VICTORIA COLLEGE

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK

2026-2027





Policies and procedures are subject to periodic change. It is the student's responsibility to be aware of the changes that may affect completion of the A.A.S. degree.
Please refer to appropriate Victoria College Catalog.

Full presentation of college policies and available services are discussed in the college's catalog and student handbook.

Updated 9/2026

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I. GENERAL INFORMATION

DEFINITIONS – These definitions are taken from the Physical Therapy Practice Act of Texas. If interested in practice out of the state of Texas, please refer to the individual state physical therapy board definitions.

Physical Therapy – A form of health care that prevents, identifies, corrects, or alleviates acute or prolonged movement dysfunction or pain of anatomic or physiologic origin (Texas Physical Therapy Practice Act, Title 3, Subtitle H, Chapter 453.001, Occupations Code).

The practice of physical therapy requires that a person practicing have education, training, and experience in physical therapy. The practice of physical therapy includes:

1. Measurement or testing of the function of the musculoskeletal, neurological, pulmonary or cardiovascular system;
2. Rehabilitative treatment concerned with restoring function or preventing disability caused by illness, injury, or birth defect;
3. Treatment, consultative, educational, or advisory services to reduce the incidence or severity of disability or pain to enable, train, or retrain a person to perform the independent skills and activities of daily living; and
4. Delegation of selective forms of treatment to support personnel while a physical therapist retains the responsibility for caring for the patient and directing and supervising the support personnel.
   (Texas Physical Therapy Practice Act, Title 3, Subtitle H, Chapter 453.005, Occupations Code)

Physical Therapist (PT) – A person who is licensed by the board as a physical therapist and practices physical therapy. The term includes a hydrotherapist, physiotherapist, mechano-therapist, functional therapist, physical therapy practitioner, physical therapist specialist, physical therapy specialist, physiotherapy practitioner, kinesiotherapist, physical rehabilitation specialist, and myofunctional therapist (Texas Physical Therapy Practice Act, Title 3, Subtitle H, Chapter 453.001, Occupations Code).

Physical Therapist Assistant (PTA) – A person licensed by the board as a physical therapist assistant who assists and is supervised by a physical therapist in the practice of physical therapy and whose activities require an understanding of physical therapy (Texas Physical Therapy Practice Act, Title 3, Subtitle H, Chapter 453.001, Occupations Code).

A PTA may provide physical therapy services only under the supervision of a PT. According to the Texas Board of Physical Therapy Examiners Rules, November 2023, adopted under the authority of Title 3, Subtitle H, Chapter 453, Occupations Code, a PTA may be assigned responsibilities by a supervising PT to:

(A) screen patients designated by a PT as possible candidates for physical therapy services (See §322.1(b) of this title (relating to Evaluation and screening));
(B) provide physical therapy services as specified in the physical therapy plan of care (See §322.1(c) of this title (relating to Physical therapy plan of care development and implementation)) which may include but are not limited to:

(i) preparing patients, treatment areas, and equipment;
(ii) implementing treatment programs that include therapeutic exercises; gait training and techniques; ADL training techniques; administration of therapeutic heat and cold; administration of ultrasound; administration of therapeutic electric current; administration of ultraviolet; application of traction; performance of intermittent venous compression; application of external bandages, dressings, and support; performance of goniometric measurement;
(iii) modifying treatment techniques as indicated in the plan of care;

(C) respond to acute changes in physiological state;
(D) teach other health care providers, patients, and families to perform selected treatment procedures and functional activities; and
(E) identify architectural barriers and report them to the PT.

Academic Faculty**:** Physical therapists or physical therapist assistants employed by Victoria College with the primary responsibility for classroom and laboratory teaching.

ACCE/DCE**:** Academic Coordinator of Clinical Education/Director of Clinical Education. The faculty member of the PTA Program whose primary duties are the development, coordination and evaluation of the clinical education portion of the program.

CCCE**:** Center Coordinator of Clinical Education. This individual may or may not be a physical therapist or physical therapist assistant. They are responsible for the coordination of clinical assignments between the facility and the academic institution. All correspondence between the student and the facility should be directed to the CCCE.

Clinical Site: Health care facilities that provide clinical experiences for students in the PTA Program.

CI: Clinical instructor, clinical educator or clinical supervisor. Provides supervision of the student during the clinical learning experience.

NON-DISCRIMINATION

Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, pregnancy, age, disability, genetic information, marital status, amnesty, veteran's status, limited English proficiency, or any other legally protected characteristic. It is our policy to

comply, fully, with the nondiscrimination provision of all state and federal rules and regulations. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Executive Director of Human Resources; 2200 E. Red River Street; Victoria, TX 77901; (361) 572-6463; Terri.Kurtz@VictoriaCollege.edu.

The Director of Human Resources is the equal employment opportunity coordinator and coordinator for compliance with the Civil Rights Act of 1964, as amended, including The Pregnancy Discrimination Act of 1978, the Age Discrimination in Employment Act of 1967 as amended, the Rehabilitation Act of 1973 (Sections 503, 504), Title IX of the Education Amendment of 1972, American with Disabilities Act of 1990 as amended in 2011, Immigration Reform and Control Act (1986), Texas Commission on Human Rights Act (1983), the Vietnam Era Veterans Assistance Act of 1974, Texas Statues 6252-14-V.A.T.S. and 6252-16-V.A.T.S., Executive Order 11246 and 11758, the Family and Medical Leave Act, and the Genetic Information Nondiscrimination Act (GINA) of 2008.

ACCREDITATION

The Physical Therapist Assistant Program at Victoria College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). Contact information for CAPTE is: 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305; phone: (703) 684-2782; accreditation@apta.org.

CAPTE accreditation of a physical therapist or physical therapist assistant program satisfies state educational requirements in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Thus, students graduating from CAPTE-accredited physical therapist and physical therapist assistant education programs are eligible to take the National Physical Therapy Examination and apply for licensure in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. For more information regarding state qualifications and licensure requirements, refer to the Federation of State Boards of Physical Therapy website at www.fsbpt.org.

The Physical Therapist Assistant (PTA) Program Director will submit all required accreditation fees and documentation, including reports of graduation rates, performance on state licensing examinations, and employment rates in a timely manner. The PTA Program Director will also notify the Commission on Accreditation in Physical Therapy Education (CAPTE) of expected or unexpected substantive change(s) within the program, and of any change in institutional accreditation status or legal authority to provide post-secondary education in a timely manner.

If a change in accreditation status were to occur, the Physical Therapist Assistant (PTA) Program Director would notify the Allied Health Division Dean, the Executive Vice President-Chief Academic Officer, and President verbally and through email. The Program Director would then notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in writing through email and paper documentation.

The PTA Program Director will be responsible for the program meeting compliance with accreditation criteria within two years of any cited deficiencies.

The Program Director is responsible for the maintenance of accurate information on the Program's website including, but not limited to: accreditation statement and status of the Program, CAPTE logo, current student outcomes, submission of CAPTE fees, Program adherence of CAPTE's P&P's, and CAPTE notification of substantive changes.

STUDENT COMPLAINT PROCEDURE

Complaints: In this policy, the terms "complaint" and "grievance" shall have the same meaning.
Other Complaint Processes: Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with the relevant complaint process:

- Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See page 27, VC Student Handbook]
- Complaints concerning retaliation relating to discrimination and harassment. [See page 27, Student Handbook]
- Complaints concerning disciplinary decisions. [See page 46, VC Student Handbook]
- Complaints concerning general Academic concerns [See page 42, VC Student Handbook]

Victoria College encourages students to discuss their concerns with the appropriate instructor or campus administrator who has the authority to address a student concern. Concerns should be addressed as soon as possible to allow early resolution at the lowest possible administrative level.

Students who feel that their rights, as outlined, have been violated have the right to file a complaint as set forth below. Students may submit a complaint by completing the electronic Student Appeal and Complaint form located at www.VictoriaCollege.edu/StudentServices. Students may also submit a complaint by hand-delivery, email, fax, or U. S. mail. Complaints should be submitted within 10 business days of the alleged violation.

The Office of the Vice President of Student Services will ensure that student complaints are submitted to the appropriate dean or campus administrator. If the student needs assistance with determining who the appropriate dean or director is, then the Office of the Vice President of Student Services, located in the Student Services building is available to assist. Please note that all timelines will be strictly enforced.

The Student Appeals and Complaint form may also be emailed to VPofStudentServices@VictoriaCollege.edu or to the appropriate dean or director. The student will receive a confirmation email once the complaint form is submitted by the student. Upon review of the complaint, the process to resolve the complaint will be initiated.

Step 1-**Initiation of Complaint – Informal Meeting**-Students should work to resolve their complaint first by meeting with the instructor or staff member alleged in the event or act. This meeting should take place within ten (10) business days of the occurrence of the event or act. There are circumstances where the initial complaint can be submitted directly to the Vice President of Student Services for non-academic matters or the Executive Vice President-Chief Academic Officer for academic matters. If the matter is resolved, no further action is needed. If the matter is unresolved, then the student shall proceed to step 2.

Step 2-**Formal Complaint-** Students shall submit a student complaint form when a complaint cannot be resolved by the informal meeting in step 1. The Student Appeal and Complaint form should be filed with the appropriate Academic Division Dean with any supporting documentation no later than ten (10) business days after the first-class day of the next semester following the occurrence of the event or act triggering the complaint. If the matter upon which the complaint is based involves a non-academic matter, the complaint shall be forwarded by the Academic Division Dean to the Vice President of Student Services for resolution.

Step 3 Review by Vice President of Student Services or Academic Division Dean
Vice President of Student Services (Non-Academic Matters)-The Vice President of Student Services will review the student's complaint and attempt to resolve the matter with the student and faculty or staff member. The Vice President of Student Services shall meet with the student, and the student will be given an opportunity to provide any information he or she has that is relevant to the complaint. The Vice President of Student Services shall also meet with the faculty or staff member and allow the faculty or staff member an opportunity to respond to the complaint. The Vice President of Student Services shall conduct an investigation to resolve the complaint. A decision will be provided in writing for all parties involved within ten (10) business days from receipt of the student complaint. If the matter is resolved, then no further action shall be taken and the matter will be closed. The decision of the Vice President of Student Services is final with regards to non-academic matters.

Academic Division Dean (Academic Matters) The Academic Division Dean will review the student's complaint and attempt to resolve the matter with the student and faculty. The Academic Division Dean shall meet with the student, and the student will be given an opportunity to provide any or all information he or she has that is relevant to the complaint. The Academic Division Dean shall also meet with the faculty or staff member and allow the faculty or staff member to respond to the complaint. The Academic Division Dean shall conduct an investigation and then attempt to resolve the matter. A decision will be issued in writing by the Academic Division Dean to all parties within ten (10) business days of the student complaint. If the matter is resolved, then no further action shall be taken and the matter will be closed. If the matter is unresolved, then the Academic Division Dean shall refer the matter to the Executive Vice President-Chief Academic Officer for appellate review and forward the entire file.

Step 4 Appeal to Executive Vice President-Chief Academic Officer
The Executive Vice President-Chief Academic Officer shall receive from the Academic Division Dean the entire student complaint file for review. The Executive Vice President-Chief Academic Officer shall review the entire student complaint file and issue a decision in writing to all parties no later than ten (10) business days from receipt of the student complaint file. The decision of the Executive Vice President-Chief Academic Officer is final with regards to academic matters.

