



TECHNICAL COLLEGE OF THE LOWCOUNTRY

Physical Therapy Assistant Program Student Handbook

TECHNICAL COLLEGE OF THE LOWCOUNTRY

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www.tcl.edu**PHYSICAL THERAPIST ASSISTANT PROGRAM CONTACTS**

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OTHER IMPORTANT CONTACT INFORMATION
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COLLEGE CONTACTS

Topic	Contact	Location	Phone
ADA (Student Disability Act)	Dean of Students	Coleman Hall, Building 2	525-8219
Bookstore	Bookstore	MacLean Hall, Building 12	525-8303
Blackboard	Online 24/7 Support Center		1-877-736-2586
Career & Transfer Services	Career & Transfer Services	MacLean Hall, Building 12	525-8224
College Work Study	Career & Transfer Services	Coleman Hall, Building 2	525-8215
Dean of Students	Student Affairs	Coleman Hall, Building 2	525-8219
Disciplinary	Dean of Students	Coleman Hall, Building 2	525-8219
Discrimination	Student Affairs	Coleman Hall, Building 2	525-8215
Emergencies	Security	Building 11	525-8301
Financial Assistance	Financial Aid	Coleman Hall, Building 2	470-5961
Student Email/Web Advisor	Help Desk	Coleman Hall, Building 2	525-8344
ID Cards/Parking Decals	Student Records	Coleman Hall, Building 2	525-8272
Library and Library Services	Learning Resources Center	MacLean Hall, Building 12	525-8304
Military Students (TCL Campus)	Military Coordinator	MacLean Hall, Building 12	525-8340
Probation/Suspension	Retention Coordinator	Coleman Hall, Building 2	525-8218
Registration	Registrar/Student Records	Coleman Hall, Building 2	525-8272
Scholarships	Financial Aid	Coleman Hall, Building 2	470-5961
Services for Disabled Students	Dean of Students	Coleman Hall, Building 2	525-8219
Student Support Services (SSS)	SSS Coordinator	Coleman Hall, Building 2	470-5957
Student Email	Help Desk	Coleman Hall, Building 2	525-8344
Student Records	Registrar	Coleman Hall, Building 2	525-8272
Transcripts	Registrar/Student Records	Coleman Hall, Building 2	525-8272
Tutoring Center	Academic Support	MacLean Hall, Building 12	525-8221
Web Advisor	Help Desk	Coleman Hall, Building 2	525-8344
Withdrawal TCL	Student Records	Coleman Hall, Building 2	525-8272

American Physical Therapy Association (APTA)

3030 Potomac Avenue, Suite 100

Alexandria, VA 22305-3085

800-999-2782 (APTA)

703-684-2782 (APTA)

703-684-7343 (fax)

www.apta.org

South Carolina Chapter of the American Physical Therapy Association (SCAPTA)

3030 Potomac Avenue, Suite 100

Alexandria, VA 22305-3085

800-999-2782 (APTA) ext. 3237

703-706-8575

southcarolina@apta.org

State Board of Physical Therapy (South Carolina)

South Carolina Department of Labor, Licensing, and Regulation

Synergy Business Park; Kingstree Building

110 Centerview Drive

Columbia, SC 29210

803-896-4655

803-896-4719 (fax)

<https://www.llr.sc.gov/pt/>

Contact.PT@llr.sc.gov

OTHER IMPORTANT CONTACT INFORMATION**The Federation of State Boards of Physical Therapy (FSBPT)****Administrative Office**

Phone: 703-299-3100

Fax: 703-299-3110

Exam Services

Phone: 703-739-9420

Fax: 703-739-9421

Score transfers: ScoreTransfer@fsbpt.org**PEAT questions:** peat@fsbpt.org**All other exam questions:** ExamRegistration@fsbpt.org**Jurisprudence Assessment Modules:** JAM@fsbpt.org

FSBPT

124 West Street South

Third Floor

Alexandria, VA 22314

<https://www.fsbpt.org/>

ADDITIONAL RESOURCES
TCL Student Handbook (link via Catalog) : https://www.tcl.edu/catalog-search/
Health Sciences Division Handbook (link via Other Resources): https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/
PTA Student Handbook (link via Other Resources): https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/
PTA Clinical Education Manual (link via Other Resources): https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/
Academic Calendar: https://www.tcl.edu/academic-calendar/
Tutoring Services: https://www.tcl.edu/student-services/tutoring/
Library and Learning Resources Center: https://www.tcl.edu/library/
APA citation guide: https://libguides.tcl.edu/apa_editions
Online paper review: http://libguides.tcl.edu/paper
Office of Retention: https://www.tcl.edu/student-services/retention/
Student services: https://www.tcl.edu/student-services/

Forward

Congratulations on your acceptance into the Physical Therapy Assistant Program at the Technical College of the Lowcountry! The Technical College of the Lowcountry, PTA faculty and staff, and your fellow PTA students would like to welcome you to the program.

This PTA Student Handbook is for student orientation to the PTA program, and contains essential program information. It serves as source regarding program standards, and the expectations of a PTA student at the Technical College of the Lowcountry, and its clinical affiliates.

The information policies and procedures in this Handbook are specific to the PTA program and are supplemental to the TCL College Catalog and Health Sciences Division Handbook. PTA students are governed by the policies and procedures outlined in the Technical College of the Lowcountry Catalog, the Health Sciences Division Handbook, and the PTA Clinical Education Manual, well as the policies and guidelines in this PTA Student Handbook.

It is the students' responsibility to become thoroughly familiar with the contents of these publications and understand all content. Success in the PTA program will be enhanced with the knowledge and understanding of the expectations, policies, and procedures governing this program. Students should ask for clarification when and where necessary.

The TCL College Catalog, the Health Sciences Division Handbook, the PTA Clinical Education Manual, and the PTA Student Handbook are updated annually. However, the PTA program faculty and staff reserve the right to add or revise policies as necessary during the academic year. Students will be informed of any updates, changes, or revisions to any established guidelines and policies that are not part of the annual update of these documents. Otherwise, you are responsible to read, understand, and ask questions about the current versions of these documents.

Physical Therapist Assistant education represents the initial commitment to professional service and lifelong learning in physical therapy. Admittance into the program acknowledges the students agreement to assume the role as an active learner in the PTA program. With this role comes the important responsibility to actively participate in the ongoing program improvement, assessment, and the accreditation process.

Program faculty serve to facilitate the student learning process. Faculty are available for the duration of the educational experience in the PTA program, as well as after graduation as successful graduates become employed and work as physical therapist assistants.

Faculty are committed to making student professional growth a successful and enriching experience. Student involvement in an active learning process is paramount to a successful academic experience.

While faculty can guide and mentor students, we cannot learn for you. What you get out of this program will be directly proportional to what you put into it as an active learner.

You are embarking on a career path that is challenging, yet rewarding. The faculty and staff at TCL sincerely hope you will find this program to be the same.

Accreditation Status

The Technical College of the Lowcountry PTA Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE); 3030 Potomac Avenue, Suite 100 Alexandria, VA 22305-3085, phone: 800-999-2782 (APTA); email: accreditation@apta.org; website: <http://www.capteonline.org>.

Degree Awarded

Associate in Applied Science, with a major in Physical Therapist Assistant (PTA)

Statement of Non-Discrimination

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief. All programs, activities, rights and privileges generally accorded or made available are provided on a nondiscriminatory basis.

Americans with Disabilities Act

In accordance with the mission of the Technical College of the Lowcountry to provide quality affordable education to all citizens of the service area, the College complies with the requirements of the Americans with Disabilities (ADA). The President of the Technical College of the Lowcountry has appointed an ADA Coordinator and established an ADA committee to implement procedures in compliance with the Americans with Disabilities Act. The ADA contacts are: Director of Student Support Services (843-525-8228) and Vice President of Finance (843-525-8251).

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.

Student Rights and Responsibilities

The Student Code for South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

The Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate. A copy of the complete Student Code can be found in the TCL Student Handbook found in the TCL course catalog: <https://www.tcl.edu/catalog-search/>

Complaints

Concerns or complaints may arise that are outside the scope of the grievance procedure or that cannot be resolved by communication with the Technical College of the Lowcountry PTA Program faculty. Individuals may use the “Contact TCL” link on the TCL web page to file such concerns. Remarks submitted via the website are first read by a member of the TCL public relations department. The public relations department will forward the complaint to the appropriate personnel. Complaints against the PTA Program are forwarded to the Health Sciences Division Dean, who then discusses the issue with the PTA Program Director. Once an investigation is completed, the PTA Program Director, the Division Dean and the Vice President for Academic Affairs review the findings and determine the appropriate course of action. Documentation regarding complaints is stored with the Program Director and the Dean.

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SECTION I: PROGRAM INFORMATION

1.1 Technical College of the Lowcountry Mission Statement

The Technical College of the Lowcountry provides quality, affordable academic and technical programs leading to Associate Degrees, Diplomas, and Certificates in an environment fostering excellence in teaching and learning. The College prepares graduates with knowledge and skills for transfer to senior colleges and universities and for careers in computer technology, industrial technology, engineering technology, occupational technology, business, health sciences, and public service.

1.2 Technical College of the Lowcountry Philosophy

The College serves as an effective partner in the economic and human resource development of the Lowcountry. As an open admissions institution, the Technical College of the Lowcountry offers academic, transfer, and specialized programs. Offerings include developmental education; arts and sciences; career development; specialized, contract courses tailored for specific businesses and industries; and continuing education to meet the workforce needs of the Lowcountry. In addition to responding to local and regional needs of the area, the College recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry and responds to these issues appropriately.

In support of its educational programs and services the College offers comprehensive student development services to all who seek to better their lives through education. In an atmosphere of shared values, the College encourages creativity, innovation, and resourcefulness among its students, faculty, staff, and administrators. With a commitment to excellence, the Technical College of the Lowcountry creates a positive, student-centered environment. The College empowers individuals by enabling them to learn and to develop throughout their lifetimes.

1.3 Program Summary

The Physical Therapist Assistant (PTA) Program at Technical College of the Lowcountry (TCL) is a two-year, five-semester program leading to an Associate Degree in Applied Sciences. Course work in the Program consists of classes in general education, health-related sciences and technical course work. Three formal clinical education courses are scheduled during the third and fifth semesters.

1.4 Program Philosophy

The philosophy of the Physical Therapist Assistant (PTA) Program is congruent with the mission of the Technical College of the Lowcountry (TCL). The PTA Program faculty serves the profession, community and society. Both TCL and the PTA Program strive to create an atmosphere of excellence in teaching and learning. Within the college's open atmosphere of shared values, the PTA Program encourages creativity, innovation, and resourcefulness among its students and faculty. With these commitments, a positive, student-centered environment is created and individuals are empowered to learn and develop throughout their lifetimes.

Physical therapy is at once both a science and an art. Only through a careful blending of these two components can optimal patient care be provided. For this reason, the PTA Program strives to instill clinical decision-making and technical skills into a strong framework of ethics and compassion. Theory and research drive the science of physical therapy, while caring serves to promote dignity and creates a climate of support that is respectful and accepting of each person's beliefs, culture and lifestyles. With these values in mind, the PTA Program at TCL was created to prepare individuals to come into the healthcare arena with confidence and competence as entry-level practitioners.

Physical therapy education uses biological, behavioral, and physical therapy sciences to provide students with the opportunities to meet their learning needs. It is the responsibility of the faculty to develop, implement, and evaluate the program and to promote an environment that fosters mutual respect and the development of self-initiated personal and professional goals. It is the responsibility of the student to be an active, committed partner in the educational process by critically examining information and reflecting upon concepts, beliefs, and ideas. Only through this partnership will both student and program outcomes be achieved.

