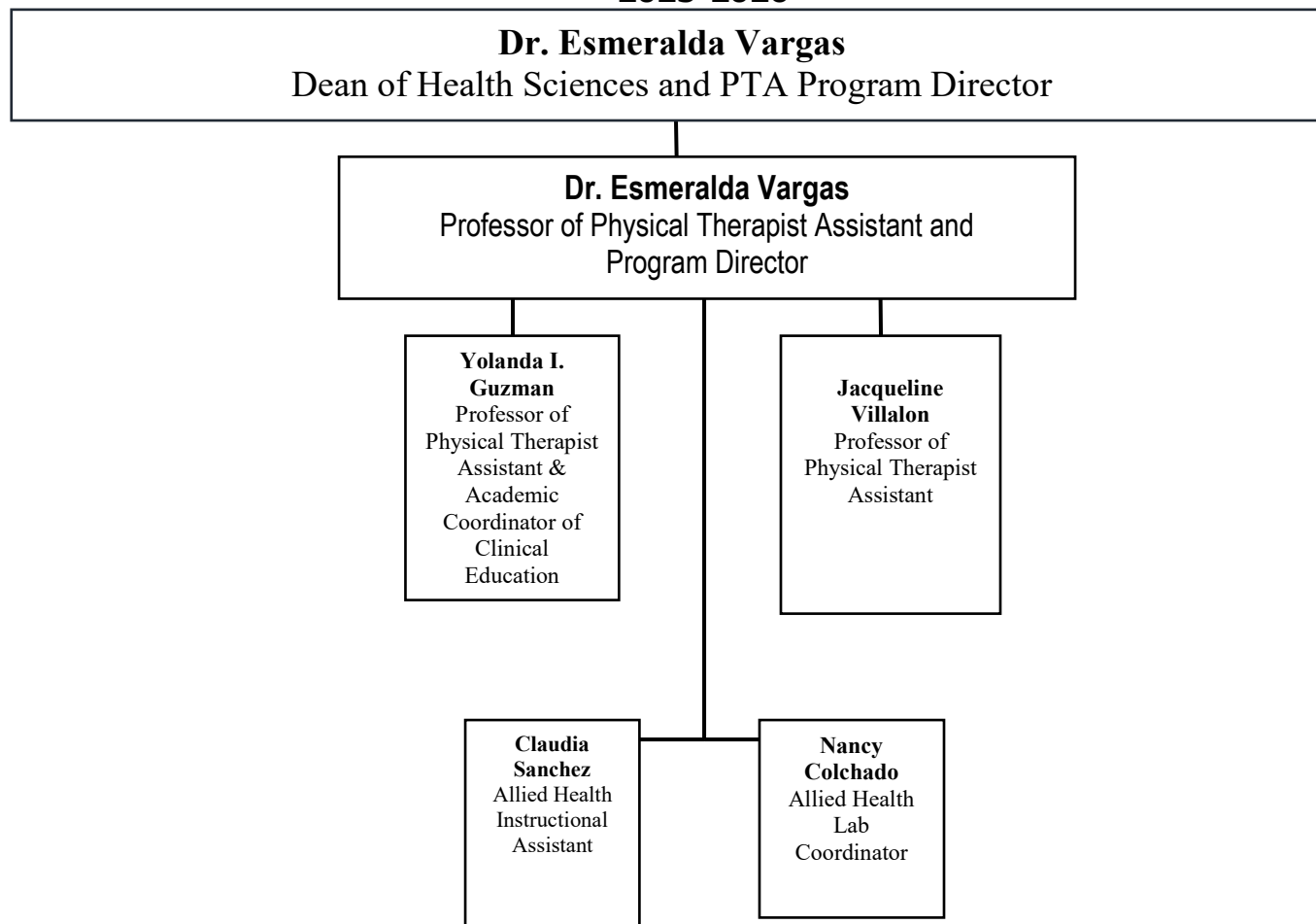
The Physical Therapist Assistant Program has established central Student Learning Outcomes threaded throughout the program's curriculum and correlate to each course's educational objectives.

Upon completion of the PTA Program, the graduate will be able to:

1. Implement physical therapy interventions using appropriate problem-solving skills to progress a patient or modify interventions according to the plan of care established by the physical therapist. (G 1, 4)
2. Demonstrate competent data collection techniques to measure patient progress within the plan of care. (G 1, 4)
3. Demonstrate safe practice in providing physical therapy interventions to reduce risk to patients and others. (G 1, 4)
4. Communicate effectively and appropriately with the physical therapist, families, caregivers, and healthcare team members to foster the achievement of therapeutic goals. (G1, 2, 4)
5. Educate patients and others using appropriate instructional methods that the learner understands. (G1, 2, 4)
6. Document relevant information related to physical therapy care according to practice guidelines. (G 1, 4)
7. Display professional behavior when working with patients, families, and other healthcare professionals to facilitate effective patient care (G 2, 4)
8. Exhibit ethical behavior in the delivery of physical therapy services consistent with the practice of the physical therapist assistant. (G2, 4)
9. Assess the efficacy of interventions using professional literature to facilitate achieving therapeutic goals. (G3)

Allied Health- Physical Therapist Assistant Organizational Chart

2025-2026



Click [here](#) to view Laredo College's complete organizational chart.

ABOUT THE PTA PROGRAM

For the past three years, the first-time pass rate on the National Physical Therapist Assistant Examination has been 92.6% for LC graduates. Graduation rates vary from year to year. In 2024, 11 of the original cohort of 18 graduated; in 2023, 9 of 18 graduated; and in 2022, 9 of 14 graduated. Reasons for exiting the program include academic performance and other personal reasons. Surveys from graduates indicate that all have jobs within twelve months of obtaining a permanent license, supporting what has been reflected in the Laredo and South Texas job market for the past thirty-nine years.

Admissions

The PTA Program at Laredo College uses a selective admissions process to admit a maximum of 18 students per year. The PTA Core Faculty reserves the right to adjust the class size based on CAPTE Rules and Regulations, qualified candidates being available, local and regional needs, and other factors that may arise.

Faculty

The PTA program faculty consists of three full-time staff.

Program Director: Dr. Esmeralda Vargas, PT, DPT, MS,

Office: COHS 313

Phone: 956-764-5724

ACCE: Yolanda Guzman, PTA, BS

Office: COHS 312

Phone: 956-721-5263

PTA Faculty: Jacqueline Villalon, PTA, MHS

Office: COHS 314

Phone: 956-721-4445

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.

Advising Center

The Laredo College Advising Center offers various services, including academic advising, transfer guidance, and career development. PTA faculty provide academic advisement for PTA Program courses.

Academic Advising

Semester-long academic advising is available to individuals wanting to receive information about Laredo College services, discuss academic goals, and review degree plans. The PTA faculty provides PTA Program students with advising for their individual PTA Program courses. A continuous review of the student's status while enrolled in the PTA Program is maintained to ensure that the student meets all academic and clinical requirements. Students at high risk for academic failure should schedule a meeting with the faculty member for academic counseling. A counseling form will be initiated, and the student and faculty member will develop a plan for success. 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.

Faculty/Course Evaluation

Students are encouraged to evaluate core and adjunct faculty and courses they are enrolled in each semester using the Laredo College Student Performance Evaluation via WaterMark. Links to the evaluation tool will be available through Canvas and LC PasPort.

Facilities for Instruction

The liberal arts and science courses are taught at the Laredo College Fort McIntosh and South campuses, and the Physical Therapist Assistant Program didactic courses are taught at the Laredo College South Campus, College of Health Sciences.

Clinical Affiliates

Clinical education training for the Physical Therapist Assistant program student is provided at various local and out-of-town facilities, including:

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

Fort Duncan Regional Medical Center
3333 N. Foster Maldonado Blvd.
Eagle Pass, TX 78852
830-872-2811

Apollo Rehabilitation Center, LLC
1420 Cedar Ave.
Laredo, TX 78040
956-568-9812

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

Brookhaven Medical Services, Inc.
dba/Touchstone Rehabilitation
1020 NE Loop 410, Suite 460
San Antonio, TX 78209
210-828-5686

Laredo Autistic Kids Rehabilitation Center
dba/Therapatitos
2110 Lomas Del Sur, #114
Laredo, TX 78046
956-712-9111

Corpus Christi Rehabilitation Hospital
5726 Esplanade Drive
Corpus Christi, TX 78414
361-906-3700

Laredo Independent School District
1604 Victoria Street
Laredo, TX 78040
(956) 273-1400

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

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

Dimmit Regional Hospital
704 Hospital Drive
Carrizo Springs, TX 78834
830-876-2424

Laredo Rehab Hospital
2005A Bustamante
Laredo, TX 78041
956-753-5353

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

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

Doctor's Hospital of Laredo-Outpatient
North Laredo Diagnostic and Therapy Center
6801 McPherson Road, Suite 101
Laredo, TX 78041
956-721-0200

Laredo Sports Medicine Clinic
7109 North Bartlett Ave., Suite 109
Laredo, TX 78045
956-727-2122

Falcon Lake Nursing Home
200 Carla Street
Zapata, TX 78076
956-765-3040

Laredo Sports Medicine Clinic Specialty
6718 Springfield
Laredo, TX 78041
956-727-2122

Mercy Kids Rehab
2335 E. Saunders St. #3
Laredo, TX 78041
956-717-0441

Mercy Kids Rehab-South
3507 Jaime Zapata Hwy
Laredo, TX 78043
956-753-5600

Mercy Kids Rehab-Brownsville
871 Old Alice Suite 600
Brownsville, TX 78520
956-541-2502

Mercy Kids Rehab-Harlingen
2117 E. Tyler
Harlingen, TX 78550
956-440-0580

Mercy Kids Rehab-San Benito
1145 Ross Street Suite E
San Benito, TX 78586
956-361-6000

Mercy Kids Rehab-San Juan
1205 N. Raul Longoria Suite I
San Juan, TX 78589
956-782-5800

Mission Regional Medical Center
900 S. Bryan Rd.
Mission, TX 78572
956-323-1552

Regent Care Center
7001 McPherson Road
Laredo, TX 78041
956-723-7001

Rehab Care and Kindred Hospital
Rehabilitation Services
680 South Fourth Street
Louisville, KY 40202
Fax: 502-596-4871

Reliant Rehabilitation
5212 Village Creek Drive
Plano, TX 75093
972-646-6135

South Texas Direct Physical Therapy
1405 Jacaman Rd., Suite 102
Laredo, TX 78041
956-602-1390

Synergy Care, Inc.
127 W. Broad St., Ste. 850
Lake Charles, LA 70601
337-310-8500

Synergy Physical Therapy Holdings
dba/Empower Physical Therapy Orthopedic
Physical Therapy – Laredo North
5702 McPherson Rd., Suite 15
Laredo, TX 78041
956-726-4443

Synergy Physical Therapy Holdings
dba/Empower Physical Therapy Orthopedic
Physical Therapy – Laredo South
2110 Lomas Del Sur, Suite 116
Laredo, TX 78041
956-795-0074

Terry Physical Therapy
1918 E. Griffin Pkwy
Mission, TX 78572
956-583-2995

United Independent School District
201 Lindenwood Drive
Laredo, TX 78045
956-473-6219

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

Uvalde County Hospital Authority
dba/ Laredo West Nursing Rehabilitation Center
1200 E. Lane St.
Laredo, TX 78040

