



PROGRAM HANDBOOK

Physical Therapist Assistant Program

Student Orientation Handbook
2020-2021

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

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**NORTH SHORE COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**

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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 and important part in the curriculum. The faculty is dedicated to help ensure competency in your skills prior to applying working with 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 value-based behaviors
- 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
- Demonstrating courteous and respectful interactions with faculty, staff and peers
- Accepting responsibility for your learning

The PTA Student Orientation Handbook has been developed to help you become familiar with important PTA program information and our program policies and procedures. It is also important that you familiarize yourself with North Shore Community College's Student Handbook as well as the 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, staff and I look forward to working with you in achieving your Associates degree in Science and entering the dynamic and rewarding field of physical therapy as a licensed Physical Therapist Assistant. Good luck and all the best to you in the future.

Mary Meng- Lee DPT, PT, MPH

Department Chair/Program Director

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North Shore Community College Mission Statement

North Shore Community College is a diverse, caring, inclusive community that inspires our students to become engaged citizens and to achieve their personal, academic, and career goals through accessible, affordable, rigorous educational opportunities that are aligned with our region's workforce needs and will prepare them for life in a changing world.

North Shore Community College Values

North Shore Community College is a beacon of hope and opportunity for those who learn, live and work on Massachusetts' North Shore. The College creates responsive partnerships and collaborations to make a positive difference for residents. By providing an educated and innovative workforce, North Shore Community College contributes to the economic vitality and resiliency of the Commonwealth.

The Faculty and Staff at North Shore Community College exemplify the highest academic and institutional integrity through our commitment to:

Access and Opportunity. We provide access to quality higher education by offering clear and flexible pathways to academic success for the diverse populations we serve.

Respect and Inclusion. We seek to create a respectful, welcoming, and appreciative learning environment in which each person and every group belongs, is accepted, has value, and actively contributes.

Educational Excellence and Innovation. We embrace the highest standards in developing dynamic learning environments through excellent faculty and staff, academic freedom, innovative teaching methods, quality facilities, and engaging technologies.

Student Learning and Success. We are devoted to maximizing our students' ability to learn and achieve academic, personal, and professional success through appropriate support and services.

Purposeful Life and Global Citizenship. We are dedicated to empowering students to become lifelong learners and engaged citizens, to understanding the global landscape, and to equipping them for transformative careers.

Social Responsibility and Justice. We are committed to developing productive, collaborative relationships within the college and among our various constituencies so that we may serve to improve the quality of lives in the North Shore communities.

Sustainability and Resourcefulness. We uphold our heritage for tenacity, sustainability, responsible stewardship and equitable distribution of our resources.

Division of Health Professions Mission Statement

The Division of Health Professions and Human Services enriches lives and the community through high quality health and human service degree and certificate programs that are responsive to societal and workforce needs. The Division strives to inspire student success and lifelong learning through interpersonal, interprofessional, and community collaboration needed for impactful and sustainable employment. We facilitate student learning, scholarship, and leadership with a commitment to excellence in person-centered care.

Physical Therapist Assistant Program Mission Statement

North Shore Community College's Physical Therapist Assistant Program offers a comprehensive curriculum, which emphasizes theory, knowledge and skills necessary for contemporary physical therapy practice across a variety of practice settings. The broad-based curriculum promotes student development of self-directed entry-level competence and leadership in preparation for employment. The program faculty values commitment to the physical therapy profession, excellence in education, lifelong learning and servicing our community.

Physical Therapist Assistant Program Goals

1. The PTA program faculty will deliver a program leading to licensure and entry level PTA practice.
2. The PTA program faculty will promote the importance of professional development through lifelong learning opportunities and membership in professional organizations.
3. The PTA program will provide students with an appropriate and contemporary curriculum that adheres to institutional guidelines, CAPTE and Standards for Ethical Conduct.
4. The PTA program will maintain a current curriculum with ongoing input from program stakeholders
5. PTA program graduates will provide safe and effective physical therapy treatment while adhering to Standards for Ethical Conduct and federal/ state practice standards.
6. PTA program graduates will demonstrate professionalism through positive expression of cooperation, adaptability and willingness to learn.

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Physical Therapist Assistant Program Overview - Design and Philosophy

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 concurrent laboratory, service learning and clinical experiences.

Following the first semester of study, physical therapy courses become more technical in nature. Students are required to 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 terminal ten 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 comprehensive curriculum with emphasis on active learning, civic engagement, critical thinking and problem solving. The program may be completed in either 2 or 3 years of study. Upon completion, students graduate with an Associates Degree in Science and are eligible to apply and take the national licensing exam administered by the Federation of State Boards of Physical Therapy.

PTA Department Faculty/ Staff and Administration Contact Information

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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
Donna Montalbano, Health Professions Health Compliance Nurse x4160

PTA Faculty and Staff Bios

Mary Meng- Lee DPT, PT, MPH

Mary is the director and professor for the PTA program of North Shore Community College. She graduated in 1993 from Dalhousie University with Bachelors in Physiotherapy. In 2006, she earned a Master's in Public Health from Boston University and recently completed the Doctor of Physical Therapy Program at Northeastern University. In addition to her administrative and accreditation responsibilities at NSCC, Mary enjoys teaching core curriculum courses such as Introduction to PT, Physical Agents, Case Studies and Seminar. Prior to entering the field of education, she worked as a Physical Therapist in a variety of clinical settings such as outpatient, inpatient rehab, pediatrics and acute care. While working in the clinical setting, she had the opportunity to collaborate with many PTA's and other members of the health care team. Mary has two little girls - Hannah and Katie. They certainly keep her busy at all times!

Michael Fritz MS, ATC, LPTA

Michael is a full-time professor for the PTA Program of North Shore Community College. In 1993, he graduated from NSCC with an Associates in Science/ PTA program. Following becoming a licensed PTA, he completed a Bachelor of Science in Athletic Training. In 2007, he completed a Masters in Exercise Science/ Health Promotion and Certificate of Advanced Graduate Studies in Rehabilitation Science. He currently is currently responsible for teaching Kinesiology, Clinical Anatomy, Pathophysiology and Therapeutic Exercise. Previously to becoming full time faculty at NSCC, he was employed as the athletic trainer for the New England Revolution soccer team and holds vast physical therapy clinical experience achieved through working in settings such as outpatient and home care. He currently continues to work per diem at a local home care agency. In addition to his extensive teaching responsibilities at NSCC, Michael has three young children who also keep him busy! Their names are Jake, Sophia and Jacqueline.

Diane Caruso MEd, LPTA

Diane is the Academic Coordinator of Clinical Education for North Shore Community College's PTA program. She completed her Bachelors of Science in Sociology at Salem State University. After working for a few years, she became a licensed PTA after completing her Associates in Science/ PTA program at NSCC in 2006. She has worked in various clinical settings such as the school system, subacute and home care. Diane recently completed her Master's in Education at St. Joseph's College. Her primary responsibilities within the PTA program include coordination of clinical education and student clinical placement. Diane has three children who also keep her busy- Jenn, Jess and Michael.

Denise Sargent, PT, DPT, MS, ATC, LAT

Denise has been Adjunct Faculty for North Shore Community College's PTA Program since 2006. She graduated undergraduate studies with a Bachelor of Science degree in Physical Therapy from University of New England, Biddeford, ME. She completed both her Advanced Practice Master of Science (with a concentration in Health Services Administration) and her Post-Professional Doctorate degrees in Physical Therapy from University Massachusetts Lowell.

