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Welcome PTA students!

Congratulations on your recent acceptance to the PTA program at North Shore Community College. The faculty and I look forward to embarking on upcoming exciting and busy months with you. The PTA curriculum is very challenging and requires a great deal of both individual and group collaborative study time. Clinical education plays a large part in the curriculum. The faculty is dedicated to help ensure competency in your skills prior to applying them on patients during clinical experiences.

The faculty has the following expectations from all PTA students. They are as follows:

- Attending and arriving class and clinical in a punctual manner
- Arriving class and clinical prepared for learning activities
- Demonstrating professional behavior and adherence to the profession’s core values
- Demonstrating responsibility for your own learning and a commitment to learning
- Demonstrating the ability to independently problem solve and think critically
- Demonstrating the ability to accept constructive feedback from faculty and peers
- Treating faculty, staff and peers with respect and accepting responsibility for your own actions and learning

The PTA Student Orientation Handbook has been designed to help you become familiar with PTA program general information and program policies and procedures. It is important that you also familiarize yourself with North Shore Community College’s Student Handbook as well as the general College Catalog. It will include general College policies which you will find helpful. We expect that you will utilize all of the above resources as you successfully engage in attaining your PTA education. Students are responsible for adhering to PTA program and college wide policies and procedures.

The faculty and staff look forward to working with you in attaining your degree and entering the dynamic and rewarding field of Physical Therapy. Good luck and all the best to you in the future.

Mary Meng-Lee MPH, PT Department Chair/Program Director
NORTH SHORE COMMUNITY COLLEGE MISSION STATEMENT

North Shore Community College is a source of hope and opportunity and a regional leader for social and economic change. Blending tradition and innovation, liberal arts and career preparation, intellectual development and cultural and personal growth, we foster a diverse and caring community of learners where all are welcome and each is challenged. We offer lifelong education responsive to changing community needs, a global economy, evolving technology and the shifting roles faced by individuals and institutions. Our greatest contribution to the Commonwealth is the success and achievement of our students.

DIVISION OF HEALTH PROFESSIONS MISSION STATEMENT

The Division of Health Professions supports the college mission through teaching, learning and community engagement. The Division strives to meet the needs of our students and the health care community we serve by:

- Promoting a culture of respect
- Providing a learner centered focus
- Enhancing and developing health related degrees and certificates to meet workforce demands
- Incorporating technologies needed to prepare the learner for the ever changing health care environment
- Fostering lifelong education that cultivates professional growth, competence and scholarship

PHYSICAL THERAPIST ASSISTANT PROGRAM MISSION STATEMENT

North Shore Community College’s Physical Therapist Assistant Program offers a comprehensive curriculum, which emphasizes theory and contemporary physical therapy treatment intervention for promoting health, preventing disease and maximizing function among clients of all ages, cultures and socio-economic backgrounds. The program is designed to prepare students for entry-level practice in various settings such as hospitals, rehabilitation centers, outpatient clinics, schools, home health agencies and community programs. The program faculty fosters lifelong learning, commitment to the profession and servicing the community.

PHYSICAL THERAPIST ASSISTANT PROGRAM OVERVIEW

North Shore Community College’s Physical Therapist Assistant Program has been accredited by the Commission on Education for Physical Therapy Education since 1975. The program consists of a student body comprising of various cultural and ethnic backgrounds. Over the past years, the program has successfully graduated many individuals who are currently seasoned clinicians and clinical instructors practicing and educating in the North Shore area. On average, the program graduates approximately 25 students per year and the average passing rate for the licensing exam is between 90 to 95 percent.
The Physical Therapist Assistant department’s educational philosophy places emphasis on offering a variety of learning experiences, where newly learned material is applied within that particular course through case scenarios, patient/client examples, field trips and service learning. This is believed to foster early critical thinking and promotes the development of problem solving skills, which is necessary for competency as an entry-level Physical Therapist Assistant practitioner.

Students admitted to the Physical Therapist Assistant program take Anatomy and Physiology 1 and 2, Composition 1 and 2, and an elective in Humanities. These general education courses are considered foundational in preparation for Physical Therapy courses which are offered sequentially in the curriculum based on pre-requisite and co-requisite requirements. During the first semester of study, Physical Therapy courses are offered at the introductory level, however application of the knowledge is expected through coinciding laboratory, service learning and clinical experiences.

Following the first semester of study, Physical Therapy courses become more technical and require that the student build upon previously learned information in order for understanding and safe application of more advanced concepts to follow.

At the beginning of the final semester, prior to our twelve-week clinical experience/internship, students enroll in a final four-week comprehensive course (PTA 210) which has been designed to review all competency based and didactic material presented within the program. The course has been implemented at the end of the program in order to prepare students for two final clinical experiences. Students enrolled in the course have the opportunity to perform advanced analysis of a complex case study where integration and application of previously learned material is re-evaluated by program faculty.

Overall, our program seeks to offer a curriculum, which is based on the disablement and patient/client care management models with emphasis on active learning, critical thinking and problem solving. It may be either completed in either 2 or 3 years of study. Upon completion, students graduate with an Associate’s Degree in Science and are eligible to apply and take the national licensing exam administered by the Federation of State Boards of Physical Therapy.

STUDENT LEARNING OUTCOMES

Upon successful completion of the PTA program, graduates will:

- Demonstrate adherence to federal and state legal practice standards, institutional regulations and Standards for Ethical Conduct in response to patient/client care and fiscal management
- Demonstrate professionalism through expression of a positive attitude and cooperation, learning, acceptance of constructive criticism, attendance, time management, adaptability, and conflict management
• Demonstrate an appreciation for cultural diversity, values, preferences and expressed needs with respect to all physical therapy activities
• Demonstrate the ability to problem solve and analyze quantitative and qualitative data
• Provide effective and safe physical therapy treatment intervention in alignment with data collection, treatment modification and progression
• Discuss and justify the rationale for administration of selected physical therapy treatment interventions.
• Describe how the profession of physical therapy contributes to societal well being
• Advocate towards improving community access to physical therapy services
• Demonstrate a desire to seek professional development necessary to maintain current with physical therapy practice
PTA DEPARTMENT FACULTY CONTACT INFORMATION

Program Director / Department Chair

Mary Meng-Lee, PT, MPH
(978) 762-4165 Rm HPSS 327
mmeng@northshore.edu

Associate Professor

Michael Fritz, MS, LATC, LPTA
(978) 762-4175 Rm HPSS 335
mfritz@northshore.edu

Academic Coordinator of Clinical Education (ACCE)

Diane Caruso, BS, LPTA
(978) 762-4000 x4469 Rm HPSS 335
dcaruso02@northshore.edu

Adjunct Faculty

Bryan Labell, MS PT, DPT
Paul McGovern, BA, LPTA
Roxanne Rochna, LATC, LPTA
Denise Sargent, DPT, ATC
Elizabeth Wade PT MS

Frequently called NSCC numbers

Health Professions Office (978) 762 4000, x 4160
Campus Police Business: x 6209 or (781) 477 2100
Emergencies: x 6222 or (781) 477 2100
Danvers Bookstore x 4046
Enrollment and Student Records x 4336
Health Services x 5535
Student Support Center x 4349
GENERAL PROGRAM INFORMATION

PTA Program Options of Study

The PTA program is offered in 2 options of study designed to meet the needs of students. They include:

1. Traditional full time (completed in 2 years)
2. Part time (completed in 3 years)

Program requirements are the same for each option of study (66 credits) leading to an Associates in Science with a major in Physical Therapist Assistant.
### Options of Study Leading to an Associate in Science

