

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK

2025-2027

ORANGE COUNTY COMMUNITY COLLEGE

MIDDLETOWN, NEW YORK 10940

An Equal Opportunity/Affirmative Action College

**ORANGE COUNTY COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**

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SECTION I

WELCOME

TO THE

PHYSICAL THERAPIST ASSISTANT PROGRAM

We are pleased that you have decided to pursue a career as a Physical Therapist Assistant. We hope you will enjoy the next two years as you learn more and more about a most exciting human services' profession.

To help you in your initial adjustment to the College and to our program, we have prepared this handbook which we hope will answer many of your questions. You may also obtain information from our department website at <http://www.sunyorange.edu/pta>.

We look forward to a mutually rewarding two years:

The Full-Time PTA Program Faculty:

**Maria Harjes, PT, DPT
Professor
Department Chairperson**

**Jacqueline Davis, PTA, MS
Instructor
Academic Coordinator of Clinical Education**

The Part-Time PTA Program Faculty:

**Lori Beresheim, PTA
Adjunct Instructor/Clinical Liaison**

**Taylor Maldonado, PTA
Adjunct Instructor**

Support Staff

Mrs. Monika Williams

NOTE: The policies within this handbook are subject to change. Students will be notified of changes if and when they occur.

SECTION II

SUNY ORANGE VISION, MISSION, VALUES AND GOALS

Vision

Strengthening our community, transforming lives

Mission

We are dedicated to student success by providing accessible opportunities for enrichment, exceptional academic programs, and pathways to meaningful employment while fostering lifelong learning.

Values

- We strive for **excellence** in all that we do, ensuring continuous improvement in all endeavors.
- We cultivate a dynamic teaching and learning environment which inspires a spirit of **innovation**, encourages **creativity**, and stimulates **intellectual growth**.
- We nurture a sense of belonging through an **inclusive** and **equitable** environment where diverse perspectives are embraced and every individual has an opportunity to succeed.
- We promote **collaboration** and engage our college community to build partnerships that support and guide **student-centered** initiatives.
- We navigate challenges, learn from setbacks, and develop the mindset for academic and personal growth through **perseverance** and **resilience**.
- We act and decide with **integrity** and **care**, guiding our commitment to the well-being of our students and society..

Goals (to be reviewed and updated 2025 with the College's Strategic Master Plan)

To fulfill its mission, the College has established the following goals:

1. To provide high quality academic courses and programs that prepare a diverse student population to achieve its educational, employment and enrichment goals.
2. To engage learners in an environment that develops their knowledge and skills in critical thinking, information and technology literacy, effective communication and enhances their awareness of civic responsibility and cultural diversity.
3. To establish public and private partnerships and provide programs and services that support and serve our county's educational, economic, civic and cultural needs.
4. To promote student growth and development by providing comprehensive and innovative academic and support services.
5. To offer opportunities to learn with a dedicated and diverse faculty and staff who value excellence in teaching, service to students, creative collaboration and continuous improvement.
6. To build and maintain safe, accessible and sustainable facilities that support the learning environment.
7. To identify, secure and allocate resources that advance the strategic priorities of the College.

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SECTION III

OUR PTA PROGRAM

VISION

Strengthening our community, transforming lives

MISSION

Orange County Community College Physical Therapist Assistant Program strives to provide each student with an enriching educational experience; to enhance and to deepen the appreciation of our diversified culture. Our faculty seeks to instill personal commitment of the students to graduate, ready their ability to obtain employment, and establish their place within the health care system.

PHILOSOPHY

The Orange County Community College Physical Therapist Assistant Department bases its educational approach on the vision and values of the greater college. It is the philosophy of our department to embrace the culturally diverse population encountered in the community college setting fostering a caring and supportive environment based on mutual respect and integrity between faculty to student, and student to student. We strive to provide excellence in PTA education and are committed to maintaining the educational standards set forth by the American Physical Therapy Association (APTA). This is accomplished by providing an enriching and nurturing environment populated by faculty, staff and students, diverse and multicultural, offering a mixture of both professional and life experiences.

The faculty members, staff and clinical educators of Orange County Community College Physical Therapist Assistant Department make every effort to acknowledge, respect and accommodate every type of learning, style of learner, and stage of learning ensuring that all students receive a challenging and rewarding academic, clinical and intellectual experience. We recognize that the student population contains an assortment of individuals who span various age groups, cultural backgrounds, and value systems. We are committed to providing all students with appropriate professional role modeling with the intention to promote the importance the PTA possesses in the connection with the PT and their patients/clients. Our focus is on lifelong commitment to the profession, dedication to the surrounding communities and personal career development. Our intention is to instill the value which the PTA brings to the PT and his/her patient/client.

ROLE OF THE PTA

The physical therapist assistant (PTA) works with, and under the direction and supervision of, the physical therapist in a wide variety of health care settings. These settings include hospitals, private offices, rehabilitation centers, nursing homes, schools, fitness centers, and home care settings.

PTs/PTAs provide a wide variety of physical therapy services to people of all ages who have limitations in their ability to move and perform functional activities in their daily lives, due to medical problems or other health-related conditions. The PT/PTA relationship is one in which the PT provides supervision and role modeling with an emphasis of continual communication. The physical therapist evaluates the patient/client and establishes a plan of care in which selected interventions are designated. These interventions are applied and progressed by the physical therapist assistant. Through on-going monitoring and data collection of patient/client responses, the PTA recognizes if and when treatments should not be administered secondary to the patient/client status or condition and thus communicates same to the PT. Moreover, the PTA must possess the ability to distinguish whether an intervention procedure is outside of his/her scope of practice and will pursue clarification with the physical therapist.

Potential interventions provided by a PTA may include training techniques and education to improve strength, coordination, and balance; exercises to improve activities of daily living and mobility, for example, walking with devices such as crutches, walkers or canes; manual techniques to reduce pain and increase range of motion; the use of modalities or physical agents and various forms of electrical stimulation. Intervention is not limited to the application of physical treatment alternatives, but the PTA also affords education to patients/clients, family members, caregivers and other health care professionals including PTA students.

The PTA relates information with regard to treatments, responses, education, and billing in the form of verbal and/or non-verbal communication and documentation.

PROGRAM OUTCOMES & GOALS

Students will:

1. Possess entry-level skills as determined by the Commission on Accreditation in Physical Therapy Education.
2. Be able to work under the direction and supervision of a licensed physical therapist in an ethical, legal, safe, and effective manner becoming an integral member of the healthcare team.
3. Demonstrate appropriate critical thinking and problem-solving skills in their role as a Physical Therapist Assistant.
4. Demonstrate an understanding of the New York State Education Law as it relates to the provision of Physical Therapy services.
5. Successfully complete the National Physical Therapy Exam for PTAs.
6. Develop the skills necessary to pursue lifelong learning needed for personal and professional growth.
7. Be aware of their responsibility to promote the profession through membership in the APTA, attending local and national meetings and conferences, and participation in community events.

Program/Faculty Goals:

1. Provide role modeling for relationships of PT/PTA and PTA/PTA;
2. Provide role modeling by full-time faculty/instructors in the pursuit of lifelong learning for personal and professional growth including but not limited to membership in the APTA, attending local and national meetings and conferences, and participation in community events;
3. Encourage faculty members' development in both teaching and professional skills, so that they can continue to revise their courses and help in program evaluation and revisions;
4. Provide the student with a variety of clinical experiences in order that he/she may have an opportunity to practice the complete range/variations of competencies/skills included in our curriculum;
5. Provide the student with the opportunity to gain additional information on professional topics by making resources, on hand, readily available;
6. Continual ongoing program assessment to insure that all aspects of the program are kept up to date and appropriate.

COMPREHENSIVE CURRICULUM

The physical therapist assistant curriculum includes, or its prerequisites include elements of general education, including basic sciences that include biological, physical, physiological, and anatomical principles, and applied physical therapy science. The course work is designed to prepare the students to think independently, to clarify values, to understand fundamental theory, and to develop critical thinking and communication skills.

The technical education component of the curriculum includes learning experiences to prepare the entry-level physical therapist assistant to work under the direction and supervision of the physical therapist. Courses within the curriculum include content designed to prepare program graduates to meet the described performance expectations.

COMMUNICATION

- Communicates verbally and non-verbally with the patient, the physical therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner.

INDIVIDUAL AND CULTURAL DIFFERENCES

- Recognizes individual and cultural differences and responds appropriately in all aspects of physical therapy services.

BEHAVIOR AND CONDUCT

- Exhibits conduct that reflects a commitment to meet the expectations of members of society receiving health care services.
- Exhibits conduct that reflects a commitment to meet the expectations of members of the profession of physical therapy.
- Exhibits conduct that reflects practice standards that are legal, ethical and safe.

PLAN OF CARE

- Communicates an understanding of the plan of care developed by the physical therapist to achieve short and long term goals and intended outcomes.
- Demonstrates competence in implementing selected components of interventions identified in the plan of care established by the physical therapist. Interventions include:

Functional Training

- Activities of daily living
- Assistive/adaptive
- Body mechanics
- Developmental activities
- Gait and locomotion training
- Prosthetics and orthotics
- Wheelchair management skills

Infection Control Procedures

- Isolation techniques
- Sterile technique

Manual Therapy Techniques

- Passive range of motion
- Therapeutic massage

Physical Agents and Mechanical Agents

- Thermal agents
- Biofeedback
- Compression therapies
- Cryotherapy
- Electro therapeutic agents
- Hydrotherapy
- Superficial and deep thermal agents
- Traction

Therapeutic Exercise

- Aerobic conditioning
- Balance and coordination training
- Breathing exercises and coughing techniques
- Conditioning and reconditioning
- Posture awareness training
- Range of motion exercises
- Stretching exercises
- Strengthening exercises

Wound Management

- Application and removal of dressing or agents
- Identification of precautions for dressing removal

DEMONSTRATES COMPETENCY IN PERFORMING COMPONENTS OF DATA COLLECTION SKILLS ESSENTIAL FOR CARRYING OUT THE PLAN OF CARE

AEROBIC CAPACITY AND ENDURANCE

- Measures standard vital signs
- Recognizes and monitors responses to positional changes and activities
- Observes and monitors thoracoabdominal movements and breathing patterns with activity

ANTHROPOMETRICAL CHARACTERISTICS

- Measures height, weight, length and girth

AROUSAL, MENTATION AND COGNITION

- Recognizes changes in the direction and magnitude of patient's state of arousal, mentation and cognition

ASSISTIVE, ADAPTIVE, ORTHOTIC, PROTECTIVE, SUPPORTIVE, & PROSTHETIC DEVICES

- Identifies the individual's and caregiver's ability to care for the device
- Recognizes changes in skin condition while using devices and equipment
- Recognizes safety factors while using the device

GAIT, LOCOMOTION, AND BALANCE

- Describes the safety, status, and progression of patients while engaged in gait, locomotion, balance, wheelchair management and mobility

INTEGUMENTARY INTEGRITY

- Recognizes absent or altered sensation
- Recognizes normal and abnormal integumentary changes
- Recognizes activities, positioning, and postures that aggravate or relieve pain or altered sensations, or that can produce associated skin trauma
- Recognizes viable versus nonviable tissue

JOINT INTEGRITY AND MOBILITY

- Recognizes normal and abnormal joint movement

MUSCLE PERFORMANCE

- Measures muscle strength by manual muscle testing
- Observes the presence or absence of muscle mass
- Recognizes normal and abnormal muscle length
- Recognizes changes in muscle tone

NEUROMOTOR DEVELOPMENT

- Recognizes gross motor milestones
- Recognizes fine motor milestones
- Recognizes righting and equilibrium reactions

PAIN

- Administers standardized questionnaires, graphs, behavioral scales
- Recognizes activities, positioning, and postures that aggravate or relieve pain or altered sensations

POSTURE

- Describes resting posture in any position
- Recognizes alignment of trunk and extremities at rest and during activities

RANGE OF MOTION

- Measures functional range of motion
- Measures range of motion using a goniometer

SELF-CARE AND HOME MANAGEMENT AND COMMUNITY OR WORK REINTEGRATION

- Inspects the physical environment and measures physical space
- Recognizes safety and barriers in home, community and work environments
- Recognizes level of functional status
- Administers standardized questionnaires to patients and others

VENTILATION, RESPIRATION AND CIRCULATION EXAMINATION

- Recognizes cyanosis
- Recognizes activities that aggravate or relieve edema, pain, dyspnea, or other symptoms
- Describes chest wall expansion and excursion

PERFORMANCE EXPECTATIONS CONTINUED:

- Describes cough and sputum characteristics
- Adjusts interventions within the plan of care established by the physical therapist in response to patient clinical indications and reports this to the supervising physical therapist
- Recognizes when intervention should not be provided due to changes in the patient's status and reports this to the supervising physical therapist
- Reports any changes in the patient's status to the supervising physical therapist
- Recognizes when the direction to perform an intervention is beyond that which is appropriate for a physical therapist assistant and initiates clarification with the physical therapist
- Participates in educating patients and caregivers as directed by the supervising physical therapist
- Provides patient-related instruction to patients, family members, and care givers to achieve patient outcomes based on the plan of care established by the physical therapist
- Takes appropriate action in an emergency situation
- Completes thorough, accurate, logical, concise, timely, and legible documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies
- Participates in discharge planning and follow-up as directed by the supervising physical therapist
- Reads and understands the health care literature

EDUCATION

- Under the direction and supervision of the physical therapist, instructs other members of the health care team using established techniques, programs, and instructional materials commensurate with the learning characteristics of the audience
- Educates others about the role of the physical therapist assistant

ADMINISTRATION

- Interacts with other members of the health care team in patient-care and non-patient care activities
- Provides accurate and timely information for billing and reimbursement purposes
- Describes aspects of organizational planning and operation of the physical therapy service
- Participates in performance improvement activities (quality assurance)

SOCIAL RESPONSIBILITY

- Demonstrates a commitment to meeting the needs of the patients and consumers
- Demonstrates an awareness of social responsibility, citizenship, and advocacy, including participation in community and service organizations and activities

CAREER DEVELOPMENT

- Identifies career development and lifelong learning opportunities
- Recognizes the role of the physical therapist assistant in the clinical education of physical therapist assistant students

ACCREDITATION STATUS

Orange County Community College is accredited by the Middle States Commission on Higher Education.

