



Bryant & Stratton College

Physical Therapist Assistant

Student Handbook

2024

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The information in this handbook is NOT A CONTRACT with students and is subject to change at any time without notice. Students will be notified of new policies or changes to present specific Physical Therapist Assistant policy and procedures via e-mail by the Physical Therapist Assistant Program Director. Questions regarding updates may be directed to the Physical Therapist Assistant Program Director. If any information in this handbook conflicts with the State or Federal Statute, Rules, or Regulations, the State or Federal Statutes, Rules, or Regulations will control.

These requirements are specific to the Physical Therapist Assistant Program and are supplementary to the *Official Bryant & Stratton College Catalog*.

About the Physical Therapist Assistant Program

This handbook was developed to provide faculty and students in the Physical Therapist Assistant Program with information and answers to questions concerning the Physical Therapist Assistant Program at Bryant & Stratton College. Included in this handbook:

- a. Program-specific information
- b. Academic policies and procedures relating to the Physical Therapist Assistant Program

Students who deviate from the requirements and obligations set forth in this Handbook and in the Official Catalog are subject to appropriate action including suspension or dismissal from the College and release from the Physical Therapist Assistant Program.

The Physical Therapist Assistant Programs at Bryant & Stratton College (Parma, Southtowns, Syracuse, and Wauwatosa Campus') are accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, Virginia 22305-3085; telephone 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 414-302-7000.

Approval

Graduation from a physical therapist assistant education program accredited by CAPTE is necessary for eligibility to sit for the PTA licensure examination which is required in all states. Once accreditation of the Physical Therapist Assistant program has been obtained, its graduates will be eligible to sit for National Physical Therapist Assistant Examination (NPTE-PTA) through the Federation of State Boards of Physical Therapy (FSBPT). State licenses/certifications are based largely on the results of the NPTE-PTA.

Note that a felony conviction may affect a graduate's ability to sit for the NPTE-PTA or attain state licensure.

The Physical Therapist Assistant Program is approved to operate in the states of Ohio, New York, and Wisconsin.

College Mission Statement

Bryant & Stratton College offers a personalized career education and experience leading to high demand professions so graduates are prepared for their career and life pursuits.

College Vision Statement

Empowering our students to build successful careers in high-demand professions through innovative, personalized connections in an outcomes-focused environment.

Physical Therapist Assistant Program Mission Statement

The Physical Therapist Assistant Program provides a personalized, rigorous, contemporary, and outcomes based curriculum to prepare students for success in a high demand career as a physical therapist assistant.

Physical Therapist Assistant Program Philosophy

In 2013, the APTA's House of Delegates adopted the vision statement for the physical therapy profession: Transforming society by optimizing movement to improve the human experience. (American Physical Therapy Association [APTA], 2013, para. 2). At Bryant & Stratton College, we believe that the philosophy of our Physical Therapist Assistant Program must support this powerful statement. Also, just as the profession believes that it has a duty to transform society, we believe that it is our duty to transform students to prepare them to achieve career and life pursuits. This transformation of a student into a healthcare professional, however, can only happen in a dedicated, supportive environment that begins with a sound academic foundation, comprehensive clinical experiences and a program that instills and encourages the values needed to be successful in career and life pursuits in this unique field. Our philosophy is that all three: a solid academic foundation, dynamic clinical experiences and essential core values, are critical to allow a graduate of our program to make a positive difference in the lives of future patients.

Academically, our approach to learning is one that creates a student centered environment that encourages curiosity, experimentation and the capacity to practice what is learned. There is emphasis on quality, rigorous and contemporary instruction which includes active learning where engagement of students is critical both in the classroom and in the laboratory setting. Connecting new learning to previous experiences is stressed and the concept of theory and outcomes-based instruction is essential so that the information presented is seen as relevant and useful to the student. In the same way that the profession of physical therapy embraces individual differences and creates an atmosphere of respect, our program appreciates the importance of diverse learning activities, appealing to visual, auditory and hands-on learners. We also appreciate that students are unique individuals where personalized attention that values social and cultural diversity allows a learner to achieve their highest potential in their future careers and in life. Other important values that are stressed throughout the educational process are teamwork, leadership skills, lifelong learning and decision making that is not only evidence-based but also based on the varied factors that make each patient unique. Our goal is to produce a graduate that is respectful of the educational process, the profession, themselves, and the patient so that as they accept the challenge to make a difference in someone's life, they will be proud of the results.

From a clinical perspective, it's important that our site supervisors are familiar with our curriculum and the course outcomes for the different clinical experiences. It will be critical for site supervisors to understand where their responsibilities fall within the students' academic careers so that the application of what they've learned in the classroom and lab settings can be maximized during clinical rotations. We also understand that it is the College's responsibility to not only establish relationships with clinical sites in a variety of settings, but to create a *partnership* with these facilities. In this environment, collaboration between the college and the clinical supervisor will lead to improved quality of the clinical experience for students as all parties feel an obligation to this joint venture.

The third component that we believe is vital to our curriculum is to instill and encourage the values necessary for a physical therapist assistant to provide safe and effective care to patients with a multitude of conditions in varied settings under the direction and supervision of a physical therapist. In 2009, the APTA Board of Directors charged the Advisory Panel of Physical Therapist Assistants to develop a set of value-based behaviors that would be considered core values of the PTA. (APTA, 2011, para. 1). In a profession where you are dealing with injury, disease and disability and your goals are to improve mobility and function, these value-based behaviors are critical to providing quality care. Patients may be in pain, their progress may be slow and their outlook may be bleak; but working with a healthcare professional that not only understands their condition but demonstrates values like altruism, compassion, duty, and integrity, will give patients the confidence they need to move forward towards the achievement of their goals which will ultimately maximize their human experience.

Lifelong Learning is the process of acquiring knowledge or skills throughout life via education, training, work, and general life experiences. Today's world dictates that all professions keep up-to-date with the changing information, technology, and skills necessary to perform job responsibilities with confidence and competence. Graduates will be confronted with rapidly changing knowledge and skill demands. In order to be successful, graduates must have the desire and ability to continue to learn throughout their career.

Physical Therapist Assistant Program/Student Learning Outcomes

Graduates from the associate degree Physical Therapist Assistant Program will be able to:

- **Demonstrate professional behavior and values, moral and ethical standards and attitudes consistent with the career of the physical therapist assistant.**
- **Articulate the distinct roles and responsibilities of the physical therapist assistant as they apply to interaction with patients, family members, physical therapists, and other professionals.**
- **Be an advocate for patients, services and for the profession.**
- **Apply physical therapy principles and theories to data collection and intervention in order to achieve desired outcomes.**
- **Provide services to patients of varied backgrounds in various systems without bias.**
- **Utilize research in order to make evidence-based practice decisions and demonstrate lifelong learning.**

Physical Therapist Assistant Standards of Ethical Conduct

delineate the ethical obligations, to which all PTA's shall adhere, as determined by the House of Delegates of the APTA. These standards provide a foundation that depicts the special obligation of all PTA's to enable their patients/clients the ability to achieve greater independence, health and wellness, and enhanced quality of life. (Adapted from Standards of Ethical Conduct for the Physical Therapist Assistant, APTA, 2013).

