



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Course title and number	PTH 228 Manual Therapy Techniques FALL 2018
Credit hours	2
Course Catalog description	This course introduces principles and basic techniques of manual therapy and wound care.
Course pre-requisites	PTH 240, PTH 242, PTH 252
Course co-requisites	PTH 115, PTH 246, PTH 253
Department	Health Sciences PTA Program
Instructors	Lecture: Dr. Karen Monstein, PT, MS, DPT Lab: Emily Getz, PT, DPT, OCS
Clock hours (lecture and laboratory)	Lecture 1.0 Lab 3.0
Lecture Schedule	Monday 2:45-4:45 Room 4/125
Lab Schedule	Monday/Wednesday 4:45-7:00 pm, Friday 8:30-10:30 Room 4/122
	*dates, locations and times subject to change
Required textbook(s)	
Colby and Kisner. <i>Therapeutic Exercise: Foundations and Techniques</i> . 6 th Ed. F.A. Davis.	
Clay and Pound. <i>Basic Clinical Massage Therapy</i> ; 3 rd Ed. Wolters Kluwer / LWW.	
Lippert LS. <i>Clinical Kinesiology and Anatomy</i> . 5 th Ed. F. A. Davis.	
Lippert LS, Minor MA. <i>Laboratory Manual for Clinical Kinesiology and Anatomy</i> . 3 rd Ed. F. A. Davis.	
Mankse , <i>Orthopedics for the Physical Therapy Assistant</i> . Elsevier.	
O'Sullivan, S. and Schmitz, T. <i>Physical Rehabilitation</i> , 6 th Ed. FA Davis.	
Recommended textbook(s)	
N/A	

INTRODUCTION

The syllabus is an outline of the course material, does not constitute a contract, and is subject to change with adequate notice.
User responsibility on use and duplication of computer software (TCL Procedure 7-1-702.5): Students are responsible for the legal use of computer software and applicable copyright laws and are prohibited from copying software on College computers and from installing personal software.
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) 525-8228 during the first ten business days of the academic term.



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

COURSE FOCUS

This course introduces the theory and describes the techniques of manual therapy, and will be presented and practiced within the context of the plan of care as developed by a licensed Physical Therapist and within the scope of practice of a Physical Therapist Assistant. Myofascial release, soft tissue mobilization, therapeutic massage, joint mobilization, taping techniques and cardiopulmonary physical therapy techniques and are presented and practiced. Lymphedema management interventions are presented. Effective clinical communication in the Spanish language will be instructed through lecture and dialogue role playing.

COURSE OBJECTIVES/LEARNING OUTCOME

Upon successful completion of this course, students will be able to:
1. Consistently exhibit professional/responsible behaviors as evidenced by adherence to the college attendance policy, and demonstrating punctuality at all times.*
2. Consistently exhibit professional/responsible behavior as evidenced by adherence to the policies and procedures of the college, health sciences division, and physical therapist assistant program.*
3. Consistently exhibit professional/responsible behavior as evidenced by timely assignment completion, and meeting of physical therapist assistant program deadlines.*
4. Consistently exhibit professional/responsible behavior as evidenced by adhering to the physical therapist assistant program dress code.*
5. Satisfactorily exhibit professional/responsible behaviors as evidenced by a mid-term evaluation and final evaluation. *
6. Identify and integrate appropriate evidence-based resources, including but not limited to validity, reliability and statistical significance into class.(7D10) †
7. Effectively review the literature and educate fellow students via written article review and presentation about assigned topic or manual therapy techniques.(7D12).*†
8. Identify legal practice act standards, including federal and state regulatory guidelines for implementation of manual therapy within the scope of a Physical Therapist Assistant. (7D1) *†
9. Recognize the role of the PTA in joint mobilization (7D1)
10. Critically review the health records of a mock patient prior to carrying out the physical therapy plan of care (7D18). *†
11. Identify the general concepts of clinical application of manual therapy in the context of physical therapy care and services.
12. Demonstrate competence in effective interviewing and/or chart review to collect current information related to prior and current level of function and general health status (e.g., fatigue, fever, malaise, unexplained weight change), mental function/changes in state of arousal/mentation/cognition (7D15) †