The Physical Therapist Assistant Program at Orange County Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: Accreditation@apta.org; website: <http://www.capteonline.org>.

The PTA Program admitted its first class in 1975 and received initial accreditation by the Commission on Accreditation in Physical Therapy Education in 1977. The most recent self-study occurred in 2018 with the PTA Program granted accreditation for the period of April 30, 2019-June 30, 2030. The Program has maintained its accreditation status since 1977.

CERTIFICATION/LICENSURE OF PHYSICAL THERAPIST ASSISTANTS

Individual states have different policies/codes concerning the requirements that will permit an individual to practice as a physical therapist assistant. For information about licensure/certification, a student/graduate will have to write to the various state boards of medical examiners in order to receive specific information for a particular state. In New York State the graduate must pass the National Physical Therapy Exam for PTAs as part of the registration process.

Upon initiating the application to the New York State Department of Education for Certification there will be questions which are directed at determining a candidate's moral character. The New York State Department of Education maintains the right to both determine and provide an appeal process of the determination of good moral character. For more information, please refer to <https://www.op.nysed.gov/title8/rules-board-regents/part-28>.

TRANSFER OPTIONS

Orange County Community College's Physical Therapist Assistant Program prepares the student to enter the workforce as an entry-level Physical Therapist Assistant. Should a student desire to transfer into a program which supports the Bachelors degree required to progress on to the Doctoral Level, individual counseling is available.

CAREER OPPORTUNITIES

Physical Therapist Assistants enjoy the ability to work in a variety of practice settings including: hospitals, private practices, nursing homes, rehabilitation centers, schools and out-patient settings. In addition, Physical Therapist Assistants may teach in Physical Therapist Assistant programs. They may serve as director of a Physical Therapist Assistant program in the SUNY System, provided that they have a Masters degree.

Depending on the employment site, Physical Therapist Assistants may have the availability of full-time, part-time, and per diem work. Work hours may vary from 7 a.m.-8 p.m., as well as weekends.

Physical Therapist Assistants may choose to further their education in a variety of fields. Many of our graduates have gone on to degrees in: Physical Therapy, Biology, Athletic Training, Exercise Physiology, Chiropractic, Massage Therapy, Education, Physician Assistant, Nursing, etc.

OFFICE OF CAREER & INTERNSHIP SERVICES

Orange County Community College offers assistance with employment opportunities through the Career Services Department. College-wide job fairs and Health Field Career Days are offered periodically on campus.

Students are eligible to receive one-on-one consultation within Office of Career & Internship Services. In addition, resume writing and interview skills are taught during a guest lecture seminar within the fourth semester course: Contemporary Practice.

Materials concerning PTA employment opportunities received through Office of Career & Intern-ship Services can be accessed via the Career Portal link on the Office of Career & Internship Services web page.

FINANCIAL AID/SCHOLARSHIPS

Students enrolled in the Physical Therapist Assistant program are eligible to apply for any financial aid programs in which the College participates. Students are also encouraged to apply for scholarships. There are three scholarships that are only available to Physical Therapist Assistant students, as well as numerous others that are available to the College community. Please refer to the College Catalog for specific financial aid and scholarship information.

ESSENTIAL FUNCTIONS OF THE PHYSICAL THERAPIST ASSISTANT STUDENT

The field of Physical Therapy is demanding. Physical Therapist Assistant students are required to fulfill all program requirements, which are guided by the Commission on Accreditation in Physical Therapy Education. In order to meet these requirements, the Physical Therapist Assistant Department has identified the following essential functions which students must possess. These functions are not all-inclusive nor do they reflect what may be required for employment of the graduate Physical Therapist Assistant.

Observation Skills:

1. Possesses the visual ability to observe a patient's response to treatment, read or set parameters on physical therapy equipment, observe and assess the environment, gather information from medical records and professional literature;
2. Possesses the auditory ability to recognize and respond to a patient's or co-workers voice, equipment timers, and alarms;
3. Able to use equipment to assess blood pressure, pulse rate, and breath sounds;
4. Possesses the tactile ability to palpate surface anatomy, palpate pulses, detect skin temperature, and adjust physical therapy equipment.

Communication Skills:

1. Able to communicate in English in both written and oral fashion with faculty, patients, fellow co-workers and family members using appropriate terminology, accuracy, and efficiency;
2. Possesses the ability to recognize, interpret, and respond to nonverbal behavior of self and others.

Motor Skills:

1. Has the motor control necessary to safely transfer a 150 lb. patient from the bed to the wheelchair with maximal assist;
2. Has the motor control necessary to safely walk with patients and provide gait training with and without assistive devices;
3. Has the ability to lift 50 lbs. and carry 25 lbs.
4. Has the motor control necessary to adjust knobs on physical therapy equipment, perform manual therapy techniques, adjust equipment such as wheelchairs, and utilize physical therapy equipment such as goniometers, grip gauges, and free weights;

5. Able to obtain and maintain CPR certification for the Professional Rescuer;
6. Able to use proper body mechanics for all skills related to physical therapy;
7. Able to demonstrate the ability to apply universal precautions when rendering physical therapy treatment;
8. Has the motor control necessary to provide for the patient's safety in all physical therapy activities;
9. Possesses the endurance necessary to perform 40 hour work week during their clinical education courses.

Intellectual Conceptual Skills:

1. Able to attain a C or better in all Physical Therapist Assistant core courses as well as a "C" in Anatomy and Physiology I and II, and Basic Exercise Physiology;
2. Able to prioritize multiple tasks, integrate information, and make decisions;
3. Able to collect, interpret, and assess data about patients.

Behavioral Social Skills:

1. Able to interact appropriately with individuals of all ages, genders, races, socioeconomic, religious, and cultural backgrounds;
2. Able to cope with heavy workloads, patient demands, changes in schedule, and patients who may be terminally ill;
3. Able to recognize and respond appropriately to potentially dangerous situations;
4. Adheres to the Orange County Community College Student Code of Conduct in all academic and clinical settings;
5. Maintains patient confidentiality;
6. Possesses the emotional health and stability required to fully utilize intellectual capabilities, demonstrate good judgment, and render physical therapy treatment.

The Physical Therapist Assistant Department fully supports the provision of reasonable accommodations to students with special needs. Program requirements are not altered. Instead, it is the policy of Orange County Community College and the Physical Therapist Assistant Program to provide reasonable accommodations to students with special needs who request them so that they can meet the program requirements. Students are encouraged to contact and arrange to meet with the Department Chair and course instructor as early as possible to discuss their particular situation.

In addition, the student should contact the Office of Accessibility Services located on the 3rd floor of the George Shepard Student Center, 845/341-4077, follow their guidelines regarding submitting documentation and bring their official Accommodation Notice to the instructor as soon as possible. Provision of accommodations is **not** retroactive. Any grades prior to notifying the instructor of your accommodations will be counted in the calculation of final grades.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Orange County Community College is an equal opportunity/affirmative action institution. In accordance with Federal regulations, the New York State Human Rights Law and Section 504 of the Rehabilitation Act of 1973, Orange County Community College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender or sexual orientation in employment or in the educational programs and activities which it operates.

SECTION IV

PROGRAM CONTENT

The Physical Therapist Assistant Program is a two-year curriculum leading to an A.A.S. Degree in Physical Therapist Assistant. There is a total of 68 credits in the program, 41 PTA credits and 27 non-core course credits.

The PTA course of study includes: biological, physical and social sciences; humanities; physical therapy technical courses; laboratory instruction on/off campus; supervised clinical experience and instruction in health care facilities located within New York State (Orange, Sullivan, Ulster, Putnam, Westchester, Rockland & Dutchess Counties), New York City, Pennsylvania, New Jersey and Connecticut.

CURRICULUM SEQUENCE

<i>First Semester</i>	Fall - 1st year	CREDITS
ENG 101	Freshman English 1	3
BIO 111	Anatomy & Physiology 1	4
PTA 101	PTA 1	4
PTA 103	Introduction to Physical Therapy	2
PTA 105	Medical Conditions for the PTA	3
COM 100	Oral Communication	1
	First Semester Total	17
<i>Second Semester</i>	Spring - 1st year	
ENG 102	Freshman English 2	3
BIO 112	Anatomy & Physiology 2	4
PTA 102	PTA 2	4
PTA 104	Kinesiology	4
PED 226	Theory and application of exercise principles, fitness modalities, and wellness concepts	3
	Second Semester Total	18
<i>Third Semester</i>	Fall - 1st year	
PSY 111	Introduction to Psychology	3
MAT 102 or MAT 120	Intermediate Algebra or Statistics	3
PTA 201	PTA 3	4
PTA 205	Clinical Education 1	3
PTA 207	Tests and Measurements for the PTA	4
	Third Semester Total	17
<i>Fourth Semester</i>	Spring - 2nd year	
PSY 220	Developmental Psychology	3
PTA 202	PTA 4	4
PTA 206	Clinical Education 2	3
PTA 208	Contemporary Practice for the PTA	3
	Fourth Semester Total	13
<i>Summer Clinical</i>	Summer session - 2nd year	
PTA 220	Clinical Education 3	3
	Total program credits	68

NOTE: * Support Module #PTA010 – “Clinical Applications for the PTA” is a 1 credit course during the first semester which is intended to provide support for students taking first semester PTA program courses.

NOTE: * Support Module #PTA012 – “Kinesiology Support Module” is a 1 credit course during the second semester which is intended to provide support for students taking second semester Kinesiology.

***The Support Module courses are optional and are not applicable to the Associate Degree.**

- Students may take non-core courses prior to beginning the Physical Therapist Assistant courses. **Students who elect to take Anatomy & Physiology I and/or II prior to beginning the core PTA courses must complete these within five years of beginning the PTA courses. Courses that are more than five years old but less than ten years old will be accepted, provided that students successfully complete comprehensive exams.**
- **Once enrolled in the core PTA courses, student must complete all courses in sequence, as courses within each semester are related, and courses build from semester to semester.** The summer session between the first and second year can be used to off-load general education required courses that are part of the second year; however, they must be completed no later than the semester they fall into sequence with the core courses.
- Students will be allowed to participate in May graduation ceremonies provided they have successfully completed all course and clinical requirements with the exception of course #PTA220. Students will be required to register and pay prior to the start of the third and final Clinical Education course (#PTA220) which is offered in Summer Session 1. Payment needs to be received by the Bursar **prior** to attending any/all clinical education courses to insure activation of liability insurance.

GRADES

An overall C average (2.0 CQPA) is required for graduation. A minimum grade of C is also required in all PTA core courses. A grade of “C” is also required in **Anatomy & Physiology I & II and Basic Exercise Physiology**. Students who have not received a “C” will be required to repeat these courses as part of the curriculum sequence. A numerical average between 60-74% is **NOT** passing for any PTA core course. Failure to receive a 75% in any core PTA course will prevent you from progressing to the next course in the PTA curriculum sequence. For non-core courses, receiving a failing grade in sequential courses will prevent students from progressing to the next course in that particular sequence. For example, a failure in Anatomy & Physiology I will prevent you from going on to the second semester courses within the program as the material in these courses is based on an understanding of the material covered in Anatomy & Physiology I. Students may petition the department chair to repeat A&P I in the second semester if needed; however, the decision of the department chair is final.

Grade Equivalents for the PTA Department:

FINAL GRADE EQUIVALENTS:

First Semester Grade Equivalents:

93-100 = A	74.5 – 76.9 = C
90 – 92.9 = A-	70 – 74.49 = C-
87 – 89.9 = B+	67 - 69.9 = D+
83 – 86.9 = B	63 - 66 = D
80 – 82.9 = B-	60 - 62 = D-
77 – 79.9 = C+	Below 60 = F

Second, Third, and Fourth Semester Grade Equivalents:

93-100 = A	75 – 76.9 = C
90 – 92.9 = A-	70 – 74.9 = C-
87 – 89.9 = B+	67 - 69.9 = D+
83 – 86.9 = B	63 - 66 = D

80 – 82.9 = B-
77 – 79.9 = C+

60 - 62 = D-
Below 60 = F

Lab Practicals:

Laboratory Practicals occur in each of the skills courses (PTA I, PTA II, PTA III, and PTA IV), Tests and Measurements for the PTA, and Kinesiology. Student accommodations for extended time and distraction reduced rooms are not applicable during these practicals. Physical therapy is a profession which demands high standards of productivity and time management; therefore, every program laboratory practical maintains strict timing requirements and environments to prepare students for “real-life” clinical practice.

Students must pass all videos and lab practicals with an 85% or better with the exception of the Kinesiology practicals of which students grades will be as assessed (no retakes are allowed). If a practical has separate sections, the student must pass each section with an 85% or better to pass the practical. In the event of a failure, you may retake a practical or a section(s) once. Repeat practicals will be video-taped at the discretion of the faculty member. Failure to obtain an 85% on the second attempt will result in removal from the course with a grade of F and removal from the clinic with a grade of W. When the student passes the video/practical/section on the second attempt, a score of 75% (no higher) will be awarded for the whole practical.

Written Examinations:

1. Students are expected to be on time for all classes and exams. If you arrive late for an exam, you will not be allowed extra time. If you arrive more than 15 minutes late, the instructor is authorized to give you a grade of zero for that examination;
2. Students are not allowed to leave the examination room once the examination begins. Please take care of personal needs prior to the start time of the examination.
3. If you feel that you must miss an examination due to illness or personal difficulty, you must speak directly with the instructor **prior** to the beginning of the examination. The instructor will determine if the excuse is acceptable. If the excuse is acceptable, you must take a make-up examination prior to the next scheduled class meeting. If the excuse is deemed unacceptable by the course instructor, you are expected to take the examination at the scheduled time, or a grade of “0” will result.
4. In the case of a Take Home Exam; students are expected to return the exam at the beginning of the class the exam was written unless otherwise indicated by their instructor. Missing the deadline for submission of a Take Home Exam will reflect the policy written above; #3.
5. Students are expected to review their written exams with the course instructor. Students who fail an exam/s are required to review the exam/s with the course instructor.