The PTA Program endorses and promotes the vision of the college which is to “elevate each student and every community we serve through transformative technology and exceptional teaching”, as well as the core values of the American Physical Therapy Association, include accountability, altruism, compassion/caring, excellence, integrity, professional duty, and social responsibility.

1.5 Program Mission

The mission of the Physical Therapist Assistant Program at Technical College of the Lowcountry is to prepare technically competent Physical Therapist Assistants that provide quality physical therapy services within a rapidly changing healthcare environment.

To support this mission, the Physical Therapist Assistant Program provides a comprehensive curriculum that:

- Prepares the physical therapist assistant student with the knowledge and abilities necessary to meet the minimum required skills of physical therapist assistant graduates.
- Prepares the physical therapist assistant students to work under the direction and supervision of a licensed physical therapist in a safe and effective manner.

1.6 Program Goal(s)

1. Student: To graduate students that demonstrate competency in the skills necessary for entry level practice, and who can function effectively and safely under the direction and supervision of a physical therapist.
2. Program: The PTA Program will provide a variety of effective learning experiences including classroom, laboratory, interprofessional, service learning, and clinical education.
3. Faculty: The PTA Faculty will be effective in teaching and delivery of information.
4. Faculty: The PTA core faculty will be engaged in service to the college.

1.7 Program Objectives

Students/graduates will demonstrate the following:

1. **Communication, Education, and Documentation:** Collaborate effectively as members of an inter-professional healthcare team by communicating in ways that are congruent with situational needs in all interactions within the role and responsibilities of the Physical Therapist Assistant.
2. **Patient/Client Care and Management:** Incorporate sound clinical reasoning and problem solving to provide evidence-based and patient-centered care to diverse populations across the lifespan by effectively and efficiently carrying out the physical therapy plan of care as competent Physical Therapist Assistants under the direction and supervision of the Physical Therapist.
3. **Participation in Health Care Environment and Practice Management:** Contribute to high-quality practice management in both patient care and non-patient care activities in an ever-changing healthcare environment.
4. **Behavior and Conduct:** Exhibit expected clinical behaviors in a professional and culturally competent and sensitive manner and that are consistent with established core professional values and established ethical and legal guidelines.
5. **Career Development and Lifelong Learning:** Understand the value of lifelong personal and professional development through self-assessment, career development and lifelong learning opportunities to improve knowledge, skills, and behaviors.
6. **Social Responsibility:** Enhance quality of the life, health and wellness of the community by promoting an awareness of social responsibility, citizenship, and advocacy.

1.8 Program Curriculum

The Physical Therapist Assistant (PTA) Program at Technical College of the Lowcountry (TCL) is a rigorous and challenging curriculum. The curriculum is designed as a progression of increasing complexity. Pre-requisites and co-requisites thus have been established for each technical course within the program. All PTA courses (indicated with the course abbreviation PTH) must be taken in the semester indicated. Refer to the College Catalog for course descriptions, including course prerequisites and co-requisites.

Physical Therapist Assistant Associate in Applied Science Degree (PTA.AAS). All courses must be completed with a grade of "C" or better.

FALL SEMESTER			Lecture	Lab/Clinica 1	Credit Hours	Contact Hours
BIO	210	Anatomy & Physiology I	3	3	4	6
ENG	101	English Composition I	3	0	3	3
MAT	120	Probability & Statistics	3	0	3	3
PTH	101	Physical Therapy Professional Preparation	1	3	2	4
PTH	205	Physical Therapy Functional Anatomy	3	3	4	
PTH	221	Pathology I	2	0	2	3
PTH	235	Interpersonal Dynamics	2	0	2	2
SEMESTER CREDIT HOUR TOTAL: 20						

SPRING SEMESTER			Lecture	Lab/Clinical	Credit Hours	Contact Hours
BIO	211	Anatomy & Physiology II	3	3	4	6
PSY	201	General Psychology	3	0	3	3
ENG	102	English Composition II	3	0	3	3
PTH	105	Introduction to Kinesiology	2	3	3	5
PTH	206	Therapeutic Procedures	1	3	2	4
PTH	226	Therapeutic Exercise	2	3	3	5
SEMESTER CREDIT HOUR TOTAL: 18						
SUMMER SEMESTER			Lecture	Lab/Clinical	Credit Hours	Contact Hours
PTH	202	Physical Therapy Modalities	3	3	4	6
PTH	242	Orthopedic Management	4	0	4	4
PTH	252	Clinical Practice	0	6	2	120 Hours
SEMESTER CREDIT HOUR TOTAL: 10						

FALL SEMESTER			Lecture	Lab/Clinical	Credit Hours	Contact Hours
PTH	244	Rehabilitation	2	6	4	8
PTH	270	Special Topics in Physical Therapy	3	0	3	3
PTH	275	Advanced Professional Preparation	1	0	1	1
SEMESTER CREDIT HOUR TOTAL: 8						

SPRING SEMESTER			Lecture	Lab/Clinical	Credit Hours	Contact Hours
PTH	264	Clinical Education II	0	15	5	200 Hours
PTH	274	Clinical Education III	0	15	5	280 Hours
Approved Humanities Elective			3	0	3	3
SEMESTER CREDIT HOUR TOTAL: 13						
TOTAL PROGRAM CREDITS: 69						

1.9 Standards for Progression and Graduation

In order for a student to receive endorsement for PTA licensure, the student must complete the last two semesters (25%) of PTA courses at TCL. Should the student believe he/she has extenuating circumstances that preclude meeting this policy; prior approval must be received from the Dean for the Division of Health Sciences and the Vice President for Academic Affairs at TCL.

1. All courses in the major of PTA must be completed within a three-year period from date of entry.
2. All courses must have prerequisites completed prior to progressing in the program. See the current college catalog and academic health science advisor.

Refer to the Health Sciences Division Handbook for further information on Standards for Academic Progress. The Health Sciences Division Handbook can be found under “other resources” at: <https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/>

1.10 Academic Achievement Standards

Students must maintain a minimum grade point average (GPA) of 2.0 each term in the PTA core program to remain in the program. Please refer to the section on retention and program progression for details.

Successful completion of a course is determined by a final grade of 78% or better. Please refer to PTA course syllabi for grading details for each course. If the student fails a course in the program, the student will be dismissed from the program.

1.11 Academic Misconduct

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected. Academic misconduct may result in withdrawal for related health science courses. Also, depending on the severity of the student’s academic misconduct, the student will not only be withdrawn from the program, but will not be allowed for re-entry and/or reapplication to **all** Health Science programs. 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, Scantron, or assignments.
3. Viewing another student's computer screen during a quiz or examination.
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. Safe Assignment is used to detect plagiarism.
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 (including, but not limited to: cell phones, laptops, tablets, smart watches, etc.)

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action up to, and including dismissal from the program.

The PTA program adheres to the TCL Academic Misconduct Policy which can be found in the TCL Student Handbook. This handbook can be found in the College Catalog at:

<https://www.tcl.edu/catalog-search/>

1.12 Advising

Students are required to attend faculty advising meetings to discuss advancement, retention, progression, disciplinary action, withdrawal, and dismissal.

Students are required to fill out an Academic Success Plan should their exam and quiz grades fall below 78%. A copy of this form is included in the form manual at the end of this handbook.

Failure to attend advising meetings as requested by the faculty will lead to disciplinary action up to, and including, dismissal from the program.

1.13 Early Alert

Students experiencing academic or personal difficulties may be referred by the faculty to the Retention Coordinator for assistance. The Early Alert program is designed to help students with study skills, test taking and test anxiety, time management and stress management. You will be notified by the Health Sciences faculty if a referral has been made for you to this program.

1.14 Advancement, Retention, Progression, Dismissal

Program Advancement: In order to successfully complete all requirements for the PTA Program, students must fulfill the following:

1. Complete all required PTA courses in the curriculum, in the sequence required.
2. Pass each PTA core course with a final course grade of 78% or higher.
3. Maintain a minimum 2.25 overall GPA in program core courses, including clinical experiences.
4. Demonstrate ongoing development of professional behaviors and competency in skills performed by an entry-level PTA.
5. Participate in regular faculty advisement sessions to review advancement towards graduation.
6. Submit completed Medical History and Physical Examination Forms indicating satisfactory health status and additional verifications of ability to meet program requirements.
7. Complete all background check and drug testing requirements.
8. Maintain current certifications as required by the program, which includes, but is not limited to, CPR training and health status.
9. Exhibit conduct that exemplifies PTA Program Professional Standards, Technical College of the Lowcountry Student Conduct Policy, Profession Expectations, PTA Code of Ethics, and the South Carolina Physical Therapy Practice Act.

1.15 Unable to Advance

A student is considered unable to advance if the student:

1. Fails to complete all required coursework within the PTA curriculum in the designed sequence as required by the Program.
2. Fails to achieve the required grade point requirements in all courses.
3. Fails a clinical internship as determined by the ACCE or Program Director.
4. Fails to demonstrate ongoing development of professional behaviors and competency in skills performed by a student PTA.
5. Fails to participate in faculty advisement sessions to review advancement towards graduation.
6. Fails to adhere to safety standards and guidelines in class, lab, or clinical settings.
7. Does not submit completed required forms indicating satisfactory health status and additional verifications required.

8. Does not maintain current certifications if expiration occurs during the Program.
9. Participates in conduct that violates the policy and procedures and standards of the college, program, or profession.

1.16 Dismissal

Students are expected to exhibit professional behavior and skill competency while in program. Demonstration of unprofessional behavior is unacceptable and can result in dismissal from the Program.

The PTA Program reserves the right to discontinue a student's enrollment at any time during the PTA Program if, in the judgment of the core faculty and/or administrators, the student does not possess the professional behavior or clinical skills necessary for success as a PTA.

The following list describes some, but not all reasons for immediate dismissal from the PTA program:

1. Violation of the Technical College of the Lowcountry Student Conduct Code.
2. Violations of rules and regulations of the PTA Program or the assigned clinical education site.
3. Unable to maintain 2.25 overall GPA in PTA core courses.
4. Unable to pass all practical exams (competencies) with a 78% or higher.
5. Unable to pass all courses with a grade of 78% or higher.
6. Failing one program course.
7. Habitual absence and/or tardiness.
8. Unprofessional appearance or unethical conduct in the clinical setting.
9. Breach of academic honesty.
10. Breach of confidentiality.
11. Non-adherence to professional standards.
12. Failure to make up missed hours, labs, or assignments. Failure to turn in all assignments.
13. Failure to comply with requirements, program expectations and professional standards as detailed in this Student Handbook and APTA documents governing professional standards and behavior. These APTA documents include, but are not limited to:

- a. [PROFESSIONALISM IN PHYSICAL THERAPY: CORE VALUES](#)

- b. [Standards of Ethical Conduct for the Physical Therapist Assistant](#)
- c. [Values Based Behaviors for the PTA](#)
- d. [APTA Guide for Conduct of the Physical Therapist Assistant](#)

- 14. Any behavior that compromises safety.
- 15. Failure to submit all paperwork, forms, assignments and documents required on the required date(s).
- 16. Dismissal from a clinical assignment by a preceptor or hospital employee for violations of hospital or departmental regulations or procedures, student actions are affecting work-flow in the department or aberrant behavior that is offensive to department personnel.
- 17. Failure to meet or exceed CPI requirements.
- 18. Failing a clinical course. Clinical grades lower than a 78% are unacceptable and deemed an unsuccessful attempt. The ACCE assigns the final course grade for all CE courses.
- 19. One incident of “no show, no call” to a clinical assignment will result in dismissal from the PTA program.
- 20. Non-compliance with following lab rules.
- 21. Non-compliance with dress code and grooming standards.

1.17 Change of Major

Upon dismissal from the PTA program, the student will be removed from the Health Sciences major as well as their program of study. Students will need to update their major prior to registering for further classes. Financial aid may also be affected with this change of major.

