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Physical Therapist Assistant Program

Anti-Discrimination Policy

Mohave Community College does not discriminate on the basis of race, color, ethnicity, national origin, gender, sex, age, religion, gender identity, gender expression, disability, or sexual orientation in its educational programs and activities or employment practices. Discrimination includes harassment, which includes a wide range of abusive and humiliating verbal or physical behaviors that are directed against a particular person or persons because of one of the above named qualities. This includes creating a “hostile environment” where the conduct is sufficiently severe or pervasive to alter the conditions of the person’s employment or educational experience at the College. Members of the College community have a responsibility to report discrimination and those in supervisory roles are obligated to take action to correct it. Any person found to have violated this anti-discrimination policy will be subject to appropriate disciplinary action.

Accreditation Status

Notice to Students

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

Program Contact Information

Please contact one of the following individuals or the program website if you have additional questions about the PTA program:

Liz Briere PT, DPT
Program Director
Phone: (928) 505-3347
Email: ebriere@mohave.edu

Tamra Coleman, PT, DPT, OCS, COMT
ACCE/Resident Faculty
Phone: (928) 302-5323
Email: tcoleman@mohave.edu

Jennine Ramirez
Program Secretary
Phone: (928) 505-3347
Email: jramirez@mohave.edu

PTA Program Website: http://www.mohave.edu/pta

Academic Advising Can Be Reached Toll Free:
MCC Connect - 866-664-2832

Frequently Called Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCC Connect</td>
<td>866-664-2832</td>
</tr>
<tr>
<td>Disability Services Office</td>
<td>928-680-5946</td>
</tr>
<tr>
<td>Library</td>
<td>928-505-3309</td>
</tr>
<tr>
<td>PTA Program Office</td>
<td>928-505-3351</td>
</tr>
<tr>
<td>PTA Program Fax</td>
<td>928-453-1836</td>
</tr>
</tbody>
</table>
The Physical Therapist Assistant

The Physical Therapist Assistant (PTA) is a skilled health care worker who assists the Physical Therapist in providing physical therapy treatment interventions to patients and/or clients in a variety of practice settings. Duties of the PTA are varied and may include, but are not limited to, the rehabilitation of adult and pediatric clients with orthopedic, neurological, traumatic injuries, and various medical conditions through the application of physical modalities, exercise programs, gait training, functional activities and patient education.

The PTA must obtain a certificate to practice in Arizona. A majority of other states regulate the PTA primarily through licensure. If you plan to apply for a PTA license/certificate in another state after graduation, you should contact the physical therapy regulatory agency for that state regarding licensure/certificate requirements.

This MCC PTA program is committed to a high standard of educational excellence while promoting learner responsibility, effective communication, critical thinking, and collaboration. We strive to educate entry level PTA generalists that adhere to professional, ethical, and legal guidelines of the profession to serve our communities. We strive for excellence in all aspects of student education. Student education will be focused on theory, knowledge, and clinical skills essential to the entry level PTA.

The curriculum is designed for the optimal use of technical innovation, hands-on learning, and thorough practical clinical education. This structure drives our emphasis on technology and communication to facilitate learning in the classroom and the clinic. Graduates will meet the diverse needs of employers and the community while providing high quality patient care under the direction and supervision of a Physical Therapist.

The PTA program provides students a curriculum consistent with the guidelines of The Higher Learning Commission of the North-Central Association of Colleges and Schools, the Commission on Accreditation in Physical Therapy Education (CAPTE), and the Normative Model of Physical Therapist Assistant Education: version 2007.

The PTA program curriculum is highly structured, involving classroom, web-enhanced courses, lab and clinical work as well as a considerable amount of personal study. The program format is a full-time day program. However, dependent on program needs, occasionally an evening course may need to be offered. Program faculty will assess competency in skills and knowledge gained in the classroom and lab through practical exams prior to your use of these skills on patients during clinical affiliations. Expectations of the Program include, but are not limited to:

- Being available and on time for class or clinic as scheduled
- Preparing in advance for class/lab activities
- Providing your own transportation to assigned clinical sites
- Providing for your own housing during assigned clinical affiliations
- Demonstrating professional behavior at all time

Upon successful completion of the PTA educational experience at MCC you will be awarded an Associate in Applied Science (AAS) degree and will be eligible to sit for the National Physical Therapy Examination for PTA’s. In Arizona, all PTA’s must take and pass the Jurisprudence Exam prior to sitting for the National Boards in order to practice as a PTA. Additionally, it is hoped that all students will participate in the college and program evaluation process by notifying the program faculty about areas of strengths and/or needing improvement. Faculty and staff hope your time spent in PTA education is successful and enjoyable.

Program Philosophy

We believe that physical therapy is a valuable and integral part of health care and the PTA functions as an effective member of the health care team. The PTA requires specialized knowledge and skills and works under the direction and supervision of a licensed Physical Therapist.

The entry level PTA should be able to practice in an ethical, legal, safe and effective manner. We, as educators, accept the responsibility for supplying students with opportunities to learn the necessary information and in form students of clinical practice required for state regulation and entry-level competence in the field.

Education and learning are lifelong processes and should be evidence based. In our role as faculty and health care providers, we must model the processes of creating a learning centered environment to facilitate lifelong learning, adapting, being flexible, and changing as the environment and culture changes in accordance with sound scientific developments in education, instructional delivery methodology, medical science, and physical therapy practice. Likewise, it is the student’s responsibility to fully utilize the opportunities provided by this educational program.
The choice of career is a personal decision, and having chosen a particular profession, the individual must assume the profession’s inherent responsibilities and adhere to established professional ethics and standards of practice. As students begin the process of becoming PTA’s, they must constantly learn and adapt to different situations, patients, treatment techniques, disease processes and other conditions.

**PTA Program Mission Statement**

The mission of Mohave Community College PTA Program is to be a learning-centered institution to foster the professional and academic development of the PTA program to better serve the students and the community. The Mohave Community College PTA Program will provide an environment for educational excellence for students to become competent and professional Physical Therapist Assistants. Students will become aware of the world of physical therapy as they develop the structured skill set to perform as a Physical Therapist Assistant under the supervision of a licensed Physical Therapist. The students of the PTA program will develop into safe, competent healthcare practitioners, thus providing a much needed service to Mohave County, surrounding communities and states.

**PTA Program Vision Statement**

The Mohave Community College PTA Program strives to be a leader in Physical Therapist Assistant education in order to better serve the community and meet the demands of the healthcare industry.

**Title IX**

Welcome to the Title IX website, a resource on sexual misconduct for students, faculty, staff, and visitors who are part of the Mohave Community College community. Title IX of the Education Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”.

Mohave Community College (MCC) is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual’s fundamental rights and personal dignity. MCC considers sexual discrimination in all its forms to be a serious offense. This resource refers to all forms of sexual discrimination, including: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. (Title 20 U.S.C. Sections 1681-1688)

**Title IX and the Sexual Misconduct Policy**

The college prohibits all forms of sexual misconduct by students and employees. MCC Policy #5.112

**Who can I contact about Sexual Misconduct?**

Tell a trusted person about the incident. Contact someone from MCC’s Title IX Team listed to the right. You may also contact a counselor through the Student Support Program via phone (1-866-329-4148) or internet (jics.mohave.edu). The Community Resource Guide is another helpful tool.

Notification System: Receive Important College Information

Mohave Community College now has a notification system, through a program called One Call Now that enables us to promptly inform students and staff about important college information, as well as any situation that requires you to take action quickly. When you receive your MCC ID, you are automatically enrolled in One Call Now so you can be contacted by phone and e-mail with important information. To receive emergency text notifications (recommended), text ALERT to 22300. Standard text messaging rates do apply.

Note: Texting will only be used for emergency purposes, which includes any event or action that poses a safety risk on any of our five campuses.

**Safety at MCC**

We are very proud of our reputation as a “safe place to be.” Safety requires constant vigilance by the college, students, staff and all those using college facilities or resources. In case of emergency, contact persons can be reached by calling your campus switchboard. (Dial 0 from any campus telephone.)

As is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Mohave Community College has established procedures for the gathering of statistics on certain categories of crimes and arrests.

Specifically, MCC is required to compile statistics by campus for crimes which include sexual offenses (forcible or non-forcible), robbery (under confrontational circumstances), burglary, aggravated assault and motor vehicle theft.
Additionally, Mohave Community College is required to report any arrest related to liquor law violations (other than drunkenness or driving while intoxicated), illegal drug violations, and weapons charges. Statistics in these areas are compiled by the Office of Institutional Research and are maintained on an annual basis for forwarding to the federal government. Click here to view the MCC Crime Statistics Report.

MCC has established procedures to be followed relative to locking and unlocking of classrooms and other college buildings located on each of its campuses. These procedures are supervised by the campus deans.

Security for MCC campuses is provided by law enforcement agencies. Students and employees witnessing crimes or who are victimized in the commission of a crime are strongly encouraged to report all such actions to appropriate local law enforcement agencies and the campus dean.

MCC’s efforts to educate employees and students about crime awareness and prevention include those procedures described here and will be supplemented by notices as may be required to call attention to specific cases of real or potential threats affecting individual campuses or college operated facilities.

These notices will be distributed on an as-needed basis and posted in public places in an attempt to ensure sufficient warning to students and others using college facilities. Additionally, copies of such notices will be provided to faculty members (both resident and associate), and read out loud in classes at affected locations.

If a student holds a valid Order of Protection, the student should immediately notify the local Campus Dean's Office. If there is reason to believe that a person named in the Order of Protection has violated the court order while on an MCC campus, the Campus Dean's Office should be notified and he or she will assist the student in reporting the incident to local law enforcement.

All students and employees are encouraged to be aware of situations which may result in a sex offense (forced or non-forced) involving both known and unknown assailants. Students or others found to have engaged in acts which constitute sexual assault, attempted sexual assault, or other related sex crimes, whether forced or non-forced, will be subject to appropriate disciplinary and legal process to the fullest extent allowed by law.

In instances where students are involved in disciplinary procedures, both the accused and accusers are entitled to the same opportunities for representation and shall be informed of the outcome of any disciplinary procedure related to such alleged assaults.

**Americans with Disability Act**

ADA is a comprehensive Civil Rights Act protecting the rights of people with disabilities. The ADA prohibits discrimination against people with disabilities in the areas of private employment, public accommodations and services, transportation, and telecommunications. The Americans with Disabilities Act also prohibits discrimination against a qualified individual with a disability with regard to admission to educational institutions or vocational training programs (public or private); job application procedures; hiring, advancement or discharge of employees; employee compensation; job training; and other terms, conditions and privileges of employment. - See more at: [http://www.mohave.edu/resources/disabilityservices/](http://www.mohave.edu/resources/disabilityservices/)

**PTA Program Goals & Objectives**

1. Graduates will demonstrate the safe and effective application and modification of appropriate treatment techniques established within the plan of care developed by the licensed Physical Therapist (PT).
   a. Reviews and Understands plan of care written by licensed PT prior to patient intervention.
   b. Provides safe treatment within the scope of the plan of care written by the licensed PT.
   c. Describes the rationale and effectiveness of appropriate treatment interventions to patients to achieve the goals and outcomes as described in the plan of care.
   d. Effectively and safely progresses a patient through the plan of care written by the licensed PT.
   e. Documents any changes in the treatment plan secondary to patient status in addition to documenting any discussion with the supervising PT.
   f. Demonstrates critical thinking when working with patients who have adverse responses to PT intervention and how/when the treatment is modified or requires cessation based on data.

2. Graduates will demonstrate effective communication, critical thinking and planning skills necessary to work in the field of PT.
   a. Effectively communicates with patients and family in order to provide clear, concise instructions and patient education to ensure safety and achieve functional outcomes.
   b. Communicates with supervising PT in a timely manner.
3. Graduates will demonstrate proficiency in teaching patients, co-workers, family, classmates and community about physical therapy.
   a. Effectively educates others using teaching methods commensurate with the needs of the learners.
   b. Communicates clearly with patients, staff, supervising physical therapists to effectively represent their role in the physical therapy continuum of care.
4. Graduates will demonstrate their ability to contribute as a functional team member within the PT profession, the healthcare team and society.
   a. Participates in physical therapy committees for staff, professional development, program development, and quality improvement.
   b. Completes full case load of work in time allotted.
5. Graduates will demonstrate the skills and attitudes necessary for life-long learning, including involvement in APTA and state chapters.
   a. Participates in continuing education and/or in-service programming to stay current in their knowledge base, life-long learning plan, and treatment techniques.
   b. Participates in and responds to self-assessment activities.
6. Graduates will demonstrate safe, effective, moral, ethical and legal behaviors within the scope of physical therapy.
   a. Adheres to appropriate legal and ethical standards as well as state practice acts.
   b. Utilizes APTA’s “Guide for Conduct of the Physical Therapist Assistant” as the standard for professionalism and conduct.
   c. Changes behavior in response to understanding the consequences.
7. Graduates will demonstrate their role in the delivery of physical therapy.
   a. Places patient’s needs above the PTA’s self-interests.
8. Graduates will demonstrate traits that enhance active patient involvement.
   a. Exhibits compassion, caring and empathy in providing services to patients.
   b. Promotes active involvement by the patient in his or her care.
9. Graduates will identify and appreciate cultural diversity and will behave accordingly.
   a. Identifies and respects cultural diversity issues when communicating with patients, doctors and other staff members and act with consideration when delivering all PT activities.
10. Graduates will behave according to the APTA Guide for Conduct for Physical Therapist Assistants and promote the practice of physical therapy through community and state involvement.
    a. Demonstrates behaviors, conduct, actions, attitudes and values consistent with the roles, responsibilities and tasks of the Physical Therapist Assistant.
    b. Participates in community health fairs, institutional opportunities for promoting physical therapy, APTA membership and state chapter activities.
11. Graduates will interact toward others (doctors, nurses, co-workers, patients, customers) with honesty, openness, sincerity and compassion.
    a. Demonstrates integrity in all interactions with patients, family members and caregivers, supervising PT’s, co-workers, other healthcare providers, students, other consumers, employers and payers.
12. Graduates will support the practice of physical therapy through a commitment to community, chapter and life-long learning.
    a. Values and supports the physical therapy profession in society.
    b. Demonstrates citizenship.
13. Faculty will demonstrate community involvement.
    a. Volunteering with local community events
    b. Community Education
14. Faculty will participate in events/activities that will promote professional and clinical development
    a. Continuing Education
    b. Clinical fieldwork
15. Faculty will participate in institutional and professional committee involvement
    a. Attending institutional committee meetings
    b. State or National organizational meeting
Special Events

All PTA special events need to be authorized by the Program Director and communicated with the Campus Dean. A special event form and a room request form needs to be completed and signed by the Director. Details of the event need to be kept in the S drive under the events folder. Any changes to an event need to be communicated with the Director and special event form needs to be updated (room request changes may also need to be done). Request for funds will need to be discussed with the Program Director.

Expected Student Outcomes

Students will demonstrate:
1) Their role in the delivery of physical therapy services
2) Impairments, dysfunctions and functional limitations in order to treat patients under the supervision of a licensed physical therapist
3) The application and modification of appropriate treatment techniques established within the plan of care developed by the Physical Therapist
4) The importance of maximizing functional independence
5) Their potential to contribute as a functional team member within the physical therapy profession, the healthcare team and society

Students will have academic and clinical education to:
1) Pass the Physical Therapist Assistant licensure exam
2) Find employment in a timely fashion
3) Transition from the academic setting to the employment setting with ease

Students will demonstrate:
1) Safe, effective, moral, ethical and legal behaviors within the scope of physical therapy
2) Effective communication, critical thinking and planning skills necessary to work in the field of physical therapy
3) Skills and attitudes necessary for life-long learning
4) Competency in therapeutic interventions in all treatment settings for all ages
5) Proficiency in teaching patients, co-workers, family, classmates, and community about physical therapy

PTA Student Responsibilities

It is important that you be well informed about your academic program. In order to accomplish this task you should maintain the following items in your files (electronic copies will be permitted):

- MCC’s current catalog and student handbook
- MCC’s schedule for each semester you are enrolled
- PTA Program Student Handbook

All students at MCC are subject to the policies of the college as found in the MCC Catalog, MCC Student Handbook and PTA Program Student Handbook. The PTA program documents have been developed as additional information resources for you.

Individuals may have unique and varying needs, capabilities, and experiences. The key to success lies in the recognition by each individual of any learning areas that may need improvement, and in assuming responsibility for strengthening any deficiency. MCC has numerous resources to assist you including help with such things as study habits, test-taking skills, increasing reading skills, and time management. These are only a few of the resources available.

We are committed to helping you reach your educational and life goals. One of the PTA program faculties will be designated as your academic advisor to assist you during the program. The academic advisors may be reached by phone, mail, email or in person during office hours or by appointment. All contact information can be found at the beginning of the PTA Student Program Handbook.

Academic Integrity and Professional Behavior

Integrity is expected of every student in all academic work. Academic integrity means that a student’s submitted work must be the student’s own and reflect an honest attempt to complete the assigned work. Forms of academic dishonesty include, but are not limited to, cheating, fabrication, facilitating academic dishonesty and plagiarism. Students engaging in academic dishonesty diminish their education and bring discredit to the academic and professional community. Students caught participating in any form of academic dishonesty will be subject to disciplinary action. Action may include dismissal from the program.
Students must use their own knowledge and skills to complete examinations without referring to other’s answers, old examinations, class notes, or other references unless specifically permitted by the instructor. The student must compile research information to write major papers, without proper documentation without plagiarizing or copying.

MCC believes academic integrity and professional accountability are inextricably linked. These qualities are essential to practicing physical therapy in a safe and ethical manner within the parameters stated in the APTA Standards of Practice for Physical Therapist Assistants document. During clinical lab experiences, students are required to exercise confidentiality with regard to all patient and staff information, just as they would during subsequent physical therapy practice. The student’s progress in developing professional characteristics, including observances of legal and ethical standards, is evaluated in all PTA courses.

It is the student’s responsibility to report changes in medical status, personal information, and/or illegal or criminal actions within 7 days from time of occurrence.

**Attendance Policy**

The MCC PTA program faculty members have a responsibility to assure that all PTA students have an adequate background, including competence in technical skills. The faculty must ensure that each student is able to utilize these skills and knowledge in a safe, competent and professional manner. Learning experiences in the PTA program are arranged sequentially, to ensure that new information, knowledge, and skills are integrated with previously introduced material. In addition, the curriculum includes opportunities for collaborative learning, where interaction between and among students and faculty are critical components of the students learning. Therefore, these learning experiences cannot be repeated and your attendance is a professional responsibility.

MCC expects that students will participate in all scheduled classes, laboratories, and clinical education experiences. Students are required to be in class on time and to attend a minimum of ninety percent of each component of the course in order to receive a passing grade. In the event of an absence, the student is required to contact the instructor as soon as possible, in person or by phone/email. It is the student’s responsibility to complete an absence form, within 24 hours of absence.

An absence for a personal or family medical emergency or a death in the family would be considered valid reasons for absence. Absence due to a sick child may not be excused. All students are expected to have a contingency plan (or two) in the case of sick children. The course instructor has the right not to approve the student’s reason for being absent from class. Unexcused absences will be marked as a zero for that day’s activities.

Students are responsible for making up the work missed during any absence (excused or not). If it becomes necessary to add/drop a course or withdraw from a course, it is the student’s responsibility to complete the college’s approved withdrawal process as outlined in the current MCC catalog. If the student does not initiate course withdrawal with their academic advisor and instructor, the student will be considered an enrolled student in the course and will receive a grade appropriate for what grade was achieved while enrolled. Students must schedule co-requisite courses so they do not conflict with the required PTA classes, labs, and clinical education experiences.

Students absent from an examination, laboratory practical or other graded activity will receive a “0” grade for the examination unless other arrangements are made with the course instructor before the graded activity is conducted. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. This arrangement should be performed in person or by telephone. If the instructor is not available, a message should be left with another member of the PTA faculty or PTA secretary. The instructor will decide the time and method of make-up examinations on an individual basis. Messages sent by other students are not acceptable. The student is responsible for notifying the instructor of the reason for the absence.

**Leave of Absence**

A student can request a leave of absence from the program but must document their request in writing at least eight weeks ahead of time if possible and submit their request to the PTA program director. A leave of absence is limited to one year after which the student must petition to be readmitted to the program.

**Open Door Philosophy**

The Program Director and Faculty are committed to the success of each PTA student. The Faculty is available to discuss professional and educational issues with all the students. The program encourages students to speak with any faculty member regarding comprehension of the material to ensure success with the course material. Students are encouraged to arrange a meeting whenever the need arises, such as supplemental instruction or to address learning difficulties.
Attitude

Each Physical Therapist Assistant represents the entire profession of physical therapy to the client/patient being served. The PTA’s expressed or demonstrated attitudes toward others, as well as toward other health professions and services are very apt to be reflected in the subsequent attitude of the patient toward other therapists and towards health care in general.

Attitudes may be reflected in outward behavior such as facial expressions, actions, body language, and conversation. Students must exhibit behaviors that reflect an attitude of openness to learning and motivation to helping others. Listed below are some of the expected attitudes, with examples of the type of observable behavior that is desirable.

1. **Honesty and Integrity** - Refuses to lie, steal or deceive in any way; abides by APTA’s Standards of Practice for Physical Therapist Assistants.
2. **Punctuality** - Arrives on time for class, clinics and labs; completes assignments on time. This includes having all appropriate clinical tools available. Students who are tardy more than 10% of the time will be subject to disciplinary action.
3. **Off-Campus Scholarly Activity** - Behaviors during off-campus activities are similar to on-campus. All policies regarding student behaviors will be the same as classroom expectations. Students need to adhere to appropriate attire as indicated by the instructor.
4. **Cooperativeness** - Follows established departmental protocol and procedures; demonstrates a willingness to work well with others and is receptive to suggestions for improvement.
5. **Pride in Workmanship** - Strives for improvement in assignments and clinic; requests assistance when having difficulty in attaining the specified performance standards.
6. **Mature Actions** - Assumes responsibility and consequences for his/her actions; accepts his/her own limitations; strives to resolve personal conflicts. Students are liable for supplies checked out in his/her name.
7. **Consideration for Others** - Demonstrates appropriate verbal and nonverbal communication and thoughtful regard for the feelings and rights of other students, faculty, staff, and clinic personnel. The PTA is a member of the health care team and must therefore learn to cooperate with others. Being respectful and courteous with classmates is the first step toward this goal. Students should show the proper respect and courtesy to the members of the faculty and staff. This applies whether in the classroom, in the lab, at the clinical facility, or anywhere on campus.
8. **Concern for Patients** - Demonstrates by verbal and nonverbal communication that the patient comes first; refrains from spoken remarks and/or facial expressions which could arouse undue concern, alarm, or embarrassment to the patients; respects patient’s rights to confidentiality or personal information; refrains from referring disparagingly to the services of another health professional in the presence of a patient. The PTA student must be prompt, courteous, and respectful at all times. The patient’s care must always be the PTA student’s primary concern.
9. **Enthusiasm** - Displays initiative in class, lab and in clinical situations; volunteers to assume responsibility.
10. **Ability to Accept Constructive Criticism Gracefully** - Strives to improve and is not defensive but receptive to suggestions for improvement.
11. **Clinical Decorum** - Student focuses conversation during class and lab on information relevant to learning. Students should remember that lab and clinic are designed to be learning experiences. There should be no visiting in lab or clinic that disrupts the instructor. Remember the patient hears everything. Likewise, “chatting” with classmates can also be overheard by patients in waiting rooms and hallways. Each student is responsible for maintaining the cleanliness of the classrooms and lab areas.
12. **Loyalty** - Supports with words and actions the ideals and policies of the school, the program and the profession.
13. **Pride in Personal Appearance** - Student maintains professional appearance and personal hygiene consistent with the program’s guidelines.
14. **Tact** - Exercises discretion in words and actions in order to maintain good relations with patients, peers and faculty.

Conduct

The student is expected to abide by all provisions of the *Guide for Professional Conduct* and the *Standards of Ethical Conduct for the Physical Therapist Assistant* published by the American Physical Therapy Association. Students are also required to abide by the MCC Student Code of Conduct. It is the student’s responsibility to report changes in medical status, personal information, and/or illegal or criminal actions.
Observation Hours
Extracurricular observation hours need to be completed during the students’ free time and are not to be considered a substitute for classroom time. Extracurricular observation needs to be authorized by the Program Director and is not considered part of the PTA curriculum unless otherwise discussed.

Complaint Procedures
Any individual or student who may have a complaint regarding any aspect of the program is requested to follow the steps outlined below:

1. Inform the Program Director of the complaint. The Program Director will provide a complaint form to be completed by the individual reporting the complaint. In the event that the complaint is against the Program Director, the individual will be referred to the Associate Dean or Campus Dean.
2. Submit the written complaint to the Program Director.
3. The Program Director will send copies of the complaint to selected college administrative officials as dictated by the nature of the complaint. The college officials receiving notification of a complaint may include but are not limited to any or all of the following: Associate Dean, Dean of Instruction, Dean of Student Services, and/or Campus Dean.
4. The Program Director will investigate the complaint and draft a written response within ten working days from the receipt of the written complaint.
5. The written response will be reviewed with the individual making the complaint and discuss any actions proposed or taken.
6. In the event that this individual is not satisfied with the program’s response to the complaint, the matter will be forwarded to college administrative officials for any further action deemed necessary by the college.

A copy of all complaints, investigation results, actions taken, etc. will be kept in the office of the Program Director for a period of one year. After this period, the complaint will be filed in the student’s folder and kept in the secretary’s office until the student has graduated or left the program. Once the student is no longer active with the program, the information will be stored electronically in the student’s folder.

