TABLE OF CONTENTS

I. Introduction ........................................p. 3
II. Philosophical Foundation of the PTA Program ........p. 4
III. Program Mission ..................................p. 5
IV. Outline of the PTA Program ......................p. 6
V. PTA Curriculum ...................................p. 7
VI. Course Progression ................................p. 8
VII. Program Objectives ...............................p. 10
VIII. Essential Functions ..............................p. 12
IX. Notice to Students Regarding Criminal Background Checks .................................................. p. 13
X. Program Policies .................................
   Attendance ..........................................p. 14
   Concerns .............................................p. 14
   CSTEP ................................................p. 14
   Curriculum Sequence .............................p. 14
   Declaration of Pluralism .........................p. 14
   ePortfolio ..........................................p. 14
   Ethical/Professional Behavior Standards .........p. 15
   Examination and Assessment ....................p. 15
   Estimated Expenses ...............................p. 15
   Faculty ..............................................p. 15
   Fieldwork/ Placement Policies .................p. 16
   Filming ..............................................p. 17
   Grading Guidelines ...............................p. 17
   Graduation Requirement .........................p. 18
   Health Services ....................................p. 18
   Informed Consent ..................................p. 18
   Job Placement ......................................p. 18
   Locker Room .......................................p. 19
   Notification .......................................p. 19
   Off campus experiences ...........................p. 19
   Office for Students with Disabilities ............p. 19
   PEAT Exam .........................................p. 19
   Physical Therapy Laboratories ..................p. 19
   PTA Club ............................................p. 20
   Re admission Policy ...............................p. 20
   Safety ...............................................p. 21
   Schedule ..........................................p. 21
   Social Media .......................................p. 21
   Student Liability Insurance ......................p. 21
   Student Records ....................................p. 21
   Student’s Rights and Appeals Process ..........p. 22
   Student Treatment Policy .........................p. 22
   Study Guides .......................................p. 22
   Study Time .........................................p. 22
   Wellness Center ....................................p. 22

XI. Core Curriculum Courses .........................p. 23
XII. APPENDIX ..........................................p. 26
    a. Definition of a Physical Therapist Assistant
    b. Utilization of a Physical Therapist Assistant
    c. Standards of Ethical Conduct for the Physical Therapist Assistant
    d. Important Telephone Numbers
    e. Informed Consent Form
    f. Receipt of Handbook Form
I. INTRODUCTION AND OVERVIEW OF PROGRAM

The faculty of the Physical Therapist Assistant Program (PTA) would like to welcome you to the field of Physical Therapy. LaGuardia Community College offers an Associates in Applied Science (A.A.S.) Degree for students who successfully complete the Physical Therapist Assistant Program.

The Physical Therapist Assistant Program is fully accredited by the Commission on Accreditation for Physical Therapy Education. Students who graduate from the Physical Therapist Assistant Program are eligible for New York State Licensure. Passing a National PT Exam is required in order to practice in most states, including New York State.

The Physical Therapist Assistant Program has two phases; the pre-clinical phase and the clinical phase. You are responsible for familiarizing yourself with the information in this handbook and if necessary, you may seek clarification from the Program Director. Keep this edition for future reference. Additional sources of information are provided for students in the LaGuardia College Catalog and The Student Handbook.

Updated accreditation status of the PTA program and institution, graduation rates, employment rates and pass rates on the National Physical Therapy Examination (NPTE) can be found at www.APTA.org under CAPTE accredited PTA programs and on the program website: www.lagcc.cuny.edu/pta under accreditation status.

ACKNOWLEDGEMENT

The development of the Physical Therapist Assistant Student Handbook was made possible by the support and guidance from the Health Sciences Department Chair and faculty colleagues, and the administrative team from Academic and Student Affairs.
II. PHILOSOPHICAL FOUNDATION OF THE PTA PROGRAM

Human beings develop at various stages to maintain normalcy in life. Individuals develop relationships throughout life that correspond to family, employment, environment and health. Task oriented outcomes are developed through functional outcomes.

Functional outcomes develop differently among various cultural and ethnic groups. Functional competency develops at varied levels within a social context relating to judgment and problem solving towards goal achievement.

The PT and PTA are part of a rehabilitation team who use therapeutic interventions inclusive of exercise, modality and adaptive equipment application, manual techniques, mobility training, and patient/client education towards the goal of helping the patient to achieve their full functional potential.

The faculty believes a strong foundation in communication (written, oral, & digital), medical science, community health and psychology as well as physical therapist assistant clinical courses are essential towards an associate degree in Physical Therapist Assistant Education. Three clinical affiliations are a necessary part of the curriculum to allow students to apply theoretical knowledge to the clinical setting.

Upon completion of the Physical Therapist Assistant Program the graduate can seek employment in various rehabilitation settings not limited to, but including hospitals, nursing homes and private practice.
The PTA Program is responsive to the health care needs in New York as well as the United States and is responsive to reflect the mission of LaGuardia Community College.

Health care today addresses both preventative health care as well as post injury health care. PTAs entering the field of Physical Therapy are trained to provide therapeutic intervention throughout the rehabilitation process. The PTA Program trains students to work with patients/clients in various settings, including but not exclusive to hospitals, nursing homes, private practices, and the personal residents.

Students are trained to provide quality technical skills towards functional outcomes of the rehabilitation process. Students will be able to apply therapeutic concepts of exercise, manual techniques, and mobility training, along with the use of therapeutic modalities and adaptive equipment under the direct supervision of a licensed Physical Therapist.

The PTA program reflects the mission and goals of the college and the field of Physical Therapy including:

* Assisting the student to become an Effective Communicator in speech, reading, writing, and use of multimedia.
* Assisting the student to become a Lifelong Learner & Critical Thinker based on the development of a range of co/extra-curricular commitments and interests that are integrated with formal academic preparation.
* To promote Compassion and Caring
* To educate the student in legal and Ethical Professional Practice.
* Assisting the student to become Socially Responsible and committed to giving back to the community.
* To ensure students possess a Global & Intercultural Understanding and proficient at interacting with people of various cultures and backgrounds.
* Assisting the student to become an educated person who has fully explored his/her interests, strengths and skills and has exhibited a Career Readiness as a Promoter of Health and Wellness.
* Preparing the student for a Leadership role within the community.
* Assisting the student to develop Research and Information Literacy.
IV. OUTLINE OF THE PHYSICAL THERAPIST ASSISTANT PROGRAM

The Physical Therapist Assistant Program at LaGuardia Community College offers a course of study leading to the Associate in Applied Science (A.A.S.) degree. The Physical Therapist Assistant Program is a New York State Accredited Program by the Commission for Accreditation of Physical Therapy Education (CAPTE). Upon successful completion of this program, students are automatically eligible to become licensed to practice as Physical Therapist Assistants in New York State. Students are subject to criminal background check (see section IX) and must have legal status in the United States to receive a New York State license. Upon graduation, students must file the appropriate certification papers with the New York State Department of Education. Students must also contact the Federation of State Board of Physical Therapy to apply for the National Physical Therapy Examination (NPTE). Students must pass the NPTE to obtain a license that enables one to work in New York State.

The PTA Program is divided into two distinct phases:

A. Pre clinical – consisting of all required general education and elective courses with specific key courses required for candidacy.

B. Clinical- consisting of all physical therapy Core Curriculum courses and clinical education.

The total credits required for completion of the program are 68.

