# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME</td>
<td>1</td>
</tr>
<tr>
<td>HISTORY OF THE PROGRAM</td>
<td>2</td>
</tr>
<tr>
<td>NONDISCRIMINATION POLICY</td>
<td>2</td>
</tr>
<tr>
<td>STUDENTS’ RIGHTS</td>
<td>2</td>
</tr>
<tr>
<td>PROGRAM MISSION STATEMENT</td>
<td>3</td>
</tr>
<tr>
<td>PROGRAM GOALS</td>
<td>3</td>
</tr>
<tr>
<td>PROGRAM OBJECTIVES</td>
<td>4</td>
</tr>
<tr>
<td>PROGRAM OUTCOMES</td>
<td>5</td>
</tr>
<tr>
<td>PROGRAM–SPECIFIC STUDENT LEARNING COMPETENCIES</td>
<td>6</td>
</tr>
<tr>
<td>PROGRAM PHILOSOPHY</td>
<td>6</td>
</tr>
<tr>
<td>PTA PROGRAM REQUIREMENTS</td>
<td>7</td>
</tr>
<tr>
<td>PTA STUDENT HEALTH REQUIREMENTS</td>
<td>8</td>
</tr>
<tr>
<td>RISKS FOR HEALTH CARE PROVIDERS</td>
<td>9</td>
</tr>
<tr>
<td>STUDENT ASSIGNMENTS TO PATIENTS WITH COMMUNICABLE DISEASES</td>
<td>9</td>
</tr>
<tr>
<td>INCIDENTS</td>
<td>9</td>
</tr>
<tr>
<td>PROCEDURE FOLLOWING EXPOSURE INCIDENT</td>
<td>10</td>
</tr>
<tr>
<td>EYE SAFETY POLICY</td>
<td>11</td>
</tr>
<tr>
<td>HEALTH SERVICES</td>
<td>13</td>
</tr>
<tr>
<td>STORAGE, ACCESS, AND RELEASE OF HEALTH RECORDS</td>
<td>13</td>
</tr>
<tr>
<td>STUDENT RECORDS</td>
<td>13</td>
</tr>
<tr>
<td>PARENTAL ACCESS TO CHILDREN’S EDUCATIONAL RECORDS</td>
<td>14</td>
</tr>
<tr>
<td>STORING AND ACCESS TO STUDENTS’ ACADEMIC FILES</td>
<td>14</td>
</tr>
<tr>
<td>PTA CURRICULUM</td>
<td>15</td>
</tr>
<tr>
<td>PROGRAM RETENTION POLICY</td>
<td>16</td>
</tr>
<tr>
<td>PROGRAM PROGRESSION</td>
<td>17</td>
</tr>
<tr>
<td>WITHDRAWAL FROM THE PROGRAM</td>
<td>17</td>
</tr>
<tr>
<td>PTA PROGRAM READMISSION</td>
<td>17</td>
</tr>
<tr>
<td>DISMISSAL FROM THE PROGRAM</td>
<td>18</td>
</tr>
<tr>
<td>STUDENT EVALUATIONS AND GRADING</td>
<td>18</td>
</tr>
<tr>
<td>POSTING OF GRADES BY FACULTY</td>
<td>19</td>
</tr>
<tr>
<td>ACADEMIC HONESTY</td>
<td>19</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>20</td>
</tr>
<tr>
<td>EDUCATIONAL SUPPORT SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>SERVICES FOR STUDENTS WITH DISABILITIES</td>
<td>21</td>
</tr>
<tr>
<td>STUDENT ADVISEMENT AND COUNSELING</td>
<td>22</td>
</tr>
<tr>
<td>CHAIN OF COMMAND POLICY</td>
<td>23</td>
</tr>
<tr>
<td>GRIEVANCE POLICY</td>
<td>23</td>
</tr>
<tr>
<td>PHONES AND OTHER COMMUNICATION DEVICES</td>
<td>24</td>
</tr>
<tr>
<td>ELECTRONIC DEVICE POLICY</td>
<td>25</td>
</tr>
<tr>
<td>LECTURE AND LABORATORY DRESS CODE</td>
<td>26</td>
</tr>
<tr>
<td>PTA LABORATORY</td>
<td>26</td>
</tr>
<tr>
<td>LABORATORY POLICIES</td>
<td>26</td>
</tr>
<tr>
<td>LAB PASSES</td>
<td>26</td>
</tr>
<tr>
<td>CAMPUS LOCKDOWN PROCEDURES</td>
<td>28</td>
</tr>
<tr>
<td>LCCC DRUG-FREE CAMPUS POLICY</td>
<td>29</td>
</tr>
</tbody>
</table>
FAMILY RELATIONSHIP POLICY ................................................................. 31
CLINICAL EXPERIENCE POLICY .......................................................... 31
STUDENT DRESS CODE FOR CLINICAL OBSERVATIONS AND AFFILIATIONS .................. 32
PATIENT CONFIDENTIALITY ............................................................... 33
SOCIAL MEDIA POLICY ........................................................................ 34
STUDENT CLINICAL BEHAVIOR ............................................................ 35
STUDENT LIABILITY .............................................................................. 36
LIST OF APPROVED ABBREVIATIONS & ACRONYMS ................................. 36
STUDENT EMPLOYMENT ....................................................................... 36
CLINICAL AFFILIATION POLICIES AND PROCEDURES ............................... 37
PROHIBITIVE OFFENSE PROCEDURE .................................................. 40
INCLEMENT WEATHER .......................................................................... 44
ASSESSMENT ....................................................................................... 44
COSTS OF THE PROGRAM .................................................................... 45
STUDENT ORGANIZATION .................................................................... 45
PTA CLUB CONSTITUTION .................................................................... 46
GRADUATION ....................................................................................... 49
STATE BOARD REQUIREMENTS ............................................................ 49
GRADUATE FOLLOW-UP ....................................................................... 49
COMPLAINTS FROM OUTSIDE THE COLLEGE ............................................ 49

APPENDIX A - STUDENT HEALTH RECORD
APPENDIX B - INFORMED CONSENT FORM
APPENDIX C - SAMPLE ACADEMIC PLAN
APPENDIX D - AUDIT AGREEMENT FORM
APPENDIX E - EQUIPMENT LOAN FORM
APPENDIX F - CLINICAL SITE REQUEST FORM
APPENDIX G - PROHIBITIVE OFFENSE NOTIFICATION FORM
APPENDIX H - CLINICAL AGREEMENT OF AFFILIATION FORM
APPENDIX I - ASSESSMENT MATRIX
APPENDIX J - AHA PATIENTS' BILL OF RIGHTS
APPENDIX K - AHA PATIENT CARE PARTNERSHIP
APPENDIX L - STANDARDS OF ETHICAL CONDUCT FOR THE PTA
APPENDIX M - GUIDE FOR CONDUCT OF THE PTA
APPENDIX N - VALUES-BASED BEHAVIORS FOR THE PTA
APPENDIX O - STUDENT CAMPUS DIRECTORY
Welcome to Lehigh Carbon Community College and the Physical Therapist Assistant Program. You have chosen an active and rewarding profession.

This PTA Program Handbook contains information that affects students in the PTA program. This is a supplement to the LCCC Student Handbook. Please become familiar with the contents of both the LCCC Student Handbook and the PTA Program Handbook. Policies are reviewed frequently and are subject to change at the discretion of the program. All new policies will be distributed to the students in writing.

The PTA faculty members wish you the very best for your success. We want to assist you to meet your personal, educational and professional goals and objectives.

**Program Faculty**

Mr. Anthony Fragassi, PT, MS  
Program Director/Assistant Professor  
Office SH 32D  
610-799-1021  
afragassi@lccc.edu

Ms. Brandi Lipovsky, PTA, BS  
Academic Coordinator of Clinical Education  
Office SH 32B  
610-799-1129  
blipovsky@lccc.edu

Mrs. Evelyn M. Petrash, PT, MS  
Professor  
Office SH 32K  
610-799-1515  
epettrash@lccc.edu

Ms. Jennifer Howanitz  
Adjunct Instructor  
SH32  
jhowanitz@lccc.edu

The Physical Therapist Assistant Program faculty members have office hours posted on their office doors and in their syllabi. Each faculty member has scheduled office hours weekly for student advisement and assistance. Appointments can be made at other times as well. It is the student’s responsibility to seek faculty assistance as necessary.

**Program Accreditation**

The Physical Therapist Assistant (PTA) program at Lehigh Carbon Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax St., Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. Formal complaints regarding the program may be filed with CAPTE here.
HISTORY OF THE PROGRAM

In 1969 Lehigh Carbon Community College admitted its first class of physical therapist assistant students. The initial American Physical Therapy Association accreditation date for the program was June 1971. Mr. Wayne Kirker was the first Program Director. Our program was the first of its kind in the state of Pennsylvania and one of the first in the nation. The impetus for developing the PTA program came from several area rehabilitation leaders including Mr. Ray Crissey from the Good Shepherd Home (currently Good Shepherd Rehabilitation Network) and Dr. Dominic Donio from Sacred Heart Hospital (currently St. Luke’s Sacred Heart Campus). The first class graduated in 1971. Mr. Anthony Fragassi currently serves in the role as Program Director. Graduates of the program have gained employment in many physical therapy departments in the Lehigh Valley and throughout the state and country. The program was most recently reaffirmed accreditation from the Commission on Accreditation in Physical Therapy Education (CAPTE) for a ten-year period of time beginning April 26, 2017. The program will be reviewed again by CAPTE in October of 2026.

NONDISCRIMINATION POLICY

The college and the program will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of gender, gender identity, gender expression, sex, race, ethnicity, color, national origin, religion, age, disability, veteran or military status, genetic information, family or marital status, sexual orientation, or any other protected class under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Inquiries about this policy and procedure may be made internally to the Director of Human Resources/Title IX/Equity Coordinator, Office of Human Resources, 4525 Education Park Drive, Schnecksville, PA 18078, 610-799-1107.

STUDENTS’ RIGHTS

Students have the right to expect an educationally sound program of classroom and clinical instruction delivered and evaluated by the faculty in an objective manner.

Students have the right to due process as outlined in the Grievance Procedure in this Handbook and the Lehigh Carbon Community College Student Handbook.
PROGRAM MISSION STATEMENT

Consistent with the mission of Lehigh Carbon Community College, the mission of Lehigh Carbon Community College’s Physical Therapist Assistant program is to prepare qualified persons for entry-level positions as physical therapist assistants who work under the direction and supervision of a licensed physical therapist by providing high quality learning experiences that are affordable and accessible.

PROGRAM GOALS

Consistent with the Academic Excellence Goal of Lehigh Carbon Community College, the goals of the Physical Therapist Assistant Program are as follows:

Students:
1. 85% of students who successfully complete the second semester will complete the program and meet graduation requirements
2. Graduates will meet or exceed state and national averages on the National Physical Therapist Assistant Examination
3. All graduates who desire employment as a physical therapist assistant will be successfully employed within nine months from graduation
4. Foster individual growth, leadership and service by being involved in at least two community events per academic year

Faculty:
1. Maintain licensure as a clinician in the Commonwealth of Pennsylvania
2. Maintain membership the American and Pennsylvania Physical Therapy Associations
3. Attend at least two district Pennsylvania Physical Therapy Association meetings each academic year
4. Promote instructional excellence by providing an environment of best practices that engages and challenges students, advances intellectual curiosity, and fosters lifelong learning with quality teacher-student contact and use of current technology.
5. Keep current with academic content by reading at least two professionally published articles related to course content within each academic year

Program:
1. Contribute to the community by being involved in at least two community events per academic year
2. Offer to host one Northeast District Pennsylvania Physical Therapy Association even each academic year
3. Investigate ongoing alternative curriculum delivery models for ease of accessibility, portability and reduced costs
4. Ensure a diverse and inclusive environment to facilitate student learning and engagement.
PROGRAM OBJECTIVES

The curriculum of Lehigh Carbon Community College Physical Therapist Assistant program is designed to:

1. Enable the students, upon completion of the program, to demonstrate safety and competency in the application of the following physical therapy procedures, functions and tasks under the direction and supervision of a physical therapist including the following:

   a. Review the plan of care established by the physical therapist prior to initiating patient intervention.

   b. Apply therapeutic exercise, mechanical traction, biofeedback, therapeutic massage, compression and bandaging, heat, cold, light, water, electricity, ultrasound, short wave diathermy, isolation techniques, and wound care using sterile technique.

   c. Measure and adjust crutches, canes, walkers, and wheelchairs, and provide instruction in their use and care.

   d. Provide instruction, motivation, and assistance to patients and others in improving pulmonary function, performing exercises, learning and improving functional activities, such as pre-ambulation, transfers, ambulation, and daily living activities, and instruction in the use and care of orthoses, protheses, and supportive devices.

   e. Perform selected measurement and assessment procedures, such as arousal, mentation, and cognition, chest wall expansion and excursion, cough and sputum production, range of joint motion, gross strength of muscle groups, muscle mass, length, and tone, fine motor skills, functional status, gross motor milestones, length and girth of body parts, integument integrity and color, pain, posture, self-care, sensory tests, tissue viability, wound assessment, and vital signs to collect data to quantify the patient’s response to interventions as directed and supervised by the physical therapist. Modify treatment procedures as indicated by patient response and within the limits specified in the physical therapist’s plan of care, and report orally and in writing to the physical therapist.

   f. Modify treatment procedures as indicated by patient response and within the limits specified in the physical therapist’s plan of care, and report orally and in writing to the physical therapist.

   g. Communicate with members of physical therapy staff and other health team members, individually and in conference, to provide patient information.

   h. Participate in routine administrative procedures required for a physical therapy service.
2. Increase the students’ sensitivity to cultural and socioeconomic issues.

3. Introduce students to the importance of continued competence and professional growth through the core professional values of altruism, caring and compassion, continuing competence, duty, integrity, PT/PTA collaboration, responsibility, and social responsibility.

4. Foster the students’ ability to engage in problem solving, critical thinking, and ethical decision making.

5. Prepare the graduate to pass the national licensure examination for physical therapist assistants.

**PROGRAM OUTCOMES**

Upon successful completion of this program, graduates will be able to:

- take a national licensure examination for physical therapist assistants.

Perform the following under the supervision and direction of a licensed physical therapist:

- safely use therapeutic exercise, mechanical traction, therapeutic massage, compression, heat, cold, ultraviolet, water, electricity, and ultrasound.
- accurately measure and adjust crutches, canes, walkers, and wheelchairs as well as instruct in their use and care.
- safely instruct, motivate, and assist patients and others in improving pulmonary function; learning and improving functional activities, such as pre-ambulation, transfer, ambulation, and ADL; and the use and care of orthoses, prostheses, and supportive devices.
- safely perform, without interpretation, selected measurement procedures, such as range of joint motion, gross strength of muscle groups, length and girth of body parts, and vital signs.
- safely modify treatment procedures as indicated by patient response and within the limits specified in the physical therapist’s plan of care, and report orally or in writing to the physical therapist.
- appropriately communicate with members of physical therapy staff and other health team members, individually and in conference, regarding patient information.
**PROGRAM–SPECIFIC STUDENT LEARNING COMPETENCIES**

Consistent with LCCC’s Student Learning Competencies, the PTA Program-Specific Learning Competencies are as follows:

- PTA students will develop professional behaviors.
- PTA students will be able to communicate effectively and work cooperatively with others.
- PTA Program graduates will be prepared to provide physical therapy patient care under the direction and supervision of a licensed physical therapist.
- PTA Program graduates will be regarded as competent by their employers.

**PROGRAM PHILOSOPHY**

The Physical Therapist Assistant Program philosophy is in accordance with the mission of Lehigh Carbon Community College to provide a high-quality, affordable, and accessible education for the development of physical therapist assistants to meet the needs of the community. The philosophy of the program is as follows:

Physical therapy is both an art and a science that responds to consumer need within an ever-changing health care delivery system. It is a dynamic health profession with an established theoretical and scientific base and widespread clinical applications utilized for the restoration, maintenance, and promotion of optimal function of individuals across the lifespan.

The physical therapist assistant is educated to assist the physical therapist in the delivery of physical therapy services in compliance with federal and state regulations regarding the practice of physical therapy. Working under the direction and supervision of the physical therapist, the physical therapist assistant carries out tasks delegated by the physical therapist and outlined in the patient’s plan of care. The physical therapist assistant makes modifications to progress the patient within this plan of care to work towards goals established by the physical therapist and to ensure patient safety and comfort and communicates regularly with the physical therapist regarding this patient care.

Physical therapist assistant education is a process whereby a variety of learning experiences are made available that enable the student to develop physical therapist assistant skills and professional behaviors. This process occurs in a logical sequence and incorporates the affective, cognitive, and psychomotor learning domains. The physical therapist assistant curriculum is based upon the integration of the sciences, humanities, information literacy, and social sciences and is coupled with a strong clinical component.

Learning is a life-long process by which the student is accountable for his/her own learning to facilitate change in behaviors and to grow as a person and a professional. Each student has his/her own learning style, level of intellectual curiosity, rate of behavior change, and professional growth. The ability to learn is influenced by past learning experiences, individual potential and personal dedication. Students are encouraged to question and express ideas and be creative as participants in the learning process in order to achieve the highest level of individual potential.
The physical therapist assistant’s conduct should be safe, ethical, and legal. The professional documents established by the American Physical Therapy Association including the Standards of Practice for Physical Therapy, a Normative Model for Physical Therapist Assistant Education, the Standards of Ethical Conduct for the Physical Therapist Assistant, the Guide for Conduct of the Physical Therapist Assistant, and the Physical Therapy Practice Act for the Commonwealth of Pennsylvania are valuable documents that serve as guides by which the program operates. The core professional values identified by the American Physical Therapy Association including altruism, caring and compassion, continuing competence, duty, integrity, PT/PTA collaboration, responsibility, and social responsibility are vital to the competent performance of a physical therapist assistant.

The physical therapist assistant should not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, disabilities, or sexual orientation.

**PTA PROGRAM REQUIREMENTS**

1. Students are required to become physical therapist assistant student affiliate members of the American Physical Therapy Association (APTA) and Pennsylvania Chapter (PPTA) and to attend two meetings of the PPTA on an academic annual basis from September through May. The current cost for APTA/PPTA membership is $85 per year.

2. Students are required to attend at least three (3) hours of open lab per week during the semesters they are enrolled in PTA laboratory classes. Failure to do so will have an impact in the final grade in the course(s) for which the open lab correlates. All missed open lab sessions need to be rescheduled with PTA faculty ASAP.

3. All students must complete a criminal check from the Pennsylvania State Police (and from any other State Police Department from a state in which the student has resided within the last five years), a Pennsylvania Child Abuse History Clearance, and an FBI Background check and drug screening. "Clean" criminal background, child abuse checks, and negative drug screening must be submitted to the Program Director before any PTA clinical visits or affiliations can be initiated. Students must immediately notify the Program Director if there is a change in the status of the criminal background, child abuse history, or drug screen. Some clinical agencies want these items to be current within one month prior to beginning the clinical visit or affiliation. The student will be responsible for updating this if requested to do so by the clinical agency or the Program Director.

4. Students are required to complete additional assignments outside of class time, including but not limited to: attending clinical visits, watching video tapes, reading professional literature, and performing group exercises in class and in an indoor pool.

5. PTA students must purchase a PTA program polo shirt and a watch with second hand or digital wristwatch prior to the commencement of the second semester. PTA students must purchase a white lab jacket if required by their assigned clinical affiliation site.

6. PTA students must assume transportation for all clinical experiences.
7. PTA students must be certified with either Basic Cardiac Life Support Provider by the American Heart Association or Basic Cardiac Life Support for Healthcare Providers by the American Red Cross – to include adult, infant, children, and AED prior to the beginning of the PTA Curriculum. If a student is already certified, he/she must keep this certification current through the time period of enrollment in PTA 208 Clinical Practice II or renew the certification before its expiration date.

8. PTA students must purchase malpractice insurance through the designated agency for each academic year. The cost of this insurance is currently $38.00.

9. PTA students must carry health insurance. If there are changes made, it is the student’s responsibility to notify the Program Director and provide updated copies of their insurance card. Failure to do so promptly may result in a delay of participation in required clinical affiliations.

10. All students must pass testing with a 73.0% or better on topics including safety, patient confidentiality, universal precautions, the Health Insurance Portability and Accountability Act (HIPAA), and the contents of the LCCC PTA Program Handbook. These are must pass test due to the procedural/regulatory nature of the material. Students may attempt these quizzes no more than 2 times. Inability to pass these will result in dismissal from the program.

PTA STUDENT HEALTH REQUIREMENTS

The student is required to complete the following health requirements on an annual basis and upload required documentation on CastleBranch.com. No student will be permitted to report to a clinical agency until all health requirements completed.