Please note that the PTA program has a national accrediting body outside of Victoria College or Texas. Formal complaints of concern may be made to: Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (3030 Potomac Avenue, Suite 100, Alexandria, VA 22305; phone: (703) 684-2782; accreditation@apta.org).

Any student has the right to make a good faith complaint of discrimination or harassment without fear of retaliation or reprisal. Any student who feels that he or she has been subjected to any form of

retaliation or reprisal because of his or her complaint is entitled to file a complaint with the Affirmative Action officer as outlined above.

In cases of alleged discrimination or harassment, a student whose complaint has been found not to have merit may appeal, in writing, directly to the President of the College who shall uphold or reject the appeal and notify the student within 10 days. A student whose appeal was denied by the President may appeal in writing to the Board of Trustees in sufficient time for the matter to be included on the agenda of the next regular Board meeting following the President's decision. The decision of the Board shall be final.

PUBLIC COMMENT PROCESS

The programs in the Allied Health Division at Victoria College engage in continuous and systematic evaluation and improvement. We welcome the publics' comments, suggestions, ideas and constructive criticism as part of that process. The Grievance/Due Process policies of the College and Allied Health Programs provide a voice for current and prospective students, employees and other affiliated persons. However, individuals in the community who do not have a formal affiliation with the College or an Allied Health program are also welcome to provide comments according to the following policy:

1. This process is only for comments or concerns that cannot be addressed by existing grievance/due process procedures described in the Student Handbook. (http://www.victoriacollege.edu/Explore/AboutVC/Publications/StudentHandbook).

2. Comments must be provided in writing and signed by the author. Anonymous submissions or written comments provided on behalf of an anonymous source will not be acknowledged.

3. Comments should be submitted to the Physical Therapist Assistant Program Director at: Victoria College, 2200 E. Red River, Victoria, TX 77901.

4. The Program Director shall respond to all comments within ten (10) working days to further discuss and resolve the issue. If satisfactory resolution is not or cannot be reached, appeal may be made along the chain of command to the Dean of Allied Health Division, Vice President of Instruction (VPI) and President. Appeals may be made to each higher level after ten (10) working days of submission of appeal to the prior level. The decision of the President will be final and not subject to further appeal. The Dean, VPI, nor the President will become involved until all attempts to resolve the issue with the Program Director have been exhausted, unless the comment is directly related to the performance of the Program Director.

5. Records of all correspondence will be confidentially maintained by the Program Director for five (5) years. These records are not open to the public. No person submitting a grievance shall be subjected to any retaliation or reprisal under this policy, provided that the grievance is brought in good faith.

Please note that the PTA program has a national accrediting body outside of Victoria College or Texas. Formal complaints of concern may be made to: Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (3030 Potomac Avenue, Suite 100, Alexandria, VA 22305; phone: (703) 684-2782; accreditation@apta.org).

WITHDRAWAL

When a student finds it necessary to drop a course or withdraw from school before the end of a semester, the student must notify the PTA Program Director before initiating the drop/withdrawal through the counseling office. The PTA Program will follow all policies and procedures for withdrawal/drop of Victoria College which can be found in the college catalog.

STUDENT HEALTH

- PTA students are required to have a physical examination and immunizations as listed on the "Immunization Record" prior to beginning the program.
- A subsequent yearly tuberculin test is required.
- A copy of the student's immunization record must be on file in ViewPoint.
- It is the student's responsibility to keep immunizations up-to-date.
- It is highly recommended that students maintain medical insurance for possible health issues or emergencies. Costs of any medical care received will be the responsibility of the student. There is a reasonable health insurance plan available to students through the American Physical Therapy Association (www.apta.org). Healthcare is also available at Citizens Convenient Care at Victoria College (Citizens Convenient Care).

HEALTH SCIENCES CENTER BUILDING

- Waste paper and any refuse must be placed in proper waste receptacles.
- NO FOOD/DRINKS ALLOWED IN CLASSROOMS.
- No food or drinks (even water) allowed in the computer laboratory.
- Smoking is not permitted in any building or on outside grounds on Victoria College campus.
- Vehicles parked on the college campus must be parked in the appropriate area and may not be backed into a parking space. PLEASE DO NOT PARK IN RESERVED SPACES OR THE CITIZENS MEDICAL CENTER PARKING LOT AS YOUR CAR MAY BE TOWED AWAY.

STUDENT EMPLOYMENT

The performance of students when working for compensation is the legal responsibility of the employing agency and the individual worker. The student may not wear Victoria College uniform, name pin, lab coat, or follow their signature with "PTA" or "SPTA" when working for compensation or at any time other than when assigned to a particular facility by authorized Victoria College PTA faculty. The student will be counseled if class work and/or clinical performance are affected by employment.

II. PROGRAM INFORMATION

PROGRAM PHILOSOPHY

The PTA program supports the mission and goals of Victoria College. Our purpose is to provide a multitude of high-quality educational experiences that are relevant for today's ever changing healthcare field. We respect and welcome diversity of culture and ideas while cultivating a supportive and challenging learning environment.

Students are encouraged to develop critical thinking and life-long learning skills to enable them to be a productive and vital part of the healthcare team. Faculty shall model the practice of physical therapy by staying current in their field of expertise and by demonstrating professionalism and the highest level of ethical and legal standards.

PROGRAM MISSION

The program will produce entry-level generalist physical therapist assistants who are capable of performing competent, safe, legal, and ethical interventions under the direction and supervision of a physical therapist. The program will prepare its students to successfully complete the requirements for licensure to practice as a physical therapist assistant. The graduates will possess the skills and values necessary to exhibit an ability to critically think and to complete and continue activities which indicate the development and pursuance of professional growth.

PROGRAM GOALS

1. Graduates will be competent, safe, legal and effective generalist physical therapist assistants who work under the supervision of a physical therapist and will perform their duties within the scope of practice of a PTA.
2. Graduates will engage in lifelong learning activities for professional growth.
3. Graduates will demonstrate awareness of diversity by cultivating a respectful and collaborative working environment.
4. Graduates and the program will meet the human resource needs of the community.

EXPECTED OUTCOMES

Goal 1: Graduates will be competent, safe, legal and effective generalist physical therapist assistants who work under the supervision of a physical therapist and will perform their duties within the scope of practice of a PTA.

a. 90% of graduates will pass the national physical therapist licensure exam at their first attempt.
b. 90% of students and 100% of graduates will implement a comprehensive physical therapy treatment plan developed by a physical therapist and under the supervision of a physical therapist.
c. 100% of graduates will work in a manner consistent with their State Practice Act and APTA's Code of Ethics and Guide for Conduct of the Physical Therapist Assistant.

Goal 2: Graduates will engage in lifelong learning for professional growth.

a. Students/graduates will be able to assess their strengths and weaknesses to promote professional and personal growth.
b. Graduates will participate in continuing education programs to update their knowledge and skills.

Goal 3: Graduates will demonstrate awareness of diversity by cultivating a respectful and collaborative working environment.

a. Students/ graduates will be able to successfully work collaboratively within a healthcare team.
b. Students/graduates will communicate effectively verbally, non-verbally and in writing, with others for the benefit of patients, colleagues and other members of the health care team.
c. Students/graduates will demonstrate respect for others and consider others as unique and of value.

Goal 4: Graduates and the program will meet the human resource needs of the community.

a. 90% of graduates will be employed in a variety of physical therapy settings and 50% will be employed in the South Texas area within six months of graduation.
b. The Physical Therapist Assistant Program will adjust enrollment based on community need and available resources.

ADA POLICY

Victoria College (VC) is committed to assisting students as completely as possible. VC provides equal opportunities for students with disabilities and ensures access to a wide variety of resources and programs.

VC complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA guidelines, the Allied Health Division strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. This requirement does not mean that the College will fundamentally alter a program, service, or activity, or that would result in an undue financial or administrative burden. The College will make reasonable modifications for qualified individuals/students with a disability as defined by law and in the College Board of Trustees ("Board") Policies. VC strives to ensure that appropriate testing accommodations are provided for students who have registered with: **The Victoria College ADA Coordinator 361-572-6411.** Student confidentiality is high priority for VC and the College complies with the Family Education Rights and Privacy Act ("FERPA"). Guidelines and safeguards are put in place to protect the privacy of all documentation concerning disabilities.

TECHNICAL STANDARDS FOR THE PHYSICAL THERAPIST ASSISTANT PROGRAM

The following tasks are normally performed by students in the Physical Therapist Assistant Program curriculum. If a "No" response is given to one of the tasks, reasonable accommodation will be considered and utilized as appropriate.

A. ARE YOU ABLE TO:

1. Stand for 60+ minutes (up to 4 hours) on a tiled or carpeted surface?
2. Sit for 50 minutes on a chair at a table or desk?

3. Ambulate unassisted to include these functions:
    - Walk 600 feet one way on a tiled or carpeted surface?
    - Turn to either direction on a tiled or carpeted surface?
    - Walk backwards for up to 10 feet on a tiled or carpeted surface?
4. Lift and carry varying weights and equipment of up to 20 lbs?
5. Lift equipment such as a folded walker or crutches of approximately 8 lbs to shoulder level and then carry same up to 30 feet?
6. Lift a weakened or flaccid extremity of 20-30 lbs above shoulder height?
7. Assist patients from a back-lying position to sitting on the edge of the bed (and vice versa) with varying degrees of assistance working with up to 250 lbs?
8. Assist patients to transfer from surface to surface with varying amount of assistance?
9. Maintain your standing balance in awkward positions (such as when you are handling equipment, using assistive devices, working with patients)?
10. Bend, stoop, or crouch to reach a low object frequently?
11. Twist your trunk (spine) from side to side frequently?
12. Rotate your hand/wrist to turn knobs frequently?
13. Reach overhead occasionally? Reach forward frequently? Reach side to side frequently?
14. Maneuver equipment and patients in tight areas?
15. Handle various sized objects (e.g., machine components, electrodes, gel bottles, assistive devices, exercise equipment, etc.)?
16. Manipulate small objects such as dials, switches, buttons, push pins on assistive device extenders, gown ties, etc.?

B. OTHER DEMANDS OF TRAINING IN THIS PROFESSION. ARE YOU ABLE TO:

1. SEE: read printed information; read control panels; observe patient skin before, during and after treatment; observe patient coloration before, during and after treatment; verify patient identification; read patient assessment information; observe that the work area is free of obstacles, etc.?
2. HEAR: clinical and classroom instructor directions; patient questions/comments one on one and otherwise; health team members comments/ questions or directions one on one and otherwise; emergency call bells, timers, etc.?
3. SPEAK: provide feedback to the instructors; give instructions to patients/family members; verify patient identification; provide direction in emergency situations, make group presentations, etc. English?