Grooming and Hygiene Standards
Students in the program are expected to maintain grooming and hygiene standards consistent with the clinical workplace. This means that:

1. Hair (including facial hair): Must be clean and trim. Long hair should be pulled back and secured.
2. Nails: Must be clean and fingertip length. False fingernails/overlays are not allowed.
3. Jewelry: Should be minimal. If in doubt, don’t wear it. Stud earrings are permitted only in the ears with a maximum of two. No earrings in the cartilage of the ear are appropriate. No loops or dangling earrings are allowed.
4. Perfume/Cologne: Should be minimal.
5. Body odor/Breath: Must be pleasant.
6. Tattoos: Visible tattoos need to be covered at all times except for when lab attire is requested.
7. Body Piercings: Body piercings need to be removed or covered.

Please note that visible tattoos, body piercings or physical defacement from body piercings may prevent a student from being placed at a clinical site. Clinical placement is not guaranteed and is necessary for program completion and graduation from the PTA program.

Recruitment and Admissions Procedures

Recruitment
1. The Student Services office contains the admissions counselor, counseling and testing center, financial aid and advising center. Students can get all of their institutional needs met in one location at the school.
2. The Admissions Counselor recruits potential students in the community, at the high schools, junior high schools and charter schools.
3. Career advisors who meet with interested students are brought to the PTA department to speak with faculty about program specifics and student interests.
4. The Program Director of the PTA Program is available by appointment to meet with students interested in the program.
5. The Public Relations Officer provides marketing tools, new releases, radio talk show opportunities, and other avenues to advertise the PTA program to potential students interested in the field of physical therapy.
Physical Therapist Assistant Program Admission Process

All students wishing to enter the PTA program with MCC may need to complete the MCC admissions application process, unless they are already current students, prior to applying for the PTA program.

Physical Therapist Assistant Program Admission Process

1. The admission procedure for the PTA program –
   a. Application Process to include:
      i. Completed program application
      ii. TEAS V examination
      iii. Official high school or college/university transcripts received by PTA program
      iv. Hard copy of assessment test results (if taken)
   b. Criminal Background Check: Obtain a pre-check criminal background check. Can access at www.mystudentcheck.com. After pre-check criminal background check has been cleared, select school-Mohave Community College District, and then PTA from the drop down menu.
   c. Fingerprint Clearance Card: Complete the fingerprint packet, available in the PTA program secretary’s office or student services. You can also request a packet directly from DPS. For frequently asked questions please visit: http://www.azdps.gov/services/fingerprint/. A Fingerprint Clearance Card is valid for six years and must remain valid throughout the PTA program.
   d. Observation Hours: required to have minimum of 8 hours in a variety of settings. Examples include: Nursing Home, Hospital, Out-patient rehabilitation, etc. Applicants who complete additional observation hours will be awarded additional points.

2. Students can pick up a PTA Application Packet or download it from the website which can be found on the main PTA web page: (http://www.mohave.edu/academics/certificates/pta/pta-applicant-information/)

3. The application process for the PTA program starts in the beginning of January to the second Friday in May.

4. Students must have completed or passed out of the following prerequisites on the assessment test prior to applying to the PTA program:
   a. TRM 091 (Beginning Algebra) or MAT 101 (Mathematical Literacy for College Students)
   b. TRE 089 (Transitional English)
   c. BIO 100 (Biology Concepts).
      i. A grade of C or higher is necessary for any general education courses
      ii. Students must also have an overall GPA of 2.7 or higher

5. When all materials have been received from a candidate, items will be reviewed to ensure veracity.
6. Upon verification that the candidate has submitted accurate records, the candidate will be sent a written invitation to the open house orientation. The open house is mandatory as the program requirements and expectations are explained thoroughly.
7. Within one week after the application deadline, 16-20 students will be selected to enter the current year’s PTA program. If qualified, up to 5 alternates will also be selected in the event someone cannot commit to the program expectations. The remaining candidates (ranked 26+) will be placed in a candidate pool if there is a need to go beyond the five ranked alternates.
8. If the program has less than 20 applicants and/or no alternates to select from after the application process has closed, the program director reserves the right to recruit candidates who have met all program requirements for admission except for the application deadline.
9. Candidates view the new student orientation slide show regarding expectations and criteria for the program. When the PTA program enrollment for any admission start date falls below 20 students (including alternates and remaining applicant pool), it will be under the program director’s discretion to select appropriate candidates to fill the class.
**Admission Requirements**

**USE THIS CHECKLIST TO SUBMIT A COMPLETED APPLICATION**

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<tbody>
<tr>
<td>1.</td>
<td>MCC’s Online Admissions Application (Become a Student)</td>
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<td>2.</td>
<td>All Official College Transcripts (if any) – Official transcripts are sent from Institution to Institution. Transcripts mailed to the student are considered unofficial.</td>
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<td>3.</td>
<td>Proof of college level reading and math skills via the Assessment Test or Transcripts</td>
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<td>4.</td>
<td>Demonstrate an overall GPA of 2.7 or higher. Transcripts from other institutions may be considered.</td>
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<td>5.</td>
<td>Demonstrates a minimum of C or higher in BIO 100</td>
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<td>6.</td>
<td>TRM 091/MAT 101 OR Higher Math Course/Assessment Placed Into Higher Math Course</td>
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<td>7.</td>
<td>Observation Hours (8hrs. minimum) Additional hours will receive additional points</td>
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<tr>
<td>8.</td>
<td>PreCheck Criminal Background Check</td>
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<td>9.</td>
<td>Fingerprint Clearance Card</td>
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<td>10.</td>
<td>TEAS V Examination Result Packet</td>
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<td>11.</td>
<td>PTA Program Application Page</td>
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<td>12.</td>
<td>Admissions Application Disclaimer Signature Page</td>
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<td>13.</td>
<td>Criminal Background Self-Disclosure Signature Page</td>
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<td>14.</td>
<td>Drug Screening Disclaimer Signature Page</td>
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<td>15.</td>
<td>Essential Functions Signature Page</td>
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<td>16.</td>
<td>Completed Physical Form</td>
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<td>17.</td>
<td>Background and Fingerprint Signature Page</td>
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<td>18.</td>
<td>Demographic Page</td>
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**Selection Criteria**

**COURSES**

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<tr>
<td>PREREQUISITES</td>
<td>TRM 091 or MAT 101 – (Letter grade not awarded)</td>
<td>N/A</td>
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<tr>
<td>BIO 100</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>BIO 101</td>
<td>3</td>
<td>2</td>
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<td>BIO 201</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>BIO 202</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<td>PSY 101</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>COM 121 or 151</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>ENG 101</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>CIS 110</td>
<td>3</td>
<td>2</td>
<td>1</td>
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**TEAS V Exam** – required score of 50% or higher

- 5 points 50% to 60%
- 10 points 61% to 100%

**RESIDENCY**

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<tr>
<td>County Resident</td>
<td>2</td>
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<tr>
<td>Arizona Resident</td>
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**WORK EXPERIENCE**

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<tr>
<td>PT Related: physical rehabilitation clinic; 1 year or more experience</td>
<td>7</td>
</tr>
<tr>
<td>Healthcare Related: hospital, skilled nursing facility, and/or medical office; 1 year or more experience</td>
<td>5</td>
</tr>
<tr>
<td>Observation Hours (10 or more)</td>
<td>5</td>
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**ADDITIONAL COURSE COMPLETION POINTS**

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<td>Completion of 5 to 6 of the above prerequisites &amp; general education</td>
<td>10</td>
</tr>
<tr>
<td>Completion of 3 to 4 of the above prerequisites &amp; general education</td>
<td>6</td>
</tr>
<tr>
<td>Completion of 1 to 2 of the above prerequisites &amp; general education</td>
<td>2</td>
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</tbody>
</table>

Total Points: ________________
Physical Therapist Assistant Program

Transcript Intake
1. When transcripts are received by the department, they are identified as to whether or not they are official.
   a. Sent from institution to institution
   b. Transcripts sent from a student or delivered by a student are not official and will not be evaluated by the registrar.
2. Transcripts will be opened by authorized personnel (determined by program director).
3. Transcript envelope will be signed by program director or delegate as being received as official.
4. Copies of transcripts will be made and deposited into student PTA file.
5. Original transcripts will be identified for the PTA program and will indicate the student’s MCC ID number.
   a. Students who don’t have an MCC number will be called.
   b. Students must go to student services to fill out a registration form in order to receive an ID number.
   c. Transcripts cannot be evaluated without an MCC ID number.
6. Transcripts in the original envelope (opened by program faculty and signed as such) will be sent to the registrar’s office for evaluation.
7. Evaluated transcripts will be reviewed and students will be notified if any deficits are noted.

Grading Policies
GRADING: Grading distribution for all PTA courses will be assigned to the following scale:

- **A = 93 - 100%**
- **B = 85 - 92%**
- **C = 77 - 84%**
- **D = 60 - 76%**
- **F = below 60%**

Grading Policies and Remediation

Students must achieve a minimal competency level of 77% exam average in each class, 80% on skill check-offs, 85% on practical examinations with 100% pass rate on critical safety elements. All students will have a baseline assessment during skill check-offs and practical examinations asking “Is the student clinically safe?” This will be the deciding factor for receiving a passing grade for skill check-offs and practical exams.

Any student not achieving a minimal competency of 77% (80% for skill check, 85% for lab practical) on any graded activity will be required to meet with the course instructor. The remediation activity will be determined by the course instructor. It is each student’s responsibility to seek out supplemental instruction or tutoring if content is not being mastered independently.

Any student receiving remediation on individual course work will receive only the minimum of a passing score for that assignment. Assignments that can receive remediation include written exams, and lab/oral practical examinations. Quizzes, whether on surprise or scheduled, may be exempt from remediation.

Students have a maximum of 2 attempts with remediation of written exams, and lab/oral practical examinations. If there is an opportunity for a retake, such as on an exam or lab practical, students achieving greater than the expected competency level will receive the lowest passing score for that graded activity. Should mastery on a graded activity not be achieved after the maximum allowable retakes as applicable, a “fail” will be assigned for the course.

Remediation needs to be completed within 12 hours but not to extend beyond 1 week. Students that receive a failing course grade OR perform below the expected competency level on exams (77% average across all exams for each individual course) will be dismissed from the physical therapist assistant program and must follow readmission procedures for re-entry into the program. The assigned grade for the course will be the lower grade between the course grade and the exam average grade.

If a student fails a PTA course they are allowed to continue with the PTA courses they are currently passing; however, they are not allowed to continue on with the PTA program without applying for readmission. Students cannot progress forward with any other PTA courses until they have successfully completed previously failed PTA courses.

Student Retention and Completion

Resources for Student Success
It is the goal of the PTA Program Faculty to admit students to the program that will successfully complete the PTA program. There are several resources in place to assist student retention and completion of the program. It is important for students to
understand the role they have in ensuring their success. The following programs have been developed to assist students with their academic success:

1. **PTA Program Open Door Philosophy:** Program Faculty are available to discuss professional and educational issues with students. Discussing supplemental instruction, specific learning, understanding difficulties.

2. **Student Success Center:** located in the library at the Lake Havasu City Campus. Information can be found on: [http://www.mohave.edu/resources/student-success-center/](http://www.mohave.edu/resources/student-success-center/)

3. **Early Alert System:** will notify students when faculty has a concern regarding students’ progress. Information can be found on: [http://www.servicedesk.mohave.edu](http://www.servicedesk.mohave.edu)

4. **SmartThinking:** Online tutoring service available through Schoology, LMS. Provides online services for variety of topics: mathematics, writing, biology, computer technology, nursing and allied health. Program is free for MCC students. Information can be found on: [http://www.mohave.edu/resources/student-success-center/](http://www.mohave.edu/resources/student-success-center/)

5. **Student Assistance Program:** Available through student services.

6. **Transfer Programs:** Mohave Community College works with many universities which enables MCC students and graduates to transfer to another institution to complete a bachelor’s degree.
   a. MCC@NAU program: [http://www.mohave.edu/academics/mcc2nau](http://www.mohave.edu/academics/mcc2nau)
   b. Transfer ASU program: [http://www.mohave.edu/academics/transferasu/](http://www.mohave.edu/academics/transferasu/)

**Remediation for a Student during a Clinical Rotation**

Students receiving a check mark for significant concerns on the CPI (Clinical Performance Instrument) will be advised by a faculty member.

The ACCE will confer with the Clinical Instructor responsible for the student. If the significant concern appears to be the result of a conflict with the Clinical Instructor, the ACCE will discuss the issue with the CCCE (Clinical Coordinator of Clinical Education). If a clinical site feels the student does not meet minimal criteria for the clinical rotation, the student will be withdrawn from the clinical rotation and given the opportunity to perfect the requisite skill set working with a faculty member or at another clinical site.

Dependent on the situation, the student may be required to repeat the clinical rotation at a different site. This will be determined on a case by case basis by the Program Director and ACCE. The failure of a student to meet professional standards of conduct (CPI red flag items) following remediation will result in dismissal from the program.

**Repeated Failure Protocol**

Students with more than 1 score below mastery performance will be mandated to the following procedure:

1. **Any** failure on a graded activity requires the student to meet with the course instructor to discuss a success plan.
2. Repeated failure on a graded activity that requires remediation in the same course will require the student to participate in mandatory supplemental instruction. Time, type and duration of instruction will be determined by course instructor. A written remediation contract will be completed between the student and the course instructor.
3. Repeated failure in more than one course by the same student will require the student to meet with the Program Director to determine the student’s ability to successfully continue in the program. A counseling offense form will be completed by the Program Director/Instructor.
4. Failure to demonstrate success with remediation plan(s) within the defined and documented time frame will result in dismissal from program.

**GPA**

Students are required to carry a GPA of 2.5 for all PTA courses or they will be placed on academic probation.

**Supplemental Instruction**

Students desiring supplemental instruction in specialized programs of study can contact their instructors for additional assistance and study group opportunities. Students are encouraged to talk with the instructor about any specific learning/understanding difficulties.

Students who do not meet minimum expectations will be required to meet with the course instructor to develop an individualized plan for success. Sessions will be held outside of scheduled class times and may include referral to an academic counselor.

Though students may look at remediation as a second chance, the burden of content mastery is great. Remediation should not be taken lightheartedly since the cause is failure to master the content required by the program to move forward. Therefore, content mastery **must** be shown at the completion of remediation. Failure to show competence or content mastery after remediation and further self-study will result in dismissal from the program.
Physical Therapist Assistant Program

Student Conferences

The varied demands of the practice of the PTA require considerable communication between the instructor and the students. Feedback is provided in the form of grades, practical exams, evaluations, clinical instruction, and student conferences. The program has two types of student conferences: routine and interventional. These conferences are scheduled with the core faculty.

Student conferences are held as needed and are at the request of the student or instructor. The student’s general progress is discussed. Intervenational student conferences are held as needed for students experiencing academic or behavioral difficulties. Intervenational conferences are intended to assist the student in achieving academic, behavioral and professional standards. The specific issue of concern will be addressed and an action plan will be formulated. Consequences for failure to complete the required action plan will be defined and explained.

Student’s rights to due process are detailed at the college level in the MCC Catalog which is available in both hardcopy and online.

Patients, clinical sites, employers, and the general public have the opportunity to voice a complaint about a student or the program in general. Some may choose to use a document such as a patient survey or a college initiated survey. Others may choose to voice their complaint in person.

All administrators, from the Campus Dean through the President maintain an open door policy to listen to the views of students, staff and community members. If an official complaint is submitted to the college, the procedure followed is essentially similar, but depends on the nature of the complaint and with whom it is filed. The complaint is filed by the administrator who received and responded to the complaint.

In all cases, it would be routed to the Program Director for a written response, and copies of such files would be maintained in the Program Director’s office for a period of one year. If it is a personnel issue, then the complaint would be maintained in the office of Human Resources.

Progressive Discipline and Dismissal

Progressive discipline will be utilized to assist the student in correcting issues that may negatively impact program progression, graduation and/or employment. It will be expected that the student will resolve identified issues at the lowest disciplinary level, i.e. advisement.

Failure to resolve previously identified concerns or sufficient seriousness of an initial concern result in action at the next disciplinary level, warning. If a student receives an initial warning, it is expected that they will address these issues. Repeated offense of any disciplinary of any manner will result in program probation. A third offense of any manner will result in dismissal from the PTA program.

The Program Director may place a student on probation in the PTA Program for any number of reasons. Examples include, but are not limited to, the following:
- Failure to adhere to established program and college policies and procedures.
- Unsatisfactory performance in the clinical setting, unsafe or unprofessional practice.
- Inability to maintain physical or mental health necessary to function in the program.
- Failure to resolve issues at the probationary level may result in student dismissal from the PTA program.
- Inability to maintain a clear background and maintain fingerprint clearance card
- Failure to adhere to the APTA Code of Ethics

Actions that will result in dismissal from PTA Program: (list may not be conclusive)
- A repeated offense while still on probation; inability to resolve issues at the probationary level
- Failure of any PTA course
- Failure to report criminal activity within 7 days of the event
- Academic dishonesty
- Failure to demonstrate success with remediation plan
- Dismissal from a clinical site due to professional misconduct
- Positive drug and/or alcohol screen during a clinical rotation
- Failure to maintain a clear background and valid fingerprint clearance card
Readmission Procedure

If a student wishes to re-enter the program and re-matriculate into another cohort will be required to submit a written request. All requests must be submitted in writing to the PTA Program Director by the published program admission deadline. Readmission is NOT guaranteed and will be limited to a single occurrence. Approval for readmission will be reviewed on a case by case basis. In the event a student requests readmission to the program after leaving for personal, disciplinary, or academic reasons the following will apply:

☆ Only students who left the program within the past twelve months will be given consideration for readmission. All others must reapply for the program and commence training from the beginning.
☆ Students seeking re-matriculation into the program must submit a letter to the Program Director outlining any changes in circumstances which would enhance his/her chances of success.
☆ Students exiting the program in good behavioral and academic standing will be given preference.
☆ Readmission is not guaranteed and will be based on the availability of clinical placement sites.
☆ Recommendations for readmission will be made by the Program Director and the ACCE.

Readmission for re-entering students will be filled in the following sequence:
1. Former MCC student who withdrew in good standing
2. Successful challenge by students from another accredited PTA Program who withdrew in good standing

Policy for Readmission/Re-Matriculation

Due to the complexity of the program and the need for content mastery, the program director will consider students grade point average, feedback from instructors, and grades for technical PTA courses.

For re-entry students must apply themselves academically and follow PTA Program Policies and Procedures.

Student will be required to take a re-entry exam to include written and lab practical of all previously completed PTA courses except for courses that the student received a failing grade, and are required to repeat. Students will be given a maximum of 1 attempt for re-entrance exam. Students will be given a maximum of 2 attempts to successfully complete previously failed PTA courses. Upon failure of the second attempt, the student will have re-apply to the PTA program as a new student if he/she wishes to continue.

Eating, Drinking & Smoking

The use of tobacco in any form will not be permitted during lecture, lab or clinical rotation. Smoking is only permitted in designated outside areas.

Professional Association Activities

Students are encouraged to become student affiliate members of the American Physical Therapy Association (APTA) www.apta.org. Attendance at monthly district meetings is encouraged. Attendance at the spring and fall state meetings is also encouraged. Applications may be obtained from the program faculty or by calling the APTA at 1-800-999-2782.

Program Schedule

This program is designed to be completed in 5 semesters. All PTA courses must be taken in sequence and can only be taken in the semester listed. Each course in the PTA program must be completed successfully with a grade of “C” (77%) or better in order to continue in the program. Refer to Student Retention and Completion for more information.

Cell Phones

Personal pagers, cell phones, etc. are to remain off or set on vibrate during all lecture, laboratory, and clinical rotations courses. If you must answer a page or phone during a lecture or lab, please leave the room in consideration of others around you.

During clinical education experiences, cell phones are NOT permitted in patient care areas and need to be kept separate from the clinical work site. The attention to detail that is required to keep patients safe and perform therapeutic techniques effectively cannot be divided or distracted by distractions from a cell phone. The risk for injury to you and/or patient is too great.

In addition, it is disrespectful to your patients, clinical instructors and clinical staff. Professional behavior in this program mandates that you will not be a slave to your phone during work hours. (This may or may not be modeled at your clinical site, but it is the standard for this program). Failure to abide by this mandate will be cause for suspension from the clinical education experience and may include dismissal from the program.
For those of you who have children, a process will be in place at your clinical site for you to be contacted in case of an emergency. Upon arriving at your clinical site, ask for the main physical therapy number and give it to family members so in the case of a real EMERGENCY, you can be contacted, through your clinical instructor, to call home.

**Acquisition of Library Resources**

1. The Program Director will annually meet with the library to identify library resources that need to be purchased, replaced or purged.
2. The library will notify the Program Director and faculty when funding is available.
3. The library will request titles of desired books, CDs and other learning resources that are program specific on behalf of the PTA program.
4. The Program Director will submit a prioritized list of books and interactive learning modules that will complement student learning objectives.

**Information Technology**

The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

Members of the MCC community are expected to use these resources in a responsible, ethical and legal manner. Examples of technology resources include, but are not limited to, central computing services, the college-wide data network, electronic mail, Internet access, voice mail, classroom and library computing, online college resources, sensitive data, shared network resources, and system and data security and reliability.

While MCC takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other users, both within and outside the MCC community. Moreover, MCC cannot guarantee users protection against loss due to system failure, fire, etc., or against loss of content or hardware damage on personal computers.

**Privacy**

Electronic messaging, Internet access via an MCC network and other college-owned technology systems are Mohave Community College’s property and are intended for business purposes. Employees do not have any express or implied privacy rights in any matter created, received or sent through the college’s technology systems including but not limited to, emails, voice mails, and sites visited on the internet. Contents of emails, both work-related and personal, and the history of internet sites visited are subject to monitoring.

**MCC Standards of Acceptable Use**

**Primary Principles:** Mohave Community College strives to promote a culture of openness, trust, integrity, and an environment wherein freedom of expression and scholarly inquiry are encouraged and supported. The intention of the Acceptable Use Standards is not to impose restrictions that are contrary to these values, which are the core of our academic and administrative community. Some computing resources dedicated to specific roles, including administrative systems and teaching systems containing information protected under the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), necessarily limit access in order to protect the privacy of MCC students, faculty, and staff.

Effective security is a team effort involving the participation and support of the entire Mohave Community College team, including its students, faculty, and staff. It is the responsibility of every computer user to know these guidelines, and to conduct activities accordingly.

**Purpose:** The standards set forth the responsible use of Mohave Community College information technology resources. Individuals and groups using MCC resources both on and off campus are responsible for complying with the security standards set forth, including securing passwords, identification numbers, and security codes and using them solely for their intended purposes. Individuals are solely responsible for their personal use of IT resources, including computer accounts and other resources under their control. These standards are in place to protect the privacy of MCC students, faculty, and staff.

**Scope:** The standards apply to all information technology resources, including but not limited to computer systems, data and databases, computer labs, smart devices including cell phones and tablets, e-mail boxes, data and voice networks, applications, software, files, and portable media. MCC provides the resources to support the academic, research, administrative, and
instructional objectives of the college. The use of these resources are limited to college students, faculty, staff and other authorized users to accomplish tasks appropriate to the status of the individual.

General Acceptable Use Guidelines
The guidelines below are not intended to be comprehensive, but to define and explain the intent of this policy. Situations not specifically covered by this policy will inevitably arise and should be judged and interpreted in the spirit of this policy.

Generally Prohibited Conduct
1. Altering system hardware or software without authorization, including installation of unlicensed or unapproved software or hardware. “Freeware” and “Shareware” programs usually contain a provision denying use in professional environments without payment, so the installation of such programs violates this policy.
2. Disrupting or interfering with the delivery or administration of information technology assets, including network communications, e-mail, hardware, or software.
3. Attempting to access or accessing an account other than the account provided for your use.
4. Intercepting or reading electronic communications, including e-mail and chat messages not addressed or assigned to you.
5. Misrepresenting your identity in an e-mail, chat, or university owned social messaging platform.
6. Installing, copying distributing, or using digital content in violation of copyright and/or software agreements or applicable federal or state law. This includes the use of file sharing software including but not limited to BitTorrent, uTorrent, Sharefile or other services that allow the illegal download or use of copyrighted media.
7. Interfering with others’ use of share resources, including computers, lab space, or common technology areas.
8. Using college resources for commercial or profit-making purposes or to represent the positions or interests of groups unaffiliated or unassociated with the MCC community or the normal professional practices of students, faculty, and staff.
9. Ignoring or evading departmental or lab policies, procedures, and protocols.
10. Assisting unauthorized users’ access to college IT resources.
11. Exposing sensitive or confidential information or disclosing information that you do not have the authority to disclose.
12. Using IT resources for illegal activities, including threats, harassment, copyright infringement, defamation, theft, identity theft, and unauthorized access.
13. Using IT resources to access gambling or gaming sites.
14. Failing to use good judgement with respect to personal use of IT resources. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

Security and Proprietary Information
1. All mobile and computing devices that connect to the network must be capable of minimum 128 bit encryption for network traffic.
2. System and user level passwords must comply with college standards (currently 8 characters, including an uppercase, lowercase, number, and a symbol). Failing to protect passwords or allowing others access to resources using your account is prohibited.
3. All computing devices must be secured with password protected screen savers with an automatic activation feature set to 10 minutes or less. Users must lock the screen or log off when the device is unattended.
4. Users should assume that attachments or unsolicited message may contain or do contain malware and viruses and avoid opening, executing, or downloading such attachments.
5. Employees posting to forums, social media, Usenet groups, or other communications platforms that use an MCC e-mail address must include a disclaimer stating that their posting does not represent the views of Mohave Community College unless such posting is part of their normal business duties.

System and Network Access
1. Accessing data, a server, or an account for any purpose other than conducting Mohave Community College business is prohibited.
2. Exporting software, technical information, encryption information, or information about the capabilities of information systems is prohibited.
3. Introduction of malicious programs, including viruses, worms, malware, adware, or similar programs is prohibited.
4. Port scanning, security scanning, and other types of network scanning is prohibited without the written permission of the information technology unit.
5. Disrupting network communication through the use of network sniffing, ping flood, packet spoofing, denial of service, forged routing information, e-mail spoofing, or otherwise misrepresenting network traffic is prohibited.