Uvalde County Hospital Authority
dba/ Laredo South Nursing Rehabilitation Center
1200 E. Lane St.
Laredo, TX 78040

Zapata Rehabilitation Center
2113 N. U.S. Hwy 83
Zapata, TX 78076
956-765-1277

Program Requirements

Once a student has been accepted to the program, the following is required before attending the first-class day:

1. Physical examination by a U.S. physician or nurse practitioner of choice within 45 days before the first day of class
2. Proof of immunization including:
 - Complete the Hepatitis B (HBV) vaccine series before direct patient contact. Serologic confirmation of immunity to the hepatitis B virus is acceptable
 - 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 the first dose before 13 years of age
 - Laboratory report indicating varicella immunity, or
 - Parent/physician validated history of varicella disease (chickenpox)
 - One dose of Tetanus-Diphtheria-Pertussis (Tdap) vaccination (every ten years)
 - One dose of Bacterial Meningitis (or completed Exemption Form Meningitis Form)
 - Annual flu vaccine
3. TB skin test (annual) or chest x-ray (every two years)
4. American Heart Association BLS Healthcare Provider CPR Certification. Certification must remain current for the duration of the program.
5. Negative criminal background check: www.Castlebranch.com (See Criminal Background Record).
6. Negative ten-panel drug screen
7. Purchase and maintain current student liability insurance. Fees are paid with registration on an annual basis
8. Laredo College's Statement of Good Disciplinary Standing

*The student will assume responsibility for the costs of the immunizations, criminal background checks, drug screening, and medical services. All student applicants shall submit a negative background check (should have no criminal record) to be considered eligible for acceptance and continuation in the PTA Program. *The student is responsible for uploading all completed documentation to the Compliance Tracker system at www.Castlebranch.com*

As policy changes are received from the Center for Disease Control (CDC), these changes will be incorporated into the PTA Program's requirements. The student is responsible for providing documentation and adhering to the above health requirements. Failure to do so may keep the student from attending clinical rotations. The clinical site may refuse placement to a student who does not provide the requested records or complete requirements. Students not permitted to attend a clinical site must "withdraw" from the program.

Technical Standards

A student admitted to the PTA Program must possess the necessary technical standards to participate in and complete the program successfully. A student must be physically, mentally, and medically able, with reasonable accommodations if necessary, to perform the technical standards required for the PTA Program (refer to Technical Standards, [page 74](#)). These technical performance standards are also required to fulfill the responsibilities of an entry-level physical therapist assistant

upon graduation. If a student cannot perform an essential function, the student will be counseled to consider another field of study, and the student will be withdrawn from the program. Students who seek reasonable accommodations for disabilities must promptly contact Disability Services at 956-721-5137. Disability Services will determine a student's eligibility and recommend appropriate accommodations and services.

Criminal Background Record

To be considered eligible for acceptance and continuation in the PTA Program, all students admitted into the program shall submit a clear background check or provide a Criminal History Evaluation letter from the Executive Council of Physical Therapy Examiners indicating that the student would be eligible to sit for the licensure exam before the start of the program. The PTA Program requires students to obtain a criminal background record before enrolling in the program and 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 clients in a mental health facility. Students must maintain a clear criminal background check to remain enrolled in the PTA Program.

Healthcare institutions where students take required clinical rotations require students to present evidence that a viable background check has been completed. The student is hereby informed that if the student does not agree to the background check and does not agree to release it to the clinical site, the clinical site may refuse placement. The clinical site may also refuse placement to a student who does not provide the requested records or has a prior criminal conduct record. Students must attend clinicals to meet the accreditation requirements. Therefore, students not permitted to attend a clinical site must "withdraw" from the program. Students must notify the Program Director if this status changes during the duration of the program. A committee will review these individual cases.

Substance Abuse Procedure

The substance abuse policy will follow the procedure stated in the current [Laredo College Student Handbook](#). In addition, students may be subject to random drug screening while in the PTA Program, at an institution, or clinical facility where they are being trained. A positive drug screen for illegal substances is 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 [LC 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, tennis shoes, liability insurance, and Standard Exam fees. TB skin tests, 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):

Admission Costs (background check, physical, CPR, etc.)	\$338.00
Uniforms	\$360.00
Books	\$1,990.00
APTA Membership/PTA Club Fees	\$105.00
Practice Examination Assessment Tool (Capstone course)	\$99.00
Estimate Cost for out-of-town Room/Travel	\$2,500.00

Student Liability Insurance

Student liability insurance is required for all PTA students enrolled at Laredo College. The fee is payable at the time of registration.

Laredo College carries a blanket student liability insurance policy on PTA students while performing assigned duties as Laredo College PTA students. The policy covers an academic school year. The student will have to pay the full fee each fall semester.

Student Records and Privacy

The student is responsible for providing the current address, telephone number(s), and email address to the instructor, Program Director, and the College. This is necessary for notification of family in case of emergency or if the instructor needs to contact the student regarding classes, labs, or clinical.

By signing the *Review of Records* and *Release of Records* form (refer to [page 68](#)), the student voluntarily agrees to allow full disclosure of personally identifiable information to accrediting agencies to fulfill accreditation requirements, admission committees, clinical affiliates, and academic advisors. This task does not require prior written consent from the student. Provisions will be made to protect records against an invasion of privacy.

FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR §99). Congress enacted FERPA, also called the "Buckley Amendment," in 1974. FERPA conditions federal educational funding on providing student access to and maintaining the privacy of education records. FERPA requires faculty, staff, administrators, and other College officials to treat education records in a legally specified manner. The rights under FERPA apply to all individuals submitting admissions applications to Laredo College.

Dissemination of Information to Students

- When a student attends LC, 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 requests another person to attend conferences. The conference discussion will be directed to the student, and the guest will observe during the interactions.

Directory Information only from the Admissions and Registration Center

Under the provisions of FERPA, LC has the right to provide "directory information" without the student's written consent. LC 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 wants to keep directory information private, the student must complete a **Request to Withhold Student Directory Information Form**. The form is valid until the student gives LC a written statement that the student wishes to have the directory information released.

All student records are archived according to program policy. Student records kept electronically will be accessed through a password-protected computer, while student hard files 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. Instructor/Student Conferences & Anecdotal Notes
2. Remediation/Tutorials
3. Student Acknowledgement Forms

Provisions will be made to protect records against loss, destruction, and invasion of privacy. Records are kept for two years in the Physical Therapist Assistant Department while the student is in the program and are shredded afterwards.

Student Records and Privacy During Clinical Affiliations

Clinical Coordinators of Education and clinical instructors will have access to student directory information, including student name, address, and phone. They will also be informed whether students' health information documents have been submitted and satisfy LC requirements as required for placement of students at clinical affiliation sites. The health information verified by the Academic Coordinator of Clinical Education (ACCE) may include, but is not limited to:

- Student name, address, and phone
- Current CPR certification
- Current immunizations
- Negative TB skin test or chest x-ray
- Physical Exam
- Drug test results
- Criminal background check results
- Student liability insurance

Clinical staff is responsible for making provisions to protect student records against the invasion of privacy according to clinical facility policy.

At the discretion of certain clinical sites, the student may be required to provide physical documentation to said clinical sites before starting the clinical experience. The Program Director/ACCE will provide direction regarding the submission of documents and time frames.

The following documents may be required for submission by the student to the clinical site:

- A negative criminal background check completed through www.Castlebranch.com and the local sheriff's office
- Negative 10-panel drug screen
- Immunization records
- Negative COVID-19 test(s) (depending on the clinical site)
- Recommended: COVID-19 vaccine or COVID-19 vaccination exemption form according to facility requirements

Please submit documentation as deemed necessary to avoid the clinical site(s) refusing placement to a student who does not provide the requested records.

GENERAL PROCEDURES

Transportation

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

Use of Electronic Devices Policy

The student in the PTA Program will abide by the LC policy on the [Use of Electronic Devices](#) as stated in the LC Manual of Policy FLB (LOCAL) *Student Rights and Responsibilities: Student Conduct*. "... Unless prior authorization is obtained from the instructor, the use of an electronic device is expressly prohibited in classrooms, laboratories, and clinical settings, and designated quiet areas on College District premises. Certain violations of this policy may be excused in the case of emergencies or other extenuating circumstances, provided that prior approval is obtained from the instructor or respective College District official."

Emergency use of phones or other electronic devices should be discussed with the clinical instructor first. At the clinical instructor's discretion, students abusing cell phones may be sent home for the day, and the student will need to make up those hours before the end of the clinical experience. Non-compliance with this policy during classroom or clinical activities will be considered a violation and lead to disciplinary action.

Emergency Messages

The student should notify the family to call the PTA Program Office at (956) 721-5261 in case of an emergency (during class or clinical). Class or clinical will not be interrupted unless it is an emergency. The caller must be identified and state the emergency.

Laboratory Practices

Part of the laboratory experience requires students to serve as mock patients for instructors and fellow students. Before participating in laboratory activities, the student must submit a signed consent form for participation as a subject during laboratory practices (Lab Treatment and Draping Consent Form, page 69). All measures shall be taken to protect the health and welfare of students and faculty participating in laboratory sessions.

Laboratory activities require PTA students to work closely with lab partners of the same or opposite gender for practice sessions and lab practicals. In preparation for clinical practice, close contact between students will be required during data collection skills and therapy interventions (i.e., massage, palpation of anatomy, etc.). 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 PTA Program Director.

An outside company will inspect the program's electrical equipment annually to ensure equipment safety. Instructors will ensure that laboratory equipment is safe before use. Students must adhere to safe behavior while using equipment during laboratory activities. **Equipment can only be used by students under the supervision of PTA faculty.** Students must promptly report any malfunctioning equipment to PTA faculty as soon as it becomes evident.

Open laboratory hours will be available for student practice, during which a faculty member will be available for supervision. If a student wishes to practice skills at a time other than scheduled open lab times, the student must ask a PTA faculty member, but the request may be declined. Students must assist with routine lab care and maintenance, including weekly linen duty.

Patients and Patient Simulators

Patients or patient simulators may participate during didactic or laboratory activities in the academic setting to enhance the student educational experience. Patients or patient simulators must sign a consent form agreeing to voluntarily participate in these activities.

The PTA Program students will abide by **the Health Insurance Portability and Accountability Act (HIPAA)** to safeguard the confidentiality of health information obtained from patients. All information obtained from the patient or patient simulator is confidential. Patient information should only be discussed with the program faculty in a private venue.

Student Video record, Audio record, and Photograph

Video recording, audio recording, or photographing of students may be required while enrolled in the PTA Program for instructional purposes. Students must agree and sign the consent form for participation in these activities while in the Program (Refer to Video record, Audio record, and Photograph consent form, [page 70](#)). Each student will provide one memory card for video recording during lab practical exams. Students will review their performances and complete a self-assessment after a lab practical exam.

Social Media

1. PTA Program students should not discuss confidential information about patients, clinical facility staff, faculty, and fellow students on social media. The Health Insurance Portability and Accountability Act (HIPAA) guidelines must always be maintained during classroom and clinical course activities.
2. Uploading, downloading, or distributing unauthorized pictures, videos, and course materials is strictly prohibited without express written consent from the faculty or individuals concerned.

3. Social media use, including texting, emailing, and social networking, during class and clinical hours is prohibited (see Use of Electronic Devices Policy). Inappropriate social media use by a PTA Program student will be considered a violation and will be subject to disciplinary action.