1. Complete physical examination by a physician.

2. Immunization Record:
   a. Rubella (positive titer)
   b. Measles (positive titer)
   c. Mumps (positive titer)
   d. Varicella (positive titer)
   e. Diphtheria-Tetanus-Pertussis booster within the last 10 years
   f. Hepatitis B vaccine series
   g. Influenza vaccine

3. Two-step Tuberculin test. If skin test is positive, a chest x-ray is required.

4. Hepatitis B Surface Antigen screen (negative result) upon admission.

5. Hepatitis C Antibody test.

6. Random Urine Drug Screening (negative result) at least annually. Additional drug screening tests may be required for compliance with clinical sites or if a clinical faculty member has reason to believe the student is not fit for duty.

7. Other diagnostic tests, immunizations or examinations deemed necessary for promotion of health or required by clinical institutions.
The student must inform the Program Director in writing of any change in health status that may compromise their ability to participate in clinical or laboratory portion of the program, including pregnancy. Any student with a known latex sensitivity or allergy must provide documentation to the Program Director, laboratory instructor, and clinical supervisors. A written clearance from the physician stating the student is physically able to complete the course requirements may be required before the student begins or returns to the laboratory or clinical experience. If the student is unable to complete the semester because of compromised medical status, the proper procedure for withdrawal should be followed.

(Please refer to Appendix A)

**RISKS FOR HEALTH CARE PROVIDERS**

When performing essential functions, depending upon the assigned area, potential risks include but are not limited to:

- Confined small space
- Cuts and punctures (sharps precautions)
- Slippery surfaces
- Radiation
- Extreme heat
- Extreme and/or constant noise
- Biological hazards
- Burns
- Electrical, chemical hazards
- Assault/battery
- Operating machinery
- Latex allergies
- Exposure to blood, body fluids, and infectious diseases

**STUDENT ASSIGNMENTS TO PATIENTS WITH COMMUNICABLE DISEASES**

All students may be assigned to patients with known or unknown communicable diseases. The clinical instructor will make assignments and supervise students based on the student's knowledge and competency for protecting self and others. Agency procedures will be followed. An exception may be made for students receiving immunosuppressant therapy.

Students will take standard precautions to protect themselves from communicable diseases at all times.

**INCIDENTS**

Safety practices at clinical sites and at Lehigh Carbon Community College are the responsibility of both instructors and students. All incidents or unusual occurrences must be reported immediately to the clinical supervisor or laboratory instructor. Students at clinical sites will follow the institution protocol.
PROCEDURE FOLLOWING EXPOSURE INCIDENT

1. Thoroughly cleanse site of injury or contamination with soap and water and whatever else is the policy of the agency where the incident occurred.

2. The incident should also be reported to the student's personal physician.

3. Follow procedure of agency where incident occurred or the following (whichever is more thorough):
   a. If the patient's hepatitis B or HIV status is unknown, the student should reduce the risk of spreading any virus by practicing safe sex, and abstain from giving blood, getting pregnant, or breast feeding until testing is complete and the incubation period has passed (about six months).
   b. The student must be evaluated within 72 hours by a physician to determine if this was a significant exposure. If incident is not certified as a “significant exposure”, no further steps can be taken to identify the HIV or hepatitis B status of the source patient.
   c. If exposure is “significant”, every attempt should be made to determine the patient's hepatitis B and HIV status.
   d. If student has not been vaccinated against hepatitis B, it is strongly advised that he/she start the series immediately.
   e. If the patient tests positive for hepatitis B, the student should receive hepatitis B immune globulin injection as a booster to provide immediate protection.
   f. The student should get a baseline HIV test as soon as possible, repeat in six weeks, twelve weeks, and six months. This is recommended regardless of the patient's HIV status, or if the patient refuses to be tested, or if it is impossible to trace the needle or other exposure to a particular patient. It will be the responsibility of the student to follow this guideline.
   g. The student should report to his/her physician and the Program Director any febrile illness within twelve weeks following the needle-stick injury or other significant exposure to potentially infectious blood/body fluids.

PREVENT EXPOSURE INCIDENTS

DO NOT RECAP NEEDLES

ALWAYS FOLLOW STANDARD PRECAUTIONS FOR PERSONAL PROTECTION!
EYE SAFETY POLICY

Act 116, enacted by the Pennsylvania General Assembly on July 19, 1965, requires the use of industrial quality eye protective devices by every person in any shop or laboratory in colleges where the following activities create hazards:

1. The use of hot liquids, solids or gases, or caustic or explosive materials
2. The milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials
3. The tempering, heat treatment or kiln firing of metals and other materials
4. Gas or electric welding
5. Repairing or servicing of vehicles

Section 4 of the act states that for the purpose of this act, "industrial quality eye protective devices" means devices meeting the standards of the American National Standards Safety Code for Eye Protection, 22.1–1959, promulgated by the American National Standards Institute.

These provisions of Act 116 shall be incorporated in the eye safety policy of the college. The college bookstore shall stock the approved industrial quality eye protective devices meeting the standards of the American National Standards Safety Code for Eye Protection. The basic types of eye protective devices to be stocked are:

1. GOGGLES, Flexible Fitting, Hooded Ventilation
2. SPECTACLES, Eyecup Type Sideshields

Shop/Class/Lab: Each person working in a hazardous environment must have his/her own protective eyewear. Protective eyewear devices are not to be shared from person to person. Physical Education, Health Care Sciences: Refer to next page for applicable protective eyewear requirements.

IMPORTANT: Contact lenses must not be worn in situations where people are exposed to chemical fumes, vapors, or splashes, and in situations in which there are exposures to intense heat, molten metals, or atmospheres with high dust levels. In less hazardous situations, contact lenses must be worn only in conjunction with approved safety eyewear.

Persons whose vision requires the use of corrective lenses in spectacles, and who are required to wear eye protection, shall wear goggles or spectacles of one of the following types:

1. Spectacles whose protective lenses provide optical correction
2. Goggles that can be worn over corrective spectacles
3. Goggles that incorporate corrective lenses mounted behind the protective lenses
Instruction in eye safety shall be conducted at the beginning of a semester or session and the type of approved industrial quality eye protective device needed shall be contained in the course information sheet. Faculty members will submit to the Dean of Academic Services procedures for conducting hazard identification and accident prevention instruction.

The instructor shall determine when an eye hazard would exist and the type of eye protection to be used.

The following shops, classes or laboratories shall require the use of protective eyewear at any time a hazard exists:

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<tr>
<th>Shop/Class/Lab</th>
<th>Hazard (See Below)</th>
<th>Approved Protective Eyewear</th>
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<tbody>
<tr>
<td>Automotive Technology</td>
<td>Chemicals, grinders, power tools, flying particles</td>
<td>Goggles</td>
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<td></td>
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<td>Spectacles</td>
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<td></td>
<td></td>
<td>Face shields (Adjunct with Spectacles)</td>
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<tr>
<td>Biological Science (labs)</td>
<td>Chemical splash, flying particles</td>
<td>Spectacles</td>
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<td></td>
<td></td>
<td>Goggles</td>
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<tr>
<td>Chemistry (labs)</td>
<td>Chemical splash, glass breakage, fumes, burns</td>
<td>Goggles</td>
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<td></td>
<td>Spectacles</td>
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<tr>
<td></td>
<td></td>
<td>Face shields (Adjunct with Spectacles)</td>
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<tr>
<td>Electronics Technology/Robotics</td>
<td>Wire hazard, flying particles</td>
<td>Spectacles</td>
</tr>
<tr>
<td>Indoor Environmental Tech.</td>
<td>Wire injuries, flying particles</td>
<td>Spectacles</td>
</tr>
<tr>
<td>Mechanical Technology (Machine Shop)</td>
<td>Grinding, flying particles, sparks</td>
<td>Goggles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spectacles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Face shields (Adjunct with Spectacles)</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>Ultraviolet exposure/use Hydrotherapy use and cleaning</td>
<td>Goggles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Goggles</td>
</tr>
<tr>
<td>Physics (appropriate labs)</td>
<td>Burns, projectiles</td>
<td>Goggles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spectacles</td>
</tr>
<tr>
<td>Therapeutic Media (appropriate labs)</td>
<td>Flying particles (from drilling, sawing, sanding, wood projects)</td>
<td>Goggles</td>
</tr>
</tbody>
</table>

**PHYSICAL EDUCATION ONLY**

Persons participating in physical education activities where there is a definite hazard to eye safety must wear approved eyewear for sports-related activities. Racquetball and field hockey are types of activities requiring approved eyewear. Eyewear for such activities is available at Berrier Hall.

**HEALTH CARE SCIENCES**

Persons will follow the policy of the clinical agency.
**Enforcement:** Persons violating the provisions of the eye safety policy will be expelled from the area of violation. The college is not responsible for make-up time for students who violate the provisions of the eye safety policy.

The overall administration of this policy shall fall within the office of the Vice President for Academic and Student Affairs. Individual faculty shall be responsible for enforcing this policy within their shop, class, or laboratory.

Approved by the Executive Staff, August 17, 1981; effective same date. Revised and Approved April 23, 1992, by the Environmental Health and Safety Committee. Approved by President's Council, May 29, 1991.

**INFORMED CONSENT FORM**

*(Please refer to Appendix B)*

**HEALTH SERVICES**

Health services are not available on campus. Any campus health emergencies will be handled by the Security Office. If a health emergency arises on campus, Lehigh County emergency services will be summoned. If a health emergency arises during a clinical experience, the student may be seen in the Emergency Department of the healthcare agency or follow the emergency procedure of the agency.

The cost of health care is the responsibility of the student. It is important that each student have health care insurance coverage. A student health care insurance plan is available through the Office of Student Life 610-799-1146 and also through the American Physical Therapy Association.

**STORAGE, ACCESS, AND RELEASE OF HEALTH RECORDS**

LCCC has contracted with CastleBranch.com to manage program requirements. Student health files are kept in a locked secure file cabinet that is in a locked office. Students may inspect their files by scheduling an appointment with the Program Director. They may examine their file with the Program Director in attendance. Students may not delete anything from their files. No student/graduate health information is released from Lehigh Carbon Community College without the written consent of the student/graduate. It is college policy not to FAX student/graduate health records. They will be mailed or delivered by hand. In addition, students will have access to their files at CastleBranch.com and will need to print and provide their health information, drug test results, child abuse clearance, and criminal background checks to their clinical sites as requested.

**STUDENT RECORDS**

The Family Educational Rights and Privacy Act of 1974 (FERPA), is a federal law that protects the privacy of student educational records. The law governs the release of educational records maintained by the college and who has access to the records. All educational institutions that provide educational services to students and receive funds from any program administered by the U.S. Secretary of Education, must comply with FERPA regulations. The rights of students are as follows:

- The right to inspect and review education records.
- The right to seek to amend education records.
- The right to have some control over the disclosure of information from the records.
The college will not disclose any identifiable information from the student educational records without written consent from the student. Some exceptions include the issuance of a subpoena, Veterans Administration, school officials and professional employees within the college that have a legitimate educational interest, outside agencies acting on behalf of the institution, and in an emergency situation to act on behalf of the student's health and safety.

**PARENTAL ACCESS TO CHILDREN’S EDUCATIONAL RECORDS**

At the postsecondary level, parents have no inherent right to inspect a student's educational record. The right to inspect is limited solely to the student. Records may only be released under the following circumstances:

- Written consent of the student
- Compliance with a subpoena
- Submission of evidence that the parents declared the student as a dependent on their most recent federal income tax form.

The college is not required to disclose information from the student's educational records to any parent of a dependent student. However, it may exercise its discretion to do so. Information may be released by the Director of Enrollment Services only.

**STORING AND ACCESS TO STUDENTS’ ACADEMIC FILES**

Students have the right to privacy and confidentiality of their records. Student files are kept in a locked file cabinet in the Academic Program Director's office. Students may inspect their files by scheduling an appointment with the Program Director. They may examine their file with the Program Director in attendance. Students may not delete anything from their files.
# PTA CURRICULUM

**LEHIGH CARBON COMMUNITY COLLEGE**  
**PHYSICAL THERAPIST ASSISTANT PROGRAM CURRICULUM**  
**ASSOCIATE IN APPLIED SCIENCE DEGREE**  

## First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 163</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 105</td>
<td>College English I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 103</td>
<td>Fundamentals of Physics</td>
<td>4</td>
</tr>
<tr>
<td>PSY 140</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PTA 101</td>
<td>Introduction to Physical Therapy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

## Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 164</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 106</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>PTA 102</td>
<td>Applied Kinesiology</td>
<td>3.5</td>
</tr>
<tr>
<td>PTA 103</td>
<td>Physical Therapy Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>PTA 201</td>
<td>Medical-Surgical Orientation to Clinical Practice</td>
<td>3.5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

## Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 200</td>
<td>Selected Topics in Physical Therapy</td>
<td>2</td>
</tr>
<tr>
<td>PTA 202</td>
<td>Clinical Practice I</td>
<td>1</td>
</tr>
<tr>
<td>PTA 203</td>
<td>Physical Therapy Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>PTA 205</td>
<td>Therapeutic Exercise</td>
<td>4</td>
</tr>
<tr>
<td>PTA 206</td>
<td>Rehabilitation</td>
<td>3.5</td>
</tr>
<tr>
<td>SOC 150</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16.5</strong></td>
</tr>
</tbody>
</table>

## Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 208</td>
<td>Clinical Practice II</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Total: 62.5**

---

**Note:** Students are required to achieve at least a “C” in all PTA major courses to continue in the program and must achieve a minimum college GPA of 2.0 and minimum PTA major (courses with PTA prefix) GPA of 2.50 to register for PTA 208 Clinical Practice II. PTA courses must be taken in the proper sequence. First and third semester PTA courses are offered in the fall and second and fourth semester PTA courses are offered in the spring semester.

Students who have failed or withdrawn are re-admitted on a space-available basis only, according to the readmission procedure. Students may repeat a failed PTA course one time and only with the permission of the Program Director. Requirements will be the requirements at the time of readmission.
PROGRAM RETENTION POLICY

The LCCC Physical Therapist Assistant Program faculty would like to retain every student that is admitted to the program and maintains the desire to become a physical therapist assistant. The faculty are willing to help students succeed and graduate from the program, but the student is ultimately responsible for their academic success. The PTA Program faculty will do the following to help with the retention efforts while maintaining the academic integrity of the program:

1. Provide oral or written reviews prior to unit tests and the written final examination.
2. Answer appropriate questions during lecture and laboratory times.
3. Be available during office hours and by appointment for students’ questions.
4. Encourage students to see faculty member after all quizzes, written assignments, and tests when the student does not have a passing grade and as needed.
5. Provide time for students to review their tests and quizzes.
6. Meet with students upon the students’ initiation of an appointment either individually or in a small group to review test questions further.
7. Encourage peer and group study.
8. Refer students to Educational Support Services.
9. Refer students to Student Advising and Counseling.
10. Enter D and F grades at midterm for notices of unsatisfactory academic progress.
11. Devise Academic Plans for Student Success for students who need to repeat PTA courses.

In order to have a better chance to succeed in the PTA Program, the student should do the following:

1. Arrive prepared for each day’s courses or clinicals.
2. Attend all lectures, laboratories, and clinical duties.
3. Perform all written and reading assignments on time.
4. Review class and lab notes every day.
5. Ask questions in class, the laboratory, and the clinical site.
6. Make an appointment to see an instructor if you did not pass any written assignment, quiz, test, or practical examination.
7. Make an appointment with the instructor if the explanation given in the classroom or laboratory is not understood.
8. Keep up with all topics in your index card book.
9. E-mail the instructor if you cannot meet with them soon enough.
10. Utilize Educational Support Services and/or Student Advising and Counseling if services are needed or if recommended by a faculty member.
11. Ask a classmate for help.
12. Form or join a study group and meet on a regular basis.
13. Practice good time management skills. If you are unsure what they are, attend a time management workshop held on campus.
14. If you get a D or F notice from the college at midterm, make an appointment promptly with the course instructor.
15. Get enough rest.
16. Eat healthy meals and drink plenty of fluids everyday.
17. Seek medical care if a health problem arises.
18. Avoid the use of tobacco, alcohol, and illegal drugs.
19. Abide by the Academic Plan for Student Success.
PROGRAM PROGRESSION

1. All PTA courses are to be taken in sequence in consecutive semesters. Humanities, social sciences, and science courses may be taken prior to the PTA courses (courses with PTA prefix) or official admittance to the PTA program.
2. Students are required to achieve a "C" or better in all PTA major courses to continue in the program.
3. All required courses must be taken prior to enrolling in Clinical Practice II.
4. Students are required to achieve a minimum of a 2.0 cumulative GPA or better in all courses with a minimum of a 2.50 grade point average in PTA courses (courses with PTA prefix) and approval from the PTA Program Director in order to be eligible to enroll in Clinical Practice II.
5. Students who do not pass PTA 101 or any of the prerequisite courses for the second semester of the PTA courses will be required to reapply for admission to the PTA Program and complete all current admission requirements.
6. Beginning the second semester, students may repeat PTA courses one time only, for credit if they failed or withdrew from the program, or in order to achieve a 2.50 or higher GPA in PTA courses.
7. In the event that a student needs to repeat PTA classes, they will be required to do the following:
   - Enroll in at least one PTA laboratory course
   - Attend once weekly 3-hour open laboratory sessions
   - Complete laboratory Record of Observed Technique sheets for all co-requisite PTA classes
   - Pass with a 73.0% or better, all practical exams and the final written examination for all co-requisite PTA courses
   - Sign and abide by an Academic Plan for Student Success (Please refer to Appendix C) devised by the PTA Program Director and the student.
8. Students may audit PTA classes only with approval of the instructor and must sign and abide by an audit agreement (Please refer to Appendix D) devised by the course instructor and the student.

WITHDRAWAL FROM THE PROGRAM

A student wishing to withdraw from the program is requested to have a conference with the Program Director and sign the necessary forms in the Enrollment Services Office.

PTA PROGRAM READMISSION

It is the student’s responsibility to contact the PTA Program Director regarding program readmission.

1. Students who voluntarily withdraw from the PTA Program after successfully completing the first semester, and within one year, wish to continue in the PTA Program will be granted re-admission on a space available basis if they take and earn a 73.0% or better on the PTA 101 final examination prior to enrolling in the second semester PTA classes.
2. Students who voluntarily withdraw from the PTA Program after successfully completing the second or third semesters, and within one year wish to continue in the PTA Program will be granted re-admission on a space available basis. In order to enroll in the following semester PTA course(s), students may be required to complete the following:
   - Enroll in at least one PTA laboratory course
   - Attend once weekly 3-hour open laboratory sessions
   - Complete laboratory Record of Observed Technique sheets for all co-requisite PTA classes
   - Pass with a 73.0% or better all practical exams and the final written examination for all pre- and co-requisite PTA courses and PTA 101
   - Sign and abide by an Academic Plan for Student Success devised by the PTA Program Director and the student.

3. Students who do not earn a “C” or better in any one or more of the PTA classes in the second or third semesters and wish to continue in the PTA program will be required to do the following:
   - Enroll in at least one PTA laboratory course and the course the student failed to earn a “C” grade. These may be the same.
   - Attend once weekly 3-hour open laboratory sessions
   - Complete laboratory Record of Observed Technique sheets for all co-requisite PTA classes
   - Pass with a 73.0% or better, all practical exams and the final written examination for all previously passed pre- and co-requisite PTA courses and PTA 101
   - Sign and abide by an Academic Plan for Student Success devised by the PTA Program Director and the student.

4. No student will be allowed to take any PTA class more than 2 times or take longer than 150% of the established time frame to complete the curriculum without approval from the PTA Program Director.

DISMISSAL FROM THE PROGRAM

Dismissal from the program may occur due to poor student academic or clinical performance or non-adherence to program policies including but not limited to academic honesty, health requirements, criminal and child abuse reports, drug screening, and compliance with an Academic Plan for Student Success. An incomplete (I) or withdrawal (W) will be given depending on the time within the semester the dismissal takes place and on student performance. (See the LCCC Credit Catalog for additional information.)

STUDENT EVALUATIONS AND GRADING

Student grades will be determined by a variety of factors including objective tests, written assignments, and class/lab participation including open labs. The objective tests are constructed to measure the student's ability to assimilate knowledge and think critically to provide safe care. The tests will measure the achievement of the course objectives with reasonable reliability and validity. The written assignments
integrate theory and clinical practice. Class participation and projects encourage reinforcement of information, problem solving, decision making, teamwork, and leadership ability. The clinical performance will be evaluated based on integration of theoretical knowledge and behavioral objectives. The student must demonstrate both theoretical and clinical knowledge to receive a passing grade in the clinical courses. Students must achieve a 73.0% or better course average as well as a score of 73.0% on the total scores and section scores and critical safety compilation of all practical examinations in order to pass PTA courses. Students who achieve an overall passing practical score but have failed no more than one non-safety section will be offered an opportunity to retake a practical exam 1 time. This process must be completed within 72 hours of the original examination.