6. Providing information about, or lists of MCC students, faculty, or staff to outside parties unless it is part of your normal duties is prohibited.

E-mail and Electronic Communication

1. Use of MMC resources to access and use the internet requires good judgement on the part of the user. Users must realize that they represent the college and must, when stating an affiliation to the college, include verbiage indicating that the opinions expressed are their own and not necessarily those of Mohave Community College.

2. Sending unsolicited e-mail messages, including “spam” or “junk mail” or other advertising material to individuals who did not request it is prohibited.

3. The unauthorized use or forging of e-mail headers is prohibited.

4. Any form or harassment, including via e-mail, voice mail, and chat services whether through language, frequency, or size of messages is prohibited.

5. Solicitation of e-mail for any e-mail address other than your own is prohibited.

6. Forwarding chain letters, Ponzi or Pyramid scheme messages, or messages not related to college business is prohibited.

7. Use of MCC e-mail addresses for any purpose other than college business is prohibited.

Compliance

The Information Technology department will verify compliance to these standards through various methods, including but not limited to business reports, internal and external audits, audit tools, and security related hardware and software tools.

The Information Technology team routinely monitors inbound, outbound, and internal network traffic for the purposes of compliance and network maintenance. Mohave Community College reserves the right to audit systems and network traffic to ensure compliance with the standards.

Exceptions to the Acceptable Use Standards must be approved by the Information Technology director in advance, and in writing.

Faculty or staff found to be in violation of the standards may be subject to disciplinary action as outlined in the Policy and Procedure Manual (Policy 5.155 Discipline).

Students found to be in violation of the standards may be subject to disciplinary action under the Student Code of Conduct Policies and Procedures.(PDF)

Disaster Recovery

It is the intention of Mohave Community College to provide, as allowed by the IT infrastructure in place, an ability to:

1. Perform backups of critical data systems that consist of a duplicate copy of data, configuration, and operating systems made for archival purposes or to protect against damage or loss.

2. Support availability of these backups that will allow affected systems to be brought back online to support the college.

3. Communicate status of these efforts to systems staff responsible for bringing these affected systems back online.

4. Communicate status of recovery to system users on efforts bring affected systems back online.

The college shall prepare Information Technology Disaster Recovery plans for the following classes/tiers of systems in use at the college.

- Tier 1 systems are deemed mission critical systems for the college and are installed at remote sites.
- Tier 2 systems are deemed mission critical systems for the college and are installed on the various college campuses.
- Tier 3 systems are deemed non-critical and systems used for initial testing, training and future implementation.

The Information Technology Disaster Recovery Plan shall support business continuity planning for the college as a whole as well as planning at the department and campuses level.

The non-confidential portions of the Information Technology Disaster Recovery Plan are available at MCC Information Technology Disaster Recovery Plan.

Security Processes

It is the intention of Mohave Community College to ensure appropriate security for all Information Technology (IT) data, equipment, and processes in its domain of ownership and control. Within this context the College endeavors to balance the need...
for security against unreasonable risk with the need of students, faculty, and staff to be able to use its systems with the minimum of encumbrance. The obligation for security is shared, to varying degrees, by every member of the College.

These efforts are documented in the Information Technology Security Manual.

The manual:
- Defines the elements that constitute Information Technology security at Mohave Community College.
- Explains the need for Information Technology security.
- Specifies the various categories of Information Technology data, equipment, and processes subject to this policy.
- Indicates, in broad terms, the Information Technology security responsibilities of the various roles in which each member of the College may function.
- Indicates appropriate levels of security through standards and guidelines.

The scope of the Information Technology Security manual includes:
- Confidentiality of Information
- Integrity of Information
- Accessibility of Information
- Information Technology physical/virtual assets
- Efficient and Appropriate Use
- System Availability


Permissions Processes

In order to ensure the integrity and security of employee and student data, Mohave Community College assigns data system (currently Jenzabar EX) permissions to each individual position control number (PCN) whereby permissions follow a position rather than a person. Jenzabar module managers, individually and collectively in conjunction with supervisors, decide which permissions each position needs to perform their job duties. A review of the permissions assigned to each position is administered annually.

Assigning Permissions

There are four methods by which an employee/worker can obtain permissions to Jenzabar:

a. The first method is by being hired or having a position transfer. In this instance, the already established assigned permissions from the PCN attach to the permissions of the new hire/transfer.

b. The second method is upon request of an employee's supervisor, with a statement that an employee with this PCN needs additional permissions to complete the tasks assigned to the position. These added permissions become a part of the PCN regular permissions, and transfer to other PCN holders. These requests must be approved by the supervisor, the meta-module managers, and the executive vice-president.

c. The third method is upon the request of an employee's supervisor, with a statement that an employee is performing tasks temporarily outside the permissions needed by the PCN and thus needs additional permissions. The third method is generally time-restricted, where the additional permissions are needed temporarily. These added permissions do not become a part of the PCN regular permissions and will be removed either at a stated date or at the time the employee is no longer assigned that PCN. These requests must be approved by the supervisor, the meta-module managers, and the executive vice-president.

d. The fourth method occurs when a new position/PCN is created. When a new position and subsequent PCN is created by the human resources department, meta module managers (those overseeing several, or critical modules) review the position description special permissions in collaboration with the supervisor, and, with the approval of the executive vice-president, PCN permissions are assigned.

Permissions Reduction

Supervisors will also use this process to reduce permissions where they determine that a position/PCN does not need all the permissions assigned. In this instance, the Executive Vice President will approve the reduction and the Human Resources Director will be notified of the change.

Workers with no PCN

Two categories of MCC workers are not assigned PCNs: Student workers and Temporary Workers. In these cases, Permission Groups are established and permissions are approved through the same approval process.
Permissions Request Form and Details
Details of the permissions request process, including objections, work flow, electronic signatures and time stamps are addressed on the permissions request form.

Withdrawal & Grade Grievance

Student Grievances
Mohave Community College has a grievance process for students who have a complaint about an alleged misapplication or violation of any College policy or procedure or any other dispute within the College.
A grievance may include, but is not limited to, complaints alleging:
 a. mistreatment by a College employee,
 b. errors in the assessment of fees or other financial obligations,
 c. registration errors, and/or
 d. If the student feels that he or she has been treated unjustly with regard to an academic process such as the assignment of a final grade.

Grievances of final grades can only be made in cases where the student feels that their grade is inconsistent with documented course expectations and must be submitted within ninety (90) days of the last day of the semester. Student with non-grade related complaints must submit their complaint within fourteen (14) business days of the incident.

Allied Health Programs Grievance Policies OR Problem Resolution Process
Allied Health Programs have established a policy to resolve both academic and non-academic complaints. Students and Faculty should strive to resolve conflicts as quickly as possible within their program.

Step 1:
A. Students are required to discuss their complaint with the instructor involved. If the outcome of such discussion does not satisfy the student or faculty thinks that third party intervention would facilitate the resolution go to Step 1-B.
B. Summarize the situation in writing and seek an appointment with the Program Director.
C. The Program Director will meet with one or both, individually or together to seek further data on the situation. The Program Director will review the data and reach a decision on the matter. The Director will notify the student and faculty of the decision within ten (10) business days.
D. If the student or faculty is still not in agreement with the decision of the Program Director, the MCC Student Grievance procedure should be followed. If the program director is the faculty/instructor and the resolution has not been reached, the MCC Student Grievance procedure should be followed.

Step 2:
MCC Student Grievance Process found in the MCC Student Handbook. Submission forms are available MCC website at http://www.mohave.edu/studentforms

Mohave Community College Course Withdrawal Process
The withdrawal process will take a minimum of four business days; please plan ahead.

Your withdrawal form must be received within the withdrawal period for the specified course for you to be successfully withdrawn from that course. Official withdrawal dates are listed in the current MCC Catalog.

The withdrawal process is an on-line process that is accessed through your JICS account. This process is the same for both on-ground and on-line courses. A separate set of withdrawal forms must be submitted for each course from which you wish to be withdrawn.

When you withdraw from a class you will receive a "W" with no credit values on your transcript. It is your responsibility to withdraw from class within the withdrawal period. Ceasing to attend does not constitute a withdrawal.

How to Withdraw From an MCC Course
Students must follow the steps below in order to withdraw from an MCC course.

1. Withdrawal forms received after the posted "Last Day to Withdraw" will not be processed.
2. Withdrawal dates vary for different course sessions.
3. Check the "Last Day to Withdraw" date before you begin the withdrawal process.
4. Give yourself enough time to complete the withdrawal process and have it submitted by the withdrawal cut-off date. It will take a minimum of 4 business days.

1. Contact your instructor regarding your intent to withdraw from their course.
2. Withdrawing from a class impacts your Financial Aid Status. **Contact a Student Services Specialist** who is an expert in Financial Aid to find out how you will be financially impacted. Call MCC Connect at 866-MOHAVE CC (866-664-2832) for an appointment.

3. **Log in to JICS** and access the withdrawal form.

4. Section 1 of the form will pre-populate with your name, ID, and current course information. You will select the course you are withdrawing from.

5. In Section 2 there are five questions that you must answer "yes" to, in order to be withdrawn from the class. If you are unable to answer "yes", please contact MCC Connect at 866-MOHAVE CC (866-664-2832) for assistance. Those questions are:
   - I e-mailed or spoke to my instructor regarding my intent to withdraw from this class.
   - I understand that when I withdraw from this class, I am not eligible for a refund of tuition or fees.
   - I understand that if I have received financial aid, I may have to pay back the monies received.
   - I understand that it is my responsibility to contact the bursar's office within 7 days to make payment arrangements.

   I understand that any outstanding amount I owe will cause an AR hold to be placed on my account and I will be unable to receive any service from MCC, including but not limited to, registering for additional classes and receiving a transcript.

6. The last page will give you an opportunity to review your answers and submit the form by clicking on "Submit Form". A message will pop-up letting you know if your submittal was received. If received, your submittal will be date and time stamped. This is the date that will determine if the deadline has been met. You will also receive an e-mail to your student e-mail address, for your records, letting you know if your submittal was received. If your submittal is not received, you will be directed to contact the help desk or try again.

7. Once submitted, your withdrawal request will be processed within 48 business hours. After that time you can check your unofficial transcript in JICS. You will see a "W" for the classes that you withdrew from and an "IP" for your current classes.

You will receive no credit values for the "W" on your transcript. It is your responsibility to withdraw from class within the withdrawal period. Ceasing to attend does not constitute a withdrawal.

**Student Right to Know Act**

The Student Right to Know Act has been in effect since July of 2000. It requires institutions that receive Title IV funding to disclose certain information including institutional graduation rates, athlete graduation rates, financial assistance awarded and crime statistics. MCC graduation rate, crime statistics and financial assistance award information is available from the office of institutional effectiveness.

**Laboratory Courses**

Lab courses in the Physical Therapist Assistant program provide hands-on experience in the application of treatment techniques used in physical therapy practice settings. Students develop basic skills in preparation for treatment of patients in the clinical setting. A general description of key points about lab sessions follows.

**Lab Expectations**

All students are expected to:

- Wear the required lab attire to EACH lab. Come prepared per instructor’s directions. Instructor will assess preparedness. See [lab attire](#) for details. (Students may be sent home for inappropriate attire)

- Request additional practice time if needed to achieve skill competency.

- Stay focused on assigned tasks to maximize the learning opportunities available in the lab course.

- Learn to work as a team to prepare for clinical practice.

- Demonstrate acceptable professional behaviors in the lab at all times.

- Leave the lab in neat and clean condition.
  - All linens should either be folded and put away at the end of the lab, or placed in the washer or laundry bin to be recycled. Laundry will be progressed (washer to dryer, dryer to folding, folding to put away) via a team effort.
  - Unless otherwise directed, lab tables should be placed back in proper places.
  - Bolsters, skeletons and other lab supplies should be stowed adequately.
  - All other equipment should be secured appropriately.

**Clinical Protocol Attire**

Khaki or dark slacks (no jeans) and PTA program t-shirts. Footwear needs to be closed-toe dress shoes or sneakers. No sandals. Long hair needs to be pulled back and tattoo’s need to be covered. All facial jewelry needs to be removed or covered. Long fingernails and excessive jewelry is not allowed.
Lab Attire

Physical therapy treatment often requires that areas of the body be exposed. It is frequently necessary to expose large areas of the torso and the extremities. Accordingly, all students will wear the following required attire: Loose fitting shorts of adequate length, not to exceed 4” above the knee, and PTA program T-shirt. Sweatshirt and sweatpants may be worn over these. For designated laboratory sessions (related to the trunk or upper quadrant anatomy), females will be required to wear a well-supported sports bra and males will be required to remove their shirt. Students will have a locker to keep lab clothes, slip on shoes and lab tools. Hospital gowns will be available for students. Denim is discouraged. Long hair needs to be pulled back and no facial jewelry removed or covered.

Classroom Attire

Students need to wear PTA program t-shirts. Students can wear shorts not to exceed 4” above the knee; Capri, or full-length pants. Lab or Oral practical exams, students need to adhere to clinical protocol attire.

Learning Treatment Skills - To gain skills in physical therapy treatment techniques it is often necessary for a student to physically touch and be touched by their lab partner. Touch is used solely for therapeutic purposes. Inappropriate use of touch/palpation is grounds for disciplinary action. Action may include dismissal from the program. In using touch/palpation the student is expected to use the same decorum and give the same respect that would be given to a patient in the clinical setting.

It is often necessary for the instructor to use a student to demonstrate a particular treatment technique. Students are expected to act as subjects for demonstration as requested by the instructor.

In addition, students will be responsible for portraying the role of a patient and their various diagnoses in certain lab skill checks and/or practical. It is in your best interest to learn the characteristics of each diagnosis to help you portray the patients you are role playing to benefit your lab partner and yourself. This will also be beneficial when you go into the clinical setting. You will begin to develop a picture of a patient as you read through the patient’s chart. Eventually, you should be able to identify characteristics that are not congruent with the various diagnoses you will be studying.

At certain times, non-students will be asked to portray the patient role. The expectation is that you treat these people with the utmost respect and dignity as you would any other person you would meet in the clinical setting. Most likely, they will be as unpredictable as any other patient you may encounter in your professional career. Regard these experiences as a preview into your future. So much can be learned from this type of interaction.

If a student feels that he or she has sustained an injury of any type during a lab session, the injury must be reported immediately to the lab instructor.

Medical Conditions - It is the responsibility of the student to notify the instructor of any physical or medical condition which may prohibit their full participation in the lab session. Students will be given a waiver of liability form to complete prior to the beginning of lab courses. Failure to notify the instructor could result in injury to the student.

Personal Dignity - The lab room will remain secure during all lab sessions. Every effort is made to assure that only those students involved in the program are present in the lab sessions. Appropriate draping of the body to expose only those areas to be treated is emphasized in all lab sessions. Students are expected to treat their fellow students with the same respect they would give to a patient seen in the clinical setting.

Lab Use - All students have a responsibility in maintaining a clean lab and classroom. See assigned duties and schedule for lab cleaning activities. Students may have access to lab and classroom when class is not scheduled but ONLY when a faculty member is either in the classroom or within sight of the student. Students may use the lab and classroom to practice skills on classmates but must refrain from using non-classmates. Students may not use electrical equipment when a faculty member is NOT present in the classroom. If you need additional practice time with electrical equipment, see faculty member for open lab hours or office hours. The student is expected to report any equipment malfunctions or breakage immediately to the lab instructor.

Privacy and Confidentiality

Students:
- The Department is responsible for maintaining records regarding grades received by each student for each course.
- The program complies with FERPA guidelines.
- The Department will maintain a file on each student which will include the following: an academic and clinical file. Items contained in folder are as follows:
  - Program Application

Mohave Community College * 1977 Acoma Blvd, West * Lake Havasu City, AZ 86403 * PTA Program Support 928-505-3351

Revised 7/01/16
- Verification of work/observation hours
- Drug screening results – Positive results sent automatically to Medical Review Officer. If positive, private conference with Associate dean, Program Director and student.
- Health Screen
- Annual TB Test
- CPR Card
- Proof of Health Insurance
- Criminal Background Check
- Level 1 Fingerprint Clearance Card
- Vaccinations
- Any other private material related to the student

These records will be maintained in a locked cabinet in the program secretary’s office while an active student; once a student graduates or is dismissed from the program the information will be stored electronically.

- The faculty and staff have private office spaces to keep information safe and provide privacy during student/faculty consultation.
- Students may have access to their file on campus by requesting permission from the Program Director.
- Core faculty may have access to the file to assure completeness prior to clinical education.
- Performance on assignments and exams will be kept private by individually handing assignments back and/or private e-mail (if on-line assignment)
- The program reserves the right to discuss student performance and skill level with other program faculty college administrators, academic advisors and clinical faculty.
- Any other conditions requiring discussion of students’ performance and skill level to anybody outside of the student’s educational experience requires the student’s prior written authorization. (See consent form)
- Office hours will be posted each semester and students can make an appointment to discuss program and academic concerns in private.
- The program subscribes to an open door philosophy which facilitates communication. Despite the name “open door”, anyone approaching faculty in this fashion will have every right to privacy and private conference.
- Paper shredders will be used appropriately to shred discarded documents which list student personal information.

Faculty:
- The Department is equally responsible for maintaining records regarding faculty personnel records including
  - Faculty evaluations,
  - Faculty development plans,
  - Any complaints about the faculty,
  - Other documents considered private.
- These records will be maintained in a locked cabinet in the Program Director’s office.
- Faculty may have access to their file by requesting permission from the Program Director.
- Faculty have the right to privacy for discussions regarding their performance on evaluations, discussions about complaints directed toward them or the program and anything else they deem of a private nature.
- Core faculties maintain private office spaces to facilitate privacy during faculty/student consultations.

Others Associated with The Program:
- The Department maintains a standard of privacy and confidentially when it relates to other people participating in various components of the program.
- Students are educated about HIPAA during the first semester starting with Introduction to Physical Therapy and kept to that standard of care.
- Anyone participating in class and lab activities can expect the highest standards of patient privacy and confidentiality:
  - Students may not discuss patients and/or their diagnoses in public places and preferably not outside of class.
  - Students will exhibit the highest level of respect toward any participant no matter what demographic they may be from (this includes peers).
  - Patients shall retain all dignity and maintain their modesty.
  - Any health information reported in the class or lab sessions shall be subject to HIPAA guidelines.
  - All documentation related to live patients will be neutralized according to HIPAA guidelines.
Institutional Compliance of Accreditation Practices

Core Faculty: Mohave Community College Physical Therapist Assistant Program will maintain a minimum of 2 full time core faculty.

Fees and Documentation
- The program director will budget for the annual accreditation fee (Due Date December 1; see CAPTE Handbook 16-1 for schedule of annual fees).
- The program will forward the accreditation fee request to the Business Office for payment the beginning of October.
- The program director will request that notification be sent to her when the fee request has been processed.
- The program director will submit an Annual Accreditation Report at the request of CAPTE.

Notice of Substantive Change
- The program will maintain records detailing program outcomes in the form of graduation rates, performance on state licensing examinations (with a minimum threshold of 80% averaged over 3 years) and employment rates.
- The program director will receive reports from the Federation of State Boards of Physical Therapy regarding graduate performance on the state licensing exam.
- Employer Surveys will be conducted via mail and/or telephone interviews.
- Graduate Surveys will be conducted throughout the year and sent to the people who graduated the past May. Graduates are asked to assess the program in several different areas. These surveys will be completed by mail and/or phone interviews.
- The Annual Accreditation Report will summarize the number of graduates, the number that pass, the number that do not pass, and indicate if the exam is pending for what number of graduates, survey results and return rate, and employability statistics. The Annual Accreditation Report will be reviewed by the Vice-President of Instruction and Student Services prior to submission.
- CAPTE will be notified by the program director in the event of an expected or unexpected substantive change within the program.
- The program director will submit official written notification, in English, and separate from any other formal CAPTE documents.
- The program will refer to Sub-Part 9A (of the CAPTE Rules of Practice and Procedure) in the Accreditation Handbook to define substantive change that do not require pre-approval.
- In the event that Mohave Community College’s Physical Therapist Assistant Program undergoes a substantive change, it will be reported in the next available formal reporting mechanism (see 9.4a).
- Sub-Part 9.6 will be used as a resource to identify substantive changes that require pre-approval and Sub-Part 9C (9.7) detailing the steps needed to achieve approval.
- In the event that Mohave Community College has an adverse change in their accreditation status or legal authority to provide post-secondary education, written notification will be provided to CAPTE within 30 days following the institution’s receipt of the decision. Notification will outline information about the effect of the institution’s accreditation status on the program, if any.

Compliance Time Frame
- The program director will be responsible for ensuring all accrediting activities and tasks are completed in a timely and accurate fashion.
- The program director will identify the deadline for coming into compliance and make program faculty and Mohave Community College administration aware of accreditation tasks that need improvement.
- At the conclusion of each on-site visit, the program director and program faculty will develop a plan for program improvement.

Complaint Procedures for External Community
(Including clinical education sites, employers of graduates and the general public)
Any individual who may have a complaint regarding any aspect of the program outside of the realm of due process is requested to follow the steps outlined below:
1. Inform the Program Director of the complaint. The Program Director will provide a complaint form to be completed by the individual reporting the complaint. In the event that the complaint is against the Program Director, the individual will be referred to the Associate dean or Campus Dean.
2. Submit the written complaint to the Program Director.
3. The Program Director will send copies of the complaint to appropriate college administrative officials as dictated by the nature of the complaint. The college officials receiving notification of a complaint may include but are not limited to any or all of the following: Associate dean; Dean of Instruction; Campus Dean.

4. The Program Director will investigate the complaint and draft a written response within ten working days from the receipt of the written complaint.

5. The written response will be reviewed with the individual who made the complaint. Any actions proposed or taken will also be discussed with the individual who made the complaint.

6. In the event that this individual is not satisfied with the program’s response to the complaint, the matter will be forwarded to college administrative officials for any further action deemed necessary by the college.

7. Records will be maintained in the office of the program director and will remain on file until next accreditation visit. A log of complaints will include a disposition of the complaint as well as any action taken, if any.

8. The forms are available from program faculty.

**Student Safety on Campus**

**Use of Equipment in Lab**

All students have a responsibility in maintaining a clean lab and classroom. See assigned duties and schedule for lab cleaning activities. Students may have access to lab and classroom when class is not scheduled but ONLY when a faculty member is either in the lab and/or in the building. Students may use the lab to practice skills on classmates but must refrain from using non-classmates. Students may not use electrical equipment when a faculty member is not present in the classroom. If you need additional practice time with electrical equipment, see faculty member for open lab hours or office hours.

- If further instruction is required, students will have access to small group instruction by program faculty.
- Any broken or malfunctioning equipment should be reported to program faculty immediately.
- All equipment will be disinfected after use by individual using the equipment. Cleaning supplies will be kept in the hydro area.

**Lab Equipment**

- The Arizona Therapy Source will complete safety checks on lab equipment at one year intervals to insure proper working condition.
- In the event a machine malfunctions a work order will be completed to have the equipment re-checked/re-calibrated.
- The Program Director or Resident Faculty will be responsible for authorizing use of the lab for non-class lab activities.
- All equipment will be disinfected after use by individual needing the equipment. Cleaning supplies will be kept in the hydro area.

**Student Interactions in Class and Labs**

- As students of the PTA program at Mohave Community College, students are held to the APTA Standards of Ethical Conduct for the Physical Therapist Assistant
- Students will subscribe to hand washing before and after interactions with each other in the lab.
- As a result of being enrolled in the PTA program, students understand this environment will be free of violence, ridicule and sexual harassment.
- In support of the MCC Value Statement, students are encouraged to accountable for their future and pledge to aim for excellence and embrace learning.
- MCC and the PTA program are committed to being student-centered and will exercise patience, compassion and inclusiveness.

**Student as Patient Simulators**

1. Students will act as patient simulators in order to practice skills learned in lab. Students will be given a waiver of liability form to complete prior to beginning of lab courses.

2. The students are expected to use the same decorum and give the same respect that would be given to a patient in a clinical setting.

3. Students will provide feedback to each other regarding hand washing practices, tone, hand placement, integrity of touch and technique.

4. If a medical condition prohibits full participation during lab, the student must inform the instructor ahead of time.
Student Safety during Off-Campus Educational Experiences

Field Trips
2. All students will fill out field trip release form. Form is found in online repository.
3. Faculty is required to participate in all field trip experiences.
4. Policy and Procedure will be included in the PTA Policy and Procedure Manual.

Off Campus Clinical Experiences
1. Each clinical experience will have a written contract describing facility responsibilities and college responsibilities.
2. Facility will be responsible for orienting students to safety procedures and applicable employee standards and policies.
3. Students will follow facility and employee standards and policies.
4. Students will be issued a clinical folder outlining student expectations for behavior, clinical competencies, attendance policies, etc.

Field Trips
1. Field trips must be planned in conjunction with the program director and the campus dean for credit courses. This policy is subject to change.
2. No core courses will require a field trip.
3. Monday through Friday field trips will be avoided, or the trip must be completed within the regular class or lab times.
4. The notification that “field trips may be a required part of the class” will be included in the catalog, schedule, and syllabus.
5. The following rules apply:
6. The transportation fee paid by the student is that listed in the current catalog and schedule.
7. No mandatory field trips will require the student expenditure of funds beyond meals, unless the costs are identified in the schedule.
8. Additional costs of a field trip (entrance fees, lodging) shall be identified in the schedule and the syllabus.
9. No mandatory field trips shall be scheduled on days the college is closed.
10. The syllabus shall contain a firm listing of the times and dates of field trips.
11. Students shall be made aware of the consequences of missing field trips.
12. Proof of medical insurance is required for all field trip participants.
13. No class will be offered with required field trips if the above requirements for listing in the catalog, schedule, and syllabus have not been met.
14. Arrangements should be made for students with special needs.
15. An instructor must accompany the field trip for it to be college sanctioned.
16. A travel request form must be completed whether or not there is a claim for reimbursement.
17. Any necessary pre-reservations must be made before the class starts.
18. All students under 18 years of age must have permissions slips signed by a parent or guardian prior to any field trip.
19. Field trips by college clubs will be funded from club revenues.
20. All students must complete the field trip release form and return it to the instructor prior to attending the field trip.

