Course Description
PTH 101 Physical Therapy Professional Preparation

Credit: 2 Lecture: 1 Lab
Prerequisite: ACCEPTANCE INTO THE PHYSICAL THERAPIST ASSISTANT PROGRAM.
Co-requisites: BIO 210, ENG 101, PSY 201, MAT 120, PTH 235

Course Focus
This course introduces the purpose, philosophy and history of physical therapy, evidence based practice and medical/legal documentation. Emphasis is on learning documentation, literature review, vital signs, body mechanics and basic physical therapy mobility skills.

Text and References
Erickson and McKnight, Documentation Basics: A Guide for the Physical Therapist Assistant. 2nd Ed, Slack
O'Sullivan & Schmitz, Physical Rehabilitation, 6th Ed, Rittenhouse

UNIT 1: History of the Physical Therapy Profession, Practice Settings, Minimal Skills, and Governing Bodies
1. Identify key historical influences on the current practice of Physical Therapy.
2. Identify the various patient populations, cultural and spiritual considerations and settings in which Physical Therapy professionals practice.*
3. Understand the APTA’s mission, function and vision and required minimal skills for PTA’s.*
4. Understand the PT/PTA relationship, regulatory bodies and laws.*
5. Describe the role of the following governing bodies in the physical therapy profession:
   a. Commission on Accreditation in Physical Therapy Education
   b. American Board of Physical Therapy Specialists
   c. Federation of State Boards of Physical Therapy
   d. South Carolina Department of Labor
6. Summarize the mechanisms by which State Practice Acts are developed and changed.
7. Locate the South Carolina Physical Therapy Practice Act on the internet and understand key concepts.*
8. Explain the concept and regulations of Direct Access.
9. Explain evidence based practice and basic research terminology.*
Unit 2: Infection Control and Patient Safety and Confidentiality
1. Explain the Occupational Safety and Health Administration’s (OSHA) Standards as related to the practice of Physical Therapy.
2. Identify Blood borne pathogens and strategies used to protect against contamination.
3. Correctly don/doff Personal Protective Equipment.*
4. Identify how and when to use contact, droplet and airborne precautions.
5. Demonstrate proper hand washing techniques.*
6. Define: clean technique, sterile technique, and standard precautions.
7. Apply the Health Insurance Portability and Accountability Act (HIPAA) as it pertains to the practice of physical therapy.*

Unit 3: Medical Terminology, Abbreviations and Documentation
1. Define medical prefixes, suffixes and root words.
2. Use knowledge of medical terminology to communicate with health care providers.
3. Abbreviate medical terms correctly.
4. Identify the different types of physical therapy documentation, emphasizing requirements for Medicare.
5. Identify the different components of a S.O.A.P. note and what information goes into each section.
6. Use correct abbreviations while writing SOAP notes.
7. Identify the purposes of the medical record.
8. Demonstrate appropriate SOAP note writing for patient intervention/ activities*

UNIT 4: Vital Signs and Emergency Management
1. Identify the role of the physical therapist assistant regarding data collection techniques.
2. Recognize when a physical therapist assistant should seek clarification from the supervising Physical Therapist.
3. Define terms and norms related to monitoring vital signs.
4. Explain the use of vital signs in monitoring a patient’s response to intervention.
5. Describe factors that may impact a patient’s vital signs.
6. Accurately measure and record blood pressure, pulse, respiration rate, SaO2. *
7. Document vital signs in SOAP format. *
8. Identify signs of a medical emergency and implement response protocols.*
9. Determine patient’s awareness of person, place, and time.*

UNIT 5: Body Mechanics and Positional Terms
1. Define terms related to body mechanics and position.
2. Identify potential impacts of poor body mechanics in the practice of Physical Therapy.
3. Demonstrate the use of proper body mechanics in lifting, reaching, pushing, pulling, carrying, and patient care activities.*
4. Educate others regarding proper body mechanics.*
UNIT 6: Positioning, Draping, and Bed mobility
1. Demonstrate draping techniques for privacy.*
2. Position a patient properly in supine, prone, and side-lying.
3. Assist and teach a patient from supine to side-lying to sit, safely and with good body mechanics.*
4. Assist and teach a patient to move in the bed, safely and with good body mechanics.*
5. Demonstrate use of a draw sheet under a patient.
7. Demonstrate effective patient management related to equipment and devices in acute care setting*

UNIT 7: Transfers, and Wheelchair Management
1. Define terms related to transfers, and wheelchair management.
2. Safely assist a patient in performing transfer activities: stand pivot transfers, transfers using a sliding board, a two-man lift, and transfers with a walker.*
3. Demonstrate correct use of a gait belt.*
4. Identify and manipulate basic components of a wheelchair.
5. Demonstrate correct basic wheelchair positioning.
6. Recognize wheelchair safety issues.*
8. Educate others regarding proper transfers, and wheelchair management*
9. Demonstrate effective patient management related to equipment and devices in acute care setting*