PTA CURRICULUM - A.A.S. in Physical Therapist Assisting – Degree Plan

**General Education Courses required for AAS Degree in Physical Therapist Assistant*

Summer Session I

Course	Lecture/Lab/Ext	Credit Hours
***BIOL 2404 – Introductory Anatomy/Physiology**	3/3/0	4
***SDEV 0301 – Strategies for Success**	3/0/0	0
***PSYC 2301- General Psychology**	**3/0/0**	**3**

Summer Session II

Course	Lecture/Lab/Ext	Credit Hours
PTHA 1321 – Pathophysiology for PTA	3/1/0	3
***ENGL 1301- Composition I**	3/0/0	3

Fall I

Course	Lecture/Lab per week	Credit Hours
*** SPCH 1311-Intro to Speech** *OR* **SPCH 1315-Public Speaking** *OR* **SPCH 1318 – Interpersonal Communication** *OR* **SPCH 1321-Business & Professional Speech**	**3/0/0**	**3**
***ENGL 2311 – Technical Writing**	**3/0/0**	**3**
PTHA 1413 - Functional Anatomy	2/6/0	4
PTHA 1305 - Basic Patient Care Skills	2/4/0	3
PTHA 2201 - Essentials of Data Collection	1 /4/0	2

Spring I

Course	Lecture/Lab/Ext	Credit Hours
PTHA 1301 – Profession of Physical Therapy	3/0/0	3
PTHA 1431 - Physical Agents	2/6/0	4
PTHA 2409 - Therapeutic Exercise	2/6/0	4
***Math 1314- College Algebra** *OR* ***Math 1342-Elementary Statistical Methods (Preferred)**	**3/0/0**	**3**
PTHA 1191 – Special Topics for PTA	0/4/0	1

Summer

Course	Lecture/Lab/Ext	Credit Hours
PTHA 1266 – Practicum I-PTA	0/0/20	2

Fall II

Course	Lecture/Lab/Ext	Credit Hours
PTHA 2531-Management of Neurological Disorders	3/5/0	5
***Humanities/Visual or Performing Arts Elective**	**3/0/0**	**3**
***PSYC 2314 – Human Growth and Development**	**3/0/0**	**3**
PTHA 2435 - Rehabilitation Techniques	2/4/0	4

Spring II

Course	Lecture/Lab/Ext	Credit Hours
PTHA 2366 – Practicum II - PTA	0/0/30	3
PTHA 2339 - Professional Issues	3/0/0	3

Total Credit Hours: 66

TRANSFER CREDIT: The general education courses identified with an asterisk* (non-PTA Program technical courses) may be transferable to another community college or four-year university. Verification of transferability to another college/university is the responsibility of the student. The PTA Program technical courses (PTHA) are generally **NOT** transferable to another community college or PTA Program; they MAY be transferred to a Bridge PT Program, but this varies depending on the accepting university.

As the Program is an Associate of Applied Science Degree curriculum, all courses on the degree plan must be completed with a "C" or better before graduation. In the PTA program, the entrant should plan on having the support courses completed by the end of the 5th semester in order to allow for full time availability for clinic rotations. This availability in the 6th semester allows for an increased ease in providing a well-rounded clinical experience. The required general education courses are listed below:

- SDEV 0301 or EDUC 1300
- Biology 2404 **or** Biology 2401 **AND** Biology 2402
- English 1301
- Math 1314 or 1342
- English 2311
- Psychology 2301
- Psychology 2314
- Speech 1311 **or** 1315 **or** 1318 **or** 1321
- One Humanities/Visual and Performing Arts elective

TUITION AND FEES

All tuition and fee rates are subject to change without notice. All tuition and fees must be paid before attending class. The PTA Program adheres to the established College refund policies and procedures.

- Course tuition: For 66 credit hours approximately - $4140 (in-county total), $8349 (out-of-county total)
- Additional fees (general fees, technology fees, fee differential, liability insurance, course fees): Approximately $8834
- Lab Fees: $192
- Uniform (scrubs, polo shirts): Approximately $100
- Books and supplies: Approximately $1200 total for the program
- Immunizations: Approximately $225 (if students have not had childhood immunizations or requires boosters or titers)

CLASSROOM EXPECTATIONS FOR STUDENT CONDUCT

All students are expected to uphold the highest standards of professional honesty and integrity, and accept responsibility for acting in an ethical manner. Victoria College reserves the right to dismiss students for unprofessional behavior with adequate cause.
Victoria College Student Code of Conduct can be found in the Student Handbook http://www.victoriacollege.edu/Explore/AboutVC/Publications/StudentHandbook . The expectation is that the student will also abide by the APTA Code of Ethics for the PT Profession listed below.

Code of Ethics for the Physical Therapy Profession Preamble (paragraph 1)
The vision of the American Physical Therapy Association is "transforming society by optimizing movement to improve the human experience." Our profession's charge, as we strive to be an inclusive moral community that is diverse and equitable, is to meet the health needs of all people. APTA is a voluntary professional society that strives both to serve APTA members and to support the profession as a whole. Ethical conduct by physical therapists and physical therapist assistants is vital to the standing of the profession.

1: Respect
Physical therapists and physical therapist assistants shall respect the inherent dignity and rights of all individuals.

2: Integrity
Physical therapists and physical therapist assistants shall act with professional integrity and responsibility, and fulfill their respective legal and ethical obligations.

3: Accountability
Physical therapists and physical therapist assistants shall be accountable for making sound professional judgments and decisions within the scope of practice established by laws and regulations.

4: Maintaining Professional Relationships
Physical therapists and physical therapist assistants shall respect the boundaries of professional, therapeutic, organizational, and personal relationships to promote a safe environment.

5: Compassion and Trust
Physical therapists and physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients and clients.

6: Responsible Business & Organizational Practices
Physical therapists and physical therapist assistants shall promote accountable and truthful organizational behaviors and business practices.

7: Direction & Supervision
Physical therapists and physical therapist assistants shall provide appropriate and timely direction to and communication with anyone over whom they have legal supervisory responsibility.

Disclaimer
This document is an educational summary inspired by commonly accepted ethical principles in physical therapy. It is not a reproduction of the official American Physical Therapy Association (APTA) Code of Ethics. For the official and most current version, consult the APTA website.

ATTENDANCE POLICIES

- Attendance will be taken at the beginning of each class.
- Tardies and early departures greater than 10 minutes will be considered an absence.
- Three tardies under 10 minutes will be equal to one absence for the entire class.
- Due to the volume of course content, the interactive nature of health professions, and the personal responsibility that must be developed in today's health care workers, a student who has been absent four times from any course will be withdrawn from the program.
- Clinical absences – please see the Clinical Education Section.

EFFECTIVE LEARNING

In order to integrate, analyze, and relate to lecture and laboratory content and learning outcomes, the successful PTA student will:

- Prepare for class by completing assigned readings before lecture and laboratory participation.
- Use time effectively and efficiently during laboratory practice.
- Attend all class and lab sessions and, if absence is unavoidable, obtain extra course materials and make up assignments before the next class session if possible.
- Discuss lecture and laboratory content with classmates.
- Keep up with course pace and assignment deadlines.
- Communicate barriers to learning and seek clarification of expectations.
- Provide an honest effort to lend credibility to laboratory practice of case simulations.
- Seek opportunities to work with multiple lab partners during supervised and unsupervised skill practice.
- Utilize the college resources available for study-skills information and test taking strategies.
- Provide instructors with feedback and suggestions for improvements that will enhance teaching and learning.

STUDY GUIDELINES

The number of course hours is generally the number of lecture hours per week a class meets. For example, a one-hour lecture class meets one hour per week and a three-hour class meets three hours per week. Classes that have labs meet more hours than this. For each hour you take, there may also be two to three hours of outside study time per week. You must, therefore, manage your class and study time carefully and consider your employment and personal responsibilities.

CELL PHONES

- Cell phones must be turned off and stored in locker/backpack during class to prevent disruption of learning activities. Smart watches are not permitted during lecture/lab.
- Use of cell phones in clinical areas will follow institutional and clinical instructor guidelines. No personal calls/texts on a cell phone may be received during the clinical learning experience.

- The PTA office @ 361-572-6497 should be contacted in case of emergency and the student will be notified immediately of the situation whether in class or clinical.

PROGRAM FACILITIES AND EQUIPMENT

- **Laboratory Space** for all PTA classes is located in suite 230 in the Health Sciences Center (HSC). Hours for open lab practice will be posted on the bulletin board in the lab.
- **Lecture Rooms,** if needed, will be assigned each term otherwise lectures will be held in the lab area.
- **Food and drink** are not allowed in the PTA lab area. Exceptions are:
  - Classes that involve the use of food or drink for instructional purposes;
  - College functions that include the serving or consumption of food or drink as part of the activity; and
  - Documented disabilities.
- **Phone calls** - Personal phone calls must be made with personal cellular phone while on break or between classes.
- **Non-Student Visitors** - The lecture and laboratory classrooms are limited to students, faculty, and invited guests. Students may not bring children to the classroom or lab. College staff is not responsible for supervision of children.
- **Personal Belongings** - Personal items such as coats, books, computers and electronics, book bags, lunches, etc., are to be under the direct supervision of the student. Student **lockers** are currently provided and it is the students' responsibility to provide a lock for their locker. The Division is not responsible for the security of students' possessions. Theft has occurred when items have been left unsecured.
- **College Equipment** - Any damage to equipment other than normal wear and tear (i.e., laboratory equipment, etc.) is the responsibility of the student. Damaged equipment should be reported before using it. All property (laboratory equipment, models, durable medical equipment, audiovisuals, etc.) must remain on campus unless removal is pre-authorized by the instructor.

LAB PARTICIPATION

Each student is expected to don the appropriate clothing for any lab class (tank or halter tops, shorts, patient gown, etc). Failure to wear appropriate clothing may have a negative impact on the course grade as it is seen as a student's inability to fully participate in the learning experience.

All students are expected to routinely participate in the upkeep, appearance and maintenance of the PTA lab.

RECEPTION OF TREATMENT PROCEDURES

Treatment procedures/observations will be performed student to student and instructor during program classes. Any student or nonstudent who feels uncomfortable about receiving or giving practice treatments of said procedures has the right and the responsibility to discuss their concerns with the instructor and program director before the onset of the activities. Measures can and will be taken to ease the person

into full participation as appropriate. If the student has any contraindication with regards to receiving any practice treatment, the student must have a written note from a physician excusing them from receiving the practice treatment. Students must notify the PTA Program Director of the physician's release from those restrictions in writing BEFORE participating in lab experiences. Students must be able to demonstrate competence in required physical therapy interventions and data collection activities in order to successfully complete the program. Waivers will be signed by nonstudent participants.

Continued non-participation will have a negative impact on the student's grade.

ACADEMIC ADVISING

Students will meet with the PTA Program Director during the program's first semester. This meeting should focus on developing the student's Degree Plan. It is imperative that this meeting be held as soon as possible so that the student is able to plan on completing all support course requirements by no later than the end of the 5th semester of the core curriculum.

Students will be counseled by instructors in accordance with the needs of the student. Students are encouraged to talk with instructors at any time in the semester (see course syllabi for availability). In addition, each student shall have a private conference with the PTA Program Director once each semester. Conferences with instructors and Director may be documented and placed in the student's file in the PTA office. All conferences and student records are confidential and shall follow college guidelines as outlined in the Student Handbook and College Catalog.

FACULTY HOURS

Students may request a conference with members of the faculty at a time mutually convenient. Each faculty member will have student walk-in hours posted on his/her office door and in the course syllabus.