5.095.05 Accident or Illness While in Travel Status
Whenever travelers on college business fall ill, suffer an accident or emergency, they should immediately notify proper legal authorities, if applicable and their immediate supervisor. If the supervisor cannot be reached, the traveler should notify the business services department, who will forward the information.

In case of an accident while in college travel status, travelers must submit a full, written report as soon as possible to the business services department. The report must indicate all important facts, names and addresses; police report numbers, witness information, extent of injuries, damages incurred and any other pertinent information.

Safety Procedures
To ensure the safety of all, students will observe the following safety standards:
1. Wash hands thoroughly before and after handling patients, supplies, and equipment. A good rule of thumb is to sing Happy Birthday while washing your hands.
2. Consistently ensure a safe environment by recognizing safety hazards and taking necessary steps to prevent injury.
3. Ask for assistance when unable to safely handle patients independently.
4. Use proper guarding techniques.
5. Use proper body mechanics while handling equipment and working with patients.
6. Adhere to established precautions and contraindications.
7. Demonstrate awareness of the facility’s emergency procedures and equipment.
8. Follow manufacturer’s instructions for safe use of equipment as presented in operator’s manual.

Universal Precautions

Appropriate universal precautions should be utilized, as outlined by the Centers for Disease Control (CDC) guidelines, by all PTA students and are the responsibility of the student. The CDC guidelines describe risk reduction measures for health care workers to use when they come in contact with blood or body fluids or patients.

The PTA program complies with the APTA position that all health care workers must follow universal precautions and established infection control procedures to reduce the infection risk to the patient and themselves. It is the responsibility of the student to follow these guidelines in the clinical setting.

Drug & Alcohol Screening and Substance Abuse Detection Prevention Policy & Procedures

Mohave Community College prohibits the unlawful manufacture, distribution, possession, or use of controlled substances on the campus. Violators will be prosecuted and punished by the applicable court of law. MCC has posted its Drug Free Student Guidelines in the MCC Student Handbook. Please refer to the Student Handbook for the complete policy statement.

I. Statement of Purpose and Philosophy Regarding Drug and Alcohol Screening

The Mohave Community College Physical Therapist Assistant Program recognizes the importance of maintaining a safe learning environment while simultaneously demonstrating respect for the inherent dignity and worth of each individual student. The Physical Therapist Assistant Program also respects the human rights of every individual and understands that each student has certain rights and freedoms in accordance with state and federal law.

The Physical Therapist Assistant Program requires its healthcare professionals to ensure the health and safety of the clients and organizations with whom we work. One of the standards the Physical Therapist Assistant Program holds is that its students, particularly since throughout their educational experience they may care for clients in vulnerable situations, must demonstrate mental acuity and clarity of decision-making at all times, as well as possess physical abilities appropriate to the circumstances.

Student mental or physical impairment stemming from the influence of alcohol or drugs (or any other cause) may pose an unacceptable safety risk which might endanger our clients, fellow students, faculty members, the clinical agency, or the College. PTA students occupy safety-sensitive positions, particularly when participating in clinical programs, in which a single instance of mental or physical impairment could result in disastrous consequences; it is of paramount importance that such risks to the safety and welfare of the public be prevented whenever possible.

It is also important to note that, while some of these clinical programs or agencies affiliated with the PTA Program may have their own drug and alcohol screening requirements, this Procedure applies to all students in the Physical Therapist Assistant Program.

Substance abuse can also be found in the healthcare setting, particularly since healthcare professionals may have access to drugs as part of their provision of care; therefore, the Physical Therapist Assistant Program also has an interest in protecting the public health and safety through detection and prevention of substance abuse.

The Physical Therapist Assistant Program also recognizes that chronic substance abuse is an illness that can be successfully treated. Therefore, if a student admits to a substance abuse problem and requests assistance, the PTA Program will provide the student with appropriate treatment referrals. However, it is important to emphasize that if a student’s conduct otherwise violates the College’s or the Program’s Policies, Practices, Procedures, or Protocols (whether set forth in the PTA Student Handbook, the Mohave Community College Student handbook, or in any other document) in any fashion, the student may be subject to discipline apart from the terms of this policy, up to and including dismissal from the program.

Confidentiality

All aspects of this procedure will be conducted so as to safeguard the personal privacy rights of the student to the maximum degree possible. The laboratory will notify the PTA Program Director of the results of any positive screening test by providing the Director with a secure facsimile of the screening test results.

In order to ensure that the test results are kept confidential, there will be minimal identification information on the sample taken, and the Director of the PTA Program will only share the screening test results with the student and any faculty, staff members,
Physical Therapist Assistant Program

or other individuals who need to know the test results (for instance, when it is necessary for a faculty member to participate in the student disciplinary process).

The PTA Program Director will rely on the opinion of the laboratory which performed the screening test in determining whether the positive test result was produced by something other than consumption of a drug or of alcohol. The fax containing the screening test results will be placed into the official individual student file maintained in the secretary’s office of the PTA program. Student files are stored in locked file cabinets and the office is always locked when personnel are not present; only the Program Director, permanent office staff and faculty have access to student files.

Any deadlines provided for within this Procedure may be extended by the PTA Program Director for good cause, which shall be documented, or when the day upon which an event is to occur falls on non-College workdays. Failure to comply with any aspect of this policy will result in dismissal from the Physical Therapist Assistant Program.

II. Definitions
“Designated medical service facility” means a testing laboratory capable of conducting the required drug and alcohol screening tests. “Drug and alcohol screen” or “screening test” means a scientifically substantiated method to test for the presence of illegal drugs and/or controlled substances such as cocaine, marijuana, opiates, amphetamines, phencyclidine (PCP) or Blood Alcohol Concentration (BAC), or the metabolites thereof, in a person’s urine.

“Positive” when referring to a drug or alcohol screening test administered under this policy means a toxicological test result which is considered to demonstrate the presence of a drug or of alcohol, or the metabolites thereof, using the standards customarily established by the testing laboratory administering the screening test.

“Reasonable suspicion” means a suspicion of drug or alcohol use based on specific and articulable observations made by a faculty member, clinical instructor, or staff member of the appearance, speech, or behavior of an individual student, or the reasonable inferences that are drawn from those observations.

“Student” means an individual enrolled in the Physical Therapist Assistant Program at Mohave Community College, or a person who has been accepted to the program but who has not yet officially begun their formal schooling.

“Substance Abuse” means the use of any drug, alcohol, or other substance which results in the mental or physical impairment of a student.

III. Required Drug and Alcohol Screening Tests
All students participating in the Mohave Community College Physical Therapist Assistant Program will be required to complete a drug and alcohol screening test. This drug and alcohol screen will specifically test urine for the presence of illegal drugs and/or controlled substances such as cocaine, marijuana, opiates, amphetamines, phencyclidine (PCP), or Blood Alcohol Concentration (BAC), or the metabolites thereof. The fee for this initial screening test is included in the PTA Program Fee.

All students who cause substantial harm to any patient, other student, faculty or staff member in the clinical setting must complete a drug and alcohol screening test, at the expense of the student, and provide the results of such testing to the PTA Program Director within two (2) work days of the incident. This section shall apply even to those students who have provided faculty or staff members with reasonable suspicion that the student is under the influence of drugs or alcohol, so long as the student causes substantial harm as set forth above.

Each student will be provided with screening information which directs the student to the location within the community at which the screening tests may be completed. The student will sign a release regarding the chain of custody of the sample; both the release and the sample will be forwarded to the Lab Corp testing facility via Airborne Express. The preprinted chain of custody forms with the college name and collection site location are supplied by Lab Corp. Lab Corp also provides the collection supplies. The specific testing will be conducted pursuant to the methodology and parameters set forth in the policies of Lab Corp.

The screening test results will be reported to the PTA Program Director, via a placed in the student’s official PTA program file stored in locked files in the PTA Administrative Office.

A drug screening test is required of all students prior to beginning their clinical assignments. In case of a positive result, the results will be sent to a medical review officer who will investigate with the student the reason for the positive test result. The medical review officer will contact the program director and indicate if the test result was valid or a false positive. The student’s ability to participate in the clinical education rotation will be dependent on the medical review officer’s report. A positive report may be grounds for disciplinary action. Action may include dismissal from the program. Additional drug screen test will be at the student’s expense.
IV. Drug and Alcohol Screening “For Cause” Testing
This policy refers to the use and/or misuse of, or being under the influence of alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Physical Therapist Assistant Program.

1. When a faculty member/clinical instructor or a staff member in the clinical facility or at the College Campus where a student is assigned perceives that the student is mentally or physically impaired, the faculty or staff member must take immediate action to relieve the student of his or her duties and remove the student from the clinical or classroom area. The immediate goal is to provide for the safety of patients, the public, other students, and the student who is suspected of being impaired.

2. In a teaching situation, when a PTA faculty member/clinical instructor or staff member perceives the odor of alcohol or marijuana, or observes behaviors such as, but not limited to, slurred speech, unsteady gait, dilated pupils, or confusion, and these behaviors cause the faculty or staff member to suspect the student could be impaired by alcohol or drugs, the following steps are taken.
   a. The student will be immediately removed from the immediate educational setting (whether or not said setting concerns patient care), and either the faculty or staff member, or a designee, will remain with the student until such time as transportation is available.
   b. The faculty or staff member will immediately inform the student as to why actions are being taken to relieve the student of his or her duties, and either the PTA Program Director or, if the student is in the clinical setting, the clinical agency supervising personnel shall be notified of the circumstances.
   c. The student will be required to undergo a drug and alcohol screening test, which will be conducted at the expense of the student. “Consent for Screening” form and the “Consent for Transportation” form must be signed and kept in the students file. The faculty or staff member will arrange for the student’s transportation to a designated medical service facility for “for cause” drug and alcohol testing, which will be completed in the most confidential manner permitted by the practices of the medical service facility. The faculty or staff member will also arrange for the student to be transported home after said testing is complete.

3. The student is to have picture ID in his or her possession.
4. If a student admits to alcohol or drug use, he or she will still need to complete a drug and alcohol screening test in accordance with the procedures set forth above.
5. The faculty or staff member who suspected that the student could be impaired by alcohol or drugs shall set forth in writing the factors which the faculty or staff member relied upon in order to determine that cause existed for testing the student; this document shall be submitted to the PTA Program Director within two (2) working days of the incident.
6. If the results of the screening tests are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the PTA Program Director or designee within twenty-four (24) hours of the test results to discuss the circumstances surrounding the impaired behavior. Notwithstanding the negative screening test results, if the student’s behavior otherwise violated any of the Policies, Procedures, or Protocols of the College or the Physical Therapist Assistant Policy & Procedure Handbook, Disciplinary action may still be taken against the student.
7. If the factor relied upon was the odor of alcohol, the student will be required to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to clinical or class.
8. If the factor relied upon was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.
9. Based on the information provided in this meeting and further medical evaluations if warranted, the PTA Program Director will make a decision regarding whether the student shall return to the clinical setting.
10. If the results of the screening tests are positive for alcohol or other illegal substances or for non-prescribed legal substances, then a second screening test will be performed on the original sample, in order to verify the initial positive. An inconclusive screening test will be repeated as necessary until a conclusive result is obtained. If the second test is also positive, the student may be disciplined, up to and including dismissal from the Physical Therapist Assistant Program, and may not re-apply for admission for a period of one (1) calendar year. The student will be asked to seek professional counseling and/or enter an addictions treatment program. The student will reimburse the College for all costs associated with the “for-cause” drug and alcohol screening test.

V. Consequences of Testing Refusal
If a student refuses to submit to a “for cause” drug and alcohol screening test, the student will be required to leave the clinical/classroom area and make an appointment with the PTA Program Director. A seemingly impaired student should not be allowed to leave the clinical site or College campus by themselves; therefore, if the student does not consent to such a
screening test, they will still be asked whether they will sign the “Consent for Transportation” form. If the form is signed, the faculty or staff member will arrange for the student’s transportation to the student’s place of residence, at the expense of the College. If the student refuses to sign the “Consent for Transportation” form, the faculty or staff member shall notify the local police.

Within two working days of the incident, the student shall meet with the PTA Program Director and the faculty or staff member who reported the incident, as well as with any other individuals the PTA Program Director deems appropriate to participate in such a meeting, in order to discuss the incident and determine the actions to be taken, which may include (but are not limited to) discipline, including dismissal from the program.

VI. Readmission Guidelines Related To Substance Abuse

Students dismissed from the PTA Program for reasons related to substance abuse may petition (after a period of one calendar year) for readmission pursuant to the Readmission Protocol. Evidence of rehabilitation is required as part of the readmission application. The student must:

1. Submit a letter requesting re-admission to the Physical Therapist Assistant Program.
2. Include documentation from a mental health specialist who specializes in addiction behaviors indicating the status of the student’s substance abuse issue(s), status of the student’s recovery and/or include other documents demonstrating rehabilitation related to the drug and/or alcohol issues.
3. Include documentation of compliance with a treatment program as identified by the mental health specialist, including a statement that the student will be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
4. Repeat the drug and alcohol screening process immediately prior to re-admission, and provide the results of said tests to the PTA Program Director.

If a student, after being re-admitted to the Physical Therapist Assistant Program, receives a positive result on another drug and alcohol screening test, the student will be permanently dismissed from the Mohave Community College Physical Therapist Assistant Program.

VII. Students Requiring Medical Prescriptions

Any medical prescription which impairs a student’s ability to function safely within the clinical setting will result in dismissal from the Physical Therapist Assistant program.

The student may apply for readmission pursuant to the Readmission Protocol when the student can demonstrate evidence of unimpaired behavior and judgment or discontinued use of any prescribed medication that contributed to the impaired behavior/judgment.

VIII. Student Notification of Drug and Alcohol Screening Test Policy and Procedures

The student’s signature on the Physical Therapist Assistant Student Handbook receipt form indicates that the student has received a copy of the Drug and Alcohol Screening and Substance Abuse Detection and Prevention Policy and Procedures, has read and understood the Policy and Procedures, and acknowledges that failure to comply with any aspect of this policy will result in dismissal from the Physical Therapist Assistant Program.

MCC Medical Marijuana Policy Statement

Due to recent addition of medical marijuana legalization it is important to address it. Mohave Community College Prohibits the possession and use of marijuana on all of its campuses and in all off campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by law.

Arizona revised Statutes §15-108 prohibits any person, including medical marijuana cardholder from possessing or using marijuana on the campus of any public university, college, community college or postsecondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use marijuana. Mohave Community College receives federal funds through grants and financial aid.

MCC continues to enforce its current policies regarding controlled substances and any students or employees who violates this policy prohibiting the use or possession of illegal drugs on campus or in student activities – including educational internships – will be subject to disciplinary action and criminal prosecution.

Drug screens are required of students prior to attending a clinical learning experience. Medical Marijuana, or its metabolite, is not an accepted substance in urine drug screens which will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from drug screening.
Physical Therapist Assistant Program

Clinical Education Courses
PTA 206, PTA 280 and PTA 290

The clinical courses allow the physical therapist assistant student to apply techniques and theory learned in the lab and lecture sessions to direct patient care in a variety of physical therapy practice settings. Patient care is provided at outlying facilities under the direct supervision of a physical therapist or physical therapist assistant.

Professional Conduct at Clinical Site
PTA students should consistently portray a professional attitude in order to inspire the patient’s confidence. Students must treat patients and staff with respect, courtesy and confidentiality. Students must provide the best treatment for the patient that their skills allow, under the supervision of a licensed physical therapist.

1. Students will not be using cell phones for personal use during clinical work hours, as it is disrespectful and unprofessional. Students using cell phones for personal use while treating patients will be withdrawn from the clinical experience and potentially be dismissed from the PTA program.
2. Students should always introduce themselves as a Student Physical Therapist Assistant and wear their name tags at all times. Address others as Mr., Mrs., Dr., etc. unless directed otherwise.
3. Students should knock prior to entering any room.
4. Students should not congregate at semi-public areas, such as the patient reception areas. Patients awaiting therapy do not understand the presence of (apparently) idle therapists; the patient may feel he is being kept waiting unnecessarily.
5. Students should not discuss matters pertaining to work in elevators, corridors, or any other public area in the health care facility.
6. Students should hold all conversations which are not directly intended for his ears out of a patient’s hearing.
7. Students should not smoke, eat or drink except in designated areas, and especially not when working with patients.
8. Students should not accept gratuities. Patients wishing to show their appreciation should be directed toward designated funds for this purpose.
9. Students should not chew gum during the clinical experience.
10. Students should not become personally involved with patients.
11. Students should limit personal involvement with fellow staff member to “off duty” hours. Professionalism in the facility must be maintained at all times.
12. Students should avoid loaning personal items to patients and/or running errands for patients.
13. Students should accept constructive criticism gracefully.
14. Students should inform the clinical instructor in the clinical facility of activities and location at all times, especially when off the unit.

Failure to comply with stated program policies and procedures will result in “Counseling Offense Form” documentation. Repeated failure to comply with the stated procedures will lead to dismissal from the PTA program.

Absence during Clinical Rotation

The clinical experience is designed to mimic the work environment. Full attendance (100%) is required. The expectation is that you will be present every day you are scheduled to be at the clinical site for the duration of the four or six-week affiliation. The four and six-week clinical agreement does not provide for any absences. Any absence must be made up with the student, ACCE, and clinical site. Any absences must be made up through mutual arrangement with the student and the clinical site. The academic coordinator of clinical education (ACCE) must be informed in this event. The student must contact their clinical instructor AND the ACCE if he/she will be absent from the clinic.

Absences greater than 10% of the required clinical hours will not be successful with the clinical practicum. Students will be required to extend or repeat the clinical (if offered) or will receive a failing grade.

Clinical sites are contracted for the selected clinical education experiences and time frames. There is no guarantee that a student will be allowed to make up the time in the clinic for any absences. It is in the student’s best interest to participate fully in their clinical experiences.

Clinical Dress Standards

Students are expected to dress appropriately and professionally during clinical education courses. Slacks with the PTA polo shirts or requested clinical attire by the facility. Shoes must be clean and sturdy. You may be asked to wear scrubs at some of your affiliations.
Jeans are unacceptable. T-shirts and sleeveless tops are unacceptable. Open-toed shoes and high heeled shoes are unacceptable. Students will be sent home to change into appropriate attire.

Students in the program are expected to maintain grooming and hygiene standards consistent with the clinical workplace. This means that:

1. Hair (including facial hair): Must be clean and trim. Long hair should be pulled back and secured.
2. Nails: Must be clean and fingertip length. False fingernails/overlays are not allowed.
3. Jewelry: Should be minimal. If in doubt, don’t wear it. Stud earrings are permitted only in the ears with a maximum of two. No earrings in the cartilage of the ear are appropriate. No loops or dangling earrings are allowed.
4. Perfume/Cologne: Should be minimal.
5. Body odor/Breath: Must be pleasant.
6. Tattoos: Visible tattoos need to be covered at all times except for when lab attire is requested.
7. Body Piercings: Body piercings need to be removed or covered.

Please note that visible tattoos, body piercings or physical defacement from body piercings may prevent a student from being placed at a clinical site. Clinical placement is not guaranteed and is necessary for program completion and graduation from the PTA program.

Clinical Work Policy

A. Students will not be substituted for paid personnel during clinical rotations.
B. Case experience gained during scheduled work hours will not count toward achievement of required clinical case totals.
C. Students working in the clinical setting are considered volunteers and should not expect any payment for services rendered.

Break Periods/Lunch
Lunch breaks are solely at the discretion of the facility.

Conflict Resolution
In the event of conflict between the student and the Clinical Instructor, every effort should be made to solve the problem between the Clinical Instructor and the Student. The Center Coordinator for Clinical Education (CCCE) may help to provide direction in the problem solving process. If the problem remains unsolved it may be necessary to involve the Academic Coordinator for Clinical Education (ACCE). Conflicts are inevitable. Adherence to problem solving principles should allow the appropriate resolution of most problems.

Clinical Hours
Students are expected to be at their clinical assignment until the agreed upon finish time. Students may be required to stay later than their assigned time should the demands of patient care require extended time. Students should be given the opportunity to make alternative travel arrangements if an extended day is required.

Evaluation of Performance
Assessment of a student’s performance during the clinical rotation should be an ongoing process. The Clinical Instructor is expected to guide the experience with an emphasis on the provision of feedback which will assist the student to be successful in the treatment of patients requiring physical therapy services.

The Clinical Instructor should formally meet with the student at least one time per week to discuss the student’s strengths and areas of performance which may require improvement. A weekly summary form is included with the clinical education materials for your convenience. A mid-term assessment should be performed at the end of the second week of the clinical rotation for PTA 206, and at the end of the third week for PTA 280 and PTA 290. A final assessment will be performed during the final week of PTA 206, PTA 280 and PTA 290. The assessment tool used by the program is Web CPI. Web CPI will be utilized by the CI, Student, and ACCE. A training tutorial is required prior to clinical placement.

The key to successful clinical performance is ongoing and open communication between the Clinical Instructor and the Student. Through the process of ongoing assessment, the student should be well aware of his/her level of performance at the time formal assessments are made. There should be no surprises.

Exposure/Injury to the Student
The intent of the Mohave Community College PTA program is to promote the highest quality of care and safety for clients, students, staff and faculty. The PTA program is in compliance with accepted policies, standards, and guidelines set for by
Mohave Community College, the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA).

Students are taught Universal Precautions in the first PTA course (PTA 200) and content is practiced and reinforced throughout the program. Students are responsible for using universal precautions and for any personal expenses that may occur in the event of an exposure. Students are encouraged to check their health insurance policy for coverage.

**Holidays/Weekends**

Students may be expected to report to their clinical assignment if their clinical assignment falls on the holiday and/or weekend.

**Hours/Days**

While normal hours are 8 am to 5 pm, the individual clinical sites may modify these hours to suit their specific needs. The student will be required to work the same hours as the clinical instructor which could vary. Students are expected to work a minimum of 40 hours per week.

**Pregnancy**

Due to the nature of the work, it is ill-advised for female students to become pregnant once admitted to the PTA Program. Students who become pregnant may be susceptible to delays in completing their clinical education experiences which could also delay completion of the program. Each case will be evaluated individually to determine the safest plan for the mother, child, program and clinical site. The Program Director and ACCE will make the final decision regarding student progression with the PTA Program and placement in clinical education courses.

**Tardiness**

Students are expected to BEGIN work at their scheduled starting time. The student must contact the ACCE and their clinical instructor (CI) if unable to report to the clinical site at the appointed starting time. All absences must be reported to the ACCE and the CI as soon as possible.

**Transportation**

Each student is required to provide their own transportation to the clinical site. Every attempt is made to arrange the location of the clinical education site with respect to the geographic location of the student’s residence. Understand that Mohave County is considered rural. If you have family in outlying areas (Arizona, Utah, Texas, Connecticut, California, Oregon or Nevada) where you could stay during your clinical rotations, please inform the ACCE as soon as possible. Students may be required to travel to and from the clinical site or find temporary housing during the clinical rotation.

All fees associated with housing and transportation to and from the clinical site is the responsibility of the student.

### Informed Consent

**Students in the Practice Setting**

Patients have rights and responsibilities. One of the patient’s rights is to know who is treating them and their scope of practice. It is your responsibility to be clear to the patients who you are (name and that you are a student) and what you will be doing to them. Your clinical instructor can facilitate this exchange of information as well.

*Examples:* CI exchange with patient: “Hi Mr. J. Today I have a student working with me. His/her name is Pat. Pat is going to school to become a physical therapist assistant. Do you mind if Pat works with you today under my direct supervision?”

Sometimes, especially at the end of your clinical rotation, you may be approaching patients yourself. You still need to inform them who you are and what you will be doing. For example, “Hi, my name is Pat. I am a student at Mohave Community College in the physical therapist assistant program. I am working under the direct supervision of John Smith. Do you mind if I work with you today?”

Remember that patients have the right to refuse treatment. Patients have the right to know that their decision of not working with a student will not impact their care. Billing usually remains the same if a student works with a patient. Please respect the patient’s right to refuse treatment with dignity and a smile. Inform your clinical instructor of the patient’s choice. Request to stay for observation or ask your clinical instructor what else you can do (i.e. review the chart for the next person, prepare a home exercise program for someone, etc.).

**Cancellation of Clinical Rotation**

The availability of clinical sites is critical to the success of the physical therapist assistant program at Mohave Community College. In the event an offered clinical site will not be used for a particular time frame, the college will make every effort to give notice to the clinical site a minimum of six weeks in advance.
Clinical sites are requested to alert the academic coordinator of clinical education (ACCE) a minimum of six weeks prior to the start of the clinical rotation if circumstances will cause the clinical site to withdraw the offer to accept a student for a particular time frame.

It is acknowledged that last minute changes are often necessary. Every effort should be made on the part of the Program and the Clinical Facility to avoid these situations as much as possible.

**Records Required For Clinical Rotations**

1. Background Check
2. Fingerprint Clearance Card
3. Healthcare Provider CPR Card
4. Student Health and Immunizations
5. Health Insurance
6. Drug Screening
7. Additional items/immunizations may be required

**Background Check/Fingerprint Clearance Card**

Clinics require students to have a background check and fingerprinting completed prior to participating in their clinical education experience. All students will be required to complete these tasks.

Any questions about prior convictions have to be discussed with the director prior to admission. A positive result on the background check will preclude the student from clinical affiliations at certain facilities since each clinical site has its own criteria. This will result in a student being dismissed from the PTA program and unable to progress forward. The student will be required to follow readmission policy, or apply for entry as a new student. In addition, a positive background check will need to be addressed with the state board of physical therapy. The positive background check may preclude the student from obtaining licensure in the state he or she chooses to work in.

