



ALAMO COLLEGES DISTRICT  
St. Philip's College

# Physical Therapist Assistant Program

## Student Handbook 2018-2019

Division of Health and Biosciences & Public Service  
1801 Martin Luther King Drive  
San Antonio, TX 78203

Alamo Colleges adheres to all federal and state civil rights laws banning discrimination, harassment, and retaliation in public institutions of higher education and the workplace. Alamo Colleges will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, transgender status, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, any other protected category under applicable local, state or federal law, or persons who have opposed discrimination or participated in any complaint process on campus or before a government agency.

Students and employees are required to comply with this policy. Retaliation in any form for having brought a complaint or report of discrimination or harassment based on any protected criteria, including sex and gender, is expressly prohibited. Inquiries or complaints concerning these matters should be brought to the attention of: Linda Boyer-Owens, Associate Vice Chancellor of Human Resources and Organizational Development, Title IX Coordinator, (210) 485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204.

# WELCOME

Congratulations! You have been selected to pursue an Associate of Applied Science degree as a physical therapist assistant (PTA) at St. Philip's College.

You were selected from among many qualified candidates. Your academic achievements, sincere interest in contributing toward the improved health of others, and your apparent professionalism will serve you well as you begin your educational journey with us.

In our dedication to develop within you a fully prepared and qualified PTA, you will be exposed to three primary types of learning environments during the next two years: the classroom, the laboratory, and a variety of physical therapy clinics. The educational contributions of each learning environment will be crucial to your professional development.

The sequence of the program's curriculum cannot be modified, altered, or interrupted in any way or at any point. The only exception is for personal or immediate family health problems or significant hardship, and only with permission from the program director.

Throughout our program, we will encourage and assist in development of problem solving and independent critical thinking on your part. We expect that as you assimilate into the profession you will grow in self-responsibility and greater professionalism will surface. You will become an active participant and practitioner in the lifelong learning process of physical therapy.

Again, welcome to the Physical Therapist Assistant Program!

Sincerely,

Faculty and Staff

Physical Therapist Assistant Program

St. Philip's College

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## INTRODUCTION

Most of the general information students will need to know about St. Philip's College can be found in the [SPC Student Handbook](#). However, more specific information and policies that pertain to the Physical Therapist Assistant (PTA) Program can be found in this PTA Student Handbook. It is intended as a supplement to the college's student handbook.

## PTA PROGRAM FACULTY AND STAFF

### **Tunetha Parchem, PTA, MPT, Program Director**

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E-mail: [twren@alamo.edu](mailto:twren@alamo.edu)

Tunetha Parchem, PTA, earned a Master of Physical Therapy at the University of Texas Medical Branch – Galveston, and holds a Bachelor of Science in Kinesiology from the University of Texas at San Antonio (UTSA). She was a lecturer for nearly ten years as well as the internship coordinator for six years in the Kinesiology, Health, and Nutrition Department at UTSA. Her clinical experience includes acute care and outpatient rehabilitation. She assumed the role of Program Director in 2017.

### **Shelley Kozel, PT, BS, Instructor and ACCE**

Office: CHP 330 H                      Phone: (210) 486-2429                      Cell phone: (210) 294-1241

E-mail: [skozel@alamo.edu](mailto:skozel@alamo.edu)

Shelley Kozel, PT, holds a Bachelor of Science in Physical Therapy from Texas Woman's University. Her years of clinical experience include acute care, skilled nursing facility care, home health care, school-based therapy, wound care, pediatrics, pain, and neurology. She has held staff and management positions at various facilities. She is a Certified Clinical Instructor, holds a Fellowship in Cerebral Palsy, and is Certified in Pediatrics. She served the PTA program as an adjunct instructor for many years and joined as a full-time faculty member in 2016. Ms. Kozel is also the program's Academic Coordinator for Clinical Education (ACCE).

### **Amy Quesenberry, PTA, BSOE, Instructor**

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E-mail: [along2@alamo.edu](mailto:along2@alamo.edu)

Amy Quesenberry, PTA, is a 1999 graduate of the St. Philip's College PTA Program. She also holds a Bachelor of Science in Occupational Education degree from Wayland Baptist University. Her clinical experience includes acute care, long-term care, skilled nursing facility care, inpatient and outpatient rehabilitation, aquatic therapy, school-based therapy, and experience with both geriatric and pediatric patients. She joined the program in 2017.

### **Kris Aguilar, PTA, BSOE, Academic Lab Technician**

Office: CHP 308                      Phone: (210) 486-2010                      Cell phone: (210) 842-1184

E-mail: [kaguilar19@alamo.edu](mailto:kaguilar19@alamo.edu)

Kris Aguilar, PTA, is a 2013 graduate of the St. Philip's College PTA Program. She also holds a Bachelor of Science in Occupational Education degree from Wayland Baptist University. Her clinical experience includes acute care and outpatient rehabilitation. She served twenty years in the United States Air Force as a Russian and Serbo-Croatian Cryptologic Linguist and joined the program in 2015.

# PROGRAM AND COLLEGE GENERAL INFORMATION

## Program Philosophy

The Physical Therapist Assistant (PTA) Program supports the goals and mission of the Allied Health Department, St. Philip's College, and the Alamo Colleges District. Our purpose is to provide our students with a high-quality, attainable education; a curriculum designed to keep pace with the ever-changing healthcare field; and an atmosphere that welcomes diversity of cultures and ideas.

Students are encouraged to develop the skill of self-directed learning as well as an understanding of their role as part of a healthcare team. Faculty shall promote the practice of physical therapy by teaching skills consistent with the profession, by modeling and teaching compassionate care and responsible use of healthcare resources, and by encouraging the highest degree of integrity and ethical standards.

## Program Mission and Goals

The mission of the PTA Program is as follows:

### Mission of the PTA Program

The PTA Program serves the community by preparing our students for a career in contemporary physical therapy practice while encouraging personal growth, critical thinking, ethical behavior, and lifelong learning.

The goals of the PTA Program are as follows:

### Goals of the PTA Program

1. The program will equip each student with appropriate clinical skills necessary to operate as an entry-level practitioner capable of critical thinking and responding to changes in healthcare delivery and increasing technological advances.

**Outcome measure:** The clinical instructor will certify the student performs at "entry-level" in the *Physical Therapist Assistant Manual of Assessment of Clinical Skills* (PTA MACS) in at least 55 of the 61 skills in sections I – III by the end of the final clinical affiliation.

2. The program will prepare the graduate for securing state licensure to practice as a physical therapist assistant in an ethical and professional manner under the supervision of a physical therapist.

**Outcome measure:** At least 93 percent of students will pass the Federation of State Boards of Physical Therapy licensure examination within one year of graduation.

3. The program will prepare the graduates for employment in various settings to meet the needs of the physical therapy community.

**Outcome measure:** Students will affirm employment through responses on the graduate survey given six months after graduation.

4. The program will require each student to serve in his/her community to promote development of lifelong social, professional and leadership skills.  
**Outcome measure:** Every student will complete three service-learning/civic-engagement activities within the first four semesters.
5. The program will encourage each student to engage in continued professional growth to promote development of a lifelong commitment to maintaining contemporary practice.  
**Outcome measure:** At least 90 percent of students will attend a local, district or national conference or seminar/workshop given by professionals in the field.
6. The program will provide professional career-development skills in preparation for job placement.  
**Outcome measure:** Each student will complete a portfolio assignment during the program and must score a minimum of 77 points out of a possible 100 (77 percent).
7. The faculty will promote professional collaboration with other healthcare professionals.  
**Outcome measure:** Faculty will coordinate/execute one collaborative event with another healthcare program(s) once per academic year.
8. The faculty will promote development of graduates with high-quality instruction.  
**Outcome measure:** Each faculty member will garner ratings of at least 3 out of 4 on course surveys/evaluations.
9. The faculty will maintain the expertise necessary to teach in their assigned content areas.  
**Outcome measure:** Each faculty member will attend at least one continuing competency/continuing education course in the content he or she teaches every two years.

## **College Mission, Vision, Values, and Strategic Objectives**

The mission, vision, values, and strategic objectives of St. Philip's College are as follows:

### **Mission of St. Philip's College**

St. Philip's College, founded in 1898, is a comprehensive public community college whose mission is to empower our diverse student population through personal educational growth, ethical decision-making, career readiness, and community leadership. As a Historically Black College and Hispanic Serving Institution, St. Philip's College is a vital facet of the community, responding to the needs of a population rich in ethnic, cultural, and socio-economic diversity. St. Philip's College creates an environment fostering excellence in academic and technical achievement while expanding its commitment to opportunity and access.

### **Vision of St. Philip's College**

St. Philip's College will be the best in the nation in Student Success and Performance Excellence.

## Values of St. Philip's College

St. Philip's College is committed to building individual and collective character through the following set of shared values in order to fulfill our vision and mission:

**Students First** – Above all, act in the best interest of the students.

**Respect for All** – We value courtesy, responsiveness, and appreciation for diversity by treating all people with dignity and kindness.

**Community Engaged** – We actively work in partnership with our stakeholders by responding to the needs of the community.

**Collaboration** – We work together to achieve student success.

**Can Do Spirit** – We inspire resilience and persistence with a willingness to go above and beyond expectations.

**Data Informed** – We use quantitative and qualitative data to inform decision-making and achieve student success.

## Strategic Objectives of St. Philip's College

**Student Success:** Provide academic and student support and align labor market-based pathways to achieve student completion.