GRADING POLICY

In order to provide standardized grading and consistency throughout the Physical Therapist Assistant Program, the following grading system will be observed:

90% - 100% = A
80% - 89.9% = B
75% - 79.9% = C
65% - 74.9% = D
Below 65% = F

Students must pass all lab examinations by demonstrating skill competency and safety. The safety category criteria will be outlined on the lab grading sheet and all criteria must be passed. A student will automatically fail the lab exam if he/she receives a "zero" or "no" in any safety criteria. The skill competency criteria must be passed with at least a 75% and the overall lab exam must be passed with at least a 75%. If a student does not pass a practical exam, he/she has one additional opportunity to re-take the lab exam and pass it. This includes the final lab exam. All lab exams will be videotaped for grade review and self-assessment purposes. The student will have the opportunity to view the video of the lab exam with the instructor to foster improvement in skills. If the student fails a re-take lab exam or lab final exam, he/she will not pass the course or progress in the program.

Overall written exam percentage for the semester must be 70% in order to pass the class. The written final exam must be at least 70% to pass the course. The overall grade in the class (to include but not limited to written exams, lab exams, skill checks, participation, assignments etc.) must be 75% in order to pass the class.

Students must pass at 70% a year-one cumulative written exam prior to going to first clinical experience. They also must pass at 70% a cumulative written exit exam after the last clinical experience in order to graduate with the AAS degree. Three attempts are available for each of these exams.

Other grading systems used by instructors in the program will be accepted only with prior approval of the Program Director.

Refer to the latest Victoria College Catalog for further information regarding grading requirements for graduation.

INCOMPLETE GRADE: If a student receives a grade of incomplete, the student must clear the incomplete grade before the next semester begins in order to continue in the program: not being able to clear the grade in this time frame will be considered a drop from the program and the student must follow the Re-Entry process.

MISSED EXAMS AND RE-TAKES

MAKE UP FOR MISSED WRITTEN EXAMS: NO written make-up examinations will be administered in classes in the Physical Therapist Assistant Program unless the appropriate instructor approves of the make-up and/or PRIOR arrangements have been made with that instructor. Any written make up test score will be lowered by one (1) full letter grade (the equivalent of 10%) so that a grade of "B" is the highest grade that can be achieved. It is the student's responsibility to contact the instructor before the next class session after the date of the exam to make arrangements for the make-up exam (Refer to course syllabi for specifics).

MAKE UP FOR MISSED LAB EXAMS: FORMAL LAB TESTING WILL OCCUR ONLY ON THE ASSIGNED DATES. Any student not present for any formal lab test is required to show evidence of attaining competency in the involved skill(s) before being able to complete the course, however they will receive a "zero" grade on that lab exam. The student must contact the instructor prior to the lab exam if they are unable to attend. If there are extenuating circumstances, the student must confer with the instructor and/or Program Director for approval to make arrangements for a make-up lab exam.

TEST ADMINISTRATION AND TEST REVIEW POLICY

- Students are to bring only car keys into the exam room.
- Cell phones/smart watches are not permitted in the exam room and must be turned in during lab exams.
- Students will be sequestered in a waiting area before lab exams without mobile devices or lap top computers. Please notify significant others that if there is an emergency, they can contact the program administrative assistant at (361) 572-6497 who will notify the instructor.

- Scantron and pencils are the only materials permitted in the exam room. If scratch paper is permitted, the instructor will provide it.
- Faculty will ensure space between students and may place students in various seating arrangements.
- The student may approach the instructor if they have a question regarding a test item when the student is acknowledged and given permission to approach.
- No talking between students is permitted during the exam.
- If after the exam has been returned and reviewed by the student, he/she wishes to challenge an item they must submit their rationale in writing to the instructor by the following class session. The instructor will review the challenge and give the student an answer no later than one week after administration of the exam (unless the instructor is unable to do so due to unavoidable circumstances). The instructor will not answer challenges on the day the exam is administered or returned.
- Students will be videotaped during their lab practical examinations for instructor review and/or self-assessment purposes.

STUDENT RECORDS AND EXAM COPIES

The Physical Therapist Assistant Program will maintain student files that include application and transcripts, advisor records, department/student forms, contracts or correspondence, and clinical education performance evaluations. These files will be maintained for all students in locked filing cabinets in the PTA Program Director's office. Information will be maintained after graduation to assist faculty in providing employment references for students. The content of the student's file is confidential and will not be released to anyone other than academic and/or clinical education faculty without written permission from the student.

Copies of completed exams will be kept in a secure location. Students will not be allowed to keep copies of completed exams. Grades for quizzes, examinations, and assignments and other course related activities will be posted in the secure online learning platform throughout the term as determined by the course instructor.

PROGRESSION REQUIREMENTS

- Students must attain at least an overall grade of "C" (a 75% or greater) or better in each PTA course to continue in the Program.
- Students must receive at least a 70% cumulative score on all theory written exams in order to pass a course.
- Students must pass all lab exams with a 75% in order to pass the course. This includes at least 75% on skill competency items and 100% on safety criteria. If any student receives a "zero" or "no" on any safety criteria item on a lab exam he/she will automatically fail the exam. All lab exams must be passed in order to pass the course and progress within the PTA Program.
- A student must meet all course objectives outlined in each course syllabus in order to pass a course.

- A student must receive a minimum grade of "C" in all support courses on the degree plan in order to meet the requirements for graduation.
- All support courses MUST be completed and passed with a "C" or better by the end of the 5th semester in the program. If the support courses are not completed, the student will not be allowed to continue to the 6th semester clinical rotation courses unless there are extenuating circumstances that requires a student to take a support course during the final semester.
- An overall grade point average of 2.0 on all courses in the degree plan is required for graduation.
- It is the student's responsibility to maintain current CPR certification (either American Red Cross for Professional Rescuers or American Heart Association-BLS) and required immunizations throughout the program. Students are responsible to review the online manager, ViewPoint, for CPR, immunization records and background checks regularly to make sure renewals etc. are up to date.
- Students receiving a final grade of "D" or less in ANY PTA course will be disqualified from the PTA Program and will not be allowed to enroll in further PTA classes without first successfully completing the re-entry process outlined in this manual.
- The student is responsible for monitoring his/her own GPA and meeting the PTA academic requirements.

DISMISSAL PROCEDURES

Dismissal may apply to those students who:

- fail to meet the Standards for Progression
- fail to meet the attendance requirements
- fail to clear any incomplete grade prior to the next semester
- elect to drop or withdraw from a Program core course
- fail to continue in the Program without interruption in the publicized sequence of courses
- demonstrate unethical, illegal or unsafe practices as outlined in the Texas Physical Therapy Practice Act and the APTA Code of Conduct for Physical Therapist Assistants

Every attempt will be made by faculty to facilitate student success in the program (see section below as well section Evaluation of Clinical Performance). Should dismissal be warranted students will be notified by the Program Director in writing regarding the decision to dismiss and the circumstances leading to this decision. Students can appeal this decision according to college policies and procedures as outlined in the Student Handbook.

NOTIFICATION OF ACADEMIC SUCCESS

- PTA instructors will notify students of their most recent standing in the course after each major testing sequence (i.e., after each major written exam or in the case of a lecture/lab course after each written and lab grouping of exams) on Canvas or written notification.
- PTA instructor(s) will notify students no later than the eighth week of each term if they are failing to meet minimum continuation criteria in the course. Criteria that may lead to unsuccessful completion of a course include:
    - Substandard examination performance
    - Substandard skill competency and/or conduct.

- The instructor will set up an appointment to meet with the student who is currently unsuccessful to provide data and counseling within one week of notification of possible unsuccessful completion of a course.
- The instructor and the student will sign a learning contract which will include a corrective Plan of Action.
- The instructor will notify the Program Director of the student's lack of academic success and provide a copy of the learning contract for the student's file.
- All student/faculty conferences will be private and confidential.

RE-ENTRY INTO THE PTA PROGRAM

A student who was not successful in past PTA Program courses must follow the re-entry process:

1. Meet with the Program Director to identify and discuss the causes surrounding student's lack of progress in the program.
2. Meet with a College Advisor/Counselor to identify and discuss the causes surrounding student's lack of progress in the program.
3. Students who wish to re-enter the PTA Program must notify the Program Director ***in writing*** by May 31st before the summer semester re-entry OR by November 1st before the spring semester re-entry. The letter must include:

    a. The student's identification of the causes for the lack of progress.
    b. A plan that establishes the groundwork for future academic success based on activities to correct identified deficiencies as developed by the student following discussions with the Program Director and College Advisor.

4. Since the courses are sequential and build upon each other in theory and skill, any PTA course taken during the unsuccessful semester and the semester before in which the student received a "C" or lower must be repeated. This is to ensure currency and competency of skills.
5. Students must demonstrate competency of psychomotor skills and theory knowledge of the courses taken before dismissal from the program. This may include but is not limited to the following:
    a. A scenario-based lab practical exam reflecting an acute care intervention/data collection, outpatient intervention/data collection or neurological intervention/data collection, whichever is appropriate based on student's course history. Students will have two opportunities to pass the lab practical exams.
    b. A comprehensive written exam covering past courses. Students will be given two opportunities to pass this exam.
    c. If the student is re-entering the fall semester II, they must re-take the Practicum I – PTHA 1266 course during the summer prior to re-entering (steps a and b must have been completed successfully before going to clinical experience).
6. Students will be accepted only when there is space available in the semester they are re-entering.

7. Students who wish to re-enter the first semester in the Program are ranked with all program applicants using the program admission criteria.
8. The student who has been gone from the program greater than one year will have to re-apply to the program and will be ranked with all program applicants using the program admission criteria. He/she will have to re-take all courses and begin at the first semester.
9. Students who do not pass a clinical education course must re-take and pass all courses prior to that clinical experience.
10. Students will only have two attempts to complete the PTA Program.
11. Students disqualified due to legal, ethical or safety issues will not be considered for re-entry.
12. The petitioner will be notified in writing of the decision to re-enter or deny re-entry within ten (10) business days of completing testing outlined in #5.
13. The petitioner will return the notice of agreement of participation to the Program Director within 10 working days of receipt of notification letter and will make an appointment to discuss the petition results with the Program Director. The student and the Program Director will develop a learning agreement reflective of the student's petition contents as a means of following up on the student's progress in those areas.
14. If the student is unsuccessful in carrying out the requirements of the learning contract, he/she will be notified of his/her lack of progress and will be dropped from the Program. The student will not be allowed to apply for re-entry consideration a second time in accordance with the established departmental policy that allows students to petition for re-entry one time only.

STUDENT EVALUATIONS OF INSTRUCTOR PERFORMANCE AND COURSE CONTENT

At the end of each semester, students are asked to confidentially evaluate the course content and the process of delivering the course content. Course teaching performance of the instructors is evaluated according to Victoria College Policies. Students are encouraged to actively participate in this process in order to assist the instructors in improving the student's learning experience. Faculty are required to maintain their Texas PT or PTA licensure and to pursue professional development and life-long learning activities.

III. PROGRAM AND CLINIC SAFETY

COLLEGE EMERGENCY RESPONSE PLAN

Please review Victoria College's "Police and Campus Safety" section of the student handbook: http://www.victoriacollege.edu/Explore/AboutVC/Publications/StudentHandbook OR access the emergency flip chart in the PTA Lab – HSC 230

http://www.victoriacollege.edu/campuspolicesecurity

PROGRAM SAFETY POLICIES

1. MACHINERY: all machinery shall be maintained and tested for electrical leakage and calibrated at least once a year by a qualified biomedical engineer or certified vendor.