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Denise also holds an active Athletic Training Certification and License. She has formerly served as a volunteer in a governor-appointed position on the Massachusetts Board of Allied Health Professions, including as Vice-Chair. With experience beyond 20 years, she has worked in educational settings and in a variety of clinical settings: outpatient, acute care inpatient, short and long-term rehab, skilled nursing, home health care, pediatrics, and sports medicine (pee-wee through college and semi-pro levels, as well as at the Centennial Olympic Games in Atlanta, GA). Denise lives with her husband, their three young daughters, and Charlie the cat. In her spare time, she very much enjoys playing sled hockey with the Boston Shamrocks Sled Hockey Team.

Sarah Player, MSPT

Sarah is a school-based physical therapist for the Gloucester Public Schools, where she supervises two physical therapist assistants and serves as the site's coordinator for clinical education. Sarah has 19 years of experience in acute neuro rehab, acute care and the school settings. She graduated from the University of Kentucky in 1998 with a Bachelor of Science degree in Health Sciences and a Master of Science degree in Physical Therapy. Sarah has been an adjunct professor at North Shore Community College since 2015. Currently, she teaches her PTA students about neurological and cardiopulmonary patient care and treatment, in Therapeutic Exercise 2. Sarah also teaches fitness classes at her local YMCA and serves on the Ipswich School Committee.

Cecelia Sibley MHA, PT

Cecelia is a pediatric physical therapist at Tufts Medical Center Floating Hospital for Children. She has over 20 years of experience treating pediatric populations in both outpatient and acute care settings. She is also the Coordinator of the NICU Follow up Program and performs standardized testing for Multi Center NIH studies. Cecelia graduated from Northeastern University in 1992 with a Bachelor of Science in Physical Therapy and completed her Masters in Health Administration from Suffolk University in 2002. In addition, she is a certified early intervention specialist in Massachusetts and recently collaborated with the Department of Public Health to develop a module on Prematurity for the Early Intervention Training Center. She provides lectures and education series for training PT and PTA's and members of pediatric care team (medical students, residents, fellows and attending) at Tufts Medical Center. Cecelia enjoys teaching others about the intricacies of pediatrics and now teaches the new class *Pediatric Physical Therapy for the PTA*. She is involved in the Academy of Pediatric Physical Therapy and American Physical Therapy Association on both local and National levels. Outside of work Cecelia can be found playing golf or on the tennis courts.

Paul McGovern, BA, LPTA

Paul is the Therapeutic Massage (PTA 103) instructor for the PTA program of North Shore Community College. Paul graduated in 1982 from Fitchburg State University with Bachelor in Human Services. In 1993 Paul completed his Associates in Physical Therapy from North Shore Community College. Aside from his fall semester teaching duties, Paul works full time as a PTA for Tewksbury Hospital. Through his vast and excellent clinical experience, Paul has the opportunity to collaborate with many PT's and PTA's as well as other members of the health care team. Paul enjoys the opportunity to help geriatric patients rehabilitate and return to their home setting. Paul's particular interests are in the areas of orthopedics, strength and

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conditioning. Paul is an avid runner and has qualified for the 1992 US Olympic Marathon Trials and has placed as high as 22nd place in the Boston Marathon. Paul lives in Methuen with his wife Beverly and two college-aged children Paul and Peyton.

Diane Parker, BBA, LPTA

Diane is a licensed Physical Therapist Assistant on the inpatient floors at Beverly Hospital. She has 11 years of acute clinical experience and graduated from the PTA program at NSCC in 2008. In addition to her enthusiasm for the role of the PTA in the clinical setting, she shares vast acute care knowledge in terms of patient treatment and interprofessional collaboration. Diane teaches PTA Procedures lab (PTA 104) which is offered in the fall semester. Diane has one son who is currently attending college.

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GENERAL PROGRAM INFORMATION

PTA Program Options of Study

The PTA program is offered in two 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.

Full-Time Curriculum Sequence (66 credits)

YEAR 1		CREDITS
Fall	BIO 211, Anatomy & Physiology 1	4
	CMP 101, Composition 1	3
	PTA 115, Introduction to Physical Therapy	3
	PTA 103, Therapeutic Massage	1
	PTA 108, Kinesiology Lab	1
	PTA 109, Kinesiology	1
	PTA 113, Pathophysiological Conditions 1	2
	PTA 104 Procedures Lab	1
	PTA 105, Procedures	2
	Total	18
Spring	BIO 212, Anatomy & Physiology 2	4
	PTA 106 Introduction to Clinical Education	1
	PTA 201, Physical Agents Lab	1
	PTA 202, Physical Agents	2
	PTA 114, Pathophysiological Conditions 2	2
	PTA 117, Therapeutic Exercise 1 Lab	1
	PTA 118, Therapeutic Exercise 1	2
	PTA 203, Neurology for Physical Therapist Assistant	2
	PTA 204, Clinical Anatomy 1 Lab	1
	PTA 205, Clinical Anatomy 1	1
	Total	17
Summer	PTA 111, Clinical Education Experience 1	3
	Total	3

YEAR 2		CREDITS
Fall	CMP104/146, Composition 2 Elective	3
	HUM-ELECTIVE, Humanities Elective(s)	3
	PSY 102, General Psychology	3
	PTA 212, Therapeutic Exercise 2 Lab	1
	PTA 213, Therapeutic Exercise 2	2
	PTA 214, Clinical Anatomy 2 Lab	1
	PTA 215, Clinical Anatomy 2	1
	PTA 220, Current Topics in Physical Therapy	3
	PTA 217 Pediatric Physical Therapy	1
	Total	18
Spring	PTA 206, Physical Therapist Assistant Seminar	1
	PTA 211, Clinical Education Experience 2	7
	PTA 210, Case Studies in Physical Therapy	2
	Total	10

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Part-Time Curriculum Sequence (66 credits)

YEAR 1		CREDITS
<i>Fall</i>	PTA103, Therapeutic Massage	1
	PTA108, Kinesiology Lab	1
	PTA109, Kinesiology	1
	CMP101, Composition 1	3
	BIO211, Anatomy & Physiology 1	4
	PTA115, Introduction to PT	3
	Total	13
<i>Spring</i>	BIO 212, Anatomy & Physiology 2	4
	PTA 203, Neurology for Physical Therapist Assistant	2
	PTA 204, Clinical Anatomy 1 Lab	1
	PTA 205, Clinical Anatomy 1	1
	Total	8

YEAR 3		CREDITS
<i>Fall</i>	PTA214, Clinical Anatomy 2 Lab	1
	PTA215, Clinical Anatomy 2	1
	PTA212, Therapeutic Exercise 2 Lab	1
	PTA213, Therapeutic Exercise 2	2
	PTA220, Current Topics in Physical Therapy	3
	PTA 217 Pediatric Physical Therapy	1
	HUM Elective	3
	Total	12
<i>Spring</i>	PTA206, PTA Seminar	1
	PTA210, Case Studies in Physical Therapy	2
	PTA211, Clinical Education Experience 2	7
	Total	10