**Leadership:** Provide opportunities for St. Philip's College students and employees to develop as leaders.

**Performance Excellence:** Continuously improve our employees, financial, technological, physical and other capacities to enhance efficiency and effectiveness.

**Reaffirmation:** Successful submission of the decennial SACSCOC Response Reports and QEP Proposal.

## Non-Discrimination

The Alamo Colleges District, St. Philip's College, and the Physical Therapist Assistant Program do not discriminate on the basis of race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, transgender status, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, any other protected category under applicable local, state or federal law, or persons who have opposed discrimination or participated in any complaint process on campus or before a government agency with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be reported as instructed on the front cover of this document.

## **Accreditation**

St. Philip's College is approved and accredited by the Texas Higher Education Coordinating Board, national accrediting groups for allied health and nursing programs, and the Federal Aviation Administration.

St. Philip's College is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees in Associate of Arts, Associate of Science, Associate of Applied Science, and Certificates of Completion. The latest accreditation was awarded in 2017.

The Physical Therapist Assistant Program at St. Philip's College is accredited by:

Commission on Accreditation in Physical Therapy Education (CAPTE)

Phone: (703) 706-3245

E-mail: [accreditation@apta.org](mailto:accreditation@apta.org)

Website: <http://www.capteonline.org>

Address: 1111 North Fairfax Street  
Alexandria, Virginia 22314.

This program was first granted accreditation status in 1973 and was most recently reaccredited in 2009.

## **Safety**

Safety is of the utmost importance to the students, faculty, college and district. Everyone is expected to follow all safety precautions while on campus, and especially while in the lab. On the first day of class, students will be oriented to the location of fire extinguishers, the fire alarms, and the appropriate emergency exits from the building. These instructions will be posted on the bulletin board in each lab and classroom.

Students may practice physical therapy skills in the lab only under the supervision of one of the program faculty or staff. In addition, all students using the lab during class or when practicing during open lab hours must observe the following rules:

1. Ensure a safe environment by recognizing safety hazards and taking necessary steps to prevent injury.
2. Ask for assistance when unable to safely handle equipment independently.
3. Adhere to established precautions and contraindications when practicing treatments using modality equipment.
4. Practice good hand hygiene by washing hands with soap and water or using an alcohol-based hand rub before treating a student/patient and before using equipment.
5. Practice good respiratory hygiene by covering mouth and nose when coughing or sneezing.
6. Use proper body mechanics while handling equipment and practicing physical therapy procedures with others.
7. Place all used laundry in the laundry hamper to be washed.
8. Only practice with equipment on which you have been instructed; sanitize the equipment parts that have been in contact with a patient/student, and unplug all electrical equipment after use.
9. Keep the lab clean.
10. Respect the judgment and experience of program personnel and do not persist in any activity you have been asked to discontinue.

In case of an **EMERGENCY** on campus, call 911 from a campus phone, or (210) 485-0911 from a cell phone.

In case of **FIRE**, remember: RACE (Rescue, Alarm, Contain, Evacuate).

**Fire Extinguishers** are located on the wall outside the 314 lab door and at the rear of lab 318. Remember: PASS (Pull, Aim, Squeeze, Sweep).

**Evacuate** to the southeast corner of Student Parking Lot P20 (at the corner nearest Walters and Wyoming), where faculty will take roll to ensure all students are safely evacuated. The following link contains a map of the campus: [Campus Map](#)

Please refer to the [St. Philip's College Student Handbook](#) for further information and procedures to follow in the event of emergency. The following link contains further information regarding actions to take in the event of emergency: [Emergency Procedures](#)

## **REQUIRED ABILITIES, BEHAVIORS, AND STANDARDS**

All students in the Physical Therapist Assistant Program must possess the following generic and essential abilities:

### **Generic Abilities**

Generic abilities are attributes, characteristics, and behaviors that are not specifically part of the physical therapy core knowledge but are required for successful practice in the profession. The ten generic abilities and definitions developed by the University of Wisconsin-Madison are:

1. **Commitment to Learning:** The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
2. **Interpersonal Skills:** The ability to interact effectively with cultural and ethnic diversity issues.
3. **Communication Skills:** The ability to communicate effectively (e.g., speaking, body language, reading, writing, listening) for varied audiences and purposes.
4. **Effective Use of Time and Resources:** The ability to obtain the maximum benefit from a minimum investment of time and resources.
5. **Use of Constructive Feedback:** The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
6. **Problem Solving:** The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
7. **Professionalism:** The ability to exhibit appropriate professional conduct and to represent the profession effectively.
8. **Responsibility:** The ability to fulfill commitments and to be accountable for actions and outcomes.

9. **Critical Thinking:** The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.
10. **Stress Management:** The ability to identify sources of stress and to develop effective coping behaviors.

Developed by the Physical Therapy Program, University of Wisconsin-Madison. May, et al. *Journal of Physical Therapy Education*. 9:1, Spring 1995.

## **Essential Abilities**

These essential abilities are required for successful practice as a physical therapist assistant:

### **1. Visual Acuity:**

- a. acute enough to read small printed materials such as a health record/computer screen
- b. acute enough to read small calibrations or symbols such as on a goniometer or modality equipment normally found in a physical therapy clinic
- c. acute enough to obtain visual information including, but not limited to, movement, posture, body mechanics, and gait pattern

### **2. Hearing Acuity:**

- a. acute enough to perceive normal level of voice so as to follow instructions and participate in conversation
- b. acute enough to collect sounds produced in the body by use of a stethoscope

### **3. Communication:**

- a. verbal expression sound enough to express one's thoughts and distinct enough to communicate using medical terminology and the terminology of physical medicine
- b. able to perceive non-verbal communication such as changes in mood, activity, facial expression, and postures
- c. able to communicate effectively and sensitively; requires the ability to read and write utilizing the English language

### **4. Digital Dexterity:**

- a. agile enough to operate the various pieces of modality equipment normally found in a physical therapy clinic
- b. agile and strong enough to administer a variety of massages and other manual therapies

### **5. Physical Ability:**

- a. strong and agile enough to lift or assist in lifting persons in excess of 100 pounds on a frequent basis and to assist persons in:

- |              |             |              |             |
|--------------|-------------|--------------|-------------|
| 1) climbing  | 3) stooping | 5) crouching | 7) reaching |
| 2) balancing | 4) kneeling | 6) crawling  |             |

- b. fine and gross motor skills necessary for administering cardiopulmonary resuscitation

### **6. Interpersonal and Behavioral Ability:**

- a. able to complete treatment modalities or procedures within time allotted for patient
- b. able to complete required tasks/functions effectively under stressful conditions
- c. able to utilize problem solving skills and exercise sound judgment
- d. able to adapt to changing environments in a mature, sensitive and effective manner.

Reference: "Selected Characteristics of Occupations Defined in the Dictionary of Occupational Titles".

## Values-based Behaviors in Physical Therapy: Core Values

All students in the Physical Therapist Assistant (PTA) Program are expected to exhibit the following core values:

- **Altruism** is the primary regard for or devotion to the interest of patients/clients, assuming responsibility of placing the needs of the patient/client ahead of the physical therapist assistant's self-interests.
- **Compassion and Caring:**
  - Compassion is the desire to identify with or sense something of another's experience; a precursor of caring.
  - Caring is the concern, empathy, and consideration for the needs and values of others.
- **Continuing Competence** is the lifelong process of maintaining and documenting competence through ongoing self-assessment, development and implementation of a personal learning plan, and subsequent reassessment.
- **Duty** is the commitment to meeting one's obligations to provide effective physical therapy services to individual patients/clients, to serve the profession, and to positively influence the health of society.
- **Integrity** is steadfast adherence to high ethical principles or standards; truthfulness, fairness, doing what you say you will do, and "speaking forth" about why you do what you do.
- **PT/PTA Collaboration**
  - The PT/PTA team works together, within each partner's respective role, to achieve optimal patient/client care and to enhance the overall delivery of physical therapy services.
- **Responsibility** is the active acceptance of the roles, obligations, and actions of the PTA, including behaviors that positively influence patient/client outcomes, the profession, and the health needs of society.
- **Social Responsibility** is the promotion of a mutual trust between the physical therapist assistant, as a part of the profession, and the larger public that necessitates responding to societal needs for health and wellness.

## Standards of Ethical Conduct for the Physical Therapist Assistant

All students in the Physical Therapist Assistant Program are expected to uphold the following standards of ethical conduct for the physical therapist assistant:

### Preamble

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive. For further information, please see the APTA website: [www.APTA.org](http://www.APTA.org).

### **Standard 1**

Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

### **Standard 2**

Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.

### **Standard 3**

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

### **Standard 4**

Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other healthcare providers, employers, payers, and the public.

### **Standard 5**

Physical therapist assistants shall fulfill their legal and ethical obligations.