All courses are offered twice a year to eligible PTA students.
V. PHYSICAL THERAPIST ASSISTANT CURRICULUM: AAS DEGREE

### Advisement & Counseling
First Year Seminar for Health Sciences HSF090 0

### English: 6 credits
- Composition I ENG 101* 3
- Writing Through Literature ENG 102 3

### Natural and Health Sciences: 13 credits
- Human Anatomy and Physiology I SCB203* 4
- Human Anatomy and Physiology II SCB204 4
- Community Health SCN195 2
- Functional Pathology SCO230 3

### Social Science: 6 credits
- General Psychology SSY101* 3
- Developmental Psychology I SSY240 3

### Mathematics: (elect one) 3 credits
- Elementary Statistics MAT119/120; or Algebra & Trigonometry MAT 115/117 3

### Liberal Arts Electives: 3 credits
- Critical Thinking HUP102 or
- Oral Communication HUC 106 3

### Application to PTA Candidacy with TEAS submission
0

### Volunteer Work
50 Hours of volunteer work in a Physical Therapy Department (To be completed before starting the clinical phase) 0

### Physical Therapist Assistant: 29 credits
- Introduction to Physical Therapy SCT101 2
- Ethical Concepts for PTAs SCT102 2
- Clinical Kinesiology SCT203 4
- Therapeutic Procedures I SCT211 4
- Mobility Skills in Physical Therapy SCT220 3
- Therapeutic Procedures II SCT212 3
- Functional Gait Training Skills SCT221 3
- Orthopedic Therapeutic Exercise SCT230 4
- Neuromuscular Rehabilitation SCT231 4

### Clinical Educations: 8 credits
- Physical Therapist Assistant Clinical Education and Seminar I SCT290 2
- Physical Therapist Assistant Clinical Education and Seminar II SCT291 3
- Physical Therapist Assistant Clinical Education and Seminar III SCT292 3

### Additional Requirements:
- CPR Certification 0

* Pre-Clinical Physical Therapy Key Course

Total Credits 68
### VI. SUGGESTED COURSE PROGRESSION

#### Pre-Clinical Phase:

<table>
<thead>
<tr>
<th>FALL I</th>
<th>(12 WEEKS)</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>COMPOSITION I</td>
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<td>SSY 101</td>
<td>GENERAL PSYCHOLOGY</td>
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</tr>
<tr>
<td>SCB 203</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I</td>
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<td>MAT 120</td>
<td>ELEMENTARY STATISTICS</td>
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<td>FIRST YEAR SEMINAR FOR HS</td>
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**CREDITS** 13

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<td>CRITICAL THINKING (or HUC 106)</td>
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<tr>
<td>ENG 102</td>
<td>WRITING THROUGH LITERATURE</td>
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**CREDITS** 7

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<tr>
<td>SCB 204</td>
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<td>SCN 195</td>
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**CREDITS** 8

**Pre-clinical phase total credits:** 28
**Clinical Phase:**

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<td>SCT 102 ETHICAL CONCEPTS FOR PTA’s</td>
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<td>SCO 230 FUNCTIONAL PATHOLOGY</td>
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<td>SCT 211 THERAPEUTIC PROCEDURE I</td>
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</tr>
<tr>
<td>SCT 220 MOBILITY SKILLS IN PHYSICAL THERAPY</td>
<td>3</td>
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<tr>
<td>CPR CERTIFICATION</td>
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**CREDITS**

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<tr>
<td>SCT 231 NEUROMUSCULAR REHABILITATION</td>
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<td>SCT 290 CLINICAL EDUCATION AND SEMINAR I-PART TIME (80 HOURS)</td>
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**CREDITS**

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<table>
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<tbody>
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<td>GRD000 INTENT TO GRADUATE</td>
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**Clinical Phase Credits:**

| PTA PROGRAM TOTAL CREDITS |
|---------------------------|----------------|
|                           | 68            |
VII. PROGRAM OBJECTIVES: Competencies upon Graduation

1. Demonstrate knowledge and adhere to the “Standards of Ethical Conduct” and “Guide for conduct of the Physical Therapist Assistant” as they relate to supervision and practice.

2. Demonstrate knowledge of medical terminology, abbreviations and components of a medical chart related to physical therapy intervention.

3. Demonstrate ability to extrapolate pertinent information from the medical chart.

4. Demonstrate oral communication skills in the ability to interview a patient/client and obtain pertinent medical history, social history and history of the present illness.

5. Demonstrate ability to monitor patients/clients during a treatment session using vital signs and to be able to recognize changes in physiological states.

6. Demonstrate ability to position and drape patients/clients with regard to patient/client’s safety, comfort, modesty, and accessibility to the treatment area.

7. Demonstrate competency in massage, selected manual techniques and use of physical agents.

8. Demonstrate knowledge and application of therapeutic exercise for strengthening, flexibility, endurance, balance, coordination and neurophysiological stimulation.

9. Demonstrate ability to choose and measure assistive devices and instruct the patient in appropriate gait pattern using appropriate guarding techniques.

10. Demonstrate ability to manage a patient/client with prosthetics and/or orthotics.

11. Demonstrate ability to perform functional mobility activities including transfers, position changes and movement of the patient/client in bed.

12. Demonstrate ability to utilize universal precautions, aseptic technique, and to care for the patient/client with integumentary and/or infectious conditions.

13. Demonstrate ability to safely perform interventions applicable to the Physical Therapist Assistant on a patient/client with cardiopulmonary complications.


15. Demonstrate ability to adjust exercise equipment for patient/client safety and effectiveness.

16. Demonstrate ability to assess muscle strength and joint measurements inclusive of establishing end feel.

17. Demonstrate ability to monitor the patient/client during functional activities and modify interventions/activities according to the plan of care.

18. Demonstrate the ability to select and document data collection, intervention and patient/client response.

19. Demonstrate an ability to communicate clearly and effectively in both written and verbal form with patient/client, family, colleagues and other professionals.

20. Demonstrate knowledge of indications and contraindications for all physical therapy intervention.
21. Demonstrate proficiency in instructing and supervising patients/clients in exercise programs.

22. Demonstrate effective time management in the clinical setting.

23. Maintain a clean and safe environment in the clinic.

24. Demonstrate proficiency in providing rationale for patient/client intervention based on critical thinking and critical reading.

25. Demonstrate the ability to access and analyze, throughout the curriculum, healthcare literature and complete an evidence based practice paper in the capstone course.

26. Demonstrate the ability to utilize multimedia technology in the PTA curriculum.

27. Demonstrate the ability to recognize individual and cultural differences in individuals and respond appropriately.

28. Demonstrate the ability to perform data collection and intervention skills as outlined in the plan of care of the Physical Therapist.
VIII. ESSENTIAL FUNCTIONS

The field of Physical Therapy is both intellectually and physically challenging. A candidate for the profession of physical therapy must have abilities and skills in five different areas. The list below is illustrative and may not be inclusive of all of the essential abilities that the Physical Therapist Assistant must demonstrate.

The American with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants to public institutions have the ability to pursue program admission however; the applicant must meet certain essential skills as listed below. Reasonable accommodations can be made available based on individual needs. Every student in the clinical phase of the Physical Therapist Assistant program will be held to the same standards.