YEAR 2		CREDITS
<i>Fall</i>	CMP104/146, Composition 2 Elective	3
	PTA 113, Pathophysiological Conditions 1	2
	PTA104, PTA Procedures Lab	1
	PTA105, PTA Procedures	2
	PSY102, General Psychology	3
	Total	11
<i>Spring</i>	PTA114, Pathophysiological Conditions 2	2
	PTA 106 Introduction to Clin Ed	1
	PTA201, Physical Agents Lab	1
	PTA202, Physical Agents	2
	PTA117, Therapeutic Exercise 1 Lab	1
	PTA118, Therapeutic Exercise 1	2
	Total	9
<i>Summer</i>	PTA 111, Clinical Education Experience 1	3
	Total	3

PTA Course Descriptions

PTA 115 Introduction to Physical Therapy

An introduction to the history and development of physical therapy practice and its evolving role in the health care setting. An overview of clinical education and the function of the licensed Physical Therapist Assistant are discussed. Professional core values, ethics, terminology, documentation are reinforced through discussion, integrated clinical observations and service learning. (3 hours of lecture per week, 15 hours of clinical observation and service learning)

PTA 103 Therapeutic Massage

Offers the student an opportunity to practice massage and relaxation techniques with emphasis on the theory and ethics involved with these techniques (2 hours of lab per week)

PTA 109 Kinesiology

Study of the science of human motion and presents the physical laws of motion acting on the body in motion, construction of joints, prime mover muscles, and techniques of manual muscle testing.

PTA 108 Kinesiology lab

Provides hands on experience to support corresponding didactic material (2 hours of lab per week)

PTA 113 Pathophysiological Conditions 1

Offers a survey of the etiology of medical, orthopedic, and sports-related pathologies commonly treated by the Physical Therapist Assistant. Medical management, standards of practice and medical terminology in reference to these conditions are emphasized. (2 hours of lecture per week)

PTA 105 Procedures

Offers an opportunity for students to learn theoretical and practical aspects of functional activities such as bed mobility, transfers and ambulation with assistive devices. Clinical management skills used by physical therapy practitioners which foster functional independence will be discussed. Fundamentals of aseptic techniques, infection control and standard precautions will be emphasized. (2 hours of lecture per week)

PTA 104 Procedures Lab

Provides hands on experience to support corresponding didactic material (2 hours of lab per week)

PTA 202 Physical Agents

Offers theory and practice in the use of thermal, mechanical and electrotherapeutic agents. The basic principles, physiological effects, indications, precautions and contraindications are discussed for modalities including but not limited to superficial heat, cold, hydrotherapy, ultrasound, traction, intermittent compression, TENS, NMES, iontophoresis, hi-volt and interferential. (2 lecture hours per week)

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PTA 201 Physical Agents Lab

Provides hands on experience to support corresponding didactic material (2 hours of lab per week)

PTA 118 Therapeutic Exercise 1

Provides a foundational understanding of exercise principles, techniques and protocols used to restore and improve patients with musculoskeletal disorders involving the upper extremity, lower extremity and spine. Problem solving and critical thinking skills needed for analysis and understanding of pertinent patient data relevant to the implementation of therapeutic exercise will be emphasized. (2 hours of lecture per week)

PTA 117 Therapeutic Exercise lab 1

Provides hands on experience to support corresponding didactic material (2 hours of lab per week)

PTA 203 Neurology for the PTA

This course is an introduction to the concepts of anatomy and physiology of the nervous system and how they relate to problems encountered in clinical neurology.

PTA 204 Clinical Anatomy 1

This course focuses on application of biomechanical principles and analysis of human movement. Explores, in detail, the relationship of these principles to anatomy of the lower extremity and spine.

PTA 204 Clinical Anatomy 1 lab

Provides hands on experience to support corresponding didactic material (2 hours of lab per week)

PTA114 Pathophysiology 2

A continuation of Pathophysiological Conditions 1 and offering a survey of the etiology of medical/ neurological pathologies commonly treated by the Physical Therapist Assistant. Medical management, standards of practice and medical terminology in reference to these conditions are emphasized. (2 hours of lecture per week)

PTA 213 Therapeutic Exercise 2

Offers a continuation of Therapeutic Exercise 1 and introduces more complex treatment techniques commonly implemented for the rehabilitation of individuals with neurological, cardiac, and/ or pulmonary disorders. Emphasis will be placed on a critical thinking and problem solving approach to physical therapy management of these populations. Through group collaboration and service learning, students will be required to apply knowledge for development and implementation of a health promotion program tailored to communities at risk. (2 hours of lecture per week)

PTA 212 Therapeutic Exercise lab 2

Provides hands on experience to support corresponding didactic material (2 hours of lab per week)

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PTA 215 Clinical Anatomy 2

This course focuses on application of biomechanical principles and analysis of human movement. Explores in detail the relationship of these principles to anatomy of the upper extremity and cervical spine. (1 hour of lecture per week)

PTA 214 Clinical Anatomy 2 lab

Provides hands on experience to support corresponding didactic material (2 hours of lab per week)

PTA 220 Current Topics in Physical Therapy

A closer study of topics of special interest and contemporary physical therapy practice. Topics discussed include (but are not limited to) evidence based practice, geriatrics, pharmacology, wound care, chronic pain management, aquatic therapy, patient centered interprofessional collaboration, business concepts, women's health, ergonomics, and cancer rehabilitation. (3 hours of lecture per week)

PTA 217 Pediatric Physical Therapy for the PTA

This course focuses on normal and atypical motor development from birth through childhood. Emphasis will be placed on evidence-based decision making for effective treatment interventions among children affected by common pediatric orthopedic and neurological conditions across various practice settings including but not limited to acute care, rehabilitation, early intervention and schools.

PTA 210 Case Studies

Offers an opportunity for students to integrate knowledge and skills for physical therapy clinical management including intervention and outcomes. Case studies will be utilized to facilitate problem solving for the development and implementation of appropriate physical therapy intervention plans. Students will be required to present their case study and engage in peer evaluation.

PTA 206 Seminar

Offers a faculty guided forum for discussion of clinical experiences and knowledge necessary for clinical practice, professional development and lifelong learning. (15 hours of seminar)

PTA 106 Introduction to Clinical Education

This course offers classroom instruction and an introduction to the expectations and preparation of students for the clinical environment. The goal of this course is to provide students with educational training needed to provide them with the opportunity to meet all of the policy and procedural prerequisites for their upcoming clinical rotations.

PTA 111 Clinical Education Experience 1

Under the supervision of a licensed physical therapist and/or physical therapist assistant, students complete 210--240 hours of clinical experience while integrating knowledge and skills obtained in lecture and lab courses while working with patients/clients in a clinical setting. Students apply patient care skills such as positioning, transfers, use of various assistive devices, gait training, therapeutic exercises and application of therapeutic modalities. In addition, students will assess vital signs, joint range of motion,

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muscle strength, balance and posture. Assessment will also include; documentation, communication and patient/client caregiver education.

PTA 211 Clinical Education Experience 2

Under the supervision of a licensed physical therapist and/or physical therapist assistant, students complete 350-400 hours of clinical experience applying clinical reasoning and critical thinking skills obtained in lecture and lab courses while working with patients/clients in a clinical setting. Students will enter this clinical experience having completed all didactic and lab courses.