#### Full-Time Curriculum Sequence

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Fall:</th>
<th>Credits</th>
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<tr>
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<td>BIO 103, Anatomy &amp; Physiology 1</td>
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<tr>
<td></td>
<td>CMP 101, Composition 1</td>
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<tr>
<td></td>
<td>PTA 101, Introduction to Physical Therapy</td>
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<tr>
<td></td>
<td>PTA 103, Therapeutic Massage</td>
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<tr>
<td></td>
<td>PTA 108, Kinesiology Lab</td>
<td>1</td>
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<tr>
<td></td>
<td>PTA 109, Kinesiology</td>
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<tr>
<td></td>
<td>PTA 113, Pathophysiological Conditions 1</td>
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</tr>
<tr>
<td></td>
<td>PTA 201, Modalities Lab</td>
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<td></td>
<td>PTA 202, Modalities</td>
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<td>Spring:</td>
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</tr>
<tr>
<td></td>
<td>BIO 104, Anatomy &amp; Physiology 2</td>
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<td>PTA 104, PTA Procedures Lab</td>
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<td>PTA 105, PTA Procedures</td>
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<td>PTA 114, Pathophysiological Conditions 2</td>
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<td>PTA 117, Therapeutic Exercise 1 Lab</td>
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<td>PTA 118, Therapeutic Exercise 1</td>
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<td></td>
<td>PTA 203, Neurology for Physical Therapist Assistant</td>
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<td>PTA 204, Clinical Anatomy 1 Lab</td>
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<td>Summer:</td>
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<td>PTA 112, Physical Therapist Assistant Clinical Experience 1</td>
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<td>CMP104/146, Composition 2 Elective</td>
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<td>PTA 214, Clinical Anatomy 2 Lab</td>
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<td>PTA 215, Clinical Anatomy 2</td>
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<td>PTA 220, Current Topics in Physical Therapy</td>
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<td></td>
<td>Spring:</td>
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<td></td>
<td>PTA 206, Physical Therapist Assistant Seminar</td>
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<td>PTA 208, Physical Therapist Assistant Clinical Experience 2A and 2B</td>
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<td>PTA 210, Case Studies in Physical Therapy</td>
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Options of Study Leading to an Associates in Science

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<tr>
<td>PTA103 Therapeutic Massage</td>
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<tr>
<td>PTA108 Kinesiology Lab</td>
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</tr>
<tr>
<td>PTA109 Kinesiology</td>
<td>1</td>
</tr>
<tr>
<td>CMP101 Composition I</td>
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</tr>
<tr>
<td>BIO103 Anatomy &amp; Physiology 1</td>
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<tr>
<td>Spring</td>
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<tr>
<td>PTA204 Clinical Anatomy 1 Lab</td>
<td>1</td>
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<tr>
<td>PTA205 Clinical Anatomy 1</td>
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<tr>
<td>PTA203 Neurology for PTA</td>
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<tr>
<td>PTA104 Anatomy &amp; Physiology 2</td>
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<tr>
<td>CMP Elective</td>
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<td><strong>TOTAL</strong></td>
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<tr>
<td><strong>Year 2</strong> Fall</td>
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<tr>
<td>PTA101 Introduction to Physical Therapy</td>
<td>3</td>
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<tr>
<td>PTA113 Pathophysiological Conditions 1</td>
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<tr>
<td>PTA201 PTA Modalities Lab</td>
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<td>PTA202 PTA Modalities</td>
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<tr>
<td>PSY102 General Psychology</td>
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<tr>
<td>Spring</td>
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<tr>
<td>PTA114 Pathophysiological Conditions 2</td>
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</tr>
<tr>
<td>PTA104 PTA Procedures Lab</td>
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<td>PTA105 PTA Procedures</td>
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<tr>
<td>PTA117 Therapeutic Exercise 1 Lab</td>
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<td>PTA118 Therapeutic Exercise 1</td>
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<td>Summer</td>
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<td>PTA112 Clinical Experience 1</td>
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<td>PTA214 Clinical Anatomy 2 Lab</td>
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<td>PTA215 Clinical Anatomy 2</td>
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<td>PTA212 Therapeutic Exercise 2 Lab</td>
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<td>PTA213 Therapeutic Exercise 2</td>
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<td>PTA220 Current Topics in Physical Therapy</td>
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<td>HUM Elective</td>
<td>3</td>
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<td><strong>TOTAL</strong></td>
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<tr>
<td>Spring</td>
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<tr>
<td>PTA206 PTA Seminar</td>
<td>1</td>
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<tr>
<td>PTA210 Case Studies in Physical Therapy</td>
<td>3</td>
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<tr>
<td>PTA208 Clinical Experience 2</td>
<td>8</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>12</td>
</tr>
</tbody>
</table>
ACADEMIC REQUIREMENTS

1. Students will demonstrate proficiency in Mathematics and Communication as well as successfully complete all pre-requisite courses. Students are required to meet with his or her assigned academic advisor prior to registering for courses.

2. Students will pass all Physical Therapy courses with an average grade of “C” (75) or better. Students are required to pass all final written examinations with a 75 or better regardless of average attained upon entering the final. If a minimum grade of “C” (75) is not achieved overall and/or on the final, the student will be dismissed from the program. In the event of dismissal, students may apply for readmission to the program one time (see Health Professions Readmission Policy).

3. Students who fail a practical exam (less than 75%) must repeat the practical on a date determined by the instructor. The objective of the repeat practical is to ensure that the student is able to demonstrate safety and competency in the physical therapy skills being evaluated. The grade achieved on the first attempt will be calculated into the student’s final grade. A practical may only be repeated one time. If safety and competency are not demonstrated upon the student’s second attempt, he or she will be ineligible to proceed through the rest of the course and will subsequently receive a final grade of “F.” A student receiving a final grade of “F” will be required to continue attending and participating during lab until the end of the semester. Should the student re-take the lab course the following semester it is offered, he or she will also be required to audit the co-requisite lectures during the same semester the lab is being repeated. The opportunity for a repeat practical will be granted one time per course only. Upon failing a second practical, the student will receive an F for the course.

4. The following represents grading categories for the PTA program:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Equivalent</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 (93-100)</td>
</tr>
<tr>
<td>A-</td>
<td>3.7 (90-92)</td>
</tr>
<tr>
<td>B+</td>
<td>3.3 (87-89)</td>
</tr>
<tr>
<td>B</td>
<td>3.0 (83-86)</td>
</tr>
<tr>
<td>B-</td>
<td>2.7 (80-82)</td>
</tr>
<tr>
<td>C+</td>
<td>2.3 (77-79)</td>
</tr>
<tr>
<td>C</td>
<td>2.0 (75-76)</td>
</tr>
<tr>
<td>C-</td>
<td>1.7 (70-74)</td>
</tr>
</tbody>
</table>
PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

D+  1.3  (67-69)

D   1.0  (63-66)

D-  0.7  (60-62)

F   0    (below 60)

5. Students will adhere to program and college policies and procedures which include (but are not limited to): attendance, testing, clinical skills, professional behavior, professional core values and admission policies; college’s academic honesty and smoking and alcohol and drug policies as well as campus safety. Policies and procedures are subject to change.

6. Students will adhere to each instructor’s individual course/lab requirements as specified in the syllabus.

7. Students will submit all course assignments, papers and reports by the deadline specified by the course instructor. Students who submit assignments, papers and reports late will receive a 0.

8. Students will take all written and lab practical exams on assigned days and times.

9. Students will adhere to the program’s Learning Contract (see appendix) and professional behavior expectation in both academic and clinical settings.

10. Upon admission to the program, students will be required to complete an annual CORI (Criminal Offense Record Investigation) and/or SORI (Sex Offender Record Information) (see appendix). Upon clinical placement, students may be required to undergo additional CORI/SORI and/or drug screening. Students must pass all required CORI/SORI and drug screening in order to remain enrolled in the PTA program. (see appendix for more detailed explanation of policies and procedures)

11. Students will adhere to the Code of Ethics and Professional Core Values established by the American Physical Therapy Association.

12. Students will respect confidentiality with respect to other students and patients, during course integrated clinical observations, off-campus field trips and/or clinical experiences. Students with access to medical information of a patient or client should only do so as part of their clinical responsibilities and case load. Students must not discuss any patient in public which includes but is not limited to hospital elevators, cafeterias, and hallways.