A letter grade is used by the college. Grades shall be given a letter value and quality points as follows in all PTA courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points per Credit</th>
<th>Grade</th>
<th>Quality Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points per Credit</th>
<th>Grade</th>
<th>Quality Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 93.0%</td>
<td>A-</td>
<td>92.9 – 90.0%</td>
</tr>
<tr>
<td>A-</td>
<td>92.9 – 90.0%</td>
<td>B+</td>
<td>89.9 – 87.0%</td>
</tr>
<tr>
<td>B+</td>
<td>89.9 – 87.0%</td>
<td>B</td>
<td>86.9 – 83.0%</td>
</tr>
<tr>
<td>B</td>
<td>86.9 – 83.0%</td>
<td>B-</td>
<td>82.9 – 80.0%</td>
</tr>
<tr>
<td>B-</td>
<td>82.9 – 80.0%</td>
<td>C+</td>
<td>79.9 – 77.0%</td>
</tr>
<tr>
<td>C+</td>
<td>79.9 – 77.0%</td>
<td>C</td>
<td>76.9 – 73.0%</td>
</tr>
<tr>
<td>C</td>
<td>76.9 – 73.0%</td>
<td>C-</td>
<td>72.9 – 70.0%</td>
</tr>
<tr>
<td>C-</td>
<td>72.9 – 70.0%</td>
<td>D</td>
<td>69.9 – 67.0%</td>
</tr>
<tr>
<td>D</td>
<td>69.9 – 67.0%</td>
<td>F</td>
<td>66.9 – 0%</td>
</tr>
</tbody>
</table>

Students are required to take the test on the day the test is given in class. If emergency conditions arise and a makeup test is necessary, the time for the test must be arranged with the instructor before the originally scheduled test is given. The instructor has the option to set the penalty for taking a late test or for submission of late written materials.

**POSTING OF GRADES BY FACULTY**

The public posting of grades either by the student's name, institutional student identification number, or social security number without the student's written permission is in violation of FERPA. This includes the posting of grades to a class/institutional website and applies to any public posting of grades for students taking distance education courses. Even with names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number is in violation of FERPA and will not be performed by the PTA program faculty. In addition, PTA faculty may not provide students with any grades via e-mail.
ACADEMIC HONESTY

Lehigh Carbon Community College expects that work produced by students will represent their personal effort. Academic dishonesty includes but should not be limited to:

1. Cheating on tests and exams
2. Discussion of examinations prior to their completion
3. Using test aids
4. Copying
5. Sharing work with others
6. Stealing test materials
7. Plagiarism
8. False statements designed to earn a student a right to make up missed work
9. False information on necessary clinical documentation

All offenses are reported to the Dean of Students where a record is made and retained. The faculty member involved will normally decide how to handle each case of dishonesty, unless the penalty exceeds failing the course or affects something other than grades.

Consequences of cheating or academic dishonesty may include any of the following:

- Receive a warning and retake the test or redo the assignment.
- Ability to retake the test or redo the assignment with a loss of points.
- Receive a grade of zero on assignment or test.
- Receive an “F” in the course.
- Dismissal from PTA program
ATTENDANCE

Class attendance is important. Students are required to attend all classes, clinical experiences, laboratories, and open laboratory sessions. An attendance record will be maintained. If a lecture, clinical experience, or laboratory is missed, it is the responsibility of the student to contact the instructor in advance. The Program Director reserves the right, in the presence of absenteeism, to determine if the student is to be permitted to continue in the program. Two tardy occurrences will be equal to one absence. Late submission of assignments or clinical documentation may also be counted as tardiness.

You may be removed from courses if you have more than two or three (depending on the course) unexcused absences from class or nine consecutive clock hours. However, this does not constitute an official withdrawal from the course. Students who do not follow-up with completing a withdrawal form from Enrollment Services risk receiving a failing grade for the course.

EDUCATIONAL SUPPORT SERVICES

Educational Support Services (ESS) provides a variety of free services for students to discover their individual academic skills and to become self-sufficient, independent, lifelong learners. Many of the services are offered in the Educational Support Center (ESC) which is located in SH 150 on the Schnecksville Campus and other College locations. Services are offered by Disability Support Services learning specialists, Career & Technical Education learning specialists, professional and peer tutors, and Keystone Education Yields Success (KEYS) grant facilitators.

Additional information about any of the services listed below may be obtained by calling 610-799-1156 or visiting Educational Support Services.

Services Available:
• Math Lab
• Barthlow Writing Center
• Reading and Study Skills Lab
• Science Lab
• Accounting Lab
• Health Science Study Lab
• Supplemental Instruction
• Tutoring
• Multimedia Learning Tutorials

Workshops & Individual Assistance
Learning Styles and Strategies
Stress Management
Study Skills
Test-taking Techniques
Time Management and Organization
Computer Literacy
Test Anxiety
Education Goal Setting
SERVICES FOR STUDENTS WITH DISABILITIES

The Office of Disability Support Services coordinates appropriate accommodations in compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act, 1990, and ADA Amendments Act 2008. Lehigh Carbon Community College’s Disability Support Services (DSS) office is committed to providing reasonable accommodations to qualified students with disabilities to ensure that they have an equal opportunity to succeed and participate in their college career. LCCC strives to provide equal access to all of its programs and college wide offerings.

This office provides access and academic accommodations for students with disabilities who qualify, based on the following criteria:

1. It is the responsibility of the individual to make their needs known to the Services for Students with Disabilities and to meet with faculty members to provide and discuss their Academic Accommodation Memo.

2. Students requesting accommodations must present appropriate documentation of the disability from a qualified medical doctor or psychologist indicating the nature and extent of the disability and recommendations for accommodations. Requests will be reviewed based upon the documentation.

3. The student must be “qualified”, or able to perform the essential objectives of the program or course.

4. Accommodations requested by the student must be “reasonable”. The accommodation must be an alternate way of displaying, conveying, or communicating knowledge or mastery of an objective in the course. An accommodation cannot lower the standards or change the objectives of the program or course.

Students are encouraged to discuss accommodation requests with the Learning Specialist-Disability Support Services staff in SH 150 or to call 610-799-1190 or 610-799-1156.
**STUDENT ADVISEMENT AND COUNSELING**

Advisement & Counseling is an integral part of the PTA program. Counseling is utilized for the following purposes:

1. To keep the student informed of individual progress.
2. To assist the student to become self-directed.
3. To provide an opportunity for professional growth.
4. To encourage the student to self-evaluate.
5. To assist the student to increase self-esteem and actualize potential.

The PTA faculty will be available to each student to serve in an advisement capacity. The student is encouraged to discuss any problems affecting academic or clinical performance. The PTA faculty may request that a student discuss academic or clinical performance. If a student is requested to see a faculty member, it is the student’s responsibility to schedule an appointment with the faculty member or visit the faculty member during office hours within one week of the request. Confidentiality will be maintained in accordance with the Student Bill of Rights. Student referrals may be made to other sources for assistance, should the student and PTA faculty feel a specialized approach is necessary.

Students are encouraged to use LCCC [Counseling Services](#) if necessary. The LCCC Credit Catalog has additional information about these services.
**CHAIN OF COMMAND POLICY**

Student concerns or issues about the Physical Therapist Assistant Program including but not limited to classroom, laboratory, and clinical matters should be addressed according to the following chain of command:

1. Classroom, Laboratory, or Clinical Instructor (when applicable).
2. Center Coordinator of Clinical Education (when applicable).
3. Academic Coordinator of Clinical Education (when appropriate).
4. Program Director of the Physical Therapist Assistant Program.
5. College Ombudsman following the grievance policy.
6. Dean of Academic Services.

**GRIEVANCE PROCEDURE**

Title IX - Section 504  
Revised: February 2010

The procedure shall be as follows:

1. Any student or employee who feels he/she has been unlawfully discriminated against shall file with the Director of Human Resources, in writing, either on a form provided by the Director for this purpose, or on any other form provided by the grievant himself, setting forth in specifics the nature of the alleged unlawful discrimination and providing the name or names of the party or parties involved, the date or dates of the incident or incidents, and any other information that the grievant feels would be in support of the alleged unlawful discrimination.

2. The grievant must sign the grievance document.

3. It is preferred the complaint be in writing, however; if the grievant is physically unable to comply with Items #1 and #2 above, then he/she can present the complaint orally to the Director of Human Resources, and it would then be the Director of Human Resources’ obligation to put into writing to the best of the Director of Human Resources’ ability, the complaint as outlined by the grievant with the grievant then having an opportunity to review the complaint and indicating on the document a mark of acknowledgement to be witnessed by a human resource assistant.

4. After receipt of the written grievance document, it shall be the Director of Human Resources’ obligation to investigate the charges alleged.

5. The Director of Human Resources shall, upon receipt of the complaint, provide a copy of the complaint to the party or parties cited, with instructions to provide, within ten (10) calendar days, a written response of explanation or answer.

6. In the Director of Human Resources’ own discretion, the Director of Human Resources shall interview or do whatever is thought to be necessary to determine the facts related and relevant to the charges alleged. If deemed necessary, the Director of Human Resources may hold a meeting to review the charges and secure the responses, explanations, or answers, or appoint a special committee to do such, provided five (5) calendar days advanced notice of the meeting is given to the grievant and all parties cited in the complaint by the grievant. The grievant shall also have the right to specifically request that the Director of Human Resources appoint a committee and the grievant shall also have the right to challenge the appointment of a committee member if the grievant feels the appointment would constitute a conflict of interest.
7. In addition to fact-finding, the Director of Human Resources shall also attempt to remedy or make recommendations to remedy any charges found to be valid. These recommendations will be reviewed by the Vice President for Administrative Services and Workforce/Community Development.

8. Within twenty (20) working days after receipt of the complaint, the Director of Human Resources shall, in writing to the grievant, with copies to all parties cited, respond to the charges as outlined by the grievant by either rejecting the charges of unlawful discrimination, by indicating recommendations for remedy or indicating that remedies have occurred if the charges are found to be valid, or by indicating, with explanation, that the charges could not be rejected or validated within the time and framework of this grievance procedure as outlined herein.

9. The purpose of the time limit set forth in this grievance procedure is to provide for a fast and expeditious resolution of a complaint alleging unlawful discrimination for the benefit of both the grievant and the party or parties cited. In the event that delays are apparent, the grievant and the party or parties cited can waive the time limits set forth herein by jointly executing a written extension of time allowing the Director of Human Resources and Vice President for Administrative Services and Workforce/Community Development additional time in which to complete the procedures as outlined above.

10. The grievance procedure shall be an addition to any other rights that either the grievant or the party or parties cited may have under the law and is not deemed to the exclusion of any other right or privilege.

**PHONES AND OTHER COMMUNICATION DEVICES**

Personal phone calls and text messages are *not* permitted in the classroom or on the clinical unit. Personal electronic devices such as cellular phones and pagers are *not* allowed to be turned on in the clinical facilities. These can present a safety hazard for patients with older electronic monitoring devices or pacemakers. Electronic communication devices, including wristwatches with alarms, are distracting in the classroom. All cell phones must be entirely turned off during lecture, laboratories, and all quizzes, exams, and practical exams. If unusual circumstances arise, requests for having a cell phone on "vibrate" mode may be made by the student to the instructor before class begins. If this occurs during a quiz, test or exam, the cell phone must be placed on the instructor's desk. Failure to comply with the cell phone policy during testing will be considered a breach of academic honesty, and the college policy and procedures will be followed.

Personal phone calls need to be made on your breaks while in the clinical setting. You should not tie up the physical therapy department's phone for your personal use. Only urgent phone calls should be made to you at your clinical site. The department secretary is not your personal secretary.
ELECTRONIC DEVICE POLICY

I. PURPOSE
To ensure the safety, protection and privacy of students, faculty, and clients entrusted to our care in regard to the use of Cellular Phones and Personal Electronic Devices.

II. SCOPE
This policy applies to all students of LCCC’s School of Healthcare Sciences.

III. RESPONSIBILITY
It is the responsibility of each student to comply with this policy.

IV. REFERENCES
Definition: PED – Personal Electronic Device – items such as (but not limited to) cell phones, IPods®, IPads®, MP3 players, PDAs, Kindles®, media storage/readers, cameras, voice/video recorders, wireless communication equipment.

V. PROCEDURE/METHODS
It is the policy of LCCC’s School of Healthcare Sciences to restrict the use of cell phones (and other hand-held PEDs) for personal use during class, lab and clinical hours and any time students are on the premises of clinical learning experiences and/or fieldwork.

For patient safety and equipment integrity reasons, cell phones and other hand-held PED use on clinical sites is restricted. LCCC has a responsibility to ensure the privacy of the clinical sites’ clients entrusted to our care and to ensure the integrity of proprietary information.

1. Students are not permitted to use their cell phones or other personal electronic devices (PED’s) while in class, lab or in clinical settings.
2. Students are not permitted to text message while in class, lab or clinical.
3. Students are not permitted to use the camera and any recording function of a cell phone while in HCS labs.
4. Students may not carry their cell phones or personal electronic devices with them while at clinical.

Students who do not adhere to this policy are subject to disciplinary action up to and including program dismissal.

Camera/Recording Equipped Cellular Devices
To ensure the privacy of clients entrusted to our care as well as to ensure the confidentiality of all records, camera/recording-equipped and recording devices belonging to students are not allowed during class, lab and clinical hours.

Safety Issues for Cell Phones/PED Use
Students en route to a clinical assignment are expected to refrain from using their phone while driving. PA Law prohibits drivers from any activity that causes distractions while driving. Students should not make or receive cell phone calls or text while driving. Students should let incoming call go to their voicemail and then find a safe place to leave the roadway before initiating a call. If unavoidable, students are to keep the call short, use hands-free options and keep their eyes on the road. Students who are charged with traffic violations resulting from the use of a cell phone while driving will be solely responsible for all liabilities that result from such actions.
LECTURE AND LABORATORY DRESS CODE

One of the objectives of the LCCC Physical Therapist Assistant Program is to foster professional growth. While this is accomplished in many ways, a component of professional growth is the development of a professional appearance. Therefore, appropriate attire is required in all PTA classes, laboratories and open laboratories. The wearing of hats in the classroom or laboratory, as well as any attire that exposes breasts, buttocks, feet or the abdomen is considered to be unacceptable. Undergarments should be worn, but should not be visible. During laboratory sessions, jewelry must be kept to a minimum, and fingernails kept short and clean to avoid any safety concerns when practicing clinical skills. No artificial nails are permitted. Any offensive (cussing/racist) or inappropriate (vulgarity/nudity) tattoos must be covered.

Perfumes, colognes, and scented aftershaves, creams, etc. are strongly discouraged from being worn in lectures or in the laboratory, because they may not be tolerated well by other persons and can trigger headaches and allergic reactions. The scent of tobacco should not be detected on clothes or belongings of the student as it is considered to be unhealthy.

PTA LABORATORY

The laboratory is available for student use. If a student desires to use the laboratory without a faculty member present, the student should obtain a laboratory pass from a PTA faculty member. Students may not use the PTA laboratory for rendering services (such as massage) to persons if it is not a PTA club function, or without permission from the Program Director. Students are required to use the laboratory to increase knowledge base and practice skills. All students enrolled in laboratory courses must attend open lab for three hours every week and must have Record of Observed Techniques forms signed by a laboratory tutor when they are competent and safe with the skills.

LABORATORY POLICIES

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

1. Only students who are enrolled in the Physical Therapist Assistant program can access any area in the room besides the student desk area unless given permission by the Physical Therapist Assistant program faculty. Access is only allowed during scheduled laboratory and open laboratory times unless permission is granted by a Physical Therapist Assistant Program faculty member. Students are strongly encouraged to use the laboratory when it is available. This includes evenings and Saturdays. Students may request written laboratory passes from the Physical Therapist Assistant Program faculty members so the laboratory can be opened and locked by security if the faculty or laboratory tutors are not present.

2. No visitors including children are permitted in the physical therapist assistant laboratory unless permission is granted by the Physical Therapist Assistant Program faculty.

3. Food and drink of any sort can only be consumed at the desk areas. No food or drink is allowed on the plinths, mat tables, computer desk, or on any modality or exercise apparatus. No alcoholic beverages are permitted at any time.
4. Students are expected to come to the laboratory prepared. Shorts and T-shirts must be donned prior to the start time of the laboratory session. If it is cool, other clothing may be worn over the shorts and T-shirts. Lecture material as well as other references regarding the material covered in the laboratory should be reviewed prior to the laboratory session.

5. Students should not wear any cologne, perfume, or scented deodorant, lotions or aftershave while in the laboratory. This can trigger headaches for some people. In addition, students should practice good hygiene practices. Body odor is offensive and will not be tolerated.

6. Students must display good body mechanics at all times.

7. No shoes are allowed on any sheets, the plinths, or the mat table.

8. Foul language, cussing or any statements deemed to be inappropriate by the faculty is not permitted at any time.

9. If any glassware is broken, or spills take place, they need to be cleaned up immediately by the student who caused the accident.

10. No adhesive tape is allowed to be stuck to any equipment. It leaves a sticky residue which attracts dirt and germs.

11. Students should respect the privacy of others by the use of proper draping and curtains.

12. No sexual or racist comments or jokes are permitted at anytime.

13. Anger outrages are not appropriate and will not be tolerated in the laboratory. Students displaying this behavior may be asked to leave the laboratory setting.

14. Students may only access the closet adjacent to the laboratory with the permission of a Physical Therapist Assistant program faculty member.

15. Rotation of laboratory partners will be done on a weekly basis to provide all students an opportunity to work together with a variety of people.

16. Students must wear ultraviolet goggles when any ultraviolet machine is being utilized.

17. Linens are rented by a linen service. Students should conserve all linens and only use what is necessary. Sheets and pillowcases should be rotated. When a clean sheet is placed on a plinth, the sheet is tucked under at the bottom. After the first person uses the sheet, it should be flipped over and not tucked in. The pillows should also be flipped over. After the second person has contact with the sheet and pillowcases, the sheet and pillowcases should be placed in the dirty linen receptacle. Only items that are rented by the linen service should be placed in this receptacle.

18. No electrical stimulators or ultrasound units may be actively utilized in the laboratory unless an instructor or tutor is present.

19. Students may use the refrigerator and microwave oven in the laboratory.

20. In case of emergency, students need to follow the evacuation procedure posted in the laboratory.
21. The audio control of all cellular phones and beepers needs to be turned off while students are using the laboratory for scheduled sessions.

22. Only members of the physical plant staff have the authority to change any settings on the laboratory thermostat. Students may not manipulate it in any way.

23. Laboratory equipment is inspected by a biomedical technician on an annual basis. If a student has reason to believe that a piece of equipment is malfunctioning, they should cease using the equipment and inform the laboratory instructor immediately. If the student has received a laboratory pass and no instructor is present, the student should place a written note on the piece of equipment stating the date and potential problem noticed and sign the note. The student should then inform the appropriate PTA faculty member about the situation at the next class meeting.

24. Students may not take or borrow any items located in the laboratory unless they have gotten permission from a Physical Therapist Assistant Program faculty member and have filed an equipment loan form.

25. All students must clean up the areas utilized by them before exiting the laboratory. In addition, the windows and doors should be closed by the last person leaving the lab. If a laboratory pass was granted to students, the last persons to leave the laboratory must notify the security guard so that the doors can be locked.

LAB PASSES

Students who want to practice skills in the Physical Therapist Assistant Laboratory when formal laboratory sessions are not being held must have a signed lab pass from a PTA faculty member. At least two students must be in the laboratory. No children or non-PTA students are allowed unless an instructor is present. No electrical stimulators, diathermy units, laser or ultrasound machines may be actively utilized on any person when a laboratory instructor is not present.

CAMPUS LOCKDOWN PROCEDURES

The yellow lockdown pull stations are located at various locations throughout the buildings at all campuses. The lockdown alert is to be utilized for potentially life-threatening situations (such as an active shooter) on campus other than fires and/or explosive devices. In the event of an emergency the lockdown alert pull station works in the same manner as the traditional fire alarm pull stations.