Physical Therapist Assistant Program Information

Physical Therapist Assistant Program Entry Requirements

For consideration into the Associates in Applied Science degree PTA Program, the candidate must:

1. Submit a completed Application or eApplication using the feature located on the Internet at www.bryantstratton.edu for admission to the college.

2. Provide an official U.S. high school transcript indicating successful completion, or official documentation of a U.S. GED or provide documentation establishing successful completion of secondary school through homeschooling, as defined by the law of the State in which the homeschooling was provided.
3. Complete standardized assessments.
4. Attain Accuplacer placement scores related to math (253 or above) and English (243 or above). If a student has transfer credit for both MATH and ENGL, Accuplacer will not be required. If a student has transfer credit for English but not Math, the student will be required to take the Math Accuplacer. If a student has transfer credit for Math but not English, the English Accuplacer will be taken
5. Minimum GPA of 2.5 in high school or college.
6. Students will sign a disclosure documenting their knowledge that a negative background check may exclude them from clinical rotations prohibiting them from completing the program and obtaining licensure.
7. Successfully completed and passed biology and an additional science course at the high school or college level.
8. Interview with the Physical Therapist Assistant Program Director who will subsequently complete the PTA Program Admissions Committee Review Rubric. This rubric considers GPA, Accuplacer scores or transfer grades in math and reading, success in prerequisite courses, and observation experience/professional affiliations.*

*Please note that prospective students with the highest scores on the PTA Program Admissions Committee Review Rubric will be offered acceptance into the PTA program first, and students will continue to be accepted into the program based on the next highest score until a cohort is filled. Students not offered acceptance because a cohort is filled, but who still meet the minimum admission requirements, will be placed on a wait list. Prospective students on a wait list will be contacted if any placements become available, offering the next available placement to the prospective student with the next highest score on the PTA Program Admissions Committee Review Rubric. Note wait list status does not guarantee acceptance.

Health Requirements for the Physical Therapist Assistant Program

In order to enroll in and attend clinical internship courses which begin in the third semester, documentation of the following requirements must be provided:

- a. Health history and examination by a physician, nurse practitioner, or physician assistant, completed within one year from the start date of the first clinical course.
- b. Immunization Records:
 - Annual influenza
 - Mumps, Measles, Rubella
 - Tetanus/diphtheria (Td): Tetanus/diphtheria booster within the last ten years.
 - Hepatitis B Vaccine: Documentation of three immunizations or start of immunization series or a student may sign a Release of Responsibility form or provide a titer showing immunity.
 - Varicella: Either proof of vaccination, disease (year of exposure required), or a blood titer showing immunity.
 - COVID-19 Vaccine as required by clinical site.

- c. Results of Tuberculin (TB) Skin Test within past year and every year thereafter (chest x-ray and physician documentation of freedom from TB are required if skin test results are positive). Results must be valid through the end of the clinical semester.
- d. Evidence of the American Heart Association or American Red Cross Health Care Provider CPR for the professional rescuer (cardiopulmonary resuscitation) certification valid through the end of the clinical semester.
- e. If required by a clinical internship site, the student must complete a drug screening test or any additional tests required.
- f. Other- There may be other requirements such as health insurance or specific vaccines that are dictated by the clinical facility. In the event that a student does not meet the requirement that a clinical facility requires, the student may not be able to satisfy all program requirements. Every effort will be made to place the student in a facility that does not necessitate that particular requirement however there is no guarantee that the student will be placed.

On an ongoing basis throughout the Physical Therapist Assistant Program, students must meet these additional requirements:

- a. Annual documentation of freedom from tuberculosis
- b. Negative drug screen at any time a screen is required. Any student who tests positive on a drug screen may be dismissed from the Physical Therapist Assistant Program and/or clinical internship classes.
- c. Continued certification in CPR for the professional rescuer.

It is the student's responsibility to ensure that all documentation meets the above requirements and remains current throughout their program. In the event that documentation expires, students will be banned from clinical internship classes until such time as the updated documentation is submitted. Failure to provide updated documentation may result in failure of the clinical internship class.

I understand that in order to participate in the required clinical portion of my degree program, I must meet the specific eligibility requirements of the facility including passing a medical examination acceptable to the facility prior to my participation. Part of my medical examination may include providing proof of having obtained required vaccinations, including the COVID-19 vaccine. My failure or inability to satisfy eligibility requirements, pass medical examination by the clinical facility and/or provide proof of all required vaccinations will preclude my clinical participation altogether.

Background Record Check Requirements

As future healthcare professionals, there may be important ethical and professional considerations of which the Physical Therapist Assistant student should be aware. Criminal convictions and a record of other conduct may prevent the student/graduate from being licensed and may preclude the graduate from obtaining gainful employment as a Physical Therapist Assistant. Even after obtaining his or her license, the Physical Therapist Assistant graduate may have that license suspended or revoked for such convictions or conduct. It is therefore very important that the graduate conduct him or herself professionally and ethically as a law-abiding citizen.

Also, in order to successfully complete the Physical Therapist Assistant Program, students must participate in clinical internship at outside clinical agencies at varied times to provide patient care. These facilities have policies regarding which students may be accepted. **For this reason, Bryant & Stratton College cannot warranty that a student with a criminal record or a record of certain actions, mental illness, physical illness, or chemical dependencies will be accepted by a clinical internship site for**

placement. If the student is not accepted, the student will not be able to successfully complete the Physical Therapist Assistant Program.

In addition, even if a student does successfully complete the Physical Therapist Assistant Program, if that student has a record of certain crimes or conduct, Bryant & Stratton College cannot warranty that the relevant state Physical Therapy Board will permit the student to sit for the National Physical Therapist Assistant Examination (NPTAE) or to be licensed, certified, or registered or to be employed as an Physical Therapist Assistant after graduation.

Students who commit an offense after admission which bars participation in the clinical site may be released from the Physical Therapist Assistant Program or dismissed from Bryant & Stratton College.

State of Ohio Criminal Background Check

Ohio Criminal Background Check Requirements

Section 4755.70 of the Ohio Revised Code requires all individuals applying for a license issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI).

Students are also required to disclose the following matters including but not limited to: any and all criminal convictions and certain past actions taken in other states or jurisdictions. Students are responsible for completing the background check, if required for the clinical internship setting. After the initial background check, students are required to notify the Physical Therapist Assistant Program Director of all subsequent criminal offenses.

In addition to the initial background check, students must submit to additional background checks as they expire. Students are responsible for subsequent fees for background checks. Also, during some clinical internship courses, checks requiring fingerprinting may be required for admission to clinical internship facilities.

For information concerning the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board requirements, see the Web site <http://otptat.ohio.gov>.

State of Wisconsin Criminal Background Check

Wisconsin Criminal Background Check Requirements

Caregiver Background checks are required for all persons working or training in facilities that provide care for others or have access to people who receive care. *See* Wis. Stat. § 50.065. Physical Therapist Assistant students fall into this category. Additionally, students must meet the requirements of the individual clinical facilities with which we work in order to progress through the Physical Therapist Assistant Program.

Students will be asked to complete the Wisconsin Background Information Disclosure (BID) form (HFS-64) prior to acceptance into the program. The College will pay for the initial background check. If a student has lived outside the State of Wisconsin within the past three years, additional state and/or federal background checks may be required. Falsified or missing information on the BID is grounds for dismissal from the Physical Therapist Assistant Program. Bryant & Stratton Physical Therapist Assistant students

must comply with State and Federal laws as well as the requirements of the clinical facilities with which we work.