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

13. Demonstrate competence to recognize changes in skin condition and safety factors while using devices and equipment (7D24d) *†
14. Understand the International Classification of Function (ICF) in order to understand the impact that health conditions have on activity levels and participation (7D16) †
15. Select and demonstrate appropriate manual therapy interventions for joint and muscle mobilization and ROM using anatomical planes of motion with correct hand placement, body mechanics and procedures for extremities and spine based on the plan of care for various patient conditions, signs and symptoms and scope of practice. (7D23e) *†
16. Implement taping techniques for various physical therapy diagnosis'
17. Demonstrate competence in Joint Integrity and Mobility: detect normal and abnormal joint movement(7D24g) †
18. Demonstrate competence in airway clearance techniques and secretion mobilization*(7D23a) †
19. Demonstrate competence in assessment of muscle performance: recognize changes in muscle tone.(7D24h)†*
20. Correctly document manual therapy performed.*(7D25) †
21. Discuss the physiological adaptation of muscle, connective tissue and bone to manual therapy interventions.
22. Describe common precautions and contraindications for manual therapy interventions (7D21)* †
23. Demonstrate safe and effective performance of peripheral/extremity joint mobilization techniques within the scope of practice of a Physical Therapist Assistant. (7D23e)*
24. Assess patient responses and recognize issues pertaining to safety with manual therapy interventions.(7D21)* †
25. Demonstrate competence in recognizing the signs and symptoms that determine the need to stop manual therapy session(7D21)* †
26. Demonstrate competence in patient/client education regarding manual therapy interventions. (7D23e) †
27. Demonstrate competence in monitoring and adjusting/progressing manual therapy interventions in response to patient/client status and clinical indications, (7D19)† *
28. Student will complete accurate documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies (7D25)†
29. Determine when a manual therapy intervention should not be performed (7D21) †
30. Demonstrate competence in application of braces or assistive/adaptive devices or prosthetic and orthotic devices with manual therapy. (7D23b) †
31. Demonstrate competence in application and removal of dressing or agents, and identification of precautions for dressing removal(7D23i) †
32. Demonstrate facilitative and inhibitive taping for individual muscles and major muscle groups.
33. Demonstrate chest physical therapy techniques including postural drainage, percussion,



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

and vibration. (7D23a) †
34. Explain the techniques used in manual lymphatic drainage.
35. Demonstrate effective clinical communication in the Spanish language relevant to a physical therapy session.
<i>*denotes crucial objective</i> <i>†CAPTE curriculum element</i>

COURSE TOPIC OUTLINE

Unit 1: Introduction to Manual Therapy Techniques
Unit 2: Therapeutic Massage
Unit 3: Myofascial Release/ Soft Tissue Mobilization
Unit 4: Joint Mobilization
Unit 5: Taping Techniques for the Spine and Extremities
Unit 6: Manual Therapy for the Spine and TMJ
Unit 7: Manual Therapy for Shoulder Girdle/Shoulder/Elbow/Wrist and Hand
Unit 8: Manual Therapy for Hip/Pelvis/SI Joint Pre and Post-Natal Interventions/ Pelvic Floor Considerations
Unit 9: Manual Therapy for Knee/Ankle/Foot
Unit 10: Chest Physical Therapy/Postural Drainage
Unit 11: Lymphedema Management/Manual Lymph Drainage
Unit 12: Clinical Communication in the Spanish Language



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

COURSE REQUIREMENTS

CLASSROOM REQUIREMENTS

Technical requirements include, but are not limited to:

- PC or Mac computer access
- Internet access with a 56K modem (but it is highly recommended that you have DSL or High-Speed Cable Internet Access)
- 64 MB system RAM; 200 MB free hard-disk space or sufficient storage
- Reliable e-mail account access and Internet provider
- CD-ROM/DVD capabilities

For this course to run properly, the student is **expected to be prepared for each class** including, but not limited to:

- Completing assignments
- Participation in lab activities
- Participation in class activities
- Participating in service learning

Each student is required to actively participate in laboratory sessions by practicing the application of entry level clinical skills and techniques on fellow classmates.

