The regulations in this handbook are based upon present conditions and are subject to change without notice. Tulsa Community College and the Physical Therapist Assistant Program faculty reserve the right to modify any statement in accordance with unforeseen conditions and to update and make policy and procedure changes when necessary.
# TABLE OF CONTENTS

## SECTION A - GENERAL INFORMATION

- **Introduction**
- **Definition and Utilization of the PTA**
- **Program Philosophy**
- **PTA Program Mission Statement, Goals & Objectives**
- **Competencies**
- **Accreditation, TCC Policies**
- **College Support Services**

## SECTION B - CURRICULUM

- **Curriculum Pattern**
- **Course Descriptions**
- **Course Enrollment Sequence**
- **Course Credit**

## SECTION C - STUDENTS RIGHTS AND RESPONSIBILITIES

- **Liability Insurance**
- **Student Health and Physical Condition**
- **Generic Abilities**
- **Attendance and Tardiness**
- **Conduct and Behavior**
- **Student Appearance**
- **Safety**
- **Confidentiality**
- **Access to Clinic / Laboratory**
- **Access to Lockers**
- **Student Email**
- **Student Performance**
- **Progress/Counseling**
- **Withdrawal**
- **Probation/ Dismissal**
- **Student Appeal**
- **Re-admission**

## SECTION D - GRADUATION, LICENSURE AND APTA MEMBERSHIP

- **Graduate follow up**
- **Licensure**
- **Physical Therapy Association Membership**
INTRODUCTION

This handbook was developed as a guide to policies and procedures to aid students enrolled in the Tulsa Community College Physical Therapist Assistant Program. The Physical Therapist Assistant faculty welcomes recommendations for changes from administration, academic and clinical faculty and students. However, the Physical Therapist Assistant faculty members reserve the right to update and make policy and procedural changes when necessary.

Melanie Heffington, PT
Carla Hinkle, PTA, MS

Vicki Jurries, PTA, MA
Jeff Hammontree, PT, MS, PCS
DEFINITION AND UTILIZATION
OF THE PHYSICAL THERAPIST ASSISTANT

Definition
The physical therapist assistant is a technically educated health care provider who assists the physical therapist in the provision of physical therapy. The physical therapist assistant is a graduate of a physical therapist assistant associate degree program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 N. Fairfax St., Alexandria, VA 22314, 703.706.3245, email: accreditation@apta.org, http://www.capteonline.org

The graduates of this program receive an Associate in Applied Science degree and are eligible to apply for the licensure examination in Oklahoma or any other state of their choosing. Questions regarding the licensure examination should be directed to the Oklahoma Board of Medical Licensure and Supervision at 405.848.6841 or http://www.okmedicalboard.org/

Utilization
The physical therapist of record is the person who is directly responsible for the actions of the physical therapist assistant. The physical therapist assistant may perform physical therapy procedures and related tasks that have been selected and delegated by the supervising physical therapist. Where permitted by law, the physical therapist assistant may also carry out routine operational functions, including supervision of the physical therapy aide and documentation of treatment progress. The ability of the physical therapist assistant to perform the selected and delegated tasks shall be assessed on an ongoing basis by the supervising physical therapist. The physical therapist assistant may modify a specific treatment procedure in accordance with changes in patient status within the scope of the established treatment plan.

The physical therapist assistant must work under the direction and supervision of the physical therapist in all practice settings. When the physical therapist and the physical therapist assistant are not within the same physical setting, the performance of the delegated functions by the
physical therapist assistant must be consistent with safe and legal physical therapy practice and shall be predicated on the following factors: complexity and acuity of the patient's needs; proximity and accessibility to the physical therapist; supervision available in the event of emergencies or critical events; and type of setting in which the service is provided. When the physical therapist and the physical therapist assistant are not continuously within the same physical setting, greater emphasis in directing the physical therapist assistant must be placed upon oral and written reporting.

When supervising the physical therapist assistant in any off site setting, the following requirements must be observed:
1. A qualified physical therapist must be accessible by telecommunications to the physical therapist assistant at all times while the physical therapist assistant is treating patients.
2. The initial visit must be made by a qualified physical therapist for evaluation of the patient and establishment of a plan of care.
3. There must be regularly scheduled and documented conferences with the physical therapist assistant regarding patients, the frequency of which is determined by the needs of the patient and the needs of the physical therapist assistant.
4. In those situations in which a physical therapist assistant is involved in the care of a patient, a supervisory visit by the physical therapist will be made:
   a. Upon the physical therapist assistant's request for a reevaluation, when a change in treatment plan of care is needed, prior to any planned discharge, and in response to a change in the patient's medical status.
   b. At least once a month, or at a higher frequency when established by the physical therapist, in accordance with the needs of the patient.
   c. A supervisory visit should include:
      1. An on-site re-assessment of the patient.
      2. On-site review of the plan of care with appropriate revision or termination.
      3. Assessment and recommendation for utilization of outside resources.