1. Observation:
   Students must be able to observe a patient from a distance and close by. Students must be able to recognize non-verbal responses including facial expressions and body language. Students must be able to observe changes in physical status including increased breathing, sweating, and changes in skin color. Students must be able to adjust exercise equipment, measure assistive devices, monitor and adjust equipment parameters, and observe gait and mobility skills. Students must be able to document and read documentation in a patient’s chart from other health care personnel. Students must be able to recognize voices/sounds, measure vital signs, monitor skin conditions, hear equipment alarms, and hear calls for assistance up to 10 feet away.

2. Communication:
   Students must be able to communicate well in English not only in speech but also in writing and reading. Students must be able to demonstrate appropriate communication skills when interacting with patients, peers, family members and other professionals.

3. Mobility:
   Students must be able to stoop, bend, twist, and reach several times a day. Students must be able to walk and balance well to help patients walk and transfer with or without equipment safely. Students must be able to guard patients safely on even and uneven surfaces (stairs, ramps and curbs). Students should have motor function necessary to obtain information from patients by palpation, joint measurement, circumferential measurement and strength assessment. Students should be able to provide general care and emergency treatment of patients. Students should have enough fine motor dexterity to manipulate small equipment, manipulate dials, adjust resistance on equipment, and manage lines and tubes. Students should possess tactile ability sufficient for treating and assessing patients.

4. Behavior/Social:
   Students must possess the emotional health and stability to manage all patients and exercise good judgment. They must attend to patients with compassion, integrity and a concern for others. Students must demonstrate socially appropriate behavior and remain calm and rational during emergency situations. Students should be able to identify and manage stress in a mature and healthy manner. Students should maintain cleanliness and personal grooming consistent with close personal contact.

5. Academic Proficiency:
   Students should maintain a minimum of a 2.0 GPA in the clinical phase of the program, including 70% in both the practical and written portions of all core courses. Students should be able to relate and integrate information from several sources. Students must apply critical thinking in both class work and in the clinic and be able to follow safety procedures.
IX. Notice to Students regarding Criminal Background Checks

Current laws generally permit a state licensing board or agency to deny a license to practice physical therapy if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice physical therapy. Questions should be directed to the NYS Office of Professions at: http://www.op.nysed.gov

The Physical Therapist Assistant Program at LaGuardia Community College does not require a criminal background check, but the educational requirements include placement at one or more hospitals or other off campus clinical training sites, and these sites frequently require a student to undergo a criminal background check before the student can be placed for clinical learning experience. If, based upon the results of a criminal background check, the site determines that a student’s participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student’s performance while in the training program.

Each clinical training site that requires a criminal background check sets its own standards and procedures, and you may be asked by the site to pay the cost of the background check. You may also have to complete more than one criminal background check during the course of the Physical Therapist Assistant Program at LaGuardia Community College, depending on the number of sites where you are placed and the requirements of each site.

Please note that if a clinical training site determines that you may not take part in its training program based on the results of a criminal background check, you may be unable to complete your course requirements and to continue in the Physical Therapist Assistant Program. It is important for you to consider this before you enroll in the Physical Therapist Assistant Program. LaGuardia Community College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice physical therapy.
X. PROGRAM POLICIES

ATTENDANCE
Regular attendance is a College and PTA program policy. The maximum number of unexcused absences is limited to 15% of the number of class hours per semester. An "Excused" absence should be an unexpected emergency, and requires support documents and instructor’s approval. Students who exceed the attendance limit will not receive a passing grade for the course.

Lateness is considered an unprofessional behavior. You are considered late if you enter the classroom after attendance has been taken and/or class has begun. Two latenesses are considered one absence. Leaving class early without faculty approval is considered lateness.

The attendance and lateness policies are applicable to both the classroom and clinical setting.

CONCERNS
Any concerns regarding issues in the PTA program/classroom should first be addressed with the course instructor. If at that time the student feels that the issue was not resolved satisfactorily an appointment should be made with the program director to discuss concerns. Concerns should be addressed at the time of occurrence, allowing all involved persons to deal with issues in a timely manner.

CURRICULUM SEQUENCE
All PTA students are expected to follow a recommended sequence of clinical courses. Students who are out of curriculum sequence are not guaranteed a seat in a course each semester. PTA Students accepted in the clinical phase of the program may wait up to one year for a seat in a core curriculum (SCT) course after meeting pre-requisite and co-requisite courses.

DECLARATION OF PLURALISM
We are a diverse community at LaGuardia Community College. We strive to become a pluralistic community.

We respect diversity as reflected in such areas as race, culture, ethnicity, gender, religion, age, sexual orientation, disability and social class. As a pluralistic community we will:

* Celebrate: individual and group diversity.
* Honor: the rights of people to speak and be heard on behalf of pluralism.
* Promote: intergroup cooperation, understanding and communication.
* Acknowledge: each others’ contributions to the community.
* Share: beliefs, customs and experiences which enlighten us about members of our community.
* Affirm: each others’ dignity.
* Seek: further ways to learn about and appreciate one another.
* Confront: the expression of de-humanizing stereotypes, incidents where individuals or groups are excluded because of difference, the intolerance of diversity and the forces of racism, sexism, heterosexism, homophobia, disability discrimination, ageism, classism, and ethnocentric that fragment the community into antagonistic individuals and groups.

EPORTFOLIO
All PTA students admitted into the clinical phase of study will be developing their individual PTA Student Professional ePortfolio, a core portfolio that will contain their academic coursework, co-curricular experiences, career plans, community and professional engagements, and reflections on their learning and emerging professional identity. Essentially this core ePortfolio can serve as a professional website that document and showcase academic and professional development.

Students should have selected course assignments/projects and other related experiences presented in their original ePortfolio created from the pre-clinical phase of study. The PTA program will continue to mentor students to further develop and refine their core ePortfolio into a professional portfolio that best represent the students’ learning journey and professional development.

Using the core ePortfolio the PTA students will (1) consider their academic coursework in other disciplines connects to their clinical courses and professional career; (2) identify how their life experiences and
activities outside of LaGuardia connect to and contribute to their learning; (3) apply knowledge and skills from one learning experience to another; and (4) engage in reflection and self-assessment to develop their professional identity.

**ETHICAL/PROFESSIONAL BEHAVIOR STANDARDS**
Professional behavior is an integral part of becoming a Physical Therapist Assistant. Professional behavior is expected at all times in the classroom, in the clinical setting, and when participating in club and college activities. The practice of physical therapy is governed by ethical principles, which provide a guide to proper conduct for all members of the profession, including students and faculty. You will find a copy of the Physical Therapy Code of Ethics adopted by the American Physical Therapy Association located in the appendix of this Handbook. The college also has a Student Conduct Standard and other documents that describe the ethical behaviors expected of students. These are generally discussed during Freshman Seminar. Students are expected to adhere to the ethical principles of the college and the physical therapy profession.

**EXAMINATION AND ASSESSMENT POLICIES**
Periodic examinations (including tests, quizzes, and laboratory practicals) are used by the course instructors to evaluate students’ mastery of course material. Examinations are given at the times specified in the syllabus of each course. Examinations begin and end promptly; no allowance is made for lateness. The following behaviors are expected of students during examination periods.

1. Silence.
2. Eyes on your own work only
3. Bring to every examination: One pen, two pencils, one small pencil sharpener and one eraser. Pencil cases may not be used.
4. See the instructor or examination proctor if you need more paper, an eraser, or anything else.
5. No dictionaries, notes or electronic devices are allowed unless specified by the instructor.