Quizzes:

Quizzes may be announced or unannounced. It is your responsibility to arrive at class on time, as some quizzes are given at the start of class and may be in the form of oral questioning. Make-up of missed quizzes due to lateness or absence is at the discretion of the course instructor. If a make-up is allowed, the quiz must be made up prior to the next class.

Written Assignments:

Students are expected to hand in or electronically submit assignments on time. Written assignments must be type written, font 11-12, and double-spaced unless other instructions are given by the instructor. They will be graded for content and correct usage of written language with correct footnoting and referencing following AMA formatting. Assignments handed in past the deadline will be lowered ten points immediately and an

additional ten points every twenty-four hours until they are received. All assignments **must** be handed in or a grade of incomplete will be given (unless student has already earned an “F” as a final course grade). Assignments turned in during finals’ week will receive a “0.”

COURSE SYLLABI

It is the policy of the PTA Program at the beginning of a course to make available/provide each student with a detailed course syllabus which includes a course description, student learning outcomes, behavioral objectives, assigned and suggested readings, and calendar (assignments, lectures, examination schedules). It also contains information concerning grading policies, absences and outlines of each individual lecture and lab session, instructor’s name, office extension and location, instructor withdrawal policy, etc. Students are expected to be thoroughly familiar with this document, have an opportunity to ask questions regarding each syllabus, and may be required to sign an acknowledgement of the above.

USE OF INSTRUCTIONAL TECHNOLOGY

The PTA Program is committed to graduating students who have the skills to enhance their knowledge using the Internet. Furthermore, the PTA Program seeks to meet the needs of a variety of learning styles by using several methods of instructional technology. The PTA core curriculum utilizes the Internet to enhance classroom instruction. The course instructor will provide an orientation to the college’s Learning Management System during the first week of classes. Courses contain web-enhancement portions. Students may access the web-enhanced component of the courses from their homes or while on campus. Quizzes, exams, and weekly assignments may take place online. Supplemental course information is made available for these courses via the web.

All core courses within the PTA Program encourage the use of the Internet as a means of research and discovery adding upon information gained through the lecture components of these courses enhancing student knowledge.

CLINICAL EDUCATION POLICIES & PROCEDURES

Starting with the third semester, students will be assigned to a total of three clinical education sites throughout the final year of the program (Fall: Clinical Education I, Spring: Clinical Education II, Summer Session I: Clinical Education III).

The PTA core faculty are responsible for the assessment and revision of policies related to clinical education and placements. Student’s clinical competencies are assessed via skills checks and/or laboratory practicals as being safe and ready to progress to clinical education. These competencies are discussed at three separate department meetings for each of the clinical education courses prior to the announcement of assigned placements. In addition, the PTA faculty meets to discuss each student’s unique clinical needs; however, final site assignments are the decision of the Academic Coordinator of Clinical Education (ACCE).

The ACCE makes his/her decision in keeping with the philosophy of the program that we wish to expose our students to as great a variety of clinical experiences as possible. Students are asked to complete a “Clinical Affiliation Preference List Form” during the first semester in which they can indicate their first and second choices for a specialty such as pediatrics, sports, etc. An attempt will be made to place the student in at least one of his/her choices. Students may request a specific clinical education site; however, a student will not be approved for placement to a clinical site where they may have worked, volunteered or have a family member working as indicated on the “Clinical Affiliation Preference List Form”. Trading of clinical assignments will not be considered. Announced placements are considered tentative and subject to change. Hours may vary depending on the clinical site, i.e., 9-5, 7-3, 12-8, etc. Another variation would be a 10 hour day with a 2 hour lunch break.

If a clinic is operative less than 7 hours/day, it will be the ACCE's decision as to whether student will need to supplement the shorter clinic hours by attending extra clinic days. It is the student's responsibility to inform the ACCE if the assigned clinic hours are less than eight hours per day. Since many of our clinical education sites are located in facilities that require some traveling, it is important that students understand that making arrangements for transportation to reach the clinical site is completely the student's responsibility. Students are financially responsible for cost of fuel, tolls, parking fees, etc. Students must adjust their work and family commitments to meet their clinic schedules. **Students may be required to travel up to seventy-five (75) minutes each way, depending on their site assignment.**

Students who are assigned to a pediatric clinical affiliation during Clinical Education II and/or III will be required to attend clinic several days prior to the official beginning date of the semester due to potential snow closings/holidays. In addition, students may need to use Fridays as make-up days only if agreeable with clinic and if school schedule allows.

Students are required to sign an Acknowledgement Form which documents that they have read and understand the policies described in the Clinical Education Course Outline and the Clinical Education Policies and Procedures handout.

Clinical Education is graded on a Pass/Fail basis; therefore, is not calculated in student's GPA.

If a student is removed from clinic due to performance which indicates: failure to comply with facility policies and procedures, a lack of clinical safety, poor judgment, or unprofessional behavior (as rated within the Clinical Performance Instrument), the student will receive a grade of "F." For additional academic procedures regarding repeating a clinical course please refer to the "Repeat Policy" for the Program.

Students will be allowed to participate in May graduation ceremonies provided that they have successfully completed all course and clinical requirements with the exception of course #PTA220, Clinical Education III. Students will be required to register and pay for Clinical Education III which includes all fees as required by the College. Payment needs to be received by the Bursar **prior** to attending the clinical education courses to assure activation of liability insurance.

DRUG TESTING POLICY

All accepted students are required to comply with a 9 panel plus synthetics urine drug screen in order to enter into the PTA Program. The student is responsible for the costs associated with this test and will receive the required information with his/her acceptance letter and first year physical forms. Any student who refuses to participate in this test or who does not complete the test by the announced deadline will not be allowed to begin classes in the PTA Program. Additionally, students who receive a positive drug test will not be allowed to begin the PTA Program. Attempted readmission to the PTA Program will be possible only when the course is offered again and only if the student then successfully passes the urine drug test. Students will be able to continue attending general education courses while waiting for their next attempt at admission. Failure to successfully pass a drug test for a second time will result in permanent removal from the PTA Program.

Please note; in the case of a student who must repeat coursework once in the PTA Program, the student will be required to repeat the urine drug screen in order to prove compliance with this policy.

In all instances, the PTA Program is to be completed within three years of beginning the core PTA courses. (This policy is subject to change.)

CRIMINAL BACKGROUND CHECKS & URINE DRUG SCREENING/HEALTH PROFESSIONS DIVISION POLICY

Policy Statement – Students selected for admission to any Health Professions Program will be required to undergo a criminal background check and urine drug screen.

Purpose – Education of health profession students at SUNY Orange requires collaboration between the college and clinical affiliates. Education of health profession students cannot be complete without a quality clinical education component. The college shares an obligation with the clinical affiliates to protect the affiliate's patients to the extent reasonably possible from harm. The college wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical educational experiences.

In establishing clinical affiliation agreements, healthcare educational programs are contractually obligated to comply with the requirements set forth by clinical affiliates. Students selected for admission to health care educational programs must conform to the rules, policies and procedures of the clinical affiliate in order to participate in clinical learning experiences. It is therefore the policy of the Health Professions Division at SUNY Orange that students accepted into any health professions program submit to a criminal background check and urine drug screen.

Policy – Students selected for admission to any Health Professions Program will be required, at their own expense, to undergo a criminal background check and urine drug screen. Students will be notified of the procedure to follow for the criminal background check and urine drug screen in their letter of admission. Admission will be withdrawn for students who refuse to comply with this policy. Admission will be withdrawn for students who in the judgment of the Associate Vice President for Health Professions have been convicted of or has pending a charge that would not be acceptable to our clinical agencies. Admissions will be withdrawn for students who present a positive result from the urine drug screen.

Confidentiality – The Health Professions Division through Castle Branch, Inc. DBA Certified Background have established policies and procedures dedicated to maintaining the privacy of personal information while providing the Division with the necessary information to make informed decisions. The information provided to the Division by Certified Background will only be reviewed by College officials in accordance with the Family Educational Rights and Privacy Act (FERPA).

Health Professions Division Review – The results of the criminal background check and urine drug screen will be reviewed by the Associate Vice President for Health Professions. Admission will be withdrawn for students who in the judgment of the Associate Vice President for Health Professions have been convicted of or has pending a charge that would not be acceptable to our clinical agencies. Admissions will be withdrawn for students who present a positive result from the urine drug screen.

Criminal Background Check Review – Students who have received a “not passed review” result must make an appointment with the Associate Vice President for Health Professions to discuss his/her eligibility. Admission will be withdrawn for students who in the judgment of the Associate Vice President for Health Professions have been convicted of or has pending a charge that would not be acceptable to our clinical agencies. Under extenuating circumstances, the Associate Vice President for Health Professions may convene an ad hoc committee to determine the appropriate action to be taken by the College. Please note, review by committee may delay processing of admission to the health professions program.

Urine Drug Screen – Students who received a “not passed review” result will be withdrawn from the admissions process and contacted by Health Services to inform them of the support services available.

Results – Students who receive a “not passed review” result will be contacted by the Associate Vice President for Health Professions within five (5) days of the deadline date as indicated on the admissions information packet.

Health Professions Criminal Background Committee – Under extenuating circumstances, the Associate Vice President for Health Professions may convene an ad hoc committee to determine the appropriate action to be taken by the College. The ad hoc committee will act as the hearing panel and may consist of:

- A. Two full-time faculty or staff members from the same discipline.
- B. One full-time faculty or staff member from a different discipline.
- C. One full-time faculty or staff member from student services.
- D. One representative from the appropriate administrative office.

The ad hoc committee shall have the responsibility of recommending a decision about the students’ suitability for program admission. To this end, written or oral statements may be initiated or solicited from the student in review. In addition, the student in review may have an advocate at the hearing. When all the information pertinent to the case has been presented to the Committee, the Committee will convene without the student in attendance to discuss the case.

The Committee will have ten (10) working days to complete its deliberation. The recommendations of the Committee are to be presented in writing to the Associate Vice President for Health Professions within three (3) working days after the completion of the deliberations. A decision and supportive rationale shall be communicated in writing by the Associate Vice President for Health Professions to the principals, and to the Chairperson of the Committee.

Final Appeal – The decision of the Associate Vice President for Health Professions may be appealed for final disposition to the President of the College. The decision of the President is final.

In reviewing the criminal background check and any information submitted by the student, the ad hoc committee will consider the following factors in making its decision:

- The nature and seriousness of the offense or event
- The circumstances surrounding the offense or event
- The relationship between duties to be performed as a part of the educational program and the offense committed
- The age of the person when the offense or event occurred
- Whether the offense or event was an isolated or repeated incident
- The length of time that has passed since the offense or event
- Past employment and history of academic or disciplinary misconduct
- Evidence of rehabilitation
- The accuracy of the information provided by the student in the application materials, disclosure forms and other materials
- Experiential site or state board licensure policies

Incorrect Records – Occasionally, a criminal background check may contain incorrect information. If a student finds that his/her record is incomplete, incorrect, contains errors and omissions, or misidentifies a student for someone else, the student may appeal this to the Associate Vice President for Health Professions. The student should also contact the chosen agency/approved provider with appropriate documentation to correct the errant

information. The Associate Vice President for Health Professions will then request to the chosen agency/approved provider to verify this information and supply a copy to the student and department chairperson. Depending on the circumstances, the student may or may not be referred to appear before the Health Professions Review Committee pending the outcome of the request.

Note to Students – Student should also be aware that hospitals and other agencies with whom they will have a clinical experience or with whom they may seek employment in the future may also undertake similar background checks and urine drug screens; and conviction of certain felonies may render an applicant ineligible for future clinical placement or for licensure in their respective health profession in New York State and other states.

CRIMINAL RECORDS

Any individual who has charges pending or has ever been convicted of a felony or misdemeanor and/or has been found guilty of professional misconduct or negligence may not be eligible to be licensed/certified as a Physical Therapist Assistant. These matters may be discussed before applying for admission to the Physical Therapist Assistant Program at the Office of Professional Discipline, New York State Education Department. (For information pertaining to states other than New York, the student is responsible for contacting the individual state education department.)

Further information regarding criminal records and determination of good moral character in the professions can be found on the Office of the Professions website: <https://www.op.nysed.gov/title8/rules-board-regents/part-28>.

MANDATORY DRESS CODE FOR PTA STUDENTS ATTENDING CLINICAL EDUCATION

Students must dress in a neat, professional and appropriate manner when participating in Clinical Education Courses.

1. Students must conform to the Physical Therapist Assistant Program's clinical uniform attire: uniform school shirt, navy, black or khaki pants (dress or docker-style). The above uniform will not expose the stomach;
2. Students may wear a white lab coat over their program uniform (if required by the facility);
3. Sneakers/shoes must be white, black or tan, clean, neat, low in heel height, and closed in;
4. Students must wear their Orange County Community College PTA student name tag at all times;
5. Students must wear an ID badge if provided by the facility;
6. Students are expected to practice good personal hygiene habits at all times;
7. Students must wear an analog wrist watch at all times while in clinic;
8. Additional jewelry, if worn, must be modest in appearance; a maximum of two earrings in each ear lobe is acceptable. Others are not allowed due to infection control policies. Bracelets, rings and necklaces must be simple and not interfere with treatment or professional appearance;
9. Any other body piercing (tongue, umbilicus, etc.) must be removed or secured and covered when at all possible;
10. Tattoos must be covered when at all possible;
11. All hair must be neat in appearance. Long hair must be worn up or tied back off the face. Hats and other hair coverings will only be allowed for religious observation;
12. Certain clinics may require that male students maintain neatly clipped facial hair or be clean shaven.
13. Excessive/extreme make-up, nail polish, perfume, after shave is not allowed;
14. Nails must be short in order to perform techniques such as massage and joint mobilization. False nails must be removed;
15. Gum chewing is not allowed.