1.18 Course Exam Procedures

In class examination guidelines include, but are not limited to, the following:

- 1. A calculator may not be used.
- 2. Only approved electronic devices are allowed in the testing area.
- 3. During examinations, students must remove watches and place in the front of the classroom, along with all personal belongings and unapproved electronic devices.
 - a. There is a 10 point penalty on the examination for any noise emitting from an electronic device.
- 4. The desk must be free and clear of all materials.

5. If a student must leave the room during a test, the test is turned in as complete prior to leaving. Students may not leave and return.
6. If a student wishes to speak with a proctor during an exam, he/she must raise his/her hand and wait for the proctor to approach. The proctor/faculty will not answer questions about the test while it is being administered.
7. Testing accommodations for students with learning disabilities can only be made based on written documentation from the TCL ADA Officer. It is the student's responsibility to contact the ADA Officer (525-8219) to make an appointment for evaluation.
8. The proctor may institute additional testing procedures.
9. Students unable to attend a scheduled exam must notify the course coordinator prior to the exam administration. Students who arrive more than 10 minutes after an exam has started may not be allowed to take the exam and may receive a grade of 0.
10. Tests may be taken in the TCL Testing Center. Students will observe the following Testing Center Rules & Regulations which can be found at:
<https://www.tcl.edu/admissions/placement-testing/>.
11. 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.Microsoft Office can be downloaded for free by accessing the Office 365 link in you TCL email account.

1.19 Course Grading Policies

The final grade must be 78.00% or more in order to pass the course and progress in the program. Students who do not achieve 78.00% or more in the course will be withdrawn from the program. Grades are posted on Blackboard within one week of administration of tests and examinations

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 or on the examination or presentation day before the test/presentation is scheduled to be given.

It is the responsibility of the student to contact the appropriate instructor to arrange to make up the

examination. 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. The instructor will decide the time and method of make-up examinations 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.

1.20 Absentee Policy

Should it become necessary to miss class time for any reason, the student must notify the appropriate instructor **prior** to the start of the class. The student may contact the instructor either by email or by phone. All work missed must be made up. It is the responsibility of the student to obtain any missed information from fellow classmates, or other resources.

Absenteeism from more than 10% of any scheduled class is grounds for dismissal from the program. Please refer to the TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) for further clarification.

Three tardies = one absence. Repeated absences and/or tardies may result in dismissal from the program.

The PTA program adheres to the Health Sciences Division "No call, no show" policy regarding clinical absences. The Health Sciences Division Handbook can be found at under "other resources": <https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/>

1.21 Withdrawing From Program

Students considering withdrawing from the Program are advised to discuss their reasons with the PTA Program Director or course coordinator before terminating their clinical or classroom attendance. Students who decide to withdraw from the Program must complete an exit interview as part of remaining in good standing within the Physical Therapist Assistant Program.

If a student withdraws and is eligible to re-enter the program, he/she must first petition the Program Director six months prior to the re-entry semester. Reentry to the program may not be guaranteed. See section 1.38 "Re-entry into the Physical Therapy Assistant Program" for further instructions on the re-entry process.

1.22 Practical Exams

As part of the process of determining competency prior to assignment to a clinical internship, students must complete practical examinations to assess their ability to perform certain interventions in several laboratory courses offered in the curriculum. Practical exams are formal tests of student competency and may involve performing a complete treatment session. Practical exams will be assessed by the faculty and/or other qualified proctors.

The practical examinations may be conducted throughout the course, or at the end of a given laboratory course. They can be scheduled during or outside of regular lab hours. Lab instructors will inform students of criteria for grading practical exams.

While in the role of the simulated patient, the student is expected to portray the role of the patient as accurately as possible without over-dramatizing the condition.

Additionally, the simulated patient is to respond in a manner consistent with a patient offering no guiding comments, repositioning or other actions/facial expressions that could be considered attempts to aid the simulated clinician being assessed.

Should it be determined by the instructor that a student while in the role of the simulated patient did lead or assist in anyway, this may be considered cheating and the score of the simulated patient may be impacted. If feedback is provided immediately following an assessment, the student is expected to respond in an appropriate manner using professional behavior.

For practical examinations, the student is expected to leave the testing area immediately following any necessary clean up. In accordance with academic dishonesty and integrity, the student **should not**:

1. Discuss the case with any other student.
2. Discuss any interventions performed.
3. Divulge where points may have been deducted.
4. Offer any tips on how to complete the practical to students waiting to be assessed.

If a student is absent from a laboratory session (excused or unexcused) or has missed a significant portion of the session due to tardiness, he/she is responsible to arrange to be present, on-campus, in the PTA lab for an amount of time sufficient to review the content that was missed. If a partner is required to practice, it is the student's responsibility to recruit a partner to assist in the make-up practice.

It is our experience that students who are frequently absent/tardy and do not participate in the make-up laboratory session, do not develop the necessary hands-on skills to successfully pass laboratory practical examinations. Additionally, students with excessive unexpected absences/tardiness from the lab without attempts to remediate may be administratively withdrawn from the PTA program in accordance with PTA program policies.

Each student **must demonstrate safety and competence** in required practical exams:

- a. Practical examinations are scored with a specific rubric for the course with the score calculated into the final course grade. Students must pass all practical examinations with a grade of 78% or higher in order to successfully pass the associated course and begin a clinical affiliation.
- b. 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 78%.
- c. The student must pass all skill checks prior to taking practical exams.
- d. The student must satisfactorily perform all critical elements in order to pass each individual skill associated with the practical.
- e. If a student does not comply with the safety requirements outlined on the practical exam rubric, the practical exam will be stopped and the student will fail the practical.
- f. Two attempts to pass a practical exam are permitted.
- g. Students must pass all practical exams to pass the associated course.

1.23 Skills Checks

Practical technical skills are important to success in a clinical setting. Courses are designed to allow for practice and assessment of skills. Satisfactory student laboratory skill achievement will be assessed by the faculty and/or other qualified proctors in the form of a check off sheet.

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

- a. Students are responsible for insuring that laboratory skills are checked off by the instructor.
- b. Students will be given **two opportunities** to pass each skill check.
- c. All laboratory skills must be graded as satisfactory in order to pass the course.
- d. The Laboratory Skills Achievement List can be found posted on Black Board for the associated course.
- e. 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.

1.24 Laboratory Practice

Many of the vital learning activities in the Physical Therapist Assistant Program will be conducted in the laboratory setting. In addition, review and practice time will be scheduled as needed. These sessions will be supervised by an on-site faculty member however the faculty member may not necessarily be in the lab during the entire review session.

Rules regarding open lab sessions includes, but are not limited to:

1. Students may not work alone in the laboratory.
2. Students must ask permission to use the lab via e-mail to the instructor of the course.
3. Students are not allowed in the laboratory unless a faculty member is on-site.
4. Electrical equipment may not be used unless a faculty member is present in the lab.
5. Safety guidelines are to be followed at all times.
6. All equipment will be turned off, and the area cleaned after use.
7. Students should not practice procedures, techniques, skills, or use equipment unless that technique or piece of equipment has been taught and skill checked or practiced under supervision in lab.
8. Students may not use modalities at any time unless competency has been documented/skill checked, and the procedure is supervised by the course instructor.

Failure to comply with these rules may result in a student or students losing the privilege to utilize the laboratory without a faculty member present or student dismissal from the program.

1.25 Laboratory Partners

In the clinical setting, students will treat a wide variety of patients. To help prepare students for this diversity in clinical practice, students will be required to practice laboratory activities with all classmates.

PTA laboratory sessions are designed to recreate the clinical setting. It is thus important that each student in the laboratory setting be afforded the same courtesy, dignity and respect that would be provided to a patient receiving professional services. Lab sessions addressing specific areas of anatomy will require that the associated body parts be exposed. It is the obligation of each student to provide proper positioning and draping for his or her laboratory partner.

1.26 HIPPA/Confidentiality

Federal Law, 45 CFR Parts 160-164 requires specialized training regarding client privacy and security. All healthcare providers must complete HIPAA privacy training. The student healthcare provider in the PTA program will complete initial HIPAA training prior to initial clinical rotations and will continue to receive education related to HIPAA integrated in the Program's curricula. Specific clinical affiliates may also require additional HIPAA training.

No patient data may be photocopied.

Additional HIPPA information can be found here:

https://www.ihs.gov/privacyact/includes/themes/responsive2017/display_objects/documents/combinedregtext.pdf

HIPAA violations – Professional standards and norms for all health care providers include areas of: professional behavior, confidentiality, patient’s rights, informed consent, privileged communication and health care settings standards and norms.

Additionally, federal laws (including HIPAA and FERPA), state regulations, licensure requirements and practice acts detail use of specific information related to health care settings and professional behavior.

As a student in the PTA program, it is your responsibility to adhere to any and all of these standards and regulations. The relaying, discussion, transferring or use of any privileged information or knowledge of events, or actions, via any verbal, written, electronic, computer and/or other technology form(s) concerning identifying patient information, health care agency information (institution or staff), TCL College faculty and staff, fellow TCL College students or any other like information is strictly prohibited.

Failure to comply with this directive in any way will result in disciplinary action and can include dismissal from the Program.

1.27 Health

The student must show proof of the following health information by the designated deadlines prior to entering into the PTA program:

1. Physical Exam & Required Sections Completed by Healthcare Provider.
2. Step 1 & 2 PPD (purified protein derivative), or cleared chest x-ray.
3. Immunization record including 2 MMRs
OR
4. Positive Rubella Titer (If titer is negative, 2 booster vaccines are required)
5. History of Chicken Pox (Record Date)
OR
6. Documentation of 2 Chicken Pox vaccinations
7. Positive Varicella titer (If titer is negative, 2 booster vaccines are required)
8. Documentation of Tdap Booster within the last 5 years
9. Signed Hepatitis B Waiver
10. **American Heart Association Healthcare Provider CPR** earned within the last 6 months
11. Complete online Background Check on date provided.

CPR: A current CPR certification card with expiration date stated is required prior to starting core courses in the PTA Core Program.

- a. Students must keep their CPR certification active while in the PTA Program.

Health Insurance: All students are required to carry some form of personal health insurance for the duration of their enrollment in their program.

Health Status Change: It is the student's responsibility to contact the program Clinical Coordinator and/or the Director of the PTA Program if their health status changes during the program. A change in health status may require a release statement form a physician stating the student may return "without restrictions in class, lab or clinical area." A medical release must be on file before resuming any PTA courses after an injury, surgery, accident, or other major medical event, including pregnancy.

The status of students having long term absences beyond their control will be individually evaluated by the Director of the PTA Program and the Dean of Health Sciences, as well as core PTA faculty, and will be based upon how realistically a viable education can be provided under existing conditions. Conditions, which prevent students from participating in clinical and/or didactic education, may result in the student's total withdrawal from the Program.

Physical Examination: The completed physical examination form is due on the date given in orientation. This includes required immunizations.

Immunizations: Immunizations must be kept up to date while enrolled in the PTA program. Annual update of PPD is required.

Any medical accidents that occur in class, lab or assigned clinical work must be reported to the Program Clinical Coordinator or the Program Director within 24 hours. The TCL incident report must be submitted the following school day following the incident/injury.

Clinical affiliates may require additional proof of health status prior to starting a clinical rotation. Please consult with the Academic Coordinator as to individual clinical affiliate requirements.

Failure of the student to provide required health related forms or documents by deadlines specified by the PTA program or the Health Sciences Division will result in the withdrawal of the student from the PTA program.

1.28 Background Checks, Drug Testing

A federal and state criminal background check was used as a tool to determine your eligibility to enter and remain in TCL Health Science Programs. Further and/or additional clinical screenings may be required and completed by clinical affiliates. Dismissal from the program may result from additional screening results.