Students will continue to develop patient care skills such as positioning, transfers, use of various assistive devices, gait training, therapeutic exercises and application of therapeutic modalities to achieve entry-level performance. In addition, students will continue to learn to work effectively as part of a PT/PTA team as well as enhancing documentation, communication and patient/client caregiver education skills

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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 PTA coded courses with an average grade of “C” (75) or better. In the event of not achieving the 75 minimum passing grade, students will be academically dismissed from the program. Students may apply for readmission to the program one time only (see Health Professions Readmission Policy and Procedures)
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 to attend and participate 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. In order to be eligible and prepared to take scheduled practical exams, students must fulfill the skill/ competency check off requirement for each respective PTA lab course, which will be determined/established by the instructor. Failure to complete the lab check off/ competency requirement may lead to unsuccessful completion of the practical and/ or course.
5. PTA program faculty are responsible for determining and maintaining academic standards established by the College and program. The program faculty is also responsible for maintaining compliance with accreditation policies and procedures. The following represents grading categories for the PTA program:

A	4.0	(93-100)
A-	3.7	(90-92)
B+	3.3	(87-89)
B	3.0	(83-86)
B-	2.7	(80-82)
C+	2.3	(77-79)
C	2.0	(75-76)
C-	1.7	(70-74)
D+	1.3	(67-69)
D	1.0	(63-66)
D-	0.7	(60-62)
F	0	Below 60

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6. Students will adhere to program and college policies and procedures, which include (but are not limited to attendance, testing, clinical skills, professional behavior, 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.
7. Students will adhere to each instructor's individual course/lab requirements as specified in the syllabus.
8. Students will submit all course assignments, papers and reports by the deadline specified by the course instructor.
9. Students will take all written and lab practical exams on assigned days and times.
10. Students will adhere to the program's **Learning Contract (see appendix A)** and professional behavior expectation in both academic and clinical settings.
11. 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) as well as drug testing (**see appendix H**). Upon clinical placement, students may be required to undergo additional CORI/ SORI and/ or other screenings such as drug or fingerprinting. Students must pass all required CORI/ SORI and screenings in order to remain enrolled in the PTA program. (**see appendix H**)
12. Students will adhere to the Standards of Ethical Conduct for the PTA established by the American Physical Therapy Association.
13. Students will respect confidentiality with respect to other students and patients, during on campus courses, 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 caseload. Students must not discuss any patient in public, which includes but is not limited to hospital elevators, stairways, cafeterias, and/ or hallways.
14. 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 B**)
15. 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 C**)
16. During labs, students will be expected to participate not only in administering therapeutic techniques and electrical modalities, but also receiving them.
17. Students will be asked to remove as much clothing as 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.
18. Students will be required to maintain appropriate hygiene, practice standard precautions

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- and wear appropriate athletic clothing during each lab in order to allow for palpation of various muscles and bony landmarks.
19. 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. Student are expected to respect and care for high fidelity patient simulators as well as show respect for their fellow peers and faculty during debriefing sessions. Students will be required to sign a model subject release form. **(see appendix E)**
 20. 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.
 21. During lab, students will keep hair clean and off the face. It should not interfere with techniques that require manual contact.
 22. During lab, students may wear jewelry, but it should not interfere with techniques that require manual contact. (ex. watches, earrings, rings)
 23. Students are required to have health insurance while enrolled in in the PTA program.
 24. In addition to the main campus library and computer labs, 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 NSCC Student Handbook)
 25. Students are issued 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. **{see appendix D}**
 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 NSCC Student Handbook.
 28. Student records containing relevant information such as signed acknowledgement forms, student data forms, and/ or 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. Students accepted to the PTA program are required to attend two separate mandatory orientation sessions (May and August) with college representatives from Enrollment,

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Student Financial Services, and Health Professions, Academic Technology, Library and the Student Support Center. Students who do not attend the mandatory orientations session will forfeit their enrollment in the PTA program. Information on current charges (tuition and fees, health insurance costs), payment options, financial aid and refund policies can be found on the college's Student Financial Services web page. All costs associated with attending NSCC are subject to change.

30. The PTA program requires that students use the college's online learning platform referred to as Blackboard. This requires basic computer skills and access to the internet. Students are expected to check their NSCC Pipeline accounts and Blackboard frequently and on a regular basis.
31. Students wishing to transfer credits from other academic institutions must meet the requirements and follow the procedures described by the Registrar and Enrollment. Authorized staff from Enrollment and/ or the respective department will conduct the review for general education courses (Anatomy and Physiology 1, 2; Composition 1, 2; Humanities elective; and General Psychology). The PTA Department Chair conducts official review of physical therapy related 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.
32. In addition to clinical education experiences, PTA students may be required to participate in a variety of community-based service learning and civic engagement experiences and clinical observations which may be scheduled outside of class time.
33. If a student fails to meet the program's academic standards, the student may refer to the grievance procedure {Massachusetts Community Colleges} described in the NSCC Student Handbook for consideration.
34. Each student is expected to be prepared for class by reading the assigned chapters. Active participation during class is encouraged by engaging in discussion, asking questions, practicing skills, and sharing your ideas and experiences. Each student's input is important and necessary for a positive learning experience.

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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 class meeting, group and/or 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 may forfeit their clinical assignment.
2. Students must have proof of current American Heart Association certification in CPR at the Adult/Child level and complete and updated health records. Professional liability insurance will be provided to the student by the College's blanket policy.
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 2 clinical rotations (16 weeks), one of which must be an inpatient and outpatient rotation. Students who fail a clinical experience course must re-take the course during the next semester if it is offered pending available placement and/or re-admission to the program.
5. Students are required to complete an average of **35-40** hours per week during the clinical rotation.
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 as outlined in the Student Clinical Education Handbook.
8. 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
9. 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 site and the ACCE.
10. Students are expected to have reliable transportation to and from clinical. Traveling, **up to 60 miles** in each direction may be required. Students will be expected to sign a clinical waiver prior to the start of clinical (see appendix).
11. Students are required to complete an in-service presentation before the end of each clinical experience
12. 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

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13. 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} and drug screening. Depending on the contents of the CORI or SORI/ drug testing, clinical placement may be denied. (see **appendix H**)
14. A clinical facility may request their own CORI/ SORI, and/ or drug screening analysis prior to the start of the clinical rotation in order to determine eligibility. Students may also be required to undergo and pass random drug screening analysis during clinical experience rotations. Students who fail to pass or refuse to submit a drug screening analysis will be ineligible for clinical placement and/ or may be dismissed from the PTA program.
15. Clinical experience rotations within the school system or other types of specialized rotations may require fingerprinting prior to the beginning of the clinical experience.
16. Students who fail to submit clinical education forms and assignments on dates assigned by the ACCE will be subject to point deduction from the final grade and/ or failure of the clinical assignment.
17. The program is not responsible for assigning clinical rotations outside the established dates within the academic year.
18. Students who fail or withdraw from Clinical Education Experience 1 or 2 (PTA 111 or PTA 211) will be subject to the Health Professions Program Readmission Policy
19. In the event of inclement weather, an emergency or college closing due to holiday, students will adhere to the Health Professions Clinical Attendance policy.
20. Students will be expected to adhere to the clinic/hospital's policies and procedures, including adherence to the dress code and standard precautions. Students will be expected to wear their nametags, which identify them as PTA students from North Shore Community College. Students are also expected to arrive clinical prepared in professional attire/ appropriate footwear.
21. For all off campus educational experiences, students will be responsible for the cost of emergency services.