### **Standard 6**

Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

### **Standard 7**

Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

### **Standard 8**

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

# **PHYSICAL THERAPIST ASSISTANT PROGRAM CURRICULUM**

## **Year 1**

### **Semester I – Fall**

PTHA 1301 The Profession of Physical Therapy  
PTHA 1321 Pathophysiology for the PTA  
PTHA 1431 Physical Agents  
BIOL 2401 Human Anatomy & Physiology I

### **Semester II – Spring**

PTHA 1413 Functional Anatomy  
PTHA 1405 Basic Patient Care Skills  
PTHA 2409 Therapeutic Exercise  
BIOL 2402 Human Anatomy & Physiology II

### **Semester III – Summer**

PTHA 2201 Essentials of Data Collection  
PTHA 1360 Clinical I – Physical Therapist Assistant  
ENGL 1301 Composition I (or higher pending departmental approval)

## **Year 2**

### **Semester IV – Fall**

PTHA 2435 Rehabilitation Techniques  
PTHA 2431 Management of Neurological Disorders  
MATH 1314 College Algebra (or higher pending departmental approval)  
One three-hour course of Language, Philosophy & Culture (40) core or Creative Arts (50) core

### **Semester V - Spring**

PTHA 2217 Issues in Health Care  
PTHA 2460 Clinical II – Physical Therapist Assistant  
PTHA 2461 Clinical III – Physical Therapist Assistant  
PSYC 2301 General Psychology

## COURSE DESCRIPTIONS

### **BIOL 2401 – Human Anatomy and Physiology I**

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

### **BIOL 2402 – Human Anatomy and Physiology II**

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

### **ENGL 1301 – Composition I**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. This course fulfills the Communication foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

### **MATH 1314 – College Algebra**

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, and Empirical Quantitative Skills.

### **PSYC 2301 – General Psychology**

Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior and mental processes. This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility. (Students may also take **Introduction to Psychology**)

The student must also select one course from the [Language, Philosophy & Culture \(40\) Core](#) or the [Creative Arts \(50\) Core](#).

### **PTHA 1301 – The Profession of Physical Therapy**

Introduction to the profession of physical therapy and the role of the physical therapist assistant (PTA).

### **PTHA 1321 – Pathophysiology for the PTA**

Study of the pathophysiology of diseases/conditions encountered in physical therapy.

### **PTHA 1431 – Physical Agents**

Biophysical principles, physiological effects, intervention efficacy and application of physical agents.

### **PTHA 1413 – Functional Anatomy**

The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement.

### **PTHA 1405 – Basic Patient Care Skills**

The application of basic patient handling, functional skills, communication, and selected data collection techniques

### **PTHA 2409 – Therapeutic Exercise**

Concepts, principles, and application of techniques related to therapeutic exercise and functional training.

### **PTHA 2201 – Essentials of Data Collection**

Data collection techniques used to prepare the physical therapist assistant to assist in patient/client management.

### **PTHA 1360 – Clinical I - Physical Therapist Assistant**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### **PTHA 2435 – Rehabilitation Techniques**

Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected musculoskeletal, neuromuscular, cardiopulmonary, and integumentary disorders.

### **PTHA 2431 – Management of Neurological Disorders**

Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders.

### **PTHA 2217 – Issues in Health Care**

Organizational patterns, administrative principles, legal and ethical issues in physical therapy, and preparation for licensure and employment.

## **PTHA 2460 – Clinical II - Physical Therapist Assistant**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## **PTHA 2461 – Clinical III - Physical Therapist Assistant**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

# **COURSE SEQUENCING**

Throughout the curriculum, each Physical Therapist Assistant Program course **must be taken in sequence**. These courses can only be taken during the semester in which they are officially listed.

# **PROGRAM AND COLLEGE GRADING SYSTEMS**

## **Physical Therapist Assistant Program Grading**

All courses within the Physical Therapist Assistant (PTA) Program curriculum, **without exception**, must be completed with the award of the grade of "C" or higher. If a student receives a failing grade, he or she may repeat the course when it is offered the following year. Students may remediate only one course in the PTA curriculum. The following is the official method of grading within the Department of Allied Health:

93-100 = **A** = 4 points per semester hour = **EXCELLENT**

85-92 = **B** = 3 points per semester hour = **GOOD**

77-84 = **C** = 2 points per semester hour = **AVERAGE**

**Note:** Above are the only acceptable grades applicable toward award of an associate degree in the Physical Therapist Assistant Program.

70-76 = **D** = 1 point per semester hour = **PASSED**

Below 70 = **F** = 0 point per semester hour = **FAILED**

## **Lab Practical Examinations and Formal Skills Checks Grading**

Students must pass all lab practical examinations and formal skills checks with a grade of 77 percent or higher. All critical safety elements must be performed correctly during these tests to pass. If the student performs any critical safety element incorrectly during the test the instructor will discontinue the treatment and the student will fail that skill. He or she must re-test on that skill until a passing grade is achieved.

## **General Education Courses Grading**

The institutions of the Alamo Colleges District use the following grading system:

<b>A</b>	(excellent/exceptional performance beyond mastery)	<b>W</b>	(withdrawal)
<b>B</b>	(above average/beyond basic mastery)	<b>WS</b>	(withdrawal, SB 1231)
<b>C</b>	(average/mastery)	<b>WX</b>	(withdrawal exemption, SB 1231)
<b>D</b>	(below average/pass)	<b>WM</b>	(military withdrawal, SB 1231)
<b>F</b>	(failure)	<b>CR</b>	(non-traditional credit only)
<b>I</b>	(incomplete)	<b>AU</b>	(audit)
<b>IP</b>	(in-progress)	<b>P</b>	(pass)
<b>NC</b>	(non-credit)	<b>NR</b>	(not recorded)

Military service withdrawals are recorded as a “WM.” All “WS” or “W” grades have no effect on the GPA, but do negatively affect Satisfactory Academic Progress (SAP) for financial aid eligibility. To simply stop attending a class may result in a grade of “F.”

If a student fails a general education course while in the program, it will not prevent him or her from continuing in the program; however, all general education courses within the curriculum must be completed with a "C" or higher before the associate degree in physical therapist assistant will be awarded.

For all coursework—both in the Physical Therapist Assistant Program and in the general education courses—it critical that the student is aware of his or her running average in each class and recognizes when assistance or tutoring is needed. Each student must take the responsibility and initiative to approach the instructor when needed for guidance on how to improve grades.

## **PROGRAM DISMISSAL AND WITHDRAWAL/READMISSION**

### **Physical Therapist Assistant Program Dismissal**

If a student fails the same Physical Therapist Assistant Program course twice, or fails two courses in the major, the student is dismissed from the program and is ineligible for readmission.

If a student violates the District’s Student Code of Conduct (see the [SPC Student Handbook](#)) or the Profession’s Code of Ethics, the student is dismissed from the program and is ineligible for readmission.

If a student is ineligible for licensure (see “Criminal Background Check” and “Drug Screening” below), he or she will be dismissed from the program.

### **Physical Therapist Assistant Program Withdrawal and Readmission**

A student voluntarily requesting withdrawal from the program due to personal reasons (e.g., hardship, illness, family emergency) and who is in good standing (i.e., passing all courses, with no record of misconduct or excessive absences) may reenter the program at the point of withdrawal. Readmission must occur within one year of the withdrawal date and is subject to space availability. Students readmitted into the program must submit a new criminal background check and drug screen. For the specific steps to complete for program readmission, please see the program director.

# PROGRAM REQUIREMENTS

## American Physical Therapy Association Membership

Beginning in the Fall 2018 semester, all students are required to become members of the American Physical Therapy Association (APTA) (both the national organization and the Texas chapter) and maintain membership throughout the program. Students may join APTA through the link at: <http://www.apta.org/Membership/>. Currently, the cost for physical therapist assistant students is \$90 annually.

## Immunizations

All students accepted into an Allied Health program at St. Philip's College must present evidence of meeting the following immunization requirements **before beginning the clinical practicum**. The individual cost for immunizations is the responsibility of the student.

The student must present documentation from a physician or medical clinic of the following immunizations:

- a. **Tetanus, Diphtheria, and Pertussis (TDaP)** – one dose within the last ten years.
- b. **Measles/Mumps/Rubella (MMR)** – proof of either:
  - 1) MMR vaccine (two doses), or
  - 2) blood test (titers) proving immunity.
- c. **Tuberculosis skin test (Mantoux)** – must be done within the past year and must be repeated annually (or more frequently if required by a specific clinic site). If positive, the student must have a chest x-ray within the past two years to confirm no active case of tuberculosis.
- d. **Hepatitis B series** – proof of either:
  - 1) hepatitis B vaccine (three doses), or
  - 2) blood test (titers) proving immunity.
- e. **Varicella (Chicken Pox)** – proof of:
  - 1) physician-documented history of disease,
  - 2) varicella vaccine (two doses), or
  - 3) blood test (titers) proving immunity.
- f. **Bacterial Meningitis** – proof of vaccination is only required for students under the age of 22.
- g. **Influenza (Flu)** – annual vaccination is required during the fall semester

Once immunizations are completed, the student will scan or photograph the record and upload it to his or her individual student file in the program's cloud-based clinical software program (Exxat). Students are individually responsible for maintaining their original documentation of immunizations. These records will be part of the required student portfolio.

## **Cardiopulmonary Resuscitation (CPR)**

All students are required to have current training in basic life support for the healthcare provider, which covers cardiopulmonary resuscitation and automated external defibrillator use (two-year card). The Heartsaver courses offered by the American Heart Association **do not** fulfill this requirement.

Once the CPR course is completed, the student will scan or photograph the record and upload it to his or her individual student file in the program's cloud-based clinical software program (Exxat). Students are individually responsible for maintaining their original documentation of CPR certification. These records will be part of the required student portfolio.

## **Healthcare Insurance**

All students are required to have healthcare insurance. Students may be enrolled in a group plan through an employer or may be on another family member's plan. If not, they can seek coverage by a qualified insurance plan through the federal health insurance marketplace/health exchange, Medicaid, or HealthLink. Any healthcare costs incurred while the student is in the program are the student's responsibility. Students may be asked by individual clinic sites for proof of coverage.