After the initial background check, students are required to notify the Physical Therapist Assistant Program Director of all subsequent criminal offenses. Also, during some clinical internship courses, checks requiring fingerprinting may be required for admission to clinical facilities.

If a clinical internship facility will not accept a student based on the criminal background check, the student will not be able to successfully complete the Physical Therapist Assistant Program. If a student determines that the background report is incorrect or wishes to take legal action regarding past criminal activity, he or she must do so without the help of the college, and must obtain and pay for any legal or other assistance required. A student is ineligible for placement at a clinical facility until a corrected or revised background check is available.

State of New York Criminal Background Check

New York Criminal Background Check Requirements

Students are required to have a background check performed each year prior to the start of clinical internship. The service utilized for this check is americandatabank.com. An additional fee may apply to complete the background screenings. Please be aware that specific clinical internship sites may require additional screenings not offered by americandatabank.com. Please defer to the clinical internship site for requirements related to background checks.

The New York State Department of Public Education requires that anyone working with students or teachers in a school setting is required to be fingerprinted. You may be required to obtain fingerprinting clearance depending on your clinical internship placement. Please follow your site protocol related to fingerprinting as needed.

Drug Use, Illnesses, and Other Conduct

Other conduct that could result in the denial of the ability to sit for the examination, or cause the denial of licensure, certification, or registration includes:

1. Fraud and deceit in procuring or attempting to procure Physical Therapist Assistant license, certificate, or registration;
2. Unprofessional conduct;
3. Willful or repeated violation of state law governing professional licensure;
4. Use of alcohol or drugs to the extent that such use renders a person unsafe to practice;
5. Any mental or physical illness that renders a person unsafe to practice.

FEDERAL LAW Regarding Criminal Background Checks

In addition to state laws, federal law mandates criminal record checks with respect to work in certain facilities or settings that receive federal funding. For example, the 2010 Patient Protection and Affordable Care Act (42 U.S.C. § 1320a-71) requires the Secretary of Health and Human Services to carry out a nationwide program for states to conduct national and statewide criminal background checks for direct patient access employees of nursing facilities and other providers.

Informed Approach

Because a criminal history can have different effects at the educational, licensure, and employment levels, any student with a criminal history is encouraged to contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions.

Inaccurate Representations of Students

Any student who inaccurately completes his or her disclosure form is subject to dismissal from Bryant & Stratton College regardless of the offense committed. Students are subject to sanctions if they knowingly give false information on or knowingly omit information from the background information disclosure form. Students are also subject to sanctions if after submitting a background information disclosure form, subsequently fail to report:

- Any information about a conviction for a crime or other act or offense requested on the background information disclosure form;
- Carrying out other conduct that could result in the denial of the ability to sit for the licensure examination, or bar the applicant from being employed in a healthcare setting.

Physical Therapist Assistant Program Dress Code

As a health care professional in training, all students should demonstrate professional appearance during all clinical activities including observational opportunities specifically in clinical internship. Bryant & Stratton College will expect students to present themselves in a professional and courteous manner.

In the classroom: Students should demonstrate professional appearance in the classroom setting during all presentations, lab practical exams, skill checks and lectures on campus. This is inclusive of the PTA program dress code mentioned below with the exception of wearing jeans on the last academic day of the week.

In the lab: Students will be required to abide by the dress code of the lab. These include but are not limited to:

- Shorts/athletic pants may be worn over shorts to easily expose body region studied
- Sports bra
- Tank top/layered shirts to easily expose body region studied
- Closed toed athletic shoes
- Excellent personal hygiene referenced above with hair pulled back

In the clinical setting: Students will be required to abide by the dress code of the facility. These include but are not limited to:

- No jeans or shorts (unless otherwise instructed to do so)
- No bare skin showing at the midriff/back or chest
- No cleavage showing - tops must cover you completely
- No short skirts or dresses
- No sweat pants/leggings or crop pants
- Proper footwear (no sandals, high heels or open toe/open back shoes unless otherwise instructed to do so)
- No visible tattoos (please cover them out of respect for clients)
- No excessive jewelry that interferes with patient care (please limit earrings to one or two pairs, no large hoop or dangling earrings for safety reasons)

- No facial piercing including tongue studs (please cover or remove them out of respect for clients)
- Excellent personal hygiene is expected of all, including keeping hair, facial hair and nails well groomed. Artificial nails must be removed.
- When caring for clients/patients, hair must be pulled away from head and not hang in the patient care area
- Use of chewing tobacco or gum is strictly prohibited at any time in presence of patients, visitors, physicians, guests or while on telephone

Students must wear an identification badge indicating your school, name and your professional title as a Student Physical Therapist Assistant. Students may be asked to wear additional identification and/or facility identification. These are to be worn throughout the clinical internship placement.

In some cases, lab coats or hospital scrubs are required and are the responsibility of the student both in purchasing and maintaining.

Please be aware that some facilities may have dress codes and identification policies which are more stringent than what is listed here. In that case you should follow the policies of your facility.

Transportation to Clinical Internship Sites

The Physical Therapist Assistant Program uses a variety of facilities for student learning experiences. The facilities are located in various areas of the community and require students to provide transportation to and from the facility.

- a. Students are responsible for their transportation to and from clinical internship sites for clinical internship experiences.
- b. Under no circumstances are students allowed to transport patients in their private vehicles.

Comments/Complaints

Student Complaints

Bryant & Stratton College prides itself in providing a positive experience for all students. In the event you become dissatisfied with any aspect of your educational experience, you have the right to post a formal complaint. To register a formal complaint you should adhere to the following procedure.

1. Prepare a written complaint describing the nature of the problem, the date of occurrence, and your student identification number. You can mail, e-mail or submit a paper copy of your complaint. Send this formal complaint to the manager of the appropriate department. If your concern does not relate to a specific department, address your complaint to the Dean.
2. You will receive a return message within 5 business days, confirming that your complaint has been received.
3. Within 10 business days of receipt of the complaint, you will receive an official response from the manager or campus designate. The response may include a scheduled meeting, resolution action, or referral to a committee.
4. All formal complaints are retained as part of the student files.
5. If you are dissatisfied with the response from the campus department manager, you may submit your concern to the Campus Director.

If someone from the public wants to make a comment about or complaint against the program he/she should contact the Program Director at the campus.

Complaints to the Commission on Accreditation in Physical Therapy Education (CAPTE) can be made by contacting the APTA accreditation Department at 703-706-3245 or at accreditation@apta.org to obtain the materials necessary for submitting a formal complaint.

Academic Policies and Procedures

Transfer Credit and Proficiency Credit

General Transfer Credit Policy

Bryant & Stratton College accepts credits from other accredited colleges, universities, post-secondary institutions, and American Council on Education (ACE) recommended programs for college credit, if the following criteria are met:

- The transfer course content must meet or exceed the educational outcomes of the course in the Bryant & Stratton College curriculum.
- Official college transcripts or training program/certification documentation for the transfer courses must be received along with the completed transfer request by the end of the student's first semester of enrollment at Bryant & Stratton College.
- The applicant earned a grade of C or better in the course.
- The length of time elapsed since the transfer course credit has not rendered the course obsolete as to the utility of the knowledge in the field of study or the application of technology.