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 students on course selection,
- Make referrals student services as needed
- Develop an appropriate academic plan that is best suited to the student i.e. advising on how to manage course load successfully while taking into account other responsibilities such as part-time job, family, etc.
- Provide feedback on academic and clinical progression
- Provide feedback regarding professionalism and level of progression regarding PTA Value Based Behaviors

Office hours for the Department Chair/ Program Director and core faculty members are posted outside office doors. If there a conflict with scheduling, please bring this to the attention of the faculty member so that an alternative meeting time may be determined.

WITHDRAWAL FROM THE PROGRAM

A student may withdraw from the PTA Program at any time. It is in the best interest of the student to consult with his or her academic advisor and the Department Chair/ Program Director concerning the decision to withdraw. It is the student's responsibility to withdraw from all registered courses. Failure to withdraw from courses in a timely manner may lead to a final grade of F, which will impact academic standing and/ or financial aid status. {see **appendix J**}

WITHDRAWAL FROM A 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 from the class may result in an "F" grade, which may affect academic standing and financial aid. Withdrawal from any PTA course will result in an interruption of a student's curriculum sequence, which requires re-admission consideration to the PTA program. Please refer to the Division of Health Profession's readmission policy.

A student who wishes to change his/her curricular sequence from full time to part time may do so before the twelfth week of the semester. In order to complete this process, the student will be required to meet with the Program Director/ Dept Chair to briefly discuss reasons and complete the part time change of status form {see **appendix I**} if approved. The drop down to the part time curricular sequence constitutes the student's final readmission to the program.

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 or online. Students must complete the form and submit it to Enrollment 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 the PTA Program of Study must be completed so that graduates are well prepared for successful entry-level practice as a Physical Therapist Assistant.

For additional information, please refer to the College catalogue and NSC Student Handbook.

REQUIREMENTS FOR PROFESSIONAL LICENSURE

In order to practice as a licensed 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 Therapy 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

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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 class (PTA 206), the designated faculty member will review details regarding Massachusetts 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.

PTA PROGRAM POLICIES AND PROCEDURES

HEALTH PROFESSIONS RE-ADMISSION POLICY

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.

Procedure for Readmission to the PTA Program

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:

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- course failure
- course withdrawal
- 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
2. Submit a general NSCC application and detailed personal statement essay addressing specific changes he/she will make and/or have made to enhance academic success if readmitted to the PTA Program. The personal statement and NSCC application will be due by a date established by the Program Director.
3. Participate in an interview with the PTA Department Chair and/ or program faculty to further discuss factors which contributed to course failure and 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.
5. Sign and submit the PTA Program Readmission Form to Enrollment Services.(see **appendix G**)

In accordance with the Division of Health Profession's readmission policy, all matriculated students have one opportunity to be readmitted to the PTA Program. Decisions regarding readmission to the program will be based on academic and clinical performance, personal circumstances, documented plan for future success and space availability. Students who are re-admitted to the program must meet current program requirements. This includes {but not limited to} updated health immunization forms and technical standards for participation in academic and clinical education.

Students seeking readmission to the program who have stopped out of the program for greater than one semester will be required to formally apply to the program through Enrollment Services for fall admission consideration. Decision for re-admission will be consistent with all other program applicant admission criteria and expectations for the year, which the student is applying to the program.

In the event of re-acceptance to the PTA program, the student will be required to repeat all PTA coded lecture, lab and/ or clinical experience. This ensures that students readmitted to the program have the opportunity to successfully learn the content and PTA skills per the recommended curricular sequencing.

Students who have utilized their one opportunity for readmission will be dismissed from the PTA program upon subsequent failure to comply with program policies and standards of performance or subsequent interruption in curriculum sequence including course failure, course withdrawal and/ or stop out from the program.

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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 an unforeseen circumstance, he or she must contact the instructor via phone or email at least one hour prior to the beginning of class. To be excused from class without points deducted from the final grade, the instructor must determine that the reason for the absence is reasonable. This may require formal documentation supporting the reason and need for being absent. (Example: MD note) In the event that the instructor is not contacted one hour prior to class and/ or does not consider the circumstance reasonable and/or there is a lack of formal documentation as requested, then the absence will be considered unexcused. Each unexcused absence will lead to a 5-point deduction from the final grade.

Each absence exceeding the first absence (excused or unexcused), will lead to a 5-point deduction from the final grade. In the event of special circumstances requiring extended absence from class, students should discuss his/her individual situation with the course instructor on a case-by-case basis.

PTA PROGRAM TARDINESS POLICY

A student who is repeatedly late for class is considered unprofessional and disruptive to the teaching and student learning process. For each incidence of tardiness (i.e. failure to arrive class when it is scheduled to begin), 2 points will be deducted from the student's final grade. Arriving class later than half the overall length/ duration of the class will be considered an unexcused absence and consequently 5 points may be deducted from the student's final grade at the discretion of the instructor.

Students who are repeatedly tardy for class (3 times or more in one semester), will be subject the program's professional behavior policy.

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 AND CLINICAL OBSERVATION 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

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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 standard precautions.

For all off campus educational experiences, students will be responsible for the cost of emergency services.

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

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PTA PROGRAM TEST/EXAM POLICY (for face to face classes)

If a student is unable to take a scheduled 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 {the instructor may require official documentation}, 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 following the scheduled test/ exam make up day, 10-points will be deducted from the make- up test/exam grade at the discretion of the instructor. It is the responsibility of the student to contact the instructor regarding the make-up test time and place.

If the 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 TEST/ EXAM POLICY (for Online and Hybrid Courses)

All tests and final exams will take place online with remote proctoring through the College's testing center or CAS (Center for Alternative Studies). Students will be required to sign up through CAS to take the test or exam remotely within the instructor's specified time frame. Students may sign up to take a test or exam at the following link: <https://www.northshore.edu/cas/testing/online-registration.html>

Failure to take the test or exam within the specified time frame will result in a 0 unless the student experiences illness or family emergency. If the instructor views the excuse as reasonable (the instructor may require official documentation ex MD note), the student may be granted an extension to take the test or exam. It is the responsibility of the student to contact the instructor regarding a make-up test or exam opportunity that must occur within the same week that the exam was originally scheduled.

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. Formal documentation regarding the reason for being absent may be required {ex MD note}. 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 "C" or 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.

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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.

DISHONESTY AND CHEATING STATEMENT

All students are advised that there is a college policy regarding dishonesty and cheating. It is the student's responsibility to familiarize themselves with these policies, which may be found in the college catalog/student handbook. 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. Plagiarism is a form of academic dishonesty; it is defined as using the words, data, or ideas of another as one's own without properly acknowledging the source. It is important that you give credit to all the sources that you use in writing about literature. Students must be particularly vigilant when working online, as the ease with which outside sources can be accessed tends to make one forget they must be documented. (refer to policy on pg. 43)

DISCUSSION BOARD EXPECTATIONS AND GUIDELINES: Ground Rules for Electronic Communication

You will be communicating primarily via email and the discussion board with the facilitators and your peers. Here are some ground rules to make sure communication in our online classroom is effective and civil:

- It is easy for written communications to be misinterpreted since, unlike spoken words, they are not accompanied by additional cues such as voice tone or body language. Before you post or send something, re-read it to make sure it's as clear as possible.
- Do not post or send anything with profanity or that is demeaning or harassing.
- Never email or post in ALL CAPS. That means you are yelling at the person.
- You are encouraged to debate, and this can include disagreeing with a point that someone is making. Be sure to do so, though, in a way that is polite. Do not be demeaning and do not personally attack another member of the class

POLICY AND PROCEDURES RELATIVE TO STUDENTS WITH DISABILITIES

Students who anticipate the need for accommodations are encouraged to visit the website of Accessibility Services (www.northshore.edu/accessibility) and follow the outlined procedures at least four weeks prior to the beginning of classes. Accessibility Services provides academic accommodations and services for students with disabilities so that they have equal access to programs and activities. Through collaboration, Accessibility Services works towards assisting students in maximizing their academic potential, while also promoting self-awareness, self-advocacy, and ultimately personal responsibility and independence.