- Appropriate and professional behavior is expected at all times in the laboratory setting.
- Solid colored shorts and solid colored tank tops are the required attire for all laboratory activities.
 - Clothing must plain (i.e. devoid of pictures, lettering, or designs).
 - Solid colored sweatshirt and/or solid colored sweatpants may be worn over these if such clothing does not interfere with the laboratory activities.
 - Students may wear TCL logoed attire to lab.
 - Clothing must allow access to various parts of the body during specified laboratory activities.
- Male students may be required to remove their shirt.
- Failure to comply with the dress code **will result in dismissal from the lab, resulting in an absence.**



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

To perform at **satisfactory level** in the laboratory area, students must be prepared each lab session to do the following:

1. Arrive on time and in proper attire.
2. Complete laboratory assignments on time and in the prescribed manner.
3. Perform **physical therapy skills and techniques safely, proficiently, and competently.**
4. **Correctly apply** all previously mastered knowledge, skills, and techniques.
5. Contribute to a **productive learning environment** for self and others by:
 - a. Being prepared for the lab activities by reading and watching assigned media if applicable
 - b. Answering questions and identifying steps or processes about the skill.
 - c. Remaining attentive

Learning experiences in the physical therapy laboratory provide an opportunity for the student to become familiar with rehabilitation equipment and entry level skills and techniques.

- The student utilizes the physical therapy laboratory to practice new skills and techniques.
- Skills must be practiced in the laboratory before being used in the clinical setting.
- **Competence and safety** must be demonstrated in the physical therapy laboratory.
- Students are responsible for material covered in campus laboratory.
- In order to progress in the course and program, each student **MUST demonstrate skill competence and practice in a safe manner that minimizes the risk to self, fellow students, and others.**
- Competency skill checks and laboratory practicals are given to assist in the evaluation of individual student progress and to support student success.
- The student is responsible for maintaining their skill competency check lists and turning them into the instructor as required.



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

COURSE POLICIES AND PROCEDURES

TEACHING METHODS AND LEARNING EXPERIENCES

Course objectives will be met through lecture, active learning, peer instruction, service learning, case studies, cooperative learning, and discussion utilizing various media to maximize the clinical relevance of the material presented.

TESTING PROCEDURES

Students may be scheduled for testing at the TCL Testing center. Students will observe the following Testing Center Rules & Regulations:

1. Students **must present a photo I.D. prior to testing.**
2. Food and drinks are **not allowed** in the Testing Center.
3. Cell phones are to be **turned off** prior to entering the Testing Center and stored in a locker.
4. Children are **not allowed** to accompany students into the testing room and may not be left unattended in the lobby or hallway.
5. You must leave enough time to complete your test before the Testing Center closes.
6. If you have a documented disability and need special accommodations for placement testing, please contact the Associate Vice President of Student Affairs, at 843-525-8219.

Testing center information can be found here: <https://www.tcl.edu/admissions/placement-testing/>

In class exam procedures: can be reviewed in the PTA student handbook.

Additionally:

- *During paper examinations, only answers transferred and completed on Scantron sheets will be graded electronically to count towards the test score.*
- *During examinations, students must remove watches and hats and place in the front of the classroom, along with all personal belongings and electronic devices.*

Honorlock Online Proctoring and Technology Requirements:

TCL uses an online test proctoring service called Honorlock to monitor some online tests as an alternative to in-person proctoring. Your instructor may elect to have some of your tests proctored using Honorlock. If so, you will need to make sure that you have access to the necessary equipment in order to take your online-proctored tests:

- A computer with access to a high speed Internet connection
- A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests.
- Microsoft Office.



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Microsoft Office can be downloaded for free by accessing the Office 365 link in your TCL email account.

ELECTRONIC COMMUNICATION

The Technical College of the Lowcountry provides access to email for all students, faculty and staff. Email is an official method of communication at the Technical College of the Lowcountry.

Students **are held strictly responsible for the consequences of not reading College related communications** sent to their official Technical College of the Lowcountry email address. Students in the Physical Therapist Assistant program at the Technical College of the Lowcountry will utilize their Technical College of the Lowcountry email accounts for all communication with faculty and staff.

When using email as an official means of communication, students should apply the same professionalism, discretion, and standards that they would use in written business communication. Students should not communicate anything via email that they would not be prepared to say publicly.

ATTENDANCE

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.

Attendance in an online course is defined by; at least once weekly course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete weekly assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

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**.

- Students taking an online/internet class must sign in and complete an assignment designated by 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**.
- Reinstatement requires the signature of the Division Dean.