When the lockdown alert is activated the following will occur:
• An alarm signal (audible and visual) will begin along with a broadcast message that will be heard both in and outside of the buildings instructing you that there is a “Lockdown alert. Remain in your area. Await further instructions.”
• Immediately upon the emergency alert activation the alarm company will notify the appropriate police agency first and then notify LCCC security. Security will respond to the problem to attempt to contain the situation until outside law enforcement resources arrive on scene. Further instructions will be broadcast as the scene is secured.
• What YOU should do in the event of a lockdown alert:
• If you are in a classroom or office area, immediately lock the entry door and turn off the lights. Keep students inside, away from windows and take cover if possible.
• If the threat is in your immediate area DO NOT lock the aggressor in your area with you.
• If you are out in a common area, seek the nearest secure shelter (i.e. a nearby classroom, office, bathroom, etc.)
• If you are in or near the parking lot seek shelter in your vehicle and lock the doors. DO NOT leave the campus. Await contact by police personnel.
• Remain in your secured area until further instructions are provided. This may take some time and will require patience.
• IMPORTANT: If you are locked down in your office or a classroom or other area it is important that you remain locked down as police pass through the area to investigate and secure the threat. It is also important that you indicate (if possible) to the police non-verbally that your area is secure and the offender is not in that area. This will be accomplished by giving the police a “thumbs up” as they approach your door. If the threat is in your area do not respond to the police. This will signal that there is a potential threat in your area and they will enter the room. If there is no threat in your area the police will move to the next area. REMAIN IN LOCKDOWN!
• Once the threat has been contained a police officer accompanied by a school representative will move from area to area to release people from the lockdown. Wait for the official release. This will take some time. Please remain in your area as it will be imperative to provide medical assistance if necessary and the police and/or security may need additional information from you regarding the incident.

Should you have any questions please watch the video at Fire, Building Evacuation, and Campus Lockdown Procedures, or contact Security.

**LCCC DRUG-FREE CAMPUS POLICY**

Lehigh Carbon Community College strives to create an environment in which students can obtain a quality education. As a member of the college community, it is important for you to know that the use of alcohol or illicit drugs on campus is strictly prohibited. The use of illicit drugs or the abuse of alcohol at any time can impair your mental functions and damage your health.

You are urged to take an active role in the protection of yourself and others. If you suspect that you or someone you know may have an alcohol or other drug problem, please contact one of our trained staff or a community agency as listed in this brochure.

**Individuals are responsible for the consequences of their decisions.**

**STATEMENT OF POLICY**
Alcohol and Illegal Drugs Will Not Be Tolerated at Lehigh Carbon Community College.

It is the policy of Lehigh Carbon Community College, in compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools & Communities Act Amendments of 1989, to maintain a DRUG FREE CAMPUS. The unlawful use, possession, manufacture, distribution, or sale of alcohol, narcotics, or illicit drugs on campus or as part of college activities is strictly prohibited.
PENALTIES
Lehigh Carbon Community College
Students in violation of this policy may be subject to penalties which may range from a written warning to probation to suspension leading to possible dismissal. Violation of this policy by any employee will result in immediate termination or disciplinary action up to and including termination.
College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession, manufacture, distribution, or sale of illicit drugs or alcohol. The college is required to notify the proper federal agency of any employee’s conviction of any drug violation in the workplace within 10 days of receiving notice of such conviction.

LEGAL SANCTIONS
Commonwealth of Pennsylvania
The Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania (Act No. 65 of April 14, 1972) identifies sanctions involving monetary fines ranging from a minimum of $25 (underage drinking) to $250,000 (manufacture, distribution, and/or sale of illicit drugs), and imprisonments ranging from 30 days to 50 years, or both, for violations of its provisions.
Under Pennsylvania Law (Crime Code 18 Pa. C.S. 6308) it is a summary offense if anyone under 21 years of age “attempts to purchase, purchases, consumes, possesses or transports any alcohol, liquor or malt or brewed beverages.” Penalties for offenses under these provisions include restrictions in driving operator’s privileges and monetary fines.

TREATMENT SERVICES
The college does not offer clinical treatment services of any kind. There are numerous services and/or benefits available to assist students, faculty, and staff with drug and alcohol counseling, treatment, and rehabilitation. The College Counselors are prepared for crisis intervention and possible referral to outside agencies. Human Resources is available to employees for referral to outside agencies. Faculty and staff covered by medical benefits may utilize specialized benefits for drug and alcohol rehabilitative services including inpatient detoxification, residential services, and outpatient services.
HOT LINES

Numbers are subject to change; please check your local directory. Numbers are provided as a service to the reader. The inclusion or exclusion of a number does not imply endorsement or purposeful omission of a particular organization.

Lehigh Carbon Community College
Counselors (for students) .................................................. 610-799-1895
Human Resources (for College employees) ......................... 610-799-1107

Local Community Services
Al-Anon—Allentown District.............................................. 610-778-2066
Al-Anon—World Service Office ........................................ 1-888-425-2666
Alcohol & Drug Dependence Center—Lehigh Valley............ 610-867-3986
Alcoholics Anonymous .................................................... 610-882-0558
Center for Humanistic Change ........................................ 484-821-0375
Confront ............................................................................ 610-439-8479
Council on Alcohol & Drug Abuse Prevention &
Treatment ........................................................................... 610-437-0801
Narcotics Abuse 24 Hour Helpline & Treatment ............... 1-877-579-0078

FAMILY RELATIONSHIP POLICY

For the purpose of this policy, the term immediate family applies to individuals who are related by blood, marriage, or adoption, and is defined to include the following relatives of a student: his/her spouse, fiancée, girl/boyfriend, grandfather, grandmother, grandson, granddaughter, father, mother, stepfather, stepmother, son, daughter, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and spouses of the student's immediate family. Immediate family also includes a person who is in a significant other relationship to the student.

The Health Care Sciences Division reserves the right to refuse appointment of students related by blood, marriage, or adoption to the same clinical rotation or assignment. The Division feels that assigning relatives to the same assignment has the potential for creating an adverse impact on supervision, safety, security, or morale or involves a potential conflict of interest.

It is the student's responsibility to notify their instructor whenever a professional conflict of interest arises regarding their clinical placement. Examples include, but are not limited to, situations such as a family member is affiliating at or employed and working on the same floor as the clinical assignment or a family member is a patient on the same floor as the clinical assignment.

CLINICAL EXPERIENCE POLICY

Students are required to perform a variety of physical therapy clinical experiences throughout the PTA curriculum. All students must be instructed and tested in proper hand washing techniques, universal precautions, wheelchair management, and the use of proper body mechanics prior to performing any clinical experiences. Requirements for each course are located in the course syllabi. Students must complete a request form (Please see Appendix F) and submit it to the Academic Coordinator of Clinical
Education prior to performing any clinical experience as a requirement for a PTA program course. In addition, the student must have submitted a complete health record, negative urine drug screening results, and "clean" Pennsylvania State Police Criminal Record and FBI checks, and Pennsylvania Child Abuse clearance prior to performing a required clinical experience. Students must observe and affiliate at a variety of clinical sites. The PTA faculty may deny permission for a student to observe or affiliate at a clinical site for the following reasons:

1. The facility does not have a current clinical contract and Clinical Site Information Form (CSIF) on file in the PTA Program Director's Office. These will be reviewed annually at the end of the spring semester by the ACCE.

2. The facility has informed the faculty that they cannot accommodate students secondary to facility policy or staffing situations.

3. The student has previously observed, affiliated, or been employed at the same site.

4. Former students have reported having less than optimum experience at the facility.

5. There is a breach of the family relationship policy.

It is the students' responsibility to ask the clinical supervisor to inform them about facility procedures regarding exposure to infectious and hazardous materials as well as security, fire, and evacuation procedures. The student is also responsible for reporting any conditions or practices that they perceive as being potentially unsafe in a clinical environment to the ACCE. All students must complete and submit clinical experience forms to the ACCE upon completion of the clinical experience.

**STUDENT DRESS CODE FOR CLINICAL OBSERVATIONS AND AFFILIATIONS**

The following dress code is in effect. Any deviation from the following requires prior approval from the Program Director.

1. A white lab coat or jacket is required for clinical affiliation if required by the affiliation site.

2. An LCCC polo shirt is available for purchase and may be worn as an alternate uniform at clinical sites where staff members do not wear white jackets. Navy blue, brown, grey, dark green, tan, or black dress slacks need to be worn. No jeans, shorts, cargo pants, capris, or skorts are allowed. Gentlemen must wear belted dress trousers; a shirt and tie must also be worn in the absence of the LCCC polo shirt. Students may wear uniform scrubs at in-patient clinical sites if permitted by the clinical supervisor.

3. Clean shoes must be worn. If the department allows the wearing of athletic shoes, they are acceptable, if they are clean. This policy should be confirmed with the clinical site supervisor. Clogs, sandals, open-heeled or open-toed shoes are not permitted.
4. Socks or pantyhose must be worn at all times. Undergarments should be worn but should not be visible.

5. Fingernails should be well-trimmed and clean. Only clear nail polish is permitted. No artificial nails are allowed.

6. An LCCC clinical identification badge needs to be worn above the waist on your lab jacket or shirt during your visitation time only. Students may not wear the tag when they are not representing LCCC.

7. Hair should be kept neat and is not allowed to fall onto patients during treatments.

8. Jewelry should be kept to a minimum. Do not wear large, conspicuous earrings or more than two earrings in each earlobe. No other body piercings should be visible. Jewelry is not allowed to be worn on visible pierced body parts other than the ears. Rings should be kept to a maximum of two.

9. Perfumes and scented antiperspirants, shaving lotions, oils, or balms, and creams are strongly discouraged from being worn in the clinical settings.

10. No tobacco products are permitted to be used at any clinical site.

11. Make-up should be kept to a minimum.

12. No chewing gum is permitted while observing or treating patients.

13. No visible tattoos are permitted per facility policy.

**PATIENT CONFIDENTIALITY**

1. Confidentiality is the health professional's obligation to safeguard the secrecy of information collected, stored, transmitted, and retrieved in the health care system. All patient/client records (the chart and any oral or written information) are confidential. By law, violations of confidentiality are subject to litigation. Students must maintain compliance with the Health Insurance Portability and Accountability Act.

2. All students must pass a test on patient privacy and confidentiality with a 73.0% or better before beginning clinical site observations and affiliations on a yearly basis.

3. Students shall not identify patients or clients by name in any written assignments or notes. Patient census report sheets must be disposed of at the health agency before leaving the clinical assignment. Students may not copy any part of a patient's chart.

4. Students shall not discuss patients, staff, or patient care issues outside the patient care setting.

5. Students shall not discuss patient/client problems with other patients, clients, or visitors.
6. Students shall not take photographs or video or audiotape any patients/clients at clinical sites.

7. PTA students are strictly prohibited from including or posting information, photographs, or videos pertaining to clinical experiences on social networking websites (e.g., Facebook, LinkedIn, or Twitter) or any other type of internet, computer, or technology-based social networking site, electronic bulletin board, blog, wiki, listserv, or equivalent media outlet. If a PTA student, in any program, receives a client photo and/or PHI sent to them via electronic media, the student is to remove the posting immediately from his/her site and notify their faculty regarding the incident.

8. Confidentiality also applies to information about fellow students, written and practical examinations, and campus learning activities.

9. Adherence to the confidentiality policy is essential for satisfactory clinical evaluations.

10. A violation of patient confidentiality may result in dismissal from the program.

**SOCIAL MEDIA POLICY**

To ensure compliance with both Federal and State patient confidentiality laws, while also maintaining a professional working relationship with our clinical and fieldwork sites, LCCC Healthcare Science (HCS) students are not allowed to utilize photographic, video, audio, or other recording devices (including but not limited to cell /smart phones) during the course of their instruction or participation in the Healthcare Science programs.

The use of such recording devices is strictly prohibited during all clinical and fieldwork experiences (Instructor or affected party permission is not adequate to waive this restriction at clinical and/or fieldwork sites).* LCCC Healthcare Science students are strictly prohibited from including or posting information pertaining to clinical and fieldwork experiences on social networking websites (e.g. Facebook, LinkedIn, or Twitter) or any other type of internet, computer, or technology-based social networking site, electronic bulletin board, blog, wiki, listserv, or equivalent media outlet. Many clinical and fieldwork sites have similar prohibitions for their employees, and HCS students should consider all such disclosures to be prohibited, regardless of the clinical or fieldwork site at which the experience occurred. Public scrutiny, criticism, or disclosure of patient care delivered by clinical or field site personnel is strictly prohibited. Such disclosures include those made via social networking sites, as well as traditional means of communication. If a student witnesses patient care issues at a specific clinical or fieldwork site, such concerns should be directed to their instructor. If a HCS student, in any program, receives a client photo and/or PHI sent to them via electronic media, the student is to remove the posting immediately from his/her site and notify their faculty regarding the incident.

A breach of any of these provisions may lead to an immediate dismissal from any of the Healthcare Science programs (ADN, HIT, LPN, MA, OTA, PTA). Program specific faculty will make a recommendation for academic consequences to the Dean of Academic Services should they become aware of a social media incident or HIPAA violation. The final decision rests with the Dean of Academic Services.
In no way should this policy be seen as limiting the use of social media for legitimate educational purposes. For example: Faculty may choose to use a video clip from “YouTube®” as part of a teaching demonstration to illustrate a point. Nursing students may, with the prior permission of their peers and faculty, take photos in the classroom for the photo montage used at the Pinning Ceremony.

This policy applies only to those students enrolled in a HCS program.

**STUDENT CLINICAL BEHAVIOR**

1. All students are expected to behave in a professional manner at all times while on clinical duty.

2. Being unfit for duty (under the influence of alcohol or drugs) while on clinical duty is not permitted. The use of tobacco is also prohibited at all clinical affiliation sites. **Not adhering to this tobacco, drug, and alcohol policy will result in a failure of the course you are enrolled in for the clinical activities.** A positive drug urine test will result in dismissal from the clinical site and withdrawal from the clinical course.

3. Students are required to properly introduce themselves prior to conversing with anyone in a clinical setting.

4. All facility policy and procedures must be adhered to. This includes, but is not limited to security and evacuation procedures, procedures related to exposure to hazardous chemicals, blood borne pathogens, and all body fluids, and access to emergency services.

5. All students must be in compliance with the Standards of Ethical Conduct for the Physical Therapist Assistant, the Guide for Conduct of the Physical Therapist Assistant, the Pennsylvania State Physical Therapy Practice Act, the AHA Bill of Rights, and the Health Insurance Portability and Accountability Act.

6. Articles of food, drink, clothing, backpacks, or purses may not be taken into a patient's room or any treatment area.

7. All students must inform the PTA faculty member of any unsafe practices being done in the clinics.

8. All students must complete and submit clinical experience assessment forms after completing any clinical experience.

9. Any student who completes an incident report at a clinical site must email a written report regarding the unforeseen circumstance to the Academic Coordinator of Clinical Education on the same day that the incident occurred. This report may NOT include any patient identifying information.
STUDENT LIABILITY

Student physical therapist assistants are responsible for their own acts of negligence if these result in patient injury. Students are held to the same standard of care that would be used to evaluate the actions of physical therapist assistants. All PTA students will be required to purchase malpractice insurance through Healthcare Provider Service Organization (HPSO).

Legal responsibilities of student physical therapist assistants include:

1. Careful preparation for each new clinical experience.

2. A duty to notify their clinical instructor if they feel in any way unprepared to execute a physical therapy procedure. Under no circumstances should a student attempt a clinical procedure if unsure of the correct steps involved in its application.

Every attempt is made to follow current physical therapy practice in terms of written materials and textbooks regarding physical therapy procedures in the physical therapist assistant lab. It is the responsibility of physical therapist assistant students to be aware of institutional policies regarding the performance of physical therapy procedures in the clinical areas.

LIST OF APPROVED ABBREVIATIONS & ACRONYMS

Students will receive a list of program approved abbreviations and acronyms in their PTA 101 class. This list should be learned by the beginning of the second semester. A quiz related to this list will be given in the first lecture of PTA 103 Physical Therapy Procedures I. Students should not use any other abbreviations or acronyms for writing progress notes in the curriculum. Students enrolled in Clinical Practice may only use those abbreviations approved by the clinical site. It is the student’s responsibility to obtain this list if available from their clinical supervisor. If the facility does not have an approved list, the LCCC list should be used by the student.

STUDENT EMPLOYMENT

The student must set priorities. The work schedule must not interfere with class, open lab, or clinical schedule.

Students enrolled in PTA 208 are strongly discouraged from employment at any time during the weeks they are assigned to full-time clinical affiliations. The student may not wear the LCCC name tag for outside employment.
CLINICAL AFFILIATION POLICIES AND PROCEDURES

A Physical Therapist Assistant faculty member serves as the Academic Coordinator of Clinical Education (ACCE). The ACCE is responsible for maintaining all records and data related to clinical affiliations, securing affiliation agreements with clinical sites, and for assigning students to these clinical affiliation sites.

Students are eligible to register for PTA 208 Clinical Practice II under the following conditions:

1. All prerequisites have been successfully completed.

2. The student has a minimum GPA of 2.0 and a minimum GPA in PTA courses (PTA prefix) of a 2.50.

3. The health record is up to date and complete.

4. The student must be certified with either Basic Cardiac Life Support Provider by the American Heart Association or Basic Cardiac Life Support for Healthcare Providers by the American Red Cross – to include adult, infant, children, and AED through the entire time period of enrollment in PTA 201 Medical Surgical Orientation to Clinical Practice, PTA 202 Clinical Practice I, and PTA 208 Clinical Practice II.

5. A “no record” status is reported on the Pennsylvania Child Abuse History Clearance.

6. The results of the student’s Pennsylvania State Police Criminal Record Check (and from any other State Police Department from a state in which the student has resided within the last five years) and an FBI Background Check must fall within the guidelines of the law, as set forth by the Commonwealth of Pennsylvania and the United States Department of Human Services.

7. A random negative urine drug screen is submitted.

8. The student has a satisfactory Professional Behaviors Assessment.

Students are only assigned to clinical affiliation sites if there is an official agreement (contract) and a current Clinical Site Information Form (CSIF) on file in the ACCE’s office. A list of clinical sites is available in the ACCE’s office. CSIF’s and Student Evaluations of the Clinical Affiliation are kept on file in the ACCE’s office. Students are encouraged to make an appointment to view these items.

Students complete a request for affiliation form indicating where they have observed for previous classes in the curriculum as well as the geographical area that they would like their assignments to be in. They may also indicate specific facilities where they would like to affiliate.
The ACCE sends out clinical request forms to affiliation sites in the spring. These forms get filled out by the Center Coordinator of Clinical Education (CCCE) who then sends them back to the college. They indicate the number and types of student placements available for two different seven-week time periods. The time periods for the 2020 full time clinical affiliations are as follows:

First Rotation - 1/20/20 - 3/6/20  
Second Rotation - 3/16/20 - 5/1/20

(This dates may change).

(This dates may change pending availability of guestspeakers.)

No one will be excused from these mandatory sessions for any reason. Failure to attend may result in an "F" grade in the Clinical Practice II course.

The ACCE reviews the forms sent back by the clinical sites as well as the student request forms and makes every attempt to match the student with affiliation sites that will help them to grow and succeed. Students generally are assigned to two (7 week) clinical sites. One site usually provides inpatient services and may be a hospital, rehabilitation center, long term care facility or sub-acute care facility. The other assignment is a facility that provides physical therapy as an outpatient service.

If a student desires to be assigned to a facility that is not on the list of clinical sites, they should initiate an appointment with the ACCE and provide the coordinator with the name, address, e-mail, and phone number of the clinic by the beginning of the fall semester. The coordinator will consider the location, type of facility, and program and student needs when determining whether to pursue the facility as a new clinical site. If a decision is made to add the facility, the ACCE will contact the CCCE at the proposed facility to find out if they are interested in having a student from our program affiliate with them. If they are interested, a request to send a CSIF will be made. After receiving and reviewing the CSIF, the ACCE will visit the site if it is local. If it is determined that the facility will be added to the college’s list of clinical sites, the ACCE will initiate the process of a contractual agreement. No student can/will be assigned to a new clinical site until the agreement is signed.

The ACCE will attempt to provide the student with their clinical assignment sites during the fall semester, but these assignments may be cancelled if the student does not meet the requirements for enrolling in PTA 208 Clinical Practice II. Students will need to assume transportation to clinical sites which may be up to one hour or more away.

Some clinical sites require drug testing for students. If a student is assigned to a facility that has this policy, it will be the student’s responsibility to complete the testing procedure and provide the results of the test to the clinical facility and to the Program Director. A negative urine drug screen is required for students who are enrolled in any clinical course.
Many clinical sites require copies of the student's health forms. Medical records are not released to clinical affiliation sites without the written consent of the student. Students will have access to their health records through CastleBranch.com and will provide copies to their clinical sites.

Some clinical sites also require criminal offense and child abuse checks to be done within one month of the beginning of the affiliation. In those cases, the ACCE will inform the student about the policy. It will be the student’s responsibility to promptly have this accomplished and provide the clinical site and the Program Director with the results. Criminal offense reports and child abuse checks are provided to clinical sites upon receiving written consent from the student.

Personal interviews are also required by some clinical facilities prior to the student being accepted by the facility for a clinical affiliation. After being informed about this policy by the ACCE, it is the student’s responsibility to promptly schedule the interview with the CCCE.