PROGRAM PHILOSOPHY AND GOALS

Allied Health Services Division Mission
The TCC Allied Health Services is a learner-centered division synergized through the collaboration of students, faculty, staff, administration, and stakeholders with a common goal of preparing uniquely qualified personnel who will meet the challenges of the complex and ever-changing health care delivery system and remain responsive to the communities we serve.

Physical Therapist Assistant Program Philosophy
The Tulsa Community College Physical Therapist Assistant Program is based upon the concept that quality education through a balanced variety of learning experiences will enhance an individual’s potential to achieve personal satisfaction and contribute to society. Toward this end, the purpose of this program is to provide the individual desirous of assisting in the practice of physical therapy, opportunities to acquire the skills necessary to function successfully as a physical therapist assistant.
Physical Therapist Assistant Program Mission Statement

The Physical Therapist Assistant Program will produce entry-level practitioners who obtain licensure as physical therapist assistants, perform safe and ethical interventions under the direction and supervision of a physical therapist, and possess background knowledge and skills which will serve as the foundation for further development of technical expertise and understanding of the overall health context in which they perform.

Goals and Objectives

The Physical Therapist Assistant Program curriculum is therefore designed to enable the student to:

1. Graduate from the program as an entry-level practitioner.
   
   Objective: Ninety percent of the physical therapist assistant students have an aggregate score of 95 or above for their clinical performance by the end of Clinical III.

2. Pass the national licensure examination and become a licensed physical therapist assistant.
   
   Objective: Ninety-five percent of the students completing the Physical Therapist Assistant Program will pass the national licensure examination and 50 percent of the students will perform at or exceed the national level.

3. Be productive in employment.
   
   Objective: Eighty percent of the graduates will be employed as a physical therapist assistant within six months of graduation.

4. Work safely, ethically, and effectively as a physical therapist assistant.
   
   Objective: Eighty percent of the greater Tulsa area employers of physical therapist assistant graduates of Tulsa Community College will rate their performance as safe, effective and ethically sound.

5. Demonstrate lifelong learning skills.
   
   Objective: Eighty percent of the greater Tulsa area employers of physical therapist assistant graduates of Tulsa Community College will report that these graduates have contributed to the advancement of the profession through a participation in continuing education programs, teaching research, and serving in/with organizations concerned with health policy and planning.
**Competencies**

Upon completion of the TCC PTA program, having maintained a minimum of a 2.8 GPA for each semester in the program with all PTA courses, a graduate:

1. Performs in a safe manner that minimizes risk to patient, self and others.

2. Adheres to legal and ethical standards.

3. Produces documentation to support the delivery of physical therapy services.

4. Delivers established patient care to reflect respect for and sensitivity to individual differences.

5. Participates in patient status judgments within the clinical environment based on the plan of care established by the physical therapist.

6. Obtains accurate information by performing selected data collection consistent with the plan of care established by the physical therapist.

7. Discusses the need for modifications to the plan of care established by the physical therapist.

8. Performs physical therapy interventions in a technically competent manner.

9. Educates others (patients, family, caregivers, staff, students, other health care providers) using relevant and effective teaching methods.

10. Participates in activities addressing quality of service delivery.

11. Participates in addressing patient needs for services other than physical therapy.

12. Manages resources (e.g., time, space and equipment) to achieve goals of the clinical setting.

13. Participates in fiscal responsibility in the physical therapy clinical setting.

14. Understands the roles and utilization of supportive personnel according to legal and ethical guidelines.

15. Is enabled toward developing a self-directed plan for career development and lifelong learning.

16. Conducts one’s self in a manner in keeping with the list of generic abilities as presented in the PTA Student Handbook to include:

   - Commitment to Learning
   - Problem Solving
   - Interpersonal Skills
   - Professionalism
   - Communication Skills
   - Responsibility
   - Effective use of Time and Resources
   - Critical Thinking
   - Use of Constructive Feedback
   - Stress Management
ACCREDITATION

Tulsa Community College is accredited by the Oklahoma State Regents for Higher Education (655 Research Parkway, Suite 200, Oklahoma City, OK 73104; 405-225-9100) and the Higher Learning Commission, (www.ncahu.org or 1-312-263-0456). The College is a member of the American Association of Community Colleges, the North Central Council of Two-Year Colleges and is also approved by the federal government to offer education under the Veterans and Social Security laws.