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 contact the instructor via e-mail requesting to be withdrawn from the class.



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

<ul style="list-style-type: none">• Withdrawing 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.
<p>When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw 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</p> <p>or</p> <p>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.</p>
<p>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.</p>
<p>A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.</p>
<p>In addition to the above:</p>
<p>Arrival to class, clinical, and lab by the published time is an expectation for all students. Class, clinical, and lab times are measured by the clock in these teaching areas.</p> <ol style="list-style-type: none">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.
<p>It is the student's responsibility to sign the roll sheet (if used) or verify attendance with instructor upon entering the classroom.</p> <ol style="list-style-type: none">Failure to sign the roll/verify attendance results in a recorded absence.The student is responsible for all material/ announcements presented, whether present or absent.
<p>Continuity of classroom and laboratory (which includes clinical experiences) is essential to the student’s progress in providing safe and competent patient care.</p> <ol style="list-style-type: none">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.



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Students **must notify** the clinical site in addition to leaving a message on the administrative assistant's voice mail no later than **"30 minutes" PRIOR** to their **clinical start time** and follow proper steps outlined in the course syllabus and/or syllabus addendum in addition to the PTA Student Handbook depending upon the student's tardiness or being absent from the clinical setting.

- a. The Division of Health Sciences telephone number is (843-525-8267). **Failure to follow notification procedures WILL RESULT IN DISMISSAL FROM THE PROGRAM.**

Absences from the clinical area are strongly discouraged. The attendance policy applies to clinical activities.

- a. **"NO CALL, NO SHOW"*** while participating in a clinical rotation is unprofessional conduct and **THE STUDENT WILL BE DISMISSED FROM THE PROGRAM.**
***Please refer to the Division Handbook for clarification of the No Call/No Show process.**

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 the event of hazardous weather conditions, local radio and television stations will announce information concerning the cancellation of classes.

- Please tune to The River, 98.7 FM, for announcements of college closing due to hazardous weather.
- Tracking of any hazardous weather may also be found on the website at www.tcl.edu.
- With TCL's TextAlerts you can receive immediate notification of emergency events via text messaging on your cell phone. All students are strongly encouraged to register their cell phones with this service. Signing up is easy, just fill out the simple form on the TCL website (<https://tcl.reggroup.com/signup>)).

ACADEMIC MISCONDUCT

The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. Academic dishonesty at TCL will not be tolerated.

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 and are available on the College's website at www.tcl.edu as well as at <http://www.sctechsystem.com/students/code-and-grievance.html>



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

<p>There is no tolerance at TCL for academic dishonesty and misconduct. It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.</p>
<p>Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected.</p>
<p>It is a fundamental requirement that any work presented by students will be their own. Cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action. Examples of academic misconduct include, but are not limited to:</p>
<ol style="list-style-type: none">1. Cheating on tests is defined to include the following:<ol style="list-style-type: none">a. Copying from another student's test or answer sheet.b. Using materials or equipment during a test not authorized by the person giving the test.c. Collaborating with any other person during a test without permission.d. Knowingly obtaining using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.e. Bribing or coercing any other person to obtain tests or information about tests.f. Substituting for another student, or permitting any other person to substitute for oneself.g. Cooperating or aiding in any of the above.2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
<p><i>In addition to the above:</i></p> <ol style="list-style-type: none">5. Viewing another student's computer screen during a quiz or examinations.6. Talking or communicating with another student during a test.7. Violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment8. 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.9. Knowingly aiding a person involved in academic misconduct.10. Providing false information to staff and/or faculty.11. Entering an office unaccompanied by faculty or staff.12. Misuse of electronic devices.