UNIT 8: Assistive Devices and Gait Patterns
1. Define terms related to the use of ambulation aids.
2. Identify various ambulation aids.*
3. Demonstrate correct use of a gait belt.*
4. Describe the advantages and disadvantages of various types of ambulation aids.*
5. Describe the following gait patterns: two-point, three-point, modified three-point, four-point patterns*
6. Perform the following gait patterns: two-point, three-point, modified three-point, four-point patterns.*
7. Identify patient use of the following gait patterns: two-point, three-point, modified three-point, four-point patterns.
8. Instruct a patient in performing the following gait patterns: two-point, three-point, modified three-point, four-point patterns.*
9. Correctly fit various ambulation aids.
10. Demonstrate and teach the use of ambulation aids on stairs and from sit to stand.*
11. Identify potential safety issues with ambulation aids.*
13. Demonstrate ambulation activities with a variety of assistive devices and medical equipment (IV poles, oxygen).*
14. Demonstrate safe guarding techniques.*

Clinical Outcomes. Upon successful completion of the course a student will demonstrate:
1. Proper body mechanics when practicing physical therapy interventions.*
2. Safe patient guarding and transfer techniques.*
3. Correct use of ambulatory assistive devices and wheelchairs.*
4. Adherence to OSHA requirements.*
5. Adherence to HIPAA requirements.*
6. Safe patient handling skills.*
7. Performance and documentation of vital signs.*
8. Correct use of medical terminology.*
9. Proficiency in data gathering and documentation in SOAP note documentation format.*
Laboratory Skills Achievement List

- Hand washing
  Don/Doff PPE
- Draping
  Positioning
  Bed Mobility
- Heart Rate
  Blood Pressure
  Respiration Rate
  O₂ Saturation
- Transfer Techniques
- Crutch training
  Walker training
  Cane training
  Stairs training
- Wheelchair management

Student Contributions
Course objectives will be met through lectures, observations, and small group activities utilizing various media to maximize the clinical relevance of the material presented. Classes are designed to employ a variety of teaching techniques. In order to maximize learning, required readings and Web enhanced sections should be done prior to class. If a student is falling behind in skills performance and/or academic achievement, it is imperative to seek immediate assistance from the instructor.

Course Schedule
Lecture: Monday 8:15-9:15
Lab: Monday 9:15-12:15
Building 4, Room 122
### Point Requirements

#### Course Evaluation

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>Number of Assignments</th>
<th>Points Assigned</th>
<th>Percentage of Weighted Grade</th>
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<tbody>
<tr>
<td>Midterm Written</td>
<td>1</td>
<td>100</td>
<td>10%</td>
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<tr>
<td>Practical Skills Check</td>
<td>5</td>
<td>200</td>
<td>20%</td>
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<tr>
<td>- vital signs</td>
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<td>- positioning/bed mobility</td>
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<td>- transfers, W/C mgmt.</td>
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<td>- AD’s and gait</td>
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<td>- SOAP notes</td>
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<td>Final Written</td>
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<td>250</td>
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<tr>
<td>Final Practical</td>
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<tr>
<td>Tests</td>
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<td><strong>Total</strong></td>
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### GRADEING POLICY

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<th>Grading scale</th>
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<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
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<tr>
<td>82% - 89%</td>
<td>B</td>
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<td>75% - 81%</td>
<td>C</td>
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<td>70% - 74%</td>
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<td>Below 70%</td>
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<td>W</td>
<td>withdraw</td>
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<td>WP</td>
<td>withdraw with passing grade</td>
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<tr>
<td>WF</td>
<td>withdraw with failing grade</td>
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<td>I</td>
<td>Incomplete</td>
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**Grading Methodology.** The final grade must be **75.00%** or more in order to pass the course and progress in the program.

Students absent from an examination (quiz, test and final exam) or skills check/practical will receive a “0” grade for the examination/skills check/practical unless other arrangements are made with the individual instructor prior to the examination or skills check/practical day or on the examination or skills check/practical day before the examination/skills check/practical is scheduled to be given. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination/skills check/practical. Arrangements may be completed by telephone. If the instructor is not available, a message should be left on the instructor’s voice mail first AND with
another member of the core faculty, and at last resort, the Division of Health Sciences administrative assistant. The instructor will decide the time and method of make-up examinations/presentation on an individual basis. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor of the reason for the absence. Grades are posted on Blackboard within one week of administration of tests and examinations. No rounding of numbers will be used to calculate any grades. If the student scores lower than a 75% on a test or an assignment, it is the student’s responsibility to contact the instructor to arrange a meeting to discuss learning strategies and or actions/indicators to improve performance on course evaluation measures.

**TEST REVIEW**

Tests taken online with supervision will be available for immediate review by the student. This review will include the correct answers to the test questions. **Students will not be allowed to take any written notes, use electronic devices to take notes or make an image of the tests. All items have to be removed from the desk/table top during the test review.** For any discussion beyond the right answer, the student may set up an appointment with the instructor to further discuss.

Tests taken in class in paper format will be reviewed in class and discussion will be limited to the right answer. **Students will not be allowed to take any written notes, use electronic devices to take notes or make an image of the tests. All items have to be removed from the desk/table top during the test review.** For any discussion beyond the right answer, set up an appointment with the instructor to further discuss.