Acceptance into a Health Science Program requires you to remain free of disqualifying charges or

face dismissal from the program. You are obligated to notify the Dean of Health Sciences of any arrests, incidents and/or charges regardless of adjudication that occur after acceptance and during enrollment in a Health Science Program. Failure to promptly notify shall be grounds for immediate dismissal from the Program.

Students that are charged and/or arrested will be required to exit the Program until the charges are completely resolved. Students may be subjected to additional background checks by various clinical affiliates and must meet that agency's requirements for clinical attendance.

Students will be required to submit to drug testing upon entrance to the physical therapist assistant program and periodically throughout the program. Additionally, a student may be required to submit to drug testing at the request of the clinical facility, Dean of Health Sciences, or Physical Therapist Assistant Program Director. The cost for the drug testing will be the student's responsibility.

All students entering health sciences programs are required to have a negative urinalysis drug screen prior to assignment to their first clinical rotation. The urinalysis drug screening will include a minimum of a 10 panel drug screen.

Background checks for students will include, at a minimum, the following:

- Social Security Number Verification
- Criminal Search
- Employment Verification to include reason for separation and eligibility for re-employment
- Violent Sexual Offender and Predator Registry Search
- HHS/OIG List of Excluded Individuals/Entities
- GSA List of Parties Excluded from Federal Programs
- U.S. Treasury, Office of Foreign Assets Control, List of Specially Designated Nationals
- Applicable State Exclusion List

Only background checks and drug screenings conducted through the state contract vendor will be accepted. Results of the criminal background check and drug screening will be made available to the Health Sciences Dean for review. Students will be notified of any adverse findings.

The clinical agency will review all adverse findings and determine whether or not the findings disqualify the student from clinical practice. Should a student be disqualified from clinical practice in a clinical agency, the student must meet with the Dean to review potential options. In order to be eligible for graduation, the student must be able to complete all clinical rotations.

1.29 Employment Policy

Students in the PTA Program are enrolled in a course load that is deemed full time. It is highly recommended that students abstain from working full time during their tenure in the Program. Students are expected to spend a great deal of time outside of the prescribed class schedule researching, reading, and studying course materials.

1.30 Children on Campus

In order to promote an environment conducive to teaching and learning, children are not permitted in classrooms, labs or clinical sites. The College cannot assume the responsibility for supervision of children of students. Please see the TCL Student Handbook for further details.

1.31 Food in the Classroom

Food and drinks (except water) are not allowed in TCL classrooms and labs.

1.32 Appropriate Use of Electronic Devices

TCL recognizes the importance of providing the best learning environment for its students. 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 and other electronic devices is not permitted in classrooms/labs, the Learning Resources Center, computer laboratories, testing centers, and other instructional locations at TCL. The student will receive a grade reduction per violation of this policy after the first warning.

Students are not allowed to have their cellular phones, pagers, smart watches, and other electronic devices at their clinical rotations. Violation of the rules/requirements listed above will be reason for dismissal from the Physical Therapy Assistant program.

1.33 Audio and Video Recording, Photographs

Videotaping, photographs, and audio recording in classroom and labs is NOT permitted. Recording and posting of such material without such permission is grounds for dismissal from the program.

1.34 Intellectual Property

All course materials including, but not limited to syllabi, handouts, skills criteria, and recordings of any kind are considered to be the property of the program faculty. No recordings are allowed of class lectures and/or labs.

The student will not sell, post to the Internet, or in any other way disseminate course materials to anyone outside their cohort group.

Unauthorized use, including dissemination of any course materials and information to others will be considered to be academic misconduct. Violations are subject to disciplinary action up to, and including dismissal from the PTA Program.

1.35 Program Expenses

PTA PROGRAM EXPENSES (ESTIMATED)	
Annual Tuition, in-district student	\$4,700
Annual Tuition, out of-district student	\$5,550
Annual Fees	\$900
Other program related expenses (books, lab kits, screenings, certifications, etc.)	\$2,100
Total Costs, in-district student (Estimated)	\$11,600
<i>Per semester estimate</i>	\$2,350
Total Costs, out of-district student (Estimated)	\$13,000
<i>Per semester estimate</i>	\$2,600

When budgeting for expenses, add 10% of the predicted cost to the amount estimated to ensure adequate funding.

The TCL bookstore has up to date price lists for textbooks and/or laboratory packets. Prices can be found here: <http://bookstore.tcl.edu/home.aspx>

Tuition and fees are found here: <https://www.tcl.edu/paying-for-tcl/tuition-fees/>

Some clinical site require additional background checks, lab testing, and other related testing before students can begin a clinical rotation. Please consult with the academic coordinator as to clinical site requirements.

The following items are additional expenses that include, but are not limited to:
Graduation: Rental or purchase of cap and gown. Please consult the TCL College Store for prices.
State licensing fee: Please see your prospective state licensing agency at: https://www.fsbpt.org/FreeResources/LicensingAuthoritiesContactInformation.aspx
PTA National Exam (NPTE): http://www.fsbpt.org/OurServices/CandidateServices/ExamRegistrationPayment.aspx
NPTE review related fees could include: Repeat Examination Exam Preparation Resources

1.36 Technical Standards

Please refer to the PTA Performance Standards list. The student must have:

1. Sufficient eyesight to observe patients, manipulate equipment and evaluate radiographic quality.
2. Sufficient hearing to assess patient needs and communicate verbally with other health care providers.
3. Sufficient verbal and writing skills to communicate needs promptly and effectively in English.
4. Sufficient gross and fine motor coordination to respond promptly to the patients' needs, manipulate equipment, lift a minimum of 30 pounds, participate as a team member of four in moving a 150 pound incapacitated patient, and ensure overall patient safety.
5. Satisfactory intellectual and emotional functions to exercise independent judgment and discretion in the safe technical performance of PT procedures and treatments.

1.37 Performance Standards for PTA Program**PTA program applicants should:**

1. Possess sufficient physical, motor, intellectual, emotional and social/communication skills to provide for patient care and safety, and the utilization of equipment.
2. Complete documented observation hours in a PT setting prior to starting the core program to ascertain whether she/he can perform the professional duties of their chosen profession without becoming injurious to themselves or the patient.
 - a. Students will not be able to begin PTA core classwork without completing the observation hours outlined at orientation.

FUNCTION	STANDARD	EXAMPLE
Critical Thinking	Critical thinking sufficient for clinical judgment.	Handle multiple priorities in stressful situations. Make accurate, independent decisions. Concentrate and focus attention for prolonged periods of time to attain precise testing results. Ability to work alone as well as a member of a team. Apply reasoning and evaluation skills necessary in the safe technical performance of cardiovascular procedures.

Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Display compassion, empathy and concern for others. Effectively deal with anger/fear/hostility of others in a calm manner. Demonstrate a high degree of patience. Work with other health care providers in stressful situations, such as life and death situations.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Communicate needs in a prompt, clear and concise manner. Accurately record/document pertinent information. Follow verbal and/or written instructions. Interact with patients and other health care providers in a professional manner.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around in patient's rooms, work spaces, and treatment areas. Stand/walk for extensive periods of time.
Motor Skills	Gross and fine motor abilities sufficient to safely and effectively perform cardiopulmonary skills.	Ability to seize, grasp, grip, hold, turn or otherwise work with hands. Work with fingers to manipulate switches, dials and other equipment controls. Input data into computer. Lift a minimum of 30 pounds, participate as a team member of four in moving a 150 pound incapacitated patient, and ensure overall patient safety.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auditory ability sufficient to monitor and assess health needs.
Visual	Visual ability sufficient for observation and assessment necessary in cardiovascular technology.	Observe and monitor patients in full and dimmed light. Visual near acuity of 20 inches or less with clarity. Distinguish depth, color and spatial attributes of images.
Tactile	Tactile ability sufficient for physical assessment.	Perceive attributes of an object via touch. Palpate.

1.38 Re-entry into the Physical Therapy Assistant Program

In consideration for progression/re-entry to the Physical Therapist Assistant Program, the first preference is to residents of Beaufort, Jasper, Hampton, and Colleton counties. The second preference is to residents of other South Carolina counties (plus Chatham and Effingham counties in GA), and finally residents from other states. All re-entry decisions are contingent on space availability and “good standing”. All health status requirements must be current or updated. Students must meet all program admission requirements.

Students must be in “good standing” as part of eligibility to re-enter into the Physical Therapy Assistant Program. Good standing is defined as a student who has demonstrated compliance with the College policy and procedures, Health Sciences Division policy and procedures, Physical Therapist Assistant Program policies and procedures; has consistently demonstrated professional responsibility/expected behaviors; and has completed an exit interview within two weeks of the date of withdrawal.

1. A student who withdrew from the Physical Therapist Assistant Program for non-academic reasons may be eligible to re-enter if they:
 1. Have a GPA greater than 2.0
 2. Have not been out of program for greater than 1 academic year
 3. Petition the Program Director for re-entry 6 months prior to the first day of the re-entry semester.
 4. Are considered to be in “good standing”.
2. A student who was withdrawn from the Physical Therapist Assistant Program for academic reasons, and/or is not in good standing, is not eligible to re-enter. These students may re-apply to the program if eligible. Such students can meet with the Health Sciences Advisor to determine their eligibility to re-apply to the program.

Additionally:

1. Each request for re-entry will be considered as a unique situation, taking individual circumstances and merit into consideration. No precedent will be set by the decision of the faculty.
2. A student petitioning for re-entry must be able to rotate through the approved clinical sites. The clinical facility utilized by the Technical College of the Lowcountry Physical Therapist Assistant Program has the authority to deny a student the privilege of rotating through their facility. Rejection of a student by a clinical facility may result in denial of petition for re-entry.
3. Any student who has the course sequence interrupted for more than two semesters may be required to validate knowledge and skills as a condition for re-entry. This will be accomplished through competency testing, and may include completion of an independent study requirement prior to re-entry.
4. A student is eligible for re-entry to the Physical Therapist Assistant Program one time only.
5. Re-entry/re-application students are placed at the lowermost position of all applicants at the time of student selection.

SECTION II: PHYSICAL THERAPIST ASSISTANT PROFESSIONALISM

2.1 American Physical Therapy Association (APTA)

PTA students are encouraged to join the American Physical Therapy Association (APTA) as their first professional organization. The purpose of student involvement in the APTA is to assume responsibility for contributing to the profession of physical therapy in order to provide for the highest quality of health care and to aid in the development of his/her professional role and responsibilities as a healthcare provider. Students can find the application online at www.APTA.org.

2.2 Guidelines for Professional Conduct

Students are expected to follow professional standards of conduct when in the classroom, laboratory, and clinical settings.

Guidelines for these standards include, but are not limited to:

1. Provisions of the South Carolina Physical Therapy Practice Act.
2. American Physical Therapy Association (APTA) Standards of Ethical Conduct for the Physical Therapist Assistant.
3. Policies and Procedures of the Division of Health Sciences and TCL.
4. Policies and Procedures of the clinical facility (for clinical experiences and scheduled laboratory sessions within a clinical setting).
5. Each student is expected to conform to professional standards of conduct that foster an environment of honesty, trust and respect in the classroom, lab and in the clinical area.
 - a. Students are expected to adhere to the Student Code For the South Carolina Technical College System SBTCE 3-2-106.1. Details of this policy can be found in the TCL course catalog.

2.3 Social Media

Students should use good judgment about what is posted in these forums at all times. The preservation of patient and client confidentiality is of utmost importance; students found to have breached this confidence are not only subject to dismissal from the PTA program, but may also be open to legal action as well.

Additional policies include: “Guidelines for Appropriate Use of Social Networking Websites” found in the Health Sciences Division Handbook. The Health Sciences Division Handbook can be found under “other resources” at: <https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/>

2.4 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 or responding to College related communications sent via their official Technical College of the Lowcountry email address, or other contact information on file with the college.