APPROPRIATE USE OF ELECTRONIC DEVICES



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

<p>TCL recognizes the importance of providing the best learning environment for its students.</p> <ul style="list-style-type: none">• To eliminate class disruptions and protect the integrity of the classroom and instruction, the use of electronic devices such as cellular phones, pagers, smart watches, audio or visual recorders and other electronic devices is not permitted in classrooms/labs, the Learning Resources Center, computer laboratories, testing centers, and other instructional locations at TCL.
<p>Such devices must be maintained in “silent” mode. Students are not permitted to use the “text” function of these devices in instructional locations.</p>
<p>During examinations, students must remove watches and place in the front of the classroom, along with all personal belongings and electronic devices. There is a 10 point penalty on the examination for any noise emitting from an electronic device.</p>
<p>On-call personnel who must maintain these devices in “active” mode in the interest of public safety must notify the instructor of their need for an exception at the beginning of classes for the term. The instructor may request documentation from these students verifying employment.</p>
<p>The student will receive a grade reduction per violation of this policy after the first warning.</p>
<p>Students <u>are not allowed</u> to have their <u>cellular phones, pagers, smart watches, and other electronic devices</u> at their clinical rotations unless otherwise directed. Violation of the rules/requirements listed above <u>will be reason for dismissal from the Physical Therapist Assistant program.</u></p>

DRESS CODE

1. Students are expected to attend class dressed neatly and well groomed.
2. Clothes must be clean, non-stained, in good repair, tucked in as appropriate, pressed and free of wrinkles.
3. Clothing must be non-seductive, and not exotic or extreme in style.
4. Clothing should fit properly, proportionately correct for body size (not too tight, oversized, too short, too long, etc.).
5. Clothing should be plain and casual.
6. TCL branded clothing is acceptable.
7. All students are expected to wear appropriate undergarments that are not visible (for example: colors, prints, thongs, etc.) and must be worn under the exterior garment.
8. A bra must be worn by females including under a camisole.



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

9. Caps and sunglasses will be removed in the classroom.
10. Clothing must not reveal the navel, breast or bottom.
11. A student in violation of the dress code will be dismissed from the classroom resulting in an absence.

COURSE STANDARDS, EVALUATION METHODS/CRITERIA, GRADING POLICY

COURSE EVALUATION

EVALUATION	Number of Assignments	Percentage of Weighted Grade
Midterm Written Exam	1	20
Final Written Exam	1	30
Midterm Practical Exam	1	10
Final Practical Exam	1	15
Practical Skills Checks	4	Satisfactory/Unsatisfactory
Assignments	5	15
Spanish Practical	1	10
Lab participation	Per session	Satisfactory/Unsatisfactory
Total		100%

GRADING SCALE

Grading scale	
90% - 100% A	W withdraw
82% - 89% B	WP withdraw with passing grade
75% - 81% C	WF withdraw with failing grade
70% - 74% D	I Incomplete
Below 70% F	



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

GRADING POLICY

Grading Methodology. The final grade must be **75.00%** or more in order to pass the course and progress in the program.

- Grades will not be rounded up.
- A final grade of less than 75.00% is not passing in any Health Science Program, and does not meet progress requirements.
- Students absent from an examination or presentation **will receive a “0” grade for the examination** unless other arrangements are made with the individual instructor prior to the examination or presentation day.
 - Arrangements may be completed by telephone.
 - If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant.
 - Messages sent by other students are unacceptable.
- The student is **responsible for notifying the instructor for the reason of the absence.**
- Make up quizzes and/or examinations **may be offered, at the instructor’s discretion,** during the final examination period.
- Additional options for makeup testing include reweighting the final examination. It is the **responsibility of the student** to contact the appropriate instructor to arrange to make up the examination. The instructor will decide the method of examination.
- **Grades are posted within one week of administration of tests and examinations.**
- Students with concerns or questions regarding grades awarded for a graded activity should contact the course faculty **within one week of the grade being posted.**
- It is the **student’s responsibility** to turn in assignments by the scheduled due date to earn full credit for the assignment. **Late assignments will be subject to grade reduction.**

- At the conclusion of each laboratory experience, the student’s lab performance is evaluated as being satisfactory or unsatisfactory. **The student must achieve**



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

satisfactory performance in 75% of labs to pass the class and progress in the program.

- The student's performance is evaluated based on environmental contribution, attendance, and preparedness. Performance expectations include:
 - Arriving on time and in proper attire;
 - Completing laboratory assignments on time and in the prescribed manner;
 - Performing **physical therapy techniques safely and competently**;
 - **Accurately perform physical therapy skills** and procedures learned in campus lab;
 - **Correctly applying** all previously mastered knowledge, skills, and abilities.
 - Contributing to a **productive learning environment** for self and others by:
 - Being prepared for the lab activities by reading and watching assigned media if applicable.
 - Answering questions and identifying steps or processes about skill
 - Remaining attentive.