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. Members of the faculty have 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 and demonstrate initiative in the learning process.
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
 - video taping/recording the class
 - audio taping/recording the class without permission from the instructor
 - using cell phones/smartphones and/or other electronic handheld devices during class for engaging in text communication, searching the internet, Facebook (or any other social media) and/or tweeting.
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. Display the ability to work independently or collaboratively with peers and the faculty.
6. Notify instructors prior to absences or tardiness.
7. Attend classes on a regular and consistent basis. Repeated absence is considered

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unprofessional and will result in a lowering of grades. Refer to the program's attendance policy described in each course syllabus and this student handbook.

8. 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.
9. Properly maintain classrooms and laboratory areas by returning supplies and equipment to designated areas.
10. Adhere to the PTA program learning contract (**see appendix A**)
11. Refrain from the use of cell phones during class including (but not limited to) texting, tweeting, Facebooking, searching the internet

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 feedback and respond in a manner that reflects an understanding of the feedback received
- Express a positive attitude, which reflects cooperation and flexibility
- Maintain balance between personal and professional relationships with clients and staff
- Refrain from the use of cell phones and/ or other electronic devices during clinical including (but not limited to) texting, tweeting, Facebooking, searching the internet.

OUTCOMES FOR NON-COMPLIANCE OF PROFESSIONAL BEHAVIOUR POLICY

Incidents of non-compliance in the classroom or clinical setting 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 meeting with the Program Director and the faculty member will be scheduled. During the meeting, the student will receive a learning contract, which

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will outline specific expectations towards demonstration of professional behavior. A copy of the learning contract will be forwarded to the Dean of Health Professions and maintained in the student's file.

- If a **third incident** occurs and the student fails to demonstrate compliance with the action plan, he or she will be dismissed from the PTA program.

Student Assessment of Professional Behavior {based on APTA PTA Value Based Behaviors}

Policies and Procedures

Policy:

Value based behaviors have been established by the American Physical Therapy Association as required skills, behaviors and attributes for PTA's. 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 through the program and will be advised on the appropriate course of action which will be either remediation and/or withdrawal from the program.

The 8 value-based behaviors include: **Accountability, Altruism, Compassion/ Caring, Integrity, Duty, Social Responsibility, responsibility, PT/ PTA collaboration.**

Example behaviors for each of the values are as follows:

Accountability

Seeks and responds to feedback
Acknowledges and accepts consequences for actions
Meets deadlines, including on time for class
Attends classes/labs
Adheres to code of ethics and policies/procedures

Altruism

Assists classmates
Assists faculty/program chair/staff
Participates in program and/or college sponsored events

Compassion/ Caring

Demonstrates understanding of socio-cultural influences on patient care
Considers individual differences when interacting with others
Advocates for needs of others

Integrity

Maintains academic honesty
Is trustworthy

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Recognizes own limits and acts accordingly
Resolves dilemmas/problems in a respectful manner
Contributes to a positive academic environment

Duty

Demonstrates safe practice
Maintains confidentiality
Shows commitment to learning
Demonstrates effective documentation & written communication
Maintains appropriate and effective professional relationships
Demonstrates flexibility and is adaptable to change

Social Responsibility

Participates in volunteer activities
Promotes cultural competence
Promotes health/wellness

Responsibility

Is prepared for class/lab activities
Actively engages in class/lab activities
Submits work that shows effort and care
Seeks out opportunities to enhance knowledge
Integrates concepts from other courses
Demonstrates a tolerance for ambiguity
Takes initiative to learn and seek out additional resources

PT/ PTA collaboration

Demonstrates understanding and appreciation for the roles of the PT and PTA

Procedures for Professional Behavior Assessment

- 1.) The instructor will formally assess each student on his/ her professional behavior in each course at mid-term and final.
- 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, responsibility*
- Performs at a **beginning** level in: *altruism, compassion/caring, duty, social responsibility, PT/ PTA collaboration*

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

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- Performs at a **developing** level in: *accountability, integrity, responsibility, altruism, compassion/caring, duty, PT/PTA collaboration*
- 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, responsibility, altruism, compassion/caring, duty, PT/PTA collaboration*
- Performs at a **developing** level in: *social responsibility*

By the end of the fourth semester:

- Performs at an **entry level** in all *value-based behaviors*

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.

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Student Name: _____		Fall Semester		Year 1		 NORTH SHORE COMMUNITY COLLEGE <i>Real Opportunities</i>	
PTA Program - Student Profession Behavior Assessment (Based on APTA Value-Based Behaviors for the PTA)							
B = Beginner Level E = Entry Level D = Developing RF = Red Flag							
Value Based Behaviors	Semester	PTA 101	PTA 113	PTA 102	PTA 105/104	PTA 103	PTA 108/109
Accountability	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
Altruism	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
Compassion / Caring	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
Integrity	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
Duty	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
Social Responsibility	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
Responsibility	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
Comments:		Signature		Signature		Signature	



Student Name: _____
 Spring Semester _____
 Year 1 _____

		PTA Program - Student Profession Behavior Assessment <i>(Based on APTA Value-Based Behaviors for the PTA)</i>				
Value Based Behaviors	Semester	PTA 202/201	PTA 204/205	PTA 117/118	PTA 203	PTA 114
Accountability	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
Altruism	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
Compassion / Caring	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
Integrity	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
Duty	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
Social Responsibility	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
Responsibility	Mid-Term	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF
	Final	B D E / RF	B D E / RF	B D E / RF	B D E / RF	B D E / RF

	Signature		Signature		Signature	
<i>Comments:</i>						

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

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 an open and professional discussion between the student and his/her instructor.
2. If the student does not believe that the issue has been resolved in a reasonable and satisfactory way through discussion with the instructor, the student may discuss it with the individual who supervised the individual. (See organizational chart on the following page). The supervisor of the individual will attempt to gather all necessary information from all available sources in order to determine the appropriate resolution of the problem.

If the Program Director/ Dept Chair and/ or another member of the faculty is contacted before any discussion is had with the instructor, then the student will be referred 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 an informal or written complaint, the Program Director/ Dept Chair 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/ Dept Chair may seek consultation from the program's Advisory Board and/ or the Dean of Health Professions and/or the 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/ Dept Chair.

Information regarding filing a complaint with CAPTE {Commission on Accreditation for Physical Therapy Education} regarding the program or CAPTE may be found at <http://www.capteonline.org/Complaints/> or by contacting the Accreditation Department at accreditation@apta.org or by calling (703) 706-3245.

For additional information on formal student grievance procedures, please refer to the NSCC Student Handbook.