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.

Students have 3 business days to respond to college and program related communication which includes, but is not limited to, e-mail, phone calls, and written communication.

Students are allowed to contact faculty and staff through TCL e-mail and TCL related phone numbers only.

Students in the Physical Therapy Assistant program at the Technical College of the Lowcountry will utilize their Technical College of the Lowcountry email accounts for all electronic communication with faculty and staff.

2.5 Personal Appearance

Throughout the physical therapy program, the development of professional behaviors is emphasized. This includes professional appearance. Because guests (lecturers, patients/clients, family members, prospective students, and more) frequently visit our department and program at a variety of times, it is necessary to put forth a professional image. It is equally important that students be appropriately attired when attending off campus activities.

2.6 Grooming Standards

Grooming standards include, but are not limited to the following:

1. Hair must be clean and long hair must be pulled back from the face.
2. Hair color must be within the natural range of shades of human hair.

3. Fingernails must be clean and short. Polish must be none or light in color.
4. Artificial nails are not allowed while students are assigned to clinical affiliate facilities.
5. No heavy make-up, lotions, perfume or cologne is allowed.
6. No tight clothing, leggings, or skinny pants.
7. Deodorant must be worn.
8. No chewing gum while assigned to clinical facilities.
9. No more than two small earrings may be worn in each ear, no dangling earrings, one or two small rings on each hand, and one small necklace. No other jewelry may be visible in parts of the body that have been pierced, including the face and tongue.
10. Ear lobe gauges must not be visible.
11. Beards and mustaches must be clean and well groomed.
12. Clothing must be clean and pressed/ironed.
13. Scrubs are permitted if clinical facility allows. Scrubs must meet clinical facility guidelines and color schemes.
14. Tattoos that are visible when students are dressed in the prescribed clinical uniform must be covered by appropriate clothing.
 - a. Tattoos on arms must be covered by a solid color tee-shirt or sleeve worn under the uniform top.
 - b. Tattoos on forearms may require a long sleeve solid color tee-shirt.
 - c. Under no circumstances are students permitted in the clinical affiliates with visible tattoos.
15. Students who smoke cigarettes must take measures to avoid the smell of smoke on their clothes, breath and body, or they will be sent home to change clothes.
16. Name tags must be visible at all times when in clinical facilities.
17. Students must always identify themselves as a student PTA and gain consent for care.

2.7 Professional Conduct in Patient Care Environments

When laboratory sessions are held in patient care environments, students are expected to present a neat, professional appearance and to comply with the dress code. Students demonstrating inappropriate behaviors in a patient care setting will be dismissed from the facility, undergo disciplinary procedures including possible dismissal from the program, and may be assessed grading penalties related to the behavior.

During fulltime clinical experiences, students whose behavior does not conform to professional standards of conduct may be dismissed from the clinical setting. The student may be required to make-up clinical time missed under such circumstances at the convenience of the faculty and the clinical education site. A student whose behavior threatens or endangers the well-being of the patient will be withdrawn from the course, and a grade of "F" will be issued for the course.

2.8 General Dress Code Requirements

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 meet dress code standards for the classroom, laboratory, and clinic.
6. TCL branded clothing is acceptable if it meets dress code requirements.
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.
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 result in dismissal from the classroom, laboratory, or clinical setting, and will count as an absence.

2.9 Classroom Dress Code Requirements

1. Solid colored polo shirt and solid colored business casual pants.
2. Closed toe, comfortable shoes/athletic shoes.
3. Plain socks.
4. TCL branded clothing is acceptable if it meets dress code requirements.
5. A student in violation of the dress code will result in dismissal from the classroom, and will be counted as an absence.

2.10 Clinical Dress Code Requirements

1. Solid colored polo shirt and solid colored business casual pants.
2. Closed toe, comfortable shoes/athletic shoes.
3. Plain socks.
4. TCL branded clothing is acceptable if it meets dress code requirements.
5. Scrubs that meet the uniform standards of the clinical site.
6. A student in violation of the dress code will result in dismissal from the clinical, and will be counted as an absence.

2.11 Laboratory Dress Code Requirements

1. Plain solid colored t-shirt or tank top.
2. Plain solid colored shorts.
3. Plain socks.
4. Plain sweatshirt.
5. Plain warm up top/bottom.
6. TCL branded clothing is acceptable if it meets dress code requirements.
7. A student in violation of the dress code will result in dismissal from the laboratory, and will be counted as an absence.
8. Clothing must allow access to various parts of the body during specified laboratory activities.
 - a. Female students will thus wear a sports bra, bathing suit top or halter-top under their

- b. shirt.
- c. Male students may be required to remove their shirt.
- d. Fingernails must be clean and no longer than $\frac{1}{4}$ inch in length to allow students to practice techniques for the provision of physical therapy without risking damage to the skin of their laboratory partner.

2.12 Field Trip Dress Code Requirements

1. Solid colored polo shirt and solid colored business casual pants.
2. Closed toe, comfortable shoes/athletic shoes.
3. Plain socks.
4. A student in violation of the dress code will result in dismissal from the classroom, and will be counted as an absence.

In all cases and at all times, except during lab sessions, students must be able to sit/stand, reach overhead, squat, and reach to the floor or toward the feet without exposing skin at the belly, back, buttocks, or bust (the 4 B's).

Clothing with political, social, religious, or advertising statements that may be offensive to others may not be worn. Students must wear name tags when completing off-campus field trips.

2.13 Professional Development

The educational process and professional development of students begins upon entering into the Physical Therapist Assistant program. TCL Graduates are expected to continue their growth as professionals, and understand of the concept of lifelong learning.

The faculty at TCL seek to encourage students to remain current in their performance of work related skills following graduation.

As an integral member of the health care team in this ever-changing health care delivery system, students and graduates must understand the importance of continuing education seminars, professional reading, and other educational opportunities.

The Professional Development Evaluation form will be used to assess the student's professional development during each class of each semester. This form may be presented electronically per the instructor's discretion.

SECTION III: SAFETY AND SECURITY

3.1 Safety and Security/Sexual Assault Policy

The College maintains a security staff during all normal business hours, evening hours, and weekend hours when classes are in session or as activities dictate. Security may be contacted by cellular telephone at 843 525-8301 or, if no answer, at 843 986-6971.

The City of Beaufort Police Department and county Sheriff Offices are also available for emergency response by dialing 911.

During regular business hours, accidents, crimes or other incidents may be reported directly to the Vice President for Administrative Services at 843 525-8249.

The Vice President for Administrative Services maintains communication with security, local police and other emergency personnel and will contact them as needed. However, if an incident involves personal injury, fire or other threat of injury or personal safety, it should be reported immediately to local emergency personnel. If the available telephone is a pay phone, dial 911. If it is a College telephone, dial 9, then 911. Report also to campus security, the business office or the nearest college official or instructor as soon as possible.

The College reserves the right to exclude persons exhibiting disruptive or inappropriate behavior from the campus. In situations where a person who has been asked to leave by college officials or security personnel refuses to do so, the local police will be called. The College Safety and Security Plan contains additional information on security and other emergency procedures. The Plan is available online at www.tcl.edu, at the Business Office and the Learning Resources Center (library) on the Beaufort campus.

3.2 Campus Security Report

The Technical College of the Lowcountry's Annual Campus Security Report required by the Crime Awareness and Security Act of 1990 is available upon request in the Business Office. Applicants can also access the report through the College's Website.

3.3 Security and Access to Facilities

College facilities are normally in use during both full day and evening programs Monday through Saturday and Sundays during LRC operational hours. College security and employees are on duty evenings, weekends, and holidays. Faculty members and students with evening classes should be aware that after 10:00 p.m., exit doors are secured in all buildings. Also, most outdoor and parking lot lighting is extinguished by automatic timer at approximately 11:00 p.m.

3.4 Campus Law Enforcement

College security staffs do not have power of arrest except as private citizens. The security staff is directed to request local police assistance as necessary and a follow-up contact with either the Vice President for Administrative Services, the Vice President for Student Affairs or the Office of the President, in that order. The Beaufort campus also employs an on-campus City of Beaufort police officer.

3.5 Accidents

Accidents involving students, on campus or off campus, engaged in any college approved program or activity, should be promptly reported to the Vice President for Student Affairs and the appropriate Division Deans.

If medical care is required, the student should seek care at any hospital or with a physician. In case of emergency, Emergency Medical Services (EMS) at 911 should be called immediately.

Following the accident the student must submit an accident report and complete an insurance claim form. Insurance claim forms are available in the Vice President for Student Affairs Office. Any medical bills should be submitted with the claim form at the time. The administrative assistant for the Vice President for Student Affairs will submit all claim forms and bills to the insurance company. It is important for the student to complete the necessary forms as soon as possible following the accident (claims must be filed within 90 days of the accident).

3.6 Reporting an Accident

Accidents should be reported to the nearest instructor or person in charge. Depending on the nature of the injury, EMS personnel should be contacted. Report immediately all accidents requiring emergency assistance to 911 or the Vice President for Administrative Services at 843-525-8249. Remember to dial “9” first to reach an outside line if dialing from campus.

3.7 Insurance Coverage

Every precaution possible is taken to ensure the safety of students. All curriculum students are automatically provided with accident insurance coverage. Students are covered to and from classes on campus only and while engaged in any regular school program. Claims must be filed within 90 days of the accident. Accident insurance information may be obtained from the Vice President for Student Affairs at 843 525-8215. Students enrolled in Health Sciences programs must obtain personal health/medical insurance and provide evidence of such coverage to participate in clinical experiences in selected health care facilities. Contact the Health Sciences Division Dean for specific program requirements at 843 525-8267.

3.8 Serious Injury or Illness Procedures

In the event of a serious injury or illness requiring immediate, emergency medical attention while on campus, activate the Emergency system by dialing 9-911 from any College phone.

Revision: 06/03/2021 K.Santana; Approved: J. Swearingen 6/8/21

After contacting 911, report the incident to Campus Security at 986-6971 or 525-8301. Please remember to dial “9” in order to obtain an outside line.

If appropriate and the student has the background and training required, students should provide emergency first aid following universal precautions in handling body fluids including wearing of gloves and disposing of supplies properly.

A small first aid kit is located in the Division’s Main Office on the first floor of the Health Sciences Building. Please refer to the TCL Student Handbook related to further requirements regarding accident reporting.

3.9 Critical Safety Elements

Critical Safety Elements listed below must be consistently followed throughout the program in all courses, labs, practical exams, and clinical affiliations.

The student is expected to consistently:

1. Observe proper infection control techniques.
2. Utilize sterile and clean technique appropriately.
3. Recognize signs/symptoms of infection.
4. Maintains a safe working environment for patient, self, and others.
5. Utilize effective body mechanics.
6. Identify and observe precautions and contraindications.
7. Takes appropriate action in an emergency situation.
8. Appropriately responds to changes in patient status; monitors, alters or discontinues treatment appropriately.
9. Identifies, avoids use of, and tags, and reports broken or malfunctioning equipment.
10. Recognizes when personal physical abilities, knowledge and/or skill base is not sufficient for the activity required and seeks assistance.
11. Identifies issues which require immediate follow up with supervising PT and reports to the PT.