Please remember that you are representing the medical profession and Orange County Community College when you are in clinic. Your conduct and appearance are expected to demonstrate that at all times. Failure to adhere to the clinic dress code will result in a written warning from the ACCE and the Clinical Instructor. If this warning is not heeded, removal from clinic will result, with a grade of "F" given.

Any student who arrives at his/her clinical affiliation NOT wearing the required dress code is to be sent home, and the program requests the Clinical Instructor notify our PTA Department. The student will need to make up the missed day.

DRESS CODE FOR LAB

Specific clothing is required for the laboratory sections of the following PTA courses: PTA101, PTA102, PTA201, PTA202, PTA104, PTA207. Privacy and modesty are of the utmost importance; however, one must be able to practice observation skills, data collection and direct treatments in the lab setting. Shorts, tank tops, sweat pants and t-shirts are acceptable. A hospital gown will be provided if student attire does not allow for appropriate exposure. Closed toe footwear such as sneakers are required. This manner of dress is also required for all laboratory practical exams. Students must be changed **before** the start of the laboratory session, otherwise they will be marked "tardy" for the class. Changing space is available in the PTA lab. Students who do not dress appropriately for lab will be required to wear a hospital gown during lab, as needed. For lab sessions which do not require exposure of large portions of body surface, students should wear loose fitting clothing.

PATIENT SIMULATION BY STUDENTS

All students are required to participate in and may be videotaped, audio taped or photographed for instructional purposes during demonstrations, lab experiences, skills' checks, and lab practicals, as part of the preparation for clinical education courses. Patient simulation and simulation of physical therapy treatments/interventions will be conducted student to/from student or student to/from instructor and may be male/female, female/female, or male/male. Students will experience data collection and treatment interventions similar to that which they will render to patients in the clinic. Simulations as stated above will be reflected in the care provided to patients while during Clinical Education I, II and III. Course instructors will take care to ensure that a safe practice environment is maintained during laboratory classes, open lab sessions, and laboratory practicals. It is solely the students' responsibility to notify the course instructor and department chairperson of medical conditions which may prevent safe participation in a demonstration, lab experience, skills' check, and/or lab practical. This should be done during the first week of classes, or as soon as a condition becomes apparent, whichever comes first. Please see **SURGERY/MEDICAL CONDITIONS** section. Each situation will be addressed on a case-by-case basis.

INFECTION CONTROL

Students will receive lecture and laboratory instruction in infection control and pathogen exposure procedures in the course entitled, "Physical Therapist Assisting I." Furthermore, students are strongly encouraged to review infection control procedures prior to the third semester in order to attend clinical education courses.

Students must adhere to infection control procedures during all lecture, laboratory, open lab, and clinical education courses. Failure to do so will result in a written warning from the department chair for the first offense. Failure to comply in a second instance will result in removal from the course with a grade of "F."

In the case where a student suffers an occupational exposure to blood-borne pathogens when attending class, lab or clinic they must immediately adhere to the facility procedures as well as contact the College's Wellness Center for follow-up.

PRIVACY

Patient Privacy

Students will receive instruction in patient confidentiality, privacy, and HIPAA regulations in the course entitled, "Introduction to Physical Therapy" during the first semester. Students will sign a confidentiality statement prior to beginning the PTA core curriculum.

Student Responsibility Regarding Academic Privacy

Students must maintain confidentiality of all students and faculty members with whom they come in contact. Failure to do so will result in a written warning from the department chair for the first offense. Failure to comply in a second instance will result in removal from the course with a grade of "F."

Faculty Responsibility Regarding Student Academic Privacy

The PTA Program Faculty is committed to maintaining student privacy and confidentiality. All information related to student performance, advising, and counseling is kept confidential within the department. Student records are kept in a secure location in faculty offices. No one, including the student's parent(s), has access to the student records except faculty of the PTA Program, without express written permission of the student.

PHYSICALS

It is required that each student has a complete physical examination prior to beginning the core classes. Following the initial physical, the students will be required to have annual physicals until the core program is completed. Announcements will be made as to timing of and deadlines for annual physicals. The completed forms must be submitted to Castle Branch Compliance Tracker by the date indicated on the Compliance Tracker Website. If physicals are received after this date, a **may** apply. Failure to comply with the above will prevent a student from being allowed to participate in classes or in his/her clinical affiliation. Physicals are good for one year.

SURGERY/MEDICAL CONDITIONS

In the event that a student has surgery, a hospitalization or emergency room visit, a significant change in medical status, or becomes pregnant, the student **must** notify the department chair immediately. The department chair requires that the student have permission from his/her medical physician to participate in class, laboratory, or clinical experiences; specifically, the medical clearance **must** indicate that the student is able to lift 50 lbs. off the floor, carry 25 lbs. and perform a dependent transfer to a person weighing 150 lbs. A note that specifies one can return without limitation does not meet the necessary standards of the program. Please note that certain medical conditions may require the postponement or rescheduling of class, laboratory or clinical experiences and can result in a later completion of the program/graduation.

In the case where a student becomes ill, is unable to participate in, or is absent from class, lab and/or Clinical Education greater than one week or the equivalent thereof, they will be required to produce a physician's note stating their ability to return to same. This note must be delivered to the Department Chair or their designee prior to the students return to the program. In addition, any time missed from Clinical Education must be made up on the student's own time.

If an injury occurs in the clinical education setting, student may be required by the facility to seek medical attention for that injury; the financial responsibility will still belong to the student (whether by personal health insurance or by personal payment).

CPR

All students must maintain current professional level CPR Certification (American Red Cross: CPR for the Professional Rescuer or American Heart Association BLS for Health Care Provider) in order to participate in clinical education. Failure to do this will result in the immediate removal from clinic with a resulting grade of "F." Dates will be announced for college sponsored CPR classes.

STUDENT ADVISEMENT

Each student will be assigned a full-time department faculty member as an advisor. If for some reason you have been assigned to a non-PTA faculty advisor, please bring this to the attention of a program faculty member or the chair. The program will assist the student in the correction of the error with the Advising Office. Once students are enrolled in our curriculum, advising is provided by all faculty members due to the smaller class sizes and nature of the program.

The role of the advisor is two-fold. The effectiveness of this interaction is dependent on the student as well as the advisor. Among other things, your advisor:

1. Counsels you on course selection;
2. Makes referrals for you to appropriate student services such as the tutorial program, counseling center, career center, etc.;
3. Works with you to develop a program that you can handle, i.e., deciding on an appropriate number of credits, taking into consideration your other responsibilities, such as job, family, etc.

NOTE: It is the students responsibility to insure that coursework is completed by the end of the semester indicated in the four semester sequence and that ALL academic requirements must be fulfilled prior to the initiation of Clinical Education III.

Office hours for every instructor are posted on the office door and located on BANNER. When your schedule conflicts with your advisor's office hours, every effort will be made to arrange a more suitable time for an appointment.

STUDENT CONDUCT

The students in the Physical Therapist Assistant Program are expected to adhere to the Code of Student Conduct as stated in the College Student Handbook. This code applies for both academic and fieldwork experiences. The faculty and students are also expected to follow the APTA Standards of Practice for Physical Therapy, New York State Education Law and New York State Practice Act, and Standards of Ethical Conduct for the PTA. Failure to adhere to these principles will result in immediate removal from the program with a grade of "F" for all courses enrolled in that semester.

Orange County Community College Board of Trustees, administration, faculty and staff have a primary concern with academic achievement, standards, and personal integrity of its students.

We recognize our obligation to protect College property and we take a special interest in the mental and physical health and safety of our community. We are committed to preserving the peace, uplifting campus morale, and creating a civil climate on our campuses. The College has adopted the following policies and procedures as an expression of its expectations of student conduct.

Refer to the complete "Student Code of Conduct" in the Orange County Community College's Student Handbook (https://sunyorange.edu/student-services/code_of_conduct.html). The following information is from Article II, Section B – Conduct – Rules & Regulations. Any student or organization found to have committed or to have

attempted to commit any of the following acts of misconduct is subject to the disciplinary sanctions outlined in Article II:

1. Acts of dishonesty, including, but not limited to:
 - a. Cheating, including cyber cheating
 - b. Fabrication
 - c. Facilitating academic dishonesty
 - d. Plagiarism, including internet plagiarism
 - e. Forgery
 - f. Bribery
 - g. Multiple submissions (submitting the same assignment to more than one instructor without the permission of the instructors). Please refer to the College Academic Policy for other means of resolution for academic dishonesty issues.
2. Violation of any provisions of the professional and/or ethical codes of programs in the fields of Allied Health, Nursing, Morrison Lab School or any other applicable programs.
3. Interference with the College approved operation of any College recognized student organization.
4. Disorderly conduct, including but not limited to: disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, and other campus activities.
5. Conduct which alarms, threatens or in some manner disrupts the learning process of another student and/or the ability of faculty to teach.
6. Physical abuse, verbal abuse, threats, intimidation, stalking, coercion and/or other conduct which threatens or endangers the health, wellbeing or safety of any person.
7. Sexual misconduct (see Sexual Assault and Sexual Harassment Policies).
8. Harassment which serves to degrade the status of another person. Most often, harassment focuses on a personal attribute, singling it out for ridicule, attack or disparagement. Attributes include, but are not limited to: race or ethnic origin, gender, physical or mental disability, age, religion, economic class, and sexual orientation. Harassment may include physical contact, written or verbal comments or suggestions, obscene or offensive pictures or "jokes," hostile or threatening gestures or other forms of degradation. This includes acts of harassment carried out by one or more students on behalf of and/or at the request of another student.
9. Theft of and/or damage to property of the College, property of a member of the College community, or other personal or public property.
10. Hazing, which is an act which endangers the mental or physical health or safety of a student, or involves the forced consumption of liquor or drugs, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Consent of the participants is not a defense against a complaint of hazing.
11. Failure to comply with directions of a College employee or emergency or service personnel acting in performance of their official duties.
12. Failure to identify oneself to a College employee or emergency or service personnel acting in performance of their official duties when requested to do so.
13. Unauthorized possession, duplication or use of keys, combinations, or access cards to any College premises or unauthorized entry to or use of College property.
14. Violation of published College policies, rules or regulations found in, but not limited to, the Student Handbook, the Rights and Responsibilities booklet, Parking and Traffic Regulations, Individual Department Handbooks, Academic Policy, and the College Catalog.
15. Use, possession or distribution of illegal drugs, narcotics or other controlled substances, and drug-related paraphernalia, except as permitted by federal, state and/or local law.

16. Public intoxication or the use, possession or distribution of alcoholic beverages except as expressly permitted by federal, state and/or local law and College regulations (see the College Alcohol Policy).
17. Possession of firearms, explosives, or other weapons, or unauthorized use of dangerous chemicals or substances on College premises.
18. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
19. Intentional obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
20. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College.
21. Theft or other abuse of computer resources, including, but not limited to:
 - a. Commercial use of computing resources;
 - b. Data interception;
 - c. Forgery;
 - d. Willfully engaging in practices that place undue burdens on college resources (ie. spamming);
 - e. Engaging in or disseminating illegal, obscene, threatening, discriminating, fraudulent, defamatory, intimidating, harassing, embarrassing or unwelcome electronic communication;
 - f. Copying, modifying or destroying college network or internet-based files; and,
 - g. Accessing or attempting to access the college network or internet resources for which the user is not authorized or granted explicit permission.
22. Abuse of the judicial system, including but not limited to:
 - a. Failure to comply with the directive to appear before a hearing panel or disciplinary conference administrator after having received appropriate notification of such a directive.
 - b. falsification, distortion, or misrepresentation of information before a hearing panel or disciplinary conference administrator.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Knowingly instituting a judicial proceeding without cause.
 - e. Influencing or attempting to influence another person to commit an abuse of the judicial system.
 - f. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - g. Attempting to influence the impartiality of a member of a hearing panel or of a disciplinary conference administrator prior to and/or during the course of a judicial proceeding.
 - h. Harassment (verbal or physical) and/or intimidation of any person involved in a judicial proceeding.
 - i. Failure to comply with a sanction imposed under the Student Rights and Responsibilities.
 - j. Failure to comply with an agreed upon informal resolution.
23. Engaging in gambling activities defined as illegal by federal, state or local law and/or by College regulations.

24. Behavior prohibited by federal, state and/or local laws.

Alcohol & Other Drugs Policy

In compliance with "THE DRUG-FREE SCHOOLS & COMMUNITIES AMENDMENTS OF 1989" as mandated by Section 22 of Public Law 101-226, and the DRUG-FREE WORKPLACE ACT of 1988, Orange County Community College will make the following information available to all its students and employees annually:

STANDARDS OF CONDUCT

Employees: As an employee of Orange County Community College, a Unit of the State University of New York, one should be aware of the following policy which must be adhered to as a condition of employment:

1. The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances at all Orange County Community College work locations is prohibited.
2. Advance written approval and authorization is required from the President of the College for the consumption of alcohol at faculty functions.
3. Employees who unlawfully manufacture, distribute, possess, or use a controlled substance will be subject to disciplinary procedures consistent with applicable and collective sanctions outlined in Section II, Disciplinary Sanctions.
4. Employees must notify the Personnel Office of any criminal drug statute conviction for a violation occurring in the workplace, or at a work site, no later than five (5) working days after such a conviction.

Students: In accordance with the Orange County Community College Student Code of Conduct:

1. The unlawful purchase, manufacture, possession, use, distribution, or consumption of alcohol and other drugs on all Orange County Community College campus sites or college-sponsored events is prohibited.
2. No alcoholic beverages may be bought, manufactured, possessed, used, distributed, or consumed on campus or elsewhere as part of college activities unless written approval is received in advance by the President of the College.
3. As of December 1, 1985, the legal minimum age to purchase alcoholic beverages in New York State was changed to 21. Under the law, no person can sell, deliver, or give away any alcoholic beverage to any person under the age of 21.
4. The forced consumption of liquor or drugs for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is prohibited.

