



**Physical Therapist Assistant Program**

**Student Policy and Procedure Manual**

**2019-2020**

## Welcome to MDCC's PTA Program

Congratulations on being selected for admission into the Physical Therapist Assistant Program (PTA Program) at Mississippi Delta Community College (MDCC) for the 2020/2021 school year! You are beginning a program of study which will prepare you for a rewarding career in the healthcare field. You have made a wise choice, as indications are that the demand for PTAs is still ever-present.

Please read this handbook very carefully and sign the attached acknowledgement sheet on page 73. You should also read the MDCC policies and procedures and student catalog/handbook (both documents can be found online) for further information as needed. As each course begins, you will receive a course syllabus which contains class objectives, outlines of the material, and other information specific to that course. It is imperative that you read all these materials carefully. If you should encounter problems, please let your PTA faculty know how we can help or assist you.

Most of the general information you will need to become a successful student at MDCC can be found in this handbook. However, all MDCC policies and procedures can be found on the MDCC webpage. The PTA student handbook is designed to identify basic information regarding policies and procedures of the PTA Program at MDCC, Greenville Higher Education Center (GHEC) campus. Due to the unique and specific nature of this program, certain policies and procedures are exclusive to PTA students. It is the student's responsibility to follow all guidelines set forth by both MDCC and the PTA program.

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# **I. Academic Information and Standards**

## **1.1 Institutional History and Accreditation**

Sunflower Junior College was founded in connection with the Sunflower Agricultural High School early in 1926 and the first freshman class was enrolled in September, 1926. The college was fully accredited as a two-year junior college in April, 1928, by the Accrediting Commission of the Senior Colleges of Mississippi. It was admitted to full membership in the Southern Association of Colleges and Schools in December, 1930, and is now a member of the American Association of Community and Junior Colleges. The name of the school was officially changed from Sunflower Junior College to Mississippi Delta Junior College at the beginning of the 1960-61 session. On July 1, 1989, the name was once again changed to Mississippi Delta Community College.

Until July 1, 1995, Mississippi Delta Community College was supported by Sunflower, Leflore, Humphreys, Washington, Issaquena, Sharkey, Bolivar, and Coahoma Counties. Coahoma County was excluded from the MDCC District during the 1995 session of the Mississippi Legislature. The college's students come not only from these counties, but from many areas, including other states and foreign countries. During the history of the institution, there have been twelve superintendents and presidents as follows: B. A. Brady (1911-1913), J. H. Sargent (1913-1918), J. S. Vandiver (1918-1935), P. M. West (1935-1944), W. B. Horton (1944-1966), J. T. Hall (1966-1989), David L. Powe (1989-1992), Bobby Garvin (1992-2001), Larry G. Bailey (2001-2012), Lynda A. Steele (Interim, 2012-2013), Larry J. Nabors (2013 - 2019), and Tyrone Jackson (2019 - present).

### Accreditation

Mississippi Delta Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts Degree and the Associate of Applied Science Degree and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Mississippi Delta Community College.

### Memberships

The American Association of Community Colleges  
The American Association of Community College Trustees  
Mississippi Association of Colleges  
The Mississippi Community/Junior College Association  
The Mississippi Library Association

## **MDCC PTA Program Accreditation Status and Contingency Plan**

The Physical Therapist Assistant program is approved by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Mississippi Delta Community College is seeking accreditation of a new physical therapist assistant education program from Commission on Accreditation in Physical Therapy Education (CAPTE). On December 1, 2018, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has

been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a Physical Therapist Assistant education program accredited by the CAPTE is necessary for eligibility to sit for the PTA licensure examination which is required for practice in each state. CAPTE will be scheduled to make an onsite visit prior to the graduation date of the inaugural class. Following that site visit, but before the program graduation date, CAPTE will render its decision regarding granting the program full accreditation status. The first licensure examination date for which PTA program graduates would be eligible to sit in Mississippi will be the 2nd week in July. Should the graduate choose to wait until the next quarter to take the licensure exam, the 2nd available opportunity will be the 1st week in October. Graduates may opt to obtain a temporary 90-day licensure to practice in Mississippi to use until the licensure exam is taken. Again, temporary licenses are optional, and you can seek more information about Mississippi Board of Physical Therapy licensure regulations and about the licensure examination dates and process on these two links: <https://www.msbtpt.ms.gov/secure/index.asp> and <https://www.fsbpt.org>.

CAPTE is an accrediting agency that is nationally recognized by the US Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). CAPTE grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants. The process to file a complaint with CAPTE is located under the "Complaints" tab. The general contact information for

CAPTE is:  
Commission on Accreditation in Physical Therapy Education  
1111 North Fairfax Street  
Alexandria, VA 22314  
(703) 706-3245  
[accreditation@apta.org](mailto:accreditation@apta.org)

### Contingency Plan

Should the program fail to achieve candidacy for accreditation status, students will not be admitted to the program. The institution will keep students informed of the program status and its progress towards remediation and/or subsequent attempts to achieve candidacy for accreditation.

Once the program has achieved candidacy for accreditation status, students will be admitted, and the program will work towards achieving initial and full accreditation. Currently, the program is on a cycle that will allow CAPTE to make a full accreditation determination for this program in Spring 2022 just prior to graduation of the first cohort of students. If the program fails to achieve full accreditation with initial attempts, the institution and program will ask CAPTE for full accreditation reconsideration by providing more detailed information to CAPTE in the area(s) deemed deficient. If CAPTE grants the program full accreditation following remediation, the students will officially graduate as of the date on which full accreditation is granted. If the program is not successful in remediation attempts to achieve full accreditation, the institution will work with students to pursue other options academic options. Other options may include working with other accredited health sciences programs on campus or working with other PTA programs in the state which may have policies and procedures that allow them to accept transfer students in good standing.

Acknowledgement of Contingency Plan is signed at orientation.

## **1.2 Program Summary**

The Physical Therapist Assistant (PTA) Program at Mississippi Delta Community College is a two-year (71 credit hours) program with A&P I and A&P II summer prerequisite requirement. Graduates will receive an Associate of Applied Science in Physical Therapist Assistant. The Program curriculum includes courses in general education and basic science as well as technical physical therapy coursework. The program places a strong emphasis on integrating clinical education throughout the curriculum. Upon successful completion of all required PTA course (Fundamental Concepts of PT, Medical Conditions & Pathology, Fundamental Skills for PTAs, Kinesiology, Therapeutic Modalities, Electrotherapy and Therapeutic Exercise & Rehab I) taught the first three semesters of the program the student will enter into their first clinical rotation: Clinical Practicum I. This clinical rotation is conducted during the first four and ½ weeks of the semester; providing the student with their first basic experiences in a physical therapy setting. Once students have successfully completed Clinical Practicum I, they will move into the Therapeutic Exercise & Rehab II course. Upon successful completion of this course the students will move into their final semester enrolling in Clinical Education II, III, and IV (each clinical education course will consist of a 4 ½ week rotation) along with PTA 2524 Physical Therapy Seminar, integrated throughout the semester., PTA 2524 is aimed to provide the student with professional development and Board preparation.

## **1.3 Equal Opportunity Statement**

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Stauffer-Wood Administration Building, P.O. Box 668, Moorhead, MS 38761, 662-246-6558. The policies, procedures, and practices that affect the rights, responsibilities, safety, privacy, and dignity of program faculty reflect those set forth by the institution for all faculty and staff. They will be applied consistently and equitably to program faculty.

### Sexual Harassment:

Sexual harassment, like harassment on the basis of race or religion, is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. With the adoption of this policy on sexual harassment, Mississippi Delta Community College demonstrates its continued commitment to upholding the right of individuals- whether students, faculty or staff- to study and work in a place free of intimidation, fear, reprisal or coercion. Additional information can be found online in MDCC's policies and procedures Manual.

### ADA Compliance:

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office of Student Disabilities Services for information on appropriate policies and procedures. Contact info: Frances Williams | Phone 662-246-6251 Fax 662-246-8627 | Email – fwilliams@msdelta.edu

## **1.4 College/Program Mission Statements**

### College Mission Statement

Mississippi Delta Community College (MDCC) provides quality education through academic, career, technical, health sciences, and workforce training programs. MDCC is dedicated to improving the community through intellectual, social, cultural, and recreational opportunities.

## College Strategic Initiatives

MDCC is committed to fulfilling this mission by providing:

- I. Academic programs of study which lead to the Associate of Arts Degree and/or meet requirements for students who plan to transfer to a senior college or university
- II. Career and technical programs of study which lead to the Associate of Applied Science Degree and/or a certificate, which will qualify students for entry-level employment
- III. Health Science programs of study which lead to the Associate of Applied Science Degree and/or a certificate, which will qualify students for entry-level employment
- IV. Activities and/or facilities which foster productive citizenship, enhance personal growth, enrich quality of life, and promote economic development and partnerships in the communities served by the College
- V. Workforce training for business and industry to enhance knowledge and skills
- VI. Continuing and adult basic education for personal growth
- VII. College infrastructure in support of student services, instructional programs, administrative processes, and community services

## PTA Program Mission Statement

The mission of the MDCC Physical Therapist Assistant Program is to prepare graduates to be highly competent entry-level physical therapist assistants able to work under the direction and supervision of a physical therapist, and who can serve the community by improving the quality of life of a diverse patient population. The program has an unwavering commitment to evidence based contemporary practice, professionalism, ethical behavior, compassionate care, and life-long learning.

### **1.5 Program Philosophy**

The MDCC PTA program values the physical therapist assistant (PTA), as an extension of the physical therapist, helping to carry out the physical therapist plan of care. We will strive to train the PTA as a generalist in the field of physical therapy, in which the PTA will work under the supervision of the physical therapist.

The MDCC PTA program strives to prepare student physical therapist assistants to be well suited to treat clients from a continuum of care and believe that the personal ethics of the physical therapist assistant and all healthcare workers require certain inherent elements of character which include honesty, loyalty, understanding, and the ability to respect the rights and dignity of others. We feel that personal ethics requires conscientious preparation during one's academic years for professional duties and responsibilities.

The MDCC PTA faculty are committed to providing a curriculum based upon a broad spectrum of research, theory, function and life skills. We will train and educate the PTA to communicate in ways that are consistent and appropriate within the program, clinical environment, and community. It is the MDCC PTA program philosophy that a cornerstone to the educational process is the ability to critically think and use sound judgment. The faculty strive to train the PTA to be client caregivers, educator, client



advocates consistent with the governing state laws in which they practice. Students are assessed and evaluated on an ongoing basis to assure procedural knowledge, as well as completion of performance indicator (CPI) with regards to safety and technical competencies.

### **1.6 Program Goals**

1. The MDCC PTA Program will graduate competent and professional entry-level physical therapist assistants able to work under the direction and supervision of a physical therapist
2. The MDCC PTA Program will produce graduates who can exhibit effective critical thinking and problem-solving skills
3. The MDCC PTA Program will promote the importance lifelong learning and professional development through continued learning opportunities and membership in professional organizations.
4. The MDCC PTA Program faculty will provide comprehensive evidence-based curriculum based on contemporary physical therapy practice within an atmosphere of academic excellence
5. The MDCC PTA Program will prepare graduates to be culturally competent professionals able to effectively communicate with patients, caregivers, and other healthcare providers

### **1.7 Program Objectives**

Graduates of the Mississippi Delta Community College Physical Therapist Assistant Program will be able to:

1. Demonstrate effective verbal, non-verbal and written communication with patients, family members, the physical therapist and other healthcare providers in a manner that illustrates respect for and appreciation of difference.
2. Provide safe and competent physical therapy interventions as directed by the physical therapist and established within the plan of care to minimize risk to patient, self and others and maximize patient outcomes.
3. Perform valid and reliable data collection as outlined within physical therapist's plan of care, accurately report the findings through legible and timely documentation and report changes to the supervising physical therapist.
4. Demonstrate clinical problem solving by modifying selected interventions to either: 1) progress the patient to optimize outcomes, 2) ensure safety and comfort within the plan of care established by the physical therapist, or 3) discriminate when the situation exceeds the physical therapist assistant's scope of practice.
5. Educate patients, family, care-givers, support personnel and/or community members through various methods to ensure comprehension and to enhance safety and patient outcomes.
6. Display professional and ethical behavior complimentary to the physical therapy profession and within the guidelines of the APTA's Standards of Ethical Conduct for the Physical Therapist Assistant and the state regulatory agency.
7. Perform physical therapy services in a responsible manner in compliance with facility procedures and payer regulations; aware of the current health care environment and its impact on the physical therapy profession.
8. Participate in lifelong learning and professional development to maintain continuing competence

The PTA Program faculty will:

9. Demonstrate contemporary practice knowledge, academic development in educational foundations, and involvement in the profession.

### **1.8 Program Curriculum**

#### **A.A.S. in Physical Therapist Assistant Degree Plan**

	Lec Hrs	Lab Hrs	Contact Hrs	Credit Hrs
Prerequisites (Summer prior to entrance)				
BIO 2513/2511 A&P I	3	2	60	4
BIO 2523/2521 A&P II	3	2	60	4
				8 Credits
Year 1 (Fall)				
ENG 1113 English Comp I	3		45	3
PTA 1123 Fundamental Concepts of PT	3		45	3
PTA 2513 Medical Conditions & Pathology	3		45	3
PTA 1213 Fundamental Skills for PTAs	2	2	60	3
				12 credits
Year 1 (Spring)				
PSY General Psychology	3		45	3
SPT 1113 Public Speaking	3		45	3
PTA 1314 Kinesiology	3	2	75	4
PTA 1223 Therapeutic Modalities	2	2	60	3
PTA 2233 Electrotherapy	2	2	60	3
				16 credits
Year 1 (Summer)				
MAT 1313 College Algebra	3		45	3
PTA 1324 Therapeutic Exercise & Rehab I	3	2	75	4
				7 credits
Year 2 (Fall)				
PTA 2414 Clinical Education I (first 4.5 weeks)		12-clinical	180	4
Humanities/fine Arts elective (online)	3			3
PTA 2335 Therapeutic Exercise & Rehab II	3	4	105	5
				12 credits
Year 2 (Spring)				
PTA 2424 Clinical Education II (4.5 weeks)		12-clinical	180	4
PTA 2434 Clinical Education III (4.5 weeks)		12-clinical	180	4
PTA 2444 Clinical Education IV (4.5 weeks)		12-clinical	180	4
PTA 2524 Physical Therapy Seminar	4		60	4
				16 credits
Total				71 credits

## **1.9 PTA Course Descriptions**

PTA 1123. FUNDAMENTALS CONCEPTS OF PHYSICAL THERAPY. This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, legal and ethical implications, and legislation. Historical patterns in the development of the profession will be explored and medical terminology introduced.

3 Semester Credit Hours: Lecture 3 hrs.

PTA 1213. FUNDAMENTALS SKILLS FOR PHYSICAL THERAPIST ASSISTANTS. This course provides knowledge of topics utilized in the practice of physical therapy. Topics covered will include positioning, draping, transfers, body mechanics, gait training, and standard precautions. Vital signs, first aid, and emergency techniques will also be covered.

3 Semester Credit Hours: Lecture 2 hrs; Laboratory 2 hrs.

PTA 1223. THERAPEUTIC MODALITIES. This course is an introduction to the theory and practical application of hydrotherapy, thermotherapy, cryotherapy, light therapy, and mechanotherapy. Emphasis will be placed on the technique of application, indications, and contraindications of modalities.

3 Semester Credit Hours: Lecture 2 hrs; Laboratory 2 hrs.

PTA 1314. KINESIOLOGY. This course studies individual muscles and muscle function, biomechanical principles of joint motion, gait analysis, goniometry, and postural assessment.

4 Semester Credit Hours: Lecture 3 hrs; Laboratory 2 Hrs.

PTA 1324. THERAPEUTIC EXERCISE AND REHABILITATION I. This course provides an overview of the biochemical and neurophysiological basis and application of various therapeutic exercises. The basics of therapeutic exercises are correlated with specific conditions. This course focuses on rehabilitation techniques in the treatment of a variety of selected conditions. Specialized exercise procedures are emphasized.

4 Semester Credit Hours: Lecture 3 hrs; Laboratory 2 hrs

PTA 2233. ELECTROTHERAPY. This course emphasizes theory and practical application of electrotherapy and other therapeutic procedures. Indications and contradictions of modalities are also discussed.

3 Semester Credit Hours: Lecture 2 hrs; Laboratory 2 hrs.

PTA 2335. THERAPEUTIC EXERCISE AND REHABILITATION II. This course presents theory, principles and techniques of therapeutic exercise and rehabilitation for primarily neurological conditions. Methods of functional, motor, and sensory assessment and intervention techniques are included. Principles of prosthetics and orthotics functional training and other techniques are covered.

5 Semester Credit Hours: Lecture 3 hrs; Laboratory 4 hrs.

PTA 2414. CLINICAL EDUCATION I. This course provides supervised clinical experiences in demonstrating the attributes and applying the skills for which students have been deemed competent for the clinical setting.