3.10 General Safety Rules

1. Students should be aware of evacuation procedures and the location of fire extinguishers.
2. Hazardous conditions, broken equipment and defective tools should be reported to the instructor, the PTA Program Director, or the Division's Administrative Assistant.
3. Never overload electrical circuits.
4. Never use chairs, carts, tables, counters, boxes, or other substitutes for ladders or work platforms.
5. Obtain operating instructions for all unfamiliar equipment. After use, put all equipment back in the proper place. Disconnect all electrical cords by grasping the plug and carefully disengaging.
6. Wipe up all spills immediately, regardless of who caused the spill. If unable to completely clean up the spill or if the floor remains slick after cleaning up the spill, report the area to the Division's Administrative Assistant. Students will then contact the appropriate personnel for the cleanup.
7. The use of alcoholic beverages, narcotic drugs, or derivatives thereof on College property or at a college function is strictly prohibited.
8. If students are uncertain about any situation, they should consult with a faculty member before proceeding with an activity.

3.11 Laboratory Safety and Informed Consent

The purpose of laboratory-based clinical training in PTA education is to allow students to develop safe and competent performance in administering physical therapy measurement and intervention procedures before applying these techniques to patients in a clinic. Students in the PTA program thus participate in a variety of educational activities that require them to role play as a "therapist" and as a "patient". Activities include, but are not limited to: treating and being treated with physical modalities (heat, light, water, sound, etc.); participation in physical activities such as lifting, carrying, falling, using crutches and wheelchairs; forms of physical exertion. Although carried out as a part of the typical coursework in a PTA program, participation in these activities may involve some degree of risk. It is the responsibility of each student to exercise common sense and judgment while engaged in learning activities.

If for any reason a student is uncomfortable regarding the safety of an activity, it is the responsibility of that student to consult with an instructor prior to engaging in the activity. Students must sign the Laboratory Consent Form prior to participating in laboratory activities. A copy of this form is included in the form manual at the end of this handbook.

All laboratory equipment used for skill development must be used under the supervision, or with the approval of, PTA faculty members. PTA faculty members will check equipment safety prior to use in scheduled laboratory sessions. All equipment is to be inspected and necessary calibration performed on an as-needed basis (annually at minimum). All relevant operating instructions will be kept in the Equipment File.

The PTA Program maintains accessible Material Safety Data Sheets (MSDS) for all chemicals used within laboratory sessions.

3.12 Physical Plant/Building Problems

For any building or physical plant problem, notify the Division's Administrative Assistant and she will notify the appropriate personnel. This would include plumbing problems, spills, blown fuses or other electrical problems, heating/air conditioning malfunctioning, and ventilation problems.

3.14 Safety Procedures at Clinical Education Sites

When attending a scheduled clinical education experience or a field trip at a clinical site, students should follow the fire and other safety procedures of each clinical site. Such procedures will be reviewed with the student as part of the student orientation process. In the event of an emergency during a clinical education experience, the clinical facility will provide access to health care services through the facility's emergency room or through the 911 system. In the event that a student requires health care services, the student assumes all financial responsibility for those services.

PTA Program Forms Manual

Forms Procedure:

1. All forms are first scanned into the individual electronic student file. All forms will be scanned into a folder called “Student Forms”.
2. The paper copy of the form is placed into the student file located in the Health Sciences Office.

PTA Form 1. PTA Student Handbook Agreement

- Filled out during orientation

PTA Form 2. PTA Academic Success Plan

- Filled out when mid-term grade for tests and quizzes is below 75%

PTA Form 3. Professional Responsibility Development Evaluation

- Filled out at the mid-term and end of each course.
 - Description of Satisfactory Performance for Professional Development

PTA Form 4: PTA Off-Campus Educational Experiences for Host Sites

- Filled out at mid-term and final of each course.

PTA Form 5: PTA Student Off-Campus Educational Experiences

- Filled out for Off-Campus Educational Experiences (Observation)

PTA Form 6: PTA Laboratory Consent Form

- Filled out during orientation

PTA Form 7: PTA Student Observation Form

- Handed out during orientation

PTA Form 8: PTA Student Incoming Data

- Filled out during orientation

PTA Form 9: PTA Professional Expectations Form

- Filled out during orientation

PTA Form 10: Summary of Accident Report

- Filled out per episode of an accident/injury

PTA Form 11: PTA Program Exit Interview

- Filled out within two weeks of student withdrawal

PTA Form 12: PTA Confidentiality Statement and Acknowledgement

- Filled out during orientation

PTA Form 13: PTA Infectious Disease Policy Form

- Filled out during orientation

PTA Form 14: PTA Informed Consent Form

- Filled out during orientation

PTA Form 15: PTA Notice of Tardiness/Absence Form

- Filled out per episode of tardiness or absence

PTA Form 16: PTA Program Lab Practical Grading Rubric

- Filled out each lab practical

PTA Form 17: Lab Expectations

PTA STUDENT HANDBOOK AGREEMENT

The PTA Student Handbook for provides information regarding the policies and procedures in effect for this program. Students must indicate agreement with each of the following statements by initialing on each line below:

_____ I have read the current Physical Therapist Assistant Program Handbook.

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

_____ I understand that failure to follow any of the policies and procedures in the PTA Handbook 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 Clinical Education Manual.

Student Signature and Date: X
Student Name (Print): X

PTA ACADEMIC SUCCESS PLAN

This worksheet is designed to help you develop a plan for Academic Success. Be honest with yourself about the commitment and effort you are willing to invest so that you can develop a plan that is achievable and workable for you.

Student Name:	Class: PTH
ID number:	Semester:

Step 1: Identify the obstacles you encountered this semester.

In reviewing your academic performance, what obstacles negatively impacted your grades?

- ✓ **Check all** that apply then → **Circle the top 3** obstacles that impacted your academic grades.

	Academic		Personal/Other
	Ineffective Study skills		Financial difficulties
	Undeveloped time management skills		Health problems
	Unprepared for exams		Hard to get out of bed in the morning
	What worked in high school doesn't work anymore		Use or abuse of alcohol or other substance(s)
	Hard to concentrate/daydreaming		Possible learning disability
	Difficult classes/not prepared for course level		Difficulty sleeping at night
	Conflict with professor		Pressure, stress, anxiety or tension
	Unable to understand course content or find important information		Excessive time spent online
	Poor Reading Skills		
Other factors not listed above:			

Step 2: Generate potential solutions for overcoming the obstacles you listed.

Use the matrix below to list the obstacles you are facing and three potential solutions for each obstacle.

Obstacle	Solution #1	Solution #2	Solution #3
1.			
2.			
3.			

Possible Solutions	
I will meet with my academic advisor to discuss my schedule and develop a plan for success	I will make better choices regarding my health, sleeping and eating habits
I will develop a time management plan that works for me	I will make better choices regarding my use of free time, for example: online gaming and social networking, use/abuse of alcohol/drugs, etc.
I will attend all of my classes	I will get to know my professors
I will go to class prepared	I will ask my professor for help if I am having difficulty in a course
I will contact the TCL tutoring center and request tutoring services.	I will meet with someone in the Office of Student Disability Services
I will set a study schedule for each class and follow it	I will get involved in fitness activities
I will study in a place that allows me to get my work done	I will seek financial guidance from someone in the Student Enrollment Center
I will attend tutoring sessions	I will focus in class
I will meet with TCL retention coordinator	
Other Solutions:	

Step 3: Commit to workable and achievable solutions.

Using the matrix below, list the three most achievable solutions you are willing to try, how these solutions may help you, and the sacrifices you will need to make to achieve your goals.

Solution	How will this solution help me?	What will this solution require of me in terms of time and effort?
1.		
2.		
3.		

Step 4: Develop your plan of action!

Write your most important goal down below. Using the solutions you generated, list the steps you will take to reach your goal and the date by which you will complete those steps.

Use the **SMART** formula for achieving your goal.

S - Specific: Make your goal as specific as possible
<i>Example: I will have a 2.5 cumulative GPA</i>
M - Measurable: Be sure that your goal is measurable
<i>Example: I will be able to measure whether or not I have achieved my desired GPA at the end of the semester.</i>
A - Attainable: Set goals that you can achieve
<i>Example: I have done the math and know that a 2.5 cumulative GPA by the end of the semester is possible.</i>
R - Realistic: Set goals that are realistic
<i>Example: I can realistically achieve a 2.5 cumulative GPA if I earn 4 Bs and 1 C this semester.</i>
T - Timely: Establish a timeline for reaching your goal
<i>Example: I can achieve my goal by the end of the semester.</i>

My TOP SMART Goal is:	
The Three Steps I Will Take To Reach This Goal Are:	
1.	Date to Achieve by:
2.	Date to Achieve by:
3.	Date to Achieve by:

Step 5: Remember that with effort and persistence, you can return to good academic standing! Keep the following in mind:

1. **BE COMMITTED** to achieving academic success
2. **UNDERSTAND** what academic probation means and what grades you'll need to earn to return to good academic standing
3. **IDENTIFY** the problems that led to your poor grades
4. **CONSIDER** all of your options - including adjusting your course load, cutting back on extracurricular activities, repeating courses.
5. **KNOW** the add, drop, and withdrawal deadlines as well as other academic policies that pertain to you
6. **LET OTHERS ASSIST YOU** and take advantage of the student support services such as tutoring, personal counseling, and academic coaching. Your academic advisor is an excellent resource person as well.
7. **THINK POSITIVELY and WORK HARD! DON'T GIVE UP!**

Notes: This worksheet was adapted from student success worksheets at Clemson University and Virginia Tech University.

Please complete the following information

Check the Highest Educational level of MOTHER	
<input type="checkbox"/>	High School or less
<input type="checkbox"/>	Some college but did not Graduate
<input type="checkbox"/>	Associates Degree / a College Graduate
<input type="checkbox"/>	Bachelor's Degree / a College Graduate
<input type="checkbox"/>	Graduate Education (Masters or higher)

Check the Highest Educational level of FATHER	
<input type="checkbox"/>	High School or less
<input type="checkbox"/>	Some college but did not Graduate
<input type="checkbox"/>	Associates Degree / a College Graduate
<input type="checkbox"/>	Bachelor's Degree / a College Graduate
<input type="checkbox"/>	Graduate Education (Masters or higher)

How many hours a week did you **STUDY**?

- 0
- 1 – 4
- 5 – 8
- 9 – 12
- more than 12 hours per week

How many hours a week did you **WORK**?

- 0
- 1 – 4
- 5 – 8
- 9 – 12
- more than 12 hours per week

Professional Responsibility Development Evaluation

Student Name:	Mid-term Evaluation Date: Final Evaluation Date:
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Rating Criteria

0 = Unsatisfactory (Student does not demonstrate the required level of professional skills.)
1 = Meets Requirements (Student demonstrates the required level of professional skills.)

Professional Responsibility Development Skills	Mid term Rating	Final Rating	Comments
1. Is routinely punctual.			
2. Notifies faculty prior to tardiness or absences.			
3. Adheres to the college attendance policy			
4. Adheres to College Policy and Procedures			
5. Adheres to Health Sciences Division Policy and Procedures			
6. Adheres to Physical Therapist Assistant Program Policy and Procedures			
7. Uses time in classroom and lab effectively.			
8. Completes assignments in a timely manner.			
9. Meets program deadlines.			
10. Demonstrates the ability to be a cooperative and contributing member of the class.			
11. Communicates effectively and appropriately.			
12. Uses the Scientific Method in Problem Solving:			
13. Demonstrates the ability to accept constructive feedback.			
14. Demonstrates emotional maturity and stability.			
15. Demonstrates the ability to be flexible when encountering unexpected situations.			
16. Displays honesty and integrity.			
17. Demonstrates appropriate level of self-confidence.			
18. Complies with rules of the classroom and building.			
Total			

Evaluator Comments:
Student's Comments:
Students Plan to Improve Performance Prior to Final Review:
Mid-Term Student Signature and Date: X
Mid-Term Faculty Signature and Date: X
Final Student Signature and Date: X
Final Faculty Signature and Date: X

Description of Satisfactory Performance for Professional Responsibility Development

The following definitions are a guide for acceptable student performance in regards to professional responsibility development.