Orientation Procedure for New Students

The objectives for the orientation of new PTA students are as follows (*Refer to Appendix A*):

1. Provide the new student with an opportunity to become familiar with the mission, administration, and organization of the Laredo 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 per the mission and procedures of Laredo 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 of 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 Laredo College Administration.
4. Present the Mission/Vision, Program Goals, and expected Outcomes of the Physical Therapist Assistant Program.
5. Present and review the Physical Therapy Licensure laws and statement of eligibility requirements by the Texas Board of Physical Therapy Examiners.
6. Discuss Scholarship Availability.
7. Discuss the Comprehensive Examination in the Capstone course.
8. Review the Student Handbook and Procedures.
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 and drug screen

The PTA Faculty will:

1. Discuss the purpose and functions of the class, lab, and program computers.
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. Explain activities.

Student Physical Therapist Assistant Club

The Student Physical Therapist Assistant Club is active in the College and community. The Student PTA Club activities may include workshops, guest speakers, community service projects, and participation in local and state conferences on various PTA topics. These activities provide an opportunity to network with other PTA students and representatives from many hospitals and organizations. The members are encouraged to join the Texas Physical Therapy Association and American Physical Therapy Association; however, membership is voluntary.

Communication between the organizations occurs through meetings.

Membership dues consist of a small fee established by the organization.

Students are also encouraged to join the American Physical Therapy Association (APTA). Membership dues consist of a fee established by the professional organization.

Student Representation on Departmental Meetings or Committees

Faculty encourage students to elect a student representative to represent individual class groups and to serve on select PTA departmental meetings and committees once per semester. Meetings are scheduled when class is not in session. Students are notified of meetings one week in advance.

Promotion/Progression

To progress within the Physical Therapist Assistant Program, the student will:

1. Maintain a grade of "C" or above in all program prerequisite and technical courses from the PTA curriculum for a student to progress in the program.
2. Complete the courses within the PTA curriculum plan as outlined in the degree plan. Withdrawal from a co-requisite course will result in withdrawal from all other co-requisite courses regardless of the current grade in the course. A student deviating from the PTA curriculum sequence as printed may not be able to progress and may be unable to complete the program in the intended time.
3. Achieve the minimum course requirements identified in each PTA course according to the instructional and clinical objectives. All assignments made

in conjunction with each course must be fulfilled as assigned.

4. Complete all required examinations, lab practicals, and quizzes at the time scheduled, except under extenuating circumstances (i.e., illness, family emergency, etc.).
5. Complete laboratory practical exams and safety components with a grade of 70% or better. Students will be given **two** opportunities to pass a practical exam. If a student cannot pass a make-up lab practical after two attempts, the student will be required to complete previously failed lab practical components to proficiency, based on the lab practical exam rubric as determined by the course instructor, to progress in the program.
6. Complete clinical education requirements satisfactorily according to course requirements. All excused absences must be made up before the end of the semester.
7. Complete the comprehensive examination during the Capstone course, with a 75% or the Practice Examination Assessment Tool (PEAT) with a scale score of 600, and pass the Capstone course with a "C" or better.
8. 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 LC counseling department will counsel the student as recommended by the PTA Program faculty.
9. Abide by the code of conduct in this handbook in the classroom and clinical site(s). Unacceptable personal conduct may result in complaints from faculty 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.
10. Demonstrate acceptable personal conduct at a clinical site. If unacceptable personal conduct results in an agency requesting the removal of a 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

For a student to request a transfer to Laredo College's 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 LC PTA Program Director.
2. The student has a one-year limit from the time the student last took courses in the prior program to request admittance into the LC PTA Program.
3. The student must meet the academic requirements outlined in the **LC Catalog** that governs the eligibility of the applicant for admission to the College and submit an official transcript from the transferring institution.
4. The student must submit a completed PTA Program application, official transcript, and full description of PTHA courses completed.
5. The Program Director will review the transcript for initial consideration. The Office of the Registrar or academic department chairs may be asked to review general education courses required in the PTA degree plan that fall within their respective discipline. Courses substituted must demonstrate content that meets the minimum requirements of the College's general education and PTHA courses outlined in the PTA degree plan. When this criterion is met, a course substitution form will be generated. Final approval for substituting PTHA courses requires a signature from the PTA Program Director and Dean of Health Sciences. Final approval for course substitution of general education courses requires a signature from the respective academic department chair and Dean of Arts and Sciences.
6. The application must be accompanied by a letter of good standing from the PTA Program Director of the transferring institution.
7. The student must have earned at least a "C" in all transfer courses and shall demonstrate competency by testing (written examination and/or physical performance of skills) and passing (70% or greater) all the transferring didactic and clinical PTHA courses.
8. All PTA coursework and clinical training transferred to LC must coincide or match with the respective time frame of the Laredo College PTA degree plan, listed in **Appendix B** of the PTA Student Handbook.
9. Admission to the PTA Program is contingent on space availability and PTA Program Director approval.
10. All students must adhere to the PTA requirements that are in effect at the time they enter the program.

Withdrawal Due to Non-Academic Reasons

Students are responsible for the withdrawal policies in the **Laredo College Catalog**, and the **Laredo 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 co-requisite course while enrolled in the program (such as a general education or PTHA course that must be taken concurrently in a semester), those courses may not be taken independently. Withdrawal from a co-requisite course will result in withdrawal from all other co-requisite courses regardless of the current grade in the course. 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 (illness, family emergency, or extenuating circumstances), military call of duty, or leave of absence, the student may request to continue in that program **one time** (see Readmission policy).
4. If a student withdraws from the program for any reason other than academic failure, the student must meet with the Program Director within 48 hours to complete a student exit report. Upon request, 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.
5. A student desiring to withdraw from a course must withdraw officially through the Registrar's Office no later than the withdrawal deadline. Simply informing the instructor of a desire or intent to withdraw is insufficient. **It is the responsibility of the student to withdraw officially from a course.** Failure to officially withdraw or failure to officially withdraw promptly may result in a grade of **F** for the course.

Withdrawal Due to Academic Failure

1. A withdrawal from a PTA Program course due to a failing course average ("D" or "F") will constitute an academic failure.
2. Students who exit the PTA Program due to academic failure during any program semester must re-apply according to the application process outlined in the **LC catalog** and PTA Student Handbook. Upon readmission, students must retake all PTHA courses (this does not apply to the Capstone course).
3. If a student exits the program due to academic failure, the student must meet with the Program Director within 48 hours to complete a student exit report. Upon request, 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.

Policy on Incomplete

Incomplete (I*) is a temporary grade indicating that a student has satisfactorily completed the requirements of a course except for a final examination or other work that has been delayed due to illness, other emergencies, or authorized absence. Students have a maximum of four months to complete the work. It is the responsibility of the student to plan accordingly within the time limit set by the instructor. If the course requirements have not been completed satisfactorily by the deadline set by the instructor, the grade of incomplete will be changed to an **F** for the course and will affect the student's GPA. To be eligible for an incomplete, the student must be passing the course with 75% or greater in the completed coursework.

Students who properly withdraw from courses and whose instructor drops any students who have not attended at least one class day will receive a grade 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. A student receives a grade less than a "C" in any PTA curriculum course
2. A student who scores less than 75% in the comprehensive exam, or obtains a scale score of less than 600 on the PEAT in PTHA 2339 Professional Issues (Capstone course), will result in a grade of "D" being entered into the Canvas grade book. The student will not be able to continue in the program.
 - a. Students not fulfilling this criterion in the capstone course will be granted **one** final opportunity to retake the course during Summer Session I. If a student cannot complete the course with a grade of "C" or better and scores either less than 75% in the comprehensive exam or a scale score of less than 600 on the PEAT, the student will be dismissed from the program.

3. If a student violates the Student Code of Conduct listed in the **LC Student Handbook** or the PTA Student Handbook.
4. Unprofessional speech and conduct towards faculty and peers with inappropriate use of language and tone during verbal and written communication.
5. 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 program.
6. The student does not adhere to the attendance policy stated in the **LC Student Handbook** for didactic courses or does not meet the 100% attendance required of a clinical rotation.
7. A student fails to abide by safety precautions in the classroom or clinic as delineated in course requirements.
8. Unprofessional behavior that seriously jeopardizes the safety of patients, students, clinical instructors, faculty, or staff.
9. The clinical agency refuses to allow the student to return to the clinical site due to a breach of the Code of Conduct.
10. Any breach of a client's right of confidentiality or privacy by written or spoken form, including the copying of client medical records by hand or electronic methods or posting of a client's photo or personal and medical information on social media sites (Facebook, Twitter, Instagram, etc.).
11. Abandonment of client(s).
12. Confirmed positive drug test.
13. Failure to maintain a negative background check while in the PTA program.
14. The student fails to meet any of the conditions of a probation contract during or after a probation period.

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

Re-Admission or Re-Application into Program – Non-Academic Reasons

The student who withdraws from the PTA Program for catastrophic reasons (illness or other extenuating circumstances), military call of duty, or leave of absence, may request to continue in the PTA program **one time**.

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, and the student must submit an official record or documentation certifying the request.
 - b. The student has one year from when the student withdrew from the program to request a 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. To continue in the program, the student must have passed all program courses completed before withdrawing with a grade of "C" or better. Students must re-test (written examination and/or physical performance of skills) in all program courses completed prior to withdrawing from the program and demonstrate competency by passing with a 70% or better prior to readmission.
 - d. Returning to the program is contingent on space availability and only as authorized by the program's accreditation agency.
 - e. All students must adhere to the requirements that are in effect when they continue in the program.
 - f. If a student misses the "one-year" window to re-admit, the student 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.
2. 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.
3. If a student is re-admitted as a new student, the student must re-take all PTHA courses.
4. Students have only two attempts at the PTA Program. Any student who withdraws from the program or cannot progress due to academic failure will only be eligible for readmission once.
5. A student is NOT eligible for readmission into the PTA Program if the student has been dismissed.

Student Complaints - Informal Process

The PTA Program adheres to the [Student Complaints Policy](#) FLD(Local) as stated in the LC Manual of Policy. If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the program director at Level One. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Student Complaints - Formal Process

Laredo College has a formal process to address student complaints that have not been resolved through the established Laredo College Student Complaints Informal Process. Students who wish to file a formal complaint must follow the Laredo College [Student Complaints Policy](#) FLD(Local) outlined in the LC Manual of Policy.

Complaints About the PTA Program, Faculty, Students, or Graduates

Community members may submit concerns or complaints about Laredo College's PTA Program, faculty, students, or program graduates. Comments must be submitted by completing the Complaint Referral Form available on the PTA Program's website ([Complaints](#)). Completed forms should be emailed to the PTA Program Director at esmeralda.vargas@laredo.edu.

The PTA Program Director and PTA faculty will review and investigate all complaints made against the PTA Program, faculty, a PTA student, or a graduate. They will address the concerns and identify methods to resolve the issue. If the issue is not resolved, then the complaint should proceed with the appropriate chain of command:

1. Program Director
2. Dean of Health Sciences
3. Provost/Vice President of Academic Affairs

Records of the complaint forms will be kept for two years in a locked file in the Physical Therapist Assistant Department Office.