## **Criminal Background Check**

Acceptance into the Physical Therapist Assistant (PTA) Program is **conditional** until the student passes a criminal background check. All students must have a clear criminal background check before attending clinical rotations.

A criminal conviction, while not precluding a student from the academic component of the Physical Therapist Assistant Program, may prevent a student from obtaining licensure in the State of Texas. For further information, see:

- Texas Occupations Code, Title 2, Chapter 53, Subchapter E, Section 53.152;
- Texas Higher Education Coordinating Board's Statutory Requirement Notice to Applicants and Enrollees for Occupational License (available on the program's website); and
- PTA Program Criminal History Statement Letter (available on the program's website and submitted with the application package as of the 2019 calendar year application cycle).

Applicants to the program with felony or misdemeanor convictions may not be eligible for licensure or certification, and are not eligible for admission into the program until a declaratory order process is completed with the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE) as follows:

The individual must submit this request in writing to the board and include:

- (1) a statement by the petitioner or applicant detailing the event(s) that led to the conviction or deferment,
- (2) copies of any court documents, and
- (3) the non-refundable \$50 fee required by the board.

The board may require additional information, including fingerprint cards, before issuing a criminal history evaluation letter.

Prior to applying to the program, a student with past criminal history should have requested that the board review his or her criminal history to determine eligibility for licensure based solely on criminal background up to that time as stated above. All applicants to the program will fill out a Criminal History Statement acknowledging:

- the individual's right and responsibility to request a criminal history evaluation;
- if he or she does not complete a criminal history evaluation prior to application and the criminal background check completed during the course exposes criminal convictions which will render him or her ineligible for licensure, the individual will be dismissed from the program immediately and forfeit all monies paid to St. Philip's College.

As of the 2018-2019 (calendar year/CY 2019) application cycle, this Criminal History Statement is now required with each application.

Students with concerns should contact:

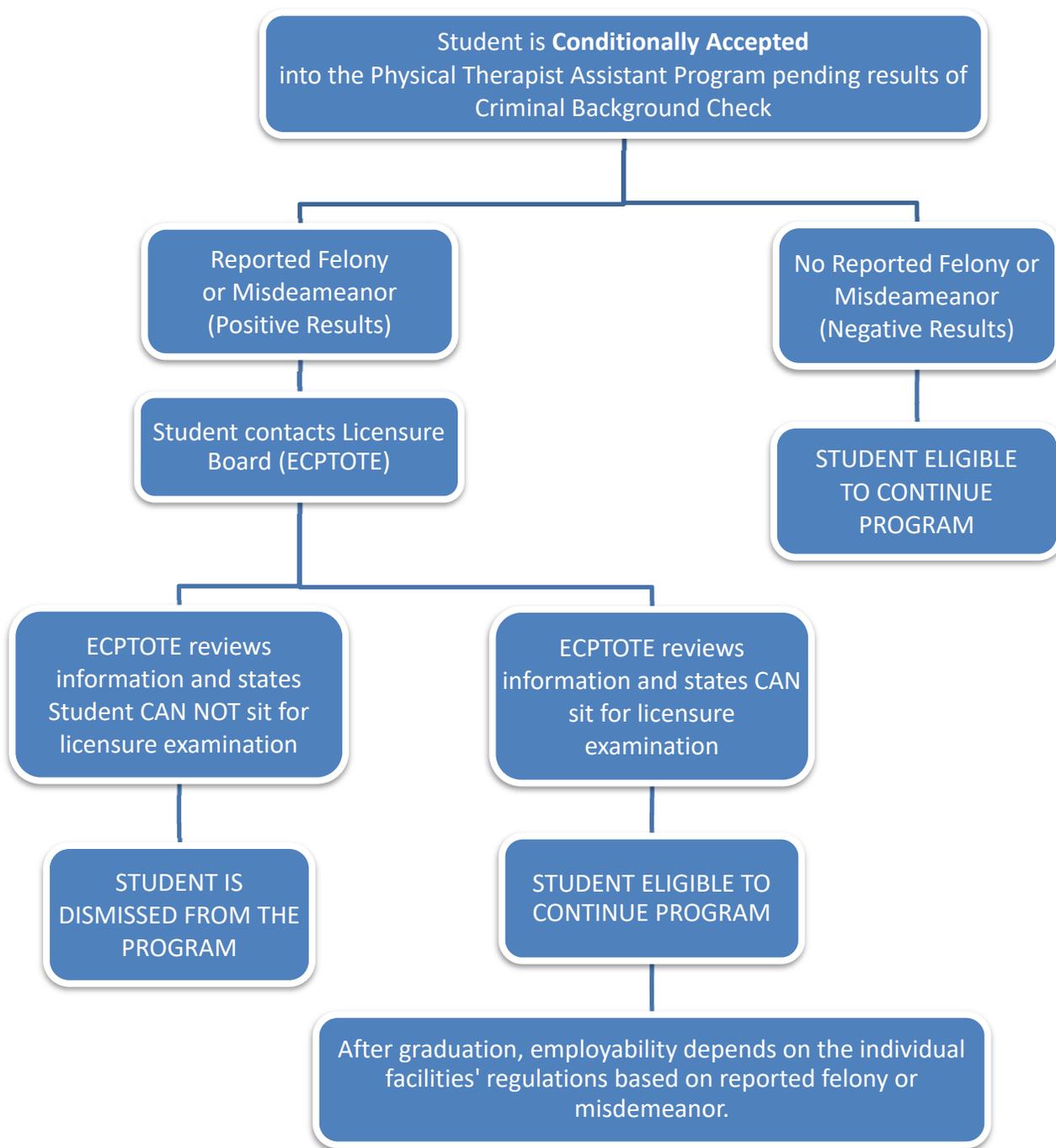
Executive Council of Physical Therapy Examiners  
333 Guadalupe, Ste. 2-510  
Austin, TX 78701/3942.  
Website: <http://www.ptot.texas.gov/>

The program will provide the instructions needed to complete the criminal background check, the costs of which are the sole responsibility of the student. Students are not to obtain their own criminal background check through any other source as the results will not be reported to the college and program.

Once the criminal background check is completed, the student will scan or photograph the receipt and upload it to his or her individual student file in the program's cloud-based clinical software program (Exxat). Students are individually responsible for maintaining their original documentation of criminal background check completion. These records will be part of the required student portfolio.

Again, should the criminal background check discover activity that will render the individual ineligible for licensure as a physical therapist assistant in the state of Texas, he or she will be dismissed from the program immediately.

## CRIMINAL BACKGROUND CHECK PROCEDURE



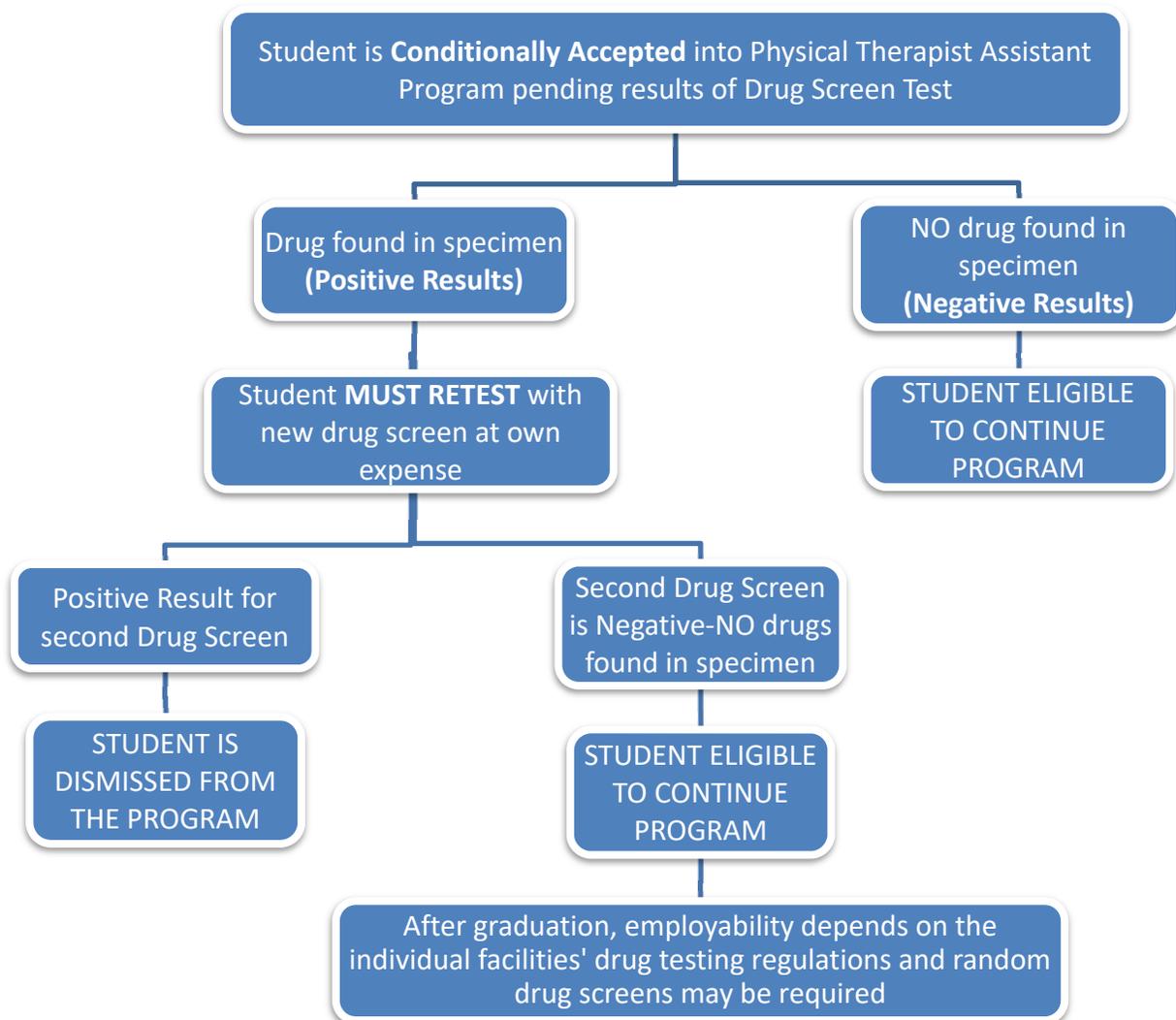
## Drug Screening

Acceptance into the Physical Therapist Assistant Program is **conditional** until the student passes a drug screen. Furthermore, all students must have a clear drug screening before attending clinical rotations. The clinical site, clinical instructor, or a faculty member of the program may also request a random drug screening at any time. Students must understand that a clinical site may require drug screening prior to the start of each new semester.