With regard to assignments, unless the assignment is designed to be done by several individuals working together, students are required to submit their own work. Words or ideas taken from the work of another person must be acknowledged by footnotes and/or quotation marks. Plagiarism, including using the work of another student, is considered cheating.

Students found violating any of these rules will receive a grade of 0 (zero) on the examination, assignment or paper. The instructor may assign a grade of F for the entire course for serious violations. College penalties apply for a second violation of these rules.

Each SCT Course Syllabus outlines exam requirements for both written and practical exams. There are no make-up examinations for academic or clinical practical exams.

**ESTIMATED EXPENSES (Please note these amounts are approximate and subject to change)**

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<th>Item</th>
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<tbody>
<tr>
<td>APTA Student Membership dues</td>
<td>$95</td>
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<tr>
<td>Stethoscope and blood pressure cuff</td>
<td>$65</td>
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<tr>
<td>Books and media resources</td>
<td>$400</td>
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<td>Goniometer/Reflex Hammer</td>
<td>$35</td>
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<tr>
<td>Lock for Locker</td>
<td>$10</td>
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<tr>
<td>Full Medical Exam with Lab Work</td>
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<td>Identification badge</td>
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<tr>
<td>Lab Coat</td>
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<td>BLS for Health Care Providers</td>
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<td>PEAT Exam</td>
<td>$90</td>
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<td>NPTE Review/Prep Course</td>
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<td>State Registration Fees, National</td>
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<td>Examination fees</td>
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**FACULTY**
The program faculty has posted office hours, but also has availability by appointment. Please feel free to contact them by e-mail or telephone with any questions or concerns that you might have. We all look forward to getting to know you and learn with you.

Clarence Chan PT, DPT  
Program Director  
718-482-5943  
cchan@lagcc.cuny.edu  
E-300- AA

Debra Engel PT, DPT  
Faculty  
718-482-5780  
dengel@lagcc.cuny.edu  
E-300-R

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FIELDWORK PLACEMENT POLICIES.

Students who successfully complete SCT101, SCT 102, SCT203, SCT 220, SCT211, SCT221, and SCT212 are eligible for their first scheduled clinical fieldwork assignment SCT290. Upon successful completion of SCT 230 and SCT 231, students will be enrolled in SCT291 Clinical Affiliation Level II followed by SCT292 Clinical Affiliation Level III. Students are expected to complete a minimum of 80 hours on their part time affiliation and a minimum of 280 hours for each clinical affiliation assignment on a full time basis. Each clinical affiliation course is accompanied by a weekly seminar class.

Assignments to the fieldwork sites are made by the fieldwork coordinator. Consideration is given to the student’s abilities, and needs, as well as the availability of centers, which can provide learning experiences appropriate for the individual student. It is important that the student be prepared to travel some distance to the fieldwork site, as it is frequently not possible to place students in centers close to their homes. Also, some of the most prestigious clinical and technologically advanced centers may be inconveniently located, yet offer outstanding learning opportunities.

All health science students are covered under the City University of New York Healthcare Professional Liability Insurance. Students must secure a lab coat and a name badge for the clinical internship. All clinical affiliation assignments are determined by the Academic Coordinator for Clinical Education (ACCE) for the PTA Program. Deadline dates for fieldwork placement materials and purchase of liability insurance should be reviewed and discussed by the fieldwork coordinator. Students who fail to comply with this requirement should not expect to be placed.

It is the policy of the LaGuardia Physical Therapist Assistant Program, New York State Department of Health, and CUNY to require all students to have a complete medical clearance prior to fieldwork placement. It should including items such as a full physical exam, CBCs, blood chemistry, urinalysis, serology, 2 step PPD (The PPD must be within 2 months of your full time affiliation.), complete vaccination/immunization including influenza and hepatitis B prior to the Level II part-time clinical education experience. This medical clearance will be required yearly till completion of clinical education experience. The student's medical clearance packet will be mediated through an external company by the student to maintain FERPA regulations. The cost for this service will be a one-time fee of $30. Testing for drug and alcohol abuse and background checks may be required for some placements. Some placements may further require that the student receive a medical physical examination by their own staff.

Physical examination and related testing are to be completed at the students’ own expense. Forms for the physical are available from the fieldwork coordinator. Please contact the ACCE for further clarification. Students must complete all prerequisites before beginning fieldwork.

The clinical facility shall arrange or make medical treatment available to students and faculty for injuries and illnesses that may occur at the facility during the time of their participation in the Program. Any student or faculty member receiving such emergency services shall be financially responsible for the charges.

Professional dress code for clinical fieldwork varies from setting to setting. Jeans, sneakers, dramatic jewelry and perfume are not acceptable. Piercings must be removed and tattoos discreetly covered. Students are expected to check with the supervisor regarding the dress code before beginning each fieldwork.

Students who are currently working in physical therapy clinics are not exempt from SCT290, SCT291, and SCT292 fieldwork. Since the purpose of the fieldwork is to provide reinforcement and practice of concepts learned in the classroom, fieldwork must follow theory courses.

Although the program attempts to provide fieldwork assignment for students as soon as they have completed the prerequisite course, this may not always be possible. With managed care and an increasing number of physical therapy programs competing for fieldwork sites the program may occasionally have to hold over some placements for an additional academic term. The program cannot guarantee an immediate placement upon completion of all coursework.

All fieldwork is unpaid; however some facilities offer complementary lunch. Attendance, promptness and professionalism are essential for all three affiliations. The ACCE must be notified of all absences by telephone before the start of the day on which the student is absent.

*Failure to comply with these policies may result in the lowering of your grade at the discretion of the program director and /or program faculty.
FILMING
Filming and Audio/Video recording classes is at the discretion of the course faculty and must be discussed with each faculty member at the beginning of class. All recordings are for LaGuardia educational and professional presentation purposes only and should not be available for public or non-academic use. The PTA Program maintains a strict policy on confidentiality and prohibits students to post information regarding patients, clinical sites and clinical supervisors on public social media.