Complaints regarding the accreditation of this program and CAPTE itself should be addressed to the Commission on Accreditation in Physical Therapy Education (CAPTE). For further information, refer to [File a Complaint](#) (www.capteonline.org/Complaints/).

Neither the Board nor any College employee shall unlawfully retaliate against any general public member for bringing a concern or complaint.

STUDENT CONDUCT

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 in becoming safe, professional, and ethical clinicians. This goal is fulfilled by holding the student accountable for expected behaviors and establishing a code of ethics and conduct to help the student meet the criteria expected by the profession. As a PTA student at Laredo College, the student will abide by the Professional Behaviors, Value-Based Behaviors for the PTA, Code of Ethics, and Code of Conduct to promote professionalism and a culture of dignity and respect.

Professional Behaviors

1. **Critical Thinking:** the ability to question logically; identify, generate, and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and assumptions; and distinguish relevant from irrelevant information. The ability to appropriately utilize, analyze, and critically evaluate scientific evidence to develop a logical argument, and to identify and determine the impact of bias on the decision-making process
2. **Communication:** the ability to communicate effectively (i.e. verbal communication, nonverbal communication, reading, writing, and listening) for varied audiences and purposes.
3. **Problem-Solving:** the ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
4. **Interpersonal Skills:** the ability to interact effectively with patients, families, colleagues, and other health care professionals, and the community and the community in a culturally aware manner
5. **Responsibility:** the ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community, and social responsibilities.
6. **Professionalism:** the ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth and development of the Physical Therapy profession.
7. **Use of Constructive Feedback:** the ability to seek out and identify high-quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others.
8. **Effective Use of Time and Resources:** the ability to manage time and resources effectively to obtain the maximum possible benefit.

9. **Stress Management:** the ability to identify sources of stress and to develop and implement effective coping behaviors; this applies for interactions for: self, patients/clients and their families, members of the health care team and in work life scenarios.
10. **Commitment to Learning:** the ability to self-direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.

Adapted from May W., Kontney, L., Iglarsh, A. Professional Behaviors for the 21st century 2009-2010. Retrieved from <http://www.marquette.edu/physical-therapy/documents/ProfessionalBehaviors.pdf>.

Value-Based Behaviors for the PTA

The PTA student will abide by the eight core values identified in [APTA's Value-Based Behaviors for the PTA](#), which are required to succeed as a physical therapist assistant. Students will participate in self-assessment and receive faculty feedback throughout the technical phase of the program. This will promote student awareness about the core values needed to be integrated for success in the classroom and clinical setting in preparation for transition into the workforce. Failure to adhere to the core values may result in disciplinary action, including probation or dismissal from the program.

Code of Ethics

The PTA student is expected to adhere to the [Standards of Practice for Physical Therapy](#), [Standards of Ethical Conduct for the Physical Therapist Assistant](#), and [Guide for Conduct for the Physical Therapist Assistant](#) adopted by the American Physical Therapy Association.

Code of Conduct

Students enrolled in the PTA Program will adhere to the [Code of Conduct and Discipline](#) policy FLB(Local)/FLB(Legal) outlined in the [LC Manual of Policy](#) on campus and at a clinical site. Acceptable behavior and conduct are required in the academic and clinical environment to ensure the health and safety of all individuals involved in the healthcare process.

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

1. Failure to treat faculty and peers with courtesy and respect, with inappropriate use of language and tone during verbal and written communication.
2. Any student deemed impaired because of mental or physical health, exhaustion, alcohol, or other mind-altering drugs that could expose clients, the public, students, and faculty unnecessarily to risk of harm.
3. Conducts that may deceive, defraud, or injure clients, the public, clinical facilities, personnel, other students, and faculty.

4. Failure to care adequately for clients or to conform to minimum standards of acceptable practice under the supervision of the faculty or facility designee.
5. Demonstrating scholastic dishonesty or aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, quiz, assignment or presentation; aiding another student during a lab practical examination by discussing any component of their lab practical exam with any peer, including case scenarios, data collection, interventions or strategies used for treatment or sharing feedback provided by the instructor.
6. Damaging or destroying school/clinical property or equipment, or removing property or equipment from the campus or a clinical site.
7. Using profane language or gestures.
8. Disrupting instruction by the use of cell phones, habitually late, or absent from the class or clinical.
9. Assaulting others, demonstrating poor coping mechanisms, or becoming confrontational during the instructional process.
10. Refusing to adhere to the specified dress code and code of ethics.
11. Demonstrating behaviors that could be categorized as harassment (refer to [Title IX General Information](#)).
12. Demonstrating conduct such that a clinical agency refuses to allow the student to return to the clinical site.
13. Demonstrating a breach of the client's right of confidentiality; copying and discussing client medical records is unacceptable and may be cause for dismissal from the PTA Program.
14. Exposing a client or other person to the risk of harm may be grounds for dismissal. The student will receive a written warning, and the PTA Program Committee will review the incident. The committee will evaluate the seriousness of the incident and recommend further action to the Program Director.
15. Possession or use of alcohol or drugs before class, during class, or a clinical rotation is prohibited. *Students may be subject to random drug screening by the PTA Program, an institutional or clinical facility where they are being trained.*
16. Possession of firearms (excludes licensed concealed handgun holders), knives or similar weapons or objects are strictly prohibited from LC or clinical sites.

Infractions of the code of conduct, whether in the campus classroom or at a clinical site, may result in disciplinary action, including dismissal from the PTA Program.

Scholastic Dishonesty

The student in the PTA Program will abide by the LC [Scholastic Dishonesty](#) policy FLB(Local) as stated in the current [LC Manual of Policy](#). Any student found guilty of dishonesty in the academic (classroom) or clinical affiliation is subject to dismissal from the PTA Program.

Disciplinary Action

The disciplinary action process includes the following:

1. **Warning:** The instructor or PD completes a counseling form (*refer to [Appendix C](#)*) that gives the student a verbal or written warning about their status.
 - a. The instructor will counsel the student to identify the problem and make recommendations for improvement.
 - b. The student will develop a plan of action with the instructor that includes an acceptable timeframe to correct the problem.
 - c. The instructor will monitor compliance with the plan.
 - d. This step may be skipped at the instructor's or PD's discretion.
2. **Conference:** The instructor or PD meets with the student in a formal conference.
 - a. The instructor completes an instructor/student conference form (*refer to [Appendix D](#)*) that documents the performance deficit, remediation requirements, action plan, and timeframe for completion.
 - b. Failure to comply with the terms of the conference plan may result in the student being placed on probation or dismissed from the PTA Program.
3. **Probation:** this is a trial period in which the student must improve or be dismissed from the program.
 - a. The student may be placed on probation for the following reasons, but are not limited to:
 - i. Failure to comply with the terms outlined in the conference report
 - ii. Unsatisfactory academic performance
 - iii. Unsatisfactory clinical performance
 - iv. Unprofessional, unethical, or unsafe behavior in the academic or clinical setting
 - v. Unsatisfactory attendance or punctuality
 - b. The student will meet with the instructor and PD to complete a probation contract (*refer to [Appendix E](#)*) listing the expectations that must be followed during the probationary period.

4. **Dismissal**: the student may be dismissed from the PTA program for the following reasons, but are not limited to:
 - a. The student fails to meet any of the conditions of the probation contract during or after the probation period
 - b. Criteria listed under *Dismissal Policies* in the PTA Student Handbook
 - c. The nature of the event is so severe that it calls for the immediate dismissal of the student from the PTA program
 - d. If the event occurs after the last day to withdraw from a course, the student will receive a grade of "F".

The disciplinary action process may begin at any stage, depending on the nature of the event. Each step serves as a potential starting point for addressing disciplinary matters.

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 to the following formula:

90 to 100 = A

80 to 89 = B

70 to 79 = C

60 to 69 = D

0 to 59 = F

The educational process in the PTA Program courses consists of classroom and clinical work. Since the ability to function in both areas is essential to a physical therapist assistant, PTA students must maintain a satisfactory grade ("C" or better) in both didactic and clinical practice to progress through the PTA curriculum.

Canvas

Canvas is the institutional learning management system used to deliver course content for face-to-face, online, and hybrid courses. The faculty of record is responsible for delivering course content such as syllabi, calendars, assignments, exams, student grades, and faculty correspondence with a student through Canvas.

Methods for Assessment

Various assessment tools will be used to assist the instructor in determining whether the student is progressing towards achieving course objectives. The assessment tools may consist of exams (computer-based), lab practicals (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, including penalty points, will be at the course instructor's discretion. Accepted late assignments will be assessed penalty points, including holidays and weekends.

Exam Schedule

The student will receive the course syllabus containing dates for written exams, practical evaluations, and major assignments or projects that occur during the semester. The student is responsible for planning and preparing for exams 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 the student cannot take an exam on the scheduled date. 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 before the administration of the exam, a zero will be recorded. The make-up exam must be completed within seven (7) calendar days of the original exam date.

Computer-based Examination and Quizzes

The following examination policy and procedures are in addition to the procedures in the current LC catalog.

1. All personal belongings should be placed in a designated area before the exam, including all electronic devices (e.g., cell phones, etc.)
2. The instructor will determine what additional aids may be used during the examination (e.g., paper, pencil, pen).
3. Examinations and quizzes will be proctored in addition to using Respondus and Lockdown Browser.
4. Students may not leave the room once the examination has begun.
5. Students found cheating will be given a zero for the examination and dismissed from the program for violating the student Code of Conduct. (Refer to Dismissal Policy Section)
6. Times and dates for the review of examinations will be announced.
7. The computer-generated student's response report is the official document when assigning a student's examination score.
8. If a student cannot take an exam at the scheduled time, the student must notify the course instructor before the time of the exam. Failure to do so will result in a score of zero for the exam. 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. Cellular phone calculators are prohibited during examinations. The computer drop-down calculator may be used at the discretion of the instructor.
11. Quizzes may be paper-based at the faculty's discretion.
12. The exam results will be posted via Canvas upon completion of the exam.

Official grades will be posted on the student's transcript and accessed on-line via LC PasPort.

13. No food or beverages are allowed in the computer lab or classroom during testing.
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 and Quizzes

To progress through the PTA curriculum and promote success in PTA courses, **students must pass each course with 70% or better.** All computerized assessments are the property of the LC PTA Program and will not be retained by the students. Faculty will retain exams and quizzes for the duration of the student's enrollment in the PTA Program. Any paper-based exams or quizzes will be shredded once that timeframe is completed.

The course instructor will determine the grading and administration of quizzes. Students are advised to acquaint themselves with the material covered on the quiz, as it may help prepare them for the next exam.

Lab Peer Assessments/Skills Check-offs

Lab peer assessments/skills check-offs assist in determining competency in the application of data collection and intervention skills. After completing didactic instruction, students must practice select skills with peers and document the attainment of required skills using the requisite skills check-off list. The skills check-off list will include the expectations to be met to be approved for that skill. It is the student's responsibility to ensure that they are checked off on every required skill. Students must submit a completed peer skills check-off sheet prior to sitting for a lab practical examination. Students who submit late peer skills check-offs past the due date and time will have a deduction of ten percent from the lab practical exam grade. Students who do not submit a peer skills check-off before their scheduled testing time will not be allowed to test and will receive a **grade of zero** on the lab practical exam.