13. Upon admission to the program, students will sign a PTA Program Technical Standards form indicating that student physical, tactile, visual, communication,
auditory and cognitive skills are at a level necessary to assume the role of a Physical Therapist Assistant. Any change in ability to perform the technical standards during the semester must be brought to the attention of the Program Director. (see appendix)

14. For each lab course, students will be required to provide the instructor with informed consent/release of liability to participate during lab prior to the second week of classes. (see appendix)

15. During labs, students will be expected to participate not only in administering therapeutic techniques and electrical modalities, but also in receiving them.

16. Students will be asked to remove as much clothing as is necessary to expose the body part/segment to be treated. Students will be expected to work with both male and female student counterparts while practicing proper draping techniques for maintaining his/ her partner’s dignity.

17. Students will be required to maintain appropriate hygiene and wear appropriate clothing during each lab in order to allow for palpation of muscles and bony landmarks.

18. As part of laboratory experience, students are required to fully participate in patient simulation scenarios designed to closely replicate the health care environment. These scenarios may be video recorded and viewed in debriefing sessions to allow for reflective learning, peer to peer learning and/ or faculty/staff evaluation.

19. During lab, students will keep fingernails clean and cut short to avoid injuring other students during techniques that require manual contact. All tattoos and body piercings must not be visible.

20. During lab, students will keep hair clean and off the face. It should not interfere with techniques that require manual contact.

21. During lab, students may wear jewelry but it should not interfere with techniques that require manual contact. (ex. watches, small earrings, rings)

22. It is expected that for each lab course that students practice their physical therapy skills collaboratively in study groups during open lab time on a regular basis throughout the semester. Demonstrating competency in skills cannot be achieved through lab time practice only. Open lab hours will be posted outside of the lab at the beginning of each semester.

23. Students are required to have health insurance while enrolled in the PTA program.

24. In addition to the main library, Physical Therapy resources are maintained in the PT lab. Students may check out these resources with a faculty member for academic and professional development purposes. Computers and a printer are also available in the lab for student use. All students are expected to abide by the College’s Computer Use Policy (see College Catalog and Student Handbook)

25. Students are offered student email accounts through “Campus Pipeline”. Students are expected to utilize NSCC email accounts for all email communications when communicating with faculty, clinical instructors and/ or others affiliated with the PTA program and College. Students are expected to check their email accounts on a daily
basis throughout the academic year.

26. Student data forms are to be completed by all PTA students. These forms are used for emergency contact information purposes. The form remains in the student’s file and a duplicate copy may be sent to assigned clinical sites. It is the responsibility of students to notify the Program Director regarding any changes in contact information.

27. Students are expected to perform within the standards of academic honesty established by the College during examinations, tests, quizzes and assignments. For information regarding computer use, copyright and student rights and responsibilities, refer to the College Catalog and Student Handbook.

28. Student records containing relevant information such as signed acknowledgement forms, student data forms, clinical evaluations will be maintained in a secure/locked file cabinet within the PTA department. The record will be maintained for 5 years after graduation. After 5 years, records will be securely disposed. Final grades and credits will be recorded on each student’s official transcript and permanently maintained by the College.

29. Accepted PTA students are required to attend a mandatory information session with college representatives from the Enrollment, Student Financial Services, and Health Professions. Students who do not attend the mandatory orientation session will forfeit their enrollment in the PTA program.

30. Students wishing to transfer credits from other academic institutions must meet the requirements and follow the procedures described by the registrar. Authorized staff from Enrollment will conduct the review for general education courses (Bio 103, Bio 104, CMP 1, CMP 2, Humanities, and General Psychology). The PTA Department Chair/Program Director conducts official review of PT coursework for transfer credit. Students must submit course syllabi, course assignments and related course material so that careful assessment can be performed to assure PTA accreditation standards and competencies are being met. The student wishing to receive credit for the course previously taken must have been enrolled in the class within the past 2 years.

CLINICAL EDUCATION REQUIREMENTS

1. Students will adhere to the requirements, policies and procedures outlined in the Student Clinical Education Handbook. The ACCE will meet with students as a group and individually to review policies and procedures for clinical education in more detail during scheduled times throughout the academic year. Attendance is mandatory. Students who do not attend required meetings may forfeit their clinical assignment.

2. Students must have proof of current certification in CPR at the Adult/Child level, immunizations and professional liability insurance prior to being placed for clinical experiences.

3. Students must demonstrate a grade of “C” (75) or better in all pre-requisite courses in order to be eligible for clinical placement.
4. Students will pass 3 clinical rotations (16 weeks), one of which must be an inpatient rotation. Students who fail a clinical experience course must re-take the course during the next semester it is offered pending available placement.

5. Students are required to complete an average of **35-40 hours** per week during the clinical rotation, unless there is a prior arrangement made between the clinical affiliate and the College.

6. Students will be expected to be present during the working hours of the clinical instructor. Arrangements can be made between the student and the clinical instructor for changing the hours; however, the Academic Coordinator of Clinical Education and the Center Coordinator for Clinical Education must approve the change prior to implementation of the changes.

7. Students will adhere to the general Clinical Attendance Policy

8. If students miss more than 2 days of the clinical rotation, the clinical instructor and/or ACCE will decide whether those days should be made up. The decision will be based on the student’s overall performance during the rotation and the reason for the absence.

9. If students miss more than 2 days, they will be required to make up the time prior to attending the next clinical and/or course. The clinical instructor will contact the Academic Coordinator of Clinical Education to coordinate the make up days.

10. In the case of being absent from clinical, students are required to call their clinical instructor and ACCE prior to the beginning of the workday. **Students must speak directly with their clinical instructor and ACCE regarding their absence from clinical.** Absence from clinical must also be supported by formal documentation (ex. Physician’s note) within 24 hours from the day of absence. Failure to submit formal documentation to the clinical site and ACCE will lead to non-compliance of the program’s professional behavior policy.

11. All requests for time off during scheduled clinical hours must be approved by the ACCE before the request is submitted to the clinical instructor. The ACCE and/or clinical instructor have the authority to approve or disapprove any request for time off

12. If the request for time off is accepted, students will be expected to make up the time at a time mutually convenient to the clinical instructor, the clinical facility and the ACCE.

13. Students are expected to have reliable transportation to and from clinical. Traveling, **up to an hour**, in each direction may be required. Students will be expected to sign a clinical waiver prior to the start of clinical (see appendix).

14. Students are required to complete an in-service presentation before the end of each clinical experience

15. Under no circumstances is the student to contact a clinical affiliate/site regarding:
   a.) possible placement
   b.) changing the time schedule
   c.) changing the assigned dates

16. Students may be required to undergo drug and alcohol testing if it is believed that these substances are being abused. If positive, the student will be dismissed from the
PTA program.

17. Students who fail to submit clinical education forms and assignments on dates assigned by the ACCE will be subject to point deduction off of the final grade.

18. The program is not responsible for assigning clinical rotations outside the established dates within the academic year.

19. Students who fail a clinical experience will be subject to the Health Professions Program Readmission Policy if applicable.

20. In the event of inclement weather, an emergency or college closing due to holiday, students will adhere to the Health Professions Clinical Attendance policy.

21. Students will be expected to adhere to the clinic/hospital’s policies and procedures, including adherence to the dress code. Students will be expected to wear their nametags, which identify them as PTA students from North Shore Community College and they are expected to arrive clinical prepared in professional attire/appropriate footwear.

STUDENT ADVISEMENT

Each PTA student is assigned a PTA faculty member as an academic advisor. If a student has been assigned to a non-PTA faculty advisor, please bring this to the attention of the Department Chair/Program Director and the error will be corrected.

The role of the advisor is to:

- Counsel you on course selection,
- Make referrals for you to appropriate student services,
- Develop an academic plan that is most appropriate for you; i.e., advising on the number of credits that you will likely be able to manage successfully, taking into account other responsibilities such as part-time job, family, etc.
- Provide general feedback on how you are progressing academically and clinically.
- Provide feedback regarding professionalism and attainment of professional core values.