4 Semester Credit Hours: Clinical 12 hrs.

PTA 2424. CLINICAL EDUCATION II. This is the first of three culminating clinical education experiences (identified in a Normative Model of PTA Education as the first full-time clinical

experience) that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the physical therapy profession.

4 Semester Credit Hours: Clinical 12 hrs.

PTA 2434. CLINICAL EDUCATION III. This is the second of three culminating clinical education experiences that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the Physical Therapy profession.

4 Semester Credit Hours: Clinical 12 hrs.

PTA 2444. CLINICAL EDUCATION IV. This is the third of three culminating clinical education experiences (identified in a Normative Model of PTA Education as the last full-time clinical experience) that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the Physical Therapy profession.

4 Semester Credit Hours: Clinical 12 hrs.

PTA 2513. MEDICAL CONDITIONS AND RELATED PATHOLOGY. This course provides a basic knowledge of selected diseases and conditions encountered in physical therapy practice. Emphasis is on etiology, pathology, and clinical picture of diseases studied. Various physical therapy procedures in each disability are discussed.

3 Semester Credit Hours: Lecture 3 hrs.

PTA 2524. PHYSICAL THERAPY SEMINAR. This course represents a synthesis of previous didactic, laboratory, and clinical experiences. Students are directed to explore a topic or area of interest in physical therapy practice. Recognition of the importance of employability skills after graduation is included.

4 Semester Credit Hours: Lecture 4 hrs.

### **1.10 Knowledge of Program and College Policies and Procedures**

The PTA program abides by Mississippi Delta Community College policies. The most current college policies can be found on the MDCC website at: <http://www.msdelta.edu/college-catalog/index.php>. Many, but not all, of these policies can also be found in the MDCC Student Policy Handbook found on the MDCC PTA website: <http://www.msdelta.edu/programs/health-sciences/physical-therapist-assistant/physical-therapist-assistant.php>

Students are expected to have a working knowledge of the content of the MDCC PTA Program Policy and Procedure Manual, which is provided annually at the start of the fall semester. After reviewing the policy and procedure manual, students will sign and date the “Student Policy and Procedure Manual Agreement”, which is an agreement where the student states they understand the content of the handbook and agree to abide by the policies and procedures set forth during their tenure as a Physical Therapist Assistant student.

The PTA Program Policy and Procedure Manual is reviewed and revised annually by program faculty. To ensure all program policies are consistent with those of the College, the Dean of Health Sciences reviews the manual annually. When changes are made after the initial publication of each year’s Policy and Procedure Manual, PTA Program students and MDCC administration will be notified of the updates. The manual available on the program website will also be updated.

## **1.11 Course Grading**

All lecture/lab and clinical education courses must be taken in sequence. A minimum grade of “C” is required in all general education and technical courses within the PTA Program Curriculum. GPA calculation is consistent with MDCC policy. The grading scale that will be used in the PTA Program is as follows:

93% -100%	= A
84% -92%	= B
75% -83%	= C
68% -74%	= D
0% -67%	= F

For the four clinical education courses within the program curriculum, pass (P) or no pass (NP) grades are given. Please refer to the Clinical Education Handbook regarding grading for these courses.

Grading systems and the objectives to be used in each PTA course and clinical education courses are included on the course syllabus that is provided to students at the first meeting of each course. Written exams, lab practical exams, assignments, or any other instrument used in grading the performance of each student will be available for review by each student once the grading is complete for the specified instrument. All grading instruments will be returned to the instructor and filed in each student’s folder. It is the student’s responsibility to contact the instructor regarding missed assignments, tests, and class work. Student grades will be posted on the Internet Campus Portal (Canvas). Canvas can be accessed through the main MDCC web page ([www.msdelta.edu](http://www.msdelta.edu)) under the “My Delta” link-log-on using your ID and password. Choose Canvas then the course in which you wish to view your progress. Using the course navigator, choose “Grades” to view your grades. This web site may also be utilized to post “Handouts” including but not limited to: power point, lecture objectives, lecture outlines, assignments and study guides. Quizzes may also be given through the Canvas platform. Check course syllabus for instructor’s use of Canvas.

All course assignments must be turned in on time and must be college-level work. Faculty have the right to not accept late assignments, and/or deduct points for late or unacceptable work per course syllabi.

## **1.12 Communication**

The official mode of communication at MDCC is via email and Canvas announcements. Students are responsible for checking their MDCC email and Canvas for announcements, assignments, etc.

## **1.13 PTA Program Probation, Suspension, and Dismissal Policy**

It is the intention of the physical therapist assistant program that students will behave in a manner that is of the utmost character, and successful practice. The faculty will be addressing ethical and professional behaviors throughout the program." Unethical, unprofessional, or illegal conduct is cause for dismissal from the program.

As a student enrolled in the PTA program, professional behavior is expected in the classroom, laboratory, and clinic. Faculty counseling will be conducted using the Student Counseling Report (Appendix) if student conduct, character, and/or performance would indicate. If situations arises that may lead to disciplinary action the program will adhere to the policy on due process as outlined by

MDCC college policy found in the MDCC college catalog In an effort to assist students with the knowledge of needed behaviors please refer to Appendix - for the APTA Code of Ethical Conduct for an Affiliate Member

([http://www.apta.org/uploadedFiles/APTAorg/Practice\\_and\\_Patient\\_Care/Ethics/GuideforConductofthePTA.pdf](http://www.apta.org/uploadedFiles/APTAorg/Practice_and_Patient_Care/Ethics/GuideforConductofthePTA.pdf)) and the Guide for Conduct of the PTA

(<http://www.otptat.ohio.gov/LinkClick.aspx?fileticket=hJuneqaoV8Y%3d&tabid=75>)

Severity of the infraction will determine course of action. **Students dismissed from the program for behavior-related issues will not be eligible to reapply for program admission.** Behaviors which may result in immediate dismissal from the program include, but are not limited to:

- Plagiarism
- Dishonesty
- Insubordination
- Felony conviction while enrolled in the program
- Abusive language or behaviors
- Behavior or performance indicative of physical and/or emotional characteristics that negatively impact self and/or client safety
- Clinical performance beyond current level of educational training and/or beyond physical therapy scope of practice
- Violation of the terms of any clinical agreement or clinical facility's policies and procedures
- Inappropriate sexual behaviors
- Drug and alcohol use/abuse
- Unexcused and/or excessive absenteeism – refer to attendance policy of this handbook.
- Release of confidential information regarding patients, and/or clinical education site personnel or activities

Academic concerns should be handled in a pro-active manner, and should be the student responsibility to seek extra help from faculty, laboratory coordinator, community mentors, and/or peer tutors. The faculty will review academic performance during program meetings. A student who has less than a “C” (75%) in any PTA course at mid-term will be required to have a conference with PTA faculty.

Because the Professional Behaviors reflect behaviors necessary for success as a physical therapist assistant in the clinical environment, failure to demonstrate progress in the Professional Behaviors, or failure to meet the specific behavior levels by the defined target dates will result in program probation or dismissal. Professional Behaviors Assessment sheet is found in the Appendix.

### Dismissal

Students who do not maintain a minimum “C” 75% average in each course, fail lab/skill component, do not receive a satisfactory clinical performance rating, or do not maintain professional behavior will receive an “F” in the course. This will prevent the student from further participation in the academic or clinical experience, or progress in the PTA program. If eligible, a student may apply for readmission (See Readmission Policy). A student who is unsuccessful during a second attempt of the program will not be allowed to re-apply. If a student's unsatisfactory rating in clinical is due to documented unsafe, unethical, or illegal clinical behavior, the student will receive an “F” for the course, will not be able to continue in the program and will be ineligible for readmission to the PTA program.

Students may be dismissed from the program for unethical, unprofessional, and/or illegal conduct.

### **1.14 Disciplinary Procedure – Sequence for Behavioral Reasons**

1. Upon initial determination of a student's inappropriate conduct, the faculty member who was involved will meet with the student to discuss the matter and inform the student of the specific conduct that is deemed inappropriate. A oral warning concerning the inappropriate behavior will be given and documented using the Student Counseling Report; which will be signed by the instructor and placed in the student's program file.
2. If the student's conduct and behavior does not improve, the instructor involved will meet or speak a second time with the student, at which time a written warning will be given with documentation utilizing the Student Counseling Report with documented specific actions needed for improvement. A signed (student and instructor) copy of the document will be given to the student and placed in the Student's program file. There will be a deadline given for improvement and a follow-up meeting scheduled.
3. If satisfactory improvement is not demonstrated during the follow-up meeting, the PTA Program Director may place the student on probation or dismiss the student from the program.

### **1.15 Academic Integrity Policy**

Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and required tangible measures with the process of evaluation. Misrepresenting the relationship between the work being evaluated and the student's actual state of knowledge is an act of academic dishonesty.

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all MDCC students; therefore, each student is expected to accomplish his/her own work. The PTA Program abides with the MDCC Academic Honesty Policy outlined in the MDCC College Catalog/Student Handbook. Academic dishonesty or cheating includes, but is not limited to:

- Copying from another student's test paper and/or collaboration during a test with any other person by giving or receiving information without authority; using materials during a test not authorized by the instructor
- Stealing, buying, or otherwise obtaining all or part of an unadministered test or information about said test.
- Selling, giving, or otherwise supplying to another student for use in fulfilling an academic requirement, any theme, report, term paper; or submitting as one's own, in fulfillment of an academic requirement, any theme, report, term paper, essay, or other work prepared totally or in part by another.
- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval of the instructor
- Improperly using technology
- Either impersonating another student during a test or having another person assume one's identity during a test
- Deliberately conveying false or misleading information

Plagiarism and cheating in any form is subject to disciplinary action, including but not limited to a failing grade for the test or assignment, a failing grade for the course, and/or probation or dismissal from the PTA Program.

When academic misconduct has occurred, the instructor has the responsibility of assigning an appropriate penalty, which may include failure of the assignment, failure of the course, or dismissal from the program/institution.

### **1.16 Academic Progress**

Standards of academic progress are established to require students to progress satisfactorily and timely towards the completion of their degree. Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with their advisor or a counselor to ensure that they are successfully completing graduation requirements and maintaining satisfactory progress.

All PTA Program general education and technical courses must be completed with a grade of “C” (75%) or higher (or “pass” for pass/no credit courses). If students do not obtain a minimum grade of “C” in any course within the PTA Program curriculum, the student will be dismissed from the program. A student who has less than a “C” (75%) in any PTA course at mid-term will be required to have a conference with PTA faculty.

Professional Behaviors reflect behaviors necessary for success as a physical therapist assistant in the clinical environment, failure to demonstrate progress in the Professional Behaviors, or failure to meet the specific behavior levels by the defined target dates will result in program probation or dismissal. Professional Behaviors Assessment sheet is found in the (Appendix).

Students must pass each skill check and lab practical examination within a course in order to achieve a passing grade in that course.

### **1.17 Grievance/Petitions**

It is the policy of the Mississippi Delta Community College Physical Therapist Assistant Program to work with students in finding a fair and just solution to problems that may arise, including grievances, questions, misunderstandings, or discrimination. All students have the right to due process. Students are urged to first take their problems to the instructor of the course in which the problem occurred. If the student and instructor are unable to come to an agreement, the student can then take their issues through the program chain of command (Appendix). None instructional grievances beyond the Health Science division must follow the MDCC Grievance policy found in the MDCC college catalog/student handbook.

Student complaints regarding the program should be first addressed to the PTA Program Director. Unresolved complaints or complaints about the PTA Program Director should be directed to the Dean of Health Sciences. All complaints will be documented, including the projected outcome, and kept on file at the program facility. No retaliation will occur by the college or PTA Program due to a complaint being filed. Complaints regarding Accreditation of this program should be addressed to the Commission for Accreditation for Physical Therapy Education. This Commission is located at 111 North Fairfax Street, Alexandria, Virginia, 22314.

#### **Non-Instructional and Discrimination Complaint Process**

If a student has a (non-instructional or discrimination) complaint, the student may submit a complaint in accordance with the following procedures:



1. Student must discuss complaint with staff member involved.

*If the matter is not resolved with the staff member:*

2. Student must then meet with the department administrator and staff member to discuss complaint.

*If the matter is not resolved after meeting with the department administrator:*

3. Student may submit a written appeal to the Vice President of Student Services within three (3) working days of meeting with the department administrator. Within five (5) working days after receipt of the written appeal, the Vice President of Student Services will render a written decision to the student or call a meeting of a Complaint Committee to hear and rule on the appeal. The Complaint Committee will render a written decision to the student within five (5) working days after the hearing.

*If the student is unsatisfied with the decision of the Vice President of Student Services or the Complaint Committee:*

4. Student may submit a written appeal to the President within three (3) working days of the decision in step 3. The President will render a written decision to the student within five (5) working days. The decision of the President is final.

A student has one academic year from the time of the alleged incident to file a complaint.

The Office of Instruction and the Office of Student Services will each maintain a log which records all written complaints that have been received from students, along with documentation on how the complaint was addressed. These records will be retained and made available for accreditation and regulatory purposes.

### Academic/Grades Appeal

Student appeals concerning a course grade should be resolved by conference between the student and the instructor who assigned the grade within 7 calendar days from the day grades are posted in Canvas. If the concern is not resolved, the student may begin the formal grade appeal procedure following the process outlined in the MDCC College Catalog/Student Handbook.

#### Grounds for Grade Appeal

1. *Errors in calculation:* The student appeals an error made in the mathematical calculations of graded material.
2. *Errors in course practices:* The student contends that there is gross disparity between the course syllabus and the manner in which the course is conducted in regards to the treatment of the individual student.

### Instructional Complaint Process

The instructor has authority over all matters affecting conduct of classes, including the assignment of grades. If a student has a complaint about instructional activities or a grade, the student may submit a complaint in accordance with the following procedures:

1. Student must discuss complaint with faculty member involved.

*If the matter is not resolved with the faculty member:*

2. Student must meet with the program director and faculty member to discuss complaint.

*If the matter is not resolved with the program director member:*

3. Student must meet with the Dean of Health Sciences and the program director to discuss complaint

*If the matter is not resolved after meeting with the program director:*

4. Student may submit a written appeal to the Vice President of Instruction within three (3) working days of meeting with the Dean of Health Sciences. Within five (5) working days after receipt of the written appeal, the Vice President of Instruction will render a written decision to the student or call a meeting of the Instructional Appeals Committee to hear and rule on the appeal. The Instructional Appeals Committee will hear from all parties involved and render an oral decision to the Vice President of Instruction. This decision will then be placed in written format to the student within five (5) working days after the hearing.

*If the student is unsatisfied with the decision of the Vice President of Instruction or the Instructional Appeals Committee:*

5. Student may submit a written appeal to the President within three (3) working days of the decision in step 4. The President will render a written decision to the student within five (5) working days. The decision of the President is final.

## **1.18 Withdrawal**

Students considering withdrawal from the program should discuss the matter with the PTA Program Director and/or their academic advisor. Students need to follow MDCC policies and procedures regarding program and course withdrawal, which can be found in the MDCC College Catalog/Student Handbook.

### **Class/Program Withdrawals (Drops)**

Students may withdraw from class beginning after the 60% attendance day of a semester until one week prior to the start of exams. Students who would like to withdraw from a class should initiate the process with their instructor during the withdrawal period. The process of withdrawing from a class is maintained between the student and instructor only. The instructor should fill out a withdrawal form including the last date of attendance (LDA) for the class. The student is required to sign the withdrawal form, and the instructor will provide the student with a copy of the form. The instructor will go into Banner and record the LDA, then file the original form. If a student is cut out by the instructor due to excessive absences prior to the withdrawal date, they may come to the instructor after the withdrawal period has begun to withdraw.

### **School Withdrawals**

Students wishing to officially withdraw from all classes at MDCC should begin the process in the Office of Advising in the Boggs-Scroggins Student Services building.

1. The student will visit with the Advising Coordinator in the Office of Advising where he/she will be issued a School Withdrawal form.

2. The student should obtain signatures from:
  - a. the Library (staff will check for any materials the student may have checked out and not returned)
  - b. the Business Office (staff will check for any fines the student may have incurred)
  - c. the Financial Aid (staff will inform the student of the consequences resulting from a total withdrawal from MDCC)
3. The student will sign the completed form verifying his/her complete understanding of the consequences which may result from a total withdrawal from MDCC. The student should then bring the signed form and their MDCC issued student photo ID card back to the Office of Advising for completion. Staff will sign the form verifying that the withdrawal process is complete. An e-mail will be sent to the instructors informing them that the student has officially withdrawn from MDCC. Upon receipt of the e-mail, each instructor should enter the LDA for that student into Banner.

### **1.19 Conditions for Readmission to the PTA Program**

A student may be considered for readmission to a the PTA Program one time only. Student must request readmission to the program in writing utilizing the Assessment Tool for Readmission. (Appendix)

Each student requesting readmission into the PTA Program will be considered on an individual basis Program faculty will determine the appropriateness for readmission considering factors such as the student's status at the time of exit for the program, reason for program withdrawal, justification for readmission, and adequacy of program space and staffing.