General Credit by Examination Policy

- a. Credit by examination is a process that employs rigorous assessments that require students to meet all of the established competencies and outcomes for the award of credit for a select group of courses at Bryant & Stratton College.
- b. Prior Learning Assessments (PLAs) are available to all campus-based students for select courses in the degree plan, or liberal arts course series.
- c. It is recommended that PLAs be completed by the end of the first term of enrollment.
- d. Students must earn a grade of 70% or better on any Bryant & Stratton College PLA in order to earn credit for the related course.
- e. PLAs may be taken only once in a subject and must be taken before the student enrolls in the related course.
- f. Students who receive the grade **W** in a course *may not* complete the related PLA, nor may students complete a PLA while they are enrolled in the related course or after they have failed the related course.
- g. For individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, refer to the *Official Catalog* for the SOCNAV/SOCAD opportunities for earning transfer credit.

Experiential Learning:

Bryant & Stratton College does not grant credit for life experience. The College, however, does recognize that students enter college with life experiences and therefore offer the opportunity to sit for prior learning examination (Policy No.022).

Advanced Placement:

Unless noted otherwise, Bryant & Stratton College will grant transfer credit for Advanced Placement tests for which prospective students have earned scores of 5 (Extremely Well Qualified), 4 (Well Qualified), and 3 (Qualified) unless noted otherwise below. No Bryant & Stratton College campus shall grant transfer credit for AP scores of 2 (Possibly Qualified) or 1 (No Recommendation).

Process by which Policies and Procedures are Communicated to Students

Students will be notified of new policies or changes to present specific Physical Therapist Assistant policy and procedures via Bryant & Stratton College e-mail by the Physical Therapist Assistant Program

Director. These changes will also be included in the catalog during semester revisions.

Course Grading Scale

The grading scale for the Physical Therapist Assistant courses is not consistent with all other Bryant & Stratton College programs (A=90%-100%; B+=85%-89%; B=80%-84%; C+=75%-79%; C=70%-74%; F=69.9% or less; I=Incomplete; W=Withdrawal). The D+ grade is not used in the Physical Therapist Assistant program with the exception of all liberal arts courses that are not considered major requirements. Student learning will be evaluated using multiple assessment measures: exams and quizzes, individual and group projects, etc. Refer to the instructor's supplemental syllabus for further explanation of assessment measures for individual courses. Syllabi may be revised as needed throughout the term.

Advisement

- a. Academic/faculty advisors will be assigned to Physical Therapist Assistant students.
- b. Students are required to meet at least once per semester with assigned faculty member (Program Director or Academic Coordinator of Clinical Education) to discuss advising related to coursework and clinical internship education in the Physical Therapist Assistant program.
- c. The Physical Therapist Assistant Program Director and the Academic Coordinator of Clinical Education are available to discuss grades, academic plans or problems, course changes, etc. Students are encouraged to confer with all the resources available as academic problems, conflicts, or concerns arise.
- d. All faculty are available to discuss academic plans or problems, course changes etc. for their specific course (s)

Students with Disabilities

The Physical Therapist Assistant Program complies with all state and federal regulations regarding the American with Disabilities Act. In an effort to assist students who have a physical or mental impairment that substantially limits their everyday functions, we recommend that they meet with the ADA coordinator as soon as possible to discuss what accommodations or adjustments might be needed to facilitate their full participation in our program. Students with disabilities are encouraged to make an appointment with the ADA coordinator on their campus as soon as possible to discuss their needs. Any accommodations must be determined and arranged through the collaborative efforts of the ADA coordinator and the Physical Therapist Assistant faculty. Academic outcome expectations will be the same for all students regardless of abilities/disabilities; however strategies to meet expectations may differ based on individual needs.

Regarding clinical internship, students with a disability are encouraged to voluntarily disclose their needs for clinical internship accommodations with the ADA coordinator well in advance of clinical internship placement. They are also encouraged to voluntarily disclose their need for accommodations with the Academic Coordinator of Clinical Education prior to selection of clinical internship sites. Then, through collaboration with the academic clinical internship coordinator, ADA coordinator, and the student, an accommodation plan may be developed. As with classroom expectations, clinical internship outcome expectations will be the same for all students regardless of abilities/disabilities. However, strategies to achieve entry-level competency may differ based on individual needs. Once an eligible student has disclosed the need for accommodation and/or accessibility to the Academic Coordinator of Clinical Education, and has signed a release of information, the clinical internship educator and/or clinical internship supervisor may then be contacted to discuss strategies to be implemented at the clinical internship site.

Students in Need of Accommodations or Adjustments

In compliance with §504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Bryant & Stratton College recognizes and accepts its responsibility to provide a broad range

of services to qualified students with disabilities in an effort to provide them equal opportunity for full participation in their educational efforts. Bryant & Stratton College also recognizes and accepts its responsibilities under Title IX to not exclude a student's participation, deny a student the benefits of or subject a student to discrimination on the basis of sex, including pregnancy or a pregnancy related condition such as childbirth, false pregnancy, termination of pregnancy or recovery therefrom.

Students in need of an accommodation secondary to a disability are encouraged to make an appointment with the §504 Coordinator on their campus as soon as possible to discuss their needs. Students in need of an adjustment secondary to pregnancy or a pregnancy related condition are encouraged to make an appointment with the Title IX Coordinator on their campus as soon as possible to discuss their needs. Contact information for the coordinators at each campus can be found in the Bryant & Stratton College Official Catalog. Requests for accommodations or adjustments may be made at any time, and will be considered on a case-by-case basis through an interactive process between the requesting student, the appropriate coordinator and other administrative staff as may be necessary. Academic outcome expectations required for course, program and degree completion remain the same, but students who feel they are in need of an accommodation or adjustment to help them meet those expectations are encouraged to voluntarily disclose that need and begin the interactive process with the College to identify potential strategies for assistance.

As a student in a clinical degree program, the College encourages any student who feels they are in need of an accommodation or adjustment related to their clinical participation and who initiates the process as outlined above to also contact the Program Director (or designee) prior to selection of clinical internship sites, if possible. Students are reminded that requests for adjustments may be made at any time. As with classroom expectations, clinical internship participation and outcome expectations are a required component of all clinical degree programs at the College. Requests for accommodations or adjustments related to clinical participation will be considered on a case-by-case basis through an interactive process with the requesting student and will require the execution of an authorization for release of information so the request may be discussed with the clinical internship site(s) in order to determine whether the requested accommodation or adjustment will be acceptable to the clinical site.

Technical skills necessary to meet course outcomes and be safe working in the clinic:

- Communication skills
- Contextual and analytical Reasoning
- Social skills and responsible behavior
- Physical strength
- Bilateral dexterity
- Balance
- Sensory Skills

Academic Progression through the Physical Therapist Assistant Program

Acceptable Achievement in Physical Therapist Assistant Courses

- a. Students must achieve a grade of C or better in all PTA coursework and clinical internship.

- b. A minimum grade point average (GPA) of 2.0 must be maintained to progress through the Physical Therapist Assistant program.
- c. All courses are offered in sequence and have prerequisites that must be met before a student may progress in the program.
- d. Failure of two or more PTAP or BIOL courses will result in release from the PTA program.