GRADING GUIDELINES & STANDARDS FOR ALL PTA COURSES
Grading standards and policies for each course are included in the syllabus for that course.
1. All students are expected to exhibit professional behavior in attendance, punctuality, cooperation, relationships with instructors and peers, and conduct. Professional behavior must be maintained in the classroom, laboratory, and at the clinic. If you fail to live up to these standards, your average for the course may be reduced up to a full grade at the discretion of the course instructor, clinical coordinator, or program director.
2. If you do not complete a PTA course with a grade of A, B, or C, you will be unable to take a physical therapist assistant course for which that course is a pre-requisite.
3. The minimum passing grade for all Physical Therapist Assistant courses is “C”.
4. If a grade of “F” is received in any course within the clinical phase, the same course must be successfully completed before progressing through the program.
5. If you have previously received a grade of “F”, “W”, or “WU” for any physical therapist assistant (SCT) courses, failure to complete another PTA course with a grade of A, B, or C, will result in dismissal from the Physical Therapist Assistant Program.
6. Once admitted to the clinical phase of the program a withdrawal from a course (regardless of whether it is done within the official withdrawal date) results in a grade of “F.”
7. Students must achieve a passing grade on both the theoretical and laboratory portion of each PTA course. Therefore, the following rule will apply:
   a. You must have at least a 70% combined average grade for all written exams.
   b. You must have at least a 70% combined average grade for all laboratory practical exams.
   c. No grade below 60% on a laboratory practical exam will be accepted, and is considered an automatic course failure.
   d. You must have at least a 70% average on your clinical evaluation and at least 70% average on the seminar portion of your Clinical Affiliation and Seminar courses.
   e. You must have an overall average of at least 70% for each course.
8. All exams must be taken at the time scheduled. There will be no make-up exams.
9. Any student observed to be talking, glancing at another student’s paper, passing notes to another student, or using written and/or digital aids during an exam will be subject to the penalties described in the LaGuardia Policy on Academic Integrity.
10. Any student who commits plagiarism or any other violation of academic integrity will be subject to the process described in the college’s brochure on Academic Integrity.
11. Critical safety guidelines are essential for successful completion of each and every course. Students must demonstrate proficiency and safety in all procedural skills (via Competency Modules) for all lab courses prior to taking oral practical exam. Failure to comply with any one or more of the safety guidelines during the oral practical exam will result in automatic failure of the practical exam with a grade of 65%. Safety guidelines include, but are not limited to:
   • Locked brakes on the wheelchair during any transfer activities
   • Safe and appropriate guarding of the patient in the parallel bars, on the mat, during ambulation, during performance of patient intervention and during transfers
   • Proper observance of patient precautions and contraindications during treatment session
   • Safe administration of modality and maintenance of electrical equipment
   • All electrical equipment should be unplugged and stored safely when not in use
   • All equipment and wheelchair components should be stored safely under mat and treatment tables when not in use.
*Please see individual course competencies for a list of applicable critical safety guidelines.
12. There is no retest for written exams. Retest of the Final Comprehensive Practical Exam* may be considered at the discretion of the faculty. To be considered for a retest the following criteria must be met:
   1. A score of 70% or higher on the Midterm Practical
   2. Had one previous failure in any SCT course or is a Level II student who failed the final practical in SCT 230 and/or SCT 231.
   3. A combined average of 70% or higher in written exams in the considered course
   4. Completion of all assignments

*Students must receive a minimum score of 80% on the retest in order to pass the course. The initial grade on the final practical exam will be used to calculate the final grade for the course.

GRADUATION REQUIREMENTS
In order to fulfill the PTA program mission and to meet all of the program objectives, a PTA student must submit an End-of-Program Portfolio (digital media format only) and present it to the PTA faculty at the end of the program with evidences of accomplishment in all of the following components:
   1. Pass all SCT Courses with a grade of “C” or better
   2. Complete all assignments and projects in the clinical phase of study
   3. Successfully completed all clinical affiliations
   4. Pass the PEAT and the comprehensive examinations
   5. Submission and share a completed PTA Student Professional Digital Portfolio with the minimum of:
      a. Demonstrated achievement in general education and professional education core competencies
      b. Demonstrated evidence of professional and community engagements and leadership (minimum of 5 activities)
      c. Submitted an End-of-Program Reflective Essay

HEALTH SERVICES
The Health Services Center located in MB 40 offers immunizations, flu vaccines, confidential testing for sexually transmitted diseases, health counseling, and Hepatitis B vaccines. EMTs and nurses are available to respond to on campus emergencies. Please call public safety in case of an emergency at x5555 or non emergency at x5588.

INFORMED CONSENT
Students are expected to participate as subjects and simulated patients during laboratories and classroom demonstrations. Students may be asked to be photographed, audio, video, and/or digitally recorded for instructional purposes. Such recordings may be displayed on college and program multimedia displays or be used for professional conferences and/or presentations.

Recording of any class activities may not be done without the expressed consent of each individual faculty member for each class. Course related materials and recordings of any class activity shall be considered as PTA program property and may not be shared in any public forum. A signed consent form will be kept in the departmental student record.

JOB PLACEMENT
The college offers job placement information. There is a bulletin board in the physical therapy section of the Health Science Office (E-300) devoted specifically to current job notices. Many students are recruited by their affiliations for subsequent jobs. The Job Placement office offers resume and interviewing skills assistance. Interviewing skills workshops are also given periodically by student services counselors; check with the Information Desk in the main building for details. This area is also discussed during the seminar class.

In addition to job listing posted on the Physical Therapist Assistant Program bulletin boards, the Program Director and Faculty may be available, but not obligated, to refer students, to write letters of recommendation, or to provide background information on the various facilities offering positions.
**LOCKER ROOM**
There is a locker room for your use from 10:00AM-5:00PM, Monday through Friday. You are welcome to keep your clothes for laboratory locked in the locker, but must provide your own lock. Students may study and practice laboratory skills in those rooms, however no equipment is allowed to leave the laboratories. The students are responsible for keeping the rooms clean and free of garbage and clutter. The locker room key is kept in the laboratories and must be returned after use. All students need to leave the locker room promptly at 5:00PM or when the CLT is not on premises.

**NOTIFICATION**
Students are provided with feedback and grades from all exams completed in the PTA program. Midterm notification is provided to those students scoring less than 70% at midterm on the oral and/or written component of the course.

**OFF CAMPUS EXPERIENCES**
During a PTA program related off campus experiences, the faculty member in charge will be carrying a list with the contact numbers of each student. The faculty member will also provide a student representative with a cell number to be used for emergencies during that particular experience only. Please do not use the cell number to call at any other time.

Students must sign a Release/Waiver of Liability Agreement prior to participating in any off campus visits. Such form must be submitted to the PTA Program by each student prior to going offsite. Faculty member leading the activity is responsible for insuring the offsite location is in compliance with the safety requirements for public use. Students shall receive safety instruction at each site (fire, evacuation, exit locations, etc.)

**OFFICE FOR STUDENTS WITH DISABILITIES**
The Office for Students with Disabilities provides services for students with disabilities to ensure access to College programs. The Office offers personal, academic, career, and accommodations counseling, evaluation referrals, testing for learning disabilities, and adaptive/assistive technology. The office is found in M 102. It is the students’ responsibility to notify faculty regarding testing accommodations.

**PEAT EXAM**
The PTA faculty is dedicated to prepare students to pass the National Physical Therapy Exam (NPTE) for PTAs upon graduation. A tool designed by the Federation of State Boards of Physical Therapy called the Practice Exam and Assessment Tool (PEAT) is to be utilized during the clinical seminars (SCT 291 and/or SCT 292). All PTA students are expected to purchase and participate in using this tool for board exam content review and preparation.

**PHYSICAL THERAPY LABORATORIES**
The PTA Program laboratories are designed for the instruction and practice of skills. Eating, drinking, and smoking are prohibited during laboratory sessions. No food is to be brought into the laboratories. Access to the PTA therapy laboratories outside of class time is at the discretion of the college laboratory technician. The technician may schedule certain hours each term in which the labs will be open for students to complete work or to practice skills. Access outside these scheduled times is not possible. The laboratories may be used for:

1. Practice and completion of projects by students during free time.
2. Independent projects that may be assigned by a PTA Faculty Member.
3. Scheduled re-demonstrations by the college laboratory technician
4. Study and practice in preparation for practical examination, under supervision of college laboratory technician.
5. Review of practice questions for the NPTE in the computer lab

The laboratories are open to all PTA students during the hours posted. Students should feel free to come to practice any skills necessary. All students must be supervised by the PTA lab tech when using equipment. Access must be arranged through the PTA college laboratory technician.
The college laboratory technician may be available to answer questions or help students review skills. It may not always be possible to do this on a one-on-one basis, and it is recommended to arrange small groups to work with the technician. In order for everyone to receive the most benefit from the laboratories, we ask that students must learn where all the lab equipment and supplies are located / stored.