If readmitted the student must follow all policies and procedures of the program, which are consistent with the academic year he/she is readmitted. Graduation requirements must be met within four years of initial program entrance. If the content of any course is different from when the student initially took the course prior to withdrawal from the program, the student will be required to complete all course syllabi objectives and goals, pass all skill checks, quizzes, and exams for the new information.

Students that have been absent from the program for one semester or longer will be required to take a challenge exam/s to verify knowledge in courses successfully completed. A minimal score of 75% on challenge exam/s is required. The student is also responsible for maintaining the ability to satisfactory performs all previously learned skills. Demonstration of satisfactory skill performance will be required prior to readmission into the program. A student is allowed one attempt to pass the written exam/s and two attempts to pass a skill check-off. Students unsuccessful in these attempts will be required to re-take the course for credit.

A student may be required to repeat previous PTA course/s. This will be dependent upon length of time since the course was taken, exam score/s, skills assessment and the changing of content.

Students who have never been enrolled or withdrawn are given priority for admission and progression.

### **1.20 Conditions for Transfer into PTA Program**

A student may transfer from a professional physical therapy program or another PTA program provided that the student meets the following criteria:

1. The MDCC and PTA Program application and registration procedures are completed.
2. All MDCC courses must be taken in their entirety even if students have successfully completed units of the course in another PT or PTA program.
3. A plan to introduce a student from a PT program to the PTA role will be developed by the PTA Program faculty and the student. This plan may include self-study, or an on-site visit with a PTA in the community

MDCC Health Science transfer guidelines must be followed as stated in College Catalog :

The acceptance of transfer students into health science courses is based upon the following:

- space available in the specific course being requested
- evaluation of the applicant's college transcript and course materials including:
  - appropriate grades in all course work being considered for transfer
  - comparable content, semester hours, and clinical experiences in courses being considered for transfer
- letter documenting good standing from administrator of the transferring program
- ability to meet all MDCC requirements for graduation
- individual program guidelines

### **1.21 Auditing Courses**

Students may not audit any PTA courses.

### **1.22 Graduation Criteria**

Upon successful completion of the following criteria, Mississippi Delta Community College will grant an Associate in Applied Science Degree with a major of Physical Therapist Assistant.

1. Credit Courses: Students are required to complete all program general education and technical coursework with a minimum grade of "C" (75%) for each technical course. Maintain a 2.0 cumulative quality point average on all credits applied toward degree to graduate from the PTA program.
2. Clinical Education: Students are required to pass all clinical education courses
3. Professional Behaviors: Students must be assessed as "Entry-Level" for all 10 Professional Behaviors by Program faculty prior to graduation

The graduation date will be defined as the month of graduation commencement or the end of clinical experiences, whichever comes later. In order to qualify to participate in commencement, a student must have met all program requirements and be in good academic standing.

Students who complete the requirements must also be recommended by the PTA faculty for graduation. The Office of the Registrar may withhold graduation if a student has outstanding financial obligations to the college or has not returned any college property that has been borrowed. It is the student's responsibility to apply for graduation by the published deadline and to complete any exit activities prior to graduation. Delays or neglect in this area may translate into delays of transcript/certificates of education and subsequent licensure application or processing.

### **1.23 Licensure**

Graduates of the PTA Program are awarded the Associate of Applied Science Degree. Once the PTA Program is accredited, graduates will be eligible to sit for the national certification examination for the Physical Therapist Assistant which is administered by the Federation of State Boards of Physical Therapy (FSBPT).

FSBPT  
124 West Street South, 3<sup>rd</sup> floor  
Alexandria, VA 22314  
Phone: 703-299-3100

After successful completion of the exam, the individual will be eligible for licensure as a Physical Therapist Assistant (PTA). The state of Mississippi (as well as all other states in the United States) requires a license to practice as a PTA. A new graduate may be permitted to work as a Physical Therapist Assistant with a limited/temporary permit from the Mississippi State Board of Physical Therapy. This permit is considered valid until the results of the first national examination after graduation are received. If the graduate passes the examination, a permanent license is granted. If the graduate does not pass, the limited/temporary permit to work as a PTA is revoked until the graduate receives a passing grade on the national licensure examination.

### **1.24 Placement**

MDCC is not responsible for job placement after graduation from the PTA program.

Once students have graduated, taken the National Physical Therapy Exam for the Physical Therapist Assistant, and become a licensed physical therapist assistant, students may be employed where they can utilize their educational training.

Employment prospects for a PTA in the region are good at this time. The PTA can potentially work in hospitals, nursing homes, private practice therapy services, outpatient physical therapy clinics, inpatient rehabilitation centers, home health agencies, and specialty clinics. We anticipate continued employment opportunities in the Mississippi Delta but realize that these opportunities may be limited as the number of PTA's in this area increase and the health care system of the United States changes.

### **1.25 Off Campus Trips/Experiences**

At times within the PTA Program, students and faculty may travel off campus for program related activities. The following procedures apply for off-campus experiences:

1. Students will be responsible for travel arrangements to off campus activities.
2. All MDCC and PTA Program Policies and Procedures are applicable during the off-campus experience.
3. Students participating in off campus trips and off-campus laboratory sessions are required to sign the "Waiver of Liability Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities" form prior to the activity. This will be signed at orientation for program activities. This Waiver is located in the (Appendix).
4. PTA Program faculty will accompany and supervise students participating in all off-campus program experiences except for part-time and full-time clinical experiences.

## **1.26 Student Retention**

Program faculty have the desire to see all program students succeed. Due to accreditation guidelines, it is necessary to limit the number of students accepted annually into the program to 12. If a PTA student is having any difficulty academically, they are encouraged to talk to the PTA Program faculty to seek guidance and assistance. Grades are posted regularly and in a timely manner in the Internet Campus Portal (Canvas) to allow students to monitor academic standing. Services for tutoring as well as academic and personal counseling are available on the GHEC campus and main campus in Moorhead.

### **Academic Advising**

To ensure that students receive appropriate academic and professional advising throughout the PTA. Students will be assigned an academic advisor within the PTA faculty once the student has been accepted into the PTA program by the program director. The faculty advisors will serve as mentors to the student throughout the matriculation, and shall review student academic, professional, and clinical performance as needed at each meeting. Students may request additional advisor meetings as deemed needed. It is the students responsibility to ensure that difficulties are conveyed to the program staff /advisor when they occur.

Students shall meet with their advisor at a minimum of one time every semester he/she is enrolled at MDCC. The advisor shall provide approval and guidance for the advisees to register for course utilizing the MDCC degree maps/check sheets.

Benefits of good advising are:

1. Appropriate course selection and referrals;
2. Increased academic performance (GPA);
3. Increased satisfaction with faculty and matters, in general;
4. Reduced courses failed and drop-add transactions;
5. Increased retention; and
6. Increased graduation rates.

Prior to admission into a specific Health Science program students are assigned academic advisors based on their major.

## **1.27 Program Costs**

Commuter tuition (in state)	1,530.00	Per semester
Additional non-resident tuition (if applicable)	804.00	Per semester
NPTE review	400.00	Billed to student final semester
Duplication fee	25.00	Billed to student each semester
Books	1,200.00	Estimated across total program
Health insurance (Optional, but encouraged by program)		
CPR certification course	40.00	Assessed at orientation
Uniforms	100.00	Purchased by student 2 <sup>nd</sup> year
Miscellaneous supplies (if applicable)	50.00	Billed to student each semester
Criminal background check	60.00	Assessed at orientation
Medical exam	100.00	Student responsibility prior to enrollment
Required drug testing	175.00	\$35/test/semester
Hepatitis B vaccination**	180.00	3 shots, optional

TB skin test**	20.00	\$10/year X 2
Chicken pox vaccination**	100.00	(or MD documentation of having chicken pox)
APTA/MPTA dues***	200.00	\$100/year X 2
Liability insurance	15.00	Billed to student yearly
Accident insurance	15.00	Billed to student yearly
Graduation expenses	50.00	Student responsibility prior to graduation
Licensure exam fees*		
Clinical Fees (Transportation, meals, lodging, etc)*		

\*Note: ALL dollar amounts on this page are estimated costs only and are subject to change. In addition to these costs, students should expect additional costs for transportation, meals, and lodging related to clinical education courses in the final two semesters of the program, as well as for licensure review courses or books, and the licensure exam itself. This licensure exam will be taken upon successful program completion. More information about licensure exam costs can be found at:

<http://www.apta.org/PTAEducation/Overview/>.

\*\*Some clinical sites may require these, and other, vaccinations, tests, etc. not listed here.

\*\*\*Students will pay student professional membership dues while enrolled in the program, because the program will use resources the APTA (and MPTA, when applicable) can only provide to members. The APTA has a Career Starter Dues Program, but it will be your responsibility to maintain your professional membership dues upon program graduation.

## II. Facilities and Services

### 2.1 Clinical Laboratory

Rooms 219 and 220 at the GHEC will be utilized for lab work. The PTA laboratory will be the student's "second home" during their time as a Physical Therapist Assistant student. The majority of laboratory periods will be held here. For safety reasons, students are not allowed to use electrical lab equipment unsupervised. Open lab sessions scheduled by faculty are designed for the student who wishes practice time beyond what has been provided in class. It is highly recommend that the students use this time to practice skills. It will be the only extra time faculty is available for lab. Open lab time hours will be posted each semester.

No food or beverages are allowed in the PTA Program Laboratory, during class or during open lab time, except for travel mugs and beverage bottles with closeable lids. Non-program students will not be allowed to enter the lab areas **unless specifically invited by OR permission is given by program faculty.**

It is the PTA Program's expectation that the lab will be maintained in a safe and orderly fashion. Out of respect and as a professional responsibility to faculty and students who use the lab, everyone must:

1. Replace equipment in its proper location
2. Fold and put away linens and pillows
3. Put refuse in available receptacles

By taking a few minutes to do the above, the learning environment of the lab will be enhanced for all.

### 2.2 Lecture Rooms

The MDCC PTA program will utilize two assigned lecture rooms (216 and 218) at the GHEC, please check your class schedule for room assignment.

### **2.3 Student Records and Exam Copies**

Program student records will be maintained in a confidential fashion within the offices of the program faculty and Health Sciences (HS) department. The program abides by the institution's FERPA policy

The PTA Program maintains files that include department/student forms, consent forms, waivers of liability, contracts or correspondence. These files are maintained for all students and are stored in a locked file cabinet in the ACCE's office for clinical education information and the PTA Program Director's office for all other information. Students may review the contents of their file during the ACCE or PTA Program Director's respective posted office hours. Information will be maintained for one year after graduation to assist faculty in providing employment references for students. After one year the files will be destroyed and the only record maintained will be the official transcript housed by admissions.

Copies of completed written exams will be kept in locked file cabinet in faculty offices. Students will not be allowed to keep copies of completed written exams. Prior to final exams, faculty will schedule a review session for students during which student test files will be available for review. This review will be proctored by a faculty member and students will not be allowed to leave the room with their test file.

### **2.4 Institutional Counseling and Community Referral Services**

Mississippi Delta Community College offers academic, career, and personal counseling for students. Counseling supports the college's mission by helping to alleviate barriers to student success: <http://www.msdelta.edu/counseling/index.php> .

Counselors are available at all MDCC sites, Monday-Thursday, 8am-5pm.

Greenville: Cassandra Atley, Ed.S., Counselor Education: Student Affairs in Higher Education, MDCC-GHEC office #146, 662-332-8250, [catley@msdelta.edu](mailto:catley@msdelta.edu) | Pam Venton, M.Ed. Counseling, MDCC-GHEC office #139, 662-332-8205, [pventon@msdelta.edu](mailto:pventon@msdelta.edu)

Greenwood: Katie Jones, M.Ed. School Counseling, 662-453-7377, [kjones@msdelta.edu](mailto:kjones@msdelta.edu)

Moorhead: Kate Failing, LPC, NCC, state licensed and nationally certified, holds both school and mental health counseling credentials, Boggs-Scroggins Building, O# 662-246-6361, M# 662-445-3085, [counseling@msdelta.edu](mailto:counseling@msdelta.edu)

### **2.5 Academic Success**

The Student Success Center is located in the Library on the GHEC campus and in the Boggs-Scroggins building on the main Moorhead campus. The MDCC Student Success Center serves as a resource for students who want to improve their academic performance. The Center provides a variety of student services including tutoring, assistance with improving study, mentoring, counselling, degree evaluation, cultural activities, community services, writing lab, and communication skills. Their primary responsibility is to help students be successful in their pursuit of a degree or college credential. There



are coaches who can be contacted via phone and/or email if an in-person visit is not feasible at the time of need. View the contact information here: <http://www.msdelta.edu/student-success>.

## **2.6 Library**

The Library - a place that provides students with those materials that aid with learning - is also a place to study or to pursue leisure and/or self-enrichment. Students are encouraged to use the wide variety of available resources. The library staff is available to provide assistance; feel free to ask.

The MDCC library has a variety of holdings appropriate for the PTA Program. Online access to many physical therapy and other medical journals is available through the library's main website or link on Canvas courses. The library also has subscriptions several physical therapy journals.

Special study rooms and areas are available for group study and/or completing audio/ visual assignments. To use a study room a contact the librarian and be prepared to leave your ID at the Circulation Desk. Students are expected to deal with the library staff in a professional and courteous manner and abide by all library policies (which can be found on the MDCC library website).

## **2.7 Computer Use/Access**

Computer access is available in the GHEC library and in computer labs throughout the campus as well as on the main campus in Moorhead. Owning a laptop is not a requirement for the PTA Program. Free Wi-Fi is provided for all MDCC students at all campus locations. Students may not save work onto the MDCC computes. Students are advised to store files on a USB drive or cloud storage. Please refer to the MDCC computer/Wi-Fi usage policy found in the College Catalog/Student handbook. <http://www.msdelta.edu/college-catalog/index.php>

## **2.8 Student Organizations**

The PTA Program students will be encouraged to participate and interact in all student body clubs and organizations of interest and related to the field of health at MDCC. Students are encouraged to join the Mississippi Physical Therapy Association (MPTA) as well as the American Physical Therapy Association (APTA). PTA Program faculty encourages all students to investigate the student organizations and the extracurricular activities available at the Greenville Campus.

## **2.9 Disabilities**

It is the policy of Mississippi Delta Community College to provide reasonable accommodation for any qualified student with a disability, so long as it does not fundamentally alter the nature of the program offered, and does not impose an undue hardship upon the program, staff or other students.

All students admitted to the Physical Therapist Assistant Program are required to acknowledge that they have read and understand the Minimum Technical Standards for Admission, Progression, and Graduation of this program. The list of standards are no intended to be a complete listing of behaviors required, but is a sampling of types of abilities needed to meet program objectives and requirements. Mississippi Delta Community College reserves the right to amend this listing based on the identification of additional standards or criteria deemed essential to the program.

During PTA student orientation all students will be made aware of the —Minimal Technical Standards for Admission, Promotion, and Graduation. The PTA Technical Standards are included in the handbook

appendix, PTA application and on the PTA website. All students must sign at acknowledgment of understanding. The record of acknowledgement will remain confidential and keep in the student program file, not in Admissions/Records. The responsibility to perform these essential functions is placed onto the student.

IF A STUDENT CANNOT MEET OR DEMONSTRATE THE LISTED PTA TECHNICAL STANDARDS, IT IS THE RESPONSIBILITY OF THE STUDENT TO REQUEST REASONABLE ACCOMODATION (S). The determination whether the accommodation is reasonable will be on an individual basis. This determination will be on an interactive basis with the program leader, in conjunction with the coordinator of disability services on campus. Advance notice is highly encouraged.

Students with documented disabilities may request reasonable accommodations. In order to receive accommodations, a student must:

1. Initiate a request for services through the campus Disabilities Coordinator, located in the Learning Center.
2. Provide documentation verifying the disability.
3. Follow the plan as determined after consultation with the campus Disabilities Coordinator.

Please refer to the MDCC college catalog/student handbook or the MDCC Disabilities Recourse Guide that can be found on the MDCC website: <http://www.msdelta.edu/civil-rights/disability-resource-guide-ocr.pdf>.

## **2.10 Equipment**

Students are often given assignments that require the use of equipment or computers without direct faculty supervision. This use may occur in the PTA lab, the library, or in another location at MDCC. For safety reasons, students are not allowed to use electrical lab equipment unsupervised. Care of this equipment is essential and students are requested to leave the equipment in good repair. If problems arise during the use of equipment, it should be reported immediately to a PTA Program faculty member. Students may not remove equipment from MDCC under any circumstances.