The program will provide the instructions needed to complete the drug screening, the costs of which are the sole responsibility of the student. Students are not to obtain their own drug screening through any other source as the results will not be reported to the college and program.

Once the drug screening is completed, the student will scan or photograph the receipt and upload it to his or her individual student file in the program's cloud-based clinical software (Exxat). Students are individually responsible for maintaining their original documentation of drug screening completion. These records will be part of the required student portfolio.

### DRUG SCREENING PROCEDURE



# **ACADEMIC RESPONSIBILITIES**

## **Exams**

All exams must be taken as scheduled unless previous plans have been arranged with the instructor. If a student is sick or has an emergency with an immediate family member on the day of an exam, he or she must notify the instructor by telephone to make other arrangements for making up the test. Make-up exams will be given at the discretion of the instructor.

## **Late Work**

Assignments submitted after the due date will be accepted only at the discretion of the instructor. See the appropriate syllabus for specific requirements in each course.

## **Student Portfolio**

Students in the Physical Therapist Assistant (PTA) Program will participate in service learning in the community, professional organizations, and a team project involving interprofessional collaboration. This may require an investment of time beyond the normal school day. Each student is required to prepare a portfolio while in the program to serve as an assessment tool of professional growth, to encourage reflection and self-directed learning, and to serve as a record of personal and professional accomplishments.

## **Faculty Advising**

Each student in the program will be assigned a faculty advisor from among the PTA Program faculty. The student is responsible for meeting with their assigned advisor within the first three weeks of each semester. Students are also required to initiate a meeting with the instructor if they fail any course exam or lab practical/skills check.

# **PROFESSIONAL BEHAVIOR**

Throughout the PTA Program, students are expected to demonstrate the same type of professional behavior that will be expected of them while working in the healthcare environment. Professional behaviors include but are not limited to: compliance with the Ethical Standards of the Physical Therapist Assistant, punctuality and attendance, personal responsibility and preparedness to learn, responsibility for facility maintenance and resources, and respectful communication appropriate for all audiences.

## **Attendance**

Disregard for or abuse of the college and program attendance policies can result in dismissal from the Physical Therapist Assistant Program. According to the college catalog and **PTA Program Procedure - F.6.2.1 - Program Attendance**, regular and punctual class and laboratory attendance is required, and students are expected to attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible. Students absent for any reason can make up work **only at the discretion of the instructor**. The student is still responsible for lecture information when covered in subsequent examinations. The program's attendance policy further states that students who are excessively absent may be dismissed from the program.

The program defines excessive absences as those absences over 10 percent of total class meetings or 10 percent of total contact hours. These will be counted as follows:

<b>Course</b>	<b>Maximum Class Meetings Missed</b>	<b>Maximum Hours Missed*</b>
PTHA 1301	3	4
PTHA 1321	3	4
PTHA 1431	3	9
PTHA 1405	3	9
PTHA 1413	3	9
PTHA 2409	3	9
PTHA 2201	2	8
PTHA 1360	2	15
PTHA 2431	3	9
PTHA 2435	3	9
PTHA 2217	1	5
PTHA 2460	3	24
PTHA 2461	3	26.5

\* Maximum hours missed comprises absences, late arrivals and early exits. For example, a student in PTHA 2201 who misses one day for illness (5 hours), comes in 45 minutes late due to a doctor's appointment, then leaves halfway through a class (2.5 hours) to pick up a sick child from daycare would have missed 8.25 hours and be considered excessively absent.

On a case-by-case basis, faculty may excuse the following absences in excess of the above maximum class meetings/hours missed:

- hospitalization of student
- death of immediate family member or guardian
- complications due to pregnancy
- maternal/paternal leave of absence
- unavoidable weather delay (flood, snow, ice, etc.)

## **Classroom, Lab, and Clinical Dress Code**

Students are expected to dress appropriately for classes. In the classroom, students will wear professional attire. Acceptable attire consists of a short- or long-sleeve polo-type shirt, button-down dress shirt/blouse, or pullover crew neck sweater; Docker-style or dress pants (khaki, gray, black, or navy) that are not denim and do not resemble jeans; athletic shoes (preferably a solid, conservative color) or closed-toe, closed-heel shoes of a conservative color with a non-skid sole. All items should be clean and in good repair. Scrubs are also acceptable. Clothing will cover all visible tattoos.

Field trips, health fairs and presentations will require specific attire. When necessary, this will be explained to the student beforehand. Again, clothing will cover all visible tattoos.

Lab attire will consist of a short-sleeved T-shirt that is plain black, plain white or plain royal blue (class T-shirts or St. Philip's College T-shirts are also acceptable) and plain black shorts with a minimum four-inch inseam or plain black yoga/track/sweat pants or capris. If pants of any type are worn, the student must be able to roll them up high enough to expose the entire thigh. Female students will wear a sports bra that will allow removal of the T-shirt when necessary. In addition, shoes appropriate for the lab activities must be worn (i.e., closed-toe, closed-heel shoes with a non-skid sole—preferably tennis shoes). This attire is necessary for practicing palpation skills, applying physical agents, and performing exercises. See the appropriate syllabus for specific requirements in each course.

During clinical assignments, students should dress in the professional attire of the physical therapists or physical therapist assistants working in that clinic. For example, if clinic personnel are required or allowed to wear scrubs, the students may do the same as long as they observe the scrub color requirements of the clinic. Otherwise, students must wear a solid-color, polo-type shirt; Docker-style, khaki pants; athletic shoes (preferably a solid, conservative color) or closed-toe, closed-heel shoes of a conservative color with a non-skid sole. All items should be clean and in good repair. Clothing will cover all visible tattoos and will fully cover the torso when the student is reaching overhead or squatting down.

The student must wear a St. Philip's College picture name tag/ID at all times. Modest jewelry [i.e., a watch with a second hand, one pair of stud/petite earrings (NO other piercings), and a single wedding band] may be worn. Fingernails must be clean, neatly filed, unpolished, and trimmed short—not extending beyond the fingertips. Hair should be neat, clean, and worn away from the face.

## **Cell Phone Usage Guidelines**

As stated in the St. Philip's College Student Handbook, the student is expected to show respect for others when using cell phones. Personal cell phones must be set to vibrate or silent mode to eliminate distractions in class or when in quiet areas such as the library, computer labs, or tutoring labs.

## **Human Subject Policy**

Students in the Physical Therapist Assistant (PTA) Program are entering a profession that requires touch and manipulation of the musculoskeletal system. Throughout the education and training in the PTA Program, students will be required to apply physical therapy procedures and techniques to each other during lab classes. These procedures and techniques may also be applied by St. Philip's College faculty or staff. All laboratory procedures and techniques are intended for educational purposes and shall be applied in a respectful and dignified manner. Students must sign the Lab Participation Release form located in this handbook's appendix prior to beginning the program indicating agreement to comply with the Human Subject Policy.

## **Photography, Videography, or Other Recording**

St. Philip's College sometimes uses photographs and videotapes of students for publication and/or advertisements promoting the Alamo Colleges. If students agree to be photographed or videotaped, they must sign the college's personal release form. Students also agree to obtain permission prior to recording one another or faculty. Students will acknowledge this agreement by signing the Photography, Videography, or other Recording: Release and Agreement form located in the appendix of this handbook.

# CLINICAL PERFORMANCE

## Clinical Preparation

Prior to beginning the first clinical course, students will learn competent and safe practice through the following training/instruction:

a. **Law:** All students must understand the role of the physical therapist assistant (PTA) according to the Texas Practice Act and Rules, American Physical Therapy Association Standards of Ethical Conduct for the Physical Therapist Assistant, Health Insurance Portability and Accountability Act of 1996 (HIPAA), appropriate guidelines for supervision of the PTA and physical therapy aide/technician in the different clinical settings, and professional behavior.

b. **Clinical Safety and Competent Practice:** All students must understand the basic incidents and emergencies that can occur in a hospital or clinical setting, including infection control, alarm codes and fire safety.

All students must demonstrate competency in taking vital signs, aseptic technique, wound care, wheelchair use and maintenance, transfer training, gait training, extremity wrapping, physical agents and manual modalities. .

Competency and safety are assessed through lab practical examinations or formal skills checks. Students must pass all lab practical examinations and formal skills checks with a grade of 77 percent or higher. Students must perform all critical safety elements correctly to pass the lab practical or skill check and to pass the course.