Skills Checks and Practical Exam Grading Policies

Each student **must demonstrate safety and competence** in required laboratory skills.

- Students are responsible for insuring that laboratory skills are checked off by the instructor.
- Students will be given **two opportunities** to pass each skill check.
- The Laboratory Skills Achievement List for this course can be found posted on Black Board.
- All laboratory practicals must be passed with a minimum score of 75% in order to pass the course.
- Should the student fail the practical exam, they will be given one opportunity to retake the exam. The **highest possible score** on retaking the exam is 75%.
- Noncompliance with a **critical safety criterion** and **inability to demonstrate competence** in the tested skills will result in an automatic failure on skills checks and practical exams.

CLASS INFORMATION

COURSE COORDINATOR: Dr. Karen Monstein, PT, MS, DPT
OFFICE LOCATION: 4/126
PHONE NUMBER: 843-525-8218
OFFICE HOURS: As posted, by appointment
E-MAIL: kmonstein@tcl.edu

Faculty will respond to student inquiries within 3 business days.



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

ADDITIONAL RESOURCES:

TCL Student Handbook: http://catalog.tcl.edu/content.php?catoid=2&navoid=66
Student services: https://www.tcl.edu/student-services/
Health Sciences Division Handbook (see Other Resources): https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/
PTA Student Handbook (see Other Resources): https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/
Academic Calendar: http://catalog.tcl.edu/content.php?catoid=2&navoid=65
Tutoring Services: https://www.tcl.edu/student-services/tutoring/
Library and Learning Resources Center: https://www.tcl.edu/library/
APA citation guide: http://libguides.tcl.edu/citationhelp
Online paper review: http://libguides.tcl.edu/paper
Office of Retention: https://www.tcl.edu/student-services/retention/

ATTACHMENTS

1. Course Syllabus and /or Addendum Acknowledgement
2. Course calendar: to be posted to Black Board
3. Class assignments and due dates: to be posted to Black Board
4. Skills checklist: to be posted to Black Board

Syllabus Safety Addendum

Purpose

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definition

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.



TECHNICAL COLLEGE OF THE LOWCOUNTRY

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Procedures

Active Shooter

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>)

Building Evacuation

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Technical College of the Lowcountry ▪ Division of Health Sciences ▪
Physical Therapist Assistant Program
Course Syllabus and /or Addendum Acknowledgement

Acknowledgement of PTH 228 – Manual Therapy Techniques Syllabus

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

I _____, understand it is my responsibility to read the Fall 2018 Syllabus for **PTH 228 – Manual Therapy Techniques**.

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 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 228 – Manual Therapy Techniques** Syllabus and/or Addendum.

Signature

Date



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Technical College of the Lowcountry ▪ Division of Health Sciences ▪
Physical Therapist Assistant Program
Course Syllabus Agreement

PTH 228 – Manual Therapy Techniques Syllabus Agreement

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

The Syllabus for **PTH 228 – Manual Therapy Techniques** provides information regarding the policies and procedures in effect for this course. Students must indicate agreement with each of the following statements by initialing on each line below:

_____ I have read the syllabus for **PTH 228 – Manual Therapy Techniques**.

_____ I am aware that it is my responsibility to ask questions about the contents of the Syllabus and have those questions answered to my satisfaction.

_____ I understand that failure to follow any of the policies and procedures in this syllabus may result in my dismissal from the Physical Therapist Assistant Program.

_____ I have thoroughly read and completely understand all the grading policies, and attendance policies of the Physical Therapist Assistant Program.

_____ I agree to fully participate in the lab portion of classes in the Physical Therapist Assistant Program. I understand that this requires hands on participation and that part/s of my body will be exposed and touched.

_____ I understand that it is my responsibility to read, and abide by the policies and procedures set forth in the current Technical College of the Lowcountry student handbook.

_____ I understand that it is my responsibility to read, and abide by the policies and procedures set forth in the current Health Sciences Division Handbook.

_____ I understand that it is my responsibility to read, and abide by the policies and procedures set forth in the current Physical Therapist Assistant Program Handbook.

_____ I understand that it is my responsibility to read, and abide by the policies and procedures set forth in the current Physical Therapist Assistant Program Clinical Education Manual.

Student Signature and Date: _____

Printed name _____



TECHNICAL COLLEGE
OF THE LOWCOUNTRY