Office hours for the Department Chair and Faculty Members are posted outside their office doors. If you have a conflict with their schedules, please bring this to the attention of the faculty member and an attempt will be made to provide a more suitable time to meet.

WITHDRAWAL FROM THE PROGRAM

A student may withdraw from the PTA Program at any time. It is in the best interests of the student to consult with his or her academic advisor and the Department Chair/Program Director concerning withdrawal. A letter containing reasons why the decision to withdraw made should be addressed to the Department Chair/Program Director. It is then the student’s responsibility to withdraw from all registered courses.
WITHDRAWAL FROM COURSE

A student may officially withdraw from any course before the twelfth week of the semester and receive a “W” grade. A student should see his/her course instructor for advisement. Failure to officially withdraw may result in an “F” grade; and withdrawal may affect academic standing and financial aid. Withdrawal from courses may result in an interruption of a student’s curriculum sequence which requires re-admission to the PTA program. Please refer to the Re-Admission policy.

APPLICATION TO GRADUATE

In order for a student to graduate, a graduation application form must be completed and submitted to Enrollment and Student Records the semester before scheduled graduation. Application to Graduate forms may be obtained from the Enrollment office. Students must complete the form and submit it to the Registrar by the required deadline. After receiving the completed form, the Registrar will review the student’s academic record and will respond to the student as to whether all courses required for graduation have been completed.

ASSOCIATE DEGREE REQUIREMENTS

To be eligible for a degree, PTA students must have: earned at least 60 hours of credit with CQPA of 2.00 or higher; fulfilled all requirements designated in the applicable active program requirements; met the particular detailed career course and grading requirements in the curriculum selected; and met all other specific requirements set by the College. Active versions of PTA Programs must be completed so that graduates are prepared with current knowledge and skills for competent entry level practice as a Physical Therapist Assistant. For additional information, please refer to the College catalogue and Student Handbook.

REQUIREMENTS FOR PROFESSIONAL LICENSURE

In order to practice as a physical therapist assistant, students will need to complete the following:

1. Successfully complete and graduate from an accredited Physical Therapist Assistant program

2. The Federation of State Boards of Physical Therapy develops, maintains and administers the National Physical Therapy Examination for Physical Therapists and Physical Therapist Assistants. Prior to registering for the exam, with FSBPT, graduates must first complete registration with the Massachusetts Board of Registration in Allied Health Professionals. This is the agency which provides confirmation that applicants have met all necessary requirements necessary to take the exam.
PHYSICAL THERAPIST PROFESSIONAL LICENSURE CONTACT INFORMATION

Federation of State Boards of Physical Therapy (FSBPT)
509 Wythe Street
Alexandria, VA 22314
Phone:  703-299-3100
Fax:  703-299-3110
www.fsbpt.org

Massachusetts Board of Registration in Allied Health Professionals
1000 Washington St. Suite 710
Boston, MA
02118
Phone: 617-727-3071
www.mass.gov/dpl/boards/ah

3. During Seminar (PTA 206), faculty will review details regarding licensure application process in greater detail. **Ultimately, it is the student’s responsibility for accessing information and completing all steps of the application process in the respective state where he/she intends to practice.**

4. It is recommended that students take a licensing exam review class (offered by NEPTAC or New England Physical Therapist Assistant Consortium) prior to graduation. Details regarding registration process, location, time and cost will be provided by the Program Director.
The following students (full- or part-time) must apply for re-admission prior to registration:

1. Students who have formally withdrawn from the College
2. Students who have not been enrolled at the College within the previous five years
3. Students who have graduated from the College
4. Students in selective admissions programs *who have interrupted their sequence of professional courses

*(Nurse Education, Physical Therapist Assistant, Occupational Therapy Assistant, Radiologic Technology, Respiratory Care, Early Childhood Education, Drug and Alcohol Rehabilitation, Substance Abuse Counseling)

Students in the Health Professions degree programs seeking re-admission must meet current admission requirements, and if re-admitted, are permitted only one re-admission to their program and on a space available basis.

PTA PROGRAM PROCESS AND PROCEDURES FOR READMISSION

Formal readmission to the PTA Program is needed for any matriculated student who has interrupted his/her sequence of courses as designed in the option of study for which he/she initially enrolled (part-time or full-time) by any of the following:

1. course failure
2. course withdrawal
3. semester stop out

The formal readmission process and procedures require the student to initiate and complete all of the following steps:

1. Communicate with the PTA Program Director/ Department Chair within 10 days of a course withdrawal and/or failure and within one (1) month of the end of the “stop out” semester.
2. Submit a general NSCC application and detailed letter addressing specific changes he/she will make and/or have made to enhance academic success if readmitted to the PTA Program by a date established by the Program Director.
3. Participate in an interview with the PTA Department Chair and/ or faculty to further discuss reasons for course failure and future plans for academic success should the student be readmitted to the program.
4. Meet with the Program Director regarding readmission decision and discuss action plan (if applicable) outlining performance expectations and curricular sequencing and which courses/ labs need to be repeated or subject to the Clinical Skills policy.

5. Sign and submit the PTA Program Readmission Form to Enrollment Services.

In accordance with the College’s readmission policy, all matriculated students have one opportunity to be readmitted to the PTA Program. Readmission will be based on academic and clinical performance, personal circumstances, documented plan for future success and space availability. Students who are readmitted must meet current program requirements including updated health forms, proof of liability insurance and technical standards for participation in academic and clinical education.

**PTA PROGRAM ATTENDANCE POLICY**

*Attendance is mandatory for all classes and labs as it is a measurement of student participation and ownership in the learning process.* If a student must be absent from class due to family emergency or illness, he or she must contact the instructor prior to the beginning of class. If no contact is made with the instructor prior to the beginning of the class, the absence will be considered “unexcused” and 5 points will be deducted from the student’s final grade. To receive an excused absence, program faculty may require formal documentation from the student (ex. MD note, death certificate/proof of obituary).

Each absence (including “excused” absences) exceeding the first absence, will lead to a 5 point deduction from the final grade.

In the event of prolonged illness or family emergency, students must discuss his/her situation with the course instructor and provide official documentation that extended absence from class is necessary (ex MD note, surgery)

Ultimately it is the student’s responsibility to obtain missing class notes and handouts from a classmate (not the instructor) regardless of the reason for being absent.

**PTA PROGRAM TARDINESS POLICY**

A student who is repeatedly late for class is considered unprofessional and disruptive to the instructor and students. Students will be granted a five (5) minute grace period from the start of class. After the 5 minute period, 2 points will be deducted from the final grade for each incidence of tardiness.

**PTA STUDENT CONFIDENTIALITY POLICY**

Faculty will take special precautions to ensure all communication regarding student academic and clinical performance is kept private and confidential. Examinations and student
immunization records are maintained in locked file cabinets in the offices of program faculty and ACCE respectively.

**FIELDTRIP POLICY & PROCEDURE**

In the interest of student safety, any faculty requesting students to participate in the observational experience must complete a “Field Trip Request” form including information such as: student name, purpose of the trip, destination, time departing and returning, name of accompanying faculty member if applicable and method of transportation. The request form must be forwarded to the Department Chair, Dean of Health Professions and Vice President of Academic Affairs for respective approval at least two weeks in advance of the observational experience. In addition, students are required to sign a field trip permission form.

The program ensures safety of the patients/clients prior to the clinical observation. This is achieved through a written letter of confirmation from the program’s ACCE to the Center Coordinator of Clinical Education. The letter identifies the student’s name and year enrolled in the PTA program. In addition, the letter confirms that the student has received information pertaining to HIPPA, patient confidentiality and universal precautions.

**CLINICAL/FIELDWORK CANCELLATION POLICY**

1. If mandatory college closing (classes cancelled) is required prior to the start of scheduled clinical/fieldwork, the student will not be required to attend clinical/fieldwork for the duration of the cancellation.

2. If mandatory college closing (classes cancelled) during the day/evening, after the student has arrived at clinical/fieldwork site, the student is required to complete assigned procedures prior to leaving the site. The student must ensure patient safety is not compromised and documentation is completed.