2. Any machines noted to be inoperable are to be tagged as out of order and reported to the instructor immediately.

3. No student shall operate a machine which has not been first addressed in class discussion even if that student has been introduced to the machine on his or her job.

4. If a student has any reservations relating to a particular treatment, that student MUST talk with the instructor BEFORE applying or receiving that treatment.

5. HAZARDOUS SUBSTANCES: all substances such as alcohol, lotions, gels, etc. will be handled and disposed of according to published and posted guidelines in the MSDS located in the PTA lab and according to the policies and procedures on pp. 23-28 of this manual.

6. INSTRUCTIONAL CLASSROOM AND LAB ORGANIZATION: Both areas are to be kept in as neat an order as possible with all students participating in that upkeep (just as though it were an actual clinic).

7. All doors and windows will be closed and locked at the end of the instructional day.

8. No student shall walk in the lab area in bare feet and will wear closed toe and heel shoes during lab activities.

9. No equipment may be utilized for treatment or practice on persons who are not members of the Program. Only students who are in the program may practice in the lab.

10. Only students who have signed the "Agreement to Practice in Lab" may be in the lab during open lab hours with the understanding that all procedures of the Agreement will be followed.

11. No lab practice may take place outside of the posted hours without pre-approval by an instructor.

12. Students are not allowed to provide physical therapy services/treatment to anyone for any purpose other than to practice for skill competency in PTA classes.

13. Students are expected to comply with existing college policy prohibiting food and drink from the classroom and lab setting.

14. Assistance for minor cuts is available through the use of the medical supply kit located in the lab in the cabinet marked with the red "+".

15. In case of an emergency during all clinical rotations and off-site campus activities students should access “911” or emergency services available at the site. Emergency medical care and any other health care required by the student will be available to each student at the student’s expense, the student assuming full responsibility for all billed charges.

16. Should the need arise for medical assistance due to injury during classroom or lab interactions the college’s policy for injury/illness occurring on campus will be followed. These steps will be posted in the lab for easy access.

OSHA REGULATIONS

The PTA program lab policies and procedures are compliant with Occupational Health and Safety standards and Facility Management policies. Supplies used in laboratory practice and simulated activities will be labeled and MSDS information will be available in the lab.

GUIDELINES FOR ACCIDENTS/INJURIES IN THE CLINIC SETTING

1. A student who is injured or comes in direct contact with blood or body fluids, in the clinical setting, should immediately notify his/her clinical instructor AND ACCE.

2. In addition to the institution's required documentation, a Victoria College Accident/Incident Report must be filled out by the ACCE.

3. Students injured in the clinical setting have access to the hospital emergency room or facility utilized by the clinic for medical care. The student is responsible for all expenses charged by the clinical facility in rendering medical care.

4. Clinical Instructors should notify the Center Coordinator of Clinical Education or Administrative Supervisor at the facility when a student is requesting access to medical care due to student injury in the facility.

5. Before returning to the classroom or clinic a student must obtain a physician’s release stating that he/she can perform all requirements of the PTA Program (refer to course objectives) without restriction.

6. Students in the PTA Program are strongly urged to carry a personal health insurance policy. There is a reasonable health insurance plan available for students through the American Physical Therapy Association (www.apta.org) and through Student Services at Victoria College. Convenient Care At Victoria College is also available at Citizens Medical Center (https://www.victoriacollege.edu/Explore/Students/SupportServices/citizens-convenient-care).

INFECTION CONTROL POLICY

I. INTRODUCTION

Concern for the safety of all students, faculty and staff of Victoria College PTA Program is the basis for this infection control policy. There is a significant prevalence of infectious diseases such as HIV and hepatitis B and C which increases the risk of health care workers who will be exposed to blood and body

fluids from infected clients. However, it is the belief of those in the healthcare profession that with the proper education, skills, training, and immunizations, faculty and students can be reasonably protected from risk of infections contracted in the course of health care delivery. Further, it is the purpose of this policy to prevent discrimination against faculty, students and staff who have certain infectious diseases by setting forth some specific protections which the school will provide its constituents.

The information in this policy is based on currently available information and will be updated as new information is forth-coming from the Centers for Disease Control. This policy will be reviewed annually. A copy of the policy will be in all Allied Health Program student handbooks and in the faculty handbooks. It is the responsibility of the faculty members and the students to familiarize themselves with this policy.

II. ADMISSIONS AND HIRING

No prospective student, faculty member or staff member will be refused admission or employment solely because of a positive reading on diagnostic tests for infectious disease. Further, no HIV screening of applicants will be required for either admission or employment. Specifically, applicants will not be asked for their HIV status, if known, and will not be required to submit to HIV-testing if their antibody status is not known. Persons desiring to be tested voluntarily will be referred to the Victoria City-County Health Department.

III. STUDENT AND FACULTY IMMUNIZATIONS

STUDENTS

Upon admission to the PTA Program, students are required to submit a history and physical examination. Immunizations must be current.

Immunizations and TB skin testing must be current in order for a student to attend the clinical learning experiences. The student is responsible for submitting proof of immunizations and for keeping them current. Any PPD conversion of a 2nd year student must be reported to the clinical agencies where the student had clinical experiences during the previous year.

Students that have been admitted to the PTA Program are required to complete the Allied Health Clinical Orientation. This will be completed through the Canvas Course “Allied Health Clinical Documentation.” All designated assignments should be completed by the due date.

FACULTY

Faculty of the PTA Program must have current immunizations and TB testing. Any PPD conversion of a faculty member must be reported to the clinical agencies where the faculty member had clinical experiences during the previous year. Faculty will assume responsibility for meeting the requirements of clinical agencies.

HEALTH INSURANCE

It is highly recommended that faculty and students have health insurance and are responsible for their own individual or family insurance policies.

IV. CLINICAL GUIDELINES FOR FACULTY AND STUDENTS

Victoria College PTA Program provides clinical experiences in which any student may be assigned to deliver care to individuals who have communicable diseases. The students will, in all cases, be expected to treat all patients with the same concern and dignity inherent in professional standards of care. They will, at the same time, be expected to follow all guidelines for prevention of blood borne pathogens transmission.

Before the first clinical course and prior to any patient contact, all students will be provided with:

1. The most current information on the modes of acquiring and transmitting infectious diseases in the clinical setting.

2. Thorough instruction in standard precautions to minimize transmission of infection.

3. Supervised practice in campus lab prior to actual patient care.

4. Appropriate supervision and monitoring of initial clinical experiences.

5. In addition, allied health students will learn isolation techniques related to the prevention of specific infectious diseases.

Before students will be allowed to attend clinical experience and have patient contact, students must pass an exam on infectious disease control with 100% accuracy.

As students are assigned to clinical agencies, they will be required to follow that agency's infectious disease policies and procedures.

Since needle-stick injuries are the most common form of accidental exposure to blood borne infectious diseases, needles are not to be recapped after patient use but must be placed in a sharps (puncture resistant) container immediately after use.

Faculty are responsible for ensuring that:

1. Students utilize procedures for handling both accidental exposure or violations of safety guidelines in the care of patients.

2. Personal protective equipment (PPE) and supplies are available to the students to minimize the risk of infection; safety engineered sharps containers must be used by the students and faculty.

3. Disinfection and disposal procedures of the agency are followed.

It is essential that the faculty address student's fears, misinformation, or prejudices in regard to caring for patients with infectious diseases. In those instances where students are apprehensive or refuse to participate in caring for those patients, faculty will provide intensive education and counseling. If refusal persists, career counseling should be pursued to determine whether the student should continue to

pursue a career in allied health. Faculty or students who have open lesions or weeping dermatitis that cannot be covered with an occlusive dressing will refrain from all direct patient care. Students and faculty with any known transmissible infection will not be assigned to immunocompromised patients. Decisions regarding the patient care responsibilities of HIV positive and immunosuppressed students and faculty will be made on a case-by-case basis.

V. CONTRACTS

It is the responsibility of each clinical facility to provide the appropriate and necessary equipment needed for safe practice. If this equipment is not available, it is the responsibility of the faculty member to remove the students from unsafe practice settings.

VI. NONDISCRIMINATION

No student will be required to cease attending Victoria College or participating in the college functions solely on the basis of diagnosis of a communicable disease. If a review of the facts demonstrate that a student is unable to perform as required or presents a health risk to himself/ herself, the College community, or assigned clients, a decision shall be made regarding the student's attendance at the College.

VII. STANDARD PRECAUTIONS

Please note that some of the situations mentioned below under the section "Standard Precautions" might not be experienced during the delivery of physical therapy services. This policy is a blanket policy for the Division of Allied Health at Victoria College.

There is an increasing prevalence of infectious diseases which increases the risk for health care workers who will be exposed to blood and body fluids from infected patients. With this in mind, it is necessary to consider ALL patients as potentially infected with blood borne pathogens. The following precautions are to apply to all faculty and students of Victoria College Allied Health Programs.

1. Gloves must be worn when touching:
    a. Blood and body fluids
    b. Mucous membranes
    c. Non-intact skin
    d. Handling items or surfaces soiled with blood or body fluids
    e. Performing venipuncture and other vascular access procedures (i.e., DCing IV, A-lines, IMs, etc.)
2. Gloves shall be changed between patients and hands hygiene carried out.
3. Protective eyewear shall be worn when suctioning or at any time droplets of blood or other body fluids might contaminate the eyes of the caregiver.
4. Needles are not to be recapped after patient use but must be placed in a sharps (puncture resistant) container immediately after use.
5. Needles shall not be purposely bent, broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
6. Disposable syringes and needles, scalpel blades, and other sharp items shall be disposed of in the sharps container.

7. Reusable needles and syringes or other sharp items shall be left on the tray without washing and wrapped in plastic for transport to central supply.

8. Clinical agency policy will be followed by students and faculty regarding ready access to CPR masks.
9. Any break in skin integrity of the caregiver will be covered by an occlusive/ protective covering.
10. Gloves that are punctured or torn while in use shall be removed as soon as possible. Hand hygiene is to be carried out and new gloves applied to proceed with the task.
11. Laboratory specimens shall be handled with gloves on and labeled appropriately. (Put in plastic bags for transport to the laboratory.)
12. Soiled linens will be put in bags at the bedside and are not to come in contact with the uniform.
13. Gloves shall be used for providing personal care for all patients and while doing any procedure where contact with blood, or body fluids may be expected (including all times when patient's skin will be punctured i.e., injections).
14. Spills shall be removed with gloved hands and paper towels and then housekeeping should clean and disinfect the area.
15. Gloves are to be worn for post-delivery care of the umbilical cord and until all blood and amniotic fluid have been cleansed from the infant's skin.
16. Gloves must be worn when assisting the nursing mother and baby.
17. The same precautions will apply when administering post-mortem care.

VIII. EXPOSURE PROCEDURE

1. In the event of exposure to blood/body fluids, the responsible faculty member will ensure that the student involved in the exposure completes an incident report according to the facility's policy where the exposure occurred and the Accident/Injury Report. Information on the Accident/Injury Report should contain the same information as on the facility's incident report.

2. Testing of the source patient will be done according to agency protocol and state law. Copies of the source patient's lab work will be forwarded to the student's health care provider. Students who do not have a personal health care provider will be given a list of facilities that can provide follow-up testing and counseling.