Visitors: of all Orange County Community College campus sites are expected to adhere to the Standards of Conduct regarding alcohol and other drugs required of Orange County Community College employees and students.

CONCERNS/COMPLAINTS

Any persons with a formal complaint regarding the physical therapist assistant program can locate the instructions to file a complaint with the Commission on Accreditation in Physical Therapy

Education: <http://www.capteonline.org/Complaints/>

Any persons with an issue or concern regarding the physical therapist assistant program should notify the PTA Program Chair at (845) 341-4290 or mariaharjes@sunorange.edu

STUDENT EMPLOYMENT

While it is acknowledged that many students work part-time while completing their PTA degree, students must realize that this takes away from valuable study time and may have a negative effect on the grades that a student attains.

If a student is employed in a physical therapy setting, the student must function as a PT Aide. Under no circumstance is the student to render direct patient care while employed, as this will violate New York State Education Law. Students may only render direct patient care while on clinical affiliation.

PROFESSIONAL DEVELOPMENT ASSESSMENT FORM

Students may be required to fill out the following Professional Development Assessment Form as a preparation for mid-term conferencing as needed. The student and instructor will meet to discuss the results as necessary.

PROFESSIONAL DEVELOPMENT ASSESSMENT FORM

Student: _____ Course: _____

Rating Scale

0 = UNSATISFACTORY: The student does not demonstrate the required level of professional skill.

1 = NEEDS IMPROVEMENT: The student, while beginning to demonstrate the required level of professional skill, needs improvement in either the extent to which the skill has developed or the consistency of its usage (or both).

2 = SATISFACTORY: The student demonstrates the required level of professional skills.

The purpose of this form is to document the student's progress on integrating those attitudes, values and behaviors needed to assume his/her role as a PTA student and entry level paraprofessional. This form can be utilized in PTA I-IV. Ratings are based on observations of the student in class, lab and other professional contacts. The results will be discussed with the student at midterm. if necessary. These results will be factored into the miscellaneous section of each skills course (PTA I-IV). If an area of concern develops, remediation will be recommended in the form of a Learning Contract.

In the event the student has one or more areas deemed unsatisfactory at the end of the second, third or fourth semester, it could delay the student's placement in clinic.

PROFESSIONAL DEVELOPMENT SKILL	RATING	COMMENTS
A Communication Skills:		
1. Listens and speaks at appropriate times	0 1 2	
2. Gives and receives feedback appropriately	0 1 2	
3. Demonstrates appropriate non-verbal behavior (posture, gestures, facial expressions)	0 1 2	
4. Asks approp. questions & seeks assistance when in doubt	0 1 2	
5. Writes effectively & professionally	0 1 2	
B Responsibility for Learning:		
1. Arrives on time & ready to learn for classes, labs & meetings	0 1 2	
2. Pays attention during instruction exhibiting a positive & motivated manner	0 1 2	
3. Notifies faculty ahead of time of circumstances which prevent attendance	0 1 2	
4. Satisfactorily makes-up missed assignments on own initiative	0 1 2	
5. Completes assignments fully and on time	0 1 2	
C Interpersonal Skills:		
1. Cooperates with peers/faculty/staff	0 1 2	
2. Displays functional level of self-confidence	0 1 2	
3. Displays honesty with self and peers	0 1 2	
4. Relates tactfully, diplomatically with empathy to others, respecting cultural diversity	0 1 2	
5. Demonstrates ability to work productively w/authority figures	0 1 2	
D Problem-Solving Skills:		
1. Uses resources & time effectively	0 1 2	
2. Maintains open mind to new perspectives	0 1 2	
3. Logically evaluates the facts	0 1 2	
4. Demonstrates critical thinking & recognizes biases	0 1 2	
5. Can self-assess & self-correct	0 1 2	

PROFESSIONAL DEVELOPMENT SKILL	RATING	COMMENTS
E Professionalism:		
1. Maintains appropriate hygiene/attire	0 1 2	
2. Assumes responsibility for own actions	0 1 2	
3. Demonstrates respect for peers/faculty/self	0 1 2	
4. Demonstrates ability to be a cooperative & contributing member of the class & the profession	0 1 2	
5. Displays integrity in academic & professional matters	0 1 2	
F Stress Management Skills:		
1. Demonstrates ability to manage own time by meeting deadlines, prioritizing self & tasks, etc.	0 1 2	
2. Works to achieve lifestyle balance incorporating student role	0 1 2	
3. Demonstrates ability to be flexible w/unexpected situations	0 1 2	
4. Manages personal emotions maturely	0 1 2	
5. Demonstrate ability to modify behavior in response to feedback	0 1 2	

Additional Comments:

Student Comments on Assessment:

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Adapted from the Medical University of South Carolina & Russell Sage College OT Forms.

LABORATORY EQUIPMENT & FACILITIES

Students are encouraged to use the laboratory equipment and facilities to practice their skills. This is essential for their success in the PTA curriculum. The following rules **must** be adhered to:

Laboratory Rules

1. All students must sign in and out on the sign-in sheet in the lab if they wish to use the lab for additional practice when it is not scheduled for teaching.
2. A student may use a piece of equipment only if he/she has been instructed in its use. The student must possess a working knowledge of the equipment, including indications and contraindications.
3. No equipment is to be used unless a member of the PTA faculty is in attendance and has given permission.
4. Each student is responsible for the equipment he/she is using.
5. Students are to remove their shoes when utilizing the treatment tables and floor mats.
6. Report any damage of equipment immediately to the lab instructor.
7. Each student is required to clean the treatment area and equipment upon completion of use.
8. All equipment must be neatly returned to the shelf, cabinet, etc., where it is usually stored.
9. All of the safety rules you have been instructed in when using various pieces of equipment and/or performing various procedures must be adhered to.
10. If you wish to receive additional instruction from department faculty in any procedures, you must make arrangements that are mutually convenient.
11. To insure the students' privacy and to protect them against any embarrassment, no unauthorized visitors will be permitted in the PTA lab during class session. This also applies to other course lab sessions when deemed appropriate by the instructor.
12. To insure the students' safety, it is recommended that when practicing in the lab, they do so in the company of at least two other PTA students and with the door closed.
13. Students may bring in non-alcoholic food and beverages into the lab. Food and beverages must remain in the classroom portion of the lab, away from all equipment. Students must clean up after themselves. Anything stored in the refrigerator must be labeled with the student's name and date. The department chair may assign a clean-up schedule for the PTA students if cleanliness becomes a problem.

SAFETY IN THE PTA LAB

The PTA faculty is committed to maintaining a safe environment for students enrolled in the program and visitors to the lab. At the beginning of each year, faculty members will review the location of the nearest exits, fire extinguisher, eye wash equipment, restrooms, first aid kit, material safety data sheets (MSDS) and infection control materials. Faculty members will also instruct students in the handling of fire emergencies, medical emergencies, and matters related to personal safety. The following statements summarize the safety procedures to be followed in the PTA Lab:

1. The first aid kit, eye wash equipment, MSDS notebook and infection control materials are located along the wall where the sink is located.
2. The fire extinguisher is located along the front wall.
3. There is only one exit from the PTA lab – the double brown doors. At that point, either make a right or a left to exit directly out of the building. Please follow the "Emergency Exit Signs."
4. Restrooms are located outside the PTA lab. Make a right after leaving the lab. The restrooms are down the hall on the left.
5. In the event of a fire emergency, students should activate the RACE plan. (Remove individuals from the immediate vicinity, announce the fire, attempt to contain the fire, escape.) When in doubt, announce and escape.

6. In the event of a medical emergency in which the instructor is present, the instructor will take charge of the situation. Students are to listen for instructions, which may include: activating the EMS system, obtaining equipment and supplies, assisting with CPR, removing other individuals from the area.
7. In the event where the medical emergency involves the instructor, or the instructor is not present, the student(s) must take charge. Provide emergency first aid (ABCs: airway, breathing, circulation – then bleeding).
8. In the event that the physical safety of a student and/or faculty member is threatened, the security department should be notified as soon as possible. Dial 4710. In the event that security notifies the student of an emergency, the student must follow procedure as noted and announced via the public announcement system or the NY Alert System.
9. Students are to maintain appropriate infection control procedures when in the lab and everywhere else.
10. Students are to notify faculty members when they have a medical condition which may prevent participation as a subject or patient-simulator in the lab setting.

CLEANLINESS IN THE PTA LAB

In order to maintain a clean and orderly work environment for all students using the PTA lab, this serves to outline the responsibilities of the students in regards to maintenance of the lab.

It is essential that all students work together to maintain an optimal learning environment so that time is not wasted during lab classes. As many as 48 students may be using the lab in a given semester. While our maintenance department handles the floors and the trash, they do not clean specific equipment and facilities in a specialized lab such as ours.

General Rules:

1. All shoes must be removed when sitting on the treatment tables or while working on floor mats.
2. Do not use the treatment tables as a writing surface without a clipboard; the ink does not come off.
3. Food is only to be eaten at the tables.
4. No food is to be left out. Any food which is left out will be disposed of.
5. Food placed in the refrigerator must be labeled with your name and date. Food that is in the refrigerator for more than two weeks will be removed by the “fridge patrol” (your fellow classmates).
6. **Clean out the microwave, coffee pots, and toasters after each use.**
7. The lab must be put back in its original condition after each lab. The instructors will not do this for you. That means:
 - a. All treatment tables must be put back to their **original location**, with mats back in place. Do not store extra items under the treatment tables.
 - b. All stools must be placed on the shelves located below the treatment tables.
 - c. All equipment must be placed neatly back in its **original storage area** after each lab session.
 - d. All tables/chairs/stools must be returned so that the room is ready for class.
 - e. The storage area/practice area must be left neat, so that it is available for studying and practice.

NOTE:

All students are responsible for cleaning and doing the laundry created by the PTA Program.

Thank you in advance for your cooperation with keeping our facilities neat and attractive. At the end of each semester, we also perform a “major” cleaning of the lab. All equipment should be wiped down and neatly put away. This should be completed during finals week.

POLICY TO SIGN OUT EQUIPMENT, TEXTS, VIDEOS, ETC.

- A. Students are encouraged to utilize texts and videos from the PTA Department Library. The following procedures must be followed:
1. Obtain item to be borrowed between the hours of 7:30am-3:30pm, Monday thru Friday. The department secretary will provide access if faculty members are not available.
 2. Sign item out in BT326 (department secretary's office).
 3. All items must be returned within specified time periods or further borrowing privileges will be revoked:
Textbooks – 1 week; Videos – 1 night
 4. The student is responsible for returning all items borrowed in the original condition in which they found them.
 5. The student will incur any costs associated with replacing or repairing a lost or damaged item. In addition, students who have not returned borrowed items will not be cleared for graduation until this is done or proper reimbursement has been received.
- B. Lab equipment is also available for students to borrow overnight. This includes: BP Cuffs, Stethoscopes, Ace Wraps, Crutches, Walkers, Canes, Wheelchairs. **Under no circumstance** is a student to borrow a piece of equipment from the lab without instructor approval **and** without being trained in the use of the equipment. The following procedures must be followed:
1. Obtain item to be borrowed between the hours of 7:30am-3:30pm, Monday thru Friday. The department secretary will provide access if faculty members are not available.
 2. Sign item out in BT326 (department secretary's office).
 3. All items must be returned within 24 hours (unless with special permission from an instructor).
 4. The student is responsible for returning all items borrowed in the original condition in which they found them.
 5. The student will incur any costs associated with replacing or repairing a lost or damaged item. In addition, students who have not returned borrowed items will not be cleared for graduation until this is done or proper reimbursement has been received.

REPEAT POLICY

Departments in the Health Professions curricula may, with the approval of the Vice President for Academic Affairs, designate courses with an (R-1) at the end of the course description in the College Catalog, meaning that they may be repeated only once. All courses in the core Physical Therapist Assistant curriculum are designated as such. If a student withdraws from a course for any reason or fails to attain at least a C (75%), the student may petition to retake a course. The student must seek permission to retake the course from the Department Chairperson **in writing within one week of the date of withdrawal or grade distribution.**

The petition must include the following:

1. An in-depth self-reflection regarding why the student was unsuccessful and a description of each/all courses the student was unsuccessful.
2. What the student believes needs to be improved upon to be successful with a passing score of 75% in each/all courses the student was unsuccessful (an educational plan including goals, strategies, timelines and methodology toward success).
3. How will the student achieve success in each/all repeated courses?
4. What will the student do differently and/or in preparation to return to the program?
5. Must answer the question: What makes you, the student, stand out from other candidates petitioning to repeat?
6. The petition must be written in a business letter format, 11-12 font, double spaced, without spelling or grammatical errors.

The Physical Therapist Assistant Program faculty will meet to discuss the student's petition/educational plan/request to repeat. If allowed to repeat, a learning contract will be written to address the student's individual needs. Permission to retake a course (or two in the **same** semester) may be granted only once, and only if space allows. The core Physical Therapist Assistant courses must be completed within three years of beginning the core curriculum.

Students will be required to audit and pay for auditing, as appropriate, sequential Physical Therapist Assistant courses (PTA I-IV) and the Tests & Measurement Skills course. Student must pass the lab practicals on the first attempt while auditing a core course. Students who are required to or choose to officially audit a course will also be required to pass the written final exam for each course that they officially audit. The faculty also reserves the right to require a student to repeat an entire course which has undergone significant curriculum revision as well as repeat a clinical education course.

* Repeating and auditing courses may have financial aid implications.

COSTS OF THE PROGRAM

Students will be responsible for tuition, lab fees, activity fees, accident/health insurance and any and all additional costs including: APTA Student Membership fees, all transportation to clinics, shoes, uniforms, pins, name tags, etc.