Lab Practical Exams

Laboratory practical exams determine whether a student demonstrates satisfactory performance in knowledge, skill, and safety to perform data collection and provide treatment. Students must complete peer assessments before completing a lab practical exam. **Students must pass with a grade of 70% or better and complete the critical and safety components of the practical exam to be considered as possessing safe behaviors and skills necessary to progress to a subsequent course or clinical rotation.** If a student cannot pass a practical exam on the first attempt, the **actual grade will be recorded**, and the student will be allowed a make-up practical exam.

Remediation requirements and peer skill check-off must be completed before completing the make-up lab practical exam.

If the student fails the make-up lab practical exam, **a deduction of 25% will be applied to the make-up lab practical exam grade.** The final grade for the make-up exam will be recorded as the adjusted score after the deduction. The student must complete a faculty skills check-off before sitting for the next make-up lab practical exam. The student must complete previously failed lab practical components to proficiency based on the lab practical exam rubric determined by the course instructor to progress in the program.

Students playing the patient role should not assist peers through gestures or verbal or written suggestions on performing lab skills during a lab practical exam. Students are not to discuss any component of their lab practical exam with any peer, including case scenarios, data collection, interventions, or strategies used for treatment or feedback provided by the instructor. Failure to adhere to this policy will be considered academic dishonesty and will be grounds for dismissal from the PTA Program.

Final Lab Practical Exams

Select PTA courses require a final lab practical exam. Students must complete peer assessments before completing a final lab practical exam. Students must pass with a grade of 70% or better and complete the critical and safety components of the final lab practical to be considered as possessing safe behaviors and skills necessary to progress to a subsequent course or clinical rotation. If the student fails a final lab practical exam on the first attempt, the **actual grade will be recorded**, and the student will be allowed a make-up final lab practical.

If the student fails the make-up final lab practical exam, **a deduction of 25% will be applied to the final lab practical exam grade.** The final grade for the make-up exam will be recorded as the adjusted score after the deduction. The student must complete a faculty skills check-off before sitting for the next make-up final lab practical exam. The student must complete previously failed lab practical components to proficiency based on the lab practical rubric, as determined by the course instructor, to progress in the program.

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 in the presence of a faculty member. All exams are considered property of the PTA Program. The student may not take notes, pictures, audio recordings, or screenshots/photocopies of exam questions. This procedure is considered academic dishonesty, and the student will be withdrawn from the program. Grades will be provided once computer-based exams are submitted.

Due to the thorough assessment process required in grading lab practical exams, grades will be made available one week after testing. Students are responsible for scheduling an appointment with the instructor to receive individual feedback regarding lab practical exam results.

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 is assessed in the make-up process.

Quizzes are given at the instructor's discretion. Students with excused absences due to illness or extenuating circumstances can make up 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 Provost/Vice President of Academic Affairs.

Students with excused absences due to medical and personal emergencies or special circumstances will be allowed to make up an examination when appropriate written documentation (i.e., doctor's excuse, police report, etc.) is submitted to the instructor upon returning to class. The student must request a make-up test date on the first day upon returning to class. Once this has been submitted, the instructor will set the exam date. Failure to complete the make-up test/final on the scheduled date will result in a grade of zero.

Make-Up Lab Practical Exam

Students with excused absences due to medical and personal emergencies or special circumstances will be allowed to make up a lab practical exam when appropriate written documentation (i.e., doctor's excuse, police report, etc.) is submitted to the instructor upon returning to class. The student is responsible for submitting a request on 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. Failure to complete the make-up lab practical exam on the scheduled date will result in a grade of zero.

Final Exams

Each course's comprehensive final exam 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%.

Final Lab Practical Exams

A final lab practical exam for select PTHA courses will be administered during the final week of the semester. The course syllabus will indicate the percentage weight of the final lab practical exam.

Capstone Course Comprehensive Exam

The student must complete a computer-based, comprehensive exam in the PTA Curriculum. The student will have four opportunities to successfully complete either the comprehensive exam with a score of 75% or a scale score of 600 on the PEAT before completing the Capstone course. The student must obtain the required score outlined in the course syllabus to complete all course requirements, pass the class, and be eligible for graduation. The comprehensive final examination will be scheduled according to the schedule printed by the Office of the Provost/Vice President of Academic Affairs. The student is responsible for the cost of the Practice Examination Assessment Tool (PEAT) fee.

Student Retention

To facilitate student retention, students will be scheduled at midterm to meet individually with the Program Director at least once per semester to discuss academic performance, adherence to program policies and procedures, professional behaviors, and previously identified remediation/action plans. An action plan may be developed, including learning strategy recommendations or referrals for tutoring. The instructor/student conference will be documented on the Instructor/Student Conference form (*Refer to [Appendix D](#)*).

A student scoring below 70% on an exam or lab practical exam will meet with the instructor for counseling as delineated in the Referral for Tutoring Policy to complete a remediation/tutorial agreement before the next scheduled exam or lab practical exam (*Refer to [Appendix F](#)*). All instructor/student conferences will remain confidential.

Departmental Procedure for Appeal of a Grade

The instructor is responsible for determining and awarding the final grade in a course. Final grade reports will be available to the student online through LC Passport 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 unresolved, the student should request a meeting with the Program Director.
3. If the issue is not resolved, the student should request in writing a meeting with the PTA Program 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 Provost/Vice-President of Academic Affairs after all other avenues have been exhausted for the grade review. Student grades are an academic matter; therefore, there is no further appeal beyond the Office of the Provost/Vice-President of Academic Affairs.

After a class assignment grade is issued, a student will have one week (five working days) to appeal the grade.

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

Referral for Remediation/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 before 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 before the next exam.

Remediation

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
4. Peer assessment

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.

ATTENDANCE

Class

Students are responsible for the attendance policies stated in the [LC College Catalog](#) and course syllabi, where applicable. Due to the volume of information delivered during the lecture and lab components for each course in the PTA program, students are expected to have regular and punctual attendance in all classes and laboratory periods. Classes start promptly, and tardiness is unacceptable. Consistently entering or leaving the room when a lecture or a presentation has begun is disruptive and reflects disregard toward others.

It is the student's responsibility to contact the instructor via email or text before the start of class if circumstances beyond the student's control arise that will result in tardiness or prevent attendance. Excessive absences, tardiness, or leaving early from class or clinical will result in **points being deducted from the professional behaviors grade** and may result in disciplinary action.

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

A student who does not explain an absence will be classified as unexcused, with a grade of zero awarded for any test, assignment, or laboratory work that 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 the 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 completing a major examination.

Clinical

Refer to the attendance policy under Clinical Education.

Service Learning

PTA Program students will complete up to 10 hours of service learning per semester. Examples of service learning activities include participating in health fairs, assisting in children's summer camps, and activities promoting physical therapy. By engaging in service learning, students will uphold the APTA Core Values of social responsibility, contributing to the well-being of others and developing the core values of empathy, compassion, integrity and professionalism that are an integral role of a physical therapist assistant.

PTA PROGRAM DRESS CODE

All PTA students will be governed by the current dress policy to demonstrate professionalism 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 black and white polo shirt, black scrub pants, closed-toe, rubber-soled shoes (i.e., tennis shoes) and a watch with a second hand or digital watch allowing timing of seconds must be worn.

Students not in proper uniform attire will receive one verbal warning.

Subsequent incidents may result in disciplinary action.

Laboratory Attire

All students must wear program-approved T-shirts and black scrub pants. During certain lab courses, students may need to change into exercise pants or shorts with elastic waistbands and thigh-length "bike shorts" underneath. Females may wear a sports bra, halter top, or bathing suit top underneath the T-shirt.

Students not in proper lab attire will receive one verbal warning and must wear a patient gown during lab practice. Subsequent incidents will result in **points being deducted from the professional behaviors grade** and may result in disciplinary action.

Clinical Attire

Please refer to Clinical Dress Code (pages 51-52).

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 hair shampooing, and teeth brushing.
2. Well-groomed with neat and clean hair that should not interfere with performing duties. Shoulder-length hair and longer must be tied back so that it does not fall loosely over the face and shoulders.
3. Nails should be short and clean. Nail polish, if worn, should be clear or neutral in color. Artificial nails are not permitted.
4. Only moderate application of make-up is allowed.
5. No strong perfume, cologne, or fragrances.

6. Tattoos or body decorations should be covered.
7. PTA student uniform that is clean and wrinkle-free and consists of a black and white polo shirt and black scrub pants. Students may wear an undershirt beneath the polo shirt.
8. Designated PTA lab shirt and mid-thigh shorts will be worn during lab activities.
9. Shoes should be closed-toe and clean. No open-toe shoes, sandals, or slides.
10. On casual Fridays, denim jeans are allowed. Clothing should cover the chest, back, torso, stomach, and lower extremities from armpit to mid-thigh when the body stands straight and when bending over or reaching the hands above the head. Tops should have shoulder straps and bottoms should fully cover an individual's buttocks. Clothing with language or images that can be considered offensive or contribute to a hostile learning environment is prohibited.

Jewelry

1. Stud earrings only, no hoops, loops, or drop earrings; no more than one earring per ear. Earrings must be worn in the earlobe only.
2. Visible pierced jewelry other than the earlobe is not allowed.
3. No more than one ring on each hand may be worn.
4. Only one unobtrusive chain necklace is allowed.
5. Jewelry should not interfere with the performance of duties.
6. A wristwatch with a second hand or digital watch allowing the timing of seconds must be worn.

CLINICAL EDUCATION

The PTA Program curriculum at Laredo College provides the student with three full-time general clinical experiences during the first and second years of the program as follows:

Clinical I (summer session I of the 1 st year):	160 hours (4 weeks)
Clinical II (spring semester of the 2 nd year):	224 hours (7 weeks)
Clinical III (spring semester of the 2 nd year):	240 hours (6 weeks)

The student is assigned to a clinical instructor who is a physical therapist or physical therapist assistant with a minimum of one year of experience and is an employee of the facility and ultimately responsible for the care of the clinical instructor's patients when a student is involved in that patient's care.

Readiness for Clinical Experiences

Before starting the first clinical rotation, the student must have demonstrated competency by satisfactorily completing all the required courses during the first year of the PTA Program. Student competency will be demonstrated by passing all professional behavior requirements, didactic tests, competency skill checks, and critical and safety components of lab practical exams with a grade of 70% or better to be considered as possessing safe behaviors and skills necessary to progress to a clinical rotation (refer to [First Year Expected Competencies](#)). If the student has not completed those requirements satisfactorily, the student will not be allowed to begin the first clinical rotation and will be dismissed from the program.

Before the start of the second clinical rotation, the student must have demonstrated competency by passing all professional behavior requirements, required didactic coursework, including tests, competency skill checks, critical and safety components of lab practical exams, and the first clinical rotation with a grade of 70% or better before the spring semester of the second year (refer to [Second Year Expected Competencies](#)). If the student has not completed those courses satisfactorily, the student will not be allowed to begin the second clinical rotation and will be dismissed from the program.

To progress to the third clinical rotation, the student must have demonstrated competency in PTHA 2361 Clinical Rotation II by mastering 80% of the skills identified for the PTA MACS and completing the second clinical rotation with a grade of 70% or better. Competency will be demonstrated in PTHA 2362 Clinical Rotation III by mastering 90% of skills identified for the PTA MACS and completing the third clinical rotation with a grade of 70% or better. If the student does not complete those requirements satisfactorily, the student will be dismissed from the program (refer to Evaluation of Student Clinical Skills, [page 49](#)).