## **III. Program Policies and Procedures**

### **3.1 Professional Behaviors**

While enrolled in the program professional behaviors are expected in all settings, directly or indirectly related to the program. Students are expected to take ownership of their learning experience. This includes maintaining regular attendance, being prepared for class, completing all assignments in a timely manner, asking for clarification or assistance when needed, and being receptive to feedback provided by the faculty. Students are encouraged to participate in classroom discussions related to the lecture content. Discussion should remain professional; arguing and disruptive/unprofessional behavior will not be tolerated. Extraneous conversations in the classroom keep other students from listening to the instructor causing them to miss valuable lecture content and should be kept to a minimum. Sleeping will not be tolerated during classroom, laboratory, clinical education, or program activities. Breaks and lunches will vary due to course content, college programs, and clinical education scheduling. Students are expected to follow the directions and/or schedule of the clinical education facility for lunch breaks. Family members (children, spouses, and significant other) are not allowed at any clinical site while the student is "on duty". Family members should not enter any setting unannounced.

Students must follow professional standards set forth by the program and in line with the APTA Standards of Ethical Conduct for the Physical Therapist Assistant when in the classroom, laboratory and clinical education settings and other program activities. . A Professional Behaviors Assessment tool will be utilized to assess student professionalism throughout enrollment in the program. Guidelines for these standards are as follows:

### **1. Professional Behaviors (Appendix)**

Ten specific “Professional Behaviors” are assessed throughout the PTA Program curriculum. PTA program faculty will assess the Professional Behaviors once per semester with students also performing a self-assessment once per semester.

Expected Professional Behavior levels are:

- a. End of Semester I: All Professional Behaviors at least beginning level
- b. End of Semester II: 50% of Professional Behaviors at intermediate level or higher
- c. End of Semester IV: all Professional Behaviors at least intermediate level
- d. End of Semester V: all Professional Behaviors at entry level

Faculty will provide both oral and written feedback regarding professional behaviors each semester. Copies of this feedback will be placed in the student’s file. Students are expected to change unsatisfactory behaviors after receiving feedback from faculty. If a student is not demonstrating professional behaviors at an appropriate level, students may develop a plan for improvement with faculty. Serious deficits in professional behavior with no improvement may result in program academic probation or dismissal.

### **2. American Physical Therapy Association (APTA) Standards of Ethical Conduct for the Physical Therapist Assistant (Appendix)**

#### **3.2 Professional Appearance**

Students’ behavior, professionalism, and appearance are representative of themselves, MDCC, and the profession of physical therapy. Students are expected to arrive to the classroom and clinical rotations clean and neat. The following are minimum expectations of a PTA student, expected at all times on and off campus:

1. Students on campus for lectures are expected to conform to the regular college dress code. No caps/hats may be worn by male or female students during class or lab.
2. A few general guidelines for expected female student’s lab attire are as follows:
  - a. Shorts that are loose fitting around the legs and fall just above the knees; shorts that sag at the waist will not be allowed
  - b. Halter, sports, or bikini tops (strapless or with removable straps) to expose the full back and shoulders
  - c. T-shirt to be worn over tops addressed above
  - d. Socks and sports shoes or nursing shoes (AKA “tennis shoes”); flip flops /sandals will not be allowed
3. A few general guidelines for expected male student’s lab attire are as follows:
  - a. Shorts that are loose fitting around the legs and fall just above the knees; shorts that sag at the waist will not be allowed

- b. T-shirt that can easily be removed to expose the full back and shoulders
  - c. Socks and sports shoes (AKA “tennis shoes”); flip flops/sandals will not be allowed
4. Reporting for lab without proper attire may result in a reduction in grade. Repeated offenses may result in expulsion from the PTA Program.
  5. Nails must be trimmed short and well-kept for labs. Acrylic nails are an infection control risk and will not be allowed.
  6. Students with long hair must either put it up or pull it back for labs.
  7. Jewelry must be kept to an absolute minimum (wedding band, watch, one pair of small, stud earrings may be worn).
  8. Scent- Aftershave, cologne, and perfume should be applied sparingly, as others and clients may have sensitivity to scents/orders.
  9. Hygiene-Daily attention to one’s hygiene is an extremely important component of each student’s overall image. Students will maintain a high level of personal hygiene including bathing and dental care. Students’ breath and clothes/lab coats must not smell of smoke.
  10. Beards and other facial hair are discouraged. However, a well-trimmed small mustache or beard may be permitted.
  11. Makeup-If worn, makeup is to be conservative and not distract from attire, uniform or work environment, and must reflect a professional image.
  12. Tattoos must be completely covered.
  13. For clinical rotations and other events, the students will be expected to purchase and wear scrubs that represent the MDCC PTA Program. These scrubs will be uniform in color and brand. The students will also be expected to have the scrub tops monogrammed with verbiage that identifies the PTA Program. However, any dress code that the clinical site requires of the PTA Program student will supersede the requirements of the PTA Program. Please note that some clinical affiliates may hold more strict policies regarding dress and appearance. If the clinical site does not have specific requirements, then the student will be expected to default to the dress code requirements of the PTA Program. School photo identification must be worn.

Exceptions to the PTA dress code may be made for religious, cultural, or medical reasons. Please refer to the MDCC PTA Program Clinical Education Handbook for information professional appearance behaviors expected during clinical education experiences

### **3.3 Work Policy While Enrolled in PTA Program**

Students are not to be paid employees of clinical facilities during clinical education rotations. If a student works in any separate facility while enrolled in the program, she/he may not legally function as a student PTA/PTA. A student employed under these conditions may only function as a PT Aide/Tech according to regulations of the Mississippi State Board of Physical Therapy (MSBPT) under the Physical Therapy Practice Act.

Working while enrolled in the PTA Program is discouraged. Class schedules will vary greatly each semester and no attempt will be made to schedule classes around a student’s work schedule. If work interferes with PTA Program success, the student will be referred to the career technical counselor.

### **3.4 Attendance Policy**

The MDCC PTA Program faculty members have a responsibility to assure that all PTA students have an adequate background, including competence in technical skills. The faculty must insure that each student is able to utilize these skills and knowledge in a safe, competent, and professional manner. Learning experiences in the PTA Program are arranged sequentially, to ensure that new information, knowledge, and skills are integrated with previously introduced material. In addition, the curriculum includes opportunities for collaborative learning, where interaction between and among students and faculty are critical components of the students' learning. Therefore, these learning experiences cannot be repeated and attendance is a professional responsibility. Faculty will not repeat any missed content due to tardiness or absence. Once a student has reached half the allowed absences in a course a meeting with their PTA instructor will be initiated; verbal conference (warning).

MDCC expects that students will participate in all scheduled classes, laboratories, and clinical education experiences. The numbers of absences allowed in each class are published in the MDCC College Catalog/Student Handbook and listed below. For PTA classes, absences are recorded for laboratory. Therefore, if you miss lecture and laboratory on the same day, that is recorded as two absences. Students are expected to be in class on time and to attend a minimum percent of each component of the course in order to receive a passing grade. If at any time a student accumulates more than the percentage of allowed absences corrective actions and disciplinary measures are initiated as detailed in the discipline procedure for behavioral policy in this handbook. Continued accumulating of absences at midterm results in a written conference (warning). Accumulation of more than the percentage at the end of the course results in placement of probation. Any subsequent infraction will lead to dismissal from the program.

Tardiness is defined as arriving late or leaving early for any reason up to 15 minutes. Anything over 15 minutes will be considered an absence. Three trades will equal one absence.

If absence is anticipated, it is the STUDENT'S responsibility to notify the instructor, in person or by phone/email prior to the scheduled class. It is also the student's responsibility to adjust their travel time to suit anticipated weather conditions, to ensure that the student arrives at school or clinical on time for class.

An absence may be excused per MDCC attendance policy for a documented sickness, school related activity, personal or family medical emergency, or a death in the immediate family. Students, who are absent for the entire day, must report to the instructor on the next scheduled meeting day to turn in any documentation for excuse of absence. Vacations are not routinely excused absences. The course instructor has the right to not approve the student's reason for being absent from class.

Students are responsible for making up the work missed during any absence. All missed labs and assignments must be made up by the student in order to successfully complete the course. If it becomes necessary to add/drop a course or withdraw from a course, it is the student's responsibility to complete the college's approved withdrawal process as outlined in current MDCC policy. Students must schedule academic required courses so they do not conflict with required PTA classes, labs, and clinical education experiences.

If the student does not initiate course withdrawal with their academic advisor and/or instructor, the student will be considered an enrolled student in the course and will receive a grade appropriate for what grade was achieved while enrolled.

Students anticipated absent from an examination, laboratory practical, or other graded activity will receive a "0" grade for the examination unless other arrangements are made with the individual

instructor before the graded activity is conducted. If a student misses a scheduled exam due to unanticipated absence, the exam may be made up as described in the MDCC make-up policy. Clinical Make-Up will be addressed in the PTA Clinical Handbook. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. This arrangement should be performed in person or by telephone. If the instructor is not available, a message should be left with another member of the PTA faculty. The instructor will decide the time and method of make-up examinations on an individual basis. Messages sent by other students are not acceptable. The student is responsible for notifying the instructor of the reason for the absence.

When a student's absences in a course exceed the following, the student will accede the percentage of allowable cuts from the course:

Lecture ONLY courses:

One class meeting lecture per week.....	2
Two class meetings lecture per week.....	4
Three class meetings lecture per week .....	6
Four class meetings lecture per week .....	8
Five class meetings lecture per week.....	10

Courses with Lecture and Lab components:

One class meeting, lecture + laboratory, per week.....	4
Two class meetings, lecture + laboratory, per week.....	8
Three class meetings, lecture + laboratory, per week .....	12
Four class meetings, lecture + laboratory, per week .....	16
Five class meetings, lecture +laboratory, per week.....	20

Due to the nature of the program, holidays and vacations observed by Mississippi Delta Community College may not coincide with the course schedule and/or clinical schedule of the program. Specifics will be discussed and outlined in detail but may change at the discretion of the program director as necessary to accommodate the course materials or clinical contact hours.

MDCC Make-Up Exam Policy

Per MDCC make up policy, unit exams missed can be made up upon approval of the course instructor. Test may only be made up if valid excuse is presented. Valid excused consist of: personal illness (documented on paper by a physician or nurse practitioner), death in the immediate family (spouse, parent, grandparent, children, grandchildren, siblings, mother/father in-law, sister/brother in-law, daughter/son in-law), official school functions, and those excused by the VP of instruction, Dean of Health Sciences, or the PTA Program Director assuming proper documentation is presented. Absences from the final exam, except in cases of unusual emergencies, are automatically recourse as failures. Final examinations can only be rescheduled with the approval of the Vice-President of Instruction. Rescheduling of unit exams will follow the following guidelines:

1. Student must contact the instructor to schedule the make-up exam.
2. Failure to notify instructor or Health Programs Division prior to designated class time may result in deducting 10 points from the make-up exam.
3. Make-up lecture exams may consist of alternative question types at the discretion of the instructor.
4. Physician excuse may be required for missed exam.

5. Examinations that are missed, even if reported, may result in a 5-point deduction on the make-up exam.

Laboratory Practical make-up policy is addressed in 3.9 of this handbook

Clinical attendance, absences and make-up policy will be addressed in detail in the MDCC PTA Clinical Student Handbook.

### **3.5 Rescheduling of Classes**

On occasion classes may need to be rescheduled. Efforts will be made to reschedule at a time that the majority of students can attend.

In the event a faculty member must cancel a class session, it is the faculty member's responsibility to notify the Program Director and GHE MDCC office support member. PTA faculty will post a class cancellation notification for students on Canvas. GHEC support member will post a cancellation notice outside the scheduled classroom. The Program Director or other faculty member will notify the class via email if there is sufficient time. If the class session is to be made up, it is the responsibility of the faculty member to schedule the make-up session in communication with those involved.

PTA faculty will not notify students of school closures due to weather or other emergencies. MDCC utilizes an alert service through e2Campus to send instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings. Messages can be sent to your cell phone via text message and to your school e-mail account. All students must register for this service.

Mobile Registration:

Text the keyword MDCCALERTS to the number 79516 to subscribe. Use the exact keyword, no spaces, when sending the text message. You will receive a text message confirming your registration

OR

Web Registration:

Sign up from a computer by visiting <http://alerts.msdelta.edu> and create an account.

### **3.6 Lab Protocol**

Attendance of the laboratory component of the PTA course is mandatory. Frequent absences, tardiness and immature behavior are disruptive to the educational process and place an unfair burden on faculty and fellow students. Laboratory instructions will be given and attendance will be taken at the beginning of the laboratory session.

1. All lab sessions will begin promptly at the scheduled start time. Students should be changed into lab attire before class starts. Students will be given time at the end of class to dress.
2. Changing areas are the respective Men's/Women's restrooms located near the PTA Program Lab.
3. Lab attire must be worn for lab classes. If lab attire does not need to be worn on a specific day, PTA faculty will let students know in advance. Appropriate lab attire must be worn following the professional appearance policy 3.2. Patient gowns will be available to students if they forget their lab clothes.

4. During lab sessions, students will role play either patients or PTAs during practice sessions. STUDENTS SHOULD BE PREPARED TO EXPOSE THE ENTIRE TREATMENT AREA. Privacy will be respected and modesty will be retained as appropriate using draping methods.
5. Students should be prepared for lab class by bringing appropriate texts, equipment, and course notes.
6. The lab should be kept clean at all times. Dirty linens and equipment used should be properly stored before leaving. Treatment tables and chairs should be returned to their proper place.
7. Students who know that they will miss a lab section must contact the course instructor in advance. The student should also make arrangements to make up work with a lab partner.
8. No food or beverages are allowed in room 219 and 220, the PTA Program Laboratory, during class or during open lab time except for closeable beverage containers.
9. Human Subject Policy: Students provide consent for faculty and other students to apply contemporary physical therapy interventions during role-playing scenarios . All students are instructed in proper technique for the patient's safety, modesty, and dignity . Students have close faculty supervision during the laboratory sessions . Students practice application of these techniques on other students only with appropriate supervision. Students sign the Human Subject Policy (Appendix) at orientation. Only currently enrolled students may participate in laboratory activities.

### **3.7 On-Campus Safety, Emergency Procedures, and Off-Campus Safety**

MDCC Campus Police officers are on duty during business hours at the Greenville Higher Education Center. The police office is located at the southwest corner/main entrance of the one-story portion building. For police assistance, contact (662)332-8305 or (662) 379-7305. For emergencies, contact the Campus Police Emergency line at 662-246-8011. In the case of severe medical emergencies (chest pain, bleeding, breathing problems, etc.) call 911. See MDCC's Catalog/Student Handbook <http://www.msdelta.edu/college-catalog/index.php> for all the details regarding inclement weather, bomb threats, etc.

MDCC utilizes an alert service through e2Campus to send instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings. Messages can be sent to your cell phone via text message and to your school e-mail account. All students must register for this service. (see attendance policy for registration instructions)

Topics of general public safety and campus police are addressed in the MDCC policies and procedures to which all students have access. Program educational experiences, including (but not limited to) off campus trips and clinical experiences, are likely to occur as part program's educational process. While the program facilitates these opportunities, participants are responsible for their own behavior. The program/institution shall not be liable for any claims arising out of or in any way connected with a student's participation in the off-site experiences. The program faculty will inform students of known hazards and will exercise reasonable supervision accordingly

All classroom and lab equipment are the property of MDCC and are not for personal use. Students are expected to exercise safety and good judgment when using all college equipment.

Unsafe performance in any course, practical examination, or on any skill check may result in a failing grade in a course even if adequate points for passing the course, practical exam, or skill check were earned.



The use of program electrical equipment or the practice of skills involving electrical equipment can only be performed with faculty supervision. Electrical equipment can be used, but not plugged in, during unsupervised lab practice if the student has passed their faculty skill check with that piece of equipment.

All lab equipment and supplies must be returned to their proper place of storage after use. No equipment may leave the lab without faculty approval.

PTA Program students must maintain up-to-date adult, child, and infant CPR certification for health care providers prior to the first of the program. CPR training will occur late July or early August prior to Fall semester start date. Students will be assigned training dates during orientation or as needed throughout the students enrollment in the PTA program. CPR training will be provided by MDCC Health Science faculty. Students must submit a two-sided copy of their CPR certification card to the PTA Program ACCE if received from an outside agency. This copy must include the expiration date, the student's name, student's signature and instructor's signature. A copy of all students CPR cards will be kept in the students program file.

Students will follow college policies in the event of a building evacuation. These policies can be found in the MDCC Greenville Higher Education Center's emergency plans located on the MDCC Greenville Higher Education Center's website (<http://www.msdelta.edu/ghec/docs/crisis-response-plan-ghec-oct20-2016-rcl.pdf>). A copy of this plan will be kept in room 219, the PTA Program Laboratory and in the PTA faculty offices.

PTA Program students are expected to notify academic faculty (and clinical faculty when participating in clinical education experiences) of any medical condition(s) and/or medication(s) taken that could potentially impair or alter the student's safe and effective performance or function of all program educational experiences. Students contracting an infectious disease during the time they are enrolled in the PTA Program must report that fact to program faculty and follow appropriate medical guidelines to minimize the risk of transmission.