- Textbooks - approximately \$450 for 1st semester, \$300 for 2nd semester, \$275 for 3rd semester and \$100 for 4th semester for PTA core courses, non core courses may run an additional \$100-300 per semester
- APTA Membership - \$85 annually (both national and state combined)
- PTA Pin - \$50
- Transportation Costs - students must pay for all costs associated with attending clinic. This includes gas, tolls, parking, meals, etc. At some clinical sites, parking could range up to \$200
- 2 Uniform shirts - \$27 each
- Lab Coats - some clinics require that students wear these (\$30-40 each)
- Name Tags - \$8
- BP cuff and stethoscope - \$50
- Assessment kit including goniometers, tape measure, tuning fork, reflex hammer, etc...(\$25.00-30.00)
- Review books (\$64-\$75), etc.
- Physicals, Testing, and Immunizations - \$425-590 for 2 year program (this includes each annual physical and a total of three PPDs); there is an optional Hepatitis B vaccination series at an additional cost of approximately \$210. These prices are reflected by each year's pricing proposal by Partners-In-Safety. Students may choose to have their physicals performed by their family physicians accessing their family insurance.
- Drug Testing & Criminal Background Check (\$120)
- PEAT (Practice Exam and Assessment Tool) \$79.00-99.00
- Subject to change (Cost of Certification & National Physical Therapy Exam for PTAs):
 - \$103 application fee for Certification; \$50 to obtain a limited permit to work while awaiting the National Physical Therapy Exam for PTAs
 - \$485 National Physical Therapy Exam for PTAs additional fees may be required
- Additional costs to the program will be announced as necessary; i.e. additional resource materials, study guides and additional potential cost by clinical site.

STUDENT SUPPORT SERVICES

Department Resources – the PTA Department maintains an extensive in-house library of texts, videos, and CD-ROMs. Student computers with Internet access are available in the PTA lab. Students may also access the BAT CAVERN which is a computer aided learning facility maintained by the Biology Department, located in the Rowley Center for Science and Engineering.

Office Hours – department faculty members hold office hours each week. Students are encouraged to use these hours for advising, assistance with coursework, or anything else related to the field of Physical Therapy.

Tutoring – tutoring is available through the College's Tutoring Center, located in the LRC. The PTA Department will assist the student to obtain tutoring within the core courses. -

The Academic Advising Center – numerous programs and services are available through this center which is located in the George Shepherd Center. These include academic advising, counseling, testing services, career services, Office of Accessibility Services, Student Support Services Program, Veteran's Affairs, Center for Adult Lifelong Learning, and the Educational Opportunity Program.

Financial Aid Office – a variety of programs, loans, and scholarships are available to students. Eligibility is based on academic progress, family income, and/or assets.

REQUIRED ATTENDANCE AT APTA SPONSORED MEETINGS

All PTA students are encouraged to attend a minimum of two APTA sponsored meetings by the time they complete the course titled Contemporary Practice (for example: one continuing education program and one business meeting). One to two continuing education courses may be substituted at the discretion of the Department Chairperson and/or Contemporary Practice Instructor. Course and meeting information may be obtained from the instructors. A typewritten synopsis of each meeting/continuing education course must be given to the Contemporary Practice Instructor. Failure to do this will result in an **“incomplete”** grade for Contemporary Practice.

ATTENDANCE POLICY

The College-wide Academic Policy for Attendance states:

“Attendance: Attendance is required in all courses. Work missed during any period of absence, regardless of the reason for the absence, must be made up by the student (see course syllabi for details). Instructors are authorized to lower grades for class absences and may withdraw non-developmental students from a course for excessive absences. Instructors shall not lower grades for absences for religious observance nor, provided the instructor’s permission is given in advance, for participation in athletics or other college-sponsored events. You should inform instructor when you anticipate an absence for religious observance so that arrangements can be made for you to make up examination, study or work requirements. If illness, accident or similar circumstances make it impossible for a student to attend classes for three or more consecutive days, it is his or her responsibility to notify the course instructor at once – please see **SURGERY/MEDICAL CONDITIONS**. It is the student’s responsibility to contact each instructor to make up missed work. Current or future awards of financial aid may be affected if a student does not attend classes for which he or she is registered.”

It is the philosophy of the PTA Department faculty and our clinical instructors that good attendance is crucial in order to: obtain all didactic material, observe and practice laboratory skills, demonstrate knowledge of course components, and implement skills/knowledge in the clinical environment.

Attendance in all lecture classes and laboratory sessions is expected. Faculty is authorized by the College to lower grades for poor attendance. The following guidelines have been established by the PTA Department Faculty. Failure to attend classes may lower final grades as follows:

3 hrs. lecture	grade lowered up to one full letter grade
6 hrs. lecture	grade lowered up to two full letter grades
9 hrs. lecture	grade lowered up to three full letter grades
1 lab session	equivalent to missing two hours of lecture
2 lab sessions	grade lowered up to one full letter grade
3 lab sessions	grade lowered up to two full letter grades
4 lab sessions	grade lowered up to three full letter grades

2 episodes of arriving late or leaving early counts as one hour absence

Attendance and promptness for all clinic sessions is also mandatory. Any days or hours missed must be made up in order to successfully complete the clinical education course.

A student may find that due to particular circumstances such as illness, or inclement weather causing hazardous road conditions he/she will not be able to attend clinic on his/her assigned day. If the student is going to be absent or late to his/her clinical affiliation, he/she is to notify the clinical instructor at his/her affiliation, the Orange County Community College faculty member scheduled to visit him/her, and the department secretary. Notification to the visiting faculty member must be made **by 7:00am** if possible. The College office must also be contacted to report early/extra and make-up days.

The student is to arrange make-up time with the clinical instructor and notify the academic clinical coordinator of the scheduled make-up date via email to the ACCE. Be aware that if Orange County Community College officially closes, you will be responsible for making up the time. Vacation time may have to be used for this purpose (Thanksgiving, Spring/Fall/Winter recess). Students who affiliate in pediatric settings should begin a minimum of two days early or discuss with their Clinical Instructor the feasibility of using Fridays as make-up days. Consult with the clinical instructor regarding the facility’s calendar, since more than two days early may be required and clinic days will need to be made up even if the pediatric setting is officially closed due to weather.

Lateness will not be tolerated in the clinical setting as this is a reflection of the student’s professional demeanor. Lateness or absences may result in failure of clinical education courses.

CELL PHONE USAGE POLICY

Use of cellular phones or any other electronic communication device for any purpose during class or exam sessions is prohibited, unless expressly permitted by the instructor. (Faculty can detail specific policies they will enforce in their courses, if needed).

PTA CLUB

All students enrolled in the Physical Therapist Assistant curriculum are automatically entitled to membership in the Physical Therapist Assistant Club. The purpose of the club is to promote physical therapist assistant education, provide assistance to various health facilities and disabled individuals, perform community services, and participate in activities that help the public to understand the field of physical therapy and its role in health care.

PINNING CEREMONY

A Pinning Ceremony is held each Spring to recognize the second-year students' achievements and welcome them to the field of Physical Therapy. Faculty, administrators, students, family and friends gather to celebrate.

APTA MEMBERSHIP

The American Physical Therapy Association, founded in 1921, serves as the national organization for Physical Therapists, Physical Therapist Assistants, and students in the field of Physical Therapy. Students enrolled in our curriculum are expected to join the APTA in September of each year as the material provided by the APTA will be utilized throughout the curriculum for assigned readings, course projects, and independent learning. Membership benefits include: 1) sub-scriptions to "Physical Therapy," our professional journal; and "PT in Motion;" 2) access to "members only" information on the APTA Website; 3) discounts for APTA materials and conferences.

PROFESSIONAL LIABILITY INSURANCE REQUIREMENTS

The College maintains liability insurance for students enrolled in the PTA Program. This policy covers them while on campus taking classes or practicing in the PTA lab. Students must follow all lab rules. The College also maintains professional liability insurance to cover PTA students when enrolled in Clinical Education courses. Student may also choose to purchase their own malpractice insurance through the APTA or another company.

INSURANCE

While Clinical Education sites may make emergency medical care available to students, the student is responsible for the costs. **Some clinical affiliations will not accept a student unless he/she has health insurance coverage.**

WITHDRAWAL PROCEDURES

Students are strongly encouraged to speak with their faculty advisor and the department chairperson in the event that they are considering withdrawing from any PTA course(s), Basic Exercise Physiology, and/or Anatomy & Physiology 1 and/or 2, as this will have serious implication regarding completion of the PTA program. PTA courses are only offered once each year and must be taken in sequence. In addition, they must be taken with corresponding co-requisite courses.

If the student chooses to withdraw from one or more PTA courses, they must also withdraw from any clinical education courses they are enrolled by submitting an Add/Drop Form with appropriate signatures to the Registrar by the end of the 12th week of the semester or its equivalent.

Students who wish to resume their studies must follow the PTA Department **REPEAT POLICY**. Students will be required to pay for, and audit lab courses that they already completed so that they maintain their skills. Additionally, students who wish to resume their studies in the PTA curriculum must retake and **pass** all technical course lab practicals prior to resumption of the program. All of the PTA core courses must be completed within a three-year period.

DISMISSAL PROCEDURES

In the event that the department faculty believe that a student's actions on campus or in the clinical education setting warrant dismissal from the program, the PTA Department will seek to have the student removed from the program. The Department will abide by all due processes afforded to the student.

DUE PROCESS

Orange County Community College has established procedures for students to follow in the event that they feel their rights or freedoms have been violated. Both formal and informal grievance procedures are located on the College website. The PTA Department abides by these procedures.

Complaints that fall outside due process should be made to the Program Director. In the case where the student wishes to register a complaint against the Program Director, they should contact the Associate Vice President of the Health Professions. These will be dealt with on a case-by-case basis. Records of each complaint and the resolution will be maintained in the program director's or AVP's office.

SECTION V

PTA DEPARTMENT PHONE NUMBERS & E-MAIL ADDRESSES

Dr. Maria Harjes, PT	845/341-4290 – mariaharjes@sunyorange.edu
Jacqueline Davis, PTA	845/341-4473 - jacqueline.davis@sunyorange.edu
Mrs. Monika Williams, secretary	845/341-4291 – monika.williams@sunyorange.edu

SECURITY

Security Office: Located in Orange Hall, Room 110
Telephone: 341-4710

Emergency Phone Locations:

Bio Tech Building:	341-4673 (3 rd floor near Room 314) 341-4674 (1 st floor near Computer Center) 341-4675 (2 nd floor near Room 254)
George Shepard Center:	341-4676 (2 nd floor near Student Activities Office) 341-4677 (3 rd floor near Counseling)
Harriman:	341-4678 (near Room 205) 341-4027 (2 nd floor near Chair Lift) 341-4028 (3 rd floor near Chair Lift)
Hudson:	341-4679 (near Room 106)
Horton:	341-4685
LRC:	341-4680 (1 st floor Lobby Area)
Orange Hall:	341-4681 (outside of Theater)
Phys Ed:	341-4682 (Main Lobby) 341-4683 (Pool Area)
Rowley Center:	341-4554 (2 nd floor Stairwell #2)

To further enhance our campus security, the College has hired an individual to fill the position of Evening Security Supervisor. The hours for the Evening Security Supervisor will be from 3:00-11:00pm, Monday through Friday; dial extension 4710.

WELLNESS CENTER

The Wellness Center at Orange County Community College, located in the George Shepard Student Center, 2nd floor, is available to all students, faculty and staff. A Registered Nurse is on duty whenever the office is open. For office hours, please see the college website.

EMERGENCY/FIRST AID PROCEDURES

In the event of any accident or medical emergency on campus, the following procedures should be followed:

1. Contact the Wellness Center at ext. 4870

OR

2. Call Security at ext. 4710.

OR

3. Call 911 if you feel the situation warrants. (YOU MUST ALSO NOTIFY SECURITY AT EXT. 4710)

4. Please be aware that an accident report must be filled out by the Nurse for insurance claim purposes on all staff and student accidents.

Information to Give Nurse or Operator:

1. Describe the type of emergency and assistance needed to the best of your ability; **if victim is unconscious or not breathing, state that immediately.**
2. Give your name and extension from which you are calling.
3. Give name of victim (if known) and exact location.
4. **Hang up last** to insure that nurse or operator has no further questions.

Be Prepared To:

1. Know the location of nearest First Aid Kit and AED in your building.
2. Have someone meet nurse or ambulance attendants at a specified location.
3. Give as much detail as possible regarding situation, e.g., time of occurrence, injuries noted, possible causes.
4. In the event of a life-threatening illness or injury when neither the nurse or security is available, call Mobile Life at 343-1212 or Dial 911.

**** For complete emergency procedures, please refer to the Emergency Procedure Index located adjacent to every doorway.**

SECTION VI

METHODS FOR SUCCESS

Student Responsibilities:

In order to facilitate the learning process and make the most of the college experience, students should:

1. **Attend all classes and lab sessions.** You are responsible for all material presented in class. If you miss classes, the instructor is not required to present the material again.
2. **Be on time.** It is recommended that you arrive five to ten minutes early for class to get settled. Arriving late for patient care or meetings in the work environment would not be professional nor would it be tolerated by your employer. Arriving late for class will cause you to miss important material and quizzes, as well as lower your grades.
3. **Be prepared** to spend a minimum of two hours of studying outside of class for every hour in class or lab. In order to master lab skills, you will need to use practice lab time.
4. **Review assigned readings prior to attending class.** You are responsible for all material in the assigned readings.
5. **Maintain a working knowledge of previously presented material.** The Physical Therapist Assistant curriculum is considered cumulative. In addition, information learned in earlier courses such as Anatomy & Physiology and Psychology will be required to successfully complete Physical Therapist core courses. Due to the heavy reliance of the PTA core curriculum on the A&P courses, they must successfully be completed within the five year time span prior to entering the core curriculum. A "C" is required in Anatomy & Physiology I & II and Basic Exercise Physiology to continue in sequence through the program.
6. **Maintain a 75% average in all core coursework (See Grading Policy for details).** Students are expected to keep track of their grades according to the course syllabus. Successful completion of PTA --- course requires a C and is necessary to progress to the next semester.
7. **Complete all assignments on time.** Late assignments will be penalized as outlined in the course syllabus.
8. **Actively participate in all classes and labs.** Ask appropriate questions and provide answers. A portion of your final grade is based on classroom participation.
9. **Access the web-enhanced portions of your classes.**
10. **Adhere to the Code of Student Conduct** published in the Orange County Community College Student Handbook and to the American Physical Therapy Association's GUIDE FOR PROFESSIONAL CONDUCT, STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPIST ASSISTANT, and STANDARDS OF PRACTICE FOR PHYSICAL THERAPY. Failure to adhere to these policies will result in immediate dismissal from the Physical Therapist Assistant program.