Clinical Internship Requirements

- a. Clinical internship is a required component of the Physical Therapist Assistant Program.
- b. In addition to meeting all prerequisites, permission to participate in clinical internship is contingent upon the Physical Therapist Assistant Program's approval based on overall demonstration of professional conduct, appearance, judgment and performance.
- c. Students are required to submit physical exam and verification of all appropriate immunizations before proceeding with any clinical internship.
- d. Students must comply with all requirements for immunizations, screenings, fingerprinting, background checks, orientations, and training as dictated by clinical internship sites.
- e. Students must complete CPR for the professional rescuer with first aid prior to clinical internship assignments.
- f. Clinical internship placement at various sites is subject to availability, lottery and the discretion of the Academic Coordinator of Clinical Education and the Program Director. Students are responsible to have a reliable mode of transportation to and from any assigned sites. Students are responsible for any related travel expenses including tolls and parking fees.
- g. Prior to Level II clinical internship courses, students must pass all competency skills checklist.
- h. **Level II clinical internship requires full-time availability (average 34-40 hours per week) or as dictated by the site.** If students do not complete the necessary hours they will not pass and therefore will not be able to successfully complete the program. Therefore, it is critical that students do not schedule ANY activities (work, vacations, personal time, weddings, etc.) that may conflict with these required clinical internship hours/days. Doing so may be considered a violation of this policy and may result in failure of the clinical internship.

Remediation

To enhance student success, mandatory remediation plans will be developed as per the instructor's supplemental syllabus.

Repeat of a Physical Therapist Assistant Course

A student who earns a non-passing grade (F) or a withdrawal (W) from a PTA course must repeat the entire course and successfully pass the course. The repeat should occur during the next term the course is offered or as determined by the Physical Therapist Assistant Program Director.

Grade Appeal

The instructor for the course is responsible for assigning grades. If there is disparity between the opinions of the instructor and the student regarding an assigned grade, the student may challenge the grade by following the grade appeal procedures as outlined in the *Official Catalog*. A student receiving a failing grade for unethical or unsafe conduct who nonetheless otherwise meets satisfactory academic progress requirements may be released from the Physical Therapist Assistant Program yet may continue within the College in a different program at the discretion of the College. Such a student, however, may be subject to the College's disciplinary process for violation of the Code of Conduct as described in the *Official Catalog*.

Non-Grade-Related Grievance Process

For matters not related to grade challenges, students should follow the established Bryant & Stratton College Grievance Procedures, found in the *Official Catalog*.

Program Jeopardy Status

A student who earns **one** non-passing grade (F) or a withdrawal (W) from a PTAP or BIOL course is placed on program jeopardy status and remains in such status until the student completes the program.

Students who fall below a 2.0 grade point average (GPA) will be placed on program jeopardy status for one semester with the opportunity to get back in good standing.

Program Jeopardy Status is distinct from academic probation as set forth in the College *Official Catalog*'s description of the College's satisfactory academic progress policy. A student may be in Program Jeopardy Status in the Physical Therapist Assistant Program yet may be maintaining satisfactory academic progress at the College. Such a student will be in jeopardy of being released from the Physical Therapist Assistant Program but may not necessarily be on academic probation.

Release from the Physical Therapist Assistant Program

Students will be released from the Physical Therapist Assistant Program for any one of the following reasons with no opportunity for re-entry or the benefit of program jeopardy status:

- a. **Student earns a total of two non-passing grades (F) or withdrawal (W) in any PTAP course, whether the non-passing grades are earned in the same course or two different courses and regardless of the semester in which the two non-passing grades are earned;**
- b. **Student earns a total of two non-passing grades (F) or withdrawal (W) in any BIOL course, whether the non-passing grades are earned in the same course or two different courses and regardless of the semester in which the two non-passing grades are earned;**
- c. **Student falls below the minimum 2.0 (CGPA) and does not get back in good standing with a cumulative GPA of at least a 2.0 in the subsequent semester;**
- d. **Student engages in unethical or unsafe conduct while providing direct patient care activities or indirect patient care activities (i.e. documentation and/or billing);**
- e. **Student engages in conduct that is illegal or dangerous to self or others and/or violates the Student Code of Conduct policy as described in the *Official Catalog*.**

If a student is released from the program based on conduct violations (as stated in **d** and **e** above), the student may appeal the decision within 10 days by submitting a written appeal letter to the campus director as described in the *Official Catalog*.

Students who were dismissed from the Physical Therapist Assistant Program for academic reasons have the right to a course grade appeal. Refer to the appeal process in the *Official Catalog*. Grade challenge documentation must be submitted to the Dean of Instruction within two weeks after the issuance of final course grades. If the course grade is not overturned, readmission is not granted and therefore the student will be dismissed from the program and will not be eligible for re-entry. If readmission is granted, students will be permitted to continue in the program provided they have successfully completed all corresponding skills competency assessments and lab practical assessments for lab-based courses and a comprehensive written assessment for didactic courses. Remediation will be offered prior to the competency assessment. Students will have one opportunity to successfully complete the competency assessment in order to re-enter the program.

Students must also maintain the quantitative component of the College's satisfactory academic progress toward completion of their studies in order to remain in good academic standing and remain enrolled at

the College. The academic standards for the Physical Therapist Assistant Program have different levels of performance that augment and supersede the measuring points and requirements outlined in *the Official Catalog* and are used to evaluate a student's ability to progress in the Physical Therapist Assistant Program.

Re-Entry to the Physical Therapist Assistant Program

Students who were dismissed from the program as described above are not eligible for re-entry.

Students may petition for re-entry to the Physical Therapist Assistant Program one time if they have voluntarily withdrawn from the Physical Therapist Assistant Program. However, the program must be completed within the timeframe outlined by CAPTE.

Re-entry is considered on a space-available basis. Students must apply for re-entry in writing to the Physical Therapist Assistant Program Director prior to the start of the semester. The application letter must include:

- a. The last semester attended
- b. The reason for withdrawal
- c. The semester in which the student wishes to return
- d. The course(s) he or she intends to take
- e. Transcripts and grades for any courses taken while out of the program
- f. What plans or changes the student has made to ensure retention and success if re-admitted

The request will be reviewed by the Physical Therapist Assistant Program Director within 7 days of receipt. The student's prior academic and clinical performance and any other pertinent information will be reviewed. If approval for re-entry to the Physical Therapist Assistant Program is granted, the student will resume the program at a point of entry determined by the Physical Therapist Assistant Program Director on a space available basis. The student will follow the current catalog courses to complete his/her degree.

Students who have voluntarily left the Physical Therapist Assistant Program for non-academic reasons and have been out for less than two terms may be reinstated without testing (as specified below), upon request and on a space available basis.

Physical Therapist Assistant students who are out for two or more terms will be required to pass a comprehensive skills competency assessment that includes all skills that are included in the curriculum up to the point of departure from the program to be eligible for re-entry.

Completion of the Physical Therapist Assistant Program

All students must:

- a. Pass all courses with the minimum grade required.
- b. Earn **71** credits for the Associate of Applied Science Degree in Physical Therapist Assistant and meet all other applicable Bryant & Stratton College requirements. See the *Official Catalog* for details.
- c. Meet the stated criteria found in this Handbook.
- d. Complete graduation petitions during the final semester of study. Petitions are available in the Academic Office. An administrative graduation fee is assessed for each student and covers the cost of caps and gowns.
- e. Complete the paperwork for the Criminal Background Check as required.
- f. Take part in a Graduate Transitional Interview.