Students will be required to enter into agreements with the college and with the clinical site prior to beginning clinical affiliations. Students must acknowledge these agreements by signing a Confidentiality Agreement and HIPAA Training Acknowledgment as well as a Clinical Practice Reimbursement and Indemnification Agreement before they begin the clinical courses. These forms are located in Appendix D of this handbook.

## Clinical Assignments

The primary objective of clinical assignments is to ensure that each student is exposed to a variety of clinical environments during the course of the three rotations. Different types of clinical environments include acute hospital settings, private clinics, the public school system, skilled nursing facilities, home healthcare agencies, and rehabilitation hospitals.

The PTA student needs to understand that making clinical assignments is a very involved task. Negotiations for and maintenance of clinical training spaces in the San Antonio area are very competitive among PT and PTA programs. Because of this, the student may be assigned to a clinic outside of the immediate area, which may require a significant commuter distance. Should this occur, the student would need to furnish his or her own transportation. Special consideration for location of clinical assignment will be given to students who depend solely on the VIA bus transportation system for commuting.

## **The Clinical Experience**

You will complete three clinical experiences while in the program and they are scheduled as follows:

Affiliation 1: Summer (Semester III) – four weeks, 152 hours; mid-/late June – mid-/late July

Affiliation 2: Spring (Semester V) – six weeks, 240 hours; late January/early February – mid-March

Affiliation 3: Spring (Semester V) – seven weeks, 256 hours; mid-/late March – mid-May

Students are assigned to clinical sites by the academic coordinator of clinical education (ACCE) with input from the student. Students may not change their clinical assignments or solicit their own clinical assignments, although special situations may be discussed.

The clinical experiences provide students with directed learning in an assortment of professional and clinical settings. The clinical experience is crucial in providing students a learning environment that offers exposure to a mixture of "real-life" patient problems that cannot be experienced or duplicated in the classroom or laboratory.

Students must remember that the operational clinics with whom we have affiliations are "**friends of the profession and of St. Philip's College.**" In order to maintain the established mutual respect, relationships, and professional legacy between our program and the cooperating clinics, each student must abide by the rules, regulations, policies and procedures of the facility in which he or she is undergoing practical training. These will differ from clinic to clinic. Students must be flexible and able to adjust to different environments and various regulatory policies.

In meeting the regulatory requirements, **students should perform assigned duties as any dedicated employee would in each of the clinics in which they practice.** As "employees," students must abide by the rules of the clinic, which will include (but not be limited to) working hours, holidays, break times, dress code, smoking, use of drugs and alcohol, eating and drinking areas, personal phone calls (including use of cell phones), visitors and guests. It is strongly recommended that students become well acquainted with the procedural manual of each clinic to which they are assigned.

## **Clinical Instructor (The "CI")**

Clinical education is a significant part of the program's curriculum. The person chiefly involved in this training is the, "Clinical Instructor", commonly referred to as the "CI".

The clinical instructor will be a licensed physical therapist (PT) or a licensed physical therapist assistant (under the supervision of a PT). It is important to note that clinical instructors receive no compensation for their involvement in the professional education of students. They generously contribute their time and expertise to a vital part of the professional education process and should be respected and acknowledged for this. The CI is indispensable to the entire education process. Without the professional dedication and willingness of our CIs, there could be no clinical training. The CI will be responsible for supervising, instructing and evaluating the student at the clinical training site.

CIs are responsible for planning an effective learning environment. This should involve development of the problem-solving process and all entry-level competencies in key areas of clinical practice. He or she will teach the student how to manage time and, most importantly, the "ins and outs" of acceptable professional behavior. While the CI controls the learning environment, he or she will also be assessing the student's attitudes and behavior in accepting and performing a variety of professional tasks, as well as the student's decision-making development

## **Clinical Attendance**

Work hours during each clinical affiliation should be approximately 8 hours per day or 40 hours per week, mirroring the schedule of the clinical instructor (CI). Students that are absent 10 percent or more of the total clinical hours will be dropped from the course.

## **Evaluation**

The Physical Therapist Assistant Manual for the Assessment of Clinical Skills, or PTA MACS, is a clinical skills assessment tool that developed and revised by PTA academic and clinical faculty. It is used by the program as a method for evaluating clinical performance. It identifies skills that the PTA student needs to develop in order to be considered entry-level. Both the student and the CI evaluate these skills. Progress reports are made at mid-term and at the end of each clinical rotation by the CI and are used in part to determine the student's grade in the course.

## **Clinical Dress Code**

See the "Classroom, Lab, and Clinical Dress Code" above – page 27.

## **Sharps and Exposure**

Any student who sustains a sharp puncture (e.g., needle stick, glass, blade, etc.) or other exposure to blood or bodily fluids while engaged in a college-sponsored educational program should follow these steps as published by the National Institute for Occupational Safety and Health (NIOSH):

- Wash needle sticks and cuts with soap and water.
- Flush splashes to the nose, mouth, or skin with water.
- Irrigate eyes with clean water, saline, or other sterile irrigants.
- Report the incident to your supervisor.
- Immediately seek medical treatment.

(Source) <http://www.cdc.gov/niosh/topics/bbp/emergnedl.html>

Please keep in mind that drug prophylaxis is time sensitive (2 – 24 hours), and therefore the student must immediately seek help from the appropriate supervising personnel.

Some medical facilities will treat, provide accident form, and pay for treatment. If not, students who incur a sharp puncture or exposure should go to the nearest emergency room for the appropriate consultation and testing.

The clinical instructor and the academic coordinator for clinical education should be notified as soon as possible after the incident. The instructor will initiate an incident/injury report and evaluate the circumstances of the incident. If the student declines medical treatment, this should be documented and signed by that individual.

## **Incident Report**

An incident is anything happening to a patient, an employee, a visitor, or the student that is out of the ordinary, inconsistent with the facility's usual routine or treatment procedure, or an accident or situation that could cause an accident. In the event of an incident, the student should follow the protocol of the clinical facility, which may include filing an incident report. In addition, the student must complete the St. Philip's College Allied Health Department's Student Clinical Incident/Injury Form. (See Appendix B.)

The student must make every effort to complete the written report within 24 hours of the incident to ensure proper care and follow-up.

## **STUDENT RIGHTS AND STUDENT SUPPORT**

### **Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) affords all students certain rights with respect to their educational records. The college and program abide by this law and will not disclose any information about the student or the student's academic performance with any other person unless the student gives permission.

Students in the program are also expected to follow confidentiality regulations in providing patient care at any healthcare facility to which they are assigned as part of a designated course of study. The student may not access, use, disclose or reproduce any confidential patient information other than for the strict purposes outlined in the student's clinical duties. The student agrees to this policy by signing the Confidentiality Agreement and Health Insurance Portability and Accountability Act (HIPAA) Training Acknowledgement located in the appendix of this handbook.

### **Grievance**

#### **Academic Grievance Policy**

Faculty are responsible for classroom management, teaching strategies, testing, and evaluation of student performance. At academic institutions, conflicts may develop within the educational process that require academic intervention using the academic grievance process. When student complaints cannot be resolved through informal interaction with a faculty member or department chair, students are directed to use the academic grievance procedure by filing a Student Academic Grievance form, available from the department chair. Students are encouraged to use the academic grievance process only when there is clear and convincing evidence that a faculty member has treated the student unfairly, arbitrarily, or capriciously. The academic grievance procedure allows for unresolved complaints to continue moving from student, to instructor, to department chair, to dean until consensus is reached or a final decision affirming or denying the grievance is made by the appropriate dean. The [SPC Student Handbook](#) explains the process in greater detail.

#### **Non-Academic Grievance Policy**

The non-academic grievance policy provides a remedy for students who believe they have been the object of unjust treatment by an employee of the Alamo Colleges. Students who believe they have been treated unjustly may file a grievance in order to seek resolution. The [SPC Student Handbook](#) explains the process in greater detail.

## **Allied Health Student Counseling**

As stated in the [SPC Student Handbook](#), the student is expected to recognize and accept his or her responsibilities while enrolled in the program. These include the respect for the rights of others, academic and personal integrity, and adherence to federal, state and local laws. The student is also expected to abide by all college and program policies.

Any misconduct will be documented and acknowledged by the signature of the instructor, program director and student.

## **Students with Special Needs**

Per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if any St. Philip's College student needs special accommodations, that student should contact the office of Disabilities/Educational Support Services, at 210-486-2199, located in the Sutton Learning Center, Room 102.

## **Student Support Services**

### **Disability/Educational Support Services:**

If you are a special-needs student, you may qualify for facilitating services, extended test time, oral testing, and/or other accommodations. **It is your responsibility to inform each instructor if you are a qualified special-needs student and wish to take advantages of those services.** Per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if accommodation is needed the student must contact Educational Support Services. The Disability Support Service Coordinator may be reached at 210-486-2295.

### **Tutoring and Technology Assistance:**

The Educational Support Services Computer Laboratories consist of networking computer workstations, file servers, printers, and a range of software designed to provide academic support to students. The computer labs are in SCI 334, SLC 220, 226, 300, and 302. They are for general computer use by students, faculty, and staff of St. Philip's College and the San Antonio community.

### **Student Financial Services:**

Students requiring financial assistance may seek help from the Office of Financial Aid, which is located in the Welcome Center. The phone number is 210-486-2600. The main website for financial aid for the district is <http://alamo.edu/district/financial-aid/>. Available scholarships are listed on the St. Philip's College website (<http://alamo.edu/spc/apply-for-scholarships/>). Another resource would be the Minnie Stevens Piper Foundation, [www.mspf.org](http://www.mspf.org). This is a free scholarship clearing house.