Faculty Responsibilities:

In order to facilitate the student's learning experience, the faculty will:

1. **Prepare and present a comprehensive education curriculum** based on the guidelines established by CAPTE and the APTA.
2. **Provide the students with appropriate professional role models.** Faculty will consistently demonstrate good medical ethics, organizational skills, and compassion for others. Faculty will continue to further their knowledge through advanced degree coursework, continuing education courses, reading of professional journals, work in clinical facilities, and educational interaction with their peers.
3. **Be available to meet with students.** Faculty will be available during posted office hours. Student may also arrange to meet with faculty at mutually convenient hours.
4. **Keep student apprised of academic status in each core course.** Faculty will access academic progress through the use of written oral exams, quizzes, lab practicals, papers, classroom participation and oral presentations. Faculty will grade these in a timely fashion and provide students with feedback. Faculty will hold mid-semester conferences with each student to discuss student performance. Faculty members may elect to develop a Learning Contract for students who are having difficulties with a

particular course. Students who are having difficulty will be requested to meet with faculty on a regular basis.

5. **Provide students with information** tutoring, the counseling center, and other academic support services.

REQUIRED TEXTS

PTA101 – PTA I

Curtis & Newman, THE PTA HANDBOOK: KEYS TO SUCCESS IN SCHOOL & CAREER FOR THE PTA
Goodman, PATHOLOGY FOR THE PHYSICAL THERAPIST ASSISTANT
Lippert, CLINICAL KINESIOLOGY FOR PHYSICAL THERAPIST ASSISTANTS
Martin & Kessler, NEUROLOGICAL INTERVENTION FOR PHYSICAL THERAPY
Fairchild/Pierson, PRINCIPLES & TECHNIQUES OF PATIENT CARE
Schmitz & O’Sullivan, PHYSICAL REHABILITATION ASSESSMENT & TREATMENT

PTA103 – INTRODUCTION TO PHYSICAL THERAPY

Curtis & Newman, THE PTA HANDBOOK: KEYS TO SUCCESS IN SCHOOL & CAREER FOR THE PTA
Martin & Kessler, NEUROLOGICAL INTERVENTION FOR PHYSICAL THERAPY
Fairchild/Pierson, PRINCIPLES & TECHNIQUES OF PATIENT CARE

PTA105 – MEDICAL CONDITIONS FOR THE PTA

Goodman, PATHOLOGY FOR THE PHYSICAL THERAPIST ASSISTANT
Leonard, QUICK & EASY MEDICAL TERMINOLOGY
Martin & Kessler, NEUROLOGICAL INTERVENTION FOR PHYSICAL THERAPY
Schmitz & O’Sullivan, PHYSICAL REHABILITATION ASSESSMENT & TREATMENT

PTA102 – PTA II

Behrens, PHYSICAL AGENTS, THEORIES AND PRACTICE

PTA104 – KINESIOLOGY

Biel, TRAIL GUIDE TO THE BODY
Biel, TRAIL GUIDE TO THE BODY WORKBOOK
Lippert, CLINICAL KINESIOLOGY FOR PHYSICAL THERAPIST ASSISTANTS
Lippert, LABORATORY MANUAL FOR CLINICAL KINESIOLOGY FOR PHYSICAL THERAPIST ASSISTANTS

PTA201 – PTA III

Goodman, PATHOLOGY FOR THE PHYSICAL THERAPIST ASSISTANT
Kisner & Colby, THERAPEUTIC EXERCISE: FOUNDATIONS & TECHNIQUES
Martin & Kessler, NEUROLOGICAL INTERVENTION FOR PHYSICAL THERAPY
Schmitz & O’Sullivan, PHYSICAL REHABILITATION ASSESSMENT & TREATMENT

PTA207 – TEST & MEASUREMENT SKILLS FOR THE PTA

Daniels & Worthingham, MUSCLE TESTING
Norkin & White, MEASUREMENT OF JOINT MOTION: A GUIDE TO GONIOMETRY
Konin, Lebsack, Snyder Valier, and Isear, SPECIAL TESTS FOR ORTHOPEDIC EXAMINATION

PTA202 – PTA IV

Dole & Chafetz, PEDIATRIC REHAB NOTES, EVALUATION AND INTERVENTION POCKET GUIDE
All textbooks purchased to date

PTA208 – CONTEMPORARY PRACTICE IN PHYSICAL THERAPY

Curtis & Newman, THE PTA HANDBOOK: KEYS TO SUCCESS IN SCHOOL & CAREER FOR THE PTA

*** IT IS STRONGLY RECOMMENDED THAT ALL PTA STUDENTS BECOME MEMBERS OF THE APTA**

PTA CLINICAL EDUCATION SITES (12/21)
ADJUNCT FACULTY/CLINICAL
COORDINATORS
Physical Therapist Assistant Program

Shannon Albanese, PT

Access Physical Therapy & Wellness – (29 sites)

Armonk
Bedford
Catskills/Athens
Chester
Cortlandt Manor
Danbury
Dingmans Ferry
Goshen
Honesdale
Hopewell Junction/Fishkill
Kingston
Liberty
Middletown
Milford
Monroe
Montgomery
Newburgh
New City (2)
New Paltz
New Windsor
Pleasant Valley
Pomona
Pt. Jervis
Rhinebeck
Saugerties
Thornwood
Walkill
Woodstock
Yorktown Heights

AON Physical Therapy & Wellness Brewster,
Somers, Mahopac
Bryan Kelly, PT, MS, CKTP

ARC-Middletown George Robinson Center, Jean
Black School
Theresa Gurrieri, PT

ARC-Educational Learning Experience-New
Windsor
Lisa Hess, PT

Atlantic Health System
Linda J. Jehl, PT/Loretta Ritter, PT

Bristol Glen United Methodist Comm
Wendy Russell Dir PTA

BOCES-Orange/Ulster
Bill Lynch, PT

BOCES-Rockland County
Liju Sam, PT

BOCES-Sullivan County
Andrea Falcone, PT

Bon Secours Community Hospital
Karen Little, PT

Burke Rehabilitation Hospital
Pamela Jones, PT

Campbell Hall Health Care Center
Stephanie Holt PTA

Center for Discovery
Lisa Gradziel, PT

City PT – 4th Avenue, Voorhies Ave
Osama Almanastirly, PT, DPT, OCS

Crystal Run Healthcare Middletown, Monroe,
New Windsor, Rock Hill
Alicia M. Byrne, MS, PT

Ellenville Regional Hospital
Theresa Aversano, MS

Garnet Health Medical Center - Middletown
Ann McEnroe-O'Connor, PT (In-Patient) &
(Outpatient)

Garnet Health Medical Center – Catskills
John Pawlowski, PT

Glen Arden Health Care Center
Claudia Reese, PT

Golden Hill Nursing & Rehab Center
Ann Avella, PT

Good Samaritan Hospital
Howard Wilen, PT

Health Alliance Hospital and two additional sites
Anne Marie Dempsey, PT
Jodie Cesaratto, MPT, MBA
Margaretville Hospital
Mountainside Residential Care Facility

Helen Hayes Hospital
TBD

Highland Physical Therapy
Highland, Marlboro – Jeffrey M. Gersch, PT

Highland Rehab & Nursing Center
Silfia Brennan, COTA

Terri Baron PT
IVY Rehabilitation Network – (11)
Chester NJ
East Fishkill
Kingston
Middletown
Newton NJ
Poughkeepsie
Rhinebeck (2)
Sparta NJ
Wappinger Falls
Yorktown Heights

Kessler Rehabilitation Center
Meghan Schoenberger PT, DPT

Lee Physical Therapy & Wellness, LLC
Katrina Lee, PT, DPT

LK Pediatric Therapy
Elya Spolar, PT, DPT

Lutheran Care Center @ Concord Village
Teri Jennings, MSPT

Middletown Medical P.C.
TBD

Middletown Park Rehab & Nursing
Robyn Marsden, OTR/L
Mary Becker OTR/L

Mid-Hudson Regional Hospital of Westchester
Med Ctr Poughkeepsie
Jeanne Campbell, OTR, MS

Martha Lawrence Site –
Mary Thompson/PT/Sharon Duffy-Batt,MPS, OTR
Therapy Connection –
Jeanne Campbell, OTR, MS & Brenda Koepp, OTR

Minisink Valley Central School District
Jennifer Lynch, PT

Montefiore St. Luke's (Cornwall/Newburgh)
Gwen Borsenberger, SLPD, CCC-SLP
John Guerriero, PT (Fishkill)

Montgomery Nursing Home
Kate Dluhgozima, OT

Moriarty Physical Therapy
Nancy Moriarty PT, DPT

Newton Medical Center
Loretta Ritter Rehab Team

New York Hand & Physical Therapy
Patrick Clough, PT, CHT

Next Level Performance
Tyler Morando, PT, DPT

NovaCare Rehabilitation
Alice Campanella, MPT

Nuvance Health
Vassar Brothers Medical Center
Jackie Lamando, PT
Putnam Hospital
TBD

Norther Dutchess Hospital & Thompson House
Christina Rankey, PT, DT, SCCE
Sharon Hospital

TBD
The Heart Center

TBD
Health Quest Homecare
TBD

Danbury Hospital

TBD
Northern Dutchess Hospital
Christina Rankey, PT, DPT, SCCE

Peak Physical Therapy Inc.
Newburgh - Dan Fishman, PT
Pine Bush – Brian Farrell, PT
Washingtonville – Tammy Ferrari, PT
New Paltz – Jay Henry, MS, PT (County PT)

Physical Therapy Professional Care
Laura Burkhalter, PT

Pines @ Catskill Ctr for Nursing & Rehab
Catskill - Sam Cerone, PT
Poughkeepsie – Laurie Kolosky, SLP

T. Piserchia, M.D., P.C.
Garry Hazen, PT

Positive PT
Amy Alessi PT, DPT

Prime Rehabilitation Services
Milford – Chris Davis, OTA
Liberty/Montclair/Somerset – Vanessa Cardenas,PT
Sapphire Nursing & Rehabilitation.
Fishkill – Tracey Cassel-Dworetzky, OTR /L
Goshen - Anne Frank, OTR/L
Meadow Hill – Maria Villanueva, PT
Wappingers Falls - Darlene Bates, PTA

Laura Stevens, PT
Private Practice

St. Anthony Community Hospital (+ Schervier Pavilion)

VIDEO, CD-ROM, DVD, and TEXTBOOK LIBRARIES:

The PTA Program maintains a selection of supplemental offerings. Please seek out the assistance of the program faculty for titles and subject matters.

SUGGESTED WEB SITES

www.APTA.org

www.ADA.org

www.americanheart.org

www.physcaltherapist.com

www.medscape.com

www.rehabedge.com

www.nih.gov

www.ptcentral.com

www.nypta.org

www.hhs.gov

www.woundcarenet.com

www.medicaledu.com

www.nutrition.org

www.physical-therapy.advanceweb.com

www.nysed.gov

www.cms.gov

Shannon Albanese, PT/Olivia Greene, PT
Cyndi Scott, OTR

Ten Broeck Commons
Melissa Cruz, Dir PTA

Upstream Rehabilitation - Drayer Physical Therapy – Sparta, Milford, Hummelstown
Ashlee Jones, PT, DPT, ATC, OCS
Mark Young, PT
Chris Fero, PT

VA Hudson Valley Health Care System
Maura Timm, OTR/L, MS
Lori Lawton,PT

Valley View Center for Nursing Care
Suresh Nagappan, PT

Westchester Medical Center
Main Campus – Brian Geiger, SCCE

Wingate (Rehab Care)
Beacon – Jonathan Pultzar, PT
Fishkill – Olivia Derleth, PT
Highland – Heather Ineson, OTR

Woodland Pond
Jonathan Papin, OTR

Yorktown Rehab & Nursing Ctr (Fieldhome)
Karen Chase, PTA

PREPARING FOR A WRITTEN EXAM

While some students may have a “photographic memory,” the reality for most of is that we have to study in order to retain the necessary material and be successful on examinations. Preparation for these examinations takes place the minute you begin the program. It is essential that you consistently attend class, take good notes, ready your textbooks, practice skills, study on a daily basis, and review material learned from previous semesters. “Cramming” should be avoided. While it may help you to pass a unit exam, it will hinder your success on larger exams, as the volume of material to be learned will be too large. More importantly, you owe it to yourself – and your future patients/clients to develop a comprehensive knowledge base so that you become a competent practitioner.

Study Suggestions:

- Create daily and weekly schedules that include work hours, class hours, study hours, “play time,” family time, meals, sleep and anything else that you deem necessary.
- Set up a study area which is quiet and comfortable, and as distraction-free as possible.
- Identify the breadth and depth of the material that you will need to cover in the time period that you have set aside to prepare for the exam. Develop a schedule of what you need to accomplish, so that you leave the last three days for daily review.
- Organize the materials that you will need for studying: textbooks, review guides, class notes, paper, pens, highlighters, etc.
- Get the refreshments that you need: water, chocolate, popcorn, gum, etc.
- Create lists of what you want to accomplish in your study hours.
- Schedule smaller chunks of study time, rather than large blocks of time. For example, study for 45 minutes three times per day, rather than 2½ hours in a row.
- Study material in units or chunks. For example, focus on the muscles of the upper extremity during one session and the muscles of the lower extremity during another session.
- Take frequent two minute stretch breaks every 15 minutes or so. Use the time for bathroom breaks, quick exercises, etc.
- Establish a rewards system for yourself – for example, I will watch my favorite TV show tonight if I study for two hours during the day.
- If time allows, take a day off once per week.
- Capture moments in time where you can get some quick “study time” in. For example, you’re getting a perm: study while you are under the hair dryer.
- Make flash cards and keep them with you. Use them while you are waiting on line at the store, or when you are riding (not driving) in a car.
- Develop acronyms for a series of statements or facts.
- Use Alphabet Cues: ABC’s of CPR.
- Develop small study groups.
- Make up practice examinations.
- Study what you don’t know yet, don’t get in the habit of constantly studying what you do know.
- Practice taking tests: make up questions, access review questions. Review the answers.