3. If mandatory college closing (classes cancelled) is required, the student may have to make up hours/time in order to fulfill program requirements (per program policy).

4. If classes are not cancelled, but there is questionable weather, the student will use their own discretion as to their ability to travel safely to and from clinical/fieldwork site. Should the student decide that travel is not prudent, they are to follow the program’s attendance policy regarding absence from clinical/fieldwork.

5. Students may attend clinical/fieldwork on holidays that are not typically observed by health care agencies (ex. Evacuation Day, College Professional Day, Patriot’s Day, and Bunker Hill Day) or any other day at the program’s discretion.

6. Students may access the college adverse weather/emergency closings by:
PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

- calling the college adverse weather hotline at
- (978) 762-4200
- accessing the college website
- local television and radio stations

This policy should be communicated to all clinical affiliates and to all students.

PTA PROGRAM TEST/EXAM POLICY

If a student is unable to take test/exam due to unforeseen reasons such as illness and/or family emergency, the student is to contact the instructor prior to the test/exam date and time. If the instructor views the excuse as reasonable, arrangements will be made for a make-up test/exam on the following day of classes regardless if the student has a class or not. For each day missed beyond the following day (day 1 after the scheduled test date), there will be a 10 point deduction from the test/exam grade. It is the responsibility of the student to contact the instructor regarding the make up time and place. If a student is absent the day of the test/exam and has failed to contact the instructor prior to the beginning of the test/exam date and time, the student will be given a zero and will have no opportunity to make up the test/exam.

All students are expected to abide by the academic honesty policies of the college. Dishonest academic behavior includes, but is not limited to cheating and plagiarism.

PTA PROGRAM PRACTICAL EXAM POLICY

If a student is unable to take a practical exam due to an unforeseen reason such as illness and/or family emergency, the student must contact the instructor prior to the practical. If the instructor views the excuse as reasonable, arrangements will be made for a make-up practical time.

Students who do not show for the day of any practical exam will be granted a zero and no make-up practical will be allowed.

Students who fail the practical exam (less than 75%) must repeat the practical on a date determined by the instructor. The objective of the repeat practical is to ensure that the student is able to demonstrate safety and competency in the physical therapy skills being evaluated. The grade achieved on the first attempt will be calculated into the student’s final grade. A practical may only be repeated one time. If safety and competency are not demonstrated upon the student’s second attempt, he or she will be ineligible to proceed through the rest of the course and will subsequently receive a final grade of “F.” A student receiving a final grade of “F” will be required to continue attending and participating during lab until the end of the semester.

Should the student re-take the lab course the following semester it is offered, he or she will also be required to audit the co-requisite lectures during the same semester the lab is being repeated.

The opportunity for a repeat practical will be granted one time per course only. Upon failing a second practical, the student will receive an F for the course.
PTA PROGRAM CLINICAL SKILLS POLICY

Students who are re-admitted to the Physical Therapist Assistant program after an absence of 2 or more semesters are required to demonstrate prerequisite knowledge and skills for their point of re-entry. Appropriate means of demonstration will be specified by the department on a case-by-case basis and may include departmental examinations of practical or written knowledge or course audit. If the course audit is chosen, it will be expected that the student will participate in all course examinations. In the event that knowledge/skills are not successfully demonstrated, the student will be required to re-take the course.

This policy applies to the following laboratory courses:

- PTA103 Therapeutic Massage Lab
- PTA201 Modalities Lab
- PTA108 Kinesiology Lab
- PTA104 Physical Therapist Assistant Procedures Lab
- PTA112 Clinical Experience 1
- PTA204 Clinical Anatomy 1 Lab
- PTA214 Clinical Anatomy 2 Lab
- PTA117 Therapeutic Exercise 1 Lab
- PTA212 Therapeutic Exercise 2 Lab
- PTA210 Case Studies in Physical Therapy
- PTA208 Clinical Experience 2 A and 2 B

It is necessary for the skills required for clinical experience to be current and up-to-date. North Shore Community College’s PTA program is constantly refining these skills and, therefore, all returning students should be able to enter classes with skills equal to the currently enrolled students.

PTA PROGRAM PROFESSIONAL BEHAVIOR POLICY

In preparation for a career in the health profession, students are expected to behave in a responsible and professional manner in the classroom as well as in the clinical setting. The faculty has determined the following to be standards of acceptable behavior for students in the academic and clinical components of the Physical Therapist Assistant program.

In the classroom setting, students are expected to:

1. Use tact and courteous behavior towards faculty and peers
2. Follow directions and complete assigned tasks
3. Respect the classroom as a place of learning and avoid disruption of the learning process by not doing the following:
   - making comments unrelated to the subject matter
engaging in unnecessary conversation during class
leaving the classroom without permission
entering the classroom after class has begun without permission of instructor

4. Show respect for differences that exist in others. North Shore Community College does not discriminate on the basis of race, creed, religion, handicap or sexual preference. We expect our students to act in the same manner as the College they represent.

5. Notify instructors prior to absences or tardiness!

6. Attend classes on a regular basis. Repeated absence is considered unprofessional and will result in a lowering of grades. Refer to the program’s attendance policy described in each course syllabus and this handbook

7. Take responsibility for seeking prior approval from the faculty for borrowing items from the program and for returning them in a timely fashion. Borrowed equipment and/or literature must be signed out and returned as soon as possible in good condition.

8. Properly maintain classrooms and laboratory areas by returning supplies and equipment to designated areas.

9. Adhere to the PTA program learning contract.

In the clinical setting, students are expected to:

- Be punctual, dependable and adhere to scheduled assignments
- Wear appropriate professional attire/maintain appropriate hygiene
- Adhere to ethical and legal standards of physical therapy practice
- Show respect for others (clients/patients, peers, clinical instructors)
- Treat clients in a manner that reflects dignity, respect and value for human life
- Maintain confidentiality and use discretion when conversing with and in front of patients
- Demonstrate initiative and accept responsibility for learning
- Demonstrate active listening
- Accept criticism and respond in a manner that reflects an understanding of constructive criticism
- Express a positive attitude, which reflects cooperation and flexibility
- Maintain balance between personal and professional relationships with clients and staff
OUTCOMES FOR NON-COMPLIANCE OF PROFESSIONAL BEHAVIOUR POLICY

Incidents of non-compliance will be handled by the program as follows;

- Upon the **first incident**, the faculty member who observes the behavior will give the student a verbal warning, and report the incident to the Program Director and/or Academic Coordinator of Clinical Education. The faculty member involved will give an explanation of the reasons for this warning to the student.

- If a **second incident** occurs, a written warning and a meeting with the Program Director and a faculty member will follow. A copy of the written warning will be forwarded to the Dean of Health Professions. An appointment will be made for the student to meet with a counselor at the Student Support Services Center. The counselor will assist the student to write an action plan to correct the behavior. A copy of the action plan will be filed in the Program Director’s office in the student’s file.

If a **third incident** occurs, where the student fails to follow through with the action plan and continues to demonstrate non-compliance, he or she will be dismissed from the program.
PHYSICAL THERAPY PROFESSIONAL CORE VALUES ASSESSMENT

POLICIES AND PROCEDURES

Policy:

Professional core values have been established by the American Physical Therapy Association as required skills for practicing PT’s and PTA’s. As such, the PTA program at NSCC is committed to promoting these values in our students. A student who does not demonstrate an appropriate level of skill in these areas cannot progress thorough the program and will be advised on the appropriate course of action which will be either remediation and/or withdrawal from the program.

Procedures:

1.) Each student in each course will be formally assessed by the instructor on his/her professional core values, at mid-term and final. At mid-term and final, the instructor will submit the forms to the Program Director who will then distribute to each student’s respective advisor.

2.) The student’s advisor will review each course assessment with the student. Any discrepancies and/or problematic areas will be discussed and an action plan to remediate areas of concern will be developed. The Program Director will be notified of problematic areas and the student’s remedial action plan.