Prior to the final exam, test review will be done during the last class of the semester. All items have to be removed from desk/table top during the test review. No notes can be taken and no electronic devices can be used to take notes or make images of the tests. This is an opportunity to ask questions about concepts that you do not understand. If individualized time is need for test review, an appointment can be made with the instructor, but not during exam week and the time limit will be 10 minutes. All tests will be reviewed under the supervision of an instructor. Students cannot bring any class notes with them.

**ADA STATEMENT**

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8219 or (843) 525-8242 during the first ten business days of the academic term.

**ATTENDANCE**

1. The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.
2. Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
3. Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
4. Reinstatement requires the signature of the division dean.
   a. In the event it becomes necessary for a student to withdraw from the course **OR if a student stops attending class**, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing

Reviewed by: K. Monstein 7/2016
Reviewed & Approved by: GMLevicki 8/2016
from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

b. When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or

c. under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

d. Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

5. A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

6. Students are expected to be in class on time. Arrival to class after the scheduled start time or leaving class prior to dismissal counts as a tardy. Three tardies and/or early departures are considered as one absence unless stated otherwise. Instructor must be notified prior to start of class by call, text or email if the student is going to be late.

7. It is the student's responsibility to sign the roll sheet (if used) or verify attendance with instructor upon entering the classroom. Failure to sign the roll/verify attendance results in a recorded absence. In the event of tardiness, it is the student’s responsibility to insure that attendance is marked. The student is responsible for all material/announcements presented, whether present or absent.

8. Continuity of classroom and laboratory (which includes clinical experiences) is essential to the student’s progress in providing safe and competent patient care. Students are expected to use appropriate judgment for participating in clinical activities. To evaluate the student’s knowledge and skills, it is necessary for the student to be present for all classroom, laboratory and clinical experiences. If absence does occur, the designated instructor, other core faculty, or the Division of Health Sciences administrative assistant (in that order), must be notified by telephone no later than 30 minutes prior to the start of class, lab or clinical experiences. The Division of Health Sciences telephone number is 843-525-8267.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WZGO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WZGR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

ACADEMIC MISCONDUCT
Reviewed by: K. Monstein 7/2016
Reviewed & Approved by: GMLevicki 8/2016
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected.

It is a fundamental requirement that any work presented by students will be their own. Examples of academic misconduct include (but are not limited to):

1. copying the work of another student or allowing another student to copy working papers, printed output, electronic files, quizzes, tests, or assignments.
2. completing the work of another student or allowing another student to complete or contribute to working papers, printed output, electronic files, quizzes, tests, or assignments.
3. viewing another student’s computer screen during a quiz or examinations.
4. talking or communicating with another student during a test.
5. violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment.
6. plagiarism in any form, including, but not limited to: copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials.
7. knowingly aiding a person involved in academic misconduct.
8. providing false information to staff and/or faculty.
9. entering an office unaccompanied by faculty or staff.
10. misuse of electronic devices.

RECORDING DEVICES/CELL PHONES

Students are not allowed to use recording devices during any lectures, lab, or clinical periods. Moreover, students must have cell phones turned off (not on vibrate) during lectures and lab times. If for any reason a cell phone rings or vibrates during lecture or lab, the student will receive a grade reduction per occurrence after the first warning. Students are not allowed to have their cell phone, iPod, or any other electronic device at their clinical rotations. Violation of the rules/requirements listed above will be reason for dismissal from the Physical Therapy Assistant program.

Course Coordinator: Dr. Karen Monstein, PT, MS, DPT
OFFICE LOCATION: Building 4 Room 125
PHONE NUMBER: (843) 525-8218
OFFICE HOURS: As posted, by appointment
Email: kmonstein@tcl.edu
Technical College of the Lowcountry • Division of Health Sciences •
Physical Therapist Assistant Program
Course Syllabus and /or Addendum Acknowledgement

Acknowledgement of PTH 101 Physical Therapy Professional Preparation Syllabus

Instructors Name: Dr. Karen Monstein, PT, MS, DPT

I ________________________________, understand it is my responsibility to read the Fall 2016 Syllabus for PTH 101 Physical Therapy Professional Preparation.

Students should read the Syllabus and/or Addendums and make notes of any questions they may wish to ask. This will allow the students to have a better understanding of the expectation of class, program, and its faculty.

Students should also read the PTA Handbook and Division Handbook. Students are responsible for all of the requirements for the course and accountable for learning and completing the work as instructed and assigned.

Students understand that this syllabus and or addendum does not constitute a contract and is subject to change with adequate notification. Students are always notified when updates have been made as they will be asked to sign additional Acknowledgement Sheets.

Students will be required to print a copy of the entire Syllabus and/or Addendum to be included in their clinical education notebook.

Students will be expected to sign this statement indicating they have read and understand the PTH 101 Physical Therapy Professional Preparation syllabus and/or Addendum.

_________________________      __________________________
Student Signature                Date