After successful completion of the third semester courses, and being eligible for enrollment in PTA 208 Clinical Practice II, students are required to promptly contact their assigned affiliation sites to make a pre-clinical affiliation appointment to meet with the CCCE and get familiar with the facility’s staff, policies and procedures regarding students, and the facility schedule, etc. if required/available by the facility.

A mandatory orientation session for all students enrolling in PTA 208 will be held on January 13 to 15, 2020, before the clinical affiliation begins. A current teaching syllabus and list of instructions for clinical affiliations will be provided to affiliating students at that time. Students will need to bring a one-inch binder and 16 dividers to this meeting for their clinical affiliation manual.
I. Purpose

Outline the steps to be taken in all cases of criminal findings. It is LCCC’s position, in order to protect the safety of the client and the integrity of the Healthcare Science programs, that individuals who have been convicted of certain criminal activities cannot be placed in the position of caring for older adults or children, and/or work in a healthcare environment. This procedure applies to all Healthcare Science programs.

II. Definitions

A. Criminal record: Any history of conviction of a misdemeanor or felony crime.
B. Pending charges: Any criminal charges as yet unresolved by the courts.
C. Court documents: Original source documents identifying the outcome of any criminal charge and/or conviction.
D. Background check: The process required by LCCC for admission into any clinical component of any program, to include PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check.
E. Conviction: Being convicted or pleading guilty or entering a plea of nolo contendere, or receiving probation without verdict for any criminal offense. Accelerated rehabilitative disposition (ARD) or receiving any other disposition (including acquittal or dismissal) for any criminal offense is NOT a conviction, for the purposes of this policy.
F. Prohibitive offense list: List of offenses which indicate a student is not qualified to enter or continue to be enrolled in a Healthcare Science program.

III. Procedure

A. Students must complete this process for all criminal convictions and any pending or new criminal charges upon offer of admission to a Healthcare Science program.
B. All convictions and pending or new charges must be reported to the PTA Program Director immediately. These include all/any felony and misdemeanor arrests.
C. Students must have a PA State Police Criminal Record Check (and from any other State Police Department from a state in which the student has resided within the last five years), PA Child Abuse History Clearance and FBI Background check once offered admission to the clinical portion of the health career program and yearly in selected programs.
D. A student with any conviction on the attached list is not eligible for entry or continuation in a clinical program. Please note: This is not an all-inclusive list. As noted below, LCCC may consider for admission, students with a record of other felony or misdemeanor convictions on a case by case basis.
E. Falsification of an application or any information related to a conviction will disqualify a student from admission and/or continuation in any Healthcare Science program at LCCC.
F. Failure to disclose a criminal record or charge may result in dismissal from the program.
G. A decision by LCCC to admit a student to a Healthcare Science program despite criminal convictions does not guarantee that if the student completes the program and obtains the appropriate degree or certificate, the student will be eligible for licensure or credentialing by a governmental body or will be eligible to work for a particular employer. Licensure and credentialing authorities and employers apply their own standards for evaluating whether criminal convictions are disqualifying. LCCC accepts no liability in cases where a third party deems criminal convictions sufficiently serious to cause denial of the applicable license or credential, or to refuse employment opportunities. A student with a conviction(s) is responsible for contacting the appropriate licensure or credentialing board to investigate eligibility and employability prior to entering the Healthcare Science program.

H. A decision by LCCC to admit a student to a Healthcare Science program, despite criminal convictions, does not guarantee that a student will be able to participate in experiences at every clinical site. Clinical sites apply their own standards for evaluating whether or not students are eligible to undergo a clinical experience at their facility, and LCCC accepts no liability for a student’s rejection by a clinical facility.

I. If a student has or anticipates a criminal charge or conviction, he/she must complete the following in order to participate in a clinical Healthcare Science program at LCCC.

Steps in the process of evaluating criminal records:
1. Complete the required background clearances. (The PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check).
2. Obtain an original copy of the court records showing how the case was disposed by the court system. No decision will be made without court documentation. (Note: Since a decision must be made prior to participating in any Healthcare Science program, the student should complete this process as efficiently as possible.)
3. Meet with the Program Director bringing the documentation to that meeting.
4. The Program Director will review these guidelines and the student’s documentation with the student. The conviction will be compared to the LCCC Prohibitive List for Participation in a health career program.
   a. If the conviction matches one on the prohibited list, the student will not be admitted.
   b. If the offense is similar, but not worded exactly as it appears on the list, the Program Director will consult with the Dean of Academic Services, who in turn will consult with the college attorney, for an interpretation of the conviction.
   c. If the conviction or convictions are not on the prohibited offense list or reflective of its intent, LCCC will consider the applicant for admission but may reject the applicant because of the conviction(s) at its discretion. Factors to be considered include the nature of the crime, how recently the crime or crimes occurred, and the number of crimes committed by the applicant, the truthfulness of the applicant and the interests of the College.
5. In all cases, once the decision has been made, the Program Director of the requested program will meet with the student to discuss the decision and options for the student. The Program Director will then:
   a. document the decision and meeting using the attached notification form (Please see Appendix G)
   b. give one copy to the student
   c. place one copy in the student’s confidential file
6. Right to due process
   • The PTA Program Director will review all documents related to Prohibitive Offense decisions.
   The petitioning student has the right to appeal the decision to the Dean of Students. The process is outlined in the LCCC College Catalog.

**Prohibitive Offenses**

<table>
<thead>
<tr>
<th>Following Offenses as Contained in PA Crimes Code (18 Pa. C.S.)</th>
<th>Prohibitive Offense Description</th>
<th>Type/Grading of Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC2500 Criminal Homicide</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC2507A Murder I</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC2509B Murder II</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC2509C Murder III</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC2503 Voluntary Manslaughter</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC2504 Involuntary Manslaughter</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC2505 Causing or Aiding Suicide</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC2506 Drug Delivery Resulting in Death</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC2702 Aggravated Assault</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC2501 Kidnapping</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC2802 Unlawful Restraint</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3121 Rape</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3122.1 Statutory Sexual Assault</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3123 Involuntary Deviate Sexual Intercourse</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3124.1 Sexual Assault</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3125 Aggravated Indecent Assault</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3126 Indecent Assault</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3127 Indecent Exposure</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3301 Arson and Related Offenses</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3507 Burglary</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3701 Robbery</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3911 Theft</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3921 Theft By Unlawful Taking</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3922 Theft By Deception</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3923 Theft By Extortion</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3924 Theft By Property Lost</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3925 Receiving Stolen Property</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3926 Theft of Services</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3927 Theft By Failure to Deposit</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3928 Unauthorized Use of a Motor Vehicle</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3929 Retail Theft</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3929.1 Library Theft</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3929.2 Unlawful Possession of Retail or Library Theft Instruments</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3929.3 Organized Retail Theft</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3930 Theft of Trade Secrets</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3931 Theft of Unpublished Dramas or Musicals</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3932 Theft of Leased Properties</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3933 Unlawful Use of a Computer</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC3934 Theft From a Motor Vehicle</td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>CC4191 Forgery</td>
<td>Any</td>
<td></td>
</tr>
</tbody>
</table>

**ONE (1) FELONY or TWO (2) MISDEMEANORS within the 3900 Series (CC3801-CC3934)**
## Prohibitive Offenses (continued)

<table>
<thead>
<tr>
<th>Offense Code</th>
<th>Prohibitive Offense Description</th>
<th>Type/Grading of Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC4114</td>
<td>Securing Execution of Documents by Deception</td>
<td>Any</td>
</tr>
<tr>
<td>CC4302</td>
<td>Incest</td>
<td>Any</td>
</tr>
<tr>
<td>CC4303</td>
<td>Concealing Death of a Child</td>
<td>Any</td>
</tr>
<tr>
<td>CC4304</td>
<td>Endangering Welfare of a Child</td>
<td>Any</td>
</tr>
<tr>
<td>CC4305</td>
<td>Dealing in Infant Children</td>
<td>Any</td>
</tr>
<tr>
<td>CC4952</td>
<td>Intimidation of Witnesses or Victims</td>
<td>Any</td>
</tr>
<tr>
<td>CC4953</td>
<td>Retaliation Against Witness or Victim</td>
<td>Any</td>
</tr>
<tr>
<td>CC5802B</td>
<td>Promoting Prostitution</td>
<td>Felony</td>
</tr>
<tr>
<td>CC5803C</td>
<td>Obscene or Other Sexual Materials to Minors</td>
<td>Any</td>
</tr>
<tr>
<td>CC5805D</td>
<td>Obscene or Other Sexual Materials</td>
<td>Any</td>
</tr>
<tr>
<td>CC6301</td>
<td>Corruption of Minors</td>
<td>Any</td>
</tr>
<tr>
<td>CC5312</td>
<td>Sexual Abuse of Children</td>
<td>Any</td>
</tr>
</tbody>
</table>

### Offenses as Contained in PA Controlled Substance, Drug, Device & Cosmetic Act (P.L. 233, No. 64)-PARTIAL LISTING*

<table>
<thead>
<tr>
<th>Offense Code</th>
<th>Prohibitive Offense Description</th>
<th>Type/Grading of Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS13A12</td>
<td>Acquisition of Controlled Substance by Fraud</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A14</td>
<td>Delivery by Practitioner</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A30</td>
<td>Possession with Intent to Deliver</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A35 (i), (ii), (iii)</td>
<td>Illegal Sale of Non-Controlled Substance</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A36</td>
<td>Designer Drugs</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13Axx*</td>
<td>ANY OTHER FELONY DRUG CONVICTION APPEARING ON PA RAP SHEET</td>
<td></td>
</tr>
</tbody>
</table>

*Produced by: PA Department of Aging*
**Pennsylvania Child Abuse History Clearance**

Any student with a finding on the Pennsylvania Child Abuse History Clearance and/or FBI Clearance which indicates the student may not work with children will be ineligible for participation in the HCS programs.

**Other Offenses Not On the Prohibitive List Which Will Be Considered in Admission Decisions**

*(Note: Any felony or misdemeanor conviction or equivalent from another jurisdiction will be considered. This is not an inclusive list.)*

<table>
<thead>
<tr>
<th>Offense</th>
<th>Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUI (2 or more w/in 5 years of admission to the clinical component of the program, to include ARD)</td>
<td>Fraud</td>
</tr>
<tr>
<td>Shoplifting</td>
<td>Extortion</td>
</tr>
<tr>
<td>Bribery</td>
<td>Stalking</td>
</tr>
<tr>
<td>Harassment</td>
<td>Simple Assault</td>
</tr>
<tr>
<td>Abuse or neglect in any form</td>
<td>Violation of protection from abuse order</td>
</tr>
<tr>
<td>Weapons</td>
<td>Hate Crimes</td>
</tr>
<tr>
<td>Terrorism/terroristic threats</td>
<td>Possession of Paraphernalia</td>
</tr>
<tr>
<td>Possession and/or distribution of a controlled drug (to include ARD)</td>
<td>Possession of Paraphernalia</td>
</tr>
<tr>
<td>Any other felony drug conviction</td>
<td>Falsification of any legal document/record</td>
</tr>
</tbody>
</table>

*The decisions of LCCC are based on Protection of Older Adults Act, the Child Protection Laws, the Pennsylvania Department of Education, and the standards of the clinical sites for the programs.*

**INCLEMENT WEATHER**

Courses at LCCC remain in session unless announced otherwise by radio, television, or via the LCCC website ([www.lccc.edu](http://www.lccc.edu)). All students are expected to come to lectures, labs, and open labs if the college is open. The PTA Program may alter the course schedules in lieu of the college schedule. All students are expected to report on time to clinical sites on their assigned days, even if the college is closed or has a delayed opening.

**ASSESSMENT**

Both LCCC Administration and the PTA Program Director and Faculty want to be certain that our mission, goals, and objectives are being met. Therefore, an ongoing assessment of the effectiveness of the curriculum is in place. Information will be collected on a regular and ongoing basis. We recognize the students as being a very important component of this process and we appreciate your honesty. We welcome constructive comments throughout the semester and appreciate your timeliness in filling out the surveys. **Appendix I** is a timetable of the assessments you will be asked to complete. More may be added if needs arise. In addition, for your information, a timetable for other assessments related to the program is located in the Program Director’s office and available for students to view.
COSTS OF THE PROGRAM

In addition to the tuition and fees outlined on page 24 of the LCCC Credit Catalog, the following are costs that students should anticipate:

- Health examination, laboratory and Tuberculin tests, and immunizations
- Child abuse clearance (currently $10 per year)
- Pennsylvania State Police Criminal Offense Check (currently $10 per year)
- FBI Background Check ($36 per year)
- Urine Drug Screening (approximately $40 per year)
- Textbooks for every course
- Binders for every PTA course
- 16 dividers for the clinical education binder
- Loose-leaf paper
- Black pens
- LCCC PTA Program polo 3-button shirt (currently $20.00 each)
- A portable 16GB flash drive which will become a part of the permanent record
- APTA membership fees (currently $85.00 per year)
- Wristwatch with a second hand or a digital watch
- Transportation costs to clinical observation and affiliation sites and PPTA meetings
- 3x5 or 5x7 inch index card book and index cards
- Goniometer
- White laboratory jacket (as required)
- Professional style clothing
- Low-heeled shoes with no open toes or heels
- CPR certification ($70-$95)
- Malpractice insurance (currently $38 per year)
- CastleBranch annual fees (approximately $105 per year)
- Health insurance

NOTE: This list is subject to change.

STUDENT ORGANIZATION

All current PTA students are considered to be members of the LCCC Physical Therapist Assistant (PTA) Club. The LCCC Physical Therapist Assistant Club provides an opportunity for the student to maintain high standards and responsible citizenship, increase self-direction and self-awareness, develop leadership qualities and fellowship, foster cooperative spirit, promote, maintain, and elevate the morale of the PTA students, and promote insight to ethical issues. As a result of this experience, it is hoped that the students will continue their interest in and their contribution to the changing health care scene through their membership in the American Physical Therapy Association.

In addition to the Physical Therapist Assistant Club, LCCC offers many opportunities for student involvement in the activities of cultural, social, and religious groups on campus. Students are encouraged to take an active role in LCCC activities to broaden the educational experience. The LCCC Physical Therapist Assistant Club will take part in at least two community service or charitable type project each year.
GRADUATION

Student must make formal application for graduation on the form provided by the college prior to the date stipulated on the college calendar. All graduates are expected to attend the graduation ceremony.

STATE BOARD REQUIREMENTS

Graduates of this program must pass the National Physical Therapist Assistant Examination (NPTAE) in order to practice as a physical therapist assistant in all states. Students need to contact the PA State Board of Physical Therapy at ProfessionalLicensing/BoardsCommissions/PhysicalTherapy and the Federation of State Boards of Physical Therapy at FSBPT prior to graduation to procure the necessary paperwork to take the exam.

GRADUATE FOLLOW-UP

The College Career Services Office and the Physical Therapist Assistant Program should be informed of changes in: name, address, place of employment. The PTA program is required to gather data at intervals following graduation. It is important these forms be completed and returned to the PTA department. This provides ongoing information to redesign the curriculum as necessary.

COMPLAINTS FROM OUTSIDE THE COLLEGE

Any written and signed complaint about any Physical Therapist Assistant student or graduate will be handled in the following manner:

1. The person who receives the complaint will forward it to the PTA Program Director within two report days.
2. The PTA Program Director will investigate the complaint within three report days and contact the student or graduate if necessary.
3. The PTA Program Director will provide a follow-up letter to the person who complained within 5 report days after the investigation is complete.
APPENDIX
APPENDIX A

Student’s Name ______________________     LCCC ID# ________________________

LEHIGH CARBON COMMUNITY COLLEGE

HEALTH RECORD – Physical Therapist Assistant Program

Information – for the Examiner:
Please complete the attached Health Record and perform a physical examination on the student. Following is a list of REQUIREMENTS that must accompany this form. A copy of the results for all titers and Hep B Surface Antigen must be attached. The requirements should be completed after July 1, but before August 15 of the current year, with the exception of the influenza vaccination.

All health information on the attached health record must be complete and each page must be signed in order to comply with the requirements of accrediting/approval agencies and/or the health care agencies in which student experiences occur. Records which are incomplete will exclude the student from participating in the PTA program and will be returned to the student. The student may not enter any health care agency representing this program until this record is complete. Due to clinical contracts, ALL of these requirements are necessary.

REQUIREMENTS: dated no earlier than July 1 of the current year (EQUIVOCAL results are considered to be negative).

- Measles (Rubeola) immunity as documented by a positive IgG antibody titer OR proof of 2 boosters
- Mumps immunity as documented by a positive IgG antibody titer OR proof of 2 boosters
- Rubella immunity as documented by a positive IgG antibody titer OR proof of 2 boosters
- Varicella (Chicken Pox) immunity as documented by a positive IgG antibody titer OR proof of vaccines (need 2)
- Tetanus/diphtheria/pertussis booster immunization date (dated within 10 years, must include all 3)
- Hepatitis B immunization series – dates of three vaccines
- Hepatitis C Antibody (Elisa test) – to determine exposure or carrier state
- Hepatitis B Surface Antigen (NOT antibody – antigen tests for previous HBV infection or a carrier state)
- Tuberculosis screening using 2-step TB skin test (dated no earlier than JULY 1 of current year).
- Influenza Vaccination completed after October 1 of the current year (Additional form to follow.)
REQUIREMENTS

List of Abilities for Students:
Physical therapy clinical courses require a student to possess the following abilities with some examples noted. A student requesting adaptations or accommodations due to a disability should contact the Office of Disability Support Services at 610-799-1190.

The student should possess the ability to:
1. Transfer and mobilize non-ambulatory pts.
2. Perform self, dynamic, standing balance to assist unstable pts.
3. Lift 50 lbs.
4. Push/pull wheelchair with up to 250 lbs.
5. Stand/walk for durations up to 4 hours at a time.
6. Perform gross/fine motor tasks, such as massage, and application of modalities, therapeutic exercise, prosthetics, and orthotics, performing activities of daily living for, completing treatments, and document care provided.
7. Read and comprehend health information records, labels on medication containers and calibrations on devices.
8. Hear and actively listen to interpret messages not solely based on visual cues, such as interpreting conversations and detecting vital sign sounds.
9. Effectively communicate information to clients and health care/insurance providers.
10. Accurately perceive situations influencing the care of clients and to make unimpaired observations and judgments regarding personal and client safety.
11. Treat patients/clients in diverse settings including those on locked units and in confined spaces.
12. Demonstrate emotional stability to function effectively under stress and adapt to a changing environment.
13. Clearly visualize images presented in text and on slides, films, videos, and radiographic images.
14. Accurately observe and monitor patients’ movement patterns, gait, and transfers from a distance and close at hand.
15. Discern changes or abnormalities in skin integrity, muscle, bone, joint, lymph nodes, hear tones, lung sounds through visualization, auscultation, or palpation.
16. Perceive environmental safety cues such as phones, alarms, overhead paging systems, and verbal communication.
17. Manipulate and read dials and switches on all therapeutic equipment.
18. Read medical records, lab/radiology reports, and notes from other members of the healthcare team.
19. Maintain good general health/personal hygiene.
20. Exercise good judgment for safe completion of clinical responsibilities and compassionate communication with patients and their significant others.
Information – for the Student:
The attached health record which includes a physical examination and illness and immunization record is required prior to entering any course with client/patient interaction. Additionally, an update of the health record will be required annually. The initial examination must be completed after July 1 but before August 15 of the current year.

The student must upload all required documents into CastleBranch.com on or before August 15 of the current year to hold their seat in the PTA program.

The following has been completed and are attached for submission of the Health Record.

1. Complete health record Yes____
2. Health record signed by practitioner Yes____
3. Copy of Blood Titers/ TB / Lab Reports attached Yes____
4. All pages complete – including LCCC ID number Yes____
5. All documents have been uploaded to Castlebranch.com Yes____

Health services are not available on campus. If a health emergency arises on campus, Lehigh County emergency services will be summoned. If a health emergency arises during a clinical/fieldwork experience, the student may be seen in the Emergency Department of the health care agency or follow the emergency procedure of the agency.

The cost of health care is the responsibility of the student. It is required that each student have health care insurance coverage. A student health care insurance plan is available through the Office of Student Life at 610-799-1146.

The student must inform the Academic Coordinator of Clinical Education of any change in health status, including pregnancy. Any student experiencing a change in health status must have written documentation by a CRNP or physician to continue in clinical/fieldwork courses.
LEHIGH CARBON COMMUNITY COLLEGE
HEALTH RECORD

Program of Study: Physical Therapist Assistant

Student’s Name: __________________________________________ Print Last First Middle Maiden Name

Address: __________________________________________ Street City State Zip Code

Telephone Number: ___________________________ Area Code Number Date of Birth: ___________________________ Month Day Year

ALL INFORMATION REQUESTED MUST BE COMPLETE. INCOMPLETE FORMS WILL BE RETURNED TO THE STUDENT. NO STUDENT WILL BE PERMITTED IN THE CLINICAL/FIELDWORK AGENCY WITH AN INCOMPLETE HEALTH RECORD.