Cost and liability of travel to and from off-campus experiences, including, but not limited to off campus trips and clinical education experiences, and service learning projects, are the responsibility of the student.

Equipment user manuals are kept in the PTA Program Laboratory, room 219.

### **3.8 Skill Checks**

A skill check is an assessment of a student's ability to demonstrate competence in a PTA skill. Skill check assessments are done in two different ways. First, one peer skill check must be completed with a lab partner. The results of the peer skill check must be documented on the skill check form. Students will then have the opportunity to work on any problem areas prior to being tested by a course instructor. Faculty skill checks performed by an instructor will be performed during open lab times or during scheduled course labs, if there is time. A passing score must be earned with the course instructor or the skill check must be retaken. There is no limit to the number of attempts for a skill check.

Skill checks contain safety elements of PTA skills that must be completed in order to pass the skill check. If a student fails any safety element, they automatically fail the skill check and must retake it.

Students must successfully pass a skill check prior to taking the practical exam which contains the skill check content area. It is the student's responsibility to make sure all skill checks have been completed prior to practical exams. To pass a course, students must pass all skill checks and practical examinations within the course.

Students who have successfully passed a skill check are considered to have demonstrated competence in that skill, and are expected to maintain their competence through regular review of the skill.

### **3.9 Practical Examinations**

Practical Exams are used to assess a student's ability to effectively and safely integrate course material and perform a patient treatment following a physical therapist's plan of care. Practical exams integrate content from current and prior program courses. Practical exams must be passed with a score of at least 75% and can be retaken up to two times if a 75% score is not achieved. If a student obtains a score above 75% on a re-taken practical examination, a maximum score of 75% will be used for final grade calculation. Two PTA Program faculty members will be present for the practical exam if a 2<sup>nd</sup> practical examination retake is required. Students must demonstrate a 75% on either the initial practical exam or during an exam retake to pass the course.

Students will receive detailed instructions and a score sheet at least one week prior to scheduled practical exams. Students will also be required to have been signed off on one peer skill check and one faculty skill check prior to taking the practical exam.

Practical examinations contain safety elements that must be completed in order to pass the practical exam. If a student fails any safety element, they automatically fail the practical examination. Critical safety elements are identified on each practical examination rubric.

Sharing practical exam scenarios or information with classmates who have not yet taken the exam is considered academic dishonesty and will be treated as such.

#### **Missed Practical Examinations**

Students will be allowed to make up Practical Exams upon approval of the course instructor and in according to the MDCC Catalog Attendance Policy (page 30 of this handbook). Due to the nature of practical Exams-a 5% penalty will be deducted from the missed practical grade if the student is tardy or has an unexcused absence the day of a graded exercise. Illness without a written doctor's excuse advising you not to attend class is considered an unexcused absence. Tardy is defined as being 15 minutes late for class. The student should submit any documentation/explanation needed for the absentee the day of return to class so the missed practical exam can be scheduled. Failure to contact the instructor the day of return will result in a grade of zero. The make-up practical will be designed to test the same content as the missed. The make-up practical may be of a different format. Students with extenuating circumstances will be considered on an individual bases.

### **3.10 Insurance**

MDCC and clinical affiliation sites do not provide health insurance to students. It is advised that students carry their own health insurance during the program including all full-time clinical education experiences. Some clinical sites require students to carry health insurance while performing a clinical experience at their facility.

All students annually purchase professionally liability and accident insurance through MDCC.

*Medical Professional Liability Insurance*--Medical professional liability insurance is required for each Health Science student enrolled in a clinical course with patient contact. This insurance is purchased automatically through and charged to your student account. This insurance covers unintended injury to patient or other students during off campus education experiences.

*Accident Insurance*-- MDCC students purchase Student Accident Insurance by paying applicable Insurance Fee when they register and pay for classes. The Student Accident Insurance pays for injuries occurring from school-sponsored activities related to the selected classes. The policy pays for reasonable and customary charges for treatment of injuries. It does not pay for illnesses such as allergies, influenza, or fainting or accidents due to travel. Student must obtain an incident report for the clinical affiliate in order to file a claim. MDCC incident report can be obtained from the Allied Health Office Manager if accident occurs at a MDCC campus.

### **3.11 Criminal or Felonious Records**

Mississippi law requires that any person who provides services that involve direct contact with patients and residents at a health care facility have a background study conducted. Background checks will be done upon program admission. Students will be responsible for the cost of the background checks. Background screens will be scheduled the day of orientation by MDCC staff. If, during the course of the program, a student has been convicted of a felony prior to attempting the national licensure examination for the Physical Therapist Assistant, it is the student's sole responsibility to notify the Federation of State Boards of Physical Therapy (FSBPT). The FSBPT can be found at <https://www.fsbpt.org/>. A felonious record may disqualify a candidate to become a Licensed Physical Therapist Assistant. During the course of the PTA program, a student found presenting felonious records will be immediately dismissed from the program.

Clinical agencies have the right to refuse employment or eligibility to participate in clinical experiences based on background information. Students who have any eliminating background record will not be allowed admission to any health science program. A student may also be denied the ability to progress in a program of study based on eliminating background information.

If the student receives a non-suitability for employment or "RAP" sheet, the student will be required to meet with the Program Director and/or Dean of Health Sciences.

The PTA program will follow the MDCC Health Science Background Check policy (Appendix) at all times. Students are required to acknowledge compliance of this policy at time of application.

### **3.12 Substance Use Policy**

It is the goal of Mississippi Delta Community College to maintain an environment that is free from the effects of intoxicants or other behavior affecting substances. It is our belief that a drug free environment is to the benefit of students and employees of Mississippi Delta Community College as well as the surrounding community. Therefore, the unlawful use, manufacture, possession, distribution or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or "over-the-counter" drugs, or being under the influence of such substances while engaged in any portion of the physical therapist assistant program experience is strictly prohibited. For purposes of this policy, "being under the influence" is defined as meaning that the judgment or motor coordination is impaired due to the

presence of use of any one of the substances mentioned above.

Due to the safety and security of patients, colleagues, clinical affiliates, students and the sensitive nature of allied health and nursing programs, it is not discriminatory for MDCC to require drug testing. Drug and Alcohol testing will be conducted following the MDCC Health Sciences' Substance Use policy.

The PTA program will follow the MDCC Health Science Substance Use policy (Appendix) at all times. Students are required to acknowledge compliance of this policy at time of application.

### **3.13 Immunizations and Health Screening Requirements**

Students enrolled in a Health Science program participate in clinical training and laboratory exercises that are essential elements of study. To protect the health of students, patients, employees, and others, and to comply with standards established by the affiliated healthcare providers Mississippi Delta Community College (MDCC) Health Science students are required to complete and submit the Pre-Entrance Health Forms and Immunization Records upon starting the program. The forms must be thoroughly completed by a healthcare provider (MD,DO, NP, ARNP, PA), up to date immunizations; conditions requiring treatment, and/or special accommodation needs.

Complete documentation is necessary for assigning students to affiliated clinical agencies for the clinical component of the program. The student's continuation in the program requires the student to be able to perform every essential function of the student role as listed within the program's Core Technical Performance Standards. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution's ADA Policy. If the student, with reasonable accommodation, is unable to perform any essential function in a safe and successful manner, he/she will be required to withdraw from the program.

#### **Immunizations:**

MDCC requires incoming students in health care courses within the Health Sciences Division to be vaccinated or have titers as evidence of immunity to various potential pathogens; as required by the State of Mississippi and clinical affiliates.

All students must show proof of immunity ("proof" = vaccination records, Form 121 from the department of health or other medical record) and/or documentation of current vaccinations: varicella, hepatitis B, rubeola, mumps, rubella, tetanus, diphtheria and pertussis. If proving immunity by titers, lab reports documenting each titer must also be submitted. Evidence of influenza (flu) vaccination will also be required by the clinical facility.

**TB Skin Test** – The 2 step test is required when skin test documentation has not been provided and/or has not been administered in consecutive years. (Must have evidence of 2 consecutive TB skin test if the 2 step testing or QuantiFERON-TB Gold (QFT) if not performed.)

Negative Mantoux PPD (Attach PPD form with results) or negative QFT (lab result attached) within Last 6 months. If positive TB test, CXR results (attach report)

The college will follow procedures for maintaining these immunization and health screening records as private educational data in accordance with FERPA.

### **3.14 MDCC PTA Pregnancy Policy**

Pregnancy while enrolled in the PTA Program is discouraged. Female students who become pregnant or suspect pregnancy must notify the Program Director immediately! Notification must be made in writing. A student has the right to not declare her pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, she also has the right to undeclare her pregnancy at any time and would be treated as though she was not pregnant. This is in accordance with Federal and State laws. Confidentiality is assured, if necessary.

Students who have declared the pregnancy will receive counseling concerning continuation of studies during pregnancy. Pregnancy is not grounds for dismissal, but the PTA Program utilizes various modalities and treatment methods during training that are contraindicated for use on pregnant women. Below are the recommendations concerning the student's progression in the PTA Program:

- A student who becomes pregnant while in the program will be given the option of withdrawing immediately. She may return at a later date as determined by the Program Director. Accreditation standards regarding class size must be upheld and may affect program re-entry. There is no guarantee if or when a student may be able to re-enter the program. (Option 1)
- The pregnant student who chooses not to withdraw from the program immediately must acknowledge in writing having received counseling and assume all risk for possible damage to the unborn fetus. The pregnant student must also acknowledge in writing that she may not be able to participate in certain clinical education rotations, thereby affective her ability to graduate from the program. If the delivery due date falls after program completion, the student may opt to continue in the program if she chooses to assume all risk for possible damage to the unborn fetus. However, as stated earlier, some clinical education sites may not allow pregnant students to participate in clinical education rotations. Since the program has no control over this, pregnant students may ultimately have to declare Option 1 or Option 3. The same program re-entry policies will still apply as stated in Option 1. Re-admission to the program is not guaranteed. (Option 2)
- Undeclare pregnancy. (Option 3)

Female students are required to acknowledge compliance of this policy at time of application

### **3.15 PTA Program Equipment Testing**

All electrical equipment owned and used by the MDCC PTA Program will be annually inspected and labeled by qualified biomedical personnel.

A qualified biomedical engineer will be scheduled to visit the program annually for equipment testing and calibration; labeling that verifies testing and calibration; and documentation of testing results.

Non-electrical equipment (treatment tables, wheelchairs, crutches, etc.) will be inspected annually by the PTA Program Faculty prior to the start of the Fall Semester. Repairs will be made or arranged by the program as needed.

Any real or potential equipment safety concerns discovered by faculty or students will be labeled and taken out of use immediately until repaired or replaced.

### **3.16 Personal Property and Valuables**

MDCC and the PTA Program do not accept responsibility for loss of personal items. Theft may occur on campus and students should secure their valuables accordingly.

### **3.17 Medical Emergency in the Classroom**

Students are expected to respond quickly to an emergency. Universal methods of treatment common to most emergencies are listed:

1. If someone else is in the room, ask him/her to report the emergency to a faculty member or college staff. If appropriate, call for medical assistance (911) or have someone else call
2. Access vital signs and begin CPR if appropriate
3. A first aid kit is located in the PTA Program Laboratory, Room 219
4. An automated external defibrillator (AED) is located in the 219

### **3.18 Financial Aid**

To assist students in meeting college cost, MDCC offers a comprehensive financial aid program. For more information on eligibility and application procedures, inquire at the Financial Aid Office located on the main campus or contact Mrs. Cassandra Atley (662) 332-8250 or Mrs. Pam Venton (662)332-8205 on the GHEC campus.

Institutional and Foundation scholarships are available to all full time MDCC students. Information can be found on the MDCC website and through the FA office. The amounts vary and are clearly stated in each scholarship description. Under no circumstances would a combination of all scholarships awarded (from all sources, excluding Pell) exceed the maximum yearly amount not to exceed the actual cost of tuition, room and board. Scholarships are subject to the availability of funds.

Failure to pay any college fees by due date may result in removal from course, delayed graduation, and or dismissal from the University. If a student anticipates difficulty with meeting financial obligations he/she should take responsibility to pro-actively seek advising.

### **3.19 Confidentiality/Data Privacy**

MDCC has designated that certain data is considered public or private data.

In keeping with MDCC's Data Privacy Policy, the PTA Program will maintain privacy/confidentiality in the following manner:

1. Grades will be posted using the online in Canvas with final letter grade posted in Banner at the end of the semester term, which requires students to sign in using an individual password.
2. All exams, quizzes, and assignments will be returned in a manner that does not expose the grade.
3. Feedback will be provided after skill checks and practical exams with only the student and instructor(s) present. When necessary or helpful, instructors will obtain permission if they would like to provide feedback in front of other students
4. Clinical faculty must follow the data privacy policies of MDCC and the PTA Program
5. Requests for student information from any government agency will be referred to the Registrar's Office

6. During the PTA orientation in June, students are instructed in basic HIPPA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information. Students are required to sign acknowledgment of the MDCC HIPPA compliance policy at the time of training (Appendix).

### **3.20 Standard Precautions**

Information on “Standard Precautions” will be provided in the first semester of the PTA program curriculum in PTA 1214: Fundamental Skills for Physical Therapist Assistants. Content includes but is not limited to:

- a. HIV
- b. Hepatitis B
- c. Universal Precautions/Infection Control
- d. Chain of Infection
- e. Proper Hand Washing Technique

All students must demonstrate satisfactory understanding of this information by passing a test which includes content on standard precautions during PTA 1214.

During the course of study as a Health Science student, the student may come in contact with patients who have communicable diseases, including HIV and Hepatitis. The student will follow standard precaution guidelines at all times. All Health Science students are required to acknowledge understanding and sign the bloodborne pathogen waiver (Appendix).

### **3.21 OSHA Regulations**

MSDS forms for all hazardous substances used in the PTA lab are kept in a marked binder in the lab.

### **3.22 Lab Infection Control**

Infection prevention and control involves a comprehensive effort to identify and prevent the spread of infection between persons and to identify potential sources of infection to insure the safety of all. When working in patient care areas, body substance isolation (BSI) precautions are to be followed for all patients. It is to be assumed that all body substances are infectious and therefore proper precautionary measures should be taken to prevent the spread of disease.

The provisions established by the Occupational Safety and Health Administration (OSHA) are contained in a publication titled Bloodborne Pathogens; Final Rule December 6, 1991. Infection control is not limited to patient care areas. It also involves procedures and techniques for meeting established sanitation, sterilization and aseptic standards.

To ensure a clean laboratory environment and to facilitate infection control, the following policies will be in effect:

1. Plinths, mats, and other treatment surfaces will be cleaned using a bacteriocidal agent at least once a week
2. Soiled linen will be placed in the linen hamper located in the back of the lab. If a bag is full, place a new bag in the hamper
3. The hydrocollator will be cleaned a minimum of every six months.
4. PTA faculty members are responsible for assuring the infection control practices are

enforced in their labs.

### **3.23 Latex Allergies**

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers—NIOSH. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

### **3.23 Laundry Usage**

To keep laundry costs at a minimum, students should conserve laundry by doing the following in lab courses:

1. Place towels, pillowcases, and sheets that have come in contact with hair and skin in the dirty laundry bin.
2. Towels, pillowcases, and sheets that were used for positioning may be folded and returned to the laundry cart to be used again
3. Place any towels, pillowcases, or sheets that are soiled with dirt, sweat, or other body fluids, mineral oil, alcohol, ultrasound gel, or e-stim gel in the dirty laundry bin.
4. Towels used to wrap a paraffin hand which is enclosed in plastic wrap may be used again if clean.

### **3.24 Electronic Devices**

All electronic devices that may disrupt instruction must be turned off or silenced, on vibrate, during scheduled classroom or laboratory hours and off campus program related activities including but not limited to clinical experiences. This may include but not limited to cell phoned, pagers, and/or music players of any kind. Students may check their electronic devices during breaks or between classed. If it is necessary to respond to a call or page, the student should leave the classroom with minimal disruption, and may reenter the classroom at the next break. Cell phones should not be out and/or in use during classroom/lecture, laboratory or clinical time.

At specified times instructors may allow use of smart phones or tablets pertaining to subject matter. Tablets and laptop computers are allowed in the classroom at the discretion of the instructor for note taking or access to PowerPoint. Whether in lecture or laboratory, students are to only access course related sites. No social networking, instant messaging, email, etc., are allowed during class or laboratory time. This includes the use of iPad, PCs, laptops, mobile phones, etc. Students may perform these types of activities during designated breaks.

If a cell phone or electronic device is used during any testing situation or during test review, it will be considered an act of academic dishonesty. Calculators may be allowed for specific quizzes/tests/exams

Electronic communication devices may be used in the clinical setting for appropriate purposes only.



These purposes will be determined by the clinical instructor. Tape recorders, PDAs, cameras and other recording devices are not to be used in the clinical setting for recording identifiable client data.

Audio or video recording of lectures, laboratory sessions, etc. may only be performed with the expressed permission of the instructor.