- g. Complete all graduation and clinical internship requirements in a timely manner including completion of Level II clinical internship within 18 months following completion of the didactic portion of the program.

Professional Student Conduct

Core Values For The Physical Therapist And Physical Therapist Assistant

[HOD P06-18-25-33; Last Amended 9-20-19;] [Previously Titled: Core Values: for the Physical Therapist] [Position]

The core values guide the behaviors of physical therapists (PTs) and physical therapist assistants (PTAs) to provide the highest quality of physical therapist services. These values imbue the scope of PT and PTA activities. The core values retain the PT as the person ultimately responsible for providing safe, accessible, cost-effective, and evidence-based services; and the PTA as the only individual who assists the PT in practice, working under the direction and supervision of the PT. The core values are defined as follows:

Accountability

Accountability is active acceptance of the responsibility for the diverse roles, obligations, and actions of the physical therapist and physical therapist assistant including self-regulation and other behaviors that positively influence patient and client outcomes, the profession, and the health needs of society.

Altruism

Altruism is the primary regard for or devotion to the interest of patients and clients, thus assuming the responsibility of placing the needs of patients and clients ahead of the physical therapist's or physical therapist assistant's self-interest.

Collaboration

Collaboration is working together with patients and clients, families, communities, and professionals in health and other fields to achieve shared goals. Collaboration within the physical therapist-physical therapist assistant team is working together, within each partner's respective role, to achieve optimal physical therapist services and outcomes for patients and clients.

Compassion and Caring

Compassion is the desire to identify with or sense something of another's experience; a precursor of caring.

Caring is the concern, empathy, and consideration for the needs and values of others.

Duty

Duty is the commitment to meeting one's obligations to provide effective physical therapist services to patients and clients, to serve the profession, and to positively influence the health of society.

Excellence

Excellence in the provision of physical therapist services occurs when the physical therapist and physical therapist assistant consistently use current knowledge and skills while understanding personal limits, integrate the patient or client perspective, embrace advancement, and challenge mediocrity.

Integrity

Integrity is steadfast adherence to high ethical principles or standards, being truthful, ensuring fairness, following through on commitments and verbalizing to others the rationale for actions.

Social Responsibility

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

Inappropriate behavior

A student's behavior will be considered inappropriate when his/her actions distract other students or instructor, disrupt the instructor's intended flow of the class, detract from the lecture topics and/or course objectives, or are considered unethical, illegal, dangerous, or threatening. Any inappropriate behaviors suggest a lack of responsibility and self-control and are unacceptable.

Students engaging in behavior that is unethical, illegal, or dangerous, may be suspended or terminated from the program or course. Regarding inappropriate behavior that is not unethical, illegal, or dangerous, the instructor will initially verbally advise students who display inappropriate behaviors. If a student displays continued inappropriate behaviors after verbal reprimands, he/she may be removed from the program. The student may then be required to submit an acceptable written remediation plan to the program director. The plan must clearly outline the behavioral problems, identify the probable causes, and detail realistic solutions. Continuation within the program will be determined after review of the plan.

Personal Phone Usage

- Personal phone calls and text messages are not permitted in the classroom, lab or during clinical internships.
- Personal phone calls need to be made on breaks while in the classroom, lab or in the clinical setting. Personal electronic devices such as cellular phones and pagers are not allowed to be turned on in the clinical facilities. These can present a safety hazard for patients with electronic monitoring or pacemakers. Electronic communication devices, including wristwatches with alarms, are distracting in the classroom.
- All cell phones must be turned off or silenced during lecture, laboratories.
- All cell phones must be put away during all quizzes, exams, and practical exams. Failure to comply with the cell phone policy during testing will be considered a breach of academic honesty, and the college policy and procedures will be followed. See *Official Catalog*

Substance Abuse

Bryant & Stratton College requires that Physical Therapist Assistant students be capable of providing safe and effective patient care at all times. To that end, the College is committed to a substance-free workplace and environment. This means students must not be impaired by any substances during any part of the Physical Therapist Assistant Program, including classroom work, laboratory assignments, and clinical settings in which the Physical Therapist Assistant students participate. Federal law prohibits all use, possession, and/or cultivation of marijuana at U.S. education institutions. Federal law requires any institution of higher education that receives federal funding to have policies in place that prohibit possession, cultivation and/or use of marijuana on campus-this includes Bryant & Stratton College. Therefore, the use, possession and/or cultivation of marijuana is not permitted on any Bryant & Stratton College property, facility, location, campus, building, residence hall or off-campus apartment obtained through Bryant & Stratton College, regardless of state law permissions.

Therefore, any situation where a student's ability or performance is impaired by drugs or alcohol will be

dealt with in the following manner:

- a. The campus director or academic manager may warn, suspend, or dismiss from school any student for violation of the Code of Conduct as detailed in the *Official Catalog*. Such students will be ineligible to receive any refund of tuition.
- b. The action taken against any student will be based upon the severity of the infraction.
- c. Each case will be handled and determined on an individual basis and will be completely documented and filed in the student's academic file.
- d. All accused students will be afforded the right of challenge the action under the procedures set forth in the *Official Catalog*. However, clinical facilities may, without a hearing, bar the participation of a student who has tested positive in a drug screen or manifested impairment at a clinical facility. Student Conduct hearings at Bryant & Stratton College are bound by the published guidelines in the *Official Catalog*.

Reasons to Suspect Impairment Include, But Are Not Limited To:

- a. Alcohol on the breath or odor of alcohol
- b. Flushed face and/or bloodshot eyes
- c. Tremors of the hands
- d. Unsteady gait
- e. Patterned absenteeism
- f. Frequent breaks or disappearance during clinical day
- g. Repeated tardiness
- h. Memory lapses, difficulty concentrating, confusion
- i. Lack of coordination/dexterity
- j. Slurred or incoherent speech
- k. Deterioration of appearance
- l. Dilated or constricted pupils
- m. Anger, hostility, irritability, mood swings, agitation
- n. Presence of drug paraphernalia
- o. Drowsiness and sleepiness

General Student Conduct

Students should conduct themselves in a manner consistent with the College's educational mission. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates either criminal law and/or the Student Code of Conduct. Students should refer to the Official Catalog for a detail description of the Student Code of Conduct and disciplinary hearings.

Professional Licensure Application Procedure

Students successfully completing the Physical Therapist Assistant Program are eligible to take the National Physical Therapist Assistant Examination (NPTE-PTA) through the Federation of State Boards of Physical Therapy (FSBPT).

Applications for the FSBPT licensure are completed online at www.fsbpt.org . Physical Therapist Assistant faculty will assist the students in this process.

Students must pay their balance before the College will forward appropriate documentation for student to take board examination.

New York, Ohio and Wisconsin require that candidates successfully graduate for a CAPTE-accredited program, pass the national licensure exam and complete all appropriate applications to be eligible to apply for state registration/ certification.

Statement of Confidentiality

All information that a student learns about a patient while providing care is private and confidential. This information is not to be shared with anyone except an instructor and those members of the health team directly involved with the care of the patient. The right of privacy is paramount; therefore, confidential information about the patient acquired from any source is to be safeguarded.