PHYSICAL EXAMINATION

Height: ___________________________ Weight: ___________________________ BMI: ___________________________

Blood Pressure: ___________________________ Pulse: ___________________________

System Evaluation | Normal | Abnormal | Comments
--- | --- | --- | ---
General | | | |
Skin | | | |
Head | | | |
Nose and Sinuses | | | |
Mouth and Throat | | | |
Neck | | | |
Chest and Lungs | | | |
Breasts | | | |
Heart | | | |
Blood Vessels | | | |
Abdomen | | | |
Genitalia and Rectal | | | |
Lymphatic | | | |
Musculoskeletal | | | |
Neurologic | | | |
Eyes | Corrective lenses? | Yes | No | 
Ears | Corrective hearing aid? | Yes | No | 

Other: History of Hepatitis A, B, C or existence of a carrier state: Yes No

Does this student have any activity limitations/restrictions? Yes No

(Complete the list below regarding the student’s abilities).

Does the student possess the ability to perform the following without restrictions? (see list of abilities for students on face page.)

Transfer/mobilize non-ambulatory clients | Yes | No | Perform gross & fine motor tasks | Yes | No

Dynamic standing balance to assist unstable pts. | Yes | No | Lift 50 lbs. | Yes | No

Clearly see, read, and comprehend charts/dials/electronic records | Yes | No | Hear, actively listen, and interpret information | Yes | No

Push/pull wc with 250 lbs. | Yes | No | Stand/walk for 4 hours at a time | Yes | No

Effectively perform oral and written communication | Yes | No | Utilize good judgment to ensure personal and patient safety in diverse practice settings | Yes | No

Demonstrate emotional stability | Yes | No | Exercise good judgment to complete tasks | Yes | No

Examiner’s Signature: ___________________________ Date: ___________________________
ILLNESS AND IMMUNIZATION RECORD

Provide the date of testing and identify immunity status for each of the following (no earlier than July 1 of current year). Titer immunity must be documented for Measles, Mumps, Rubella and Varicella - immunization records alone are not acceptable. Equivocal results require a booster.

<table>
<thead>
<tr>
<th>TITER LAB VALUE RESULTS MUST BE ATTACHED.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MEASLES (Rubeola)</strong></td>
</tr>
<tr>
<td>Date of Titer: __________________________</td>
</tr>
<tr>
<td>Result of Titer: _________________________</td>
</tr>
<tr>
<td>Immune: Yes  No*  Examiner’s Initials ______</td>
</tr>
<tr>
<td>*Date of booster: _____  Date of booster: _____</td>
</tr>
<tr>
<td>DATED AFTER JULY 1 OF CURRENT YEAR</td>
</tr>
<tr>
<td><strong>MUMPS</strong></td>
</tr>
<tr>
<td>Date of Titer: __________________________</td>
</tr>
<tr>
<td>Result of Titer: _________________________</td>
</tr>
<tr>
<td>Immune: Yes  No*  Examiner’s Initials ______</td>
</tr>
<tr>
<td>*Date of booster: _____  Date of booster: _____</td>
</tr>
<tr>
<td>DATED AFTER JULY 1 OF CURRENT YEAR</td>
</tr>
<tr>
<td><strong>RUBELLA (German Measles)</strong></td>
</tr>
<tr>
<td>Date of Titer: __________________________</td>
</tr>
<tr>
<td>Result of Titer: _________________________</td>
</tr>
<tr>
<td>Immune: Yes  No*  Examiner’s Initials ______</td>
</tr>
<tr>
<td>*Date of booster: _____  Date of booster: _____</td>
</tr>
<tr>
<td>DATED AFTER JULY 1 OF CURRENT YEAR</td>
</tr>
<tr>
<td><strong>VARICELLA (Chicken Pox)</strong></td>
</tr>
<tr>
<td>Date of Titer: __________________________</td>
</tr>
<tr>
<td>Result of Titer: _________________________</td>
</tr>
<tr>
<td>Immune: Yes  No*  Examiner’s Initials ______</td>
</tr>
<tr>
<td>*Date of booster: _____  Date of booster: _____</td>
</tr>
<tr>
<td>DATED AFTER JULY 1 OF CURRENT YEAR</td>
</tr>
</tbody>
</table>

HEALTH SCREENING – IMMUNIZATION HISTORY

Attach a Copy of HEP B SURFACE ANTIGEN and HEP C ELISA TEST Results

<table>
<thead>
<tr>
<th><strong>HEPATITIS B SURFACE ANTIGEN</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B SURFACE ANTIGEN - Also record results</td>
</tr>
<tr>
<td>This is not an antibody test. (The antigen test documents previous HBV infection or carrier state.)</td>
</tr>
<tr>
<td>Date: ___________  Results:  Positive:_______  Negative:_______  Examiner’s Initials ________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>HEPATITIS C</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hep C Elisa Test must be specified.</td>
</tr>
<tr>
<td>Date: ___________  Results:  Positive:_______  Negative:_______  Examiner’s Initials ________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TETANUS/DIPHTHERIA/PERTUSSIS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Booster Immunization: ____________  Examiner’s Initials ________</td>
</tr>
<tr>
<td>(within 10 years)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>HEPATITIS B VACCINE SERIES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If dates are unknown a positive antibody titre must be completed and results provided. If antibody negative or equivocal, must be immunized.</td>
</tr>
<tr>
<td>Date of Results: ___________  Initials _____  Immunity Positive:_______  Immunity Negative:_______</td>
</tr>
<tr>
<td>Date #1: ___________  Date #2: ___________  Date #3: ___________</td>
</tr>
<tr>
<td>Examiner’s Initials ________  Examiner’s Initials ________  Examiner’s Initials ________</td>
</tr>
</tbody>
</table>

If Hepatitis B immunization series is incomplete at time of examination, please indicate date series is initiated. Documentation of the subsequent Hepatitis B immunizations must be documented on this form and submitted to Castlebranch.com by the student after each immunization is received.

<table>
<thead>
<tr>
<th><strong>TUBERCULOSIS SCREENING</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete EITHER of the following:</td>
</tr>
<tr>
<td>DATED AFTER JULY 1 OF CURRENT YEAR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>QuantIFERON TB Gold Test</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: ___________  Pos.* _____ Neg ______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2-Step TB Mantoux (PPD) Skin Test</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Step Date: ___________  Result: Positive* ______  Negative ______</td>
</tr>
<tr>
<td>Initials Required ___________</td>
</tr>
<tr>
<td>2nd Step Date: ___________  Result: Positive* ______  Negative ______</td>
</tr>
<tr>
<td>Initials Required ___________</td>
</tr>
</tbody>
</table>

*If result is >=10mm, a chest x-ray is required Date: ___________  Pos.** ______  Neg.______ |
**If chest x-ray is positive, treatment and documentation thereof is required before starting the course.

Examiner’s Signature: ___________________________  Date: ___________________________
SUMMARY STATEMENT/SIGNATURE PAGE

I have performed a physical examination on the above-mentioned individual, and have reviewed the immunization status, titer lab results, and LIST OF ABILITIES. In my estimation, this student is able to participate FULLY in the experiences in the health care agencies.

Yes_________  No_________

Examiner’s Name:_____________________________________________

Please Print

Address:_______________________________________________________

Street  City  State  Zip Code

Telephone Number:_____________________________________________

Area Code  Number

Date of Physical Exam:__________________________________________

Examiner’s Signature:__________________________________________  Date:________________________

Date of Additional Review:________________________  Examiner’s Signature:________________________

Date of Additional Review:________________________  Examiner’s Signature:________________________

Date of Additional Review:________________________  Examiner’s Signature:________________________

FOR THE STUDENT:

Pages 1, 2 AND 3, together with your LAB documents, must be uploaded to Castlebranch.com on or before August 15 of the current year.

Any questions contact:
Academic Coordinator of PTA Clinical Education
Lehigh Carbon Community College
4525 Education Park Drive
Schnecksville, PA 18078
LEHIGH CARBON COMMUNITY COLLEGE

HEALTH RECORD – Physical Therapist Assistant Program
Influenza Vaccination Record

Student Name: ________________________________
LCCC ID Number: ________________________________

Influenza Vaccination Record:

Vaccination completed after October 1 of the current year.

Type of Influenza Vaccine: ________________________________
Date of Influenza Vaccination: ________________________________
Lot # of Influenza Vaccination: ________________________________
Expiration Date of Influenza Vaccination: ________________________________
Provider’s Signature: ________________________________
Clinic / Facility Name: ________________________________
APPENDIX B

INFORMED CONSENT FORM

Assumption of Risk and Release

Informed consent and release executed by______________________________, residing at______________________________, Lehigh Carbon Community College in Schnecksville, PA.

I wish to be a participant in the Physical Therapist Assistant Program.

I understand that the Physical Therapist Assistant (PTA) Program will include academic, laboratory, and clinical work performed in the classroom, laboratory, hospital, and other clinical facilities and will include direct care or exposure to clients with a variety of illnesses and diseases and may include the handling of and/or contact with human bodily fluids and tissues. I therefore understand that I may be exposed to disease carrying bacteria and microorganisms and it is my responsibility to use standard precautions to protect myself and others from communicable diseases.

I also understand that as a student in the Physical Therapist Assistant Program, I consent to participate in human subject demonstrations and practice in the classroom, laboratory, and clinical facilities as part of the educational process.

Participation in said activities in the Physical Therapist Assistant Program necessitates the wearing of appropriate and specific clothing. Laboratory clothing for males include shorts, T-shirts, and shoes. Laboratory clothing for females include shorts, halters, or bathing suits, T-shirts, and shoes. Clinical clothing includes laboratory jackets, shirts, identification tags, professional slacks, and shoes.

In consideration of being permitted to participate in the Lehigh Carbon Community College Physical Therapist Assistant Program, I, undersigned, in full recognition and appreciation of the dangers and hazards inherent in the health care field and in particular in the medical facilities where I may be present during my participation in the program, do hereby agree to assume all the risks and responsibilities surrounding my participation in this program or any independent activities undertaken as an adjunct thereto; and, further, I do for myself, my heirs, and personal representative hereby agree to defend, hold harmless, indemnify, and release, and forever discharge Lehigh Carbon Community College and any and all of its Trustees, agents, and employees from and against any and all claims, demands, and actions, or causes of action, on account of damage to personal property, or personal injury, disease, or death which may result to me from my participation in this program and my exposure to the risks inherent in the program.

I hereby certify that I have read this document, that I am fully familiar with the contents of this document, and that I fully understand its terms and provisions. Any questions that I have about the Physical Therapist Assistant Program and the contents of this document have been fully explained to my satisfaction.

I hereby certify that I am an adult eighteen years of age or older, and I am signing voluntarily and without coercion or pressure to do so.

_________________________________________  ________________________________________
Date                                           Student’s Signature
I, ____________________________, understand that in order for me to continue in the Lehigh Carbon Community College PTA Program, I must fully abide by the academic plan outlined for me below. (Initial each criterion.)

PTA 102 Applied Kinesiology

______ Register for course credit and complete all course requirements.

PTA 103 Physical Therapy Procedures I

______ Register for course credit and complete all course requirements.

PTA 201 Medical Surgical Orientation to Physical Therapy

______ Abide by the course attendance policy attending all lectures.

______ Take all course quizzes. The average of these quizzes needs to be at least 73.0 %.

______ Take all tests. The average of these tests needs to be at least 73.0 %.

______ Score at least 73.0% on the final cumulative written exam.

Educational Support Services

______ Meet with a Learning Support Specialist to review tests, test taking strategies, methods to overcome test anxiety, and other tactics deemed helpful by the learning specialist at least two times every month for the months of September, October and November 2016. Written documentation of these meetings must be provided to Mr. Anthony Fragassi prior to fall break and during the last week of classes.

______ Meet with PTA Program tutor at least every other week. Written documentation of these meetings must be provided to Mr. Fragassi prior to fall break and during the last week of classes.

Health Forms and Clearances

______ Obtain a new health record from Mr. Fragassi prior to the end of the fall 2016 semester and have it completed and submitted to Mr. Fragassi and uploaded to CastleBranch with new titer results for Hepatitis B surface antigen, polio, varicella, rubella, and rubeola before the beginning of the spring 2017 semester. Also, a new PA state criminal check, child abuse clearance, FBI background check, and urine drug screen will need to be completed and the results will need to be uploaded to CastleBranch and Magnus prior to the beginning of the spring 2017 semester. CPR certification needs to be renewed prior to September 1, 2016.

I acknowledge that I have read and understand the criteria that must be completed in order for me to be re-admitted to the LCCC PTA Program for the spring 2017 semester. I understand that if any of the conditions listed on this academic plan are not satisfied, I will not be eligible to return to the PTA Program.

Student Signature: ____________________________ Date: ________________

PTA Program Director Signature ____________________________ Date: ________________
APPENDIX D
Lehigh Carbon Community College
Audit Agreement

I, ______________________________, understand that auditing a class allows me to sit in on a class as a listener only, and participation in classroom discussions, activities, quizzes, tests, projects or assignments is strictly at the instructor’s discretion. As a student auditing this course, I am expected to attend classes as stipulated on the class syllabus. Failure to attend lectures and laboratories on a regular basis may result in a designation of a “W” (Withdrawal Passing) rather than an “L” (Listener) grade on my transcript.

As a student enrolled as an auditor in PTA________ (Course Name,) I agree to the following participation agreement discussed with my instructor:

<table>
<thead>
<tr>
<th>Credit Course Requirements</th>
<th>Instructor</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eligible</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>Quizzes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternative Tests *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Skills Assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical Exams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* To be taken in the Testing Center

_________________________  ____________________________
Instructor signature       Student signature

Printed Name: ______________  Printed Name: ______________

Date: ______________  Date: ______________

PERM16N-w
8/2/11
APPENDIX E

LEHIGH CARBON COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

EQUIPMENT LOAN FORM

Semester

Student's Name  Social Security Number

Address  Phone Number

Equipment  Equipment Number

Return Date

This equipment is loaned for student use for the time period beginning and ending . In agreement of this loan, you, the student, are responsible for the following:

- Equipment must be returned in good condition.
- Equipment is only loaned for the use of the student named above.
- Any problems with the equipment must be reported immediately. The student will be charged for repair work if equipment malfunctions are not reported prior to the return date.
- All equipment must be returned to the Physical Therapist Assistant Program faculty by the due date.
- Late return of the equipment will result in the holding of grades. The Business Office will issue a bill for equipment replacement. Further registration will be blocked until payment for equipment is made or the equipment is returned.

I am in agreement with the above terms and accept all responsibilities for the loaned equipment.

__________________________________________________________________________

Student's Name  Date

Official Use Only:

Date of return

Business Office contacted

copy:  White – Student

Yellow – PTA Program Director
<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td></td>
</tr>
<tr>
<td>In Class Number</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone No. (home)</td>
<td></td>
</tr>
<tr>
<td>(cell)</td>
<td></td>
</tr>
<tr>
<td>Course Name and No.</td>
<td></td>
</tr>
<tr>
<td>Second Semester Only</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Are you willing to perform your entire</td>
<td></td>
</tr>
<tr>
<td>clinical assignment during spring break?</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Inpatient Request (select 2)</td>
<td></td>
</tr>
<tr>
<td>Requesting Facility #1 Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Type of Facility</td>
<td></td>
</tr>
<tr>
<td>Faculty Approval</td>
<td></td>
</tr>
<tr>
<td>Requesting Facility #2 Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Type of Facility</td>
<td></td>
</tr>
<tr>
<td>Faculty Approval</td>
<td></td>
</tr>
<tr>
<td>Outpatient Request (select 2)</td>
<td></td>
</tr>
<tr>
<td>Requesting Facility #3 Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Type of Facility</td>
<td></td>
</tr>
<tr>
<td>Faculty Approval</td>
<td></td>
</tr>
</tbody>
</table>
Requesting Facility #4

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Facility Name</th>
<th>Facility Location</th>
<th>No. of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Facility #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission Facility #2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission Facility #3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTA 101 Facility #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTA 101 Facility #2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTA 201 Facility #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTA 201 Facility #2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTA 202 Facility #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTA 202 Facility #2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I understand that I may not observe at any clinical facility as a requirement for any PTA program course unless the site has a current clinical contract with Lehigh Carbon Community College, I have permission from the appropriate PTA faculty member, and I have completed and submitted the required program health forms, "clean" Pennsylvania State Police Criminal Record Check, and Pennsylvania Child Abuse clearance. I further understand that it is my responsibility to ask the clinical supervisor to inform me about the facilities' procedures regarding exposure to infectious and hazardous materials as well as security, fire, and evacuation procedures and to report potentially unsafe conditions and practices to the appropriate PTA faculty member.

Printed Name

Signature

PERM16G-ss
1/28/15
APPENDIX G

NOTIFICATION OF DECISION OF ELIGIBILITY FOR ENTERING/CONTINUING IN A CLINICAL COMPONENT OF A HEALTHCARE SCIENCE PROGRAM AT LCCC BASED ON CRIMINAL BACKGROUND FINDINGS

The purpose of this document is to provide written documentation for the student with a record of criminal activity.

Name of Student: ____________________________________________________________

Healthcare Science Program: _______________________________________________

Date: ____________________________________________________________________

In attendance at the meeting were: ___________________________________________

The subject of the meeting was as follows:

• To provide a review of the findings on the criminal background check required by the LCCC health career program.
• To communicate the decision made related to the student’s eligibility to participate/continue in the clinical component of a health career program at LCCC.

If it is decided the student is qualified to apply/continue in the health career program, the subject of the meeting was as follows:

• To communicate the possible effect of the convictions on acquisition of licensure/certification following graduation.
• To establish the student’s responsibility to contact the licensing/credentialing board and employers to determine the effect of these findings on practice in the health career profession.
• To discuss the licensing/credentialing board requirements in the application process, related to criminal records.

The student was notified of the following decision regarding application/continuation in the health career program:

_____ The student is qualified to apply/continue in the clinical program

_____ The student is not qualified to apply/continue in the clinical program due to the following reason/s:

Comments: ____________________________________________________________________________________________

________________________________________________________________________________________

Signature of PTA Program Director: __________________________ Date: ________________

Signature of Student: __________________________ Date: __________________

A copy of this form will be given to the student.
The original will be placed in the student’s confidential file.
APPENDIX H

AGREEMENT OF AFFILIATION

LEHIGH CARBON COMMUNITY COLLEGE
SCHNECKSVILLE, PENNSYLVANIA

This agreement entered into on the ___ day of ____________ between LEHIGH CARBON COMMUNITY COLLEGE (hereinafter the "College") and «FACILITY», a healthcare agency, having a facility at «Address», (hereinafter the "Health Agency") shall govern the use of the facilities of the Health Agency by the faculty and students enrolled in the «Program» program of the College.

WHEREAS, the College's «Program» program seeks to use the facilities of the Health Agency for learning experiences for those students in such programs and has requested the Health Agency to offer those facilities in such use; and

WHEREAS, the Health Agency is willing to offer those facilities for such learning experiences for the College's students; and

WHEREAS, it is to the mutual benefit of the parties hereto to plan cooperatively for the administration and organization of the College's program with respect to the Health Agency.

NOW, THEREFORE, it is agreed as follows:

RESPONSIBILITIES OF THE COLLEGE

The College shall arrange for the attendance of organized instruction groups for supervised clinical experience and/or instruction in the Health Agency for periods of time and in a manner as mutually agreed upon by the College and the Health Agency.
Changes in schedules or assignments shall be submitted by the College to the Health Agency as soon as possible so that appropriate alternative plans can be made.

The College shall prepare the student through classroom instruction and laboratory practice for this phase of the clinical and/or fieldwork experience; and shall provide the Health Agency with the student evaluation of their learning experience, if requested.

The College agrees to remove a student from assignment at the request of the Health Agency after it has been determined by the Health Agency and the College that such removal is in the best interest of the Health Agency. The Health Agency shall have the right at any time to take whatever action it deems necessary, including the barring of a student or faculty member from its premises, in order to ensure the safety and welfare of its patients and to maintain the operation of its facilities free from disruption.

The College shall ensure that any faculty participating at the Health Agency carry liability insurance as required by the Commonwealth of Pennsylvania and provide satisfactory proof thereof to the Health Agency. In addition, all students will be required to carry professional liability insurance in amounts required by the Commonwealth of Pennsylvania and any student who does not provide the Health Agency with satisfactory proof that such insurance is in effect at the beginning of and at all times during such student's assignment to the Health Agency, will not be permitted to use the facilities of the Health Agency.