Verification of Documents

Before the clinical experience, the student must have documented proof of the following:

1. Physical exam
2. Required immunizations: Hepatitis B vaccine series (HBV); measles, mumps, rubella (MMR); varicella (chickenpox) vaccine or documented exposure; Tetanus/Diphtheria/Pertussis (Tdap); bacterial meningitis; flu vaccine
3. Current TB skin test (annual)/chest x-ray (every two years)
4. Current American Heart Association BLS Healthcare Provider CPR Certification
5. Negative criminal background check
6. Proof of a negative drug 10-panel drug screen
7. Student liability insurance
8. Bloodborne pathogen training

****The student will assume full costs of the physical exam, immunizations, CPR certification, criminal background check, and drug test.**

Student Liability Insurance

All PTA students must obtain professional liability insurance before being allowed onto the clinical site. The insurance fee is included in the tuition for the fall semester courses.

Conduct

The student must be aware of and abide by the facility's policies & procedures; APTA's Value-Based Behaviors; Standards of Practice for Physical Therapy; Standards of Ethical Conduct for the PTA; State of Texas Physical Therapy Practice Act; the PTA Program policies & procedures; and the Code of Conduct policies listed in the LC Student Handbook.

The clinical site reserves the right to refuse admission to any student 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 the ACCE/Program Director substantiates this after further investigation, the student will be dismissed from the program.**

Students will adhere to the following:

1. Students will always conduct themselves professionally. Unwarranted conversation, giggling, excessive noise, inappropriate laughter, dirty jokes, gossip, and loitering are unprofessional behaviors that will not be tolerated.

2. Students will not discuss personal problems with patients or staff.
3. Students will not engage in conversations with staff or fellow students within the patient's hearing range that are not intended for the patient to hear.
4. Student cell phone use in the clinical setting is prohibited (see [Use of Electronic Devices](#) policy) unless required by the facility. Electronic devices should only be used during a scheduled break (lunch period). Emergency use of phones or other electronic devices should be discussed with the clinical instructor first.
5. Students will not chew gum or eat/drink in front of patients.
6. The student must provide the clinical instructor with current emergency telephone numbers and home telephone numbers.
7. The student will always remain busy in the clinic via direct patient care, observing treatment by another discipline, observing a new treatment technique, reading a textbook, reviewing a lesson, etc.
8. 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.
9. If the clinical instructor must leave early or is absent, the student must inform the ACCE who the substitute for the clinical instructor will be.
Only licensed physical therapy personnel may supervise a student, NOT a physical therapy tech or aide.
10. The student will not discuss other patients, CIs, personnel, or clinical sites with individuals at the current clinical site.
11. The student will be respectful and courteous to patients and staff, conducting themselves in a professional manner at all times.
12. The student will not become personally involved with a patient.
13. The student will not become personally involved with clinical staff during the clinical rotation, including after hours.
14. The student will direct any concerns or issues with the ACCE or the 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. No component of a patient's medical record shall be copied or removed (written or electronic). Patient information should only be discussed with the clinical instructor in a private venue. **Violation of HIPAA or confidentiality policy will lead to dismissal from the program.**

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

Clinical Orientation

All PTA Program students must attend a mandatory orientation of local acute care facilities annually (Laredo Medical Center, Doctor's Hospital, and Laredo Specialty Hospital). Other clinical sites may require students to attend an orientation before starting their assigned clinical. Failure to attend will preclude a student from starting a clinical rotation. An accurate record of a student's attendance will be maintained.

The ACCE will conduct a student orientation before the start of the clinical rotation to review clinical course requirements, including identified skills from PTA MACS for mastery, course syllabus, course assignments, grading criteria, and use of EXXAT, the education management platform used to access the digital PTA MACS.

Clinical Site Assignments

The PTA Program strives to provide the student with three clinical experiences, including inpatient and outpatient settings. Students will treat various medical conditions, including medical, orthopedic, and neurological conditions. The ACCE will assign a student to a clinical education site based on the type of clinical setting needed to fulfill skill requirements, based on the clinical education course objectives. Students' input concerning the type of setting that interests them is welcome. However, the PTA Program/ACCE makes the ultimate decision regarding placement. All clinical experiences can be completed in Laredo, but a **clinical experience can be assigned out of town**. PTA program students outside Laredo are not guaranteed placement in a clinical site near their hometown.

Inservices

Students must provide a short in-service to therapy or facility staff during all three clinical 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 transportation to and from the clinical site and is responsible for costs incurred with off-campus travel. The student is expected to report on time to the appropriate assigned agency.

Travel, Housing, and Other Expenses

Since some of our clinical site affiliates are based out of town, students may be assigned one (1) clinical experience out of town. The student is responsible for all costs incurred during the clinical education experience (i.e., gas, lodging, meals, etc.).

Structure of Clinical Education

Students will complete three clinical experiences starting summer session I of the first year. Each of the three clinical rotation courses consists of specific objectives and competency requirements to be met by each student. The overall structure of the program's clinical education component reflects a progression of required competencies. To progress to the next level within the PTA Program, the student must demonstrate mastery of the minimum number of skills required for each clinical education experience.

Student Supervision

A clinical instructor (CI), who is a physical therapist or physical therapist assistant, will be assigned to each student and will be responsible for student supervision, which may include reviewing the facility's safety policies before the start of each experience, 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 and communicate via telephone or email to consult with the clinical instructor and the student regarding student progress and problems.

If the CI is unavailable on-site, another licensed PT/PTA who is on-site may be assigned to that student for that period. If there is no PT/PTA on-site while the student is on their clinical experience, the student may perform non-patient care duties (e.g., medical record review, documentation, in-service preparation, and observing other healthcare practitioners). Students must contact the ACCE immediately if supervision violates these guidelines.

Obtaining Patient Informed Consent

Before initiating a physical therapy procedure with a patient, a student will introduce themselves as a student PTA, explain the treatment or data collection technique that will be performed, and obtain the patient's consent. The patient has the right to decline treatment from the student.

Evaluation of Student Clinical Skills

The student and clinical instructor will receive 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 assess the student based on entry-level practice (Refer to the *PTA MACS* for the definition of entry-level). The assessment will be based on the criteria described in the *PTA MACS* clinical assessment tool.

The student must 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 weekly. (Refer to *Appendix G*). The ACCE will also monitor student clinical progress via telephone or email as needed and will conduct midterm site visits. Students must be graded entry-level (✓) on minimum required skills and the final CI rating on the VAS scale, and achieve a grade of "C" or better to consider the clinical experience passed. **The ACCE will determine final clinical rotation grades based on the grading criteria listed in the course syllabus.**

Students who demonstrate poor performance on any critical element within the PTA MACS or who require clinical remediation will be required to:

1. Be counseled and receive a written evaluation of the behavior delineating 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 their clinical experience after 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. Students will also assess the ACCE via the Performance Assessment of ACCE Student Survey and complete a clinical exit interview with the ACCE to provide additional feedback on the clinical experience.

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

Clinical Education Attendance

To meet accreditation requirements, 100% attendance is required in all clinical affiliations, and students must complete the required number of hours and weeks for each of the three clinicals. Students must remember that completing 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 which may include weekday hours beyond the typical 8 am to 5 pm workday and weekends. **Students must report any changes to clinical hours of operation (i.e., facility closing for the day, holidays, etc.) to the ACCE immediately. Failure to do so will result in the student being counseled by the ACCE.**

Clinical Education Absences

Students are required to complete the clinical day according to facility guidelines. Leaving a clinical site early is unacceptable and will result in disciplinary action.

All missed clinical hours/days (excused/unexcused) must be made up before final grades are submitted to the registrar. Students must make arrangements with the clinical instructor for any missed clinical hours. Failure to make up missed clinical time by the end of the semester will result in an incomplete (I) or a grade of (F). **If absent, failure to contact the clinical instructor and the ACCE prior to the assigned reporting time constitutes an unexcused absence. The ACCE or Program Director will counsel any student having 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 Punctuality

PTA students are expected to be at their assigned clinical site at the time designated by the PTA Program faculty or facility clinical instructor. If an unavoidable circumstance arises resulting in tardiness, the student must contact the clinical instructor via phone or email before the scheduled clinical time.

At the clinical faculty members' discretion, the student may be sent home for being late to the clinical site, the student will need to make up those hours before the end of the clinical experience. All missed clinical hours must be made up before final grades are turned in for the semester. Failure to make up missed time may result in an "I" (Incomplete) or a failed clinical affiliation.

Habitual tardiness will not be tolerated under any circumstances. If a pattern of tardiness is noted, whether the CI is notified (i.e., student calls to inform the CI of late arrival on two or more occasions or the student is late more than an hour on two or more occasions) or not, disciplinary action will be taken.

Minimal action taken may include being counseled by the ACCE, being placed on probation, and receiving a "U" rating on the e-PTA MACS Skill #9 *Responsibility*. Maximal action taken may include student removal from the clinical facility and immediate failure of the clinical course.

Telephone numbers of the clinical affiliate departments are included in this Handbook (See *Clinical Affiliates, page 10*).

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 only take a break according to facility protocol and with proper authorization from the clinical instructor.

Clinical Dress Code

The students must adhere to the same PTA Program Dress Code and Other Dress Code requirements for clinical rotation. A student found non-compliant with dress rules in a clinical setting may be sent home and will need to make up the missed clinical time. Students must use PPE as required by the clinical site during clinical activities to protect the health and welfare of students participating in clinical experiences.

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

Personal Appearance

1. Maintain good personal hygiene via daily bathing, use of deodorant, regular hair shampooing, and teeth brushing.
2. Well-groomed with hair should be neat and clean and should not interfere with performing duties. Shoulder-length hair and longer must be tied back so that it does not fall loosely over the face and shoulders.
3. Nails should be short and clean. Nail polish, if worn, should be clear or neutral in color. Artificial nails are not permitted.
4. Only moderate application of make-up is allowed.
5. No strong perfume, cologne or fragrance.
6. Tattoos or any body decorations should be covered.
7. PTA student uniform that is clean and wrinkle-free and consists of a black and white polo shirt and black scrub pants. Students may wear an undershirt beneath the polo shirt.
8. Shoes should be closed-toe and clean. No open-toe shoes, sandals, or slides.
9. Student identification badges must be visible and worn on the upper left side of the uniform collar during the clinical affiliation. No decorations or stickers are allowed on nametags or uniforms. Student identification badges may be purchased at the LC student services department.

10. Lab coat with a nametag on the left chest area may be worn during the clinical.
11. Smoking is not allowed within 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 on each hand.
4. Only one unobtrusive chain necklace is allowed.
5. Jewelry should not interfere with the performance of duties.
6. A wristwatch with a secondhand or digital watch allowing the timing of seconds must be worn.

Physical and Emotional Fitness

1. It is the student's responsibility to keep program admission requirements up to date and submit pending requirements on time. Failure to do so may keep the student from attending clinical sites.
2. It is expected that the student report to the health care facilities physically and mentally fit. When it is determined that the student's condition jeopardizes the welfare of clients, staff, other students or themselves, the student will not be allowed to remain and will have the day recorded as an absence. The student will not earn clinical hours or be given an alternative assignment. In addition, this may jeopardize the student's standing in the program.
3. At any time during the program, the student may be required to supply a physician's statement regarding their physical and emotional fitness to continue in the program. If the student is found to be unfit physically or emotionally, a Health Sciences Committee will meet to review the case individually and render a decision. The Committee's decision will be forwarded to the Program Director.
4. If a medical/surgical condition occurs during the student's enrollment that warrants the prescription of a controlled substance by a licensed medical practitioner, the student must obtain a release form from the physician who initiated the prescription. A Faculty Committee will review the release form and the admission request. The committee will then decide about the student's ability to participate in clinical.