- The student shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- The student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

With the healthcare professional-patient relationship based on trust, the patient's welfare and reputation can be jeopardized by inappropriate disclosure and the healthcare professional-patient relationship destroyed. Students are expected without exception to observe the patient's/patients' right to privacy. Serious consequences such as release from the Physical Therapist Assistant Program may result if the student fails to maintain this privacy. Students are reminded that confidentiality has legal and ethical implications and that an inappropriate break of confidentiality may expose the student to liability.

General Health and Safety

All students and faculty are:

- Oriented to the safe use of all PTA related equipment and supplies
- Oriented to resource binder containing equipment manuals
- Involved in educational activities that are structured for safe practices for patients/clients, students and faculty

The program director will act as the contact person for student and faculty concerns regarding safety.

Evacuation Procedures

Evacuation floor plans for your campus are posted in the classroom, lounges and in various locations in the administrative areas.

Accidental Exposure

Bryant & Stratton College Physical Therapist Assistant students participate in clinical rotations in multiple facilities. Therefore, in the event of accidental exposure injuries, the student will follow the policy of the facility where the incident occurs. It shall be the responsibility of the clinical internship supervisor in each facility to identify the location of institutional policies and Material Safety Data Manuals and to identify the appropriate contact person in each facility before students begin clinical experiences. Bryant & Stratton College/Clinical Facility assumes no responsibility for the cost of testing/treatment in accidental exposure injury. All students will complete bloodborne pathogen training prior to clinical internship.

Student Health and Counseling Services

Bryant & Stratton College does not provide Student Health Services or Counseling Services. The office of Student Services keeps a reference list of community resources that is available for student use.

Students who need these services may meet with the Program Director and/or Dean of Student Services to review the community resource guide for referrals.

Bryant & Stratton College provides career counseling for all current students and graduates of all Bryant & Stratton College programs. Students needing career counseling should contact the Career Services Department on campus to schedule an appointment. Bryant & Stratton College does not provide student health insurance.

For an emergency health need (physical and/or mental) during scheduled class time on the school premises or in a clinical facility, the instructor or his/her designee will contact the Emergency Medical System (911) to summon emergency assistance for the student. The student is responsible for payment of emergency services and any treatment incurred.

For an urgent health need (physical and/or mental) during class time on the school premises or in a clinical facility, the instructor or his/her designee will assist the student to access the community resource reference in the Advisement and/or Student Services office. The student is responsible for making and keeping any appointments, as well as payment for services.

Student Support Services

Student support services are available to students from a variety of different departments and professionals throughout the College. Students are strongly encouraged to utilize all available resources provided. The **Learning Center**, **Online Tutoring** and the **Online Library** will assist students with a variety of academic support services. **Academic advisors** will assist with academic planning, **Career Services** will assist with job search and placement, **Financial Services** will assist with understanding financial aid and financial obligations, and **Professional Clubs** are available to provide a more well-rounded college experience. Students should contact the program director or an expert college representative from the appropriate department with any questions.

Fees and Expenses

The tuition charges and associated fees for the Physical Therapist Assistant Program are established for the system of Bryant & Stratton Colleges and are consistent for programs at all campuses conferring the degree. The tuition and fees are published in the *Official Catalog*.

Field Trips and Off-campus Laboratory Sessions

At times within the PTA Program, students and faculty may travel off campus for departmental related field trips and off-campus laboratory sessions. The following procedures apply for off-campus experiences:

1. The student is responsible for transportation to and from field trips and off-campus laboratory sessions.
2. All BSC and PTA Program Policies and Procedures are applicable during the off-campus experience.
3. PTA Program faculty will accompany and supervise students participating in all off-campus program experiences except for part-time and full-time clinical experiences.

4. Forms must be completed prior to the trip, instructors in the student's other courses must be informed, and all worked missed the day of the trip must be completed.

Laboratory Guidelines

The Program's requirements include laboratory experiences in which all students must participate. Given the nature of the physical therapy techniques that are demonstrated and/or practiced, physical contact is often required. Such contact will be limited to that which is considered to be within the parameters of acceptable professional conduct. Every effort is made to protect the dignity of laboratory participants. Students with concerns about this requirement or with comments regarding the actual conduct of laboratory sessions should contact the faculty at once.

Laboratories also require clothing that allows for freedom of movement and appropriate visual inspection. Your instructor will make more specific guidelines available in each course. Each student should speak with the faculty if concerns regarding this requirement arise.

On occasion, representatives of the College may wish to photograph or videotape laboratory sessions for public relations purposes. Express written permission is required for Bryant & Stratton College to use your image, and your participation in such activities is always optional.

It is the policy of the PTA program to firmly protect the privacy and dignity of its participants. If you feel uncomfortable with any aspect of the laboratory experience, please contact the faculty.

Laboratory Safety

All therapy equipment is tested and calibrated on an annual basis, and the program maintains records of maintenance and repair. If a student experiences any technical problems involving the equipment, whether it is electrical or a broken crutch,

- The concern should be brought immediately to the attention of a faculty member.
- The equipment should be immediately tagged as defective and removed from the "treatment area".
- The student will place a written note on the piece of equipment stating, "**DO NOT USE**", the **date and potential problem noticed and sign the note.**

If a student has ANY questions regarding the safety of a piece of equipment, whether in the laboratory or the clinic, the student should communicate this to an instructor or supervisor AT ONCE. Safety is one of the most important goals of the Program.

Improper use of the equipment may be hazardous and failure to comply with these guidelines is grounds for disciplinary intervention.

Laboratory Policies

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

1. Only students who are enrolled in the Physical Therapist Assistant program can access the physical therapist assistant lab unless given permission by the Physical Therapist Assistant program faculty. Access is only allowed during scheduled laboratory and open laboratory times unless permission is granted by a Physical Therapist Assistant Program faculty member.

2. No visitors including children are permitted in the physical therapist assistant laboratory unless permission is granted by the Physical Therapist Assistant Program faculty.
3. Students are expected to come to the laboratory prepared with appropriate lab attire. Lecture material as well as other references regarding the material covered in the laboratory should be reviewed prior to the laboratory session.
4. Students should not wear any cologne, perfume, or scented deodorant, lotions or aftershave while in the laboratory. This can trigger an adverse reaction for some people. In addition, students should practice good hygiene practices. Body odor is offensive and will not be tolerated.
5. Students must display good body mechanics at all times.
6. No shoes are allowed on any sheets, the plinths, or the mat table.
7. Foul language, cursing or any statements deemed to be inappropriate by the faculty is not permitted at any time.
8. If any glassware is broken, or spills take place, they need to be cleaned up immediately by the student who caused the accident.
9. No adhesive tape is allowed to be applied to any equipment. The sticky residue attracts dirt and germs.
10. Students should respect the privacy of others by the use of proper draping and curtains.
11. No sexual or racial comments or jokes are permitted at any time.
12. Anger outages are not appropriate and will not be tolerated in the laboratory. Students displaying this behavior may be asked to leave the laboratory setting.
13. Students may only access the laboratory with the permission of a Physical Therapist Assistant program faculty member.
14. Students should conserve all linens and only use what is necessary. Sheets and pillowcases should be rotated. When a clean sheet is placed on a plinth, the sheet is tucked under at the bottom. After the first person uses the sheet, it should be flipped over and not tucked in. The pillows should also be flipped over. After the second person has contact with the sheet and pillowcases, the sheet and pillowcases should be placed in the dirty linen receptacle.
15. No equipment may be actively utilized in the laboratory unless an instructor is present.
16. No food or drink should be consumed, and no applications of make-up in the physical therapist assistant lab.
17. In case of emergency, students need to follow the evacuation procedure posted in the laboratory.
18. The audio control of all cellular phones and beepers needs to be turned off while students are using the laboratory for scheduled sessions.
19. Students do not have the authority to change any settings on the laboratory thermostat or manipulate it in any way.
23. Students may not take or borrow any items located in the laboratory unless they have permission from a Physical Therapist Assistant Program faculty member.
24. All students must clean up the areas utilized by them before exiting the laboratory. In addition, the windows and doors should be closed by the last person leaving the lab.