The College shall provide evidence of malpractice insurance in amounts to meet state law as required on an annual basis for all faculty and students participating at the Health Agency.
Except as may be caused by action of the Health Agency, its employees, agents, affiliates, associates or officers, the College shall indemnify and hold harmless the Health Agency from any and all liabilities to third parties and losses, including counsel fees and other expenses, arising out of any claims, demands or suits against the Health Agency based upon any act or failure to act on the part of any student or faculty member assigned to or visiting the Health Agency. It is agreed that the use of the word visiting shall be limited to only during that period when the faculty member or student is participating in the «Program» program at the Health Agency and not while visiting for their own purposes.

Except as may be caused by action of the Health Agency, its employees, agents, affiliates, associates, or officers, the College shall indemnify and hold harmless the Health Agency from any and all liabilities and losses to students and/or faculty covered by this Agreement, including counsel fees and other expenses, arising out of any claims, demands, or suits against the Health Agency by its students and/or faculty for any cause whatsoever which may arise out of the student and/or faculty presence at the Health Agency arising under this Agreement. The defense of any such suits against the Health Agency shall be undertaken by the College or the College's insurer.

Pursuant to item above, the College shall secure Contractual Liability Insurance satisfactory to the Health Agency in form and amount and shall provide a certificate with respect to such insurance to the Health Agency, (if requested).

The «Program» faculty of the College shall assume the complete responsibility for the assignment, instruction, and evaluation of the students assigned to the Health Agency for clinical practice and/or fieldwork assignments.
The College shall have on record a complete physical examination of each student showing freedom from any infectious diseases and immunization against the more common communicable diseases (including Rubella and TB), Pennsylvania State Police Criminal Record Check, FBI Background Clearance, and Pennsylvania Child Abuse History Clearance.

Orientation of the staff of the Health Agency to the College's program and planning conferences with the appropriate staff shall be arranged by the «Program» faculty of the College.

College shall assume any and all obligations imposed by the Worker's Compensation Law of the Commonwealth of Pennsylvania insofar as a member of its faculty may sustain injury or disability by reason of accident or occupational disease arising out of, or in the course of, instruction by a member of the faculty.

Students will respect the confidential nature of all information which may be obtained during the course of their placement at the Health Agency.

College shall be responsible to assure that students are certified in Basic Cardiac Life Support and provide evidence to the Health Agency, if requested.

**RESPONSIBILITIES OF THE HEALTH AGENCY**

The Health Agency shall provide selected facilities for clinical experiences. While the Health Agency may allow specific modes of care treatment to be rendered by students under the supervision of the clinical instructor, overall responsibility for the patient's welfare lies with the Health Agency.

The Health Agency shall provide, at standard rates, first aid or emergency medical care for students as required.
A general orientation to the philosophy, purposes, and services of the Health Agency shall be provided to the College.

The Health Agency may accept qualified students from other Colleges.

The College's faculty and students shall have access to the dining facilities of the Health Agency, if such facilities are available, but shall be individually responsible for the cost of meals. The Health Agency shall not assume responsibility for any compensation, medical, meal, travel, or other incidental expenses incurred by students or faculty in connection with this program.

**JOINT RESPONSIBILITIES**

The Directors and/or Coordinators of both the Health Agency and the College will communicate at least annually to review and discuss any issues related to the program affiliation.

Information regarding major changes in the College's program or the program or services of the Health Agency, which may affect the student's experience, shall be communicated to the other party as soon as possible.

Students (and faculty) shall be subject to the rules, regulations, and policies of the department as well as all Health Agency policies and procedures and are expected to fully adhere to and comply with all applicable rules, regulations, and laws of the Commonwealth of Pennsylvania and the federal government.
Equal opportunity for all persons, regardless of race, creed, color, sex, national origin, or age will be extended by both parties for all aspects of this program.

This agreement between the College and the Health Agency shall continue in force for one (1) year from the date of execution and shall be renewed automatically each year thereafter unless a written notice of the intent by either party not to so renew this agreement is received by the other party at least ninety (90) days prior to the expiration of this agreement. This agreement may also be terminated by mutual consent of the parties.

This agreement may be amended at any time by mutual consent of the parties provided that before any amendment shall be operative or valid, it shall be written and signed by representatives of the College and the Health Agency and attached to the agreement.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound have hereunto set their hands and seals the day and year first above written.

LEHIGH CARBON COMMUNITY COLLEGE «FACILITY»

Vice President Date

Dean, School of Healthcare Sciences Date

BY:

Signature Date

Title

ATTEST:

Signature Date

Title
## APPENDIX I

### Physical Therapist Assistant Curriculum Assessment Process

<table>
<thead>
<tr>
<th>Item Being Assessed</th>
<th>Time Frame For Assessment</th>
<th>Persons Surveyed</th>
<th>Person Responsible</th>
<th>Where Information Is Shared</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PTA 101</strong> Intro to PT Observations</td>
<td>Fall Semester upon completion of clinical assignments</td>
<td>1st yr. PTA Students</td>
<td>Program ACCE</td>
<td>Program Director PTA Advisory Committee as needed, PT Observation Sites</td>
</tr>
<tr>
<td><strong>PTA 201</strong> Medical Surgical Orientation to Clinical Practice First Week Report</td>
<td>Spring Semester First week of clinical assignment</td>
<td>1st yr. PTA Students</td>
<td>Program ACCE</td>
<td>Program Director PTA Advisory Committee as needed, PT Clinical Sites as Needed</td>
</tr>
<tr>
<td><strong>PTA 201</strong> Medical Surgical Orientation to Clinical Practice Clinical Assessment</td>
<td>Spring Semester end of clinical assignment</td>
<td>1st yr. PTA Students</td>
<td>Program ACCE</td>
<td>Program Director PTA Advisory Committee as needed, PT Clinical Sites</td>
</tr>
<tr>
<td><strong>PTA 202</strong> Clinical Practice I First Week Report</td>
<td>Fall Semester after 1st week of each affiliation</td>
<td>2nd yr. PTA Students</td>
<td>Program ACCE</td>
<td>Program Faculty</td>
</tr>
<tr>
<td><strong>PTA 202</strong> Evaluation of Clinic</td>
<td>End of Each Affiliation</td>
<td>2nd yr. PTA Students</td>
<td>Program ACCE</td>
<td>Program Director PTA Advisory Committee as needed, C.C.C.E. of Particular Site</td>
</tr>
<tr>
<td><strong>PTA 202</strong> APTA Evaluation of Clinical Experience</td>
<td>End of each affiliation</td>
<td>2nd yr. PTA Students</td>
<td>Program ACCE</td>
<td>Program Director PTA Advisory Committee as needed, C.C.C.E. of Particular Site</td>
</tr>
<tr>
<td>All PTA Courses Course Evaluations</td>
<td>Each Semester Week 15</td>
<td>1st and 2nd yr. PTA Students</td>
<td>Program Faculty</td>
<td>Program Director PTA Advisory Committee as needed, C.C.C.E. of Particular Site</td>
</tr>
<tr>
<td><strong>PTA Laboratory Tutors</strong></td>
<td>2nd and 3rd Semesters Week 14</td>
<td>1st and 2nd yr. PTA Students</td>
<td>Program Faculty</td>
<td>Program Director Laboratory Tutors</td>
</tr>
<tr>
<td>Program Faculty</td>
<td>Assigned Semesters Week 15</td>
<td>All PTA Students</td>
<td>Academic Services</td>
<td>Program Faculty</td>
</tr>
<tr>
<td><strong>PTA 208</strong> First Week Report</td>
<td>End of 1st Week Each Affiliation</td>
<td>2nd yr. PTA Students</td>
<td>Program ACCE</td>
<td>Program Faculty Clinical Supervisor if needed</td>
</tr>
<tr>
<td><strong>PTA 208</strong> Evaluation of Clinic</td>
<td>End of Each Affiliation</td>
<td>2nd yr. PTA Students</td>
<td>Program ACCE</td>
<td>Program Director PTA Advisory Committee as needed, C.C.C.E. of Particular Site</td>
</tr>
<tr>
<td><strong>PTA 208</strong> APTA Evaluation of Clinical Experience</td>
<td>End of Each Affiliation</td>
<td>2nd yr. PTA Students</td>
<td>Program ACCE</td>
<td>Program Director PTA Advisory Committee as needed, C.C.C.E. of Particular Site</td>
</tr>
<tr>
<td><strong>PTA 208</strong> Course and End of Program</td>
<td>Senior Seminar End of April</td>
<td>2nd yr. PTA Students</td>
<td>Program ACCE</td>
<td>Program Faculty PTA Advisory Committee as needed</td>
</tr>
<tr>
<td>Clinical Faculty</td>
<td>At the end of each clinical affiliation</td>
<td>Clinical Instructors</td>
<td>Program ACCE</td>
<td>Program Director PTA Advisory Committee as needed</td>
</tr>
<tr>
<td>LCCC Graduate Satisfaction</td>
<td>Spring Semester Second Year</td>
<td>Graduating Students</td>
<td>Director of Institutional Research</td>
<td>LCCC Board of Trustees, Administration, and Faculty</td>
</tr>
<tr>
<td>LCCC Graduate Employment</td>
<td>Within six months after graduation</td>
<td>Recent Graduates</td>
<td>Director of Career Services</td>
<td>LCCC Board of Trustees, Administration, and Faculty</td>
</tr>
<tr>
<td><strong>PTA Program Graduate</strong></td>
<td>July – 1 yr. post-graduation</td>
<td>Program Graduates</td>
<td>Program Director</td>
<td>Program Faculty PTA Advisory Committee as needed</td>
</tr>
<tr>
<td><strong>Program Graduate Employers</strong></td>
<td>July – 1 yr. post-graduation</td>
<td>Graduates’ Employers</td>
<td>Program Director</td>
<td>Program Faculty PTA Advisory Committee as needed</td>
</tr>
<tr>
<td>Patient's Bill of Rights</td>
<td>Comment</td>
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<tr>
<td>1. The patient has the right to considerate and respectful care.</td>
<td>Inform client/patient about what is happening, why it is happening, or when it will happen. The client/patient should have input into planning when feasible. The client/patient is entitled to an acceptable standard of care given with consideration during the care.</td>
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<td>2. The patient has the right to obtain from his physician complete current information concerning his diagnosis, treatment, and prognosis, in terms the patient can be reasonably expected to understand.</td>
<td>This information should be given in terms that the client/patient understands.</td>
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<td>3. The patient has the right to receive from his physician information necessary to give informed consent prior to the start of any procedures and/or treatment.</td>
<td>Consent is a free, rational act that should be based on knowledge about what one is consenting to. Informed consent includes an explanation of the condition, procedures to be used and possible consequences, and description of alternative treatments or procedures and benefits to be expected, giving answers to clients'/patients' questions and allowing them to withdraw consent if they so desire.</td>
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<td>4. The patient has the right to refuse treatment to the extent permitted by law and to be informed of the medical consequences of his action.</td>
<td>PTA's should not perform a treatment or procedure that a client has refused. The physician is responsible for explaining the medical consequences of the client's/patient's decision in these instances.</td>
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<td>5. The patient has the right to every consideration of his privacy concerning his own medical care program.</td>
<td>All information about the client/patient is confidential. Those persons not directly involved in the care of clients/patients must have permission for involvement.</td>
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<tr>
<td>6. The patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.</td>
<td>Judgment must be used in sharing confidential information with others. Certain information must be shared with others in order to give care.</td>
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<td>7. The patient has the right to expect that within its capacity a hospital must take reasonable responses to the request of a patient for services.</td>
<td>Evaluation, service, or referral must be provided to clients/patients. Complete information concerning the need for transfer and alternatives to a transfer must be given to them before transfer to another agency.</td>
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<tr>
<td>8. The patient has the right to obtain information as to any relationship of his hospital to other health care and educational institutions insofar as his care is concerned.</td>
<td>This is the right to know about hospital relationships with agencies such as universities or other health care agencies and about ownership of the hospital.</td>
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<td>9. The patient has the right to be advised if the hospital proposes to engage in or perform human experimentation affecting his care and treatment. The patient has the right to refuse to participate in such research projects.</td>
<td>Regulations concerning research include: (1) voluntary, specific consent to participate after a clear explanation, including dangers, (2) complete freedom of the client to refuse, (3) qualifications of the researcher and researcher's responsibilities, and (4) relationship between the value of the research and its political values.</td>
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<tr>
<td>10. The patient has the right to expect reasonable continuity of care.</td>
<td>This includes knowledge of available appointments and physicians and teaching geared to maintaining a program of health after discharge.</td>
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<tr>
<td>11. The patient has the right to examine and receive a reasonable explanation of his bill, regardless of sources of payment.</td>
<td>Detailed documentation of services and supply costs are provided by many agencies.</td>
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</tbody>
</table>
12. The patient has the right to know what hospital rules and regulations apply to his conduct as a patient. Clients/patients should be informed of rules, regulations, and agency policies.

*All statements of client's rights are important, but the right to informed consent is particularly important. Clients should be fully informed about the nature of any procedure or treatment that is planned for them.
What to expect during your hospital stay:

- High quality hospital care.
- A clean and safe environment.
- Involvement in your care.
- Protection of your privacy.
- Help when leaving the hospital.
- Help with your billing claims.
When you need hospital care, your doctor and the nurses and other professionals at our hospital are committed to working with you and your family to meet your health care needs. Our dedicated doctors and staff serve the community in all its ethnic, religious and economic diversity. Our goal is for you and your family to have the same care and attention we would want for our families and ourselves.

The sections explain some of the basics about how you can expect to be treated during your hospital stay. They also cover what we will need from you to care for you better. If you have questions at any time, please ask them. Unasked or unanswered questions can add to the stress of being in the hospital. Your comfort and confidence in your care are very important to us.

What to Expect During Your Hospital Stay

**High quality hospital care.**

Our first priority is to provide you the care you need, when you need it, with skill, compassion and respect. Tell your caregivers if you have concerns about your care or if you have pain. You have the right to know the identity of doctors, nurses and others involved in your care, and you have the right to know when they are students, residents or other trainees.

**A clean and safe environment.**

Our hospital works hard to keep you safe. We use special policies and procedures to avoid mistakes in your care and keep you free from abuse or neglect. If anything unexpected and significant happens during your hospital stay, you will be told what happened, and any resulting changes in your care will be discussed with you.
Involvement in your care.

You and your doctor often make decisions about your care before you go to the hospital. Other times, especially in emergencies, those decisions are made during your hospital stay. When decision-making takes place, it should include:

**Discussing your medical condition and information about medically appropriate treatment choices.** To make informed decisions with your doctor, you need to understand:

- The benefits and risks of each treatment.
- Whether your treatment is experimental or part of a research study.
- What you can reasonably expect from your treatment and any long-term effects it might have on your quality of life.
- What you and your family will need to do after you leave the hospital.
- The financial consequences of using uncovered services or out-of-network providers.

Please tell your caregivers if you need more information about treatment choices.

**Discussing your treatment plan.** When you enter the hospital, you sign a general consent to treatment. In some cases, such as surgery or experimental treatment, you may be asked to confirm in writing that you understand what is planned and agree to it. This process protects your right to consent to or refuse a treatment. Your doctor will explain the medical consequences of refusing recommended treatment. It also protects your right to decide if you want to participate in a research study.

**Getting information from you.** Your caregivers need complete and correct information about your health and coverage so that they can make good decisions about your care. That includes:

- Past illnesses, surgeries or hospital stays.
- Past allergic reactions.
- Any medicines or dietary supplements (such as vitamins and herbs) that you are taking.
- Any network or admission requirements under your health plan.

**Understanding your health care goals and values.** You may have health care goals and values or spiritual beliefs that are important to your well-being. They will be taken into account as much as possible throughout your hospital stay. Make sure your doctor, your family and your care team know your wishes.

**Understanding who should make decisions when you cannot.** If you have signed a health care power of attorney stating who should speak for you if you become unable to make health care decisions for yourself, or a living will or advance directive that states your wishes about end-of-life care; give copies to your doctor, your family and your care team. If you or your family need help making difficult decisions, counselors, chaplains and others are available to help.
**Protection of your privacy.**

We respect the confidentiality of your relationship with your doctor and other caregivers, and the sensitive information about your health and health care that are part of that relationship. State and federal laws and hospital operating policies protect the privacy of your medical information. You will receive a Notice of Privacy Practices that describes the ways that we use, disclose and safeguard patient information and that explains how you can obtain a copy of information from our records about your care.

**Help with your bill and filing insurance claims.**

Our staff will file claims for you with health care insurers or other programs such as Medicare and Medicaid. They also will help your doctor with needed documentation. Hospital bills and insurance coverage are often confusing. If you have questions about your bill, contact our business office. If you need help understanding your insurance coverage or health plan, start with your insurance company or health benefits manager. If you do not have health coverage, we will try to help you and your family find financial help or make other arrangements. We need your help with collecting needed information and other requirements to obtain coverage or assistance.

**Preparing you and your family for when you leave the hospital.**

Your doctor works with hospital staff and professionals in your community. You and your family also play an important role in your care. The success of your treatment often depends on your efforts to follow medication, diet and therapy plans. Your family may need to help care for you at home.

You can expect us to help you identify sources of follow-up care and to let you know if our hospital has a financial interest in any referrals. As long as you agree that we can share information about your care with them, we will coordinate our activities with your caregivers outside the hospital. You can also expect to receive information and, where possible, training about the self-care you will need when you go home.
While you are here, you will receive more detailed notices about some of the rights you have as a hospital patient and how to exercise them. We are always interested in improving. If you have questions, comments or concerns, please contact:
# APPENDIX L

## Standards of Ethical Conduct for the Physical Therapist Assistant

**HOD S06-09-20-18** [Amended HOD S06-00-13-24; HOD 06-91-06-07; Initial HOD 06-82-04-08] [Standard]

### Preamble

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

### Standards

#### Standard #1: Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.

#### Standard #2: Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.

2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.

2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.

2D. Physical therapist assistants shall protect confidential patient/client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed by law.

#### Standard #3: Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

3A. Physical therapist assistants shall make objective decisions in the patient’s/client’s best interest in all practice settings.

3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapy interventions.

3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.

3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

#### Standard #4: Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other health care providers, employers, payers, and the public.

4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.

4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (e.g., patients/clients, students, supervisees, research participants, or employees).

4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.
Standard #5: Physical therapist assistants shall fulfill their legal and ethical obligations.

4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.

4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.

4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

Standard #6: Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

6A. Physical therapist assistants shall achieve and maintain clinical competence.

6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.

6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

Standard #7: Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.

7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.

7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.

7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.

7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients.

Standard #8: Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.

8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapy services.

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.
APTA Guide for Conduct of the Physical Therapist Assistant

Purpose

This Guide for Conduct of the Physical Therapist Assistant (Guide) is intended to serve physical therapist assistants in interpreting the Standards of Ethical Conduct for the Physical Therapist Assistant (Standards) of the American Physical Therapy Association (APTA). The APTA House of Delegates in June of 2009 adopted the revised Standards, which became effective on July 1, 2010.

The Guide provides a framework by which physical therapist assistants may determine the propriety of their conduct. It is also intended to guide the development of physical therapist assistant students. The Standards and the Guide apply to all physical therapist assistants. These guidelines are subject to change as the dynamics of the profession change and as new patterns of health care delivery are developed and accepted by the professional community and the public.

Interpreting Ethical Standards

The interpretations expressed in this Guide reflect the opinions, decisions, and advice of the Ethics and Judicial Committee (EJC). The interpretations are set forth according to topic. These interpretations are intended to assist a physical therapist assistant in applying general ethical standards to specific situations. They address some but not all topics addressed in the Standards and should not be considered inclusive of all situations that could evolve.

This Guide is subject to change, and the Ethics and Judicial Committee will monitor and timely revise the Guide to address additional topics and Standards when necessary and as needed.

Preamble to the Standards

The Preamble states as follows:

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of...
physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

**Interpretation:** Upon the Standards of Ethical Conduct for the Physical Therapist Assistant being amended effective July 1, 2010, all the lettered standards contain the word “shall” and are mandatory ethical obligations. The language contained in the Standards is intended to better explain and further clarify existing ethical obligations. These ethical obligations predate the revised Standards. Although various words have changed, many of the obligations are the same. Consequently, the addition of the word “shall” serves to reinforce and clarify existing ethical obligations. A significant reason that the Standards were revised was to provide physical therapist assistants with a document that was clear enough such that they can read it standing alone without the need to seek extensive additional interpretation.

The Preamble states that “[n]o document that delineates ethical standards can address every situation.” The Preamble also states that physical therapist assistants “are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.” Potential sources for advice or counsel include third parties and the myriad resources available on the APTA Web site. Inherent in a physical therapist assistant’s ethical decision-making process is the examination of his or her unique set of facts relative to the Standards.