3. <u>All expenses for any initial and follow-up testing and care of the exposed student will be paid by the student.</u>

4. Neither the facility where the exposure occurred nor Victoria College is responsible for initial and follow-up testing or counseling of the exposed student.

5. The completed Allied Health Division Occurrence Report will be forwarded to the Allied Health Dean who, in turn, will forward a copy of the report to the VP of Student Services.

6. Should a student experience exposure or potential exposure to blood and body fluids in a campus laboratory setting, supervising faculty will implement the appropriate policies and procedures.

PREGNANCY POLICY

Students who are, or become, pregnant during their studies in the program must inform the Program Director of their status at the earliest possible time. Pregnancy is a condition that is a contraindication to the reception of several Physical Therapy interventions and, as such, would limit the person's ability to participate in certain lab situations which could impact the student's grades. Pregnancy could also affect a student's full participation in clinic courses.

The student who is pregnant MUST provide the Program Director with a Physician's (M.D.) release indicating her ability to participate in class and lab activities without restriction at 100% (the student shall present the appropriate course objectives to the physician for his/her consideration).

While the student who is pregnant is attending her clinic rotations, she shall provide each clinic with an updated Physician's release indicating that she is able to participate at 100% (without restriction) as a Student Physical Therapist Assistant. The release shall be based on the objectives of the clinical course and clinic facility policy and shall be updated as the student advances in her pregnancy.

Accelerated or delayed completion of required clinical hours may be requested by the student, but the final decision regarding the feasibility of such a condensed schedule rests with the ACCE and the Program Director. The student may be advised to withdraw from the program and petition for re-entry after the birth of the baby. The program will make every effort to locate a clinical site for any person considered to be "at-risk" or at a less than 100% participation level.

Upon delivery of the baby and return to the program's activities, the student shall submit a final clearance from the M.D. allowing for a full return to all expected activities.

IV. CLINICAL EDUCATION

PHILOSOPHY:

Clinical practice experience in performance of actual patient care is an essential and vital component of the Physical Therapist Assistant's education. The value of the class in clinical experience is dependent upon the selection and planning of intervention sessions, the quality of supervision and feedback that the student receives, as well as the extent to which the student utilizes the learning opportunity.

It is the student's right to receive the clinical experiences necessary to prepare him/her to complete the Program as a "job ready" PT Assistant who is able to enter the profession with the necessary skills to perform in a safe, ethical, competent and efficient manner. It is the student's responsibility to make the most of his/her learning experiences while in the clinic and to actively participate in the planning of the learning experiences and the evaluation of his/her performance.

It is the responsibility of the college program to provide the student with adequate instruction to perform the various duties of a student PTA. The college program is also responsible in determining that

the student is competent and safe in the skills stated in the clinical class objectives before placing the student in the clinic.

CLINICAL EDUCATION GOALS: To meet the Program mission and goals the clinical education portion of the Program will meet the following outcomes:

- the clinical education courses are sequenced appropriately in the curriculum to meet the goals and objectives of the clinical education program (see Clinical Educators Manual).
- the clinical education courses are of appropriate duration and length to meet the goals and objectives of the clinical education program (see Clinical Educators Manual).
- the number and variety of clinical education sites is sufficient to meet the goals and objectives of the clinical education courses in the curriculum.
- communication with the clinical education sites is sufficient and effective.

HOURS:

Clinical practicum hours will usually be maintained as posted on the registration schedule. These hours may vary occasionally to provide desirable learning experiences. Prior notice will be given if hours vary, but the number of clock hours will be the same.

CLINICAL SITES:

A variety of clinical experiences are needed to give the student the breadth of learning needed. Therefore, affiliation sites are selected among centers that are public and private, acute and rehabilitative, in-patient and out-patient, orthopedic, neurologically or medically based, adult, geriatric, or pediatric oriented.

The clinical experience must be in a center which meets the requirements for accreditation by the Joint Commission on Accreditation of Hospitals Organization; National Integrated Accreditation of Healthcare Organizations; or Medicare Certified related to physical therapy, or such facilities with comparable standards and which are acceptable to the Commission of Accreditation in Physical Therapy Education, APTA.

The provision of physical therapy services must be under the direction of a PT who meets the educational requirements which would qualify him or her for membership in the American Physical Therapy Association. The ratio of PTA students to staff should be no more than two students per therapist. Clinical facilities should provide adequate space, equipment, and patient exposure to ensure an optimum learning environment for the student. Clinics with only one physical therapist must provide evidence of adequate supervision for students during the absence of the therapist.

The assignment of the students to the various clinical sites includes such considerations as clinic type, student need, student geographical location, student & clinic personalities. Every effort is made to provide the student with clinical settings which will foster learning and meet the clinical course objectives.

The clinical faculty must have experience of at least one year in the area of clinical practice in which they teach and function as positive role models. Clinical educators are expected to maintain their Texas state licensure as a PT or PTA and to pursue professional development. Usage of clinical sites is also

determined by the clinical experience, advanced study and previous teaching experience of the clinical faculty. Selection of clinical sites is based on the criteria described in the APTA document *Guidelines To Promote Excellence in Clinical Education Partnerships.*

Written agreements are in place with each clinical site utilized by the PTA Program for clinical rotations. These agreements are initiated and maintained by the Dean of Allied Health Division. The Dean's office reviews and updates all elements of the written agreement yearly for those clinics that have an annual renewal and every five years for those clinics that have an automatic renewal each year. All contracts are reviewed to ensure that they are unexpired, that the language of the contract is checked for accuracy and are adequate to meet the needs of the program and clinical facility. The PTA Program will strive to maintain a variety of clinical experiences to allow the student to achieve the breath of learning required for the clinical education portion of the program. Should clinic availability fall below this threshold, the program will decrease the number of students admitted to the program to accommodate the decrease. Students may review these written agreements upon request.

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

A background check is required upon acceptance to the PTA Program. This is typically performed through Viewpoint at the expense of the applicant. Once accepted into the Program, Viewpoint is the platform used to monitor immunizations, background check, and drug screen. The total cost is $90.
Any applicant with an unsatisfactory background check must complete the Criminal History Evaluation Letter which can be found on the PT Board website at https://ptot.texas.gov/ . The individual must obtain approval for licensure eligibility prior to starting the PTA Program. It will cost the individual with the criminal history $50 for this review. It is recommended that anyone with an unsatisfactory background check start this process early (prior to acceptance by the PTA Program) to allow a determination of eligibility to be made in a timely manner to avoid delay in starting the Program. Note: The Program starts annually in June. If a determination is not made by this time, the student will not be able to start with that cohort and will be required to wait until the following summer, pending approval of eligibility. Students who do not have clear background checks may not be able to meet all course objectives, which will result in unsuccessful completion of the program.

LIABILITY INSURANCE

Students are required to carry liability (malpractice) insurance throughout the two (2) years of the PTA Program. The insurance is included with registration fees. Please refer to your facility's contract/agreement with Victoria College for the particulars regarding liability insurance. The liability insurance coverage does not extend to student employment in a health care setting.

CLINICAL ASSIGNMENTS:

In order to be given a clinic assignment the student is required to have passed all courses in the semesters preceding the clinical education course. Students must pass a Year One Cumulative Written Exam BEFORE beginning their first clinical experience which is after the first year of technical education in the program. Students must have passed ALL practical exams in ALL courses preceding the clinical courses.

Clinical assignments are selected by the faculty with input from the student. In selected situations, they will be posted in writing at least two weeks before the clinical experience. This may vary based on the

clinical assignment. Students should check with the Academic Clinical Coordinator of Education (ACCE) with any questions or concerns about clinical assignments. It is the responsibility of the student to provide transportation to and from the clinical site. Housing will not be provided by the College or clinical site for the duration of the clinical rotation.

CONFIDENTIALITY:

Students will abide by the HIPAA regulations in all agencies in which they participate in clinical experiences. Each student will be asked to sign a Health Information Confidentiality agreement which will be in force for the duration of the Program. Each student may be asked to sign an additional Health Information Confidentiality agreement for each applicable clinical agency.

Students who violate the provisions of the Health Insurance Portability and Accountability Act (HIPAA), such as accessing private patient information not pertinent to their role as a student health care provider or violating patient confidentiality, may be dismissed from the program.

A sample HIPPA agreement follows:

VICTORIA COLLEGE
ALLIED HEALTH STUDENT
HEALTH INFORMATION CONFIDENTIALITY AGREEMENT

This Health Information Confidentiality Agreement ("Agreement") applies to the student whose signature appears below ("Student") and who has access to protected health information ("PHI") maintained, received, or created by FACILITY. As used in this Agreement, "FACILITY" includes any and all facilities listed in **Attachment A**, attached hereto and made a part hereof by reference, where Student receives training. **Attachment A** may be updated by Victoria College upon at least ten (10) days' written notice to students. This Agreement shall be effective from the date listed below (the "Effective Date") until Student completes training at every applicable FACILITY.

Please read all sections of this Agreement, in addition to FACILITY's privacy and security policies and procedures, before signing below.

FACILITY has a legal and ethical responsibility to safeguard the privacy of all FACILITY patients and to protect the confidentiality of their health information. In the course of your training at FACILITY, you may hear information that relates to a patient's health, read or see computer or paper files containing PHI and/or create documents containing PHI. Because you may have contact with PHI, FACILITY requests that you agree to the following as a condition of your training:

1. **Confidential PHI**
   I understand that all health information which may in any way identify a patient or relate to a patient's health must be maintained confidentially. I will regard confidentiality as a central obligation of patient care.

2. **Prohibited Use and Disclosure**
   I agree that, except as required for training purposes or as directed by FACILITY, I will not at any time during or after my training at FACILITY speak about or share any PHI with any person or permit any person to examine or make copies of any PHI maintained by FACILITY. I understand and agree that personnel who have access to health records must preserve the confidentiality and integrity of such records, and no one is permitted access to the health record of any patient without a necessary, legitimate, work or training-related reason. I shall not, nor shall I permit any person to, inappropriately examine or photocopy a patient record or remove a patient record from FACILITY.

3. **Safeguards**
   When PHI must be discussed with other healthcare practitioners in the course of my training at FACILITY, I shall make reasonable efforts to avoid such conversations from being overheard by others who are not involved in the patient's care.

   I understand that when PHI is within my control, I must use all reasonable means to prevent it from being disclosed to others, except as otherwise permitted by this Agreement. I will not at any time reveal to anyone my confidential access codes to FACILITY's information systems, and I will take all reasonable measures to prevent the disclosure of my access codes to anyone. I also understand that FACILITY may, at any time, monitor and audit my use of the electronic/automated patient record and information systems.

   Protecting the confidentiality of PHI means protecting it from unauthorized use or disclosure in any form: oral, fax, written, or electronic. If I keep patient notes on a handheld or laptop computer or other

electronic device, I will ensure that my supervisor knows of and has approved such use. I agree not to send patient identifiable health information in an email, or email attachment, unless I am directed to do so by my supervisor.

4. **Training and Policies and Procedures**
I certify that I have read FACILITY's policies and procedures, completed the training courses offered by FACILITY, and shall abide by FACILITY's policies and procedures governing the protection of PHI.