ORGANIZATIONAL CHART

Dean of Health Professions

Lori Vinci
HPSS – ext. 4160

Physical Therapist Assistant Program/Department

Department Chair/Program Director

Mary Meng- Lee
HPSS – ext. 4165

Michael Fritz
Professor
HPSS – ext. 4175

Diane Caruso
Academic
Coordinator of Clinical Education
HPSS – ext. 4469

Adjunct/ Associated Faculty

Paul McGovern
Denise Sargent
Cecelia Sibley
Sarah Player
Diane Parker

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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.

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 the Dean of Health Professions. For more information regarding alcohol and drug policies refer to the NSCC Student Handbook.

CAMPUS SAFETY

CAMPUS SAFETY
Building Emergencies
Safety Evacuation Rules

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 near by 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.

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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

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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. Students may not use any electrical equipment/modality unless there is a PT faculty member present. The Program Director/ Dept Chair is responsible for scheduling 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.
2. Items are not to be removed from the PTA lab unless permission is obtained from a program faculty member or the Program Director/ Dept Chair. All materials and equipment utilized in the lab must be returned to its place and properly stored in either the cabinets or the lab equipment room.
3. Students must have successfully completed the Physical Agents lab (PTA 201) competency check off requirement prior to use of any electrical modality outside of lab class time.
4. Students must sign an informed consent/release of liability form before using any modality.
5. Students must inform the lab instructor of any change in their physical condition when assuming the role of either subject or therapist.
6. Students must get permission from the Program Director before using the lab after regular class hours.
7. 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** from any college phone or **781- 477 -2100** from any college phone or cell phone.
8. In the event of being stuck by a needle or other sharp, blood or other potentially infectious materials in the eyes, nose or exposed skin:
 - Immediately flood the exposed area with water and clean any wound with soap and water
 - Report the incident immediately to a PTA program faculty member
 - Seek immediate medical attention from your primary care physician.

TRANSFER AGREEMENTS/ OPTIONS

There is the possibility for a graduate to transfer to a Bachelors 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
- University of Southern New Hampshire
- Salem State University: Exercise Science

STUDENT PTA CLUB

All PTA students are considered members of the Student PTA club and are strongly encouraged to participate in fundraising activities and sharing knowledge and advancement 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.

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APPENDIX

Appendix A

Learning Contract

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

A positive attitude toward the learning environment will help you to be successful. This contract includes the student behaviors that the PTA faculty considers important to achieve the goal of demonstrating positive behaviors and attitudes in the classroom, which will contribute to lifelong learning.

- Assignments are clearly designated in the course syllabus. I agree to prepare myself for class by completing the assigned readings and all other assignments on time by the due date established by the professor.
- 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 a future class. I understand that it is my responsibility for obtaining any material and assignments 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 in class/ clinical until the session is over and I am dismissed. I agree to refrain from unnecessary and unrelated conversation with my peers while the professor or clinical instructor is teaching and/ or reviewing pertinent material.
- 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, PTA faculty and the learning environment. I agree to fully participate in class discussion in order to contribute to the learning process.
- 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 notify the professor in advance if I need to meet outside of his/ her posted office hours.
- The use of cell phones/smartphones or other handheld electronic devices during class is disruptive to the learning environment. I agree to silence my device during class and not engage in texting, searching the internet, facebook (or other social media) or tweeting during class. Cell phones, smartphones and other electronic devices will not be permitted when students are taking a quiz, test, and/or exam (written and practical).
- I understand that I am not permitted to tape and/ or videotape the professor during lecture or lab unless I have formal documentation of these accommodations from Accessibility Services.
- Disruptive behavior of any type takes away from the learning process. If I demonstrate such behavior, I understand that I will be subject to the program's Professional Behavior Policy which could result in dismissal from the program.

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Student signature

Date

Appendix B

Technical Standards for the Physical Therapist Assistant Program

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 Physical Therapist Assistant Program at (978) 762-4165, 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 practices, 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.

Throughout the performance of your duties as a healthcare provider, you will be exposed to infectious diseases in all practice settings. Although you will learn practices and procedures to minimize the risk of exposure, you should be aware of the risk and take it into consideration when deciding to enter this program and profession.

Accepted Students: Please sign and return to Health Professions Main Office – DH318

PHYSICAL	Performance Level*
LIFT: patients, equipment - up to 35 lbs.	F
CARRY: equipment, objects - 25 lbs. minimum	F
KNEEL: to perform CPR, work with patients on mat; assist patients who fall	O
STOOP/BEND/TWIST: to adjust wheelchairs, assist in ADL; perform transfers	F
BALANCE: safely maintain while assisting patients in ambulation, transfer and balance techniques	C
CRAWL: to work on mat with patients	F
REACH: to adjust equipment, to guard patient, to reach supplies	C

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

HANDLE:	equipment such as prosthetics, orthotics, walkers, canes, crutches, weights, modalities	C
DEXTERITY:	manipulate and fine tune knobs, dials, goniometers, blood pressure cuffs, tools, equipment hardware	C

PHYSICAL (cont.)		Performance Level*
PUSH/PULL:	wheelchairs, stretchers, patients, Hoyer lifts	C
WALK:	a distance of at least 2 miles during a normal work day	C
STAND:	for periods of at least 2 hours	C
TACTILE		Performance Level*
PALPATE:	pulses, spasticity, muscle contractions, bony landmarks, end-feels, swelling	C
DIFFERENTIATE:	between temperature and pressure variations	F
VISUAL		Performance Level*
READ:	accurately, numbers, letters, cursive writing in fine and other print in varying light levels	C
DETECT:	changes in skin color, patient's facial expressions, gait deviations, swelling, atrophy, forms of non-verbal communication (gestures)	C
OBSERVE:	patient and environment in order to assess the patient's condition or needs from a distance of 20 feet	C
COMMUNICATION		Performance Level*
SPEAK:	in English language in clear, concise manner; to communicate with patients, families, significant others, health care providers, community	C
RESPOND:	to patient with communication disorders (aphasia, hearing loss), or those who use ELL	F
COMPREHEND:	oral and written language, including health care terminology in order to communicate with patients, families, significant others, health care providers, and community	C
WRITE:	in English, clearly, legibly; for charts, home exercise instructions	C

PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK

AUDITORY	Performance Level*
HEAR: heart sounds, breath sounds, patient distress sounds, machine timer bells and alarms; verbal directions from supervisor from a distance of 20 feet	C
MENTAL/COGNITIVE	Performance Level*
Function safely, effectively, and calmly under stressful situations.	C

MENTAL/COGNITIVE (cont.)	Performance Level*
Remain alert to surroundings, potential emergencies; respond to patient situations, i.e. falls, burns, pain, change in physical status.	C
Integrate information, and make decisions based on pertinent data, in a collaborative manner.	C
Interact effectively and appropriately with patients, families, supervisors, and co-workers of the same or different cultures with respect, politeness, tact, collaboration, teamwork and 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 of the profession.	C

IMMUNIZATIONS
<p>Health science students must meet immunization requirements under state law, MGL Chapter 76, Section 15C and its regulations at 105 CMR 220.000 – 220.700. Students must also meet any additional immunization requirements required by clinical affiliates.</p> <p>According to MGL Chapter 76, Section 15C, a health science student who is in contact with patients may be exempt from the immunization requirements imposed under state law pursuant to a medical or religious exemption. Submission of documentation will be required and, if sufficient to qualify for a medical or religious exemption, it will be granted. <u>PLEASE BE ADVISED</u> that, while the college will make a reasonable effort to place you in a clinical facility, clinical placement cannot be guaranteed in light of an un-immunized status. If a clinical placement cannot be secured, then you will be unable to complete the program's clinical requirement. Thus, you will be unable to progress and will fail out of the program.</p>

***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. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact the Office of Accessibility for eligibility determination for reasonable accommodation(s). For those applicants offered admission into the program, you will be asked to self-certify by signing the Technical Standards form which is included in the Health Form packet that will be mailed to you and that you are required to complete no later than July 5, 2018.