Students with a positive background check will be notified by the Program Director of the potential impact on the progression through the PTA Program. **It is the student's responsibility to notify the Program Director of any changes in their background due to criminal activity.**

Students are required to notify the director within 7 days of any offense. Failure of notification will result in immediate dismissal from the PTA program. The program has the right to require another background check at any time at the student’s expense.

**Healthcare Provider CPR**

All students must have a valid Healthcare Provider (or equivalent) CPR card that is valid for all clinical rotations. CPR training must be obtained through either the American Red Cross or the American Heart Association, classes offered through Community Outreach program at MCC. CPR is good for 2 years.

**Student Health and Immunizations**

Students must obtain a physical exam and submit it to the PTA program office before beginning school. Students are required to maintain immunizations. This includes yearly 2-step TB testing, the Hepatitis B vaccine series, tetanus (every 10 years), and other routine childhood immunizations.

Some facilities require further immunizations, updated physical exams and health insurance which students will have to provide prior to being accepted for a practicum in that facility. Students should be aware that there is a potential risk of exposure to Hepatitis B and other communicable disease during clinical affiliations.

Students will be oriented to safety procedures at Mohave Community College and at all clinical facilities. Students will have access to faculty within their clinical area for any additional information. Students are expected to accept all types of patient assignments. Students are financially responsible for their personal health care/hospitalization costs incurred while participating in the PTA program.

**Health Insurance**

Students will be required to provide proof of health insurance prior to the start of the program. The program will provide information to clinical sites on request. Health insurance is not provided by the college to cover injury during the course of academic and clinical training. If you do not have health insurance, call the American Physical Therapy Association (1-800-999-
APTA) to inquire about a policy or a local insurance provider. Failure to obtain health insurance will result in dismissal of the PTA program.

**Drug Screening**
A drug screening test is required of all students prior to beginning their clinical assignments. In case of a positive result, the results will be sent to a medical review officer who will investigate with the student the reason for the positive test result. The medical review officer will contact the program director and indicate if the test result was valid or a false positive. The student’s ability to participate in the clinical education rotation will be dependent on the medical review officer’s report. A positive report will be grounds for disciplinary action, if not cleared by the medical review officer. Action may include dismissal from the program.

Some clinical sites may also require screening for nicotine. Students who test positive for nicotine may not be able to be placed at some clinical sites but are not excluded from the program.

**Injury and Emergency Procedures**

**Procedures for Handling an Injury during Clinical Assignment**
Evaluate the injury immediately.

**If It Is An Emergency:**
1. Send student to ER
2. Notify staff and supervisor, MCC PTA Program
3. Complete facility incident report
4. Complete Mohave Community College incident report
5. Notify student’s family

**If It Is A Non-Emergency:**
1. Administer first aid
2. Notify staff and supervisor, MCC PTA Program
3. Complete facility incident report
4. Complete Mohave Community College incident report
5. Send student to ER, or student’s private physician

The Mohave Community College liability insurance policy does not cover a student’s injuries or emergencies. The student is responsible for keeping personal health insurance active and in good standing. Payment of all healthcare charges not covered by personal health insurance is the responsibility of the student.

Mohave Community College incident reports will be filed in the student’s folder. In the event of injury and at the discretion of the clinical instructor and the program director, the student will be given up to a week off from the clinical training. Days of absence must be made up by extending the clinical experience. The student may be required to submit a physician’s prescription to refrain from participation in the clinical experience and/or a release to re-enter the clinical education facility.

**Clinical Practice Settings**
Practice settings may include all of the following: acute care hospital, rehab hospital (includes rehab unit located within an acute care hospital), extended care facility, outpatient care (includes free-standing practices as well as outpatient rotations in a hospital based program). Other practice settings may be available at the discretion of the Program Director. During the 3 clinical rotations, every attempt will be made to have the student exposed to a minimum of two distinct physical therapy practice settings.

**NOTE WELL:** To be considered as an active clinical site for the program the site must meet the following conditions:

- The facility has a completed clinical agreement with Mohave Community College which outlines the specific responsibilities of the facility and the college with regard to clinical education of physical therapist assistant students.
- A physical therapist holding an unrestricted license in their state of practice is continuously “on-site” every clinical day.
- The facility has assigned a physical therapist as the Center Coordinator for Clinical Education (CCCE).
- It is recommended that the assigned Clinical Instructor has a minimum of one year of experience in the practice setting for the specific clinical rotation. Clinical Instructors may be physical therapists or physical therapist assistants.
- The facility is able to provide an adequate clinical case load for the specific clinical rotation to allow for the evaluation of the student’s performance in the specific practice setting.

**SEE FILE FOR CURRENT LIST OF CLINICAL SITES**
Clinical Competencies

The MCC PTA program includes three full-time clinical experiences in the curriculum.

Student competence prior to clinical assignment

The following academic standards, lab and skill competencies will be performed before students are approved to participate in PTA 206 (Clinical Practicum I), PTA 280 (Clinical Practicum II) and PTA 290 (Clinical Practicum III).

The first clinical affiliation (PTA 206) is scheduled for the summer between the first and second year (but may be subject to change). Skill competency (80%) with 100% on critical safety elements must be demonstrated prior to student affiliation with clinical site.

<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>CRITICAL SAFETY ELEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer training</td>
<td>Foot wear, application of gait belt, locked wheelchair, maintain documented precautions including WB status, proper guarding</td>
</tr>
<tr>
<td>Gait training with assistive devices and stairs</td>
<td>Proper footwear, application of gait belt, maintains documented precautions including WB status, proper guarding</td>
</tr>
<tr>
<td>Therapeutic Exercise</td>
<td>Proper instruction, body mechanics, and maintenance of documented precautions.</td>
</tr>
<tr>
<td>AROM and Prom Stretching</td>
<td>Right cuff size, opening pressure relief valve, rapid evacuations of cuff following determination of diastolic blood pressure</td>
</tr>
<tr>
<td>Vital signs</td>
<td>Reassessment of skin following intervention, call system available if PT is unsupervised for periods of time, knowledge of absolute contraindications</td>
</tr>
<tr>
<td>Basic Manual Muscle Testing and Goniometry</td>
<td>Utilization of proper body mechanics, maintains documented precautions and appropriate patient positioning.</td>
</tr>
<tr>
<td>Universal Precautions</td>
<td>Proper sequencing for donning and doffing</td>
</tr>
<tr>
<td>Superficial Heat (includes hot packs, paraffin, hydrotherapy, fluidotherapy)</td>
<td>Reassessment of skin following intervention, call system available if PT is unsupervised for periods of time, knowledge of absolute contraindications</td>
</tr>
<tr>
<td>Superficial Heat Include Hot Packs,</td>
<td>Reassessment of skin following intervention, call system available if patient is unsupervised for periods of time, knowledge of absolute contraindications and precautions (critical for all superficial heat modalities)</td>
</tr>
<tr>
<td>Paraffin</td>
<td>Positioning of body part remains constant to avoid burns</td>
</tr>
<tr>
<td>Hydrotherapy</td>
<td>All Temperature check and appropriate for treatment outcomes</td>
</tr>
<tr>
<td>Fluidotherapy</td>
<td>Ensure system is closed before turning machine on.</td>
</tr>
<tr>
<td>Deep Heat</td>
<td>Knowledge of absolute contraindications and precautions, skin reassessment following intervention, proper care of wand/crystal, 100% contact skin during application, continuous movement</td>
</tr>
<tr>
<td>Includes Ultrasound</td>
<td>Knowledge of absolute contraindications and precautions, removal of jewelry, skin reassessment following intervention, appropriate moisture control measures performed</td>
</tr>
<tr>
<td>Electromagnetic Radiation (Shortwave Diathermy)</td>
<td>Knowledge of absolute contraindications and precautions, correct application of harnesses, check poundage</td>
</tr>
<tr>
<td>Traction</td>
<td>Knowledge of absolute contraindications and precautions, cover any open wounds with absorbent material, check poundage</td>
</tr>
<tr>
<td>Includes cervical, pelvic and over the door</td>
<td></td>
</tr>
<tr>
<td>Intermittent Venous Compression</td>
<td></td>
</tr>
</tbody>
</table>
### COMPETENCY

<table>
<thead>
<tr>
<th>Light Therapy and Laser Therapy</th>
<th>Knowledge of absolute contraindications and precautions, proper wand care, proper application of wand (no movement), 100% contact to skin, safety glasses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage and Soft Tissue Mobilization</td>
<td>Knowledge of absolute contraindications and precautions</td>
</tr>
<tr>
<td>Electrical Stimulation Includes TENS, low and high volt currents, microcurrent, NMES, functional e-stim and biofeedback</td>
<td>Knowledge of absolute contraindications and precautions, proper electrode placement including contact, skin reassessment, check for latex allergies, check skin sensation prior to application</td>
</tr>
<tr>
<td>Cryotherapy Includes cold packs, ice massage</td>
<td>Knowledge of absolute contraindications and precautions, skin reassessment</td>
</tr>
<tr>
<td>Iontophoresis and Phonophoresis</td>
<td>Knowledge of absolute contraindications and precautions, proper electrode placement including contact, skin reassessment, check for latex allergies, check skin sensation prior to application</td>
</tr>
</tbody>
</table>

### First Clinical Rotation

PTA 206 is the first of the clinical education experiences and allows students to practice basic skills in the clinical environment which have been learned during the first year in the program. These skills include basic patient assessment techniques, gait and transfer training, wheelchair mobility, heat and cold modalities, traction, massage, intermittent venous compression, therapeutic light applications, applications, and therapeutic exercise and Electromodalities.

#### Students Entering PTA 206, Clinical Practicum I, Have Completed The Following Courses:

- Introduction to Physical Therapy (PTA 101)
- Kinesiology (PTA 103)
- Patient Mobility Techniques (PTA 200)
- Physical Therapy Modalities (PTA 202)
- Pathology (PTA 203)
- Communication in Physical Therapy (PTA 205)
- Electromodalities (PTA 214)
- Wound Care (PTA 215)
- Biology Concepts (BIO 100)
- Anatomy and Physiology I (BIO 201)
- Anatomy and Physiology II (BIO 202)
- Interpersonal Communication (COM 121) or Public Speaking (COM 151)

#### Students Have Demonstrated Competency And Entry Level Skills For The Physical Therapist Assistant In The Following Areas:

- Transfer training
- Gait training with assistive devices
- Active and passive range of motion
- Progressive resistance exercise
- Therapeutic exercise with equipment
- Vital signs
- Stretching
- Posture and body mechanics
- Goniometry
- Basic manual muscle testing
  - Theory and application of superficial heat – hot packs, paraffin, hydrotherapy, fluidotherapy
  - Theory and application of deep heat – ultrasound and shortwave diathermy
  - Cervical and pelvic traction
  - Intermittent venous compression
  - Light and Laser Therapy
  - Massage and soft tissue mobilization
Mohave Community College  
Physical Therapist Assistant Program

- Universal precautions
- Patient positioning
- Theory and application of electrical stimulation – includes TENS, low and high volt currents, microcurrent, electrical muscle stimulation, and functional electrical stimulation, Iontophoresis and phonophoresis.
- Biofeedback

Lecture exams skill competencies and lab practicals will be given frequently to assure that student comprehension and skill performance levels are being achieved. Safety precautions are stressed throughout lecture and lab activities.

**Second and Third Clinical Rotations**
In PTA 280 and 290, students will continue to apply the skills mastered in PTA 206. In addition, several new skills will be assessed including treatment techniques for patients with cardiopulmonary dysfunction, brain injury, spinal cord injury, amputations, developmental delay, and specific orthopedic conditions. The student’s ability to use orthotic/prosthetic devices will also be assessed.

Students entering PTA 280 and 290, Clinical Practicum II and III will have completed the following additional courses:

1. Rehabilitation of Special Populations (PTA 208)
2. Orthopedics (PTA 210)
3. Clinical Neurology (PTA 217)
4. Physical Therapy Seminar (PTA 230)
5. English Composition (ENG 101)
6. Introduction to Psychology (PSY 101)
7. Introduction to Computer Information Systems (CIS 110)

Students entering PTA 280 and 290, Clinical Practicum II and III will have demonstrated competency and ENTRY LEVEL SKILLS FOR THE PHYSICAL THERAPIST ASSISTANT in the following additional areas:

1. Proprioceptive neuromuscular facilitation
2. Neurodevelopment treatment
3. Orthopedic manual and exercise treatment
4. Facilitation and inhibition techniques
5. Pre-prosthetic and prosthetic training of the lower extremity amputee
6. Use of orthotics
7. Therapeutic exercises
8. Chest physical therapy

<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>CRITICAL SAFETY ELEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orthopedic management of bone &amp; joint pathologies</td>
<td>Knowledge of common bone &amp; joint pathologies</td>
</tr>
<tr>
<td></td>
<td>Implement orthopedic management of pathologies</td>
</tr>
<tr>
<td>Basic orthopedic joint assessment</td>
<td>Knowledge of absolute contraindications and precautions for manual techniques</td>
</tr>
<tr>
<td>Manual traction techniques for spine</td>
<td>Knowledge of assessment of willingness to move, end feel, mobility and basic special tests particular to each extremity joint</td>
</tr>
<tr>
<td>Grade I,II mobilization techniques for extremity joints and spine</td>
<td>Knowledge and demonstration with positioning and implementation of basic joint mobilization techniques</td>
</tr>
<tr>
<td></td>
<td>Identify precautions and contraindications with joint mobilization techniques</td>
</tr>
<tr>
<td>Therapeutic Exercise</td>
<td>Knowledge of selection, progression and delivery of therapeutic exercise instruction</td>
</tr>
</tbody>
</table>
| Neuroanatomy: central and peripheral nervous system | Identifying central versus peripheral nervous system impairments  
Screening for sensory and motor deficits |
| Sensory and motor innervations | |
| Neurological Impairments: functional movement problems | Identifying neurological deficits: progressive & Nonprogressive disorders  
Implementing appropriate positioning & interventions  
Identifying level of spinal cord injury |
| Motor control & motor learning across the lifespan | Knowledge of the motor learning strategies |
| Cardiopulmonary disorders | Identifying cardiopulmonary deficits & use of assessment tools  
Implementing appropriate interventions for cardiopulmonary disorders |
| Pediatric disorders | Knowledge of common pediatric disorders  
Implementing age appropriate interventions |
| Vestibular disorders | Knowledge of appropriate positioning for treatment  
Identifying common vestibular disorders  
Knowledge of appropriate positioning and treatment strategies |
| Neuromuscular rehabilitation | Knowledge of treatment strategies: PNF, NDT, constraint induced therapy, coordination and balance retraining, motion sensitivity training, vestibular rehab techniques |
| Orthotics & prosthetics | Knowledge of use of orthotics & prosthetics, and the PTAs role  
Knowledge of maintenance with orthotics & prosthetics  
Knowledge of precautions & contraindications with orthotics & prosthetics |
| Prescriptive wheelchair | Knowledge of prescriptive wheelchair management, positioning & seating  
Knowledge of the postural support components  
Demonstrate required measurements for wheelchair fitting  
Educate patients on wheelchair mobility |

NOTE: The clinical faculty is cautioned to refrain from teaching treatment techniques that have not been covered in the lecture/lab sessions in the program. The clinical facility is responsible for any consequences resulting from a student applying a technique which has not been covered in the academic setting. Observational opportunities are invited and acceptable. Program faculty come from clinical practice prior to teaching and have the greatest respect for our clinical sites and do not feel that any student should be on a clinical affiliation without basic safety and competency skills.
Standards of approval for students to participate in the clinical education experience include:

1. All skill competencies must be passed.
2. All skill competencies safety requirements must be met.
3. All classes must be completed successfully prior to clinical education experience.

Students must achieve a minimal competency level of 77% for comprehensive written exam averages, 80% on skill check-offs and 85% on practical examinations, qualified with 100% pass rate on critical safety elements.

**HIPPA**

*Health Insurance Portability and Accountability Act (1996)*

HIPAA will be discussed more in length throughout your physical therapist assistant program. Here is a brief description of what HIPAA involves.

HIPAA, which stands for the American Health Insurance Portability and Accountability Act of 1996, is a set of rules to be followed by doctors, hospitals and other health care providers. HIPAA took effect on April 14, 2006. HIPAA helps ensure that all medical records, medical billing, and patient accounts meet certain consistent standards with regard to documentation, handling and privacy. HIPAA compliance can be summarized by the three major rules or standards:

**HIPAA Privacy Rule**

The HIPPA Privacy Rule mandates the protection and privacy of all health information. This rule specifically defines the authorized uses and disclosures of "individually-identifiable" health information.

**HIPAA Transactions and Code Set Rule**

The HIPPA Transaction and Code Set Standard addresses the use of predefined transaction standards and code sets for communications and transactions in the health-care industry.

**HIPAA Security Rule**

The HIPAA Security Rule mandates the security of electronic medical records (EMR). Unlike the Privacy Rule, which provides broader protection for all formats of health information, such as print or electronic information, the Security Rule addresses the technical aspects of protecting electronic health information. More specifically, the HIPPA Security standards address these aspects of security:

1. Administrative security - assignment of security responsibility to an individual.
2. Physical security - required to protect electronic systems, equipment and data.
3. Technical security - authentication & encryption used to control access to data.

(From: [http://www.hipaaguidance.com/](http://www.hipaaguidance.com/))

**Student Clinical Education Requirements for Communication and Documentation**

- Students will fill out the weekly planning form. This will allow the student to communicate adequately with the clinical instructor each week, review the past week and plan for the next week. The weekly planning form will be turned into the ACCE at the completion of each week.
- The PTA Web CPI will be completed by the student and the CI at midterm and final. The PTA Web CPI will be reviewed by the ACCE after submissions.
- At the end of the clinical rotation, students will complete student evaluation of clinical site and CI. This document will be turned into the ACCE at the completion of the clinical rotation.
- The student will receive a grade for the clinical rotation following completion of the required documents.

**Clinical Instructor Guidelines for Clinical Education for Communication and Documentation**

1. The PTA program will submit clinical course goals and competencies to the Clinical Instructor and student.
2. CI will provide feedback on student performance as needed.
3. Students and clinical instructors will complete a written summary on weekly performance. This will be a short check list from that will have a place to comment on strengths and weaknesses.
4. The student and clinical instructor will compare notes and discuss goals for the next week and goals for the overall clinical course.
5. Any question of student performance and/or reaching clinical goals and competencies will be reported at the earliest opportunity by the clinical instructor or the student.
6. The midterm PTA Web CPI will be completed online.
7. The second half of the clinical will follow the same guidelines as the first half.
8. At the completion of the clinical rotation, the clinical instructor will submit their CPI through the CPI web to turn into the ACCE for review.

**Review of Written Agreements**
1. Clinical contracts will be reviewed by the Program Secretary and updated as needed. The Program Secretary will initiate clinical agreements. Program Secretary will notify ACCE and business office of contract renewal needs prior to student placement.
2. Liability Insurance information on liability insurance is obtained through Human Resources department. Request for liability insurance is directed to the Director of Human Resources.

**Academic Faculty Development**
1. Annually, the program director will budget for faculty development to include core faculty. Adjunct Faculty will have access to MCC in-house training programs and tutorials.
2. The academic and adjunct faculty will be assessed through student faculty evaluation results, pass rates, test scores, self-evaluation, and peer evaluation. Clinical faculty will be assessed through student CI evaluations, self-evaluation and CCCE/ACCE evaluation if appropriate.
3. At the end of each course the academic faculty will be evaluated based on student feedback via Schoology Learning Systems at the completion of every course. Annually, faculty will perform self-evaluation as well as peer evaluation. The clinical faculty will be rated at the end of each clinical course by the student. ACCE/CCCE may collaborate on clinical faculty development needs per clinical site.
4. Faculty development will be based on program needs and evaluations.
5. An exit survey will be issued to exiting Faculty, and reviewed for program development and employee satisfaction.
6. Clinical faculty development will be on an individual basis as needed and is assessed through surveys, site visits, and the Clinical Faculty Assessment form.

**Core Faculty with Special Responsibilities**

**Program Director**
The program director is a physical therapist or physical therapist assistant who demonstrates an understanding of education and contemporary clinical practice appropriate for leadership in physical therapist assistant education. These qualifications include all of the following:

☆ has a minimum of a master’s degree;
☆ holds a current license/certification to practice in the jurisdiction where the program is located;
☆ A minimum of five years, full-time, post licensure experience that includes a minimum of 3 years of full-time clinical experience.
☆ didactic and/or clinical teaching experience;
☆ experience in administration/management;
☆ Experience in educational theory and methodology, instructional design, student evaluation and outcome assessment; including the equivalent of 9 credits of coursework in educational foundations.

[Proviso: CAPTE will begin enforcing the expectation for post-professional course work in 2018. This will be monitored in the Annual Accreditation Report]

**Academic Coordinator/Director of Clinical Education (ACCE/DCE)**
Reports to: Program Director, Dean, others
Minimum Requirements (no specific order)

☆ Graduate of an accredited physical therapist assistant or physical therapist program, or deemed equivalent program.
☆ Earned associate degree as a physical therapist assistant or professional degree as a physical therapist.
☆ Licensed/registered/certified or eligible for licensure/registration/certification in the state where employed.
☆ Minimum of 3 years of clinical experience as a physical therapist assistant or physical therapist.
Physical Therapist Assistant Program

- Minimum of 3 years of clinical teaching and/or clinical coordination experience.
- Strong communication, organization, interpersonal, problem-solving, and counseling skills.
- Current knowledge and skill in the use of information and computer technology (e.g., word processing, e-mail, database) or proven ability to learn these skills.
- Able to work with students with special needs based on the Americans with Disabilities Act (ADA).
- Knowledge of legislative, regulatory, legal and practice issues affecting clinical education, students, and the profession of physical therapy.
- Able to meet the faculty requirements as stated in the Evaluative Criteria for the Accreditation of Physical Therapist Assistant Programs.
- Member of the American Physical Therapy Association.
- Able to initiate, administer, assess, and document clinical education programs.
- Able to work independently and coordinate work with colleagues and peers.
- Able to travel, as needed.

Resident and Associate Faculty Qualifications:
PTA program faculty are required to have a minimum of 3 years of full time post-licensure clinical experience in physical therapy. They have a current license and/or certification in the state they are teaching. Faculty will have contemporary expertise in the area they are teaching, and demonstrate understanding of evidence-based review and critical appraisal of subject matter they are teaching.

Clinical Faculty Qualifications & Development
- All clinical sites will be given the APTA Guidelines and Self Assessments for Clinical Education booklet to help determine faculty development needs from an individual and site specific perspective. Filling out the form is voluntary.
- Clinical faculty needs will be assessed through student CI evaluations, self-assessment, ACCE communication, Clinical Faculty Assessment form and clinical site visits.
- Clinical sites will be contacted regarding faculty development opportunities to improve their effectiveness as a clinical site for MCC; these might be site-specific or global developmental opportunities.
- All clinical sites and instructors will be notified of educational offerings available to them in order to improve their effectiveness as clinical instructors.
- Clinical faculty may have access to MCC library resources upon request.
- Social networking opportunities will be advertised through word of mouth, email, and the list-serve, depending on the circumstance.
- The clinical faculty contact information is maintained by the ACCE and/or the program secretary.
- All clinical faculty need to have a minimum of 1 year of clinical experience.

Getting Started with the APTA Learning Center
For PTA CPI Course Participants

Quick Start Guide for the APTA Learning Center
1. Navigate to http://learningcenter.apta.org and click “start”
   a. Enter your APTA username and password.
   b. Select "Click here to Continue:"

Forgotten Password:
Do not purchase or register for courses in the APTA Learning Center using more than one account number. If you’ve forgotten your password, use the “Forgot your password?” link on the login page to have it emailed to your email address on file.

New User:
Use the buttons “join now” or “create an account” on the APTA login page to set up an account prior to purchasing the course. Once you have set up an account as a New User, please logout and then continue from Step #1 to search and access the PT CPI or PTA CPI online course.
2. Find and "Purchase" the free PT CPI or PTA CPI online course.
   a. Enter “PT CPI” or “PTA CPI” in the top right Search courses box to find the course.
   b. Locate LMS-120: 2012 PTA CPI or LMS-521: 2013 PT CPI to purchase the correct course on the right side of the page or by scrolling down the page past the filters to view your search results.
   c. Once you find the correct course, click “purchase”, click “Add to Cart”, click “Shopping Cart”, click “Proceed”, and then click “OK” to enroll in the free course through the online shopping cart.
   d. You will be required to login to the APTA website with your username and password prior to being able to purchase the course.

3. Take the PT CPI or PTA CPI online course
   a. After purchasing the CPI course, return to http://learningcenter.apta.org and locate the heading “My Learning Activities” on the top of the APTA Learning Center Home page.
   b. Click on “My Learning Activities” and then click on the drop down menu “My Courses” page.
   c. Locate the course purchased “2013 PT CPI” or “2012 PTA CPI”.
   d. Click on “start” to take the course by reviewing the power point slides and resource attachments.
   e. Complete the posttest assessment with a score of 70% or higher to pass the course.
   f. Once you have passed the posttest assessment you can print your CEU certificate.

Pop-Ups:
   a. You may need to enable pop-ups for http://learningcenter.apta.org, in order to view the course, learn how on the APTA Learning Center.
   b. LMS-120: 2012 PTA CPI contains material that uses Flash player. Chrome and Internet Explorer still natively play Flash. Firefox requires an add-in. You can find a link to download Flash play on the System Specs page.

4. Access the PT CPI or PTA CPI Web site
   a. The academic program with whom you affiliate can provide you with your username (the email address provided to them) to login to CPI Web. If you do not have a password, you will need to use the 'I forgot or do not have a password' link to establish a password. The password to login to CPI Web is NOT the same as the password used to login to the APTA Web site.