The Physical Therapist Assistant Program at Tulsa Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Department of Accreditation
American Physical Therapy Association
1111 North Fairfax Street
Alexandria, VA  22314.
Telephone:  703-706-3245
Email: accreditation@apta.org
http://www.capteonline.org

The program director is responsible for the timely submission of all documentation necessary for the accreditation process to include reports of graduation rates, employment rates, the CAPTE Annual Report, changes in faculty makeup or class size modifications. It is also the responsibility of the program director to bring all aspects of the program into compliance within 2 years of notification of noncompliance by CAPTE and to budget for and generate the necessary paper work in a timely fashion for payment of all accreditation fees.

TULSA COMMUNITY COLLEGE POLICIES

All Physical Therapist Assistant students must comply with the policies and regulations as stated in the Tulsa Community College Catalog and the Student Code of Conduct.
COLLEGE SUPPORT SERVICES

**Student Services**
Tulsa Community College offers a wide range of student services from Academic Advisement, Health and Fitness Centers, Student IDs and parking and much more. Please use the following hyperlinks to refer to the relevant web pages.

- Academic Advisement
- Bookstores and Textbooks
- Career Services
- Call2000 – Student Services and IT Support
- Contact Information
- Costs and Payments
- Disability Resources
- Enrollment Services
- Financial Aid
- Campus Police
- Fitness Center
- Graduation
- International Language Center and Language Laboratory
- International Student Services
- Library
- Recovery Support
- Student Activities
- Student Code of Conduct
- Student Consumer Information
- Student Health Services
- Student IDs / Parking
- Student Records
- Testing Center Services
- TRiO Programs
- Veterans and Military
## PTA CURRICULUM PATTERN

### 1st Fall Semester
8 PTA credit hours / 18 hours total

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1314</td>
<td>Anatomy &amp; Physiology</td>
<td>3 hr lec/ 3 hr lab</td>
</tr>
<tr>
<td>PHTA 1203</td>
<td>Anatomy &amp; Physiology for PTA's</td>
<td>2 hr lec / 3 hr lab</td>
</tr>
<tr>
<td>PHTA 1303</td>
<td>Introduction to Physical Therapy</td>
<td>2 hr lec / 3 hr lab</td>
</tr>
<tr>
<td>PHTA 1211</td>
<td>Clinical Orientation</td>
<td>1 hr lec</td>
</tr>
<tr>
<td>PHTA 1242</td>
<td>Human Growth &amp; Development</td>
<td>2 hr lec</td>
</tr>
<tr>
<td>ALDH 1323</td>
<td>Medical Terminology</td>
<td>3 hr lec</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>English Composition I</td>
<td>3 hr lec</td>
</tr>
</tbody>
</table>

### 1st Spring Semester
10 PTA credit hours / 16 hours total

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHTA 1392</td>
<td>Clinical Procedures I</td>
<td>1 hr lec / 3 hr lab</td>
</tr>
<tr>
<td>PHTA 1363</td>
<td>Kinesiology for PTAs</td>
<td>3 hr lec</td>
</tr>
<tr>
<td>PHTA 1383</td>
<td>Pathophysiology for PTAs</td>
<td>3 hr lec</td>
</tr>
<tr>
<td>PHTA 1231</td>
<td>Clinical Practice I</td>
<td>80 hours in 2 weeks</td>
</tr>
<tr>
<td>ENGL 1213</td>
<td>English Composition II</td>
<td>3 hr lec</td>
</tr>
<tr>
<td>PSYC 1113</td>
<td>Intro to Psychology</td>
<td>3 hr lec</td>
</tr>
</tbody>
</table>

### 2nd Fall Semester
13 PTA credit hours / 16 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHTA 2442</td>
<td>Psychosocial Aspects of Physical Therapy</td>
<td>2 hr lec / 40 hr lab</td>
</tr>
<tr>
<td>PHTA 2343</td>
<td>Clinical Procedures II</td>
<td>2 hr lec / 3 hr lab</td>
</tr>
<tr>
<td>PHTA 2373</td>
<td>Therapeutic Exercise I</td>
<td>2 hr lec / 3 hr lab</td>
</tr>
<tr>
<td>PHTA 2543</td>
<td>Neuroscience</td>
<td>3 hr lec</td>
</tr>
<tr>
<td>PHTA 2432</td>
<td>Clinical Practice II</td>
<td>80 hours in 2 weeks</td>
</tr>
<tr>
<td>POLS 1113</td>
<td>American Government</td>
<td>3 hr lec</td>
</tr>
</tbody>
</table>