Is Routinely Punctual: The student is expected to be on time for all classes and laboratory sessions. Faculty will adhere to the Technical College of the Lowcountry policy on absences and tardiness.

Notification: The student is expected to notify faculty prior to tardiness or absences.

Adheres to the College Attendance Policy: Find the current policy at <https://www.tcl.edu/catalog-search/>

Adheres to College Policy and Procedures: Find the current policy at <https://www.tcl.edu/catalog-search/>

Adheres to Health Sciences Division Policy and Procedures: Find the current policy at <https://www.tcl.edu/catalog-search/>

Adheres to Physical Therapist Assistant Program Policy and Procedures: Find the current policy at <https://www.tcl.edu/catalog-search/>

Uses Time in Classroom and Lab Effectively: The student is expected to assertively and independently seek out learning experiences. The student utilizes learning resources, looks up information independently, and practices procedures/skills demonstrated by instructor.

Completes Assignments: Students are expected to turn in all assignments on time unless other arrangements have been made prior to the assignment deadline.

Meets Program Deadlines: Student is expected to meet all program deadlines including renewing certifications and immunization data.

Demonstrates the Ability to be a Cooperative and Contributing Member of the Class: The student exhibits a courteous and respectful demeanor. Consideration and respect is shown to peers and instructors. Peers and instructors are addressed in an appropriate manner. Seeks out new or additional activities to improve classroom and/or laboratory performance.

Communicates Effectively and Appropriately: The student communicates clearly, concisely, unambiguously and appropriately for the level of the health care professional. Medical terminology is employed appropriately.

Uses the Scientific Method in Problem Solving: The student displays the ability to "think on your feet". Problem-solving skills are demonstrated regularly without excessive prompting from the instructor. Student identifies problem, formulates solutions based on previous knowledge and/or experience, implements or describes appropriate corrective action or plan and evaluates effectiveness or need for modification.

Demonstrates the Ability to Accept Constructive Feedback: Constructive criticism is handled in a manner which allows for reciprocal communication and professional growth. Temperament is of a controlled, respectful nature.

Demonstrates Emotional Maturity and Stability: The student demonstrates appropriate personal characteristics and behaviors consistent with expectations of professionals in the field in a variety of settings. The student's attitude toward classroom and laboratory activities is positive and enthusiastic. Instructions are followed willingly and completely. When errors, shortcomings, or less than complete procedures/assignments are pointed out, the student does not attempt to shift the responsibility elsewhere.

Displays Honesty and Integrity: The student demonstrates integrity and forthrightness while interacting with peers and instructors.

Demonstrates Appropriate Level of Self-Confidence: Demonstrates level of self-confidence appropriate for the level of didactic and laboratory material presented. Student responds to questions in a confident and self-assured manner. Student recognizes own limits and asks for assistance when appropriate. Student is responsible for all information presented from the beginning of the professional courses.

Demonstrates the Ability to be Flexible when Encountering Unexpected Situations: The student needs to be willing to change classroom/laboratory schedules as dictated by the situation. The student needs to understand that not all equipment may be readily available at all times.

Demonstrates the Ability to Complete Tasks/Laboratory Skills in a Timely Manner: The student is expected to complete class and/or laboratory assignments in the allotted time. The instructor will inform the student of the maximum allowable time for each assignment or task.

Complies with Rules of the Classroom and Building: As per TCL's Student Handbook, there is no smoking or drinking of alcoholic beverages in the classroom, laboratory or buildings. The student is responsible for aiding in keeping the classroom and lab neat. The student will comply with other specific rules in the classroom/lab areas. The student is expected to show responsibility and respect regarding appropriate attire.

PTA OFF CAMPUS EDUCATIONAL EXPERIENCES FOR HOST SITES

GENERAL INFORMATION	
Date of Off Campus Experience(s)	
Site Name(s)	
Designated Person /Tel #	

In preparation for the off campus experience for TCL PTA students, I attest to the following:

1. All clinical equipment used by the students has been inspected within the last year and is safe for student use.
2. The person named as the “designated individual” above is the primary contact for TCL students/instructors for this event and is available at this facility.
3. Administration at this facility has been informed that TCL students are participating in this Off Campus experience.
4. Students will be instructed in emergency policies & policies regarding evacuation of the building & accessing emergency help at the start of the off campus experience.
 - a. Should the students participate at multiple sites, each site will identify their specific
 - b. policies & procedures.
5. In the event a student requires emergency services, this site is responsible for obtaining emergency medical care for the student; the student is responsible for the cost of any medical care administered.
6. Information regarding parking, fees, and dress codes will be provided to the TCL instructor prior to the date of the off campus experience.

Signature of Designated Individual	Date
X	
Signature of Department Director	Date
X	

Please complete and return to:	
TCL PTA Program 921 Ribaut Road Beaufort, SC 29901	E-Mail: jswearingen@tcl.edu Fax: 843-525-8268

PTA STUDENT OFF CAMPUS EDUCATIONAL EXPERIENCES

GENERAL INFORMATION	
Today's Date:	
Date/Times of Off Campus Experience(s):	
Site Name(s):	
Contact Name/Tel #:	
Class: PTH	Semester:

STUDENT CONTACT INFORMATION
Name:
Address:
Home Phone:
Cell Phone:
Work Phone:
E-mail Address:

EMERGENCY CONTACT INFORMATION
Name:
Address:
Phone Number:
Alternate Phone:

STUDENT ATTESTATION	
I have been informed of the recommended parking locations & costs at this facility.	
I have been informed of the dress code requirements at this facility.	
I understand that I am responsible financially should I become ill/ injured and require medical care during this off campus experience.	
STUDENT SIGNATURE	
X	Date:

PTA LABORATORY CONSENT FORM

As a student in the Physical Therapist Assistant (PTA) Program, you will be participating in a variety of educational activities including, but not limited to, treating and being treated with physical modalities (heat, light, water, sound, etc.); participation in physical activities such as lifting, carrying, falling, using crutches and wheelchairs; and other forms of physical exertion.

Although carried out as a part of normal coursework in the PTA program, participation in these activities may involve some degree of risk. It is each student's responsibility to exercise common sense and judgment while engaged in learning activities.

If you are for any reason uncomfortable regarding the safety of an activity, you are expected to consult with an Instructor prior to engaging in that activity.

I certify that I have read the above, and understand the hazards to be faced by program participants. Notwithstanding said dangers, I freely and voluntarily accept such risks involved in such activities, and agree to hold Technical College of the Lowcountry and all of their officers, staff, and faculty free from liability in the event I suffer either personal or property injury or damage, because of, or in the course of, participating in program activities.	
Student Name (Please Print):	
Signature: X	Date:
Witness Name (Please Print):	
Signature: X	Date:

PTA STUDENT OBSERVATION FORM

Prior to commencing the PTA program, you are required to complete 12 hours of observation shadowing a physical therapist or physical therapist assistant.

Student Name:	Student ID#:
Observation hours must total 12 hours in the setting of your choice.	

Type of Facility	Hours observed	Facility Name
Acute care/Acute Rehab		
Outpatient		
Other (List):		

This part must be completed on site by the person you are shadowing.

Name of facility		
Phone Number		
City/State		
PT/PTA Name (Print)		
PT/PTA Signature/Date	X	Date:
PT/PTA License Number		

PTA STUDENT INCOMING DATA

Student Legal Name:
Student ID Number:
Address:
School E-Mail address:
Home E-Mail address
Home Phone:
Cell Phone:

Term/Year Starting Program: FALL/	Expected Term/Year of Graduation: SPRING/
Your Current Age:	Gender: M F Other (describe):
Highest Earned Degree (check one):	
<input type="checkbox"/> None	<input type="checkbox"/> Baccalaureate
<input type="checkbox"/> Master's	<input type="checkbox"/> Doctoral

Race or ethnic origin (check one):					
<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Black or African American	<input type="checkbox"/> White	
<input type="checkbox"/> Native Hawaiian or other pacific islander	<input type="checkbox"/> Two or more races	<input type="checkbox"/> Unknown			

Check the classes you have remaining to take to complete the program required coursework					
<input type="checkbox"/> BIO 210	<input type="checkbox"/> BIO 211	<input type="checkbox"/> ENG 101	<input type="checkbox"/> ENG 102	<input type="checkbox"/> PSY 201	
<input type="checkbox"/> MAT 120	<input type="checkbox"/> HUMANITIES ELECTIVE	<input type="checkbox"/> NONE			

PTA PROFESSIONAL EXPECTATIONS FORM

I, _____, a student enrolled in the PTA Program at Technical College of the Lowcountry, agree to conduct myself in a manner which displays to those for whose care I will be delegated that I am dedicated to integrity, respect, compassion, and confidentiality.

Individual accountability shall include:

1. Promote a positive learning environment.
2. Inform the instructor whenever an unavoidable absence or lateness may occur.
3. Accept responsibility for obtaining notes, handouts, or other materials introduced during an absence.
4. Refrain from beeper or cell phone use while in classes or clinical activities.
5. Assume personal responsibility for appropriate behavior.
6. Maintain high standards of personal hygiene.
7. Arrive organized and equipped for class, lab or clinical, with assigned task completed.
8. Attend as required by the attendance policy of the program.
9. Avoid eating and drinking in the class, labs or in clinical settings except if allowed by the instructor.
10. Arrive on time for all classroom, laboratory, and clinical activities.
11. Dress in the assigned lab or clinical uniform whenever required.
12. Conduct self as a positive representative of Technical College of the Lowcountry.

I shall demonstrate lifelong learning and self-assessment by:

1. Being motivated to learn and take appropriate initiative to enhance the learning Experiences.
2. Executing self-assessment to develop increased performance on a regular basis.
3. Committing to the knowledge and mastery of skills, attitudes, and principles of the chosen profession.
4. Recognizing the threshold of own abilities; identifying the necessity for supplementary practice when insufficiencies are displayed.

<p>I shall exemplify professionalism by:</p> <ol style="list-style-type: none"> 1. Communicating in an appropriate manner at all times, including abstaining from the use of inappropriate language and/or gestures. 2. Discussing difficult matters with sensitivity and objectivity. 3. Demonstrate good judgment in negotiating differences that may occur. 4. Preserving confidentiality in all interactions. 5. Committing to honesty in all interactions. 6. Exhibiting a respectful attitude towards fellow students and staff. 7. Showing respect for the patient/client’s dignity, privacy, and cultural values. 8. Abiding by HIPAA regulations pertaining to confidentiality in all patient/client Interactions. 9. Demonstrating compassion, emotional support, and empathy at all times without projecting one’s own viewpoints or values. 10. Accepting constructive feedback in a positive manner.
--

I have reviewed the conduct expectations and agree to abide by the terms discussed therein. I also agree to abide by and uphold regulations and policies set forth by the Student Code for the South Carolina Technical College System SBTCE 3-2-106.1, as well as the Code of Ethics advocated by the professional organizations, regulating bodies, and credentialing agencies of my chosen profession.

Student Name (Please Print):	
Signature: X	Date:

Summary of Accident Report

To be submitted by TCL's **supervisor** of the activity

Accident Details	Report Information Here
Date of this report:	
Report submitted by:	
Reporter's title:	
Student's Name:	
Date and Time of Accident:	
Place of Accident:	
What caused the Accident:	
Indicate part of the body that was injured:	
Describe activity engaged in at time of accident:	
Witness to the Accident:	
Witness' address:	
Was treatment provided?	
Who provided treatment?	