3.) Students must meet the following minimum criteria in order to progress through the program:

By the end of the first semester:

- Performs at a developing level in: accountability, integrity, excellence
- Performs at a beginning level in: altruism, compassion/caring, professional duty, social responsibility

By the end of the second semester and before attending first clinical experience:

- Performs at a developing level in: accountability, integrity, excellence, altruism, compassion/caring and professional duty
- Performs at a beginning level in: social responsibility

By the end of the third semester and before attending second year (final) clinical experiences:
• Performs at an entry level in: accountability, integrity, excellence, altruism, compassion/caring and professional duty
• Performs at a developing level in: social responsibility

By the end of the fourth semester:
• Performs at an entry level: in all professional core values

5. Students who are not meeting these standards will be prevented from attending clinical until they have participated and successfully completed a remedial action plan. If the student does not successfully remediate areas of deficit/concern, he/she will be withdrawn from the PTA program.

OPERATIONAL DEFINITIONS FOR CORE/PROFESSIONAL VALUES ASSESSMENT

Red flag: Student is performing at an unacceptable level

Beginning level: Student is able to identify the parameters of the core values and demonstrates understanding of the importance of these values being implemented into practice. Student demonstrates efforts to implement the core values with assistance.

Developing level: Student is able to implement core values into their set of skills and behaviors on a regular basis although may require occasional support and/or feedback.

Entry level: Student consistently implements core values into their set of skills and behaviors. He/she demonstrates an awareness of the value and importance of these values and seeks ways to improve performance in all areas of clinical practice.

COMMUNICATIONS AND GRIEVANCE POLICY

A student who wishes to discuss an issue of academic or professional concern should adhere to the following procedure:

1. The student should first have a discussion with the instructor who is responsible for the course in which there is a concern. Most circumstances that arise can be and should be addressed with the instructor who is directly involved. Rarely, will situations occur that require more than a calm, open, and professional discussion between the student and
his/her instructor.

2. However, if the student does not believe that the issue has been resolved in a reasonable and satisfactory way, the student may discuss the concern with the faculty member who supervises the instructor. (See the organizational chart on the following page.) The supervisor will attempt to gather all necessary information from all available sources in order to determine the appropriate resolution of the problem.

If another faculty member is contacted before any discussion is had with the instructor in question, then the student will be referred, immediately, back to the instructor for the appropriate discussion/resolution.

POLICY ON COMPLAINTS (OUTSIDE OF DUE PROCESS)

Complaints which fall outside of due process will be handled on an individual or case by case basis. Upon receiving the informal or written complaint, the Program Director will assimilate the information presented and respond accordingly depending upon the nature of the complaint. With respect to employers of graduates and/or the general public, the Program Director may seek consultation from the program’s Advisory Board and forward to the Dean of Health Professions and/or Vice President for Academic Affairs. All complaint records will be maintained and held in a locked file cabinet located in the office of the Program Director.

FOR ADDITIONAL INFORMATION ON STUDENT GREIVANCE PROCEDURES, REFER TO THE NSCC STUDENT HANDBOOK
ORGANIZATIONAL CHART

Dean of Health Professions
Maryanne Atkinson
HPSS – ext. 4160

Physical Therapist Assistant Program/Department

Department Chair/Program Director
Professor
Mary Meng-Lee
HPSS 327 – ext. 4165

Michael Fritz
Associate Professor
HPSS – ext. 4175

Diane Caruso
Coordinator of Clinical Education
HPSS – ext. 4469

Adjunct Faculty
Bryan Labell
Paul McGovern
Roxanne Rochna
Denise Sargent
Elizabeth Wade
ACADEMIC HONESTY POLICY

Members of the North Shore Community College community are expected to act within the standards of academic honesty. Any willfully dishonest behavior is subject to disciplinary action, which may range from that which the instructor imposes relative to the specific course to dismissal from the College, depending on the seriousness of the act.

Dishonest academic behavior includes, but is not limited to:

- **Cheating** – use of unauthorized notes during an examination; giving or receiving unauthorized assistance on an examination; copying from someone else’s examination, term paper, homework, or report; theft of examination materials; falsification of works or records.

- **Plagiarism** - using the words, data or ideas of another, as one’s own, without properly acknowledging their source. Students should consult the freshman English handbook for guidelines on proper documentation procedures.

In addition to action taken relative to the specific course, the course instructor may bring any matter related to academic honesty to the Vice President of Academic Affairs for further disciplinary action. The Vice President will review the case and determine if further action is to be taken.

Disciplinary action may be appealed by the affected student/s. A full description of the student grievance process is available in the Dean of Student Services Office.

SMOKING POLICY

Smoking is strictly prohibited in all College facilities. Questions should be directed to the Campus Police, (978)-762-4000 ext. 6209.

ALCOHOL AND DRUG POLICY

The use of alcohol in any form and the illegal use of drugs at any College-sponsored activities are strictly forbidden, regardless of location. Violators will be subject to disciplinary action, by the appropriate governing body. Any questions should be directed to your Dean. For more information regarding alcohol and drug policies refer to the NSCC Student Handbook.
CAMPUS SAFETY

BUILDING EMERGENCIES/SAFETY EVACUATION

Policy Statement

A College building must be completely evacuated in the case of a fire, bomb scare or other hazardous conditions threatening the well-being of students and staff. At the sound of the fire alarm, all individuals are to exit the building immediately in accordance to the procedures set forth. Anyone suspecting a hazardous condition (i.e. fire, bomb, etc.) should adhere to the procedures described for notifying others.

Procedures

Alerting Others

1. If an individual has reason to believe there is a fire or hazardous situation, he/she is not to attempt to correct the problem on their own (i.e. extinguish fire, etc.) but should:
   - Pull red fire alarm pull-box if visible and nearby and immediately exit building.
   
   OR
   
   • Using the nearest College telephone (not a pay phone), immediately call 6222 to alert Campus Police. If no response, call “O” for Operator who will call appropriate authorities.

Evacuating Building

1. Faculty members tell students to quickly leave the building, following the evacuation route found on fire exit sign located on the wall adjacent to the corridor door.

2. When the classroom has been emptied, the faculty member turns off all electrical and gas devices. The lights should be left on. He/she then leaves, making sure classroom corridor door is unlocked and closed, and exits the building following the evacuation route noted in Step 1.

3. Anyone located in lounges or corridors will evacuate immediately by exiting using the closest available stairwell.

4. Students and/or other visitors in offices will immediately be told to leave and follow the evacuation route noted in Step 1.
5. Staff located in offices or other work areas, where practical, will immediately lock all safes, shut any interior office doors, shut off all electrical devices and exit the building. The last on out will leave lights on and make sure all corridor doors are closed and unlocked. Exiting will be accomplished by following the evacuation route noted in Step 1.

6. When those evacuating reach the outside, they are to keep moving until they exit 200 feet from the building to allow fire apparatus to access building.

7. At no time should the elevator be used as a means of exit.

8. At the sounding of alarms, first staff members reaching doorways will hold open doors. Final Pass Monitors assist handicapped students to exit building.

9. Final Pass Monitors will report to Exit Control Monitor when their pass is completed and area is clear. Exit Control Monitor will inform Campus Police and Fire Department officials that building has been cleared.

10. Re-entry procedure: Appropriate Campus Police Officer and Exit Control Monitor will monitor and coordinate with fire officials re-entry of students/staff into building once authorization is received from fire officials.

NON-FIRE, NON-BOMB, EMERGENCY AND ROUTINE CAMPUS POLICE ASSISTANCE

Policy Statement

The Campus Police Department is equipped, trained and responsible for responding to all emergency situations and calls for assistance. All incidents, violations of applicable College policy or rules and regulations, suspicious activity or persons, motor vehicle violations, thefts, and hazardous situations are to be reported to the Campus Police Department promptly, and an investigation will be conducted. The Campus Police through the authority of the Campus Police Chief will act as liaison to local police, fire emergency medical services and state/government law enforcement agencies.