5. **Return or Destruction of Health Information**
If, as part of my training, I must take PHI off the premises of FACILITY, I shall ensure that I have FACILITY's permission to do so, I shall protect the PHI from disclosure to others, and I shall ensure that all of the PHI, in any form, is returned to FACILITY or destroyed in a manner that renders it unreadable and unusable by anyone else.

6. **Termination**
At the end of my training at FACILITY, I will make sure that I take no PHI with me, and that all PHI in any form is returned to FACILITY or destroyed in a manner that renders it unreadable and unusable by anyone else.

7. **Sanctions**
I understand that my unauthorized access or disclosure of PHI may violate state or federal law and cause irreparable injury to FACILITY and harm to the patient who is the subject of the PHI and may result in disciplinary and/or legal action being taken against me, including termination of my training at FACILITY.

8. **Reporting of Non-Permitted Use**
I agree to immediately report to FACILITY any unauthorized use or disclosure of PHI by any person. The persons to whom I report unauthorized uses and disclosures for FACILITY is listed in **Attachment A** (available in PTA Office).

9. **Disclosure to Third Parties**
I understand that I am not authorized to share or disclose <u>any</u> PHI with or to anyone who is not part of FACILITY's workforce, unless otherwise permitted by this Agreement.

10. **Agents of the Department of Health and Human Services**
I agree to cooperate with any investigation by the Secretary of the U.S. Department of Health and Human Services ("HHS"), or any agent or employee of HHS or other oversight agency, for the purpose of determining whether FACILITY is in compliance federal or state privacy laws.

11. **Disclosures Required by Law**
I understand that nothing in this Agreement prevents me from using or disclosing PHI if I am required by law to use or disclose PHI.

By my signature below, I agree to abide by all the terms and conditions of this Agreement.

(To be completed and signed at student orientation.

STUDENT MEDICAL DOCUMENTATION:

- Students are responsible to provide the online document manager system, ViewPoint, the following items, by the appointed due date:
    - Completed PTA Program Physical Form
    - Immunization support for: MMR, Varicella, and Tetanus/Diphtheria (the latter within the past 10 years).
    - Hepatitis B: proof of completion of the vaccine series
    - TB Test results completed within the past year (must be regularly updated so as to be current during clinical courses)
    - Current CPR card (American Red Cross for Professional Rescuers or American Heart Association-BLS). Must be maintained and current during clinical courses.
    - Influenza vaccination or declination
    - A COVID Vaccine or Exemption Status: At the discretion of the healthcare facility, proof of COVID vaccination or exemption may be required. All exemptions will be reviewed and handled on an individual basis by VC's Advising & Counseling Services office.
- Students may not attend clinical courses without the completion of all required paperwork.
- Each student is responsible for maintaining his/her own file with copies of above items for personal records and to be shown to clinical site if requested.
- Late submission of above items will impact clinical course grade and/or prevent the student from starting or completing a clinical course which will be cause for dismissal from the Program.

UNIFORM AND PERSONAL APPEARANCE:

- Any student who does not comply with any aspect of the uniform and personal appearance regulations will not be allowed to participate in clinical rotations. Students who are not allowed to participate in clinical rotations will not be able to progress through the Program.
- A professional appearance must be maintained at all times. The uniform shall be a maroon polo shirt with VC logo and black pants (not jeans) or monogrammed navy scrubs which must be purchased at the Victoria College bookstore. Uniforms should fit loosely for freedom of movement and comfort. Slacks or trousers should touch the tops of the shoes.
- Students may other professional dress if it follows the clinical facility dress code.
- Small studs for pierced ears are permitted. Only one earring may be worn in each ear lobe. No other visible body piercing, including the tongue, is acceptable.
- Shirts designed to be tucked must be tucked in.
- Shoes – No sandals. No shoes with open toes or clogs. Athletic shoes and laces must be clean.
- Name Tags: Photo identification badges will be used during the program. Arrangements for these badges will be explained to you in orientation. Nametags

must be worn at all times while in the clinic. The student will wear a name tag with their first name as noted on class registration. (NO NICKNAMES ALLOWED). The nametag must be clearly visible. ABSOLUTELY NO ADHESIVE TAPE is to be used to cover anything on a nametag.

- Watch: Student must wear a watch in all clinical and laboratory settings. The watch must be capable of measuring seconds, and the wristband must be flexible to allow for adequate handwashing.
- Street clothes must be neat, clean, and unwrinkled.
- No denim of any type or color will be worn unless it is clinic policy. If denim is allowed (i.e., on Fridays), jeans cannot have any holes or frayed hems.
- No midriffs will be exposed.
- Tattoo coverings should follow clinic policy. No offensive tattoos may be visible. This is at the discretion of the clinic.
- No colored T-shirts in place of polo shirts are allowed.
- Hair should be neat, clean, and should be pulled back from the face so that it does not interfere with the student while performing procedures. Students will maintain good personal hygiene. Cleanliness and grooming are necessary to prevent disease transmission and are an indication of professionalism. Students should avoid extremes in hair styles.
- Facial hair on men should not impede personal protective equipment. Any facial hair must be fully grown at the beginning of the semester (it must be grown during extended breaks) and be well-groomed and closely trimmed; otherwise, the face will be clean shaven. Facial hair must be able to be completely covered by an O.R. mask or personal protection equipment. The mask or device must be able to have a complete contact seal with clean shaven skin.
- There will be no ribbons, bows, or jewelry worn in the hair. Barrettes or other elastic bands used to keep the hair back must be white or neutral color without excessive ornamentation.
- Jewelry is limited to the watch, wedding and engagement rings, and earrings as described in this policy. Rings are discouraged because they tend to tear gloves that might be worn during patient care.
- Fingernails should be clean, relatively short and well manicured. Clear, non- chipped nail polish only can be worn with the uniform.
- Artificial nails (including overlays) are not permitted.
- Perfume, cologne, or after shave cannot be worn in patient contact areas.

CONDUCT DURING CLINICAL ROTATIONS:

- The policies and regulations of the affiliating agency(s) must be respected.
- Do not discuss personal health care needs with your supervising physical therapist in the clinical setting.
- Unnecessary and loud conversation should be avoided at all times. This applies to all areas of the clinical facilities.

- Students are expected to be courteous and respectful to everyone at all times.
- No personal phone calls or visits are to be received or made on the clinical unit; this includes calls on cell phones. If an emergency call is necessary, the family of the student should know to route this to the college Physical Therapist Assistant Office where student schedules are maintained. An effort will be made to locate the student through the instructor.
- Gum chewing, eating, or smoking are not permitted in the clinical area.
- No use, possession, or distribution of alcohol or illegal substances while on the clinic facility premises.
- The Coordinator of Clinical Education or the Program Director of the Program has the right to request that the Dean of the Allied Health Division withdraw a student from clinical experiences if their conduct or work may have a detrimental effect on the clinical facility's patients or staff. Withdrawal of students from the clinic may be due to, but not limited to, such behaviors as unsafe clinical practices, substance abuse and/or lewd, indecent, obscene, abusive, illegal, unethical or violent conduct.
- Students are to clearly identify themselves as a ***student*** PTA to all patients and staff ***BEFORE*** having any direct patient contact, thereby giving the patient the opportunity to refuse treatment by a student. Patients have the risk-free right to refuse to participate in clinical education.

SIGNATURES:

Due to the legal aspects of patients' clinical records, entries are signed only by the person writing them. A student will sign his or her first initial and last name followed by SPTA when charting. Example: M. Smith, SPTA. These initials will identify the Applied Associate Degree Physical Therapist Assistant Student throughout the college period.

SUPERVISION: While working in the clinic during clinical rotation course requirements, students are considered non-licensed personnel therefore considered in the same category as a PT aide/tech concerning required supervision. According to the Texas State Physical Therapy Board of Examiners:

(a) It is the responsibility of each PT and/or PTA to determine the number of PTAs and/or aides he or she can supervise safely.

(b) Supervision of PTAs.

(1) A supervising PT is responsible for and will participate in the patient's care.
(2) A supervising PT must be on call and readily available when physical therapy services are being provided.
(3) A PT may assign responsibilities to a PTA to provide physical therapy services, based on the PTA's training, that are within the scope of activities listed in §322.1, Provision of Services.
(4) The supervising PT must hold documented conferences with the PTA regarding the patient. The PT is responsible for determining the frequency of the conferences consistent with accepted standards of practice.

(c) Supervision of physical therapy aides.

(1) A supervising PT or PTA is responsible for the supervision of, and the physical therapy services provided by, the PT aide.

(2) A PT or PTA must provide onsite supervision of a physical therapy aide, and remain within reasonable proximity during the aide's interaction with the patient.

TRANSPORTATION:

Transportation to and from clinical affiliating agencies is the responsibility of each individual student. Designated parking areas for students at the various clinical agencies will be explained at the beginning of each semester. Students assigned to Citizen's Medical Center should park at the College.

CLINICAL ABSENCES:

An integral part of providing physical therapy care is assuming responsibility for roles and obligations during the clinic rotation. The faculty does realize, however, that there are times when a student must be absent. Therefore, the student reporting a clinical experience absence should notify the clinical instructor AND ACCE by telephone at least one hour prior to the scheduled time of the clinical experience or by the time designated by the clinical instructor. If extenuating circumstances prevent the student from notifying the instructor prior to the experience, the student must speak with the clinical instructor and ACCE before the end of the clinical experience that day.

Students must make up all hours missed during the clinical rotation before the end of the designated clinical rotation assignment. All hours required for the clinical rotation must be completed in order to pass the clinical education course. Hours missed must be made up and preapproved by the ACCE and CI.

Failure to comply with this policy will mean dismissal from the program.

CLINICAL TARDIES:

Should the student realize that he or she will be tardy, the student should notify the clinical instructor and ACCE as soon as possible.

If a student is tardy one hour or less it will equal one hour of absence. If a student is tardy one hour or more it will equal an absence for the amount of time missed.

MEDICAL RECORDS POLICY:

At times students find it necessary to review their patient's previous medical records for completing the plan of care. Under no circumstances are students to make Xerox or other photostatic copies or print computerized copies of any part of patient medical records.

Students should review patient medical records during normal working hours at the clinical facility.

EVALUATION OF STUDENT CLINICAL PERFORMANCE:

- Students are provided the clinical evaluation objectives/standards and process as well as the PTA MACS instrument prior to clinical experiences.

- Clinical faculty evaluate the students' performance relative to the objectives/standards. Clinical faculty provide students with verbal and written feedback regarding their performance on a weekly basis. Students have an opportunity to offer their perspective regarding clinical faculty evaluation statements during the weekly conference. Students will also assess their own performance.

- Sampling of knowledge and skills through focused questioning and observation and, grading the implementation of the plan of care established by a physical therapist using the PTA MACS instrument and other written assignments are the processes used to determine if students can deliver safe effective care and meet clinical performance objectives. If a student demonstrates a lack of level appropriate knowledge and/or preparation for skills regarding the patient assignment or previously taught content, a student is questioned and observed more frequently.

- If students do not show steady progress toward meeting the clinical objectives, they are counseled by the clinical instructor (CI), Center Coordinator of Clinical Education (CCCE), and/or Academic Clinical Coordinator of Education (ACCE) and a learning contract is formulated. The learning contract developed by the ACCE, with input from the CCCE/CI and student, will specifically address the deficiencies, learning activities related to correcting the deficiencies and a time frame for fulfilling the contract. Students must complete all activities stipulated in the learning contract or they will not pass the clinical experience.