References

American Physical Therapy Association. (2011). *Values-based Behaviors for the PTA*.

Retrieved from <http://www.apta.org/ValuesBasedBehaviors/>

American Physical Therapy Association. (2013). *Vision Statement for the Physical*

Therapy Profession and Guiding Principles to Achieve the Vision. Retrieved from

<http://www.apta.org/Vision/>

BRYANT & STRATTON COLLEGE CLINICAL PARTICIPATION COVID-19 ACKNOWLEDGEMENT OF RISK AND WAIVER

As a student in the _____ program at Bryant & Stratton College, I accept the following conditions of clinical participation, and acknowledge that I have been informed of the general nature of the risks involved in this activity including, but not limited to slips and falls, physical injury, illness, needle pricks and contracting viruses such COVID-19.

COVID-19 is a highly contagious respiratory virus that can cause mild to severe illness, and even death – depending on a number of additional risk factors from age to underlying comorbidities. Those with severe chronic medical conditions including, but not limited to, heart disease, lung disease and diabetes, are at a higher risk of developing serious COVID-19 illness and complications. By participating in this program I may become exposed to and/or contract any number of viruses, including COVID-19. Healthcare workers caring for patients with COVID-19 – or working in a facility where there are patients with COVID-19 – have a higher risk of exposure and infection. I understand that the clinical facility may have patients recovering from COVID-19, thus increasing my exposure.

I understand that multiple vaccines are available to protect against COVID-19, and these vaccines are recommended by the Centers for Disease Control and Prevention as being both safe and effective. In order to satisfy the required clinical component of my degree program I must participate in a clinical program at an outside clinical facility and, in order to do so, I must meet the specific eligibility requirements of the facility including passing a medical examination acceptable to the facility prior to my participation. Part of my medical examination may include providing proof of having obtained required vaccinations, including the COVID-19 vaccine. My failure to pass medical examination by the clinical facility and/or provide proof of required vaccinations will preclude my clinical participation altogether. Clinical courses are mandatory and there is no substitution available to meet clinical requirements. I understand that if I am precluded from clinical participation for any reason, it is not possible for me to complete my degree.

I agree to abide by and follow any and all specific requests by the College and/or the clinical facility for my safety and the safety of others, as well as any and all of the College's and the clinical facility's rules and policies applicable to all activities related to this program. I understand that this may include, but is not limited to, vaccination, the wearing of required Personal Protective Equipment ("PPE"), following facility entry protocols and communicating to the College and the clinical facility about my own health. I understand that the College and the clinical facility reserve the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others, even if the behavior in question occurred outside of my participation in the program.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved as outlined herein, I hereby agree that I am responsible for any resulting personal injury, illness, disability, damage or death that may occur as a result of or arising from my participation in this program. By signing this form, I waive and release any claims against and agree to not hold the clinical site, Bryant & Stratton College or any of their respective affiliates, directors, officers, employees, agents, contractors or volunteers liable for any illness, injury, disability, loss, claim, damage or death as contemplated herein.

Printed Name: _____

Signature: _____

Date: _____

Student Acknowledgement of Handbook

Students must sign this form acknowledging that they have read the Handbook BEFORE they attend College orientation.

I, _____, acknowledge that I have entered the College website and read the Physical Therapist Assistant Program Student Handbook for the current term and the current Bryant & Stratton College Catalog.

I understand that it is my responsibility to know the contents of the Student Handbook and the Catalog and that it is my responsibility to refer to these publications as the need arises. I also understand that it is my obligation to periodically review the Student Handbook and the Catalog and to look for changes. I also understand that it is my obligation to view updates to the Student Handbook and Catalog upon notice of amendments.

I agree to be bound by the requirements, standards, policies, and procedures set out in the Student Handbook and the Catalog and any amendments to them.

I understand that I will be held accountable for deviation from the requirements and obligations set forth in the Student Handbook and Catalog and that such deviation may result in disciplinary action taken against me including suspension, release from the Physical Therapist Assistant Program, or dismissal from Bryant & Stratton College.

I understand that neither the Physical Therapist Assistant Program Student Handbook nor the Catalog is a contract or an offer of a contract and that I should not consider them as such. I also understand that the Student Handbook and the Catalog are subject to change at any time without notice. Questions regarding updates may be directed to the Physical Therapist Assistant Program Director. If any information in the Student Handbook or Catalog conflicts with the State or Federal Statute, Rules, or Regulations, the State or Federal Statutes, Rules, or Regulations will control.

Student Printed Name _____

Student Signature _____

Student ID number _____

Date _____

PHOTO/VIDEO RELEASE

I understand that in the course of my education in the Physical Therapist Assistant Program, there may be occasion for my photograph/video to be taken.

I consent to my photograph/video being taken for the purposes of knowledge and education; or in the event that Bryant & Stratton College requests photos for the student catalog, schedule or publicity.

I further understand that I will not be identified by name in these photos/videos. I have the right to rescind this release in writing at any time.

Check one: I consent

 I do not consent

Student Printed Name_____

Student Signature_____

Student ID number_____

Date_____

Informed Consent for Student or Volunteer

Bryant & Stratton College

Informed Consent Form

Purpose of this form: as a student in the PTA program or as a volunteer for the program, you may be asked to participate in the educational process by acting as a patient simulator or subject during laboratory and/or clinical experiences. It should be expected that all reasonable safety precautions will be taken to protect against any injury or harm during the lab or clinical experience. Supervision will occur at all times by a qualified faculty member or clinical instructor. If at any time you feel unsafe, you have the right to stop participation in the activity. It is the responsibility of the supervising faculty to identify any contraindications to participation by a student or volunteer in the educational process. It is also the faculty member's responsibility to share and explain this information with the prospective volunteer. Any confidential information will be protected and used strictly for educational purposes only.

As a participant in the above educational process, you may be asked to take part in videotaping, audiotaping, photographing, or other imaging techniques for instructional purposes only.

If at any time, there are any concerns regarding this process, your contact person is your **PTA Program Director**

By signing below, I consent to participation in the above process as a subject or patient simulator. I understand that all reasonable precautions will be taken to protect against any injury and that all personal and/or confidential information (private and personal data including medically related information) will be protected and only shared with those involved in the educational process. I also consent to videotaping, audiotaping, and photographs that are utilized within the educational process.

(Print Name)

(Signed)

Date _____