PROCEDURES

1. In the event of this type of EMERGENCY, the reporting person should dial 6222; explain the type of assistance needed, the campus (building and location) of the request and your name. The reporter should answer all questions of the Campus Police Officer and follow instructions given.

2. In a ROUTINE BUSINESS inquiry, the reporting person should dial 6209, explain the type of assistance needed the campus (building and location) of the request and give your name. The reporter should answer all of the Campus Police Officer’s
questions and follow instructions given; the Campus Police Officer shall take appropriate action.

The College has added a number to report emergency/violent situations. This number is 781-477-2100 and students should program this number into his/her cell phone. Students are also encouraged to enroll in the college’s Emergency Messaging System. Students may enroll under the “my pipeline” tab in Pipeline.

POLICIES AND PROCEDURES FOR SAFETY IN THE PT LAB

1. PTA program laboratory equipment annual inspection for safety and calibration during the month of October or November of each academic year. The Program Director is responsible for scheduling exact time and date for an external vendor to perform critical safety checks and calibration on all laboratory equipment. Any laboratory equipment that is deemed to be malfunctioning and/or unsafe by the inspector will be removed from the lab and student use until it is repaired and/or replaced accordingly. Students may not use any electrical equipment/modality unless there is a PT faculty member present in the building.

2. Students must be checked off by the lab instructor for any modality being used after regular class hours.

3. Students must sign an informed consent/release of liability form before using any modality.

4. Students must inform the lab instructor of any change in their physical condition and/or cognitive status when assuming the role of either patient or therapist.

5. Students must get permission from the Program Director before using the lab after regular class hours.

6. Students have access to first aid kit in the lab for minor injuries. In all other cases of injury and/or emergencies, college campus safety rules must be followed. Campus Police may be contacted by calling extension 6222 or 781-477-2100 from any college phone or cell phone.

7. If you are stuck by a needle or other sharp, get blood or other potentially infectious materials in your eyes, nose or on broken skin:

   - Immediately flood the exposed area with water and clean any wound with soap and water
   - Report this incident immediately to a faculty member

Seek immediate medical attention from your primary care physician.

TRANSFER AGREEMENTS/OPTIONS
There is the possibility for a PTA graduate to transfer to a Bachelor’s program in a related field such as Exercise Science, Exercise Physiology, and Public Health.

Currently an official transfer agreement exists between NSCC’s PTA Program and the following institutions:

- UMass (Lowell): Exercise Physiology
- Regis College: Exercise Science and Public Health

**STUDENT PTA CLUB**

All PTA students are considered members of the Student PTA club and are strongly encouraged to participate in fundraising activities and other activities related to sharing knowledge of the profession with NSCC students and faculty. A PTA faculty or staff member serves as the club advisor and students elect officers and plan activities. Student participation demonstrates a commitment to developing leadership skills, which is a requirement of the PTA program.
Appendix A

Learning Contract
(Between the Physical Therapist Assistant Program and the students who are enrolled in the program.)

The learning environment is the second teacher in the classroom and a positive attitude toward maintaining this environment will help you to be successful. This contract includes the student behaviors that the professor considers important to achieve the goal of demonstrating positive behaviors and attitudes in the classroom, which will contribute to lifelong learning.

- Reading assignments are clearly designated in the course syllabus. They may be started at any time following the first class meeting. I agree to prepare myself for class by reading assignments and completing assigned projects on time.

- Missed classes are time that is lost. There is no way to recreate the discussion and there is no guarantee that there will be opportunities to revisit topics covered during class. I understand that I have a responsibility for obtaining any material I missed from a classmate.

- Tardiness and missed class time affects all students and interruptions of any kind disrupt the learning process. I agree to arrive on time for class/clinical experiences and remain until the session is over.

- I will make an effort to learn about my classmates and be sensitive to cultural values and diversity especially with regard to expression of ideas and feelings that may differ from mine.

- I will display a positive and respectful attitude toward my peers, professor and the learning environment.

- I understand that my work will be evaluated constructively and that specific suggestions will be made by the professor to assist my learning to become a competent professional. I will welcome new ideas and approaches to learning and demonstrate flexibility and willingness to consider them.

- I will arrange meetings with the professor in advance and at mutually convenient times. I understand that the professor will post office hours and I will respect the need to sign up in advance.

- Disruptive behavior of any type takes away from the learning process. If I demonstrate such behavior, I understand that I will be dismissed from the class after one verbal warning. Subsequent disruption may result in dismissal from the course.

_________________________________________  _______________________
Student signature                                      Date
Appendix B

Technical Standards for the Physical Therapist Assistant Program

Student Name: __________________________________________  DOB: ___/___/______

To the Student: As you complete this form please consider your physical and mental/attitudinal ability to perform the Technical Standards associated with the health professions program that you are about to enter. Please carefully consider the Expected Performance Level in this program as you evaluate your performance. Contact the Division of Health Professions at (978) 762-4160, if you require more specific information about the physical and mental/cognitive requirements of the program.

General Job Description: Physical therapists assistants, or PTAs, are technically educated health care professionals who work under the supervision of physical therapists in the provision of physical therapy services. Physical therapist assistants work in hospitals, private physical therapy offices, community health centers, corporate or industrial health centers, sports facilities, rehabilitation centers, nursing homes, home health agencies, schools and pediatric centers. They require strong interpersonal and problem solving skills which are crucial to planning effective treatment plans.

*Performance Level:  O = occasionally 50-74%;  F = frequently 75-89%;  C = constantly 90-100%*

<table>
<thead>
<tr>
<th>PHYSICAL</th>
<th>Freq*</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIFT: patients, equipment - up to 35 lbs.</td>
<td>F</td>
</tr>
<tr>
<td>CARRY: equipment, objects - 25 lbs. minimum</td>
<td>F</td>
</tr>
<tr>
<td>KNEEL: to perform CPR, work with patients on mat; assist patients who fall</td>
<td>O</td>
</tr>
<tr>
<td>STOOP/BEND/ TWIST: to adjust wheelchairs, assist in ADL; perform transfers</td>
<td>F</td>
</tr>
<tr>
<td>BALANCE: safely maintain while assisting patients in ambulation, transfer and balance techniques</td>
<td>C</td>
</tr>
<tr>
<td>CRAWL: to work on mat with patients</td>
<td>F</td>
</tr>
<tr>
<td>REACH: to adjust equipment, to guard patient, to reach supplies</td>
<td>C</td>
</tr>
<tr>
<td>HANDLE: equipment such as prosthetics, orthotics, walkers, canes, crutches, weights, modalities</td>
<td>C</td>
</tr>
<tr>
<td>DEXTERITY: manipulate and fine tune knobs, dials, goniometers, blood pressure cuffs, tools, equipment hardware</td>
<td>C</td>
</tr>
<tr>
<td>PUSH/PULL: wheelchairs, stretchers, patients, Hoyer lifts</td>
<td>C</td>
</tr>
<tr>
<td>WALK: a distance of at least 2 miles during a normal</td>
<td>C</td>
</tr>
<tr>
<td>PHYSICAL</td>
<td>Freq*</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>work day</td>
<td></td>
</tr>
<tr>
<td>STAND: for periods of at least 2 hours</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TACTILE</th>
<th>Freq*</th>
</tr>
</thead>
<tbody>
<tr>
<td>PALPATE: pulses, spasticity, muscle contractions, bony landmarks, end-feels, swelling</td>
<td>C</td>
</tr>
<tr>
<td>DIFFERENTIATE: between temperature and pressure variations</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VISUAL</th>
<th>Freq*</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ: accurately, numbers, letters, cursive writing in fine and other print in varying light levels</td>
<td>C</td>
</tr>
<tr>
<td>DETECT: changes in skin color, patient's facial expressions, gait deviations, swelling, atrophy, forms of non-verbal communication (gestures)</td>
<td>C</td>
</tr>
<tr>
<td>OBSERVE: patient and environment in order to assess the patient's condition or needs from a distance of 20 feet</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMUNICATION</th>
<th>Freq*</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPEAK: in English language in clear, concise manner; to communicate with patients, families, significant others, health care providers, community</td>
<td>C</td>
</tr>
<tr>
<td>RESPOND: to patient with communication disorders (aphasia, hearing loss), or those who use ESL</td>
<td>F</td>
</tr>
<tr>
<td>COMPREHEND: oral and written language, including health care terminology in order to communicate with patients, families, significant others, health care providers, and community</td>
<td>C</td>
</tr>
<tr>
<td>WRITE: in English, clearly, legibly; for charts, home exercise instructions</td>
<td>C</td>
</tr>
</tbody>
</table>
**AUDITORY**

| HEAR: | heart sounds, breath sounds, patient distress sounds, machine timer bells and alarms; verbal directions from supervisor from a distance of 20 feet | Freq* | C |