### **Library:**

The library (Center for Learning Resources or CLR) provides reference materials, study carrels and viewing rooms. Students have access to audio and videotapes, slide/tape presentations, and computer assisted information. Occasionally, instructors place books or readings on reserve status. These items will be held at the checkout desk. Coin-operated copy machines are also available for student use. The phone number for the CLR is 210-486-2330.

### **Veterans' Affairs:**

The Office of Veteran Affairs assists students receiving educational support under one of the public laws for veterans and/or their dependents. Students using Veteran Affairs benefits should contact the Veteran Affairs Office before registration to obtain information at (210) 486-2111, or in person located in the Welcome Center, Room 205.

### **Rose Thomas Writing Center:**

Offers free, walk-in service that is very helpful when writing research papers! They are located in the Norris Technical Building, Room 405. The number is 210-486-2075. Note: as of summer 2018, the Norris Technical Building is undergoing renovations.

### **Student Health Center:**

Students may receive minor first aid assistance, over-the-counter medications, health information and referral to community services for medical, dental, family planning, STD, HIV, mammogram and pregnancy testing in the college nurse's office in the Sutton Learning Center (SLC), Room 127. The phone number is 210-486-2222.

### **Health and Fitness Center:**

Students can enroll in intramural and extramural activities. During open hours students can use the swimming pool, aerobic exercise equipment, weight machines, free weights, and the gym.

## **APPENDICES**

- A. Campus Map - [Map](#)
- B. Emergency Procedures - [Emergency Procedures](#)
- C. St. Philip's College Student Handbook - [SPC Student Handbook](#)
- D. Forms requiring PTA student acknowledgment and signature
  1. Student Information Form
  2. St. Philip's College Student Commitment to Success
  3. Student Statement of Commitment to Physical Therapist Assistant Education
  4. Photography, Videography, or other Recording: Release and Agreement
  5. Lab Participation Release Form
  6. Confidentiality Agreement and Health Insurance Portability and Accountability Act (HIPAA) Training Acknowledgement
  7. Clinical Practice Reimbursement and Indemnification Agreement
  8. Acknowledgement Statement
  9. Texas Higher Education Coordinating Board (THECB) Statutory Criminal Background Notification and PTA Program Criminal History Statement



## STUDENT INFORMATION FORM

The following information is used for required reporting to the Commission on Accreditation of Physical Therapy Education or to the Texas Higher Education Coordinating Board. Information regarding age, race, or gender is not released about you individually, but used to describe your cohort collectively. Your Social Security Number is stored securely on this form only, is maintained in a locked cabinet behind two locked doors, and is only accessible by authorized personnel. This form will be shredded three years after your graduation date.

<b>Name</b>	
<b>SSN</b>	
<b>Date of Birth</b>	
<b>Age</b>	
<b>Gender</b>	
<b>Ethnicity/Race</b>	<input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African-American <input type="checkbox"/> Hispanic/Latino of any race <input type="checkbox"/> Native Hawaiian/other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Two or more races <input type="checkbox"/> Decline to report
<b>Please list any previous degrees earned</b>	
<b>GPA</b>	

# St. Philip's College

## Student Commitment to Success

The Faculty and Staff of St. Philip's College challenge students to be the best they can be!

1. I will take initiative in my education. Because I want to succeed in this course, I will carefully read and follow my course syllabus. I also understand that the course syllabus may include expectations beyond those stated in this commitment.
2. I will support my success by ensuring that I have timely access to the required resources for the class, including textbooks and other materials as listed on the course syllabus. If I have trouble getting these resources, I will consult with the instructor and other campus support services for help.
3. I understand that a respectful environment allows for a healthy exchange of ideas and opinions and encourages personal growth. As part of my commitment to success, I will respect others and avoid talking, texting, answering my phone, and other disruptive behaviors in class.
4. Completing assignments on time demonstrates organization, time management, a solid work ethic, and a willingness to learn. Because I am serious about my education, I will strive to submit all assignments by the assignment due date and be aware of the instructor's policies regarding submission deadlines and options. I also understand that my classes may require several hours of independent studying per week.
5. If I don't understand something, I will ask for my instructor's help, and I will apply the necessary time and energy to master the class material. I will also use other campus resources, such as the Tutoring and Technology Center, the Center for Learning Resources, the Rose R. Thomas Writing Center, the Dr. Lanier E. Byrd Sanctuary, and MathWorld, as a supportive network to ensure my academic success.
6. Because the college and my instructor will share important information via e-mail, I will check my ACES and/or Canvas e-mail regularly and communicate with college personnel using my St. Philip's College student e-mail account.
7. To ensure my success and to follow college policy, I will go to the instructor with any concerns or questions that I may have about the class. If that discussion does not resolve my concerns, I will then take my concerns to the department chairperson.
8. I want to be proud of the work that I do and the college credit that I earn. Because plagiarism and cheating are unethical and often illegal, I will submit work that is properly documented and solely mine. I understand the college's commitment to academic integrity as stated in the Student Handbook and the Student Code of Conduct. (To find the Student Handbook, which includes the Student Code of Conduct, go to <https://www.alamo.edu/spc/current-students/>.)
9. I want to be the best student I can be! I will read the Student Handbook and the Student Code of Conduct and abide by them to make St. Philip's College a better place for everyone.

My name is (please print): \_\_\_\_\_ and I **AM** St. Philip's College!

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course and Section: \_\_\_\_\_ Instructor: \_\_\_\_\_



## STUDENT STATEMENT OF COMMITMENT TO PHYSICAL THERAPIST ASSISTANT EDUCATION

I have completed Orientation Part 1 for the St. Philip's College Physical Therapist Assistant Program and will commit to completing the program, obtaining state licensure as a physical therapist assistant, and gaining employment in the profession of physical therapy. I am aware of the professional expectations, as well as attendance and participation requirements that may include activities outside of regularly scheduled courses. I agree to organize work and personal obligations so that they do not interfere with curricular and co-curricular activities in the program. I further understand that the St. Philip's College and the Physical Therapist Assistant Program academic calendars may differ on occasion and will verify the class schedule before planning any work or personal activities.

Additionally I affirm that I will complete the CPR certification, criminal background check, drug screening, and all immunizations by the due dates set by the Physical Therapist Assistant Program. I understand that if I am unable to agree to these terms my conditional acceptance into the program will be withdrawn and I will not be eligible to initiate the program in Fall 20XX.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **PHOTOGRAPHY, VIDEOGRAPHY, OR OTHER RECORDING: RELEASE AND AGREEMENT**

\_\_\_\_\_ I authorize the Alamo Colleges District and St. Philip's College to use my photograph or video for publications and/or advertisements promoting the Alamo Colleges.

\_\_\_\_\_ I DO NOT wish for the Alamo Colleges District or St. Philip's College to use my likeness for publications and/or advertisements

\_\_\_\_\_ I agree that I will first request and obtain permission from fellow classmates or faculty prior to recording them or their activities by any means.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



## LAB PARTICIPATION RELEASE FORM

I understand that I am enrolled in a profession that requires touch and manipulation of the musculoskeletal system and use of physical agent modalities. Throughout my education and training in the Physical Therapist Assistant Program I will be required to apply physical therapy procedures and techniques on fellow students and St. Philip's College faculty, as well as physical therapy professionals and patients in the community.

I also understand that all laboratory procedures and techniques are intended for educational purposes and shall be applied in a respectful and dignified manner. After being made aware of contraindications against and possible side effects of these procedures and techniques, I will notify the course instructor of my concerns about participating in any laboratory procedures so that any necessary accommodations may be made.

I am responsible for understanding the theory and application regarding physical agent modalities and other treatment techniques and procedures and applying them to others or allowing them to be applied to me.

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Signature

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Date



## **CONFIDENTIALITY AGREEMENT AND HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) TRAINING ACKNOWLEDGMENT**

This confidentiality agreement (hereinafter referred to as Agreement') is entered into by

\_\_\_\_\_ (hereinafter referred to as "Education Participant").

Education Participant, a student of St. Philip's College, in providing patient care at any healthcare facility assigned by the Academic Coordinator of Clinical Education as part of a designated course of study to obtain clinical educational experience will have access to and review confidential patient information maintained in electronic and/or paper form by the assigned healthcare facility.

Education Participant agrees not to access, use, disclose, or reproduce any confidential patient information for any purpose other than as specifically permitted pursuant to student duties.

Education Participant further agrees to use appropriate safeguards to prevent access, use, disclosure, or reproduction of confidential patient information other than as provided herein. Nothing herein shall preclude Education Participant from making available to a patient his or her confidential patient information.

Upon completion of his/her clinical educational experience, Education Participant agrees to return to the assigned healthcare facility any confidential patient information or reproductions thereof in Education Participant's possession.

Education Participant acknowledges that he/she has received HIPAA training as a portion of his/her educational experience prior to being assigned to specific healthcare facility.

Education Participant acknowledges and understands that unauthorized access, use, disclosure, or reproduction of any patient information in violation of assigned healthcare facility data policy or in violation of this Agreement will authorize the assigned healthcare facility to prohibit Education Participant from providing any patient care on said healthcare facility premises. Education Participant further understands that certain unauthorized disclosure of patient information is punishable by fines and penalties imposed by federal and state law(s).

(continued, over)

Education Participant acknowledges and understands that if Education Participant is granted specific computer system(s) access based on the nature and scope of Education Participant's assignment. Education Participant is prohibited from accessing or attempting to access any computer system(s) in a manner that violates the healthcare facility data policy or is not consistent with Education Participant's specifically assigned user rights.