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

North Shore Community College
PTA Program
Student Data Form

Name of Student: _____

Address of Student: _____

Student Phone Number: _____

NSCC Pipeline E-mail Address: _____

Emergency Contact: _____

Emergency Contact Phone number: _____

Appendix E

North Shore Community College
Physical Therapist Assistant Program
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 and/ or produce audiovisual recordings of patient simulations. This will be for use of the PTA program of NSCC for enhancement of teaching and learning.

SIGNATURE: _____ DATE: _____

STUDENT 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

North Shore Community College
PTA Program Readmission Form

I, _____ have interrupted my sequence of courses with a:
Name of Student

(please circle)

- Course withdrawal Course number and title: _____
- Course failure Course number and title: _____
- Semester stop out Reason for 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- final opportunity for re-admission to the PTA program

- Readmission denied- unable to continue in the PTA program

Student's Signature: _____

Student's ID #: _____

DATE: _____

PTA Program Director/ Department Chair: _____

DATE: _____

Appendix H

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

Due to high demand and limited resources, NSCC provides several selective admission programs, particularly in health education and those requiring clinical and field experiences with employers. These programs are not open admission programs and shall establish and maintain additional criteria for admission and continued participation.

AP3710 Selective Program Admission

The following academic programs are designated as selective admissions programs:

- Nurse Education
- Practical Nursing
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiological Technician
- Respiratory Therapy
- Surgical Technician
- Medical Assistant
- Veterinary Technology

These programs maintain additional admission criteria, which can be found in each Program's Handbook. Additionally, the following requirements apply for continued participation in a Selective Program.

Required Drug Testing

The Division of Health and Human Services is committed to high quality education and providing excellent clinical experiences for all students in Nursing and Allied Health professions. Students are expected to perform at their highest functional level during all educational and clinical experiences in order to maximize the learning environment and ensure both patient and student safety. Thus, a student's performance at all times must be free of any impairment caused by prescription or non-prescribed drugs, including alcohol or marijuana.

Students enrolled in Nursing and Allied Health programs are required to undergo and pass a college-endorsed ten panel drug and/or alcohol screening analysis in order to remain in the program and be eligible for placement in a clinical facility. Students assigned to clinical education experiences at the College's contracted facilities may also be required to undergo and pass additional random and scheduled drug screenings in order to remain at that clinical facility and in the program. Students who fail a screening or refuse to submit to a screening within the designated time frame will be ineligible for clinical placement, which will affect their status in the program. Students with a positive drug test may appeal the results of the test within five (5) days of notification of the drug test results. This appeal must be in writing and delivered to the college's Dean of Health Professions. An appeal by a student who claims that he/she tested

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positive due to a prescription drug and was unable to clarify this matter with the medical review officer (MRO) from the drug testing lab shall include evidence from a health care provider of the type of prescription, dates of permissible use and dosage amounts. Students whose appeals are denied may re-apply for re-entry into the program after one year. Requests for re-admission will be considered on a case-by-case basis and in accordance with program criteria.

Students who are notified of a “negative-dilute” result will submit to a random drug test within 24 hours of the previous test in order to confirm the negative status of the screening. Additional random testing may also be required under the guidelines listed in your program’s handbook.

Students who test positive for marijuana are unable to continue in a clinical placement, which will affect their status in the program. While the use of marijuana is permitted in Massachusetts, marijuana remains classified as a controlled substance under federal law and its use, possession, distribution and/or cultivation at educational institutions remains prohibited. A student who has a prescription for Medical Marijuana and tests positive for marijuana will be referred to the Office of Accessibility Services for consideration as to whether the student’s off-campus use of Medical Marijuana constitutes a reasonable accommodation under state law. If it is determined based on an interactive process with the student that his/her continued off-campus use of Medical Marijuana could impair his/her clinical performance, pose an unreasonable safety risk to patients, or violate the terms of a clinical facility’s affiliation agreement with the College, then the student's continued use of Medical Marijuana will not constitute a reasonable accommodation under the law.

A NSCC student’s program fees will cover the cost of drug testing and retests. Students will be responsible to pay for additional drug screening conducted as part of an appeal. All students will be required to sign a Drug Screening Release Form. By signing this form, students authorize NSCC to conduct the 10 panel urine test for drug screening. The student will be provided additional information regarding the procedure through their program’s handbook and during program orientation. If assistance is needed with this drug screening process, please contact the Dean of Health Professions and Human Services for Nursing and Allied Health Programs.

Required Criminal Background Checks

Students enrolled in Nursing, Allied Health, or Veterinary Technology programs are required to undergo and pass a National Criminal Offender Record Information (CORI) background screening in order to remain in the program and be eligible for placement in a clinical facility. Students assigned to clinical education experiences at our contracted facilities may also be required to undergo and pass additional random CORI screenings in order to remain at that clinical facility and in the college program. Students who fail a screening or refuse to submit to a screening within the designated time frame will be ineligible for clinical placement, which will affect their status in the program. Any appeal of a CORI screening will be reviewed and decided by the North Shore Community College CORI Board.

Please refer to the College Policy 22200 and Administrative Procedure 22200 for information concerning the CORI appeal process. Program fees cover the initial National CORI for admissions purposes and the subsequent costs for state and local CORI checks.

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For more information, please contact the Dean of Health Professions and Human Services for Nursing and Allied Health Programs or the Dean of STEM and Education for Veterinary Technology.

Revised 2019

Appendix I

North Shore Community College
PTA Program
Change of Status to Part Time Curricular Sequence

I _____ have opted to drop down to the part time PTA program as of _____ . I understand that this constitutes my final readmission to the program. In the case of failing and/ or withdrawing from a PTA course following this withdrawal to the part –time sequence, I understand that I will be dismissed form the program without opportunity to re-apply to the PTA program.

Department Chair/ Program Director Signature: _____

Student Signature: _____

Date: _____

Appendix J

North Shore Community College
PTA Program Withdrawal Form

I _____ (name of student) have made the decision to withdraw from the PTA program as of _____.

Reason for withdrawal from the PTA Program:

Student Signature: _____

Program Director Signature: _____

Date: _____

Verification Form

North Shore Community College

PTA Program

PTA Student Orientation Handbook Verification Form

I, _____, have read, understand and agree to comply with the content of the Student Orientation Handbook. 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 the following:

- 1.) My acceptance and understanding of the program policies and procedures and the program learning contract.
- 2.) Consent to the program's accrediting agency to view my work while I am student in this program.
- 3.) Verification that I have health insurance.
- 4.) Permission to the PTA program at North Shore Community College to release my health records to clinical facilities requesting information regarding my essential functions and immunity status.
- 5.) My understanding that the PTA Program may change and/ or revise policies and procedures due to institutional and/ or program circumstances.

Student's Printed Name _____

Signature _____

Date _____