HEALTH AND SAFETY

Campus Safety

The South Campus Police Department is located in Building F-Room 130 and is staffed 24 hours a day, 7 days a week. Students and faculty are asked to report any suspicious activity, crime, or emergency occurring on campus in person at the LC Police Building or to call 956-794-4303. Please refer to the individual course syllabus regarding emergency procedures for reporting a fire, injury, illness, person down, stalking, threat, or assault.

The campus notification system, *LC Alert*, contacts students, faculty, and staff via landline, cell phone, email, or text message (SMS cell phone) in an emergency or campus closure. Students may register voluntarily, free of charge, other than the standard fees associated with individual text messaging services. Students can join the Laredo College Alert Network by downloading the *Campus Shield* Smartphone App. Refer to [LC Alert](#) on [LC's website](#).

Off-Campus Safety

The student is responsible for adhering to specific safety policies the facility sets when participating in off-campus laboratories, observation experiences, or clinical affiliation activities. If an LC student is injured, becomes ill, or is exposed to potentially harmful substances during any of these off-campus activities, the student must follow the reporting procedure listed in the PTA Student Handbook, Incident Report: Procedure for Student Injury, Illness, Exposure to Substances (refer to [page 55](#)).

Emergency/Fire Evacuation Plan

The College of Health Sciences building is equipped with a fire alarm system. The system will be activated in the event of a fire, and the fire department will be alerted. The building has two fire extinguishers in the PTA wing outside COHS 311 and COHS 304. Fire evacuation plans are posted throughout the building, which show the location of fire exits and evacuation routes. In the event of a fire, call 911, then the Laredo College Campus Police Department at 956-794-4303. Students should exit the building and go to the designated area.

Students should stay with faculty during a building evacuation and follow their directions. Students should not leave the premises until their faculty instructs them to do so.

Student Health Services and Wellness

Should a student require an assessment of minor illnesses or injuries, or an emergency arise while on campus, the student should call the Office of Student Health Services and Wellness at 956-721-5151 or the 911 system.

Counseling Services

Should a student need help to address personal challenges hindering their academic success, licensed professional counselors provide free and confidential short-term, individual counseling to support students in achieving their goals. Faculty members may refer students to Counseling Services to assist them if they are in distress or experiencing mental, emotional, or behavioral problems. [TimelyCare](#) also delivers free 24/7 access to virtual mental health care.

Material Safety Data Sheets (MSDS)

The PTA Program keeps Material Safety Data Sheets (MSDS) on all chemical agents and solutions used in the program. MSDSs are kept in a binder located in COHS 304. Faculty will review MSDS content with students before using these agents or solutions. Faculty will review the MSDS binder annually for accuracy.

Safety Regarding Hazardous Materials

Classroom or laboratory sessions that involve hazardous materials must be handled and discarded properly. This may include the disposal of sharps (debridement kit) in a sharp's container. Students are to adhere to faculty instructions on the safe handling and disposal of materials.

Guidelines to Prevent Transmission of Infectious Disease

Per the Occupational Safety and Health Administration (OSHA) guidelines, the student will receive information and training on bloodborne pathogens and other potentially infectious materials, universal precautions, and infection control measures. Instruction will be provided in PTHA 1405 Basic Patient Care Skills and during mandatory hospital orientations prior to the start of the clinical education experience. Instruction will be reinforced throughout various program courses.

The student must review the policy and procedures for infection control in each clinical facility before providing care to clients. A student exposed to a potentially infectious agent must contact the instructor immediately, follow the policy and procedure for infectious agent exposure, complete an incident report, and follow up with their medical physician.

Communicable Diseases

The PTA Program adheres to Laredo College's Notifiable Conditions statement (refer to the current syllabus). The student is expected to report physically and mentally fit to the clinical sites. A student 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.

Title IX and Disability Services

The Physical Therapist Assistant Program adheres to Laredo College's Title IX and Disability Services Policy (refer to the current syllabus).

Pregnancy, Parenting Students, and Breastfeeding

Please refer to the Title IX and Disability Services policy (refer to the current syllabus).

Incident Report

Procedure for Student Injury, Illness, Exposure to Substances

If an LC 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 contact the Office of Student Health Services at 721-5151, their physician, or call 911. If the incident occurred in the clinic, the student must be sent to the ER or referred to their physician.
3. Request that the supervisor call the Academic Coordinator of Clinical Education (ACCE) and immediately notify them of the incident.
4. Complete an incident report at the clinical site and through the LC Safety and Risk Management Office at <https://laredo.campusoptics.com/s/incident-report>.
5. Follow up with their physician if necessary.
6. The student must contact Laredo College's Safety and Risk Management Office to complete an accident health insurance coverage form. Primary insurance will be filed for payment, and LC insurance will be filed for expenses not covered by the primary insurance.
7. If the student has no other health insurance coverage, the LC insurance will cover expenses up to \$10,000 per occurrence. LC insurance does not cover any underlying condition.
8. The student is responsible for the expenses incurred.
9. Contact the [Safety and Risk Management Office](#) at 956-721-5852 for further questions.

PINNING CEREMONY

A pinning ceremony is held in May. The attire for the pinning ceremony includes the PTA Program student uniform dress requirement, which consists of a black and white polo shirt, black scrub pants, and tennis shoes.

GRADUATION

Students are responsible for knowing and abiding by all graduation requirements. It is the student's responsibility to review their degree plan and ensure that all courses required for graduation have been completed. Graduation eligibility requires the student to satisfactorily complete the prescribed curriculum requirements with grades of 70% or better in all courses listed in the PTA Program curriculum as stated in the LC Catalog.

Graduate candidates must apply for graduation online or in the Office of the Registrar in Billy Hall Student Center, room 131, before or on the date specified in the College calendar to receive their LC degree. PTA graduates are awarded an Associate of Applied Science degree in Physical Therapist Assistant upon completing all courses within the PTA curriculum.

PTA PROGRAM COMPLETION

A student who completes the requirements of the PTA Program curriculum as printed in the Laredo College Catalog earns an Associate of Applied Science Degree in Physical Therapist Assistant and becomes eligible to take the National Physical Therapy Examination (NPTE) for the PTA. 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:

2. Job fairs hosted by local hospitals or agencies.
3. Job fairs hosted by LC.
4. Posted employment opportunities via courtesy emails sent to graduates by the PTA Program up to one year after graduation.

APPENDICES

APPENDIX A

LAREDO 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 mission, administration, and organization of Laredo 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 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; mission 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 B

Physical Therapist Assistant Degree Plan Associate of Applied Science

PREREQUISITES: (SUMMER SESSION)

BIOL 2301	Human Anatomy & Physiology I - CORE.....	3
BIOL 2101	Human Anatomy & Physiology I lab.....	1
ENGL 1301	Composition I - CORE.....	3
PTHA 1301 ¹	The Profession of Physical Therapy.....	3
		10

SECOND SEMESTER (FALL):

BIOL 2302	Human Anatomy & Physiology II – CORE.....	3
BIOL 2102	Human Anatomy & Physiology I lab.....	1
PTHA 1413	Functional Anatomy	4
PTHA 1405	Basic Patient Care Skills	4
PTHA 2201	Essentials of Data Collection	2
		14

THIRD SEMESTER (SPRING):

PTHA 1321	Pathophysiology for the PTA.....	3
PTHA 1531	Physical Agents	5
PTHA 2509	Therapeutic Exercises	5
PSYC 2314	Life Span Growth & Development - CORE.....	3
		16

FOURTH SEMESTER (Summer Session I)

PTHA 1260	Clinical I – PTA	2
PHIL 2306	Introduction to Ethics – CORE.....	3
		5

FIFTH SEMESTER (FALL):

PTHA 2371	Concepts in Physical Therapy.....	3
PTHA 2431	Management of Neurological Disorders	4
PTHA 2535	Rehabilitation Techniques	5
		12

SIXTH SEMESTER (SPRING):

PTHA 2339 ^{2,3}	Professional Issues (Capstone)	3
PTHA 2361 ²	Clinical II – PTA.....	3
PTHA 2362 ²	Clinical III – PTA	3
		9

Total Credits 66

Note: In order for the PTA Student to remain in the PTA Program, the student must complete all prerequisite and degree plan courses with a grade of "C" or better.

¹Must be college English eligible.

²Capstone Experiences: PTHA 2339 is taught in the last semester. The learning experience in this course results in a consolidation of a student's educational experience. Credentialing: National Physical Therapy Examination (NPTE) administered by the Texas State Board of Physical Therapy Examiners.

³The student will be required to complete a comprehensive examination with a satisfactory score prior to completion of this class.

**APPENDIX C
LAREDO COLLEGE
PTA PROGRAM
COUNSELING FORM**

Student Name _____ ID _____

Course _____ Semester _____

- ☐ Attendance/Tardiness
- ☐ Unprofessional Conduct
- ☐ Disciplinary Action

- ☐ Academic/ Clinical Progress
- ☐ Other _____
- ☐ Other _____

Faculty Comments:

Recommendations:

Student Comments/Plan of Action:

Student Signature

Date

Faculty Signature

Date

APPENDIX D
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 E Probation Form

Student's Name _____ I.D. Number: _____
Course Number _____
Beginning Date _____ Ending Date _____

The following policies, requirements and/or objectives are not being met satisfactorily at this time:

The student must comply with the following requirements during the probationary period:

- _____ The student will abide by all student program policies in effect, particularly relating to attendance, maintaining a passing average, and following up on conferences with program staff.
- _____ The student must meet all policies, requirements, and/or course objectives in all appropriate learning settings during the probationary period and thereafter.
- _____ The student may be withdrawn from the course and program for failure to comply with any of the terms outlined in the Probation Report. If the college deadline for withdrawal has passed, the student will be given a performance grade.

Student Comments:

By signing, I acknowledge discussion of the above subjects and understand my responsibility for the probationary period.

Student Signature _____ Date: _____

Instructor's Signature _____ Date: _____

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

_____ 2 - 4 hrs wk on assigned readings

_____ 4 - 6 hrs wk on assigned readings

_____ Test Taking Skills

_____ Illness

_____ Family Issues

_____ Work Schedule > 15 hrs/wk

Other _____

Student Plan of Action:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Remediation Completed: YES NO Date _____

APPENDIX G
LAREDO COLLEGE
Weekly Clinical Summary Report

Student _____ **FAX # (956) 721-5431**

Week # _____ **From** _____ **to** _____

DATE	TIME IN	TIME OUT	LUNCH
Mon.			
Tues.			
Wed.			
Thurs.			
Fri.			
Sat.			
Sun.			