Taking a Multiple Choice Exam

Multiple choice examinations, when written well, can test many levels of cognitive ability. Healthcare professionals are expected to demonstrate knowledge, comprehension, application and analysis of information. You can expect that course examinations and state/national examinations will utilize multiple choice examinations which assess these four levels of cognitive development.

Knowledge Questions: test your rote memory of facts and figures

Example: What is the normal range of the adult radial pulse at rest?

- a. 40-60 bpm
- b. 70-85 bpm
- c. 90-105 bpm
- d. 110-125 bpm

Comprehension Questions: test your ability to understand information. In order to answer these questions, you must have the knowledge necessary and must be able to apply, interpret, or determine what to do with that knowledge. These are the how and why questions.

Example: To understand the human circulatory system one must recognize that blood moves from the:

- a. right ventricle to the pulmonary artery
- b. superior vena cava to the left atrium
- c. left atrium to the right ventricle
- d. left ventricle to the pulmonary vein

Application Questions: test your ability to use information, especially in a new situation. These are the show, modify, change, use, solve questions.

Example: Upon rising from the table after a massage session, the client becomes weak and states that he feels like he is going to pass out. The best intervention should be:

- a. lower the client to the floor gently
- b. hold the client up
- c. walk the client into the waiting room and have him sit in a chair
- d. call 911

Analysis Questions: test your ability to interpret data, evaluate, investigate.

Example: You are seeing one of your regular clients who is 78 years old. The client's vital signs upon arrival in your office are: Pulse: 124 bpm, BP: 180/90, Respirations: 26 breaths/min. They are also complaining of a headache. What should you do?

- a. render the massage session as requested
- b. cancel the session, encourage the client to seek help
- c. call 911
- d. call his/her physician

Multiple Choice questions (items) have three parts. The first part is the **stem**. It may be a complete statement, a partial statement, or a question. The **options** are all of the possible answers. The **distracters** are the answers that steer you away from the correct answer. The **correct answer** is just that, however, as we know, if the distracters are doing their job, then it can be difficult to choose the correct answer. Some questions have positive polarity: meaning that you are asked for the true answer. Some questions have negative polarity: meaning that you are asked for the false answer.

Specific Test Taking Strategies:

- Break the question down into its components. What is it asking?
- Underline the important information and key words.
- Try to answer the questions before you look at the answer options.
- Cross out the options that you know are the distracters. A guess between two options is better than a guess between four options.
- Watch out for negative polarity.
- Watch out for words like best, worst, first, least – these are asking you to make judgments.
- Watch out for “absolute” words: all, none, never. As there are few absolutes in this world, these are usually false.
- Look for answers that provide “opposite choices.” Either one will be the correct answer, or they will both be distracters.
- Skip questions that you don’t know, the answer may come to you later, as you answer other questions.

What to Do When the Test Has Arrived:

- Get a good night sleep
- Cut out the caffeine
- Get to the test ahead of time
- Take care of bathroom needs
- Make sure you have everything you need
- Monitor the time
- Answer the easy questions first
- Make educated guesses

SECTION VII

CASTLEBRANCH COMPLIANCE TRACKER

CastleBranch Bridges Compliance Tracker is an electronic repository which digitally organizes and manages student background screening, document management and other task-oriented, process-driven requirements. By streamlining the relationship between students, schools and clinical sites, CB Compliance Tracker effectively keeps the student requirement completion process organized, on track and on time. (<https://discover.castlebranch.com/CBBridges/cb-compliance-tracker.html>)

STUDENTS WILL BE REQUIRED TO UPLOAD THE FOLLOWING PIECES OF INFORMATION:

- 1. PROGRAM HANDBOOK ACKNOWLEDGEMENT AND STUDENT RESPONSIBILITIES**
- 2. STATE AUTHORIZATION RECIPROCITY AGREEMENTS (SARA)**
- 3. CONFIDENTIALITY STATEMENT**
- 4. STUDENT CODE OF CONDUCT**
- 5. HEALTH REQUIREMENTS PRIOR TO BEGINNING THE PROGRAM***

* All Health Professions' students are required to meet the New York State Department of Health immunization and screening requirements for healthcare workers. These requirements **exceed** those for enrollment at College and apply **regardless of age**.

All PTA Students:

- Physical Exam (**annually**, which includes: boosting)
 - Mantoux (annual except for "second" dose the first year)
 - Tetanus immunization (within 10 years)
 - Hepatitis Vaccine Series completed, started or waived
 - Lab titers for Rubella, Rubeola, Mumps & Chicken Pox (copies of all lab titers must be attached to physical exam form)
 - All students are required to complete a **Meningitis Information Response Form** indicating they have either received the vaccine in the past 10 years, or that they have read the information and have chosen not to receive the vaccine

FORMS TO SIGN AND HAND IN THROUGH EMAIL TO DR. HARJES:

- 1. INFECTION CONTROL STATEMENT**
- 2. INFORMED CONSENT**
- 3. AUTHORIZATION TO PROFESSIONAL REFERENCES**
- 4. PARTICIPATION IN DEMONSTRATIONS RELEASE/MEDIA RELEASE**

STATE AUTHORIZATION RECIPROCITY AGREEMENTS (SARA)

Professional Licensure Disclosures

New York State prides itself in the high quality of its licensed and certified professionals. For the protection of its citizens, each license and certificate have requirements that individuals must meet in order to be licensed or certified in New York State. SUNY's academic programs leading to licensure or certification are carefully designed to meet and exceed these State requirements. This is a role SUNY plays in protecting the public. Other states frequently have their own requirements, so if your goal is to practice in another state, this disclosure will help you check to see what that state requires.

Per U.S. Federal Regulations, §668.43 (2019 Rule), and in compliance with the State Authorization Reciprocity Agreements (SARA) Manual version 19.2, Orange County Community College provides the following disclosure related to the educational requirements for professional licensure and certification.¹

This Disclosure is strictly limited to the Orange County Community College's determination of whether the below educational programs - that if successfully completed, would be sufficient to meet the educational licensure or certification requirements in a State.²

- [Associate in Applied Science - Dental Hygiene](#)
- [Associate in Applied Science - Medical Laboratory Technician](#)
- [Associate in Applied Science - Nursing](#)
- [Associate in Applied Science - Occupational Therapy Assistant](#)
- [Associate in Applied Science - Physical Therapist Assistant](#)
- [Associate in Applied Science - Radiologic Technology](#)

Orange County Community College cannot provide verification of an individual's ability to meet licensure or certification requirements unrelated to its educational programming. Such individual determinations are made by state licensing boards and are fact-specific determinations.

This disclosure does not provide any guarantee that any particular state licensure or certification entity will approve or deny your application. Furthermore, this disclosure does not account for changes in state law or regulation that may affect your application for licensure and occur after this disclosure has been made. Enrolled students and prospective students are strongly encouraged to contact their State's licensure entity using the links provided to review all licensure and certification requirements imposed by their state(s) of choice.

To assist you in contacting state licensing boards outside of New York, please refer to the [State Authorization Guide](#) maintained by the National Council for State Authorization Reciprocity Agreements (NC-SARA).

ORANGE COUNTY COMMUNITY COLLEGE
Middletown, New York 10940
PHYSICAL THERAPIST ASSISTANT PROGRAM

INFECTION CONTROL STATEMENT

I understand that I will be working with faculty, classmates and patients in the classroom and clinical environment. I understand that I may be exposed to various infectious agents such as, but not limited to, open wounds, bleeding emergencies, viruses, and bacteria. I understand that I must utilize infection control procedures, as established by the specific institution/facility, at all times, otherwise I will be removed from that setting.

I understand that, should I have a specific infectious agent, I must follow all infectious control policies of the institution/facility to avoid contaminating others.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

ORANGE COUNTY COMMUNITY COLLEGE
Middletown, New York 10940
PHYSICAL THERAPIST ASSISTANT PROGRAM

INFORMED CONSENT

Throughout the program, PTA students practice data collection and intervention skills in the controlled setting of the PTA Lab. PTA students serve as subjects for the instructors and as patient-simulators for their classmates. PTA students may also be videotaped, audio taped, or photographed for instructional or promotional purposes.

All students must participate in these activities in each class. If a student has a condition, which may preclude participation in specific techniques, it is the responsibility of the student to speak with the instructor privately before that class meeting so that arrangements can be made

Students may not practice any skills on any individual unless they have been taught the skill in class or in the clinical setting. Students are responsible for contacting the instructor if additional instruction in a technique is required. Students are not permitted to turn on any modality equipment without permission of the instructor, and only when an instructor is present in the PTA Lab, BioTech 103.

While every effort will be made by the instructors to maintain a safe environment, it is solely the responsibility of the student to apprise instructor of conditions which may preclude participation and to avoid practicing those skills in which the student has not yet been taught. Following these rules will keep the risk of injury in the program to a minimum.

I have read the above information, understand it, and agree to abide by it.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

ORANGE COUNTY COMMUNITY COLLEGE
Middletown, New York 10940
PHYSICAL THERAPIST ASSISTANT PROGRAM

AUTHORIZATION TO PROVIDE PROFESSIONAL REFERENCES

Employers frequently contact the College for professional references in addition to those listed by the prospective employee. In order to provide a reference, we must have the student's permission in writing. References will be provided only for students who have filed this form with the department chairperson.

I, _____, give permission for the faculty of the
Print Name

PTA Department at Orange County Community College to provide references to prospective employers who initiate contact with the department.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

ORANGE COUNTY COMMUNITY COLLEGE
Middletown, New York 10940
PHYSICAL THERAPIST ASSISTANT PROGRAM

MEDIA RELEASE FORM

I, _____, am willing to participate
NAME

in demonstrations/video/still pictures and as a patient during Lab portions of various Physical Therapist Assisting courses. I understand that it is solely my responsibility to notify my instructors and classmates if I have a condition which prevents participation in any component of a lab session.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

ORANGE COUNTY COMMUNITY COLLEGE
Middletown, New York 10940
PHYSICAL THERAPIST ASSISTANT PROGRAM

STATE AUTHORIZATION RECIPROCITY AGREEMENTS (SARA)
Professional Licensure Disclosures

In order to participate in the Physical Therapist Assistant Program at Orange County Community College, I have received the Professional Licensure Disclosure as it relates to State Authorization Agreements (SARA) contained within the PTA Program Student Handbook and via the link provided below:

https://sunyorange.edu/academic_affairs/professional-licensure-disclosures.html

I have received, read and was granted the opportunity to ask questions relating to and now understand the SARA Professional Licensure Disclosures.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

ORANGE COUNTY COMMUNITY COLLEGE
Middletown, New York 10940
PHYSICAL THERAPIST ASSISTANT PROGRAM

CONFIDENTIALITY STATEMENT

I understand that I will have access to confidential patient health information while enrolled in Clinical Education courses and/or when observing patient care in the clinical setting. I further understand that this patient information is private, must be kept confidential, and that unauthorized release of this information is punishable by law. I will abide by all policies, procedures, rules, and regulations related to the Health Information Privacy Act (HIPAA), as well as any additional policies and procedures of the clinic to which I am assigned.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

ORANGE COUNTY COMMUNITY COLLEGE
Middletown, New York 10940
PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT CODE OF CONDUCT

In order to participate in the Physical Therapist Assistant Program at Orange County Community College, adherence to the Student Code of Conduct is required. I have received the electronic link (https://sunyorange.edu/student-services/code_of_conduct.html) to and excerpts from the Orange County Community College's Student Code of Conduct and agree to follow the rules, regulations, policies and procedures as written within.

I have received, read and was granted the opportunity to ask questions relating to and now understand the Orange County Community College's Student Code of Conduct.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

ORANGE COUNTY COMMUNITY COLLEGE
Middletown, New York 10940
PHYSICAL THERAPIST ASSISTANT PROGRAM

PROGRAM HANDBOOK ACKNOWLEDGEMENT AND STUDENT RESPONSIBILITIES

1. In order to participate in the Physical Therapist Assistant Program at Orange County Community College, I have received a copy of and agree to follow the rules, regulations, policies and procedures listed below:
 - a. PTA Department Student Handbook
 - b. Orange County Community College Student Handbook

2. In addition:
 - a. I understand that I may be required to provide my social security number to a designated person at my clinical education assignment prior to my attending so that a general background check and/or a NYS Nurse Aide Registry background check may be performed; some clinical affiliations require students to obtain/pay for the background check and submit it to the clinical affiliation prior to attending.
 - b. I have received, read and was granted the opportunity to ask questions relating to and now understand the criminal record policies and the possible need to participate in additional criminal background checks.
 - c. I understand that I may be required to undergo additional drug screenings/substance abuse testing after I have been assigned to a clinical education assignment prior to my attending. Some affiliations require students to obtain/pay for the testing and submit it prior to attending.

NOTE:

Both Section 504 of the Rehabilitation Act, 29 U.S.C.A. Section 794, and the Americans with Disabilities Act prohibit discrimination against “otherwise qualified” persons with a disability. If an applicant can perform those “essential functions,” he or she is “otherwise qualified” under the law and must be treated the same as people without a disability. A person who cannot perform the “essential functions” is not “otherwise qualified” and may be denied access to the program without being subject to legal action for discrimination.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____