### 2nd Spring Semester
9 PTA credit hours / 12 hours total

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHTA 2383</td>
<td>Therapeutic Exercise II</td>
<td>2 hr lec / 3 hr lab</td>
</tr>
<tr>
<td>PHTA 2113</td>
<td>Rehabilitation</td>
<td>2 hr lec / 3 hr lab</td>
</tr>
<tr>
<td>PHTA 2551</td>
<td>Pharmacology for PTAs</td>
<td>1 hr lec</td>
</tr>
<tr>
<td>PHTA 2522</td>
<td>Special Studies in Clinical Practice</td>
<td>1 hr lec / 2 hr lab</td>
</tr>
<tr>
<td>HIST 1483</td>
<td>American History (or HIS 1493)</td>
<td>3 hr lec</td>
</tr>
</tbody>
</table>

### 2nd Summer Semester
6 PTA credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHTA 2486</td>
<td>Clinical Practice III</td>
<td>480 hours in 12 weeks</td>
</tr>
</tbody>
</table>

General Education Requirements: 22 credit hours
Specialized Course Requirements: 46 credit hours
Total Credit Hours: 68
COURSE DESCRIPTIONS

PHTA 1203 - Anatomy and Physiology for PTAs  3 credit hours
A supplementary study of the human body’s structure and function as these relate to the practice of physical therapy. Emphasis will be placed on musculoskeletal, circulatory, and nervous systems. Prerequisite: Admission to the PTA program. Includes lab component.

PHTA 1211 – Clinical Orientation  1 credit hour
This course is an orientation to the physical therapy clinic environment. The course covers the professional clinical expectations, procedures of processing patients, treatment preparation, introduction to medical documentation, and activities associated with preparing students for future clinical experiences. Prerequisite: Completion of all Allied Health Risk requirements.

PHTA 1231 - Clinical Practice I  1 credit hour
A supervised clinical experience; two concurrent weeks of full time clinical education exposure including observations and applications of physical therapy services. Prerequisites: All previous PTA coursework with a “C” or better, or instructor approval.

PHTA 1242 - Human Growth and Development  2 credit hours
Study and application of current theories regarding human growth in social, cognitive, behavioral and motoric domains as related to the practice of physical therapy. Requires admission to the PTA program.

PHTA 1303 - Introduction to Physical Therapy  3 credit hours
History, philosophy, ethics, settings, and trends in physical therapy. Delineation of roles of the health care team, and of physical therapy personnel, with interpersonal skills needed to function as a health care provider and team member. Principles and procedures of basic patient care skills and documentation. Requires admission to the PTA Program. Includes lab component.

PHTA 1363 - Kinesiology for PTAs  3 credit hours
A study of anatomical structures and movement as related to physical therapy procedures. The basic principles of the relationship between joint motion and mechanical action. Application of principles with emphasis on the analysis and bio-mechanics of all human motion. For PTA students. Prerequisites: All previous PTA coursework with a grade of “C” or better or instructor approval. Includes lab component.

PHTA 1383 - Pathophysiology for PTAs  3 credit hours
A study of selected disease and injuries as they relate to clinical conditions seen in the practice of physical therapy. Prerequisite: All previous PTA coursework with a “C” or better or instructor approval.

PHTA 1392 - Clinical Procedures I  2 credit hours
Principles and techniques of basic physical therapy interventions, with emphasis on physiological changes and effects in commonly seen diagnoses and in response to treatment. Laboratory practice with emphasis on positioning and manual skills.

**PHTA 2113 – Rehabilitation**  
3 credit hours  
A study of principles of functional training as they apply to a variety of diagnoses seen in Physical Therapy. Theory and therapeutic techniques involving gait, functional mobility, assistive devices, and the progression of rehabilitation. Prerequisites: All previous PTA coursework with a grade of “C” or instructor approval. Includes lab component.

**PHTA 2343 - Clinical Procedures II**  
3 credit hours  
Theory, physiology, and application of heat, cold, light, water, electricity, and mechanical compression/distraction in therapeutic treatment of tissues. Overview of medical physics. Prerequisites: All previous PTA coursework with a grade of “C” or better or instructor approval.