### **3.25 Social Media Policy**

As a student in a MDCC Health Sciences program, you will encounter confidential information within the classroom or patient care environment during clinical experiences/practicums. Violations of the MDCC Health Sciences social media policy will result in disciplinary action, which may result in dismissal from the program. It is the responsibility of the student to follow the following policy related to Social Media Policy outlined below.

#### MDCC Health Sciences Social Media Policy

*Social media* includes, but is not limited to, blogs (Blogger, Blogspot, Wordpress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, SnapChat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts (posted to the web or hosted by applications (ex.: iTunes), ratings sites and apps (Urbanspoon, Yelp, Rate My Professor, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

While social media is an important and timely means of communication, those who use social media must be aware that posting certain information is illegal. Offenders may be subject to criminal and civil liability, and adverse institutional actions. Students must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful.

Please be aware that no privatization measure is perfect and undesignated persons may still gain access to your networking site. Furthermore, posting, sharing, or even “liking” questionable or inappropriate posts publishes them to your newsfeed for circulation in your name. Litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Although posted information can be removed from the original site, exported information cannot. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues.

Even when you are using your own personal social media account, if MDCC is in your profile or comments other users will naturally associate you with the college. Think carefully before you post. For all Health Science students, all social media postings must be made with the program, division, state and national Code of Conduct; Professional Behavior, Professional Ethics and Confidentiality; Safe/Unsafe Clinical/Practicum policies outlined in the program specific student handbook. Any violations of the above referenced policies through the use of social media platforms or portable electronic communication devices will result in disciplinary action which may include placement on probation, failure in a course and/or dismissal. Therefore, think carefully before you post any information on a website or application, and consider your goals in participating. The following best practices are encouraged:

#### Be Aware of Liability

You are personally responsible for the content you publish.

- Do NOT post the personal information or photograph of any patient/client at clinical sites. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting of patient/client information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).
- Do NOT represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included in this policy.
- Do NOT share, post, or otherwise disseminate any information, including images of you or others participating in a clinical site experience/practicum unless you obtain written approval
- Maintain professional boundaries in the use of electronic media. Online contact with patients/clients or former patients/clients blurs the distinction between a professional and personal relationship. You should not have any online contact with a current patient/client outside the communication methods allowed within the clinic/program.
- Do NOT post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, political, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your role in an MDCC Health Science program.
- Do not post copyrighted content
- Obtain written permission from faculty and fellow students to videotape or audio tape conversations, lectures or any other communication.
- Obtain permission from fellow students prior to posting any personal information or photographs related to MDCC activities.

### Maintain Transparency

Make it clear in your post when sharing your views that you are speaking for yourself and not MDCC or a specific program. Even with this declaration readers will associate you with this institution and the program you are enrolled.

- You may NOT represent yourself as an official representative or spokesperson for the college on your personal social media outlet.

### Take the High Ground

Discuss ideas and situations civilly. Do not pick fights online.

- Make sure posts are relevant and accurate.
- Do not display vulgar language.
- When commenting on others' individual's posts refrain from posting potentially inflammatory or unflattering material.

### Respect Your Audience

Do not use any ethnic slurs, personal insults, obscenity, or engage in any conduct that would violate your professional Code of Conduct. Show proper consideration for others' privacy and for topics that may be considered sensitive, such as politics and religion.

- Do not display language or photographs that imply disrespect for any individual or group.

- Refrain from the presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Do not verbally attack the college, faculty, staff, or students.
- Do not use social media to harass, threaten, insult, defame or bully another person or entity.
- Do not spread gossip or rumors of other unverified information NOT: everything posted on social media is true.

### Monitor Comments

Respect the view of others even if you disagree. Carefully consider the accuracy, clarity, length and tone of your comments before posting them. Remain in professional tone and in good taste. Remember, your posts may last forever.

### Does it Pass the Publicity Test?

If the content of your message would not be acceptable for a face-to-face conversation then DO NOT post it. You should make every effort to present yourself in a mature, responsible, and professional manner. Note that nothing is perfectly protected and that persons may still gain access to your post including future and/or current employers

### **3.22 Photography/Videotaping**

PTA students, on occasion in classroom and laboratory settings will be simulating a work environment and will practice on one another. During this time you may be videotaped or have digital pictures taken of you, both of which will be used only for educational purposes. Students will be asked to sign the Human Subject policy at orientation, which addresses the permission to allow videotaping and photograph for educational purposes. If a student wishes to photograph or videotape a patient for educational purposes, they must follow the policies and procedures of the clinical education site for confidentiality and for obtaining consent.

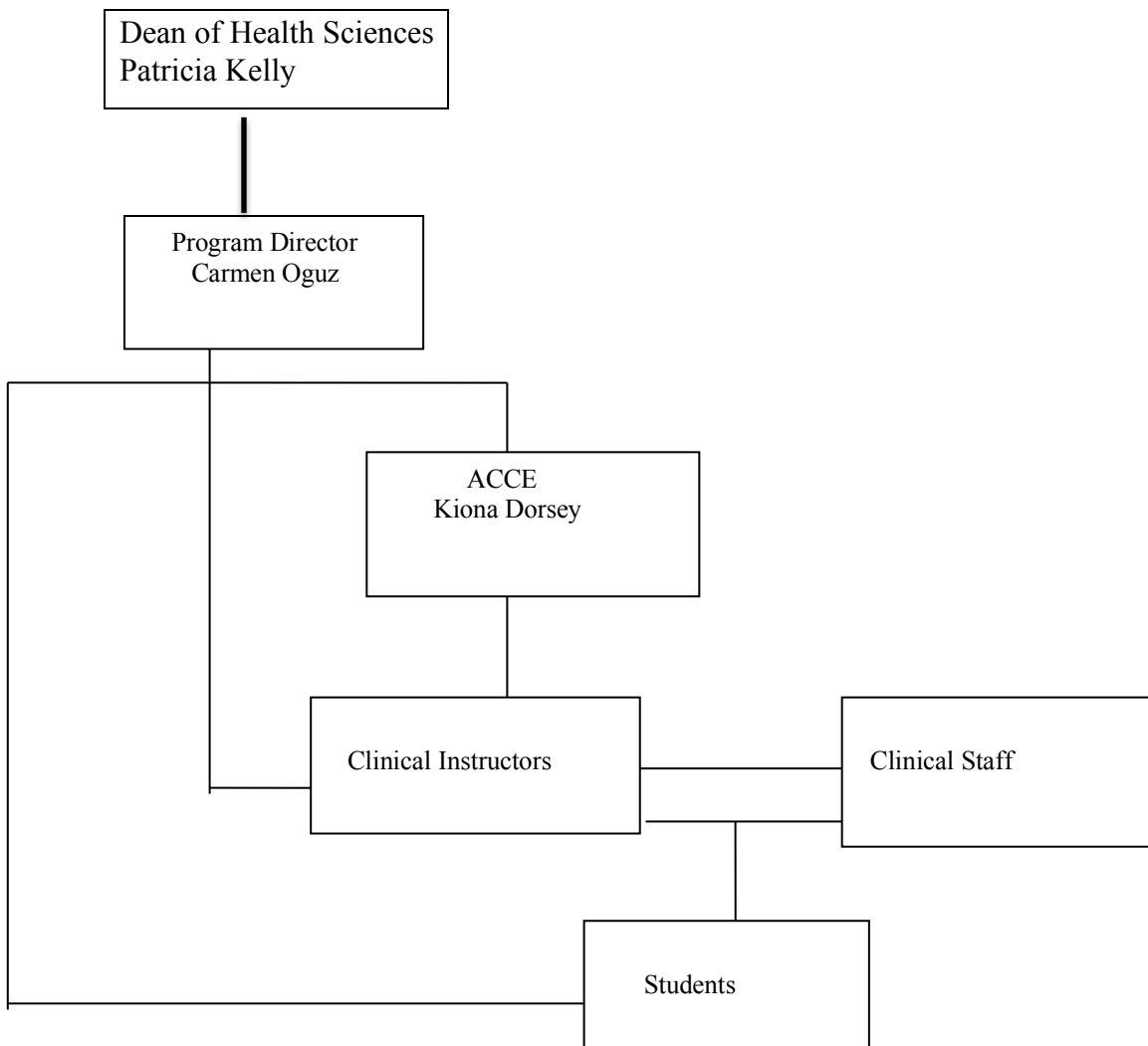
### **Informed Consent**

PTA students perform a variety of physical therapy procedures on each other in the classroom and lab for educational purposes. This participation is very important in the learning process. Students must sign the Human Subject informed consent at time of orientation (Appendix).

Students are educated throughout the program of the patient's right to refuse participation in any component of clinical education. Informed consent must be provided with patient interactions. Each clinical education site should maintain policies on the use of human subjects for educational purposes. Students in any Health Science program

# Appendix

MDCC Physical Therapy Assistant Program Organizational Chart



# American Physical Therapy Association (APTA) Standards of Ethical Conduct for the Physical Therapist Assistant

## **Preamble**

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life. No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

## **Standards**

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

- 1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.
- 1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.

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

- 2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.
- 2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.
- 2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.
- 2D. Physical therapist assistants shall protect confidential patient/client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

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

- 3A. Physical therapist assistants shall make objective decisions in the patient's/client's best interest in all practice settings.
- 3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapy interventions.
- 3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.
- 3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.
- 3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

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

- 4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.
- 4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients/clients, students, supervisees, research participants, or employees).
- 4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.
- 4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.
- 4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.
- 4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

**Standard #5:** Physical therapist assistants shall fulfill their legal and ethical obligations.

- 5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.
- 5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.
- 5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.
- 5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.
- 5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

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

- 6A. Physical therapist assistants shall achieve and maintain clinical competence.
- 6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.
- 6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

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

- 7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.
- 7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.
- 7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.
- 7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.
- 7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients

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

- 8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.
- 8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.
- 8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapy services.
- 8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy



## Professional Behaviors Assessment Tool

Student Name \_\_\_\_\_ Date: \_\_\_\_\_

- Directions:**
1. Read the description of each professional behavior.
  2. Become familiar with the behavioral criteria described in each of the levels.
  3. Self-assess your performance continually, relative to the professional behaviors, using the behavioral criteria.
  4. At the end of each semester:
    - a. Using a highlighter, highlight all criteria that describes behaviors you demonstrate in Beginning Level (column 1), Intermediate Level (column 2), or Entry Level (column 3).
    - b. Give at least one specific example of a time when you demonstrated a behavior from the highest level highlighted.
    - c. Place an “x” along the visual analog scale to indicate the level (B, I, or E) at which you primarily function in each ability. This should be based on your highlighted areas, the specific example, and feedback from your CI.
  5. Sign and return to Program Director.

<p><b>1. <u>Critical Thinking:</u></b> The ability to question logically; identify, generate and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and assumptions; and distinguish relevant from irrelevant information. The ability to appropriately utilize, analyze, and critically evaluate scientific evidence to develop a logical argument, and to identify and determine the impact of bias on the decision making process.</p>		
<p><b><i>Beginning Level:</i></b>          Raises relevant questions; Considers all available information; Articulates ideas; Understands the scientific method; States the results of scientific literature but has not developed the consistent ability to critically appraise findings (i.e. methodology and conclusion); Recognizes holes in knowledge base; Demonstrates acceptance of limited knowledge and experience</p>	<p><b><i>Intermediate Level:</i></b>          Feels challenged to examine ideas; Critically analyzes the literature and applies it to patient management; Utilizes didactic knowledge, research evidence, and clinical experience to formulate new ideas; Seeks alternative ideas; Formulates alternative hypotheses; Critiques hypotheses and ideas at a level consistent with knowledge base; Acknowledges presence of contradictions</p>	<p><b><i>Entry Level:</i></b>          Distinguishes relevant from irrelevant patient data; Readily formulates and critiques alternative hypotheses and ideas; Infers applicability of information across populations; Exhibits openness to contradictory ideas; Identifies appropriate measures and determines effectiveness of applied solutions efficiently; Justifies solutions selected</p>

<b>Specific Example:</b>	<b>Place an “x” on the visual analog scale</b>  _____ <b>B</b> <b>I</b> <b>E</b>
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<b>2. <u>Communication:</u></b> The ability to communicate effectively (i.e. verbal, non-verbal, reading, writing, and listening) for varied audiences and purposes.		
<b>Beginning Level:</b> Demonstrates understanding of the English language (verbal and written): uses correct grammar, accurate spelling and expression, legible handwriting; Recognizes impact of non-verbal communication in self and others; Recognizes the verbal and non-verbal characteristics that portray confidence; Utilizes electronic communication appropriately	<b>Intermediate Level:</b> Utilizes and modifies communication (verbal, non-verbal, written and electronic) to meet the needs of different audiences; Restates, reflects and clarifies message(s); Communicates collaboratively with both individuals and groups; Collects necessary information from all pertinent individuals in the patient/client management process; Provides effective education (verbal, non-verbal, written and electronic)	<b>Entry Level:</b> Demonstrates the ability to maintain appropriate control of the communication exchange with individuals and groups ; Presents persuasive and explanatory verbal, written or electronic messages with logical organization and sequencing; Maintains open and constructive communication; Utilizes communication technology effectively and efficiently
<b>Specific Example:</b>		<b>Place an “x” on the visual analog scale</b>  _____ <b>B</b> <b>I</b> <b>E</b>

<b>3. <u>Problem Solving:</u></b> The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.		
<b>Beginning Level:</b> Recognizes problems; States problems clearly; Describes known solutions to problems; Identifies resources needed to develop solutions; Uses technology to search for and locate resources; Identifies possible solutions and probable outcomes	<b>Intermediate Level:</b> Prioritizes problems; Identifies contributors to problems; Consults with others to clarify problems; Appropriately seeks input or guidance; Prioritizes resources (analysis and critique of resources); Considers consequences of possible solutions	<b>Entry Level:</b> Independently locates, prioritizes and uses resources to solve problems; Accepts responsibility for implementing solutions; Implements solutions; Reassesses solutions; Evaluates outcomes; Modifies solutions based on the outcome and current evidence; Evaluates generalizability of current evidence to a particular problem
<b>Specific Example:</b>		<b>Place an “x” on the visual analog scale</b>  _____ <b>B</b> <b>I</b> <b>E</b>

<p><b>4. <u>Interpersonal Skills:</u></b> The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community in a culturally aware manner.</p>		
<p><b><i>Beginning Level:</i></b> Maintains professional demeanor in all interactions; Demonstrates interest in patients as individuals; Communicates with others in a respectful and confident manner; Respects differences in personality, lifestyle and learning styles during interactions with all persons; Maintains confidentiality in all interactions; Recognizes the emotions and bias that one brings to all professional interactions</p>	<p><b><i>Intermediate Level:</i></b> Recognizes the non-verbal communication and emotions that others bring to professional interactions; Establishes trust; Seeks to gain input from others ; Respects role of others; Accommodates differences in learning styles as appropriate</p>	<p><b><i>Entry Level:</i></b> Demonstrates active listening skills and reflects back to original concern to determine course of action; Responds effectively to unexpected situations; Demonstrates ability to build partnerships; Applies conflict management strategies when dealing with challenging interactions; Recognizes the impact of non-verbal communication and emotional responses during interactions and modifies own behaviors based on them</p>
<p><b>Specific Example:</b></p>		<p><b>Place an “x” on the visual analog scale</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>B                      I                      E</b></p>
<p><b>5. <u>Responsibility:</u></b> The ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community and social responsibilities.</p>		
<p><b><i>Beginning Level:</i></b> Demonstrates punctuality; Provides a safe and secure environment for patients; Assumes responsibility for actions; Follows through on commitments; Articulates limitations and readiness to learn; Abides by all policies of academic program and clinical facility</p>	<p><b><i>Intermediate Level:</i></b> Displays awareness of and sensitivity to diverse populations; Completes projects without prompting; Delegates tasks as needed; Collaborates with team members, patients and families; Provides evidence-based patient care</p>	<p><b><i>Entry Level:</i></b> Educates patients as consumers of health care services; Encourages patient accountability; Directs patients to other health care professionals as needed; Acts as a patient advocate; Promotes evidence-based practice in health care settings; Accepts responsibility for implementing solutions; Demonstrates accountability for all decisions and behaviors in academic and clinical settings</p>
<p><b>Specific Example:</b></p>		<p><b>Place an “x” on the visual analog scale</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>B                      I                      E</b></p>
<p><b>6. <u>Professionalism:</u></b> The ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Physical Therapy profession.</p>		
<p><b><i>Beginning Level:</i></b> Abides by all aspects of the academic program policies and the APTA Code of Ethics; Demonstrates awareness of state licensure regulations; Projects professional image; Attends professional meetings; Demonstrates cultural/</p>	<p><b><i>Intermediate Level:</i></b> Identifies positive professional role models within the academic and clinical settings; Acts on moral commitment during all academic and clinical activities; Identifies when the input of classmates, co-workers and other</p>	<p><b><i>Entry Level:</i></b> Demonstrates understanding of scope of practice as evidenced by treatment of patients within scope of practice, referring to other healthcare professionals as necessary; Provides patient &amp; family centered care at all times as evidenced by provision of patient/family education, seeking</p>

generational awareness, ethical values, respect, and continuous regard for all classmates, academic and clinical faculty/staff, patients, families, and other healthcare providers	healthcare professionals will result in optimal outcome and acts accordingly to attain such input and share decision making; Discusses societal expectations of the profession	patient input and informed consent for all aspects of care and maintenance of patient dignity; Seeks excellence in professional practice by participation in professional organizations and attendance at sessions or participation in activities that further education/professional development; Utilizes evidence to guide clinical decision making and the provision of patient care, following guidelines for best practices; Discusses role of physical therapy within the healthcare system and in population health; Demonstrates leadership in collaboration with both individuals and groups
<b>Specific Example:</b>		<b>Place an “x” on the visual analog scale</b>  _____ <b>B I E</b>