Education Participant further agrees to indemnify and hold harmless the assigned healthcare facility for any liability, expense, or loss, including damages, exemplary damages and reasonable attorneys' fees, which may be incurred by the healthcare facility as a result of any unauthorized disclosure of confidential patient Information to any third party by Education Participant.

Upon request, Education Participant agrees to make available Education Participant's internal practices, books, and records relating to use and disclosure of protected health information to the Secretary or an employee of the Department of Health and Human Services.

Education Participant agrees that in the event any amendments or corrections are made to the patient's protected health information such amendments or corrections will be incorporated into such records in Education Participant's possession.

**I HAVE READ AND FULLY UNDERSTAND THIS AGREEMENT.**

\_\_\_\_\_  
Education Participant Signature

\_\_\_\_\_  
Date



## CLINICAL PRACTICE REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

Alamo Community College District (the "District") is allowing the undersigned student (the "Student") to participate in one or more clinical practice rotations at one or more health care facilities (the "Program") as part of the Student's curriculum. The District has potential liability to such health care facilities based upon the actions and behavior of the Student. In order to induce the District to allow the Student to participate in the Program, the Student hereby agrees as follows:

1. Property Damage. In the event that the District must pay any amount to any health care facility because the Student negligently damages any property of any health care facility, including but not limited to, medical equipment, the Student hereby agrees to reimburse the District for any amounts so paid.
2. Confidential Information. In the event that the Student discloses any confidential patient information to an unauthorized party, and in the event that the District must pay amounts to any health care facility or any other person or entity in connection therewith, the Student hereby agrees to reimburse the District for any amounts so paid;
3. Negligence. The Student hereby agrees to reimburse the District for any and all costs and expenses, which may be incurred by the District which are caused, in whole or in part, by the misbehavior or negligence of the Student and which are related in any way to the Program.
4. Health Insurance. The Student hereby represents to the District that the Student is covered by health insurance for treating any injuries which the Student may experience at any of the health care facilities, and for treating illnesses that the Student may contract while present at any of the health care facilities.
5. Treatment for Injury and Illness. The Student hereby agrees to pay any health care facility for any treatment provided to the Student due to injury or illness experienced by the Student while at any of the health care facilities, and hereby agrees to reimburse the District for any amount paid by the District to any health care facility for health care provided to the Student.
6. Risk of Exposure. The Student understands that a risk of exposure to blood, body fluid pathogens, stray radiation, and other potentially harmful agents is associated with the Student's clinical experience, whether or not the same includes a lab rotation.

(continued, over)

7. Indemnification. The Student hereby agrees to indemnify and hold harmless the District and its trustees, employees, agents, and volunteers (collectively, the "Indemnitees") from all claims, causes of action, liability, costs, and expenses which are related to, arise from, or are connected in any manner with actions taken or omissions made by the Student, except to the extent caused by any of the Indemnitees.

8. Release. The Student hereby agrees to and does hereby release the District and its trustees, employees, agents, and volunteers from any and all claims and causes of action which the Student may have now, or may have in the future, whether or not the same may be ascertained at this date, relating to, or arising from, or connected in any manner with, the Student's participation in the Program.

DATED and EFFECTIVE as of the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature of Student: \_\_\_\_\_

Printed Name of Student: \_\_\_\_\_



## ACKNOWLEDGMENT STATEMENT

I acknowledge that I have read the St. Philip's College Physical Therapist Assistant Program Student Handbook.

I agree to abide by the policies and procedures set forth in the Physical Therapist Assistant Program Student Handbook as well as the policies, procedures, and rules of the Alamo Colleges and St. Philip's College. I have reviewed the St. Philip's College Student Handbook.

I have been made aware of the emergency procedures of the Program and the College.

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Signature

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Date



This State of Texas Act takes effect September 1, 2017.

**NOTICE TO ALL APPLICANTS AND ENROLLED STUDENTS:**

Applicants and enrollees in certain educational programs could face consequences of **any criminal conviction** on eligibility for an occupational license. (Enacted by the legislature of the State of Texas: Section 1. Chapter 53, Occupations Code, is amended by adding Subchapter E to read as follows):

SUBCHAPTER E. NOTICE OF POTENTIAL INELIGIBILITY FOR LICENSE Sec. 53.151.

DEFINITIONS. Section 53.001, in this subchapter, "licensing authority" and "occupational license" have the meanings assigned to those terms by assigned to those terms by Section 58.001.

Sec. 53.152. NOTICE BY ENTITIES PROVIDING EDUCATIONAL PROGRAMS.

(a) An entity (St. Philip's College) that provides an educational program to prepare an individual for issuance of an initial occupational license shall notify each applicant to and enrollee in the educational program of:

- (1) the potential ineligibility of an individual who has been convicted of an offense for issuance of an occupational license on completion of the educational program;
- (2) the current guidelines issued under Section 53.025 by any licensing authority that may issue an occupational license to an individual who completes the educational program;
- (3) any other state or local restriction or guideline used by a licensing authority described by Subdivision (2) to determine the eligibility of an individual who has been convicted of an offense for an occupational license issued by the licensing authority; and
- (4) the right to request a criminal history evaluation letter under Section 53.102.

(b) The entity shall provide the notice required under Subsection (a) to each applicant and enrollee regardless of whether the applicant or enrollee has been convicted of an offense.

**What is an "Occupational License?"**

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.

**What is a "Licensing Authority?"**

A "licensing authority" is a state agency or political subdivision that issues an occupational license.

**Your student rights:**

All applicants and enrolled students have the right to request a criminal history evaluation, per Texas Occupations Code, Sec. 53.102.

An individual may request a licensing authority to issue a criminal history evaluation letter regarding the person's eligibility for a license issued by that authority if the person:

- (1) is enrolled or planning to enroll in an educational program that prepares a person for an initial license or is planning to take an examination for an initial license; and
- (2) has reason to believe that the person is ineligible for the license due to a conviction or deferred adjudication for a felony or misdemeanor offense.

The request from the licensing authority will state the basis for the person's potential ineligibility.

For the Physical Therapist Assistant Program, the licensing authority is the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE), available at: <https://www.ptot.texas.gov/page/home>

**Sec. 53.153. REFUND AND ORDERED PAYMENTS.**

A licensing authority that determines that an entity regulated by the licensing authority has failed to provide the notice required by Section 53.152 to an individual entitled to receive the notice and that the individual's application for an occupational license for which the entity's educational program prepares the individual was denied because the individual has been convicted of an offense shall order the entity to:

- (1) refund the amount of any tuition paid by the individual to the entity; and
- (2) pay to the individual an amount equal to the total of the following, as applicable:
  - (A) the amount of any application fees paid by the individual to the licensing authority; and
  - (B) the amount of any examination fees paid by the individual to the licensing authority or an examination provider approved by the licensing authority.

SECTION 2. Section 53.152, Occupations Code, as added by this Act, applies only with respect to:

- (1) an individual who is enrolled in an educational program subject to that section on or after the effective date of this Act; and
- (2) an applicant for enrollment in an educational program subject to that section who applies for enrollment in the program on or after that date.

SECTION 3. This Act takes effect September 1, 2017.

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## CRIMINAL HISTORY STATEMENT

Applicants and enrollees in certain educational programs could face consequences of any criminal conviction on eligibility for an occupational license. The law requires physical therapist assistants to obtain a license in order to practice in the United States, thus criminal convictions that would preclude licensure will exclude an applicant or enrollee from the Physical Therapist Assistant Program at St. Philip's College. The program may admit applicants with criminal convictions after a declaratory order process is completed with the licensure and/or certification board. The applicant must provide proof of eligibility for licensure and/or certification for consideration for admission into the program.

In accordance with the Texas Occupations Code, Title 2, Chapter 53, Subchapter E, Section 53.152, the Physical Therapist Assistant Program at St. Philip's College provides the following notice of:

- (1) the potential ineligibility of an individual who has been convicted of an offense for issuance of an occupational license on completion of the educational program;
- (2) the current guidelines issued under Texas Occupations Code, Title 2, Chapter 53, Subchapter B, Section 53.025 by any licensing authority that may issue an occupational license to an individual who completes the educational program;
- (3) any other state or local restriction or guideline used by a licensing authority described by Subdivision (2) to determine the eligibility of an individual who has been convicted of an offense for an occupational license issued by the licensing authority; and
- (4) the right to request a criminal history evaluation letter under Texas Occupations Code, Title 2, Chapter 53, Subchapter D, Section 53.102.

After reading the above, I understand that:

- my past criminal convictions may prevent me from admission to the Physical Therapist Assistant Program.
- per paragraph (4) above, I have the right to request a criminal history evaluation letter. [Students with concerns regarding past criminal convictions should request a criminal history evaluation through the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE). The ECPTOTE webpage is: <https://www.ptot.texas.gov/page/home> . Once on this webpage, click on the "Request a Criminal History Evaluation" link and follow the given directions.] I will submit this criminal history evaluation letter with my application.
- if I do not complete a criminal history evaluation prior to application and the criminal background check completed during the course exposes criminal convictions which will render me ineligible for licensure, I will be dismissed from the program immediately and forfeit all monies paid to St. Philip's College.

I, the undersigned, have no criminal convictions that would render me ineligible for licensure, or I have completed and enclosed a criminal history evaluation from the Executive Council of Physical Therapy and Occupational Therapy Examiners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date