Students are expected to take only the quantity of supplies needed for required projects. When students finish with the equipment, they are expected to restore it to its original condition, return it to its proper place, and clean up the area used. Since most lab equipment and supplies are very expensive, students must exercise extreme caution when using any laboratory items. Student may be held liable for damage due to misuse or neglect. The laboratory is to be used only by PTA students. Friends, children, etc. will be asked to leave.

*Laboratory Safety is to be maintained at all times. Students should know location of emergency equipment and emergency telephone. Students should notify faculty immediately of signs of faulty equipment, wet floor, or other safety risk. Please refer to laboratory safety guidelines, provided by the PTA Program’s college laboratory technician and the power point on laboratory safety posted on each blackboard course.

**PTA CLUB**

The PTA Club is opened to all LaGuardia students, but is designed as an enrichment program for PTA students to enhance their academic, professional, and social development. Participation and collaboration are expected for all PTA students. Selected club activities and leadership positions may be considered as evidence of professional and community engagement.

**RE-ADMISSION POLICY (did not complete an SCT course)**

Students who are accepted into the first PTA courses, (SCT101 and SCT 102), and do not successfully complete either course because they either:

1. Decline admission
2. Withdraw
3. Take a medical leave

Must re-apply for candidacy within one year of initial acceptance into the first clinical course.

Students who apply for readmission must meet the previously stated eligibility requirements and must be re-ranked according to the stated procedure for admission to the clinical phases.

* Students who do not re-register for candidacy within a year of the original registration forfeit their eligibility to reapply.

**RE-ADMISSION POLICY (completed one or more SCT courses)**

A. Students who are accepted for candidacy and complete at least one SCT Course (PTA core curriculum course), and leave the program for more than one school calendar year, MAY be re-admitted if the following procedures have been met.

1. Written request including the reason you left the program and what has changed to allow you to be able to return to the program. Supportive information is needed to verify documentation presented
2. Meeting with PTA Program Director.
3. Demonstrated proficiency and retention of didactic and practical knowledge and skill in all the SCT courses taken in the Clinical Phase. Compulsory comprehensive written and practical exams developed by program faculty need to be completed with a minimum passing grade of 70% in both the written and practical components.

Once these criteria have been met the PTA faculty will make their recommendation to the Chairperson of the Health Sciences Department and the student will be notified in writing the decision. If the recommendation is made to allow the student to reenter the program it must be understood that it will be on a seat availability basis.

B. Students who leave the PTA Program for less than one school calendar year and have completed at least one SCT Course, (PTA core course curriculum), will be re-admitted on a seat availability basis for the intended course sequence. The student must contact the Program Director to arrange a meeting to discuss program progression.

* Students who leave the program will not be assigned a seat in an SCT course until a meeting is held with The Program Director. Seat availability is determined by the course required, section availability and number of students enrolled in a section.
SAFETY

On Campus: All PTA students must follow the guidelines for laboratory safety, fire safety and medical emergency. These guidelines will be discussed during orientation. The power point for laboratory safety is included in each course’s blackboard site. Please note the location of the fire extinguishers, first aid kit, and emergency telephone in each laboratory.

LaGuardia Community College has implemented an Emergency Notification System called CUNY Alert. All students and faculty must register for the CUNY Alert system. The Emergency Notification system works in conjunction with the college’s Emergency Procedures. The CUNY Alert System is composed of several methods to notify and inform the campus community in the event of emergencies. The appropriate modes of notification of distribution will be determined by the incident and population affected. These include, but are not limited to, cell phone, text-messaging.

It is the policy of the City University of New York and LaGuardia Community College that: Students and employees are encouraged to promptly report all safety hazards, illegal and or suspicious activities, loss of property, illness or injury to the Public Safety Department (Room E-100) or to any officer by calling 5555 for emergencies and 5558 for non emergencies.

Off Campus: During late evening hours Public Safety, upon request, is available to assist students, faculty and staff walking to the #7 train or to the college parking lots by forming groups that can walk together. Students are encouraged to travel in groups and to be aware of their surroundings. Students must report all incidents in the clinic to their clinical supervisor. Each clinical coordinator (CCCE) has the cell phone of the PTA program’s ACCE. Faculty contact information can also be found on the program website at www.lagcc.cuny.edu/pta

SCHEDULE
The Physical Therapist Assistant Program holds classes on Monday through Friday. The seminars, Ethics for PTAs and Introduction to Physical Therapy do not have a laboratory component. All other classes have a laboratory component and are 3 hours long twice a week. In addition, for each class with a laboratory, there is at least one hour a week mandatory open lab time. If the faculty determines at midterm, that you require remediation, an additional one-hour of open lab time per week will be required.

The Physical Therapist Assistant Club hour is from 2:15-3:15 on Wednesdays. The PTA Club is opened to all PTA students. Participation and Volunteering in the PTA Club activities is considered student obligation and may be counted as demonstration of professional engagement/development.

SOCIAL MEDIA
HIPAA regulations forbid discussions of clinical sites, clinical activities, clinical personnel, and patients/clients on public sites such as Facebook, Linked in, etc. This policy will be strictly enforced by the PTA program. Violation of HIPPA regulations is considered a federal offense.

STUDENT LIABILITY INSURANCE
All physical therapist assistant students on fieldwork are required to carry liability insurance. This Healthcare Professional Liability Insurance is being provided by the City University of New York to all Health Science Students at LaGuardia. Proof of the current policy is available in the Health Sciences Department.

STUDENT RECORDS
Records of students are kept in separate departments at the college. The Registrar’s Office keeps records pertaining to the student’s academic achievement and history.

The Physical Therapist Assistant Program keeps individual files on each student. These files contain student transcripts, fieldwork evaluation and related correspondence and data. Records of attendance and grades are kept in by the Program Director. Information on the PTA education program, course information and student evaluation forms are kept in a locked Physical Therapy Office. Copies of the student’s medical record are kept in the office of the ACCE. Medical records are returned at the end of the program to the student. All unclaimed medical records will be shredded by the ACCE.
Original class attendance records are kept in the Registrar’s Office, as are records of basic skill placement scores. Admission records to the college are kept by the Admissions Office. Subsequent change of major is recorded by the Registrar’s Office.

**STUDENT RIGHTS AND APPEALS PROCESS**

A statement of Nondiscrimination, a declaration of Pluralism, a policy against Sexual Harassment and Policies and Procedures Concerning Sexual Assault are published in the LaGuardia Student Handbook. This Handbook can be found on the college website and distributed by the Office of Student Life, Division of Enrollment Management &Student Development, Room M-115. In addition, policies on academic integrity, student rights and responsibilities, affirmative action, student complaints and medical withdrawal can be found in the “SOURCE” tab on the College Website. It is published by LaGuardia Community College and distributed by the Office of Student Life. The Academic Appeals process of the college is described in the current college catalog.