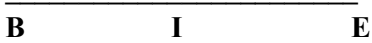
<b>7. <u>Use of Constructive Feedback:</u></b> The ability to seek out and identify quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others.		
<b><i>Beginning Level:</i></b> Demonstrates active listening skills; Assesses own performance; Actively seeks feedback from appropriate sources; Demonstrates receptive behavior and positive attitude toward feedback; Incorporates specific feedback into behaviors; Maintains two-way communication without defensiveness	<b><i>Intermediate Level:</i></b> Critiques own performance accurately; Responds effectively to constructive feedback; Utilizes feedback when establishing professional and patient related goals; Develops and implements a plan of action in response to feedback; Provides constructive and timely feedback	<b><i>Entry Level:</i></b> Independently engages in a continual process of self evaluation of skills, knowledge and abilities; Seeks feedback from patients/clients and peers/mentors; Readily integrates feedback provided from a variety of sources to improve skills, knowledge and abilities; Uses multiple approaches when responding to feedback; Reconciles differences with sensitivity; Modifies feedback given to patients/clients according to their learning styles
<b>Specific Example:</b>		<b>Place an “x” on the visual analog scale</b>  _____ <b>B I E</b>

<b>8. <u>Effective Use of Time and Resources:</u></b> The ability to manage time and resources effectively to obtain the maximum possible benefit.		
<b><i>Beginning Level:</i></b> Comes prepared for the day’s activities& responsibilities; Identifies resource limitations (i.e.	<b><i>Intermediate Level:</i></b> Utilizes effective methods of searching for evidence for practice decisions; Recognizes	<b><i>Entry Level:</i></b> Uses current best evidence; Collaborates with members of the team to maximize the impact of treatment

information, time, experience); Determines when and how much help/assistance is needed; Accesses current evidence in a timely manner; Verbalizes productivity standards and identifies barriers to meeting productivity standards; Self-identifies and initiates learning opportunities during unscheduled time	own resource contributions; Shares knowledge and collaborates with staff to utilize best current evidence; Discusses and implements strategies for meeting productivity standards; Identifies need for and seeks referrals to other disciplines	available; Has the ability to set boundaries, negotiate, compromise, and set realistic expectations; Gathers data and effectively interprets and assimilates the data to determine plan of care; Utilizes community resources in discharge planning; Adjusts plans, schedule etc. as patient needs and circumstances dictate; Meets productivity standards of facility while providing quality care and completing non-productive work activities
<b>Specific Example:</b>		<b>Place an “x” on the visual analog scale</b>  _____ <b>B</b> <b>I</b> <b>E</b>

<b>9. <u>Stress Management:</u></b> The ability to identify sources of stress and to develop and implement effective coping behaviors; this applies for interactions for: self, patient/clients and their families, members of the health care team and in work/life scenarios.		
<b><i>Beginning Level:</i></b> Recognizes own stressors; Recognizes distress or problems in others; Seeks assistance as needed; Maintains professional demeanor in all situations	<b><i>Intermediate Level:</i></b> Actively employs stress management techniques; Reconciles inconsistencies in the educational process; Maintains balance between professional and personal life; Accepts constructive feedback and clarifies expectations; Establishes outlets to cope with stressors	<b><i>Entry Level:</i></b> Demonstrates appropriate affective responses in all situations; Responds calmly to urgent situations with reflection and debriefing as needed; Prioritizes multiple commitments; Reconciles inconsistencies within professional, personal and work/life environments; Demonstrates ability to defuse potential stressors with self and others
<b>Specific Example:</b>		<b>Place an “x” on the visual analog scale</b>  _____ <b>B</b> <b>I</b> <b>E</b>

<b>10. <u>Commitment to Learning:</u></b> The ability to self direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.		
<b><i>Beginning Level:</i></b> Prioritizes information needs; Analyzes and subdivides large questions into components; Identifies own learning needs based on previous experiences; Welcomes and/or seeks new learning opportunities; Seeks out professional literature; Plans and presents an in-service, research or cases studies	<b><i>Intermediate Level:</i></b> Researches and studies areas where own knowledge base is lacking in order to augment learning and practice; Applies new information and re-evaluates performance; Accepts that there may be more than one answer to a problem; Recognizes the need to and is able to verify	<b><i>Entry Level:</i></b> Respectfully questions conventional wisdom; Formulates and re-evaluates position based on available evidence; Demonstrates confidence in sharing new knowledge with all staff levels; Modifies programs and treatments based on newly-learned skills and considerations;

	solutions to problems; Reads articles critically and understands limits of application to professional practice	Consults with other health professionals and physical therapists for treatment ideas
<b>Specific Example:</b>		<b>Place an “x” on the visual analog scale</b>  

**Based on my Professional Behaviors Assessment, I am setting the following Goals:**

**To accomplish these goals, I will take the following specific actions:**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Mississippi Delta Community College

## Minimum Technical Standards for Admission, Progression, and Graduation in the Physical Therapist Assistant Program

Consistent with its mission and philosophy, the Physical Therapist Assistant (PTA) Program at Mississippi Delta Community College is committed to providing educational opportunities to students. The PTA Program is an approximate two-year program of study that prepares students to work within the profession of physical therapy under the supervision of a licensed physical therapist. A major purpose of the PTA Program is to prepare graduates to assist physical therapists in healthcare settings to deliver physical therapy services in a safe, effective manner and to stimulate a lifelong commitment to continued professional development.

Therefore, certain functional abilities are essential for the delivery of safe, effective therapeutic care. The faculty has determined that the following technical standards and skills are requisite for admission, progression, and graduation from the PTA Program:

### COMMUNICATION STANDARDS

SKILLS	INDICATORS/RATIONALE
SPEAK AND EXPRESS	Speak/understand the English language in order to provide/receive information and instructions from faculty, peers, patients, caregivers, clinicians, and other healthcare providers
READ	Printed/handwritten data and information in English at level of competency required by program curriculum
UNDERSTAND AND INTERPRET	All medical terminology/information and plans of care regarding patients to provide appropriate/competent care therein
FOLLOW DIRECTIONS	Accurately/efficiently, seeking clarification as needed
WRITE/TYPE	To produce legible, thorough, and grammatically correct handwritten or word-processed documents in the English language
INTERPERSONAL SKILLS	To effectively/harmoniously work with faculty, peers, patients, caregivers, clinicians, and other healthcare providers regardless of personality, beliefs, ethnicity, race, socioeconomic status, physical and mental condition, etc.

### COGNITIVE AND INTELLECTUAL STANDARDS

SKILLS	INDICATORS/RATIONALE
THINK CRITICALLY	To identify/solve problems, identify cause/effect relationships, to apply reading, lecture, and laboratory information to case studies, and to employ effective teaching, learning, and test-taking strategies
COMPREHEND	Relevant information regarding medical data and patient records, therapeutic interventions, indications and contraindications for interventions, human pathology, and professional literature
PRIORITIZE	Events regarding patient care, safety, interventions, and documentation and other events necessary for accurate and productive employment sequencing/progression
CALCULATE	To accurately collect and/or interpret patient information
MAKE CLINICAL DECISIONS	To respond quickly/appropriately to changes in patient status, to analyze written, verbal and non-verbal data in order to make decisions to terminate, modify, progress and cancel interventions in order to act safely and ethically on the patient's behalf
INTACT SHORT-TERM AND LONG-TERM MEMORY	To accurately and quickly remember data from the chart and from other verbal, non-verbal, or written reports to provide safe and accurate care to the patient
THINK QUICKLY AND CLEARLY	To execute all duties unimpaired by any condition or substance that alters mental processing, speed, or quality of thought processes or judgment

### MOBILITY/MOTOR SKILLS

SKILLS	INDICATORS/RATIONALE
KNEEL OR STOOP FREELY	To floor to adjust patient position or assist with equipment; inspect feet, apply shoes or prosthetics
KNEEL/HALF KNEEL/ CRAWL	On an exercise table to assist with patient activities
REACH ABOVE HEAD	In standing, to adjust and position equipment

LIFT/PULL/GUIDE/TRANSFER	A patient of up to 150 lbs
LIFT/PULL/GUIDE/TRANSFER	A patient of up to 250 lbs using a two-person technique
BEND/STAND/KNEEL/SIT WALK/CRAWL >90 NO REST	To administer emergency care (CPR); to perform lab activities and administer proper patient interventions
GUIDE/RESIST AND ASSIST	All persons during transfers, ambulation, interventions, exercises; must use arms, legs and trunk to provide the stabilization necessary for a patient during therapy
PUSH/PULL	Large equipment, including, but not limited to wheelchairs, stretchers, tilt tables, etc.
WALK	For extended periods of time to all areas of a hospital, facility, or patient home, etc.
CLIMB	Stairs and inclines while safely guarding an unstable patient
BILATERAL DEXTERITY	To perform all aspects of safe treatment, equipment adjustments, documentation, etc.
COORDINATION	To perform different tasks with different limbs simultaneously
SPEED AND AGILITY	To protect a patient from falling during all aspects of patient care
ASSUME A WIDE BASE OF SUPPORT; KEEP BALANCE	To guard, maintain, and correct balance of an unstable patient on level surfaces, unlevel surfaces, inclines/declines, stairs, etc.
PERFORM	All aspects of patient care/office/treatment area maintenance with proper body mechanics
WORK CAPACITY	To perform all essential skills and standards to complete a full-time employment schedule as well as full-time clinical experiences required for program completion.

## **SENSORY ABILITIES AND OBSERVATIONAL SKILLS**

SKILLS	INDICATORS/RATIONALE
DEPTH PERCEPTION SEE (WITH OR WITHOUT CORRECTIVE LENSES)	For judging distance/surface/level changes during gait Must see facial expressions/non-verbal communication, skin, discriminate color, patterns of movement, the environment up to 20', instructions and parameters on equipment, detect small readings and calibrations
FEEL	Must discriminate slight temperature differences, pulses, body segment contour, muscle tone, joint movement, sharp/dull & light touch/deep pressure sensations
HEAR SMELL POSITION/MOVEMENT/ BALANCE SENSATION	Soft voices, call systems, alarms, timers, vital organ and vascular sounds through a stethoscope To detect odors related to patient assessment and treatment/treatment area safety To safely know where your body is at all times

## **BEHAVIORAL/PROFESSIONAL STANDARDS**

SKILLS	INDICATORS/RATIONALE
FLEXIBILITY COMPASSION	To adjust to an ever-changing environment To respect/show empathy for patients and caregivers in regards to personality, beliefs, ethnicity, race, socioeconomic status, physical and mental condition, etc.
COOPERATION	To work as a member of a team and develop positive and effective relationships with faculty, peers, patients, caregivers, clinicians, and other healthcare providers
RECOGNIZE LIMITATIONS	To request assistance when needed and to seek/accept correction and constructive suggestions; utilize resources effectively and assume responsibility for actions and personal/professional development
TOLERANCE	For faculty, peers, patients, caregivers, clinicians, and other healthcare providers; for clinical situations that may have potential exposure to wounds, incontinence, and other bodily fluids or pathogens
WILLINGNESS	To abide by all professional, institutional, program, and clinical policies and procedures, and to put forth the best personal and professional effort in the classroom, laboratory, clinic, and community
POSITIVE ATTITUDE WORK ETHIC	To demonstrate initiative, enthusiasm, etc. To attend class, lab, and clinic sessions promptly as assigned; to prepare for class, lab, and clinic sessions adequately and submit assignments on time



STRESS MANAGEMENT

To be able to cope in a fast-paced technical program

PLANNING AHEAD

To be adequately prepared for class, lab, and clinical

SELF CARE

To maintain generally good health and hygiene required of all individuals associated with the program

\*Individuals who feel they are unable to meet these technical standards will be offered career counseling upon request.

**Minimum Technical Standards for Admission, Progression, and Graduation  
in the Physical Therapist Assistant Program Disclosure**

\*Individuals who feel they are unable to meet these technical standards will be offered career counseling upon request.

I understand the Minimum Technical Standards described for the PTA Program.

\_\_\_\_\_  
XXXXXX  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (if under age of 18)

\_\_\_\_\_  
Date

Students are required to acknowledge compliance of this policy at time of application

MDCC PTA Student Handbook

Student Counseling Report

Type of Report :      Informal Notification      Formal Discipline

Status:                      Verbal Warning                      Written Warning

Student: \_\_\_\_\_ Instructor: \_\_\_\_\_

Date: \_\_\_\_\_ Issue: \_\_\_\_\_

Reason for filing report(include date, time, location, involved individuals and description of incidents, if applicable).

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Student evaluation of issue:

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Corrective action/recommendations:

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Follow-up date (if indicated): \_\_\_\_\_

Instructor: \_\_\_\_\_

Student: \_\_\_\_\_

(Signature on this form indicates that you have read the above information.)

Follow-up Report:

Date: \_\_\_\_\_ Issues: \_\_\_\_\_

Status:

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Action(s):

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Instructor: \_\_\_\_\_ Student: \_\_\_\_\_

(Signature on this form indicates that you have read the above information.)

**Mississippi Delta Community College  
Physical Therapist Assistant Program  
Assessment Tool for Readmission of Students**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Program

\_\_\_\_\_  
Date

- I. Average in Program at time of departure. \_\_\_\_\_
- II. Directions: Evaluate your past performance in the program as satisfactory or unsatisfactory. If unsatisfactory, please explain why under comments. Answer the attached questions.

	S	U
Attendance/Punctuality		
Assignments turned in on time		
Appearance		
Attitude at time of departure		
Need for additional courses		
Problems in other areas- courses		
Instructors		
College		
Campus class participation		
Campus Lab practice/participation		
Rotation/Clinical participation		
Responsibility/accountability		
Ability to apply knowledge		
Acceptance of constructive criticism		

Comments:

Briefly discuss the following:

1. Date of withdrawal from program.
  
2. Specific reason for unsuccessful program completion.
  
3. Actions taken to correct item identified in #2.
  
4. Activities since withdrawal (educational, vocational, professional).
  
5. Interpersonal and financial status.
  
6. Plans for problem prevention if readmitted.
  
7. Attitude toward readmission/plans if not readmitted.

**WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT –  
ON/OFF CAMPUS ACTIVITIES**

**Mississippi Delta Community College**

**Waiver:** In consideration of being permitted to participate in the \_\_\_\_\_  
\_\_\_\_\_ (Program/Activity), I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, and discharge** Mississippi Delta Community College, the State of Mississippi and their officers, employees, agents, successors and assigns from liability **for any and all claims, demands, actions, causes of action, judgments, damages, expenses and costs, (including attorney fees)** due to negligence or accidentally resulting in personal injury or illness (including death), and property loss which arise out of, result from, occur during, or are connected in any manner with my participation in the Program/Activity.

**Assumption of Risk:** Participation in the Program/Activity carries with it certain risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another and include but are not limited to 1) minor injuries such as scratches, bruises, and sprains; 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; and 3) catastrophic injuries including paralysis and death.

**I have read the previous paragraphs and I know, understand, and appreciate these and other inherent risks. I hereby assert that my participation is voluntary and I knowingly assume all such risks.**

**Indemnification and Hold Harmless:** I also agree to INDEMNIFY AND HOLD HARMLESS Mississippi Delta Community College, the State of Mississippi and their officers, employees, and agents from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney’s fees which arise out of, result from, occur during, or are connected in any manner with my participation in the Program/Activity.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumed risk agreement is intended to be as broad and inclusive as is permitted by the Laws of the State of Mississippi and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:** I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms, and **understand that I am giving up my rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of liability** to the greatest extent allowed by law.

\_\_\_\_\_XXXXXXXXXX\_\_\_\_\_ (Print Name)  
\_\_\_\_\_XXXXXXXXXX\_\_\_\_\_ (Sign Name)

Signature of parent/guardian (if student is under the age of 18)

\_\_\_\_\_  
\_\_\_\_\_ (Student ID) \_\_\_\_\_ (Date)

Signed at Orientation

**Policy on the Use of Human Subjects**

I understand that the Mississippi Delta Community College Physical Therapist Assistant Program will be conducting laboratory procedures, demonstrations, and that I will be attending various physical therapy related events throughout my PTA education . I understand that the purpose of these procedures is educational and intended for my benefit and the benefit of other students, and may include:

My participation in physical therapy demonstrations including physical therapy treatment techniques applied by fellow students, MDCC faculty, student physical therapy interns, and health care professionals from the surrounding community . Participation in community service events, PTA Program events, and MDCC events .