Supervisor Name (Please Print):	
Signature: X	Date:
Please return to:	
Technical College of the Lowcountry Office for Student Affairs P.O. Box 1288 Beaufort, SC 29901	

PTA PROGRAM EXIT INTERVIEW
(to be completed by the program coordinator)

Date of Exit Interview:		
Student:		ID#:
Date of Initial Program Admission:	Date of withdrawal:	
Student's Mailing Address:		
City:	State:	Zip:
Telephone Number:		
E-mail Address:		

STATE REASON FOR WITHDRAWAL: (i.e., academic failure, clinical failure, dissatisfaction with classes or program, change in career goals, personal obligations or problems, financial reasons, transfer from area):

FUTURE EDUCATION PLANS AND READMISSION STATUS:
Student is planning to reapply to program?: YES or NO
Student is NOT ELIGIBLE to reapply?: YES or NO or UNKNOWN
Comments:
Review Change of Major form and fill out (Required): YES
If no, explain:

DISCUSS AND RECOMMEND/REQUIRE STUDENT SUPPORT SERVICES: Explain what (if any) special services the student has sought or received while enrolled in the program. Discuss these services with the student and offer to make an immediate referral if student agrees.
Financial Aid:
Tutoring:
Career Planning:
Counseling:
Other:

EXPLAIN SPECIFIC CONDITIONS FOR READMISSION AND MAKE RECOMMENDATIONS TO THE STUDENT:

- Students must be eligible to re-apply per the PTA application checklist. This checklist includes, but is not limited to, timeframes for certain math/science courses, admission counseling, and entry exams as well as minimum GPA standards.

WE HAVE DISCUSSED EACH OF THESE ITEMS:

- Reason for leaving the program
- Availability of Student Support Services
- Readmission policy and procedure
- Filled out Change of Major Form

STUDENT COMMENTS:

Student Signature: X

Date:

Coordinator Signature: X

Date:

PTA CONFIDENTIALITY STATEMENT AND ACKNOWLEDGMENT

I understand and agree that in the performance of my duties as a student in the Physical Therapist Assistant Program, I must hold all patients, personal and health information in strict confidence. This information must not be repeated or discussed with anyone outside of the direct care of the patient.

I further understand that the APTA professional code of ethics stipulate that maintaining confidentiality of patient information is a part of a professional responsibility and integrity.

I understand that removal or copying of health records is prohibited.

I understand that some penalties for breaches of confidentiality are subject to certain provisions of state and federal law.

By signing this statement, I agree to maintain the confidentiality of all patient information to which I am exposed to as a student.

This statement will remain on file in the Health Science Office.

Student Name (Please Print):	
Signature: X	Date:

PTA INFECTIOUS DISEASE POLICY FORM

The threat of being infected with the Hepatitis B virus or other infectious diseases is greater than the threat of being infected with HIV. Consequently, recommendations for the control of Hepatitis B infections will effectively avert the spread of AIDS. Recommendations are listed below.

1. Sharp items, (needles, scalpel blades, and other sharp instruments) shall be regarded as potentially infective and be managed with special precaution to avoid unintentional injuries. OSHA guidelines shall be adhered to with regard to the appropriate disposal of sharp items.
2. Disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture resistant containers that will be placed as close as possible to the working area. To prevent needle stick injuries, needles shall not be recapped, purposely bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
3. When the possibility of exposure to blood or other body fluid exists, routinely recommended universal precautions should be followed. The anticipated exposure may require gloves as in handling items soiled with blood or other body fluids or may also require gowns, masks, and eye coverings when performing procedures or postmortem examinations.
4. If any unintentional contamination with blood or body fluids should occur, immediate and thorough hand washing should be completed. To minimize need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where need for resuscitation is predictable.
5. Pregnant health science students or students engaged in health care are not known to be at greater risk of contracting the HIV virus than students who are not pregnant. However, if a student develops infection with the HIV virus during pregnancy, an infant has an increased risk of infection through prenatal or perinatal transmission. Because of this threat, pregnant students should be especially familiar with precautions regarding the HIV virus.
6. PTA students participating in health care who are infected with the HIV virus and who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.

7. For PTA students participating in health care who have been diagnosed as HIV positive, there is an increased danger from infection due to disease. Students who are HIV infected are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with easily transmitted infectious diseases (e.g. tuberculosis or chicken pox). HIV infected students will be counseled about potential risks associated with exposure to or taking care of patients with transmissible infections and should continue to follow universal precautions to minimize their risk of exposure to other infectious agents.
8. The student's physician in conjunction with the appropriate College official will determine on an individual basis whether the student who is HIV positive, with symptoms, can adequately and safely perform patient care.
9. A student with an infectious disease who cannot control bodily secretions and students who have uncoverable oozing lesions will not be permitted to participate in health care services. The student's physician and the appropriate College officials shall make the determination of whether an infected student should be excluded from providing health care on a case-by-case basis.
10. Students who are exposed to infectious body fluids in the clinical area must report to the clinical instructor immediately. The hospital shall be notified and the hospital protocol for such exposure followed.

I have read, understand, and accept this policy:

Student Name (Please Print):	
Signature: X	Date:

PTA INFORMED CONSENT FORM

Informed consent is the practice of informing students of the risks and benefits involved in participating as a student enrolled in the PTA Program. By signing this form, you willingly agree to participate in the programmatic activities and have acknowledged awareness of the risks and benefits.

I, _____, understand that as a clinical student, I may be exposed to environmental hazards and infectious diseases including, but not limited to: Tuberculosis, Hepatitis B, and HIV (AIDS) while in a clinical facility and waive liability of Technical College of the Lowcountry or any of the clinical facilities used for clinical practice during participation. (Refer to Infectious Disease Policy).

I understand that during the course of the Program, I will be participating in the simulation of a variety of patient conditions and will serve in roles such as a demonstrator, a model, a simulated patient and a student PTA. I consent that Physical Therapist Assistant students and faculty may contact or touch my body for the purpose of demonstration or training.

In any of the above roles, the risk of injury may occur. In such case, I will not hold the Technical College of the Lowcountry, the core faculty and administration, or any fellow student(s) liable. I am acknowledging that I am aware of the need to participate in laboratory sessions in which the above roles will likely occur. By signing this form, I confirm my willingness to participate in any of the above-mentioned roles as I commence the educational training to become a PTA. I release the parties listed above from any liability that might arise out of the injuries that I might incur as a result of participating in a variety of roles while enrolled in the PTA Program.

I acknowledge that I am aware that neither Technical College of the Lowcountry nor any of the clinical facilities used for internship accepts liability if a student is injured on the campus or in the clinical facility/internship during training unless the injury is a direct result of negligence by Technical College of the Lowcountry or clinical facility. I understand that I am responsible for the cost of health care for any personal injury I may experience during my education. I understand that I should obtain private health insurance.

I further understand that I shall have liability insurance (which covers malpractice) while enrolled in classes involving clinical activities. This annual insurance fee is automatically incorporated when I enroll in a laboratory or clinical course.

Overall, I understand and assume responsibility for the policies, objectives, course requirements, and inherent risks involved in the education of Health Science students at the Technical College of the Lowcountry.

Student Name (Please Print):	
Signature: X	Date:

PTA NOTICE OF TARDINESS/ABSENCE FORM

Student:	
Course: PTH	Instructor:
Date Absent:	Date Tardy:
Instructor Notified? Yes or No	
Reason:	
Documentation Provided:	
Instructor comments:	

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.

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.

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.

Three Tardies equals one absence.

Number of Tardies currently in this course:
Number of Absences currently in this course:

Additional tardiness/absences during this course may result in failure of the course and thus dismissal from the PTA Program.

Student Signature: X	Date:
Coordinator Signature: X	Date:

PTH Lab Practical Grading Rubric

	No Prompting (Full Points)	Occasional Prompting (2.0 -2.9)	Frequent Prompting (1-1.9)	Unable to Perform (0)	Total Score	Comments
<p><u>Communication</u></p> <p>Introduction (3 points)*</p> <ul style="list-style-type: none"> - Introduces Self to Patient - Indicates Review of PT Evaluation/POC - Asks appropriate Questions <p>Instruction (3 points)</p> <ul style="list-style-type: none"> - Instructs patient according to treatment plan - Give clear & concise instruction/explanation - Use correct language 						
<p><u>Safety**</u></p> <p>Patient Safety (1 point) – All or None</p> <ul style="list-style-type: none"> - Determines patient is safe for treatment (vital signs/change in status)* 						
<p>Environment* (3 points)</p> <ul style="list-style-type: none"> - Set-up Tx area appropriately* - Washes hands/table and applies PPE as needed* - Table Locked* <p>Body Mechanics (3 points)</p> <ul style="list-style-type: none"> - Demonstrates Appropriate body mechanics/positioning <ul style="list-style-type: none"> ○ PTA ○ Patient ○ Table Height 						

<p><u>Intervention</u></p> <p>Chooses Appropriate Intervention (3 points)</p> <ul style="list-style-type: none"> - Utilizes knowledge of health condition (patient chart) to determine appropriate interventions - Relates intervention to ICF model <p>Applies Intervention Correctly (3 points)</p> <ul style="list-style-type: none"> - Correct positioning/technique - Appropriate verbal/tactile cues - Identifies modifications based on patient response <p>Education (3 points)</p> <ul style="list-style-type: none"> - Instructs patient, family, and/or caregiver on rationale and technique of interventions - Mentions written HEP - Identifies community resources (if appropriate) 						
<p><u>General/Reflection</u></p> <p>Questions (3 points)</p> <ul style="list-style-type: none"> - Assess response to treatment via relevant post-tx questions - Identifies areas of improvement/requiring further practice 						
<p><u>Documentation</u></p> <p>Functional SOAP Note (5 points)</p> <ul style="list-style-type: none"> - Based on case scenario - S, O, Interventions, A, P 						

*Indicates critical element of communication to build patient rapport

**Indicates critical safety element that must be met (Student cannot pass practical without meeting these elements)

PTA Lab Expectations

Expectation	Points/Description	Points
Attendance	<p>Students attend all lab sessions. Any absences must be pre-approved by TCL faculty</p> <p>Students are in lab and ready to begin at class time. Student must notify TCL faculty (and adjunct if applicable) if they are going to be late</p> <ul style="list-style-type: none"> - 1 unexcused absence = -4 points - 3 tardies = 1 unexcused absence 	<u>4 points</u>
Professionalism	<p>Appropriate Dress via TCL PTA Handbook</p> <p>Proper communication with faculty and other students</p> <p>Lab Assignments are complete and turned in on time</p>	<u>2 points</u>
Participation	<p>Students participate and are engaged in lab discussion and activities</p> <p>Students come prepared to lab. Students should review course materials and bring lab kits</p>	<u>2 points</u>
Respect	<p>Students will have respect for their classmates and the lab equipment</p> <p>Equipment should be treated respectfully, and the lab should be cleaned after each class</p> <p>Treat your classmates with dignity (seeks permission for tx, drapes appropriately, and communicates with respect).</p>	<u>2 points</u>

*Students may face disciplinary action (up to and including dismissal from the program) for repeated violations of PTA lab expectations



TECHNICAL COLLEGE OF THE LOWCOUNTRY

Physical Therapist Assistant Program **Service Learning Form**

Two of the ‘[Core Values for the Physical Therapist Assistant](#)’ are Duty and Social Responsibility. Duty incorporates service to the profession and positively influencing the health of society. While social responsibility promotes a trust between the profession and the larger public. These values are best learned through experience, so the TCL PTA program requires each student to complete 15 hours of service learning during their education.

Examples of service learning include:

- Volunteering in the community (Adaptive Golf, Wheelchair Tennis Championships, 5Ks)
- Attending related events (continuing education seminars, professional presentations)
- Observe at specialty facilities (ex. Events at Skilled Nursing Facilities, Memory Matters)
- Serving the PTA Program (Health Science Open Houses and Pinning Ceremonies)
- Other activities may be accepted, but should be approved by Program Director or ACCE

Service Learning Event	Hours Completed	Signature
TOTAL HOURS		

Student’s Name: _____