**STUDENT PT TREATMENT POLICIES**

In order to comply with the New York State Practice Act, Article 136 and the Standards of Practice for Physical Therapy sanctioned by the American Physical Therapy Association, it is the PTA Program’s policy to limit any student from using any school facilities and/or its equipment for the purpose of administration of physical therapy treatment to any students, faculties, staff, patients, family members, and friends. This policy shall be in effect for all PTA students enrolled in both the pre-clinical and the clinical phases of the program. Students found violating such policy would be subject to disciplinary process described in the College Policy on Academic Integrity, including possible dismissal from the Physical Therapist Assistant program.

**STUDY GUIDES**

Study guides and syllabi have been prepared by faculty as an aid to student learning. Each syllabus contains objectives, which can be met by acquiring information from assigned readings, class and laboratory attendance, use of audio-visual aids, and clinical fieldwork. Additional study materials may be found on-line via the Blackboard supplement to classroom instruction. Students are responsible for all objectives on each syllabus and for all reading assignments. It is suggested that students write the answers to each objective and reading guide question so that information can be easily retrieved for future reference. Students are expected to save all syllabi, study guides and handouts for preparation for the National Physical Therapy Examination.

**STUDY TIME**

It is expected that students spend approximately 1-2 hours in outside study for each hour spent in class. It is also important for PTA students to practice skills in order to perform them safely and efficiently in the clinic.

**WELLNESS CENTER**

The Wellness Center services are designed to help students address many of the academic, relational, social, and emotional concerns they face. It provides counseling and wellness services that support and assist students in their intellectual, emotional, psychological, and social development while coping with the challenges of college and life stressors. The Center offers free and confidential counseling in a safe environment in which individual and cultural differences are valued and respected. The Center’s services may include:

- Short-term individual counseling
- Crisis intervention
- Workshops
- Outreach and referrals to college community resources
- Consultation services to faculty and staff

The Wellness Center is located in Room C-249, Phone#: (718) 482-5471 for non-emergencies. For concerns that are life-threatening, please contact Public Safety at ext 5555.
XI. CORE CURRICULUM COURSES

LEVEL I STUDENTS:

**SCT101 Introduction to Physical Therapy** 2 credits
This course introduces the concepts and scope of physical therapy, its professional organization, and its relationship with other health professions. Subjects include: the role and function of health personnel, professional conduct, professional responsibilities, core values of a physical therapist and physical therapist assistant, medical terminology, communication skills for patients and clients, and physical therapy documentation. In addition, cultural diversity and health disparities within the health care profession are discussed.

*Prerequisite: ENG101, SCB203, SSY101, SCN195, successful PTA candidacy*

**SCT102 Ethical Concepts for Physical Therapist Assistants** 2 credits
This course introduces the topics of medical ethics and legal issues as applied to physical therapy practice. Students will have the opportunity to apply legal and ethical theories and concepts to analyze and discuss issues faced by healthcare practitioners. Ethical and legal standards set forth by the legal system in United States, the Standard of Practice of New York State, and the American Physical Therapy Association core ethics documents will be explored. Students will also become familiar with the various aspects of administrative, financial, quality improvement, and personnel management information as related to health care practice in the United States.

*Prerequisite: ENG101, SCB203, SSY101, SCN195, successful PTA candidacy*

**SCT203 Clinical Kinesiology** 4 credits
This course introduces students to the study of the musculoskeletal system as the basis for movement and exercise. Topics include: principles of movement, body mechanics, muscle actions, nerve innervations, and types of joints and movements. Students will become familiar with joint measurement with range of motion and strength assessment through manual muscle testing. Movement impairments as a result of orthopedic and neurological conditions in pediatric, adult, and geriatric populations will be introduced.

*Prerequisite: SCT101, SCT 102*

**SCT211 Therapeutic Procedures I** 4 credits
This course is designed to prepare physical therapist assistant students to provide physical therapy management in a variety of clinical settings and patient/client conditions. Students will learn to perform duties in a manner consistent with the American Physical Therapy Association’s core documents including: Values Based Behaviors for the Physical Therapist Assistant; the Guide for Conduct of the Physical Therapist Assistant; Standards of Ethical Conduct for the Physical Therapist Assistant; and Minimal Required Skills of Physical Therapist Assistant Graduates at Entry-Level. Topics include general review of systems, recognition of precautions and warning signs associated with common pathologies, human tissue response to injury and repair, and the physiology of pain. Patient/client management in integumentary and cardiopulmonary care will be introduced.

*Prerequisite: SCT101, SCT 102*

**SCT220 Mobility Skills in Physical Therapy** 3 credits
Functional training such as bed and mat mobility skills, including body mechanics, wheelchair prescription and management, transfer skills will be introduced. Student will explore issues related to safety in negotiating architectural barriers as they affect the patient/client across the lifespan in the home, community, and work environment. Principles of therapeutic massage and various techniques for specific clinical applications are introduced.

*Prerequisite: SCT101, SCT102*
LEVEL II STUDENTS:

SCT212 Therapeutic Procedures II 3 credits
This course focuses on the principles and uses of biophysical agents utilizing thermal, mechanical, electrical, and electromagnetic energy as they relate to physical therapy. A review of human tissue response to injury and repair will be discussed. Course content will include: proper preparation and management of patients/clients treatment areas and equipment, application of radiant therapy agents, therapeutic ultrasound, shortwave diathermy, mechanical traction and compression, laser, ultraviolet, electrical stimulation and biofeedback.
Prerequisite: SCT 211, SCT 220, SCT 203

SCT221 Functional Gait Training Skills 3 credits
This course reviews the principles of gait, locomotion, and balance activities in their application to various physical disabilities. The students will be introduced to the basic concepts of the normal gait cycle and gait deviations. Gait training, including measurement and training with the use of assistive devices and instruction on level and elevated surfaces, will be addressed. Basic concepts of orthotic and prosthetic descriptions, usage, and residual limb care will be introduced.
Prerequisite: SCT203, SCT220, SCT 211

SCT230 Orthopedic Therapeutic Exercise 4 credits
This course provides the rationale for clinical application of therapeutic exercise training as it relates to orthopedic pathologies. A review of anatomy and the musculoskeletal system will be included. Students will become familiar with the theory and clinical concepts of exercise training as it relates to strength, power, and endurance. Specific protocols will include an orthopedic approach to exercise techniques and exercise planning for a variety of diagnoses. In addition, selected manual therapeutic techniques will be introduced. Students will perform evidence-based research to identify therapeutic protocols and apply appropriate exercise techniques.
Prerequisite: SCT 212, SCT221

SCT231 Neuromuscular Rehabilitation- CAPSTONE 4 credits
This Capstone course will integrate students' prior learning and focus on holistically treating patients and clients with neuromuscular conditions. The course provides the rationale for assessment and intervention in accordance with the Physical Therapist's plan of care as it relates to neuromuscular rehabilitation. Students will also be introduced to the field of pediatric physical therapy including therapeutic play. An integrated, written evidence based practice project will be submitted at the end of the term. A studio hour enables students to complete their capstone Physical Therapist Assistant Student Professional ePortfolio.
Prerequisite: SCT212, SCT221