I have been instructed and fully understand that, by permitting other students to apply physical therapy modalities and other procedures to my body in a supervised laboratory setting, harmful results may occur. In such case, I will not hold Mississippi Delta Community College, PTA Program faculty or staff, or fellow students liable

I also understand that these procedures and events may be videotaped, recorded, and/or photographed . During my education at MDCC and the completion thereof, upon request, I will release the use of the above stated materials to the MDCC/PTA program for further educational use or marketing use .

All rights of every kind in and to all video tapes, photographs and/or sound recordings shall be and remain vested in MDCC and neither I, my successors, heirs, or assigns, shall have any right of action against MDCC arising out of any use of said photographs, video tapes or sound recordings, whether or not such use is or may be claimed to be defamatory, untrue or censorable in nature .

\_\_\_\_\_XXXXXXXX\_\_\_\_\_ Student Signature Date

\_\_\_\_\_ Witness Date

Signed at Orientation

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCES**

**POLICY AND PROCEDURE FOR BACKGROUND RECORD CHECK**

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Clinical agencies have the right to refuse employment or eligibility to participate in clinical experiences based on background information. Students who have any eliminating background record will not be allowed admission to any health science program. A student may also be denied the ability to progress in a program of study based on eliminating background information.

The background record check is completed by submission of fingerprints by MDCC campus Police Department to the Mississippi Department of Health. The student is responsible for the fingerprinting fee. The background check **MUST** be completed prior to admission to a Health Science program or prior to clinical experiences, as defined by the program. Students who have a current background clearance letter processed through a Mississippi clinical agency and the Mississippi State Department of Health may submit that documentation to the program director/supervisor. If the background clearance expires during a student's program of study, the student must repeat the background records check. Students will also be subject to repeat a background record check based on clinical agency requirements, changes in the Mississippi law, rules or regulations, or any suspicion of criminal behavior.

**Procedure for Background Record Check:**

1. Student will be assigned a time to be fingerprinted by the MDCC Campus Police Department. This will be done in the Campus Police Department office or in the Allied Health Building as determined by the Program Director/Supervisor. Failure to attend assigned time may deter a student's admission into a program. Students **WILL NOT** be fingerprinted without an assigned time.
2. Student must complete Criminal History Background Application Information form.
3. At the assigned time of fingerprinting, the student **MUST** bring a photo ID/driver's license.
4. Upon the completion of the background record check, the student will receive either a Criminal History Record clearance letter from the Mississippi Department of Health and a notarized clearance letter from MDCC, OR determination of non-suitability for employment.
5. If the student receives the clearance letters, a copy is maintained in the student record in the respective Health Science program office. The student is to maintain the original copy for use as indicated by clinical agencies. The student is to carry the original letter to clinical orientation as determined by each agency.
6. If the student receives a non-suitability for employment or "RAP" sheet, the student will be required to meet with the Dean of Health Sciences and Program Director/Supervisor as indicated. Review of the criminal history record check findings will determine if the student is able to participate in clinical experiences based on disqualifying events. If a student does not meet the requirements of



the Mississippi law, the student will not be allowed to participate in clinical and will be dismissed from the program. If a student has a non-disqualifying event, it is possible that the student will be able to participate in patient care activities and progress in the program.

If a student has a “RAP” sheet, it is the student’s responsibility to meet with the Human Resources Department, as determined by the clinical agency, to review the student’s “RAP” sheet for EACH clinical agency attending. The clinical agency has the right to restrict any student with a criminal history record from participating in patient care activities. In the event this occurs, the school will attempt to change clinical sites. However, if the student is not able to attend clinical, the student will not be able to meet the requirements of the program and thus, will not progress.

A copy of the “RAP” sheet will be maintained in a sealed envelope in the student’s record in the respective Health Science program office. The student should maintain the original copy of the “RAP” sheet.

### **BACKGROUND INFORMATION SIGNATURE FORM**

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Students admitted to Health Science Programs may be required to complete additional paperwork and pay additional fees related to the background check requirement.

Students assigned to some agencies may also be required to have additional background checks to comply with specific clinical agency contracts which may include criminal record check, credit check, driving history check and license check.

Students must be able to attend clinical agency sites in order to meet the requirements of the specific Health Science Program.

I have been informed of the above information regarding the MS State Law requiring background checks for individuals providing direct patient care in health care institutions regulated by the MS Department of Health

\_\_\_\_\_  
XXXXXXXX  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (if under age of 18)

\_\_\_\_\_  
Date

Students are required to acknowledge compliance of this policy at time of application

## HEALTH SCIENCES SUBSTANCE USE POLICY

It is the goal of Mississippi Delta Community College to maintain an environment that is free from the effects of intoxicants or other substances affecting behavior. It is our belief that a substance/drug free environment is to the benefit of students and employees of Mississippi Delta Community College as well as the surrounding community. MDCC Health Sciences has a zero tolerance drug/alcohol policy inclusive of: possession, use, or under the influence while on any MDCC campus or clinical affiliate.

Preadmission drug screening is required as a part of the physical exam for all students admitted to the Health Science Programs. A satisfactory drug screen is required for admission. All drug screening will be done in a manner to assure verification of an accurate specimen. All students who are tested must be witnessed by an approved MDCC Official or a staff member of the collecting agency. If there are any discrepancies with the specimen, the student may be subject to retesting. If any student(s) is caught falsifying a urine specimen or in possession of a falsified urine specimen that individual(s) will be immediately re-tested and be subject to disciplinary action by the College and the Health Science Department. If a student does not report or refuses drug testing at the designated time, or leaves the drug testing area without giving a specimen, the test will be considered as a positive test and the student will be dismissed immediately from the program. All prescription medications taken regularly or as needed should be listed on the medical form. The student must notify and provide written proof of any medications which may affect behavior to the program director.

Random and/or group drug screening may take place each semester. Any person in the role of a student in a Health Science Program who exhibits sensory symptoms or behavior indicative of being under the influence of mind altering substances (reasonable suspicion exists) may be required to have a drug and/or alcohol screening performed immediately. The student will be suspended pending test results. Refusal by a student to participate in a drug screening is in violation of the established policy and will result in dismissal.

If any drug screening is positive, the student is dismissed immediately from the program. Any drug screening, whether it is done for employment purposes, law enforcement purposes or school purposes, that is positive during the period of time the student is enrolled in the Health Science program, the student will be dismissed immediately from the program. The student will be given an opportunity to meet with the Program Director and the Dean of Health Science. The student may be considered for probationary readmission (ONE time only) following completion of a chemical dependency program approved by the Health Science Program at the student's expense. If probationary readmittance is granted, after-care monitoring will be required for the duration of the course of study at the student's expense.

Drug testing procedures will be carried out at the direction of the Vice President of Student Services and the laboratory personnel conducting the screening. Testing may be in the form of urine testing or hair sampling as deemed necessary by the Vice President of Student Services in consultation with the collecting agency. Lab results are submitted directly from the lab to the Vice President of Student Services. The Vice President of Student Services sends notification of drug testing results to the Dean of Health Science or Program Director. Results are confidential and will be placed in the student's file.

I, XXXXX, have read and understand the substance use policy of Mississippi Delta Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Mississippi Delta Community College.

I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a drug profile.

XXXXXXXX  
Student Signature

\_\_\_\_\_  
Date

Students are required to acknowledge compliance of this policy at time of application

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
HEALTH SCIENCE DIVISION**

**Confidentiality Guidelines**

In compliance with the Health Insurance Portability and Accountability Act (HIPAA). Information will be provided to students on maintaining confidentiality regarding patient privacy and data security as it relates to healthcare workers. Each student will view a HIPAA Guide video specific to the appropriate field of study.

All patient medical and financial records, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by students unless pertaining to the student's learning requirements. Under HIPAA regulations, you can only discuss patient information if it is directly related to treatment, and even then you must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Discussion of confidential information must take place in private settings. Students must not discuss confidential information to family members or friends, or other parties who do not have a legitimate need to know. Disclosure of the patient's presence in any health care agency may violate confidentiality.

Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality may violate the Code of Ethics Policy and thus be grounds for disciplinary action.

Each student must sign a confidentiality statement and agree to abide by these guidelines.

\_\_\_\_\_  
XXXXXXXX  
Student Name (Print)

\_\_\_\_\_  
Student name (Signature)

Students are required to acknowledge compliance of this policy at time of application

MISSISSIPPI DELTA COMMUNITY COLLEGE  
PHYSICAL THERAPIST ASSISTANT PROGRAM

**PREGNANCY POLICY**

Pregnancy while enrolled in the PTA Program is discouraged. Female students who become pregnant or suspect pregnancy must notify the Program Director **immediately!** Notification must be made in writing. A student has the right to not declare her pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, she also has the right to undeclare her pregnancy at any time and would be treated as though she was not pregnant. This is in accordance with Federal and State laws. Confidentiality is assured, if necessary.

Students who have declared the pregnancy will receive counseling concerning continuation of studies during pregnancy. Pregnancy is **not** grounds for dismissal, but the PTA Program utilizes various modalities and treatment methods during training that are contraindicated for use on pregnant women.

Below are the recommendations concerning the student's progression in the PTA Program:

- A student who becomes pregnant while in the program will be given the option of withdrawing immediately. She may return at a later date as determined by the Program Director. Accreditation standards regarding class size must be upheld and may affect program re-entry. There is no guarantee if or when a student may be able to re-enter the program. **(Option 1)**
- The pregnant student who chooses not to withdraw from the program immediately must acknowledge in writing having received counseling and assume all risk for possible damage to the unborn fetus. The pregnant student must also acknowledge in writing that she may not be able to participate in certain clinical education rotations, thereby affective her ability to graduate from the program. If the delivery due date falls after program completion, the student may opt to continue in the program if she chooses to assume all risk for possible damage to the unborn fetus. However, as stated earlier, some clinical education sites may not allow pregnant students to participate in clinical education rotations. Since the program has no control over this, pregnant students may ultimately have to declare Option 1 or Option 3. The same program re-entry policies will still apply as stated in Option 1. Re-admission to the program is not guaranteed. **(Option 2)**
- Undeclare pregnancy. **(Option 3)**

**Please sign and return this form to with the PTA Program Application Packet.**

I understand the Pregnancy Policy described for the PTA Program.

Signature \_\_\_\_\_XXXXXX\_\_\_\_\_ Date \_\_\_\_\_

Students are required to acknowledge compliance of this policy at time of application

**Mississippi Delta Community College  
Physical Therapist Assistant Program  
RELEASE OF INFORMATION**

I hereby give permission to Mississippi Delta Community College and the Physical Therapist Assistant Department to release a copy of my transcript to any affiliated hospital in which I am being considered for clinical assignment. I understand that in the Agreement of Affiliation between the College and the Hospital, the Hospital has the right to request this information.

A copy of my transcript may also be released to Program Instructors for inclusion in applications for examinations as required by agencies administering Board Examinations

I hereby give permission to the Physical Therapist Assistant Department to give my name and address to hospitals and other health care facilities for purposes of recruiting. This means that I will be contacted only for employment possibilities; I am in no way obligated to the contacting agency.

In the event that I withdraw from the program, I understand that my name will no longer be made available.

\_\_\_\_\_  
XXXXXXXX  
Student Signature

\_\_\_\_\_  
Date

Signed at Orientation

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
HEALTH SCIENCE PROGRAMS**

**BLOODBORNE PATHOGENS & OTHER COMMUNICABLE DISEASES  
INSTRUCTION VERIFICATION & WAIVER OF LIABILITY**

**HEALTH SCIENCE STUDENTS**

During the course of study as a Health Science student, the student may come in contact with patients who have communicable diseases, including HIV and Hepatitis. The student will also be handling blood or other potentially infectious materials.

Current information concerning communicable diseases, their transmission, and standard (universal) protective precautions to be used while caring for patients or handling potentially infectious materials will be taught.

The risk of an un-vaccinated individual contracting Hepatitis B is greater than the risk of contracting human immunodeficiency virus (HIV). Therefore, recommendations for the control of Hepatitis B infection will also prevent the spread of HIV. The student will be expected to assume the responsibility for using standard precautions to minimize risk of disease transmission. Failure to adhere to safety procedures may result in disease for you and others. Habitual disregard for safety may result in dismissal from the program.

Because the student is at risk of acquiring hepatitis B virus infection, it is strongly recommended that you be vaccinated with hepatitis B vaccine prior to contact with patients or body fluids capable of transmitting disease.

**PREGNANT HEALTH SCIENCE STUDENTS**

Pregnant health science students are not known to be at greater risk of contracting HIV than students who are not pregnant. However, if during pregnancy a student becomes infected with HIV, the infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of HIV.

**HIV-POSITIVE STUDENTS**

1. Health science students who are HIV-positive who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
2. For health care students who are HIV-positive, there is an increased danger from infection due to diseases they may come in contact with at class or in the workplace. HIV-positive students, who have defective immunity, are at risk of acquiring or experiencing serious complication of such disease. Of particular concern is the risk of severe infection following exposure to patients with infectious disease that are easily transmitted if appropriate precautions are not taken, (e.g. tuberculosis or chicken pox). HIV-positive students should discuss with their physician the risks associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control to minimize their risk of exposure to other infectious agents.
3. The health science student's physician in conjunction with the appropriate College officials will

determine on an individual basis whether the HIV-positive student can adequately and safely perform patient care duties.

I have read and understand the above statement. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.

My signature verifies that my instructor or a designated representative has explained and I understand the expectations relative to the OSHA Bloodborne Pathogen Standard as they relate to occupational exposure in the health care setting. The training I received included:

- an explanation of the epidemiology, modes of transmission, and symptoms of bloodborne diseases
- an explanation of the health care facility's exposure control plan
- discussion of tasks which may include exposure to blood, and methods to reduce exposure through use of engineering controls, work practices ("universal blood and body fluid precautions"), and personal protective equipment
- information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
- information on the hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, and how to obtain the vaccine

I have been given the opportunity to ask questions and I understand that compliance with the requirements is mandatory and that the failure on my part to comply may result in removal from the program. I assume the risk, including financial responsibility, of infection inherent to the profession I have chosen.

I understand if I choose not to take the Hepatitis B vaccine series, I will sign and submit a declination statement.

In addition, I HEREBY RELEASE the Mississippi Delta Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting therefrom.

\_\_\_\_\_  
XXXXX  
Student's Signature

Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Parent/Guardian Signature (STUDENTS UNDER 18)

\_\_\_\_\_  
Date

MUST BE NOTARIZED

\*\*\*\*\* PLACED IN THE STUDENT'S PERMANENT FILE AFTER TRAINING \*\*\*\*\*

MDCC PTA Program

CONTINGENCY PLAN ACKNOWLEDGEMENT

Should the program fail to achieve candidacy status, students will not be admitted to the program. The institution will keep students informed of the program status and progress toward candidacy. Once the program has candidacy, the program will work towards achieving initial accreditation. The Commission on Accreditation in Physical Therapy Education (CAPTE) makes that determination for this program in Spring 2021 just prior to graduation of the first cohort of students. If the program fails to achieve accreditation initially, the institution will ask CAPTE for reconsideration. The program will provide more detailed information to CAPTE in the area(s) deemed deficient. In the meantime, the institution and program will take steps towards program remediation in the area(s) where CAPTE deems necessary. If CAPTE grants accreditation following remediation and successful achievement of CAPTE's recommendations, the students will officially graduate as of the date on which accreditation is granted. If the program is not successful in achieving accreditation, the institution will work with students to pursue other options. Other options may include working with other accredited health sciences programs on campus or working with other PTA programs in the state which may have policies and procedures that allow them to accept transfer students in good standing.

I,     XXXX    , a PTA student at Mississippi Delta Community College, do hereby state that the PTA Program "Contingency Plan" has been fully explained. I understand that, should accreditation fail to be achieved within the established time frame, I will not hold the college administration or the faculty responsible or liable.

STUDENT'S SIGNATURE     XXXXXXXX     DATE                     

PROGRAM DIRECTOR'S SIGNATURE                     XXXXXXXX     DATE                     

Signed at Orientation



MDCC PTA Program  
Student Policy and Procedure Manual Agreement

I, \_\_\_\_\_, have read and understand the PTA Program policy and procedure manual and agree to abide by the requirements set forth. I understand that failure to comply with the requirements stated therein may result in dismissal from the PTA Program, even though I may be passing the coursework.

I furthermore will agree to supply a forwarding address and contact information, in order to participate in any follow up surveys for up to 18 months after graduation.

I will ask the faculty for any further information that I may require.

STUDENT'S  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PROGRAM DIRECTOR'S  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_