**MENTAL/COGNITIVE**

| Function safely, effectively, and calmly under stressful situations. | C |
| Remain alert to surroundings, potential emergencies; respond to patient situations, i.e. falls, burns, pain, change in physical and/or mental status. | C |
| Integrate information, and make decisions based on pertinent data, in a collaborative manner with other members of the health care team | C |
| Interact effectively and appropriately with patients, families, supervisors, and co-workers of the same or different cultures with respect, politeness, tact, collaboration, teamwork, discretion. | C |
| Communicate an understanding of basic principles of supervision, ethics, and confidentiality. | C |
| Display basic interpersonal skills necessary to interact in situations requiring close, personal contact. | C |
| Display attitudes/actions consistent with the ethical standards and core values of the profession | C |

*Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. A list of those essential tasks is listed above. For those applicants offered admission, you will be asked to self-certify by signing the Technical Standards which are included in the Health Forms packet.
Appendix C

Informed Consent/Release of Liability Form

Student Name ____________________________   Instructor__________________________

Laboratory __________________________________________________________________

Procedure(s) __________________________________________________________________

Indications, contraindications and precautions in performing this procedure:

Please refer to textbook and class notes

__________________________________________

Signing this document indicates that I have full knowledge of the indications, contraindications and precautions enclosed in the content of this form. I am voluntarily participating in this course. I understand that my participation includes acting both as the subject (having the procedure performed on me) and as the student clinician (performing the procedure). Participating in either role, I will comply with the following requirements:

I have a completed health form on file with the College.

I have received information about infection control and the prevention of blood borne pathogens.

My required immunizations are up to date.

I will perform the procedures assigned in each laboratory session under the direct supervision of the course instructor.

I will notify the instructor of any contraindications, which apply to my participating in the laboratory procedure.

I will inform the instructor, prior to the laboratory session, of any current condition or any changes that occur which might interfere with my participation in the laboratory procedure.

I understand the information that is obtained about me during the course will be treated as privileged and confidential.

To the best of my knowledge, I am safe to perform the assigned procedures and have the procedures performed on me by fellow classmates. By signing this release of liability, I confirm that I have disclosed all pertinent information and can safely participate in the above-mentioned procedures. I release my fellow students, instructors and College from any liability.

__________________________________________    ________________________________
Student Signature                     Date                                           Instructor Signature  Date
Appendix D

Student Data Form

Name of student: __________________________________________

Address of student: _______________________________________

Phone number: ___________________________________________

Pipeline e-mail address: ___________________________________

Emergency contact: ________________________________________
Appendix E

Model Subject Release Form

I hereby give permission to the Physical Therapist Assistant program at North Shore Community College to take photographs (still or moving) of me or materials owned by me.

I also give permission to North Shore Community College to use said finished photographs for any legitimate, non-profit purpose, as deemed by the College, without limit or reservation.

All videorecording produced by the Physical Therapist Assistant program will be for the use of the Physical Therapist Assistant program only and will not be reproduced for outside use.

SIGNATURE: _________________________________ DATE: _____________

NAME: __________________________________________________________
Appendix F

NORTH SHORE COMMUNITY COLLEGE
(referred to as “College” below)

CLINICAL/FIELDWORK WAIVER FORM

I, ___________________________________________ (student name), a student at North Shore Community College enrolled in a Health Professions Program, understand and agree that I am fully responsible for the cost of any physical, emotional, or property injury resulting from my transportation, safe conduct to and from the Clinical Agency for/or my participation in clinical activities and thus, will in no way hold the College or faculty/staff member responsible for any injuries and/or losses incurred during transit or while participating in any clinical activities including but not limited to medical and dental expenses incurred as a result of my participation in this program; and, further, I agree to indemnify and hold harmless the said College against any and all claims, damages and liabilities arising there from.

Student Signature: ___________________________________________

PROGRAM Please circle the program you are enrolled in:

Medical Assisting  Nurse Education
Occupational Therapy Assistant  Physical Therapist Assistant
Practical Nursing  Radiologic Technology
Respiratory Care  Surgical Technology
Veterinary Technology

Date: ______________________________

Parent’s consent if the student is under 18 years of age:

________________________________________________________________________
Appendix G

PTA Program Readmission Form

I, ______________________________ have interrupted my sequence of courses with a:

Name of Student

(please circle)

- Course withdrawal
- Course failure
- Semester stop out

I have engaged in the readmission process and procedures defined by the PTA Program and acknowledge the following decision (please circle):

- Readmission granted
- Readmission denied

Student’s Signature: ______________________________

Student’s ID #: ______________________________

DATE: ________________

PTA Program Department Chair: ______________________________

DATE: ________________
Appendix H

CRIMINAL OFFENSE RECORD INVESTIGATION AND SEX OFFENDER RECORD INFORMATION (CORI/SORI) POLICY AND DRUG TESTING POLICY

The college is authorized and certified by the Commonwealth’s Criminal History Systems Board in the State of Massachusetts to obtain and review student’s criminal history information in order to determine student eligibility for clinical/fieldwork. All students enrolled in a Health Professions Program will be required to complete a CORI (Criminal Offender Record Information) and/or SORI (Sex Offender Record Information).

The CORI/SORI(s) form gives permission for an agency to access all criminal case data including conviction, non-conviction and pending data therefore completing a criminal background check. Depending on the contents of the student’s CORI/SORI(s), participation in clinical or field placement may be denied or the facility may request their CORI/SORI(s) process.

In addition, a CORI/SORI(s) and/or a urine drug test may be required. Failure to complete or participate in any required agency/college screening will result in the student not being placed at that agency and will lead to dismissal from the Health Profession Program. This CORI or SORI requirement that occurred during the admission process does not presume a guarantee of employment in a professional facility upon graduation.

Statement for orientation or elsewhere

The college is authorized by the Commonwealth’s Criminal Systems Board in the State of Massachusetts to access CORI/SORI(s) records. In order to be eligible to participate in clinical/fieldwork, all students enrolled in any Health Professions Program will be required to complete CORI/SORI(s). This CORI/SORI(s) requirement that occurred during the admission process does not presume a guarantee of employment in a professional facility upon graduation.

Drug Screening Policy

Students enrolled in Health Professions Programs may be required to undergo and pass a drug screening analysis in order to be eligible for placement in clinical fieldwork facility. Students may also be required to undergo and pass random drug screening analysis during clinical rotations at clinical facilities. Students who fail to pass or refuse to submit to a drug screening analysis will be ineligible for clinical/fieldwork placement and will be dismissed from their Program of Study.

Revised 3/2011
Appendix I

Student Orientation to Program Policies Form
2014-2015 Student Orientation Handbook

I, _____________________________, have read and understand the Student Orientation handbook. The Program Director or a designated faculty member has reviewed general program information including academic and clinical requirements as well as specific program policies and procedures with me. I am aware and accept responsibility to both the College and the program in regards to policies and procedures governing student performance. As a student of NSCC’s PTA program, I understand that I am to maintain the attitudes and behaviors reflected in these policies and procedures.

My signature below indicates my acceptance and understanding of the program policies. My signature also indicates consent for selective copying of my work throughout the curriculum for program and accreditation review only.

Printed Name _____________________________
Signature _____________________________
Date _____________________________