Skills addressed this week:

Plan of Action:

Skills to be addressed next week:

Plan of Action:

CI Summary Report: _____

Student's Signature

CI's Signature

APPENDIX H

Important Phone Numbers

Dr. Esmeralda Vargas, PT, DPT, MS
Professor of PTA & Program Director
COHS C313
Office: 956-764-5734
esmeralda.vargas@laredo.edu

Yolanda Guzman, PTA, BS
Professor of PTA and ACCE
COHS C312
Office: 956-721-5263
yolanda.guzman@laredo.edu

Jacqueline Villalon, PTA, MHS
Professor of PTA
COHS C314
Office: 956-794-4445
jacqueline.villalon@laredo.edu

Claudia Sanchez
Instructional Assistant
COHS A305
Office: 956-721-5262
claudialsanchez@laredo.edu

Advising Center
Lerma Peña 201
956-721-5135
Billy Hall Student Center A208
956-794-4135

Campus Police
Fort McIntosh P-64
Office: 956-721-5303
South Campus Building F Room 130
956-794-4303

Center for Learning, Academic and
Student Success (CLASS)
Harold R. Yeary Library Room 111
956-721-5348
Senator Judith Zaffirini Library 208
956-794-4348

Disability Services
Lerma Pena Building 205
Office: 956-721-5137
Billy Hall Student Center A209
956-794-5838

Harold R. Yeary Library
Office: 956-721-5275
Senator Judith Zaffirini Library
956-794-4275
www.library.laredo.edu
reference_desk@laredo.edu

Office of Student Life
Kazen Center 212
Office: 956-721-5179
Billy Hall Student Center A225
956-794-4178

Student Health Services and
Wellness
Kazen Student Center 132
956-721-5151

Student Financial Aid Center
Lerma Peña Room 143
Office: 956-721-5361
Billy Hall Student Center 109
956-794-4361

REVIEW OF RECORDS

I, (Print Name) _____ give permission to the Health Sciences 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 Sciences Division and Physical Therapist Assistant Department to release personal (i.e. immunization record, criminal history, drug test results) and other information as needed to the clinical facilities where I will participate in clinical rotations.

Student's Signature _____ ID# _____

Date _____

RELEASE OF LIABILITY FORM

I acknowledge and understand that there may be certain risks while a student in the Health Sciences Division Physical Therapist Assistant Program at Laredo 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 College, the Health Sciences Division, Physical Therapist Assistant Program, or the training facilities liable.

Student's Signature _____ ID# _____

Date _____

LAB TREATMENT and DRAPING CONSENT FORM

I, (Print Name) _____, agree to play the role of a patient during classroom and laboratory activities for faculty and classmates for the purpose of student learning, practicing and applying physical therapy techniques for the duration of the program. I understand that all efforts to provide modesty and safety precautions have been incorporated into the laboratory experiences. If I feel or think I am uncomfortable with any draping, manner of touch, or treatment, I will carefully speak to my classmate about this issue. If I still do not sense that this action resolves the issue, I will inform the faculty. I will follow the dress code for lab and lecture according to the Dress Code guidelines in the PTA Student Handbook. I will notify PTA faculty of any allergies (i.e., latex, nylon fibers, cold hypersensitivity, etc.) or medical conditions before the start of the laboratory session.

I, (Print Name) _____, will attempt to follow the PTA Student Handbook Code of Conduct during all classroom and laboratory activities. I agree to drape my classmates, guests, patients or faculty in a way that protects the modesty and safety of all patient simulators during the application of physical therapy techniques. I will demonstrate professional behavior by practicing considerate and respectful non-verbal and verbal communication during all classroom and lab activities. I will adhere to safe behavior while using equipment during laboratory activities and will do so only under supervision of PTA faculty. I will promptly report any malfunctioning equipment to PTA faculty as soon as it becomes evident.

Student's Signature _____ ID# _____

Date _____

CONSENT TO VIDEO RECORD, AUDIO RECORD, and PHOTOGRAPH

I, (Print Name) _____, do hereby consent to the participation in video recording, audio recording, and taking of photographs by the faculty in the Physical Therapist Assistant Program for instructional purposes. I also grant the PTA Program faculty the right to edit, use, and reuse said products for non-profit purposes (educational, public service, health awareness purposes) including use in print, on the internet, and all other forms of media. I also hereby release the PTA Program, Laredo College and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Student's Signature _____ ID# _____

Date _____

FALSIFICATION OF INFORMATION

Students, who were previously enrolled in any Health Sciences program(s) at Laredo College OR at any other college or university, must have exited in good standing. **Falsification of information will jeopardize admission or continuation in the program.**

I, (Print Name) _____, understand that falsifying any information while in the PTA program will jeopardize my admission or standing in the Health Sciences Programs.

Student's Signature _____ ID# _____

Date _____

PERMISSION FORM

I, (Print Name) _____, give permission to the Physical Therapist Assistant Program to:

- a. display my photograph, projects, papers, or other work
- b. allow access of my records for accreditation purposes
- c. submit medical records, criminal background records, CPR certification and/or other pertinent information to clinical agencies if required or upon request from a clinical affiliate

Student's Signature _____ ID# _____

Date _____

TECHNICAL STANDARDS STATEMENT

I, (Print Name) _____, understand the attendance policy and ensure I meet all of the technical performance standards each semester throughout the program. I will immediately notify my professor should changes occur with my ability to meet the attendance policy and/or the technical performance standards.

Student's Signature _____ ID# _____

Date _____

STATEMENT OF CONFIDENTIALITY

The health care provider has an ethical and legal obligation to maintain confidentiality of a patient's personal or medical information. A student has the responsibility to maintain the same degree of patient privacy and confidentiality at all times. The student is required not to discuss the patient's condition with the family, bystanders, the media, or any other non-medical personnel. In addition, the student is prohibited from discussing the patient's condition or prognosis outside of class or from transmitting by way of any electronic media any patient-related image. The student is restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient. Violation of confidentiality rules may result in the student being dismissed from the course or the program.

I have read and understand the significance of the information given above.

I, (Print Name) _____, will not reveal any information concerning patients to anyone not authorized to discuss the individual's physical and psychological condition. I am aware that if I do, I may be subject to dismissal from the Physical Therapist Assistant Program.

Student's Signature _____ ID# _____

Date _____

DEGREE PLAN REQUIREMENTS

I, (Print Name) _____, take full responsibility for completing all required courses for the Associate of Applied Science Degree in Physical Therapist Assistant as outlined in the Physical Therapist Assistant Program degree plan and the Laredo College catalog. I recognize that I must keep a record of those courses as they are completed. I have been provided a degree plan that lists all courses required for the program and take responsibility for verifying that they have been completed. I understand that if any of the required courses have not been completed as required, I will not graduate with the cohort I am designated to graduate with.

Student's Signature _____ ID# _____

Date _____

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I, (Print Name) _____, have read and understand the content of the 2025-2026 PTA Program Student Handbook and have been given the opportunity to inquire about the content. I agree to abide by all the policies of LC Catalog and the LC Student Handbook, of the PTA program, and of the Health Sciences Division. 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's Signature _____ ID# _____

Date _____

Technical Standards - Physical Therapist Assistant Program

A student in the Health Sciences Division must possess necessary technical performance standards to successfully participate in and complete individual programs. The student is required to be physically, mentally, and medically able, with reasonable accommodations if necessary, to perform the technical standards necessary for the Physical Therapist Assistant Program as shown below. These technical performance standards are also required of the student to fulfill the responsibilities of an entry-level physical therapist assistant upon graduation. The applicant must understand that if the student is unable to perform an essential function, the student may be counseled to consider another field of study or the student may be withdrawn from the program.

Initials	Category of Essential Functions	Description	Example of Technical Standards (Not Limited to)
	Observation	Able to actively participate in all classroom and laboratory activities, and clinical experiences required in the professional program component, and assess and comprehend the condition of all patients assigned to them for data collection and intervention. Such observation and information requires functional use of visual, auditory, and somatic sensations.	<ul style="list-style-type: none"> Visual (corrected as necessary) <ul style="list-style-type: none"> Able to read small print on printed materials, measuring devices, dials, LED displays, and set parameters on physical therapy equipment. Able to visually discriminate postural, musculoskeletal, and color changes. Able to monitor patients, recognize and interpret facial expressions and body language Assess the environment at a distance Recognize depth and use peripheral vision. Auditory (corrected as necessary) <ul style="list-style-type: none"> Recognize and respond to soft voices, auditory timers, patient call bells and emergency alarms. Distinguish between normal and abnormal lung and heart sounds and take blood pressure. Tactile <ul style="list-style-type: none"> Palpate a pulse, locate bony prominences, detect changes or abnormalities of surface texture, skin, muscle tone, temperature, and environmental temperature
	Communication	Able to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, patients/clients of all ages, families and all	<ul style="list-style-type: none"> Able to effectively and sensitively elicit pertinent information. Recognize, interpret and respond to nonverbal communication. Convey information to patients/clients, peers, faculty and staff, and members of the healthcare team. Comprehend, interpret and follow oral

		members of the healthcare team.	<p>and written communication in both academic and clinical settings.</p> <ul style="list-style-type: none"> • Demonstrate active listening skills.
	Motor	Sufficient motor ability to execute the movement and skills required for safe and effective patient care and emergency treatment.	<ul style="list-style-type: none"> • Demonstrate adequate coordination, balance, speed and agility to assist and safely guard patients who are walking, exercising or performing other activities • Demonstrate adequate strength to safely lift, transfer, move, adjust and position patients or equipment weighing up to 100 pounds using correct body mechanics. • Able to provide emergency treatment to patients. • Stand, walk, or sit for a prolonged period (minimum of 4-12 hours). • Possess finger and manual dexterity necessary to manipulate equipment and to perform patient care procedures.
	Intellectual	Ability to collect, interpret, and integrate information and make sound decisions in a timely manner.	<ul style="list-style-type: none"> • Read and comprehend relevant information in textbooks, medical records and professional literature. • Integrate, retain and synthesize information to effectively problem solve. • Utilize intellectual abilities, exercise good judgment and complete tasks, within required time limits. • Apply knowledge to new situations and to problem solving scenarios. • Utilize effective teaching, learning and test taking strategies
	Behavioral and Social Attributes	Possess the emotional health and stability necessary to exercise good judgment and develop professional relationships with faculty, clients, patients and other members of the health care team. Possess effective time management skills, flexibility, compassion, integrity and concern for others. Demonstrate a strong work ethic.	<ul style="list-style-type: none"> • Perform in fast-paced clinical situations • Display flexibility • Sustain professional activities for extended periods under conditions of physical and emotional stress. • Demonstrate emotional health required for full utilization of intellectual abilities and exercise of good judgment. • Demonstrate integrity, concern for others, interpersonal skills, interest and motivation. • Accept responsibility and accountability for one's own actions. • Establish rapport and develop mature, sensitive and effective relationships with patients/clients and others. • Comply with the ethical standards of the APTA. • Acknowledge and respect individual values and opinions. • Negotiate interpersonal conflicts

**Adapted with permission from Austin Community College PTA Program's Technical Standards*

The applicant is required to be physically, mentally and medically able to perform the technical standards necessary in the role of a health science student. It is the responsibility of the student to contact the Special Services Center if they feel they cannot meet one or more of the technical standards listed. Students can obtain complete information by visiting the Office of Special Services.

I have reviewed and initialed the technical performance standards listed above. I attest that I have the ability to meet these requirements and those of the student role. In the event that I am unable to perform an essential function during the course of study, I will be referred to the Office of Special Services for assistance. I will also be counseled to consider another field of study, and I may be withdrawn from the Physical Therapist Assistant Program.

_____	_____	_____
Print Student Name	Student's Signature	Date