- Evaluation conferences are held between clinical instructors and students at midterm and at the end of the rotation or at other times during the semester if a student's performance begins to decline. The Academic Clinical Coordinator of Education (ACCE) is readily available to the students throughout the rotation should the student and/or instructor determine a need for a conference. The ACCE will meet with the student and clinical instructor either electronically or in person at least once during the clinical rotation.

- In addition to criteria defined in the College's general policies, students may be subject to immediate dismissal from the program for any of the following:

    - Making verbal (non-written) false statements:

      Failing to accurately or intelligibly report and/or document a client's status including signs, symptoms, or responses and the physical therapy care delivered.

      Giving false testimony or other evidence at any official hearing of the College or giving false information [in this case regarding the care of a client] to any faculty or staff member acting in the performance of their duties. (See Victoria College Student Handbook)

- Falsification of client's records: Failing to make entries, destroying entries, and/or making false entries in records pertaining to care of clients.
- Abandoning clients: Leaving a clinical assignment without notifying one's clinical instructor AND ACCE or in the case of emergency another instructor or a member of the PT staff in the assigned clinic.

- Any action which may have a detrimental effect on patients or staff. Withdrawal of students from the clinic may be due to, but not limited to, such behaviors as consistent unsafe clinical practices, substance abuse and/or lewd, indecent, obscene, abusive, or violent conduct.

ASSESSMENT OF CLINICAL SITE/CCCE/CI:

A formal evaluation of the clinical education program by the ACCE will occur after each clinical practice course (i.e., at the end of each summer and spring semesters). The ACCE will submit a report summarizing findings to the Program Director at the end of each academic year. This summary will address the following:

- The clinical education courses are sequenced appropriately in the curriculum to meet the goals and objectives of the clinical education program.
- The clinical education courses are of appropriate duration and length to meet the goals and objectives of the clinical education program.
- The number and variety of the clinical education sites is sufficient to meet the goals and objectives of the clinical education courses in the curriculum.
- Clinical teaching has been effective.
- Communication with the clinical education sites is sufficient and effective.
- Suggested actions based on the above assessment process.

Assessment of the clinical education program will be based on not only formal assessment processes but also informal conversations with CCCEs, Clinical Instructors, and students. The ACCE will site informal conversations in his/her report as appropriate that validate findings.

Concerns or issues regarding a clinical instructor or clinical facility should follow the same steps of due process as the didactic courses within the program. Students are to first approach the clinical instructor with any instructional or facility issues. If the issue remains unresolved it is then appropriate to contact the ACCE, Marisol Artiga at (361) 572-6418 and then the Program Director, Dr. Tammy Mikulik at (361) 572-6458.

If the issue remains unresolved after speaking with the ACCE and/or Program Director please refer to page 6 of this document (PTA Program Policies and Procedures Manual) and follow the formal steps of Due Process/Student Complaint Procedure. The Due Process Policy can also be found in the Victoria College Student Handbook.

Under no circumstances will a student who in good faith reports alleged incidents of harassment, discrimination, illegal, or unethical behaviors or who cooperates in an investigation of any such report be subjected to any form of reprisal or retaliation on account of his or her having made such report or

cooperation in such investigation. Any student who feels that he or she has been subjected to any form of retaliation or reprisal because of his or her complaint is entitled to file a complaint with the Affirmative Action officer, Terri Kurtz, in the Academic building, Suite 104. In cases of alleged discrimination or harassment, a student whose complaint has been found not to have merit may appeal, in writing, directly to the President of the College who shall uphold or reject the appeal and notify the student within 10 days. A student whose appeal was denied by the President may appeal in writing to the Board of Trustees in sufficient time for the matter to be included on the agenda of the next regular Board meeting following the President's decision. The decision of the Board shall be final.

V. STUDENT SERVICES

COLLEGE LIBRARY

As well as physical therapy resources, the library houses a more than adequate collection of related medical, biological, psychological, and sociological collections. The library staff is more than willing to assist the student in locating reference materials and in use of the various indexes. Access to the indices is available on the web. If our college library does not have the desired reference, the library staff will assist you in requesting the reference through the interlibrary loan service. Please see the reference librarian for assistance with this procedure.

Because the educational process never ends for the physical therapist assistant, students are encouraged to utilize the library to broaden their knowledge base beyond the assigned readings.

BOOKSTORE – (361) 572-6430; Bookstore@VictoriaCollege.edu

- Order course materials
- Graduation information
- Textbook buyback estimates and terms
- E-book course fee

WELCOME CENTER – (361) 582-2569

- Admissions information
- Parking Decals
- Testing Information
- General Information
- Financial Aid Information
- Student Payments
- Transcript Requests

FINANCIAL AID – (361) 572-6415**;** FinancialAid@VictoriaCollege.edu

- Grants
- Loans
- Scholarships
- Work Study
- Workforce Solutions Golden Crescent
- Childcare Assistance

ADVISING/COUNSELING SERVICES – (361) 582-2400; AdvisorHelp@VictoriaCollege.edu

- Tutoring
- Career Counseling
- Orientation
- Recruiting
- Assessment
- Educational Counseling
- Personal Counseling
- Support Services for Special Populations

TESTING CENTER - (361) 582-2589; TestingCenter@VictoriaCollege.edu

- Victoria College is a test center for some of the major academic tests such as ACT and SAT, and students with accommodations (contact the office for details)

CHILD CARE ASSISTANCE - (361) 572-6415

- Provides assistance for child care (call office for specific details)

DISABILITY SERVICES – (361) 572-6411; www.VictoriaCollege.edu/DisabilityServices

- "Services are arranged on an individual case-by-case basis for qualified persons with learning, physical or other disabilities. Prospective students who may qualify are encouraged to contact Marlene Schiffbauer at least one month prior to registration for services to be coordinated. Current students should request services as early as possible to ensure that approval services are in place when the semester begins. Documentation may be required" (College Catalog, pg. 73).
- If a student requires accommodation in the classroom, the student must submit appropriate documentation from the Disability Services Office stipulating the required accommodation to the instructor of each course.
- Accommodation will not be granted without appropriate documentation in a timely enough manner so as to allow the instructor to adequately prepare for the accommodation.

STUDENT COMPUTER ACCESS

- "Victoria College provides computers for student use and offers a variety of computer network capabilities, including internet access, electronic mail, and a wide selection of applications". (College Catalog, pg. 75)
- Please see College Catalog pg. 75 for the location of computer labs, "Bring Your Own Device" areas, and wireless network access.
- Each student is automatically issued an e-mail address. For information concerning e-mail access and computer support contact the Helpdesk at helpdesk@victoriacollege.edu or (361) 582-2509.

TUTORING – (361) 572-6473; LearningLab@victoriacollege.edu

- Learning Lab – Student Success Center

- Reading Center – Student Success Center
- Victoria College offers free tutoring services to all Victoria College Students.
- Tutoring schedules are posted on the VC Website and copies are available in the Center
- Special arrangements can be made for a tutor in specialized areas.

K.E.Y. CENTER - (361)582-2414; located in the Continuing Education Center 107;
Key@VictoriaCollege.edu

- Serves students who are economically disadvantaged, first-generation college students, and/or students with disabilities
- Supplemental instruction and individualized/group tutoring
- Transfer assistance
- Career exploration
- Financial Aid and scholarship assistance
- Academic counseling
- Cultural and educational enrichment activities
- Referrals to campus and community resources
- Personal counseling

CAREER SERVICES - (361) 582-6414; www.VictoriaCollege.edu/CareerServices

- Career exploration
- Transfer assistance
- Provides students with information on employment opportunities through off-campus job listings, open table recruitment, annual career fair, and transfer admissions day.

STUDENT ACTIVITIES AND STUDENT CENTER – (361) 485-6838;
www.VictoriaCollege.edu/StudentLife

- Student Government Office
- Student events and activities
- Student clubs and organizations

VETERANS SERVICES – (361) 573-3291; www.VictoriaCollege.edu/VeteransServices

Victoria College welcomes all veterans to our campus. We are grateful for your service, commitment, and sacrifice to our country. Veterans Services is located in the Advising & Counseling Services Office.

Veterans Services advisors will help you locate and gather the required documents needed by the Department of Veterans Services in order for benefits to be awarded.

SCHOLARSHIPS
A wide variety of scholarships are available at Victoria College and include those awarded and administered by Victoria College, as well as those awarded by community and civic organizations.

Institutional scholarships are awarded for various programs of study and for academic merit. The criteria for receiving scholarships vary according to standards set by scholarship donors and by the Scholarship Committee. Most scholarships are awarded based on a combination of academic merit and

financial need. Some scholarships require that an application be submitted directly to the donor. For more information about the scholarships available and the application process please contact: Victoria College Advancement Office at (361)582-2421.
Students are also advised to seek possible scholarship opportunities from professional organizations. The American Physical Therapy Association offers scholarships. Specific criteria are found at www.apta.org.

VICTORIA COLLEGE STUDENT SERVICES

Please scan QR code below for student service resources.

SIGNED NOTIFICATION OF RECEIPT

1. The Allied Health Dean has the authority to withdraw any Allied Health student from a course that requires direct patient care for all of the following reasons (but not limited to) safety concerns, violations of agency's policies or procedures, violations of state or federal laws, or any violation of the rules, policies, or standards noted in the Victoria College Physical Therapist Assistant Program handbook.
2. In accordance with Texas Occupations Code, Chapter Fifty-three, all applicants and enrolled students in pursuit of an occupational degree with licensure must be notified of possible ineligibility. Admission to and/or complete of a Victoria College Allied Health program does not ensure licensure eligibility. An 'occupational license' is a license, certificate, registration, permit or other form of authorization required by law or rule that must be obtained by an individual to engage in a particular business or occupation. Moreover, ineligibility is determined by the corresponding occupational organization that provides approval for the licensure or examination for licensure. Some reasons for ineligibility could be, but are not limited to, an overall criminal history, criminal conviction, substance abuse, a mental health issue or certain singular criminal or other acts in violation of the current guidelines or state/local restrictions issued by the applicable licensing authority. Any student or prospective student declared ineligible has the right to request a criminal history evaluation letter from the licensing agency.
3. All Allied Health students are responsible for maintaining a clear criminal background check (CBC) and/or reporting a change with their CBC status to the appropriate licensure entity for their discipline. Failure to contact the licensure institution may result in the student/graduate being ineligible to take the licensure exam or attain licensing. The student's signature below indicates his/her acknowledgement of the responsibility to report his/her status to the appropriate entity, thus Victoria College is not responsible for his/her failure to report.

A student signature is required to demonstrate acknowledgement of these notifications.

Applicant/Student signature_____

Date_____

VICTORIA COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
POLICY AND PROCEDURE MANUAL 2025-2026

DIRECTIONS: Read, sign and detach this page from the manual. Return the signed page to the Program Director for inclusion in your Student File.

THIS IS TO VERIFY THAT I HAVE RECEIVED AND READ THE POLICY AND PROCEDURE MANUAL FOR VICTORIA COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM. I UNDERSTAND THAT THESE POLICIES GOVERN MY ATTENDANCE IN THE PROGRAM AND THEY ARE WRITTEN IN ACCORDANCE WITH PUBLISHED COLLEGE POLICIES.

DATE: _____

_____ _____

NAME (please print)