PTA CPI Web Instructions for a CI
Login to PTA CPI Web at https://cpi2.amsapps.com
1. Your username is your email address provided to the school you are working with.
2. If you have previously created a password in PTA CPI Web or PT CPI Web, please use that password to login. If you do not have a password or forgot your password, please follow these steps to create your password:
   i. Go to the CPI Web address (https://cpi2.amsapps.com).
   ii. Click on the link “I forgot or do not have a password”.
   iii. Enter your User Name in the box provided.
   iv. Click on the Continue button.
   v. Check your email account inbox for further instructions on how to set/update your password.

PLEASE NOTE: Make sure to close out of any internet browsers containing CPI Web prior to accessing the link in your email as this may result in an error when trying to set/reset your password. The link to change/create your password that is included in this message will expire 24 hours after the message has been created. If you try to access the link after 24 hours, you will receive a notification that the temporary authorization link is invalid. If this should occur, you will need to click on the 'I forgot or do not have a password' link located on the login page for CPI Web to receive a new password reset link.

Update Information – This needs to be done at least once per year (If your information is up-to-date, please go to Editing the CPI)
1. Click on the ‘My Info’ tab to update your information. You must update the APTA Data Release Statements found in the Data Authorization section. Also, please make sure that your credentials and certifications are accurately listed.
2. When you are finished editing, hit the ‘Update’ button.

Verify APTA PTA Training – This can only be done if you are assigned to evaluate a student on an Open evaluation (If you've previously done this, please go to Editing the CPI)
1. Click on your student's name in the ‘My Evaluations’ section on your home page or click on the Edit link found in the Actions column in the Evaluations tab.
2. You are prompted to verify if you have completed the APTA PTA CPI Training. If you have completed the training, please click the ‘I have completed the APTA PTA CPI online training and assessment.’ button.
a. If you have not completed the training, please follow the directions on the page to take the APTA PTA CPI Training.

b. If the email address you took the training with is different than your username, you will be prompted to enter the email address registered with APTA.

c. If you are having issues verifying you’ve completed the training, please contact PTA CPI Web Support at ptcpiwebsupport@liaison-intl.com. Please provide your name, email address used to take the training, and the date you completed the training so that we can manually verify your training completion.

Editing the CPI

1. Once you have verified you have completed the APTA PTA CPI Training, you will see all 14 sections of the CPI.
   a. You can edit one criterion at a time by clicking on the ‘Edit Now’ link on the right.
   b. You can edit all criteria at the same time by clicking on the ‘Edit All’ column header link.

2. Click on ‘View Essential Skills’, ‘View Introduction’, and ‘View Instructions’ to view the details of how to fill out the CPI.

3. Mouse over any underlined word to view an APTA glossary definition. This is available for the Performance Dimensions and the Anchor Points on the APTA Rating scale.

4. Add comments to the comment box and select the rating for the student on the slider scale. For the Interventions, please make sure to select whether a skill was Performed, Observed, or Not Available.

5. When you are done editing a section, click on the ‘Section Sign Off’ checkbox and hit the ‘Save’ button. Hitting Save will save the work edited on all criteria. Be sure to save your work!! If you leave the page without saving, your comments could be lost!!

Signing off on the CPI

1. Once all sections are marked as ‘Completed’, please sign-off on your CPI. In order to sign-off, you would need to click on the Evaluations tab and then on the ‘Sign-off’ link found in the Actions column. Once this has been done, you would need to scroll to the bottom of the page, select the checkbox associated with the signature, and then click on the ‘Save’ button.

2. Once you sign off on your CPI, you are unable to make any further edits! Your student will be able to view your CPI only if they have also signed off on their own CPI.

Viewing your CPI with your Student and Signing-Off on your student's CPI

3. Click on the Evaluations tab.

4. Click on ‘View’ link in the Actions column.

5. Use the filters to see the comments from both the student and the CI at the same time.

6. In the Evaluations tab, you will also see a link to ‘Sign-off’ on your student's CPI indicating you’ve discussed the performance with your student. Please follow the Sign-off procedures listed in the previous section to complete the sign-off on your student's CPI.

Additional Features/Tips:

Creating a Critical Incident Report using CPI Web (only to be used as needed)

1. To create a Critical Incident Report, click the link that says ‘[Critical Incident]’.

2. Record the details of the incident clearly and concisely without reflecting any biases into the Behavior, Antecedent, Consequence, and Comments text boxes.

3. Once you are finished recording the incident, click on the ‘Submit Critical Incident’ button. When a Critical Incident report is properly submitted, the following text will appear on the screen in bold green lettering, 'You have successfully filed a Critical Incident Report.' If you do not see this text displayed on the screen, please click on the ‘Submit Critical Incident’ button again.

4. Once submitted, a Critical Incident Report notification will be emailed to the CCCE, ACCE and student.

5. Any completed Critical Incident Reports can be found in the Critical Incidents tab where it can be viewed and additional comments can be entered.

Submitting a Significant Concern - This MUST be accompanied by a Critical Incident Report using CPI Web

1. Select the Significant Concern checkbox.

2. A pop-up box will appear with the following text. 'You have indicated a Significant Concern for this criterion. A Significant Concern must be accompanied with a Critical Incident report. Click "OK" to document and submit a Critical Incident report. Click "Cancel" to uncheck the Significant Concern for this criterion.'
3. If you click on the ‘OK’ button, the Critical Incident Report text boxes will automatically appear. Please follow the steps listed above to create and submit the Critical Incident Report. PLEASE NOTE: If the Critical Incident Report is not submitted, the Significant Concern will not be submitted. Once a Significant Concern and accompanying Critical Incident Report are submitted, these CANNOT be reversed!

4. If you click on the ‘Cancel’ button, the Significant Concern will not be submitted.

**Adding Post-Assessment Comments to the CPI:**

1. Once you sign-off on the CPI, you cannot go back in to make further edits. After your meeting and review with the student, if you needed to enter in additional comments about the CPI, you would be able to add post-assessment comments to the CPI by clicking on the ‘View’ link in the Evaluations tab and then adding in the comments in the appropriate box near the bottom of the page. Post assessments can only be made by the CI or student once they have signed-off on their own evaluation as well as signed-off on each other's evaluations.

Here are some things to note when there are multiple CIs assigned to evaluate one student in CPI Web:

1. Only one CPI is created. All of the CIs would work on the CI portion of the CPI and the student would work on one self-evaluation.
2. Each CI would have a separate comment box for all of the criteria. They would be able to see what the other CI had written, but they are unable to edit the other CI’s comments.
3. There is only one rating scale for each criterion for the CIs. This is a shared scale amongst the CIs listed on the evaluation meaning that one CI can edit the rating that was selected by the other CI.
4. The minimum requirements to mark the section sign-off box for each criterion are that at least one CI comment box must be completed for the criterion and there must be a rating selected for the criterion. For example, if one CI commented on the CPI and the other CI agreed with what the other CI had written, the other CI wouldn’t be required to enter in any comments on the CPI.
5. Once all of the section sign-offs have been checked and the evaluation is listed as Completed, either CI would be able to Sign-off that the evaluation is completed by clicking on the Sign-off link found in the Actions column in the Evaluations tab.

PLEASE NOTE: Once the evaluation part has been signed-off on, it will lock out any other CIs from being able to edit that evaluation part.

If you have any questions, comments or run into any issues using PTA CPI Web, please contact Support at ptcipiwebsupport@liaison-intl.com.

**Program of Study – Program Requirements: Year One**

*NOTE:* Students selected for PTA program must complete BIO 100 BIOLOGY CONCEPTS (4 CREDITS) or equivalent prior to the start of the fall semester. A grade of C or better must be achieved in all general education classes to count toward PTA program.

**FALL – YEAR ONE**

**SEMESTER ONE**

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**TOTAL CREDITS – YEAR ONE – FALL** 18

**SPRING – YEAR ONE**

**SEMESTER TWO**

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## Physical Therapist Assistant Program

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**TOTAL CREDITS – YEAR ONE – SPRING** 18

### SUMMER – YEAR ONE

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<td>CIS 110</td>
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**TOTAL CREDITS – YEAR ONE – FALL** 9

### FALL – YEAR TWO

#### SEMESTER ONE

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**TOTAL CREDITS – YEAR TWO – FALL** 18

#### SPRING – YEAR TWO

#### SEMESTER TWO

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**TOTAL CREDITS – YEAR TWO – SPRING** 12

### PTA PROGRAM TOTAL CREDIT HOURS – 75

## PTA Course Descriptions

- **PTA 101 Survey of Physical Therapy** - The History of Physical Therapy is studied. The purpose, benefits and goals of the Arizona and American Physical Therapy Associations (APTA) are discussed. Roles and responsibilities of physical therapists (PT) and physical therapist assistants (PTA) are scrutinized.

- **PTA 103 Kinesiology** - Emphasis on structure, movement, and stability of specific joints are studied. Theory and principles of goniometry and manual muscle testing is reviewed. Normal range of motion of the spine and extremities is examined. Palpation of bony and soft tissue structures is practiced.
Physical Therapist Assistant Program

- **PTA 200 Patient Mobility Techniques** -
  Theory, principles and practice of proper body mechanics and safety is discussed. Principles and techniques of gait training, therapeutic exercise, patient bed mobility and transfers and wheelchair mobility are practiced.

- **PTA 202 Physical Therapy Modalities** -
  Stages of inflammation responses and tissue repair are studied. Theories on pain are investigated. Application and documentation of superficial heat and cold, ultrasound, electromagnetic radiation, massage, hydrotherapy, light intermittent venous compression, and traction are practiced. Indications and contraindications for treatment methods are scrutinized.

- **PTA 203 Clinical Pathology** -
  Pathologic terminology and definitions are explored. Specific disease processes specific to physical therapy are studied. Functional anatomy, select medical tests for diagnosis, medication and effects on therapy are evaluated. Principles of wellness and disease prevention are included.

- **PTA 205 Communications In Physical Therapy** -
  Communication skills in the physical therapy setting is examined. Skills such as active listening, responding to problems, body language, and patient interview skills is practiced. Communicating with persons with disabilities is reviewed. Cultural differences in communication and views of health care is introduced.

- **PTA 206 Clinical Practicum I** - 160 CLINIC HOURS
  PTA students have the opportunity to participate in a clinical experience with maximum supervision. Application of physical therapy skills and techniques are practiced in the clinical setting.

- **PTA 208 Rehabilitation Of Special Populations** -
  Clinical applications and treatment of special populations is reviewed. Patients requiring cardiopulmonary rehabilitation, spinal cord injury management, neuromuscular retraining, prosthetics, orthotics and wheelchair management are discussed. Proficiency in "hands on" techniques is practiced.

- **PTA 210 Orthopedic Physical Therapy** -
  Response of human bone and soft-tissue to injury is studied. Orthopedic management and physical therapy procedures for common injuries of the extremities and spine are practiced.

- **PTA 214 Electromodalities** -
  This course provides the opportunity for the physical therapist assistant student to develop knowledge related to the principles of electricity, electrotherapy, and electromagnetic radiation therapy for selected treatment modalities. Use of low volt, high volt and interferential electrical stimulation devices is practiced. Use of neuromuscular electrical stimulation (NMES) and use of biofeedback in physical therapy is discussed.

- **PTA 215 Wound Care** -
  This class introduces current concepts in wound care management techniques for the physical therapist assistant. Skin anatomy and physiology, principles of healing, types of wounds and therapeutic interventions are studied.

- **PTA 217 Clinical Neurology** -
  Anatomy and function of the brain, spinal cord, and peripheral nervous system are studied. Evaluation of the motor innervation’s and spinal tracts are examined. Specific diseases of the central and peripheral nervous systems related to physical therapy are discussed.

- **PTA 230 Physical Therapy Seminar** -
  Current practices and issues in physical therapy are discussed. Clinical problem solving, ethics, legal aspects, reimbursement, case management and research is explored. Resume preparation and job interviewing skills are practiced. Employment issues are also discussed.

- **PTA 280 Clinical Practicum II** - 240 CLINIC HOURS
  PTA students have the opportunity to participate in a clinical experience with maximum supervision. Application of physical therapy skills and techniques are practiced in the clinical setting.

- **PTA 290 Clinical Practicum III** - 240 CLINIC HOURS
  PTA students have the opportunity to participate in a clinical experience with maximum supervision. Application of physical therapy skills and techniques are practiced in the clinical setting.
GUIDELINES FOR CLINICAL INSTRUCTORS

ADOPTED FROM WWW.APTA.ORG

Last Updated: 08/01/12
Contact: nationalgovernance@apta.org
Guidelines: Clinical Instructors

BOD G03-06-21-55 [Amended BOD G03-04-22-56; BOD 11-01-06-09; BOD 03-99-23-75; Initial BOD 11-92-43-201]

PREAMBLE
Clinical education represents a significant component of physical therapy curricula that has been continuously examined and discussed since APTA’s publications of Moore and Perry (1976) entitled Clinical Education in Physical Therapy: Present Status/Future Needs and Barr and Gwyer (1981) entitled Standards for Clinical Education in Physical Therapy: A Manual for Evaluation and Selection of Clinical Education Centers. As a result, the Association and the Education Section have launched a number of initiatives to explore and enhance clinical education and to clarify and revise the roles and expectations for individuals responsible for providing student clinical learning experiences. Some of these notable undertakings included conferences held in Kansas City, Missouri (1983), Rock Eagle, Georgia (1985), and Split Rock, Pennsylvania (1987). All of these efforts spurred the growth and development of clinical education research, student evaluation and outcome performance assessment, training and development programs for clinical educators, regional consortia, several National Task Forces on Clinical Education, and universal guidelines for clinical education.

Between 1989 and 1994, two Task Forces on Clinical Education (1989–1991 and 1992–1994), in concert with clinical educators throughout the nation, dedicated their energies towards the development and refinement of voluntary guidelines for clinical education. Approximately 2,500 clinical educators provided substantial feedback on these documents through consortia, academic programs, or individual responses directly to the Task Force on Clinical Education, or through testimony given at a total of five hearings held in San Francisco, Denver, and Virginia in 1992. The culmination of these efforts was the development of three documents: Guidelines for Clinical Education Sites, Guidelines for Clinical Instructors (CIs), and Guidelines for Center Coordinators of Clinical Education (CCCEs). These guidelines were first adopted by APTA’s Board of Directors in November 1992 and endorsed by APTA’s House of Delegates on June 13, 1993. Revisions to these Clinical Education Guidelines have been subsequently approved by APTA's Board of Directors in 1999 and 2004.

In October 1998, the Guidelines and Self-Assessment for Clinical Education were reviewed and revised by an Ad Hoc Documentation Review Group to ensure that these documents reflected contemporary and forward-looking clinical education, practice, and care delivery. As part of the review process, current APTA documents were used to assist in editing the Guidelines and Self-Assessments for Clinical Education to ensure congruence in language, education and clinical education expectations, and practice philosophy and framework. Documents used to carry out this process included the Guide to Physical Therapist Practice and in particular the patient management model, A Normative Model of Physical Therapist Professional Education: Version 1997, A Normative Model of Physical Therapist Assistant Education: First Revision (January 1998), Evaluative Criteria for Accreditation of Education Programs for the Preparation of Physical Therapists, and Evaluative Criteria for Accreditation of Education Programs for the Preparation of Physical Therapist Assistants. The revised Guidelines for Clinical Education were approved by APTA’s Board of Directors in March 1999.

In March 2004, these Guidelines for Clinical Education were revised and approved by the Board of Directors. Revisions were made to reflect the most contemporary versions of the Guide to Physical Therapist Practice (2003), A Normative Model of Physical Therapist Professional Education: Version 2004, Evaluative Criteria for Accreditation of Education Programs for the Preparation of Physical Therapists, and Evaluative Criteria for Accreditation of Education Programs for the Preparation of Physical Therapist Assistants, and APTA positions, standards, guidelines, policies, and procedures.

The intent of these guidelines is to provide academic and clinical educators with direction and guidance in the development and enhancement of clinical education sites and physical therapist and physical therapist assistant CIs and CCCEs. These documents reflect the nature of current practice and also represent the future ideals of physical therapy clinical education. The guidelines were designed to encourage and direct clinical education in diverse settings ranging from single or multiple clinicians, public or private clinical education sites, and clinical education sites housed within a building or a patient’s home.

These guidelines are most effective when used collectively; however, they have been written in a format that allows them to be used separately. Each guideline is accompanied by measurement statements to help the clinical education site, CIs, and CCCEs understand how to demonstrate the attainment of the specific guidelines and to delineate areas for further growth. In addition, each document provides minimal guidelines essential for quality clinical education as well as ideal guidelines to foster growth in the clinical education site, CI, and CCCE. Minimal guidelines are expressed through the active voice while ideals are designated by the use of “should” and “may.”
We are indebted to all of the clinical educators and educators who since 1993 have provided feedback and comments on these documents during their initial development through the process of widespread consensus building. Likewise, the contributions of Barr, Gwyer, and Talmor’s Standards for Clinical Education in Physical Therapy (1981) and the Northern California Clinical Education Consortium’s Self-Assessment of a Physical Therapy Clinical Education Site were instrumental to the initial development of the guidelines and self-assessment tools. We are also grateful to the Ad Hoc Documentation Review Group that participated in the process of revising the Guidelines and Self-Assessments for Clinical Education in 1999. APTA is committed to ensuring that these guidelines and self-assessment tools continue to reflect contemporary and forward-looking standards for clinical education that are congruent with expectations for physical therapy education and practice.

1.0 THE CLINICAL INSTRUCTOR (CI) DEMONSTRATES CLINICAL COMPETENCE, AND LEGAL AND ETHICAL BEHAVIOR THAT MEETS OR EXCEEDS THE EXPECTATIONS OF MEMBERS OF THE PROFESSION OF PHYSICAL THERAPY.

1.1 One year of clinical experience is preferred as minimal criteria for serving as the CI. Individuals should also be evaluated on their abilities to perform CI responsibilities.

1.1.1 The CI demonstrates a desire to work with students by pursuing learning experiences to develop knowledge and skills in clinical teaching.

1.2 The CI is a competent physical therapist or physical therapist assistant.

1.2.1 The CI demonstrates a systematic approach to patient/client care using the patient/client management model described in the Guide to Physical Therapist Practice.

1.2.2 The CI uses critical thinking in the delivery of health services.

1.2.3 Rationale and evidence is provided by:

1.2.3.1 The physical therapist for examination, evaluation, diagnosis, prognosis, interventions, outcomes, and re-examinations.

1.2.3.2 The physical therapist assistant for directed interventions, data collection associated with directed interventions, and outcomes.

1.2.4 The CI demonstrates effective time-management skills.

1.2.5 The CI demonstrates the core values associated with professionalism in physical therapy.

1.3 The CI adheres to legal practice standards.

1.3.1 The CI holds a valid license, registration, or certification as required by the state in which the individual provides physical therapy services.

1.3.2 The CI provides physical therapy services that are consistent with the respective state/jurisdictional practice act and interpretive rules and regulations.

1.3.3 The CI provides physical therapy services that are consistent with state and federal legislation, including, but not limited to, equal opportunity and affirmative action policies, HIPAA, Medicare regulations regarding reimbursement for patient/client care where students are involved, and the ADA.

1.3.3.1 The physical therapist is solely responsible for ensuring the patient/client is aware of the student status of any student involved in providing physical therapy services.

1.4 The CI demonstrates ethical behavior.

1.4.1 The CI provides physical therapy services ethically as outlined by the clinical education site policy and APTA’s Code of Ethics, Standards of Ethical Conduct for the Physical Therapist Assistant, Guide for Professional Conduct, Guide for Conduct of the Physical Therapist Assistant, and Guide to Physical Therapist Practice.

2.0 THE CLINICAL INSTRUCTOR DEMONSTRATES EFFECTIVE COMMUNICATION SKILLS.

2.1 The CI uses verbal, nonverbal and written communication skills and information technology to clearly express self to students and others.

2.1.1 The CI defines performance expectations for students.

2.1.2 The CI and student(s) collaborate to develop mutually agreed-on goals and objectives for the clinical education experience.

2.1.3 The CI provides feedback to students.

2.1.4 The CI demonstrates skill in active listening.

2.1.5 The CI provides clear and concise communication.

2.2 The CI is responsible for facilitating communication.

2.2.1 The CI encourages dialogue with students.

2.2.2 The CI provides time and a place for ongoing dialogue to occur.

2.2.3 The CI initiates communication that may be difficult or confrontational.
2.2.4 The CI is open to and encourages feedback from students, clinical educators, and other colleagues.

3.0 THE CLINICAL INSTRUCTOR DEMONSTRATES EFFECTIVE BEHAVIOR, CONDUCT, AND SKILL IN INTERPERSONAL RELATIONSHIPS.

3.1 The CI forms a collegial relationship with students.
3.1.1 The CI models behaviors and conduct, and instructional and supervisory skills that are expected of the physical therapist/physical therapist assistant and demonstrates an awareness of the impact of this role modeling on students.
3.1.2 The CI promotes the student as a colleague to others.
3.1.3 The CI demonstrates cultural competence with respect for and sensitivity to individual and cultural differences.
3.1.4 The CI is willing to share his or her strengths and weaknesses with students.
3.2 The CI is approachable by students.
3.2.1 The CI assesses and responds to student concerns with empathy, support or interpretation, as appropriate.
3.3 The CI interacts with patients/clients, colleagues, and other health care providers to achieve identified goals.
3.4 The CI represents the physical therapy profession positively by assuming responsibility for career and self-development and demonstrates this responsibility to the students.
3.4.1 Activities for development may include, but are not limited to: continuing education courses, journal clubs, case conferences, case studies, literature review, facility sponsored courses, post-professional/entry-level education, area consortia programs, and active involvement in professional associations including APTA.

4.0 THE CLINICAL INSTRUCTOR DEMONSTRATES EFFECTIVE INSTRUCTIONAL SKILLS.

4.1 The CI collaborates with students to plan learning experiences.
4.1.1 Based on a plan, the CI implements, facilitates, and evaluates learning experiences with students.
4.1.2 Learning experiences should include both patient/client interventions and patient/client practice management activities.
4.1.3 Based on areas of distinction, the CI plans, in collaboration with the CCCE and the ACCE/DCE, when applicable, remedial activities to address specific deficits in study.
4.1.4 Based on the areas identified as inadequate, the CI plans, in collaboration with the CCCE and ACCE/DCE, when applicable, remedial activities to address specific deficits in student performance.
4.2 The CI demonstrates knowledge of the student's academic curriculum, level of didactic preparation, current level of performance, and the goals of the clinical education experience.
4.3 The CI recognizes and uses the entire clinical environment for potential learning experiences, both planned and unplanned.
4.4 The CI integrates knowledge of various learning styles to implement strategies that accommodate students' needs.
4.5 The CI sequences learning experiences to promote progression of the students' personal and educational goals.
4.5.1 The CI monitors and modifies learning experiences in a timely manner based on the quality of the student's performance.

5.0 THE CLINICAL INSTRUCTOR DEMONSTRATES EFFECTIVE SUPERVISORY SKILLS.

5.1 The CI supervises the student in the clinical environment by clarifying goals, objectives, and expectations.
5.1.1 The CI presents clear performance expectations to students at the beginning and throughout the learning experience.
5.1.2 Goals and objectives are mutually agreed-on by the CI and student(s).
5.2 Feedback is provided both formally and informally.
5.2.1 To provide student feedback, the CI collects information through direct observation and discussion with students, review of the student's academic work, and student assessments.
5.2.2 The CI provides frequent, positive, constructive, and timely feedback.
5.2.3 The CI and students review and analyze feedback regularly and adjust the learning experiences accordingly.
5.3 The CI performs constructive and cumulative evaluations of the students' performance.
5.3.1 The CI and students both participate in ongoing formative evaluation.
5.3.2 Cumulative evaluations are provided at least at midterm and at the completion of the clinical education experience and include student self-assessments.

6.0 THE CLINICAL INSTRUCTOR DEMONSTRATES PERFORMANCE EVALUATION SKILLS.

6.1 The CI articulates observations of students' knowledge, skills, and behavior as related to specific student performance criteria.
6.1.1 The CI familiarizes herself or himself with the student's evaluation instrument prior to the clinical education experience.
6.1.2 The CI recognizes and documents students' progress, identifies areas of entry-level competence, areas of distinction, and specific areas of performance that are unsafe, ineffective, or deficient in quality.
6.1.3 Based on areas of distinction, the CI plans, in collaboration with the CCCE and the ACCE/DCE, when applicable, activities that continue to challenge students' performance.
6.1.4 Based on the areas identified as inadequate, the CI plans, in collaboration with the CCCE and ACCE/DCE, when applicable, remedial activities to address specific deficits in student performance.
6.2 The CI demonstrates awareness of the relationship between the academic program and clinical education site concerning student performance evaluations, grading, remedial activities, and due process in the case of student failure.
6.3 The CI demonstrates a constructive approach to student performance evaluation that is educational, objective, and reflective and engages students in self-assessment (e.g., problem identification, processing, and solving) as part of the performance evaluation process.

6.4 The CI fosters student evaluations of the clinical education experience, including learning opportunities, CI and CCCE performance, and the evaluation process.


REVISIONS OF THIS DOCUMENT ARE BASED ON:

Relationship to Vision 2020: Doctor of Physical Therapy; (Academic/Clinical Education Affairs Department, ext. 3203) Explanation of Reference Numbers: BOD P00-00-00-00 stands for Board of Directors/month/year/page/vote in the Board of Directors Minutes; the "P" indicates that it is a position (see below). For example, BOD P11-97-06-18 means that this position can be found in the November 1997 Board of Directors minutes on Page 6 and that it was Vote 18.

STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPIST ASSISTANT

ADOPTED FROM WWW.APTA.ORG
Standards of Ethical Conduct For The
Physical Therapist Assistant

HOD S06-09-20-18 [Amended HOD S06-00-13-24; HOD 06-91-06-07; Initial HOD 06-82-04-08] [Standard]

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

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

Standards

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

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

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

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

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

STANDARD #6:
Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.
6A. Physical therapist assistants shall achieve and maintain clinical competence.
6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.
6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

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

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

Integrity is expected of every student in all academic work. Academic integrity means that a student’s submitted work must be the student’s own and reflect an honest attempt to complete the assigned work. Forms of academic dishonesty include, but are not limited to, cheating, fabrication, facilitating academic dishonesty and plagiarism. Students engaging in academic dishonesty diminish their education and bring discredit to the academic and professional community. Students caught participating in any form of academic dishonesty will be subject to disciplinary action. Action may include dismissal from the program.

Students must use their own knowledge and skills to complete examinations without referring to other’s answers, old examinations, class notes, or other references unless specifically permitted by the instructor. The student must compile research information to write major papers, giving proper documentation without plagiarizing or copying.

MCC believes academic integrity and professional accountability are inextricably linked. These qualities are essential to practicing physical therapy in a safe and ethical manner within the parameters stated in the *APTA Standards of Practice for Physical Therapist Assistants* document. During clinical lab experiences, students are required to exercise confidentiality with regard to all patient and staff information, just as they would during subsequent physical therapy practice. The student’s progress in developing professional characteristics, including observances of legal and ethical standards, is evaluated in all PTA courses.

It is the student’s responsibility to report changes in medical status, personal information, and/or illegal or criminal actions.

I ___________________________________________ have read and agree to adhere by the academic integrity and professional behavior statement found in the Physical Therapist Assistant student handbook.

___________________________________________        Date: __________________
Print Student Name

___________________________________________        Date: __________________
Student Signature

___________________________________________        Date: __________________
Instructor’s/Director’s Signature
Admission Application Disclaimer

Your admission to the Mohave Community College Physical Therapist Assistant Program does not guarantee you will receive an Associate in Applied Science Degree from the College. Further, completion of the Physical Therapist Assistant Program is not the sole criterion for obtaining a license/certificate to practice. Licensing/certification requirements are the exclusive responsibility of the individual State Boards of Physical Therapy or similar agencies, and you must satisfy those requirements independently of MCC.

CERTIFICATION

I hereby certify that the facts set forth in this student application are true and complete to the best of my knowledge. I understand that if accepted, any falsified statements on this application shall be considered sufficient cause for suspension or dismissal.

CLINICAL EXPERIENCE

MCC Physical Therapist Assistant students will be required to travel outside of Mohave County for a portion of their clinical experience. I understand that if accepted into the Physical Therapist Assistant Program, I will be required to travel for these clinical experiences and that I will be responsible for my own housing, transportation and meals.

I understand that if accepted, I will be required to meet the health requirements of the Physical Therapist Assistant Program.

________________________________________
STUDENT’S NAME (PRINT)

________________________________________
STUDENT’S SIGNATURE DATE

SUBMIT TO:
Mohave Community College
Liz Briere, PT, DPT
Director, PTA Program
1977 W Acoma Blvd
Lake Havasu City, AZ 86403
Phone: 928-505-3347

ebriere@mohave.edu
Attitude

Each physical therapist assistant represents the entire profession of physical therapy to the client/patient being served. The PTA’s expressed or demonstrated attitudes toward others, as well as toward other health professions and services is very apt to be reflected in the subsequent attitude of the patient toward other therapists and towards health care in general. Attitudes may be reflected in outward behavior such as facial expressions, actions, body language, and conversation. Students must exhibit behaviors that reflect an attitude of openness to learning and motivation to helping others. Listed below are some of the expected attitudes, with examples of the type of observable behavior that is desirable.

- **Pride in workmanship**: Strives for improvement in assignments and clinic; requests assistance when having difficulty in attaining the specified performance standards.
- **Mature actions**: Assumes responsibility and consequences for his/her actions; accepts his/her own limitations; strives to resolve personal conflicts. Students are liable for supplies checked out in his/her name.
- **Consideration for others**: Demonstrates by verbal and nonverbal communication thoughtful regard for the feelings and rights of other students, faculty and staff, and clinic personnel. The PTA is a member of the health care team and must therefore learn to cooperate with others. Being respectful and courteous with classmates is the first step toward this goal. Students should show the proper respect and courtesy to the members of the faculty and staff. This applies whether in the classroom, in the lab, at the clinical facility, or anywhere on campus.
- **Concern for patients**: Demonstrates by verbal and nonverbal communication that the patient comes first; refrains from spoken remarks and/or facial expressions which could arouse undue concern, alarm, or embarrassment to the patients; respects patient’s rights to confidentiality or personal information; refrains from referring disparagingly to the services of another health professional in the presence of a patient. The PTA student must be prompt, courteous, and respectful at all times. The patient’s care must always be the PTA student’s primary concern.
- **Enthusiasm**: Displays initiative in class, lab, and in clinical situations; volunteers to assume responsibility.
- **Ability to accept constructive criticism gracefully**: Strives to improve and is not defensive but receptive to suggestions for improvement.
- **Clinical decorum**: Focuses conversation during class and lab on information relevant to learning. Students should remember that lab and clinic are designed to be learning experiences. There should be no visiting in lab or clinic that disrupts the instructor. Remember the patient hears everything. Likewise, “chatting” with classmates can also be overheard by patients in waiting rooms and hallways. Each student is responsible for maintaining the cleanliness of the classrooms and lab areas.
- **Loyalty**: Supports with words and actions the ideals and policies of the school, the program, and the profession.
- **Tact**: Exercises discretion in words and actions in order to maintain good relations with patients, peers and faculty.

I have read the passage on ATTITUDE.

_____________________________________________  ________________  __________
SIGNATURE    DATE

_____________________________________________
PRINTED NAME
Physical Therapist Assistant Program

Background Checks

I understand that a positive result on the background check could preclude me from clinical affiliations at certain facilities since each clinical site has their own criteria. I also understand that this could affect my ability to graduate from the program. In addition, I understand that a positive background check will need to be addressed with the state board of physical therapy and that it may preclude me from obtaining a state license to practice as a Physical Therapist Assistant.

________________________________________
STUDENT’S NAME (PRINT)

________________________________________
STUDENT’S SIGNATURE

DATE

Fingerprint Cards

I, ________________________________, understand that I must present a valid AZ DPS fingerprint card in order to participate in all clinical education experiences. I must report any incident to the program within 7 days that may affect my status. If I am on a clinical experience, I have 24 hours to report the incident to the program.

I acknowledge failure to maintain a valid Fingerprint Card may also be cause for dismissal from the program.

________________________________________
STUDENT’S NAME (PRINT)

________________________________________
STUDENT’S SIGNATURE

DATE

(Please Sign and Return With Completed Application)
Class Absence

STUDENT NAME: _______________________________ DATE: _______________________

CLASS INSTRUCTOR: ___________________________ COURSE: _______________________

DATES ABSENT FROM CLASS:
__________________________________________________________________________

REASON FOR CLASS ABSENCE:
__________________________________________________________________________
__________________________________________________________________________

PLANS FOR MAKING UP MISSED WORK: DUE DATE: ___________________________
__________________________________________________________________________
__________________________________________________________________________

STUDENT'S NAME (PRINT) _______________________________ DATE

STUDENT'S SIGNATURE _______________________________ DATE

INSTRUCTOR'S SIGNATURE _______________________________ DATE

This form must be submitted to class/clinical instructor the first day you return to class or clinical. If the absence occurs during a clinical rotation, please submit a copy to the ACCE when you turn in your paperwork for that rotation.

Failure to comply with expected make up work deadlines will result in counseling for offense (next applicable documentation). Being reliable by following through with agreed upon terms is an expectation of this PTA program.
Clinical Absence

STUDENT NAME: ___________________________ DATE: ______________________

CLINICAL INSTRUCTOR: ___________________________ COURSE: ______________________

DATES ABSENT FROM CLINICAL:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

REASON FOR CLINICAL ABSENCE:
_________________________________________________________________
_________________________________________________________________

PLANS FOR MAKING UP MISSED WORK: DUE DATE: ______________________
_________________________________________________________________
_________________________________________________________________

STUDENT’S NAME (PRINT)
_________________________________________________________________

STUDENT’S SIGNATURE DATE

INSTRUCTOR’S SIGNATURE DATE

ACADEMIC COORDINATOR OF CLINICAL EDUCATION DATE

This form must be submitted to class/clinical instructor the first day you return to class or clinical. If the absence occurs during a clinical rotation, please submit a copy to the ACCE when you turn in your paperwork for that rotation.

Failure to comply with expected make up work deadlines will result in counseling for offense (next applicable documentation). Being reliable by following through with agreed upon terms is an expectation of this PTA program.
Confidentiality Agreement

I understand that confidential care and treatment is the right of all patients in all clinical agencies utilized for my clinical experience as a physical therapist assistant (PTA) student at Mohave Community College (MCC). The diagnosis, treatment, and all other information concerning patients are confidential and may not be released to anyone, including family members without the consent of the patient. I understand that even the presence of a patient in a clinical facility is considered confidential.

I understand that other information I may obtain as part of my student experiences is also confidential. I understand that the concept of confidentiality includes but is not limited to information concerning: 1) a patient; 2) a patient’s family or significant other; 3) an employee or job applicant; 4) a physician or other practitioner; 5) peer review or quality of care; 6) the sensitive business plans or finances of the college or clinical facility; 7) computer passwords; 8) other students and instructors; or 9) any other persons who may make use of clinical facilities and services.

I agree that, except as clearly directed by my instructor, I will not at any time during or after my student experiences, disclose or discuss confidential information or any part of my experience, which is of a confidential nature to anyone who does not need that information to perform their duties. I also agree not to seek or obtain information regarding confidential matters not necessary to fulfill my responsibilities as a student.

I recognize that my disclosure of confidential information may cause irreparable injury to an individual, the college, and/or the clinical facility, and may result in a civil lawsuit. I understand that any violation of this agreement or my disclosure of any confidential information in an unauthorized manner can result in my immediate dismissal from the PTA program. If in any situation I am uncertain or unclear of my responsibilities in protecting confidential information, I will seek the guidance of my instructor or appropriate supervising personnel.

By my signature below I certify that I have read this student confidentiality agreement, have had the chance to ask any questions I might have, that I understand this agreement and agree to be bound by its terms.

_________________________________________
STUDENT’S NAME (PRINT)

_________________________________________
STUDENT’S SIGNATURE   DATE

*Signed original to be kept in student file*
Consent for Screening

I, ____________________________________________________________, understand and agree that the screening test I am about to receive may include either/or :_________________( please initial) urine test for drug, alcohol, or chemical use.

I understand that if I decline to sign this consent, and thereby decline to take the test, the physical therapist program director will be notified and disciplinary action up to and including removal or dismissal from the clinical area, PTA program, or the college may result.

If the test if positive and confirmed by a second test as outlined in the physical therapist assistant program drug screening and substance abuse detection and prevention policy and procedures, the program director will be so notified, making me subject to possible disciplinary action.

I understand that the physical therapist assistant program of Mohave Community College will be responsible for the costs of the screening test. I understand that an exception may be made for the use of legally prescribed medication taken under the direction of a physician or other healthcare practitioner. I have taken the following prescription(s) or non-prescription drug(s) or substance(s) within the last two weeks: (if none, please write in “none”):

I understand that the above tests are not 100% accurate and may produce false positive or false negative results. I hereby release Mohave Community College from all liability arising from or in any way related to the screening tests or the results thereof.
I hereby _______ consent _________refuse consent for the test.

I state that the urine sample, if provided, is in fact a specimen from my own body eliminated on this date. I also authorize the results of my test(s) to be released to Mohave Community College physical therapist assistant program, as well as to others with a need to know should any screening test(s) be positive, and if I am allowed to go through rehabilitation.

I consent to periodic testing as deemed necessary by the PTA program as outlined in the drug screening and substance abuse detection and prevention policy and procedures.

If I enter a rehabilitation program, whether inpatient or outpatient, I hereby consent to the health care or mental health care professionals involved in providing service to me through such a program to inform the PTA program director of my treatment and participation in the program.

I understand that after a period of one (1) year, I may reapply to the physical therapist assistant program pursuant to the readmission protocols.

_________________________________________
STUDENT’S NAME (PRINT)

_________________________________________
STUDENT’S SIGNATURE

_________________________________________
DATE

_________________________________________
WITNESS SIGNATURE

_________________________________________
DATE
Consent for Transportation

I, ____________________________, hereby authorize the PTA Program Director/Faculty to notify a local transportation service to transport me to ____________________________, a drug and alcohol screening test site, and/or to my place of residence at the expense of the Physical Therapist Assistant Program.

________________________________________
STUDENT'S NAME (PRINT)

________________________________________
STUDENT'S SIGNATURE

________________________________________
WITNESS SIGNATURE

________________________________________
DATE

________________________________________
DATE
Consent to Discuss Student Performance with Non-Academic Personnel

PRIVACY AND CONFIDENTIALITY OF STUDENTS
1. The department is responsible for maintaining records regarding grades received by each student for each course.
2. The program complies with FERPA guidelines.
3. The department will maintain a file on each student which will include the following:
   a. Program application
   b. Verification of work/observation hours
   c. Drug screening results – phone call to program director and then hard copy mailed.
   d. Positive results sent automatically to medical review officer. If positive, private conference with associate dean, program director and student.
   e. Health screen
   f. TB test
   g. CPR testing
   h. Proof of health insurance
   i. Criminal background check
   j. Student PreCheck
   k. Vaccinations
   l. Academic performance
   m. Any other private material related to the student
4. These records will be maintained in a locked cabinet in the program secretary’s office.
5. Students may have access to their file on campus by requesting permission.
6. Program faculty may have access to the file to assure completeness prior to clinical education.
7. Performance on assignments and exams will be kept private by individually handing assignments back and/or private e-mail (if on-line assignment)
8. The program reserves the right to discuss student performance and skill level with other program faculty and clinical faculty.
9. Any other conditions requiring discussion of students’ performance and skill level to anybody outside of the student’s educational experience requires the student’s prior written authorization.

I, ___________________________________________________, authorize the PTA program at mcc to discuss my academic performance and clinical skills with_____________________________________.

__________________________________________
STUDENT’S SIGNATURE

__________________________________________
DATE

__________________________________________
WITNESS SIGNATURE

__________________________________________
DATE
Counseling Offense Form

This form will serve as documentation that the student has been notified of the issue(s) that the student is being counseled on. This form will also document the period of time permitted to correct or improve the situation.

Student will abide by all student policies, particularly regarding attendance, maintaining a passing average and following up on conferences with program staff. The student will understand that he/she is expected to pass all exams during the probationary period and thereafter.

Failure to comply with the terms can result in withdrawal of student status in this program.

STUDENT NAME: __________________________ DATE: __________________________

TYPE OF OFFENSE BEING COUNSELED FOR:

________________________________________________________________________________________

TYPE OF DOCUMENTATION:

CLASS_____ LAB_____ CLINICAL_______

ADVISEMENT:

VERBAL _____ WRITTEN_____ WARNING_____ PROBATION_____ DISMISSAL_____

1. Has the student been previously warned? Yes ( ) No ( )
2. If yes, when? ______________________________________________________
3. Was the offense involving the same situation? Yes ( ) No ( )
4. Has the student reached the maximum number of offenses? Yes ( ) No ( )
5. Time given to correct this situation: __________________________

I, ________________________________________, have read and understand the incident report filed on me for the offense(s) I have committed. I will exercise my right to appeal procedures if it is necessary.

________________________________________
STUDENT’S NAME (PRINT)

________________________________________
STUDENT’S SIGNATURE DATE

________________________________________
COUNSELOR’S SIGNATURE DATE
Drug Screening

Each student must go through a preclinical drug screen prior to beginning the first clinical rotation. The urine drug screen will test for alcohol; illegal drugs, or drugs that may impair judgment while working with patients at the clinical site. If the drug test is positive for the illegal drugs, or drugs that may impair judgment or motor function the student may not be able to continue in the program. Readmission is at the discretion of the college and the program director. Some clinical sites also require screening for nicotine. Students who test positive for nicotine may not be able to be placed at some clinical sites, but are not excluded from the program.

Note 1: Please keep a copy for your records.

Note 2: Drug screening will be required of students as a condition of eligibility to participate in clinical practicum. Be advised that a positive result on a drug test will result in consequences that will vary depending on the level of severity and the need for additional treatment. At the very least the student will be unable to attend a clinical or field site until cleared to do so. Other potential consequences may include suspension or expulsion.

Criminal Background

CRIMINAL BACKGROUND SELF-DISCLOSURE
Prior conviction of a felony or certain misdemeanors, other than minor traffic offenses, may make a student ineligible to participate in various clinical experiences and possibly make it impossible for a student to complete the scheduled program of study. Prior conviction of a felony or misdemeanor may make the individual ineligible for professional licensure, professional certification, or professional registration, dependent on specific regulations of individual state of practice.

PLEASE NOTE
Convictions or charges resulting in any of the following must be reported: plea of guilty, plea of nolo contendere (no contest), withheld or deferred adjudication, suspended or stay of sentence, and/or military court martial.

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR A FELONY?
Misdemeanor charges or convictions that occurred while a juvenile and that were processed through the juvenile court system are not required to be reported. Misdemeanor speeding convictions are not required to be reported unless they are related to alcohol or drug use.

1. Have You Ever Been Convicted of a Misdemeanor or a Felony? Circle One:
   Yes        No

2. If response is YES, list all offenses, dates, locations of courts, and outcomes. Official court documentation may be required by the licensing agency.

My statement regarding my criminal background is accurate to the best of my knowledge. I understand the falsification or omission of information may result in disqualification or dismissal of this application for admission to Mohave Community College Physical Therapist Assistant Program.

I hereby certify that the statements on this application are correct to the best of my knowledge and I understand that falsification or omission of information may result in disqualification or dismissal of this application for admission to Mohave Community College Physical Therapist Assistant Program.

I authorize official representatives of Mohave Community College Physical Therapist Assistant Program to verify information provided in this application. Application materials submitted as part of the application process become the property of Mohave Community College Physical Therapist Assistant Program. Materials will not be returned, and copies will not be provided. I agree to abide by the policies and regulations of Mohave Community College Physical Therapist Assistant Program.

________________________________________
STUDENT’S NAME (PRINT)

________________________________________
STUDENT’S SIGNATURE

DATE
# Emergency Medical Form

**STUDENT NAME:** ______________________________ **PHONE:** ______________________________

**ADDRESS:** __________________________________________________________________________

**EMERGENCY CONTACT:** ______________________________ **(RELATIONSHIP)____________**

- **HOME PHONE:** __________________
- **WORK PHONE:** __________________
- **CELL PHONE:** ________________

**BRIEF PAST MEDICAL HISTORY:**
______________________________________________________________________________________
______________________________________________________________________________________

**CURRENT MEDICATIONS:**
______________________________________________________________________________________
______________________________________________________________________________________

**ALLERGIES:**
______________________________________________________________________________________

**INSURANCE CARRIER:**
______________________________________________________________________________________

**STUDENT’S NAME (PRINT)**

__________________________

**STUDENT’S SIGNATURE**

__________________________ **DATE**
Essential Functions

The Following Is A List Of Physical And Mental Job Expectations For A Physical Therapist Assistant:

A physical therapist assistant student MUST be able to perform all of the following functions independently without assistance:

1. Demonstrate visual acuity and auditory ability to assess the condition of a patient and administer effective patient care.
2. Demonstrate manual dexterity, eye-hand coordination, fine and gross motor skills, and tactile abilities to perform functions as directed by the physical therapist and in accordance with the Evaluative Criteria for the Accreditation of Physical Therapist Assistant Education Programs (http://www.apta.org/CCIP/).
3. Demonstrate critical thinking and problem solving skills for effective patient management and implementation of selected treatment interventions.
4. Maneuver equipment in a patient’s room or in the physical therapy department.
5. Work in stressful situations that require quick thinking and the simultaneous coordination of a variety of activities.
6. Demonstrate physical agility to respond to patient and family needs, including unexpected changes in the patient’s status.
7. Demonstrate the physical ability to assist patients in ambulating, positioning in bed, and transferring from the bed/mat, wheelchair or car.
8. Demonstrate proper body mechanics for lifting.
9. Lift objects in excess of 100 pounds from the floor with assistance with frequent lifting and/or carrying objects weighing 50 pounds or more from the floor without assistance.
10. Tolerate prolonged standing, walking, stooping, squatting, bending, pushing, and pulling up to 8 hours.
11. Demonstrate ability to read, write, understand and speak English.
12. Demonstrate effective verbal and non-verbal communication skills with internal and external customers.

Graduates who are unable to perform these functions, with or without reasonable accommodations, may be unsafe and unsuccessful as a provider of physical therapy services.

Essential Functions Understanding of Requirements

As a physical therapist assistant student of MCC, I understand I must be able to meet the above physical requirements. I have read and understand the requirements, and I am able to perform all the above listed functions.

As a physical therapist assistant student of MCC, I understand that I must provide the following requirements:

1. Proof of current vaccinations or verification of immunity through positive titer’s
2. MMR, Varicella, Hepatitis B Series, Negative TB (2-step) or Chest X-ray
3. Current CPR certification (Heart Saver, Adult or Community CPR is not acceptable)
4. Negative Drug screen (positive results must be followed up with verifiable proof of prescriptions)
5. Current Physical Examination provided by a physician found on the next form

As a physical therapist assistant student of MCC, I understand that failure to provide CURRENT documentation will result in dismissal from the physical therapist assistant program.

________________________________________
STUDENT’S NAME (PRINT)

________________________________________
STUDENT’S SIGNATURE  DATE
Faculty Handbook Signature Page

I _______________________________ have reviewed and understand how to access Mohave Community College Administrative policy and procedure manual, Employee and Faculty Handbook, and the PTA program policy and procedure manual. I also understand that the Commission on Accreditation in Physical Therapy Education (CAPTE) is the agency responsible for granting specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants. Information on CAPTE’s rule of practice and procedures, and evaluative criteria for PTA programs can be accessed in the PTA program director’s office, and on CAPTE’s website http://www.capteonline.org/home.aspx.

_____________________________________________
FACULTY NAME (PRINT)

_____________________________________________ ________________________________
FACULTY’S SIGNATURE DATE
Grade Counseling Offense Form

STUDENT NAME _______________________________________

I understand I will need to have an average of 77% or better on all major exams, quizzes, projects, final exam and where applicable, lab practicals in order to pass this course.

I have read the Mohave Community College PTA student handbook’s “Progressive Discipline” and “Readmission” policies and understand that consequences may arise if I fail to pass this course for the Physical Therapist Assistant Program. Failure to comply with the terms can result in withdrawal of student status in the program.

Type of Offense: _______________________________________________________________________

I understand that my current grades are not acceptable to pass this course and therefore, will participate in the following remediation plan:

REMEDiation PLAN W/TIMELINES:

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

• Advisement
  a. Verbal ______
  b. Written ______

• Warning ______

• Probation ______

• Dismissal ______

I, _____________________________, have read and understand the counseling offense report. I will exercise my right to appeal procedures if it is necessary.

______________________________________________________
STUDENT’S SIGNATURE

______________________________________________________
DATE

______________________________________________________
DIRECTOR’S SIGNATURE

______________________________________________________
DATE
Informed Consent for Clinical Rotations

During the course of the physical therapist assistant program, the student is required to participate in 3 clinical rotations. The rotations consist of one 4-week and two 6-week rotations. Due to the rural location and the limited number of physical therapy sites available in Mohave County, it is mandatory the student will perform a clinical rotation outside of Mohave County (refer to PTA student handbook for current listing of sites). Students are required to find housing and arrange transportation and meals for their sites away from home. Students are encouraged to speak with the academic coordinator of clinical education (ACCE) about other location possibilities in an effort to fully develop clinical site offerings and meet the needs of PTA students.

The student participates in 3 clinical education experiences in a variety of settings (hospital, outpatient clinic, skilled nursing facility, and rehab settings). Each clinical site expects the student to behave according to the APTA guide to conduct for physical therapist assistants and facility specific guidelines. The PTA student handbook will outline specific clinical expectations. Each student is required to undergo drug testing and criminal background checks due to the nature of the work. Other requirements include CPR, hepatitis B vaccine, TB testing, physician clearance and statement of health, and health insurance. The student is responsible for the cost of these procedures.

The student must also realize that receiving an AAS degree as a physical therapist assistant does not permit the student to practice as a physical therapist assistant. Graduates must pass a national regulatory exam and receive state endorsement in order to practice legally as a physical therapist assistant.

I, ________________________________, hereby understand that the clinical rotations require out of pocket expenses for which I am responsible. I also understand that I am required to travel outside of Mohave County for at least one of my clinical rotations and I am responsible for housing and transportation related to the clinical rotation. In addition, I will be held to the standards of the APTA’s guide to conduct for physical therapist assistants and I may not legally practice as a physical therapist assistant until I have been duly licensed or certified to do so (where applicable).

______________________________________________________
STUDENT’S NAME (PRINT)  DATE

______________________________________________________
STUDENT’S SIGNATURE  DATE

DATE VALID THROUGH
Informed Consent for Lab Activities

During the course of the physical therapist assistant program, the student is required to take part in laboratory activities which dictate that one student will be practicing techniques being taught and learned on fellow classmates and/or faculty. It is the nature of the profession that skills be acquired on healthy individuals before an attempt is made to become skillful with patient/client populations who have dysfunction. Therefore, students and faculty must often “act” the part of the patient or client in order for the designated lab partner to gain skills needed to practice physical therapy.

Although every effort is made on the part of the instructors to ensure safety for every student practicing and playing the role of the patient or subject, it is possible that the student may experience some discomfort, either physically or emotionally. By signing below, you are indicating your willingness to engage in those activities which the faculty believes are necessary for you to learn skills related to the practice of physical therapy (such as use of physical agents, therapeutic exercise, exposure of body parts, act as a patient simulator, etc.). While this is an assumption that can be inferred from your acceptance to participate in the physical therapist assistant curriculum and enrolling in the program, this is your active consent to do so. If there is any activity which may cause you concern, you are urged to speak to the program director.