**Standards**

**Respect**

**Standard 1A states as follows:**

1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

**Interpretation:** Standard 1A addresses the display of respect toward others. Unfortunately, there is no universal consensus about what respect looks like in every situation. For example, direct eye contact is viewed as respectful and courteous in some cultures and inappropriate in others. It is up to the individual to assess the appropriateness of behavior in various situations.
Altruism

Standard 2A states as follows:

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.

Interpretation: Standard 2A addresses acting in the best interest of patients/clients over the interests of the physical therapist assistant. Often this is done without thought, but sometimes, especially at the end of the day when the clinician is fatigued and ready to go home, it is a conscious decision. For example, the physical therapist assistant may need to make a decision between leaving on time and staying at work longer to see a patient who was 15 minutes late for an appointment.

Sound Decisions

Standard 3C states as follows:

3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.

Interpretation: To fulfill 3C, the physical therapist assistant must be knowledgeable about his or her legal scope of work as well as level of competence. As a physical therapist assistant gains experience and additional knowledge, there may be areas of physical therapy interventions in which he or she displays advanced skills. At the same time, other previously gained knowledge and skill may be lost due to lack of use. To make sound decisions, the physical therapist assistant must be able to self-reflect on his or her current level of competence.

Supervision

Standard 3E states as follows:

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

Interpretation: Standard 3E goes beyond simply stating that the physical therapist assistant operates under the supervision of the physical therapist. Although a physical therapist retains responsibility for the patient/client throughout the episode of care, this standard requires the physical therapist assistant to take action by communicating with the supervising physical therapist when changes in the patient/client status indicate that modifications to the plan of care may be needed. Further information on supervision via APTA policies and resources is available on the APTA Website.
Integrity in Relationships

**Standard 4 states as follows:**

4: Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other health care providers, employers, payers, and the public.

**Interpretation:** Standard 4 addresses the need for integrity in relationships. This is not limited to relationships with patients/clients, but includes everyone physical therapist assistants come into contact with in the normal provision of physical therapy services. For example, demonstrating integrity could encompass working collaboratively with the health care team and taking responsibility for one’s role as a member of that team.

Reporting

**Standard 4C states as follows:**

4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.

**Interpretation:** When considering the application of “when appropriate” under Standard 4C, keep in mind that not all allegedly illegal or unethical acts should be reported immediately to an agency/authority. The determination of when to do so depends upon each situation’s unique set of facts, applicable laws, regulations, and policies. Depending upon those facts, it might be appropriate to communicate with the individuals involved. Consider whether the action has been corrected, and in that case, not reporting may be the most appropriate action. Note, however, that when an agency/authority does examine a potential ethical issue, fact finding will be its first step. The determination of ethicality requires an understanding of all of the relevant facts, but may still be subject to interpretation.

The EJC Opinion titled: **Topic: Preserving Confidences; Physical Therapist's Reporting Obligation With Respect to Unethical, Incompetent, or Illegal Acts** provides further information on the complexities of reporting.

Exploitation

**Standard 4E states as follows:**

4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.
**Interpretation**: The statement is fairly clear – sexual relationships with their patients/clients, supervisees or students are prohibited. This component of Standard 4 is consistent with Standard 4B, which states:

4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients/clients, students, supervisees, research participants, or employees).

Next, consider this excerpt from the EJC Opinion titled *Topic: Sexual Relationships With Patients/Former Patients* (modified for physical therapist assistants):

A physical therapist [assistant] stands in a relationship of trust to each patient and has an ethical obligation to act in the patient's best interest and to avoid any exploitation or abuse of the patient. Thus, if a physical therapist [assistant] has natural feelings of attraction toward a patient, he/she must sublimate those feelings in order to avoid sexual exploitation of the patient.

One’s ethical decision making process should focus on whether the patient/client, supervisee or student is being exploited. In this context, questions have been asked about whether one can have a sexual relationship once the patient/client relationship ends. To this question, the EJC has opined as follows:

The Committee does not believe it feasible to establish any bright-line rule for when, if ever, initiation of a romantic/sexual relationship with a former patient would be ethically permissible.

…..

The Committee imagines that in some cases a romantic/sexual relationship would not offend ... if initiated with a former patient soon after the termination of treatment, while in others such a relationship might never be appropriate.

**Colleague Impairment**

**Standard 5D and 5E state as follows:**

5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.
5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

**Interpretation:** The central tenet of Standard 5D and 5E is that inaction is not an option for a physical therapist assistant when faced with the circumstances described. Standard 5D states that a physical therapist assistant shall encourage colleagues to seek assistance or counsel while Standard 5E addresses reporting information to the appropriate authority.

5D and 5E both require a factual determination on the physical therapist assistant’s part. This may be challenging in the sense that you might not know or it might be difficult for you to determine whether someone in fact has a physical, psychological, or substance-related impairment. In addition, it might be difficult to determine whether such impairment may be adversely affecting someone’s work responsibilities.

Moreover, once you do make these determinations, the obligation under 5D centers not on reporting, but on encouraging the colleague to seek assistance. However, the obligation under 5E does focus on reporting. But note that 5E discusses reporting when a colleague is unable to perform, whereas 5D discusses encouraging colleagues to seek assistance when the impairment may adversely affect his or her professional responsibilities. So, 5D discusses something that may be affecting performance, whereas 5E addresses a situation in which someone is clearly unable to perform. The 2 situations are distinct. In addition, it is important to note that 5E does not mandate to whom you report; it gives you discretion to determine the appropriate authority.

The EJC Opinion titled *Topic: Preserving Confidences; Physical Therapist's Reporting Obligation With Respect to Unethical, Incompetent, or Illegal Acts* provides further information on the complexities of reporting.

**Clinical Competence**

**Standard 6A states as follows:**

6A. Physical therapist assistants shall achieve and maintain clinical competence.

**Interpretation:** 6A should cause physical therapist assistants to reflect on their current level of clinical competence, to identify and address gaps in clinical competence, and to commit to the maintenance of clinical competence throughout their career. The supervising physical therapist can be a valuable partner in identifying areas of knowledge and skill that the physical therapist assistant needs for clinical competence and to meet the needs of the individual physical therapist, which may vary according to areas of interest and expertise. Further, the physical therapist assistant may request that the physical therapist serve as a mentor to assist him or her in acquiring the needed
knowledge and skills. Additional resources on Continuing Competence are available on the APTA Web site.

**Lifelong Learning**

**Standard 6C states as follows:**

6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

**Interpretation:** 6C points out the physical therapist assistant’s obligation to support an environment conducive to career development and learning. The essential idea here is that the physical therapist assistant encourage and contribute to the career development and lifelong learning of himself or herself and others, whether or not the employer provides support.

**Organizational and Business Practices**

**Standard 7 states as follows:**

7. Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

**Interpretation:** Standard 7 reflects a shift in the Standards. One criticism of the former version was that it addressed primarily face-to-face clinical practice settings. Accordingly, Standard 7 addresses ethical obligations in organizational and business practices on a patient/client and societal level.

**Documenting Interventions**

**Standard 7D states as follows:**

7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.

**Interpretation:** 7D addresses the need for physical therapist assistants to make sure that they thoroughly and accurately document the interventions they provide to patients/clients and document related data collected from the patient/client. The focus of this Standard is on ensuring documentation of the services rendered, including the nature and extent of such services.
Support - Health Needs

Standard 8A states as follows:

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

Interpretation: 8A addresses the issue of support for those least likely to be able to afford physical therapy services. The Standard does not specify the type of support that is required. Physical therapist assistants may express support through volunteerism, financial contributions, advocacy, education, or simply promoting their work in conversations with colleagues. When providing such services, including pro bono services, physical therapist assistants must comply with applicable laws, and as such work under the direction and supervision of a physical therapist. Additional resources on pro bono physical therapy services are available on the APTA Web site.

Issued by the Ethics and Judicial Committee
American Physical Therapy Association
October 1981
Last Amended November 2010

Last Updated: 9/4/13
Contact: ejc@apta.org
APPENDIX N

VALUES-BASED BEHAVIORS FOR THE PHYSICAL THERAPIST ASSISTANT

American Physical Therapy Association
Department of Physical Therapist Assistant Services and
Department of Academic/Clinical Education Affairs
1111 North Fairfax Street
Alexandria, Virginia 22314

APTA
American Physical Therapy Association
VALUES-BASED BEHAVIORS FOR THE PHYSICAL THERAPIST ASSISTANT

Introduction

In 2000, the House of Delegates adopted Vision 2020\(^1\) and the Strategic Plan for Transitioning to a Doctoring Profession, citing professionalism as one of 6 key elements of this vision. As a follow-up, the document Professionalism in Physical Therapy: Core Values was developed to define and describe the concept of professionalism by stating what behaviors a graduate of a physical therapist program should demonstrate. In 2003 the APTA Board of Directors adopted Professionalism in Physical Therapy: Core Values\(^2\) as a core document on professionalism in physical therapist practice, education, and research.

In June 2009, the House of Delegates revised the core ethics documents for the profession, including Standards of Ethical Conduct for the Physical Therapist Assistant (PTA)\(^3\). This document originally included references to “core values,” which the House related to Professionalism in Physical Therapy: Core Values\(^2\). The APTA Board of Directors determined that Professionalism in Physical Therapy: Core Values was designed for and applicable to physical therapists (PTs), and so it charged the Advisory Panel of Physical Therapist Assistants to draft a new document describing the core values of the PTA, to be titled Values-Based Behaviors for the Physical Therapist Assistant.

The advisory panel met in September 2009 to begin drafting Values-Based Behaviors for the Physical Therapist Assistant. Their work was guided by numerous APTA documents, including Professionalism in Physical Therapy: Core Values\(^2\), A Normative Model of Physical Therapist Assistant Education: Version 2007\(^4\), the PTA Clinical Performance Instrument: Version 2009\(^5\), Minimum Required Skills of Physical Therapist Assistant Graduates at Entry-Level\(^6\), the newly adopted ethics documents\(^3,7\), the problem solving algorithm utilized by PTAs in patient/client intervention\(^8\), and applicable APTA positions and policies.

The advisory panel gleaned 8 values-based behaviors from existing APTA documents and reflection on the contemporary work of the PTA. These values-based behaviors are listed below in alphabetical order with no preference or ranking given. They are considered to be of sufficient breadth and depth to incorporate the many values and attributes that PTAs demonstrate. The panel made every effort to state each value and its accompanying definition and indicators so that it would resonate with and be understandable to PTAs.

The table that follows provides definitions and sample indicators (not exhaustive) that describe the actions the PTA would perform to express the 8 values-based behaviors:

1. Altruism
2. Caring and Compassion
3. Continuing Competence
4. Duty
5. Integrity
6. PT/PTA Collaboration
7. Responsibility
8. Social Responsibility

Values-Based Behaviors (January 2011)
For each values-based behavior listed, a definition is provided with sample indicators (not exhaustive) that describe what one would see if the physical therapist assistant were demonstrating that values-based behavior in his or her daily work.

<table>
<thead>
<tr>
<th>Values-Based Behavior With Definition</th>
<th>Sample Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Altruism</strong></td>
<td></td>
</tr>
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| Altruism is the primary regard for or devotion to the interests of the patient/client, assuming responsibility of placing the needs of the patient/client ahead of the PTA's self interest. | 1. Providing patient/client-centered interventions.  
2. Readily offering to assist the physical therapist in providing patient/client interventions.  
3. Generously providing the necessary time and effort to meet patient/client needs.  
4. Placing the patient/client’s needs ahead of one’s own, as evidenced by willingness to alter one’s schedule, delay other projects or tasks, etc.  
5. Contributing, as able, to the provision of physical therapy services to underserved and underrepresented populations. |
| **Caring and Compassion**             |                   |
| Compassion is the desire to identify with or sense something of another’s experience; a precursor of caring.  
Caring is the concern, empathy, and consideration for the needs and values of others. | 1. Actively listening to the patient/client and considering the patient/client’s needs and preferences.  
2. Exhibiting compassion, caring, and empathy in providing services to patients/clients.  
3. Demonstrating respect for others and considering others as unique and of value.  
4. Considering social, emotional, cultural, psychological, environmental, and economic influences on the patient/client (eg, learning styles, language abilities, cognitive abilities) and adapting approach accordingly.  
5. Recognizing and refraining from acting on one’s social, cultural, gender, and sexual biases; ie, demonstrates a nonjudgmental attitude. |
| **Continuing Competence**             |                   |
| Continuing competence is the lifelong process of maintaining and documenting competence through ongoing self-assessment, development, and implementation of a personal learning plan, and subsequent reassessment. | 1. Identifying strengths and limitations in knowledge, skills, and behaviors through self-assessment and feedback from physical therapists and others, and developing and implementing strategies to address the limitations.  
2. Maintaining continuing competence using a variety of lifelong learning strategies (eg, continuing education, reflective journals, journal clubs, working with a mentor).  
3. Seeking further education in the use and delivery of interventions based on new evidence as it becomes available.  
4. Developing and implementing a career advancement plan based on interests, opportunities, and career aspirations. |
| **Duty** | 1. Demonstrating behaviors, conduct, actions, attitudes, and values consistent with the roles, responsibilities, and tasks of the PTA.  
2. Facilitating each patient/client’s achievement of goals for function, health, and wellness, as directed in the plan of care.  
3. Preserving the safety, security, and confidentiality of individuals in all patient/client contexts.  
4. Participating in quality assurance/quality improvement activities in physical therapy care.  
5. Promoting the profession of physical therapy.  
6. Providing student instruction and mentoring other PTAs. |
| --- | --- |
| **Integrity** | 1. Adhering to applicable laws regarding scope of work, payment policies and guidelines, institutional policies and procedures, and APTA policies, positions, and guidelines to ensure optimal patient/client care and fiscal management.  
2. Adhering to the highest standards of the profession for the PTA, including the Standards of Ethical Conduct for the Physical Therapist Assistant, Guide for Conduct of the Physical Therapist Assistant, state practice acts, and payment requirements.  
3. Demonstrating the ideals of the values-based behaviors of the PTA.  
4. Demonstrating honesty and trustworthiness in all interactions and relationships.  
5. Choosing employment situations that are congruent with ethical principles and work standards.  
6. Identifying ethical and legal concerns and initiating actions to address the concern, when appropriate. |
| **PT/PTA Collaboration** | 1. Educating the PT as needed about the roles, responsibilities, and appropriate utilization of the PTA in the PT/PTA team using available resources (eg, state licensure/practice rules and regulations, PTA clinical problem-solving algorithm, PTA direction and supervision algorithms, Minimum Required Skills of Physical Therapist Assistant Graduates at Entry-Level).  
2. Promoting a positive working relationship within the PT/PTA team.  
3. Demonstrating respect for the roles and contributions of both the PT and PTA in achieving optimal patient/client care, including the PT’s responsibility for the PTA’s performance in patient/client interventions.  
4. Seeking out opportunities to collaborate with the PT to improve outcomes in patient/client care.  
5. Working with the PT in educating consumers and other health care providers about physical therapy. |

Values-Based Behaviors (January 2011)
### Responsibility
Responsibility is the active acceptance of the roles, obligations, and actions of the PTA, including behaviors that positively influence patient/client outcomes, the profession, and the health needs of society.

1. Identifying strengths and limitations in knowledge and skill, and working within limitations of personal ability.
2. Completing patient/client care and other tasks in a timely and efficient manner.
3. Identifying, acknowledging, and accepting responsibility for actions and, when errors occur, following error reporting processes.
4. Communicating in a timely manner with others (e.g., PTs, patients/clients, and others).

### Social Responsibility
Social responsibility is the promotion of a mutual trust between the PTA, as a member of the profession, and the larger public that necessitates responding to societal needs for health and wellness.

1. Advocating for patient/client needs in the clinical setting.
2. Demonstrating behaviors that positively represent the profession to the public.
3. Promoting a healthy lifestyle, wellness, and injury prevention strategies in the community.
4. Serving the profession and the community, including activities occurring in conjunction with work or outside of work (e.g., community health fairs, National Physical Therapy Month events, APTA service).
5. Advocating for changes in laws, regulations, standards, and guidelines that positively affect physical therapy and patient/client services.
References

<table>
<thead>
<tr>
<th>CONCERNING</th>
<th>WHERE TO GO</th>
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<th>TELEPHONE</th>
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<td>SH... Hex Area and Lounge Area</td>
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<td>SSC ... Lower Level</td>
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<td>BH Upper and Lower Level</td>
<td>TC... Lounge Area</td>
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<td>Student Life</td>
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<td>ARC - 2nd floor</td>
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<td>610-799-1137</td>
</tr>
<tr>
<td>Military Lifelong Learning/Challenge Exams</td>
<td>Academic Services</td>
<td>SSC 110</td>
<td>610-799-1550</td>
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<tr>
<td>Public Safety and Security</td>
<td>Public Safety and Security Office</td>
<td>SSC 1</td>
<td>610-799-1169</td>
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<tr>
<td>Registration for Classes</td>
<td>Registration/Student Records</td>
<td>SSC 122</td>
<td>610-799-1171</td>
</tr>
<tr>
<td>Residency Forms</td>
<td>Business Office</td>
<td>SSC 100</td>
<td>610-799-1157</td>
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<tr>
<td>(If employed by LCCC, obtain a Residency Certification Form from the Payroll Office)</td>
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<tr>
<td>Student Activities/Organizations</td>
<td>Student Life Office</td>
<td>BH 5</td>
<td>610-799-1146 or 610-799-1565</td>
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<tr>
<td>Student Employment</td>
<td>Career Development Center</td>
<td>SSC 124</td>
<td>610-799-1090</td>
</tr>
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<td>Student Government</td>
<td>Student Life Office</td>
<td>BH 5</td>
<td>610-799-1146 or 610-799-1565</td>
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<tr>
<td>Student Help Desk</td>
<td>Rothrock Library</td>
<td>Front Desk</td>
<td>610-799-1861</td>
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<tr>
<td>Student Insurance (referral info.)</td>
<td>Student Life Office</td>
<td>BH 5</td>
<td>610-799-1565</td>
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<tr>
<td>Testing Center</td>
<td>Testing Center</td>
<td>SSC 125</td>
<td>610-799-1124</td>
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<td>Transcripts, Academic</td>
<td>Registration/Student Records</td>
<td>SSC 122</td>
<td>610-799-1171</td>
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<td>Transfer Information</td>
<td>Advising, Transfer &amp; Veterans Ctr</td>
<td>SSC 4</td>
<td>610-799-1137</td>
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<td>Tuition Payments</td>
<td>Business Office or Online via the Student Portal</td>
<td>SSC 100</td>
<td>610-799-1157</td>
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<td>Tutoring</td>
<td>Educational Support Center</td>
<td>SH 150</td>
<td>610-799-1156</td>
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<tr>
<td>Van Service (for students based at Jim Thorpe or Tamaqua sites)</td>
<td>Main Office at both sites</td>
<td>LCCC Tamaqua, LCCC Jim Thorpe</td>
<td>570-668-6880, 570-669-7010</td>
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<td>Vehicle Registration</td>
<td>Welcome Center</td>
<td>BH – Lower Level</td>
<td>610-799-1565 or 610-799-1033</td>
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<td>Vending Machine Refund</td>
<td>Business Office</td>
<td>SSC 100</td>
<td>610-799-1157</td>
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<td>Verification of Degree</td>
<td>Email</td>
<td><a href="http://www.studentclearinghouse.org">www.studentclearinghouse.org</a></td>
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<tr>
<td>Veterans’ Enrollment Information</td>
<td>Registration/Student Records</td>
<td>SSC 122</td>
<td>610-799-1177</td>
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<td>WEPA Print Kiosks</td>
<td>ARC – 2nd Floor</td>
<td>Library - Lower Level</td>
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<td></td>
<td>LCCC Tamaqua – 120 Lounge</td>
<td>Student Union - Lower Level</td>
<td>LCCC Allentown - Open Lab &amp; 2nd floor (adjacent to elevators)</td>
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<td>Withdrawal from Classes</td>
<td>Registration/Student Records</td>
<td>SSC 122</td>
<td>610-799-1171</td>
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<td>WXLV The-X (The IHeart Radio Station of LCCC)</td>
<td>--</td>
<td>Office</td>
<td>610-799-1145</td>
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<td></td>
<td>Request Line Website</td>
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<td>610-799-1891</td>
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<td></td>
<td>Website</td>
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<td>wxlvradio.com</td>
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Student Acknowledgment:

I, ____________________________, have read the Program Handbook for the Physical Therapist Assistant Program at Lehigh Carbon Community College. I have had the opportunity to ask questions regarding this information, and I am aware that I can leave a message for Mr. Fragassi at 610-799-1021 or email him at afragassi@lccc.edu if I want to ask further questions. I understand the objectives, requirements, regulations, and expected behavior for this program and that deviation regarding these may affect my ability to enroll in PTA courses and complete the requirements for graduation of this program.

________________________________________  __________________________
Student's Signature                                  Date

________________________________________  __________________________
Printed Name                                       Date