SCT290 Physical Therapist Assistant Clinical Education and Seminar I 2 credits: Minimum 80 internship hours
This clinical learning experience provides students with an experience-based learning opportunity to: 1) apply classroom learning to real work situations and practice and 2) strengthen interpersonal and technical skills. Students attend 80 hours at an off campus clinic and attend a concurrent bi-weekly seminar on campus that provides a framework for analyzing and evaluating students' clinical learning experiences. Topics will include Americans with Disabilities Act (ADA) guidelines, Health Insurance Portability and Accountability Act of 1996 (HIPAA) documentation and payment guidelines, and radiology and pharmacology implications on physical therapy practice. Legal and ethical standards for health care providers are reviewed and reinforced
Prerequisite: SCT 101, SCT 102, SCT 203, SCT 211, SCT 220, SCT 212, SCT 221
LEVEL III STUDENTS:

SCT291 Physical Therapist Assistant Clinical Education & Seminar II
3 credits: Minimum 280 internship hours
This clinical education experience course provides students with opportunity to apply, integrate, and perform learned clinical skills in an off campus physical therapy clinical setting. Students will have the opportunity to apply critical thinking and problem solving skills under the supervision of a licensed physical therapist. In conjunction with this clinical education experience there are scheduled seminars where students will continue to improve communication and critical thinking skills, gain an understanding of the professional role of the physical therapist assistant in the healthcare system, and develop methods of enhancing and continuing their learning process.
Prerequisite: SCT230, SCT 231, SCT 290.

SCT292 Physical Therapist Assistant Clinical Education & Seminar III
3 credits: Minimum 280 internship hours
This course provides students with the continued opportunity to apply and integrate the theory and knowledge of a physical therapist assistant under the supervision of a physical therapist. Students are expected to assume increased responsibility for clinical and administrative tasks and achieve entry level clinical competence at the completion of the course. The seminar portion is designed to prepare students to take the National Physical Therapy Exam (NPTE).
Prerequisite: SCT291.
A. DEFINITION OF A PHYSICAL THERAPIST ASSISTANT*

A. A **physical therapist assistant** means a person certified in accordance with this article that works under the supervision of a licensed physical therapist performing such supervising physical therapist. Duties of physical therapist assistants shall not include evaluation, testing, interpretation, planning or modification of patient programs. Supervision of a physical therapist assistant by a licensed physical therapist shall be on-site supervision, but not necessarily directed personal supervision. The number of physical therapist shall not exceed the ratio of four physical therapist assistants to one licensed physical therapist as shall be determined by the commissioner’s regulations insuring that there be adequate supervision in the best interest of public health and safety. Nothing in this section shall prohibit a hospital from employing physical therapist assistants, provided they work under the supervision of physical therapists, designated by the hospital and not beyond the scope of practice of a physical therapist assistant. The numerical limitation of this section shall not apply to work performed in a hospital, provided that there be adequate supervision in the best interest of public health and safety.

B. Notwithstanding the provisions of subdivision a of this section, supervision of a physical therapist assistant by a licensed physical therapist in a residential health care facility, as defined in article twenty-eight of the 1.03 of the mental hygiene law, shall be continuous but not necessarily on site when the supervising physical therapist has determined, through evaluation, the setting of goals and the establishment of a treatment plan, that the program is one of maintenance as defined pursuant to title XVIII of the federal social security act.

*NEW YORK STATE LAW 6138

B. UTILIZATION OF A PHYSICAL THERAPIST ASSISTANT*

The physical therapist assistant is required to work under the direction and supervision of the physical therapist. The physical therapist assistant may perform physical therapy procedures and related tasks that have been selected and delegated by the supervising physical therapist. Where permitted by law, the physical therapist assistant may also carry out routine operational functions, including supervision of the physical therapy aide or equivalent, and documentation of treatment progress. The ability of the physical therapist assistant to perform the selected and delegated tasks shall be assessed on an ongoing basis by the supervising physical therapist. The physical therapist assistant may, with prior approval by the supervising physical therapist, adjust a specific treatment procedure in accordance with changes in patient status.

When the physical therapist and the physical therapist assistant are not within the same physical setting, the performance of the delegated functions by the physical therapist assistant must be consistent with safe and legal physical therapy practice and shall be predicted on the following factors: complexity and acuity of the patient’s needs; proximity and accessibility to the physical therapist; supervision available in the event of emergencies or critical events; and type of setting in which the service is provided. The physical therapist assistant shall not perform the following physical therapy activities: interpretation of referrals; physical therapy initial evaluation and re-evaluation; identification, determination or modification of plans of care (including goals, and treatment programs); final discharge assessment/evaluation or establishment of the discharge plan; or therapeutic techniques beyond the skill and knowledge of the physical therapist assistant.

*NEW YORK STATE LAW 6138
C. 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 or as required 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.
4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable
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 #5: Physical therapist assistants shall fulfill their legal and ethical obligations.

5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.

5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.

5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.

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.

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.
### D. IMPORTANT TELEPHONE NUMBERS

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<tr>
<th>Service</th>
<th>Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Academic Support Services</td>
<td>C203</td>
<td>718-482-5324</td>
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<tr>
<td>Admissions</td>
<td>C102</td>
<td>718-482-5106</td>
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<td>Bursar Window</td>
<td>C110</td>
<td>718-482-7226</td>
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<td>Counseling Department</td>
<td>B100</td>
<td>718-482-5250</td>
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<td>Career &amp; Professional Development</td>
<td>B114</td>
<td>718-482-5235</td>
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<tr>
<td>English Writing Center</td>
<td>B200</td>
<td>718-482-5688</td>
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<tr>
<td>Enrollment Services (Registrar, Student Records)</td>
<td>C107</td>
<td>718-482-5085</td>
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<td>Financial Services</td>
<td>C109</td>
<td>718-482-5007</td>
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<td>Health Services Center</td>
<td>MB40</td>
<td>718-482-5280</td>
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<td>International Student Services</td>
<td>B117</td>
<td>718-482-5145</td>
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<td>Library</td>
<td>E101</td>
<td>718-482-5426</td>
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<td>Office for Students with Disabilities</td>
<td>M102</td>
<td>718-482-5279</td>
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<td>Public Safety and Lost and Found</td>
<td>E100</td>
<td>718-482-5558</td>
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<td>Student Life and Development</td>
<td>M115</td>
<td>718-482-5190</td>
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<tr>
<td>Wellness Center</td>
<td>C249</td>
<td>718-482-5471</td>
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E. INFORMED CONSENT FORM

LaGuardia Community College
City University Of New York
Physical Therapist Assistant Program

INFORMED CONSENT FORM

In order to facilitate student learning experiences, students are expected to participate as subjects and simulated patients during laboratories and classroom demonstrations and practices. Students may be asked to be photographed, audio, video, and/or digitally recorded for instructional and student learning purposes. Audio/video artifacts, images, and learning experiences may also be recorded and presented via college approved course management system and learning platforms such as Blackboard, ePortfolio, etc. Such recordings and documentations shared by students may be displayed on college and program multimedia displays or be used for professional conferences and/or presentations.

Recording of any class activities may not be done without the expressed consent of each individual faculty member for each class. Course related materials and recordings of any class activity shall be considered as PTA program property and may not be shared in any public forum. A signed consent form will be kept in the departmental student record.

I’ve read, understood, and consent to participate in the learning experiences of the PTA program as stated above.

_______________________________
Student Name

_________________________________
Student Signature

__________________________________
Date
PTA STUDENT AGREEMENT

I have read and understood the contents of this PTA Student Handbook and agree to comply with all policies and standards in this handbook.

_________________________________
Student Name

_________________________________
Student Signature

_________________________________
Date