I understand that I will be asked to act as a lab partner during my experiences in the physical therapist assistant curriculum and fellow classmates will be practicing skills taught by the professors of the course. I understand that, at times, I may experience some physical or emotional discomfort, but I understand that this participation is required for student learning and I willingly agree to participate fully.

I, _______________________________________________________, hereby assume all risks in connection with and fully release Mohave Community College, its agencies and/or employees from any injury or damage to me, and hereby acknowledge my understanding of this.

__________________________                              ________________________
STUDENT’S NAME (PRINT)                                       DATE

__________________________                              ________________________
STUDENT’S SIGNATURE                                 DATE

__________________________
DATE VALID THROUGH
Library Assistance for Resume Building

I ______________________________ agree to participate with the “library assistance
PRINT STUDENT NAME
for resume building program” offered in the library. I also agree to schedule a day and time with one of

the librarian’s to complete the resume building assignment that was assigned to me by the PTA instructor.

___________________________________________
PRINT STUDENT NAME

___________________________________________
STUDENT’S SIGNATURE

___________________________________________
LIBRARIAN/LIBRARY STAFF SIGNATURE

___________________________________________
DATE

___________________________________________
DATE
Participation by an Adult Consent Form

I, ______________________________________________________________, agree to participate in the physical therapist assistant program’s educational activities to include demonstrating my physical abilities, assessing or evaluating by physical capacities, my providing a summary or detail of my relevant history, or taking part in simulated activities as a part of a student performance evaluation. Should I request it, I also understand that my personal identity will remain anonymous. I understand that I may withdraw from this activity at any time.

I, _____________________________________________________________, do hereby release and forever discharge Mohave Community College and all of its officers and employees from any and all claims, demands, and causes of action arising out of this demonstration, and assume all risks of personal injuries suffered by me as a result of such demonstration.

I understand that all precaution will be taken to prevent harm to myself. Any questions that have occurred to me in connection with this demonstration have been answered to my satisfaction.

PARTICIPANT’S NAME (PRINT)__________________________________________

PARTICIPANT’S SIGNATURE______________________________________________DATE

MAILING ADDRESS:________________________________________________________________

CITY ____________________________________ STATE ______________ ZIP CODE _________

WITNESS SIGNATURE________________________________ DATE
Participation by a Minor Consent Form

I agree to have my child ________________________________ participate in the physical therapist assistant program’s educational activities to include demonstrating his/her physical abilities, assessing or evaluating his/her physical capabilities, my providing a summary of their relevant history, or taking part in treatment activities all under the direct supervision of a licensed physical therapist. I understand that I may withdraw my child from any activity at any time.

I, ______________________________, do hereby release and forever discharge MCC and all of its officers and employees from any and all claims, demands and causes of action arising out of this demonstration, and assume all risks of personal injuries suffered by me as a result of such demonstration.

I understand that all precaution will be taken to prevent harm to my child. Any questions that have occurred to me in connection with this demonstration have been answered to my satisfaction.

________________________________________
PARTICIPANT’S NAME (PRINT)

________________________________________
PARTICIPANT’S SIGNATURE   DATE

________________________________________
MAILING ADDRESS:

________________________________________
CITY   STATE   ZIP CODE

________________________________________
WITNESS SIGNATURE   DATE

GOOD FOR 1 MONTH INTERVALS
### Physical Therapist Assistant (PTA) Student Qualifications

A physical therapist assistant student MUST be able to perform the following functions:

1. Stand and walk continuously for up to eight hours.
2. Visual acuity and depth perception to read physical therapist orders.
3. Hearing acuity and to hear machine alarms, announcements on PA systems, normal conversations, and through stethoscopes.
4. Safely handle blood and other body excretions and secretions.
5. Perform basic resuscitation and emergency procedures according to CPR protocols.
6. Lift, move, position, and otherwise handle patients to minimize discomfort and provide basic care.
7. Lift objects in excess of 100 pounds from the floor with assistance, with frequent lifting and/or carrying objects weighing 50 pounds or more from the floor without assistance.
8. Lift, move, and operate equipment used in the care of patients.
9. Assist with or administer treatments and therapies using potentially hazardous equipment (i.e. needles, caustic drugs, X-rays).
10. Manual dexterity to manipulate the patient’s body, perform therapeutic activities, apply dressings, belts and braces.
11. Psychological stability to perform effectively under stress.
12. Ability to exercise critical thinking reasoning and judgment in a client care situation.

### Understanding of Requirements

As a physical therapist assistant student of MCC, I understand I must be able to meet the above physical requirements. I have read and understand the requirements, and I am able to perform all the above listed functions.

As a physical therapist assistant student of MCC, I understand that I must provide the following requirements:

1. **Proof of current vaccinations or verification of immunity through positive titer’s**
   - MMR
   - Varicella
   - Hepatitis B Series

2. **Negative TB (2-step) or Chest X-ray**

3. **Current CPR certification** (Heartsaver, Adult or Community CPR is not acceptable)

4. **Negative Drug screen** (positive results must be followed up with verifiable proof of prescriptions)

5. **Current Physical Examination provided by a physician found on the back of this form**

As a physical therapist assistant student of MCC, I understand that failure to provide CURRENT documentation will result in dismissal from the physical therapist assistant program.

### COMMENTS:

Student Name (please print): ___________________________ Date: __________

Student Signature: ___________________________
### “PHYSICIAN USE ONLY” (Physician must complete this side)

<p>| STUDENT NAME: |</p>
<table>
<thead>
<tr>
<th>HEENT:</th>
<th>Lungs:</th>
<th>Heart:</th>
<th>Abdomen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vital Signs:</td>
<td>Extremities/Joints:</td>
<td>Neurological/Mental:</td>
<td></td>
</tr>
<tr>
<td>VISION:</td>
<td>(R)</td>
<td>(L)</td>
<td>D:</td>
</tr>
</tbody>
</table>

Please list all prescription medications being used by the student and the reason:

Please list all chronic conditions or medical problems the client has:

### Record of Immunizations: (PROOF is required for all Immunizations or Titers)

Clinical sites utilized for MCC physical therapist assistant student Clinical Experiences require proof of all of the following Immunizations or tests. Students will only be allowed an exception based on a medical condition and a physician's note is required.

<table>
<thead>
<tr>
<th>MMR (or) Positive Titer</th>
<th>Date:</th>
<th>Varicella (or) Positive Titer</th>
<th>Date:</th>
<th>Influenza (Annual)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 Date:</td>
<td>#2 Date:</td>
<td>#3 Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hepatitis B Series (or) status of Immunity With a Titer</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 Date:</td>
<td>#2 Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TB Skin Test (or) Negative X-Ray</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 Date:</td>
<td>#2 Date:</td>
</tr>
</tbody>
</table>

### Physical Therapist Assistant Student Qualifications

A physical therapist assistant student MUST be able to perform the following functions:

1. Stand and walk continuously for up to eight hours.
2. Visual acuity and depth perception to read physical therapist orders.
3. Hearing acuity and to hear machine alarms, announcements on PA systems, normal conversations, and through stethoscopes.
4. Safely handle blood and other body excretions and secretions.
5. Perform basic resuscitation and emergency procedures according to CPR protocols.
6. Lift, move, position, and otherwise handle patients to minimize discomfort and provide basic care.
7. Lift objects in excess of 100 pounds from the floor with assistance with frequent lifting and/or carrying objects weighing 50 pounds or more from the floor without assistance.
8. Lift, move, and operate equipment used in the care of patients.
9. Assist with or administer treatments and therapies using potentially hazardous equipment (i.e. needles, caustic drugs, X-rays).
10. Manual dexterity to manipulate the patient’s body, perform therapeutic activities, apply dressings, belts and braces.
11. Psychological stability to perform effectively under stress.
12. Ability to exercise critical thinking reasoning and judgment in a client care situation.

### Physicians Signature of Authorization

Based on this physical examination, do you find this person capable of performing ALL of these functions without ANY reservations? YES: __ NO: __

(If No, Please Explain): 

Physician Name (please print): ___________________________ Date: 

Physician Signature: ___________________________ Telephone: 

Address: ___________________________ City: __________ State: _______ Zip: _______
Policy and Procedure Manual Signature Page
(Please Print)

I ___________________________ have received and read the Physical Therapist Assistant Program Policy and Procedures Manual.

PRINT STUDENT NAME

STUDENT'S SIGNATURE  DATE
Professional Behavioral Skills

NAME: ____________________________ SEMESTER: _______________________

PROFESSIONAL BEHAVIORAL SKILLS
DATE__________________________
A physical therapist assistant student is expected to demonstrate professional behavior at all times. Students will be counseled on their failure to comply with expected behaviors and professional skills. If students demonstrate unacceptable behavior or professional skills, steps will be taken to identify weaknesses and document progress towards meeting expected student behavior levels. Repeated failure to comply with professional behaviors is grounds for dismissal from the PTA program. Criteria for classroom/laboratory evaluation include but are not limited to the following:

<table>
<thead>
<tr>
<th>Expected Student Behavior</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Respectful and Considerate of Peers and Faculty</td>
<td></td>
</tr>
<tr>
<td>Arrives to Class/Lab On Time and Prepared</td>
<td></td>
</tr>
<tr>
<td>Accepts and Gives Criticism in A Constructive Manner</td>
<td></td>
</tr>
<tr>
<td>Demonstrates Professional Body Language</td>
<td></td>
</tr>
<tr>
<td>Reports Lateness and Absence According to PTA Handbook</td>
<td></td>
</tr>
<tr>
<td>Adheres to PTA Dress Code in Lecture, Lab and Clinical</td>
<td></td>
</tr>
<tr>
<td>Situations</td>
<td></td>
</tr>
<tr>
<td>Notifies Instructor of Commission/Omission Errors</td>
<td></td>
</tr>
<tr>
<td>Commits No Fraudulent or Negligent Acts</td>
<td></td>
</tr>
<tr>
<td>Maintains Personal Hygiene</td>
<td></td>
</tr>
<tr>
<td>Manages Personal Affairs in A Manner That Does Not</td>
<td></td>
</tr>
<tr>
<td>Interfere with Professional Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Demonstrates Proper Safety Techniques in Classroom, Lab and</td>
<td></td>
</tr>
<tr>
<td>Clinical Situations</td>
<td></td>
</tr>
<tr>
<td>Actively Participates in Group Discussion and Projects</td>
<td></td>
</tr>
</tbody>
</table>

STUDENT'S SIGNATURE _______ DATE ________
Program Complaint Form

The PTA program complaint form will be used for handling complaints that are related to the PTA program. This form will be kept as a record of any complaint about the program; including the nature of the complaint and the disposition of the complaint.

PERSON(S) FILING COMPLAINT: _______________________________________________

CONTACT MADE BY: PHONE ___ FAX ___ EMAIL ___ VISIT ___

NATURE OF PROBLEM:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

PRINT NAME: ____________________________________________

SIGNATURE: ____________________________________________

PERSON(S) FILING COMPLAINT

FOR OFFICE USE ONLY:

FACT FINDING:

____________________________________________________________________

____________________________________________________________________

DATA TO VERIFY COMPLAINT:

____________________________________________________________________

____________________________________________________________________

SUGGESTED STEPS FOR RESOLUTION:

____________________________________________________________________

____________________________________________________________________

INFO PROVIDED TO: ____________________________________________ ON (DATE) ____________

BY: PHONE ___ FAX ___ EMAIL ___ VISIT ___

RESULTS (INCLUDE DATE OF RESOLUTION):

____________________________________________________________________

____________________________________________________________________

PRINT NAME: _____________________________ CAMPUS DEAN: __________________

SIGNATURE: _____________________________ SIGNATURE: ________________

PERSON(S) COMPLETING FORM

DATE: ________________________________ DATE: ________________________________
Readmission Agreement Form

Purpose: The student states they have reviewed the readmission policy and agreement to the guidelines, and understand that they may be dismissed from the MCC PTA Program if they do not abide by the standards established in the student handbook, and MCC PTA policy and procedure manual.

I, _______________________________, agree to the guidelines of re-entering the PTA program following my dismissal. I agree to follow the standards that were discussed and reviewed with me, and were stated in the student handbook. I also understand that I may be dismissed from the program if I do not abide by the standards of conduct and academic expectations which were discussed with me at the beginning of the PTA program.

__________________________
STUDENT'S PRINTED NAME

__________________________
STUDENT'S SIGNATURE

__________________________
PROGRAM DIRECTOR'S PRINTED NAME

__________________________
PROGRAM DIRECTOR'S SIGNATURE
Remediation Contract

I, ____________________________________________, understand that a grade of 77% or better is necessary for written examinations, 80% or better for skill checks, and 85% or better on oral practical testing in order to complete _________________________ prior to ________________ and to continue in the Mohave Community College PTA program. I understand that my current grades are not acceptable; therefore, I will attend and participate in the following remediation plan:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

I understand I will need to have an average of 77% or better in order to pass this course. I have read the MCC PTA student handbook’s policy on grading, dismissal, and readmission policies, and understand the consequences that may arise if I fail to pass this course for the Physical Therapist Assistant Program.

Check one:

__________ I will be participating in remediation

__________ I will NOT be participating the suggested remediation

________________________________________________________________________________________

STUDENT’S NAME (PRINT)

________________________________________________________________________________________

STUDENT’S SIGNATURE _____________________________________________ DATE
Special Events

EVENT DATE: ____________________________

REASON FOR EVENT: ____________________________

__________________________________________________________________________________

ORGANIZERS OF EVENT: ____________________________

LOCATION OF EVENT (ATTACH COPY OF ROOM REQUEST):

__________________________________________________________________________________

__________________________________________________________________________________

FOOD & BEVERAGE: ____________________________

__________________________________________________________________________________

__________________________________________________________________________________

ADDITIONAL DETAILS: ____________________________

__________________________________________________________________________________

__________________________________________________________________________________

FUNDING (IF NECESSARY): ____________________________

EMPLOYEE NAME: ____________________________     DATE: ____________________________

SIGNATURE: ____________________________

PROGRAM DIRECTOR: ____________________________     DATE: ____________________________
Statement of Withdrawal

This is to certify that ________________________________________ was accepted to the Mohave Community College Physical Therapist Assistant program on _______________________ and withdrew from the program on _______________ for the following reason(s): ________________________

Date Accepted

Date Withdraw

Check all that apply:

_____ Personal or health reasons

_____ Financial status

_____ Transferring to another program

_____ Program is too intense for me

_____ Violation of program rules

_____ Academic failure

_____ Relocating

_____ Other

If you choose OTHER, please explain under the comment section.

Comments:

__________________________________________________________________________

__________________________________________________________________________

STUDENT’S SIGNATURE ________________________________ DATE ________________

PROGRAM DIRECTOR’S SIGNATURE ________________________________ DATE ________________
# Physical Therapist Assistant Program

## Student Contact Information

**ATTENTION all Physical Therapist Assistant Program Students**

It is essential that the Physical Therapist Assistant Program be able to contact you at anytime. In order for us to do so, we are requiring **ALL** students entering our Physical Therapist Assistant Program to keep us up-to-date with all of your contact information. This will allow for better communication between the Physical Therapist Assistant Department Faculty/Staff and Physical Therapist Assistant Students.

Please **ASK** for an update form, once you are in the program, **IF** any changes occur, (i.e. name change, address change, phone number change, etc.) as the Physical Therapist Assistant Department will not be issuing the update forms unless they are necessary and upon student request. This **IS** the students responsibility to get these updates turned into the Physical Therapist Assistant Department once they have occurred.

Please fill out ALL of the following **REQUIRED** information below. Please **PRINT LEGIBLY** so that we don’t make any mistakes while updating your Physical Therapist Assistant file. Thank you for your assistance.

### STUDENT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(First)</td>
<td>(MI)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(Cell Phone)</th>
<th>(Home Phone)</th>
<th>(Work Phone)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student ID #:</th>
<th>Campus:</th>
<th>Course:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LHC</td>
<td>PTA Program</td>
</tr>
<tr>
<td></td>
<td>(BHC, LHC, KNG, NMC)</td>
<td>PTA Program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Birthdate:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name)</td>
<td>(Relationship)</td>
</tr>
</tbody>
</table>

### WAYS OF RETURNING FORM

**MAIL TO:**
Mohave Community College
Physical Therapist Assistant Program 1977 Acoma Blvd W
Lake Havasu City, AZ 86403

**EMAIL TO:**
jramirez@mohave.edu

(or) **RETURN TO YOUR INSTRUCTOR**
Mohave Community College

Physical Therapist Assistant Program

Student Demographic Information

DATE: ______________________________________

GENDER: □ MALE  □ FEMALE

AGE: __________

ETHNIC ORIGIN: (PLEASE CHECK ONE)

□ AFRICAN-AMERICAN/BLACK (NON-HISPANIC)
□ AMERICAN INDIAN/ALASKAN NATIVE
□ ASIAN/PACIFIC ISLANDER
□ HISPANIC/LATINO
□ WHITE (NOT OF HISPANIC ORIGIN)
□ OTHER:

CHECK PRIOR DEGREE/S EARNED:

□ ASSOCIATES
□ BACHELORS
□ MASTERS
□ DOCTORAL
□ NONE
Student Handbook Signature Page

The following statement confirms that the student understands and agrees to the requirements and policies of Mohave Community College (MCC) and the Physical Therapist Assistant (PTA) Program as written in this handbook.

I, ______________________________, do hereby acknowledge that I have received this Physical Therapist Assistant Student Handbook and will be accountable for its contents. I have read the statements, policies, and procedures of the Physical Therapist Assistant Program and I understand them. I agree to abide by the policies and procedures in the Handbook while enrolled in the Physical Therapist Assistant Program.

I also understand that any of these policies may be updated or replaced, and that following notification of such will abide by the updates or changes. Failure to comply with the policies and procedures of the program will be grounds for dismissal from the Mohave Community College Physical Therapist Assistant Program.

Finally, I understand that a minimum grade of “C” is required to pass each course. I am aware that a “C” is considered 77% or greater in this program. I acknowledge that I cannot move forward in the program without successfully completing each component of the curriculum.

This statement of agreement will become part of my file in the PTA program department office.

________________________________________
STUDENT’S NAME (PRINT)

________________________________________
STUDENT’S SIGNATURE  DATE
Student Information Form

STUDENT NAME: _________________________________________________________________

STUDENT ADDRESS: _____________________________________________________________

CITY: ______________________________ STATE: _________________ ZIP: _____________

PHONE #:__________________________ E-MAIL:____________________________________

PREVIOUS CLINICAL EDUCATION:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

STUDENT STRENGTHS:
1. _____________________________________________________________________________

2. _____________________________________________________________________________

3. _____________________________________________________________________________

STUDENT GOALS:
1. _____________________________________________________________________________

2. _____________________________________________________________________________

3. _____________________________________________________________________________

OTHER INFORMATION STUDENT WOULD LIKE YOU TO KNOW:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Waiver for Release of Medical Information

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
</tr>
<tr>
<td>Student ID#:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
</tr>
<tr>
<td>Home Phone:</td>
</tr>
<tr>
<td>Cell Phone:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Release Statement (Please Sign Below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mohave Community College presents certain courses, labs or workshops required as a part of the Physical Therapist Assistant Program in collaboration with diverse public and private health organizations, including health agencies, hospitals and clinics. Those collaborating organizations permit the College to conduct such courses within each organization’s facilities, but require that all participants, whether instructors or students, furnish qualifying health records and information, including (but not limited to) immunizations, titer results, results of drug screens, fingerprint clearance card, background check and a copy of a valid CPR card. The collaborating organizations established health requirements may vary in light of different circumstances.</td>
</tr>
</tbody>
</table>

By signing below, I am stating that I understand the above statement, and hereby authorize Mohave Community College to release any of my medical records and information in their possession to such organizations, for the purpose of qualifying me to participate in such instructional courses, labs or workshops.

<table>
<thead>
<tr>
<th>Student Name (please print):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Student Signature:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WAYS OF RETURNING FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIL TO</td>
</tr>
<tr>
<td>Mohave Community College</td>
</tr>
<tr>
<td>Physical Therapist Assistant Program</td>
</tr>
<tr>
<td>1977 Acoma Blvd W</td>
</tr>
<tr>
<td>Lake Havasu City, AZ 86403</td>
</tr>
<tr>
<td>EMAIL TO</td>
</tr>
<tr>
<td><a href="mailto:jramirez@mohave.edu">jramirez@mohave.edu</a></td>
</tr>
<tr>
<td>(or) RETURN TO YOUR INSTRUCTOR</td>
</tr>
</tbody>
</table>
Weekly Planning Form

DATES: ________________________________ EXPERIENCE WEEK #: ______________________

STUDENTS REVIEW OF THE WEEK
When completing this form consider the five (5) performance dimensions: quality of care, supervision/guidance required, consistency of performance, complexity of tasks/environment, and efficiency of performance.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

CI’S REVIEW OF THE WEEK
When completing this form consider the five (5) performance dimensions: quality of care, supervision/guidance required, consistency of performance, complexity of tasks/environment, and efficiency of performance.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

GOALS FOR THE UPCOMING WEEK OF: ______________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

STUDENT’S SIGNATURE ___________________________ CI SIGNATURE ___________________________
Mohave Community College acknowledges that in the course of discussion, debate, and classroom lectures, individuals may find certain topics disagreeable or uncomfortable. These circumstances are an inevitable component of the learning process and should not be considered detrimental when conducted with respect and courtesy. However, Mohave Community College has zero tolerance for threatening or violent language or behavior among its employees, students, or visitors.

Examples of such behavior includes, but is not limited to, threats of intended violence against persons or property; physical assault on persons or property; verbal assault such as name calling, degrading, screaming, threatening, criticizing, berating, humiliating; comments of intentional racial, ethnic, religious, or sexual insult; actions of harassment such as bullying, hazing, pushing, or stalking; and other demonstrations of immediate or planned violence. Weapons of any kind are not permitted on campus or at any off-campus function unless specifically approved as part of a classroom activity. Offenders will be prosecuted to the full extent of the law.

I understand the Zero Tolerance Policy as written above. It has been explained to me in its entirety. I also understand that the behaviors listed above are considered conduct unbecoming a physical therapist assistant and engaging in any form of these behaviors will jeopardize the completion of the PTA program as I will be dismissed from the program. I acknowledge my responsibility in maintaining the proper attitude and conduct representative of being a physical therapist assistant and will model the behaviors expected of me in class, lab, clinic, and anywhere on campus.

_____________________________________________  ____________________________
SIGNATURE                           DATE

_____________________________________________
PRINTED NAME
Field Trip Release

IN CONSIDERATION of my being permitted by Mohave Community College to participate in
__________________________________________ ,

I, ________________________________________ (Print name of participant)

hereby release Mohave Community College, its officers, agents and employees, from any and all claims for liability, damages, injury, or other causes of action which may arise as a result of my participation in this program. I further agree to hold the College harmless and to defend them fully against any such claim.

Dated this __________ day of ____________, ______, at ________________, Arizona

Signature of Participant

Address

City State Zip Code Participant's Date of Birth

Signature of Parent or Legal Guardian* Date of Signature

(*The signature of a parent/legal guardian is required when the student is less than eighteen years of age.)

CONSENT FOR EMERGENCY CARE

BE IT KNOWN that I, the undersigned student, do hereby give and grant unto any medical doctor or hospital my consent and authorization to render such aid, treatment or care to myself as, in the judgment of said doctor or hospital may be requested, on an emergency basis, in the event I should be injured or stricken ill while participating in a class or activity sponsored by Mohave Community College.

Dated this __________ day of ____________, ______, at ________________, Arizona

Participant Signature of Parent or Legal Guardian*

(*The signature of a parent/legal guardian is required when the student is less than eighteen years of age.)

Name of Medical Insurance Carrier ____________________________

Medication which student presently takes ____________________________________________________________

SUPERVISION AND CONDUCT

Applies to students under 18 years of age

THE COLLEGE provides instruction and transportation to and from lodging and instructional areas, but does not provide chaperone service. All students are expected to behave as responsible adults.

Dated this __________ day of ____________, ______, at ________________, Arizona

Signature of Parent or Legal Guardian

Distribution: Original to Front Office. Copy to Instructor (to be taken on trip).
MCC Form PR 0001 (01/30/12)

Mohave Community College * 1977 Acoma Blvd, West * Lake Havasu City, AZ 86403 * PTA Program Support 928-505-3351
Revised 7/01/16

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MPIO
Photo/Video Consent
And Release Form

Date _____________ Campus ________ Photographer/Videographer ________________

I, ______________________________________________, hereby authorize The Mohave County Community College District and Mohave Community College (collectively, the “College”), and those acting pursuant to its authority, without payment or compensation to me, to:

(a) Record my likeness and voice on a video, audio, photographic, digital or any other medium.
(b) Use my name in connection with these recordings at any time.
(c) Use, reproduce, exhibit or distribute in any medium (for example, all publications, educational materials, research, advertising, news media, television broadcast, theatrical or DVD movie releases or World Wide Web materials) these recordings for any purpose that the College, and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts, at any time.

I understand and agree that such materials, including all negatives, positives, digital images and prints shall become and remain the sole property of the College and I shall have no right or title to such items. I further understand and agree that these materials may be kept on file and used for potential future purposes and further agree to release the College from any and all liability arising from or in connection with the taking, use, publication or dissemination of such material. I have read and fully understand the terms of this release.

Print Name: _________________________________________

Address: ______________________________________________________________________________

Street: __________________________________________________________________________________

City: _______________________________ State: ___________ Zip: ______________

Phone: ___________________________________ E-Mail ______________________________________

Signature: _____________________________________________________________________________

Parent/Guardian Signature (if the person named above is under 18):
__________________________________________________ Date: __________________

Print Name: ____________________________________________________________________________

Witness Print Name: ____________________________________________________________________

Witness Signature: ______________________________________________________________________

PHOTOGRAPHER/VIDEOGRAPHER USE ONLY
Project ______________________________________________________________

Model Features_________________________________________________________