**PHTA 2373 - Therapeutic Exercise I**  
3 credit hours  
General and specific exercises for conditions commonly referred to physical therapy. Principles involved in the theory and practical applications of specific therapeutic exercise and mechanical appliances. Prerequisites: All previous PTA coursework with a grade of “C” or better or instructor approval.

**PHTA 2383 - Therapeutic Exercise II**  
3 credit hours  
Continuation of Therapeutic Exercise I and additional theory and application of exercise techniques, with emphasis on treatment of long-term disabilities. Prerequisites: All previous PTA coursework with a grade of “C” or better or instructor approval. Includes a lab component.

**PHTA 2432 - Clinical Practice II**  
2 credit hours  
(catalog incorrectly labels course Clinical Practice III)  
A supervised clinical experience; two concurrent weeks of full time clinical education exposure including observations and applications of physical therapy services. In addition, a weekly group discussion of selected topics, in a colloquium format. Prerequisite: All previous PTA coursework with a grade of “C” or better or instructor approval.

**PHTA 2442 - Psychosocial Aspects in Physical Therapy**  
3 credit hours  
A survey course explaining the psychological and sociologic effects of disabilities, including the impact of culture and economics with regard to the patient, family, and society. The student will also participate in 8 hours of community service used to promote awareness of social responsibility, citizenship and advocacy.
PHTA 2486 - Clinical Practice III
Supervised application of physical therapy procedures in the treatment of patients at a variety of selected physical therapy clinics. Successful completion of this course with a grade of “C” or better is required for graduation from the PTA program. This is a 12-week course. 480 clinical hours. Prerequisites: Completion of all PTA courses with a grade of “C” or better, or instructor approval.

PHTA 2522 - Special Studies in Clinical Practice
Advanced study and application of physical therapy practices in a selected topic determined by the student and faculty in the areas of geriatrics, orthopedics, pediatric-neuro or acute care. Prerequisites: All previous PTA coursework with a grade of “C” or above or instructor approval.

PHTA 2543 – Neuroscience
A comprehensive review of the anatomy and physiology of the nervous system, with emphasis on the functional relationship between the nervous system and the musculoskeletal system. Basic review of the pathology of neurological disorders frequently encountered in the practice of physical therapy. Prerequisites: All previous PTA coursework with a grade of “C” or above or instructor approval.

PHTA 2551 - Pharmacology for PTAs
General pharmacologic concepts for the physical therapist assistant student who has no background in pharmacology. The therapeutic effects, side effects, and clinical applications to physical therapy are stressed for drugs affecting the major systems of the body. Prerequisites: All previous PTA coursework with a grade of “C” or better or instructor approval.

PHTA 2990 - Selected Topics in Physical Therapy
The study and/or analysis of a selected topic in Physical Therapy. May be repeated with a different topic. Prerequisites: PHTA 1203, BIOL 1314, and PHTA 1303 with a grade of “C” or better.

The time required for laboratory may vary by course. Please refer to the course syllabus for more information.
COURSE ENROLLMENT SEQUENCE

Students are admitted as a cohort and the curriculum is designed so that students will complete all of the required course work within 5 semesters. Each student will successfully complete all required course work prior to or during the semester each course is scheduled, according to the course schedule sheet. Basic Education courses may be taken in any order at any time prior to the semester required, but may not be postponed beyond the stated semester without permission of the Program Director and the completion of the Change of Course Enrollment Sequence Form. Failure to complete required Basic Education course work may prevent continuation in the program unless special permission has been granted by the physical therapist assistant faculty.

COURSE CREDIT

Students may submit written evidence of pre-existing knowledge of course content and apply to audit or sit for an advanced standing exam of a PTA course. Such requests must be made in accordance with college procedures. For lecture courses, if an advanced standing exam is not available, an administrative decision will be made regarding the creation of such an exam, taking into account the level of the course content, time involved to prepare exam, etc. Laboratory courses may be audited if competence in skill performance can be demonstrated in accordance with laboratory checkout forms. No advanced standing examinations over laboratory or clinical courses will be offered. Clinical courses may not be audited.

LIABILITY INSURANCE

All students are required to maintain current liability insurance coverage throughout their participation in the program. This coverage is automatically provided for each fall and is included in fee payment. The insurance policy information is to be a part of the student’s risk management packet.
STUDENT HEALTH AND PHYSICAL CONDITION

The faculty will assume that the students have the level of fitness necessary to perform course related physical activities at the time of their acceptance into the program. The student accepts responsibility and liability for his own physical/mental condition and ability to complete assigned course activities.

Reasonable accommodation will be made to any student who identifies a disability to the instructor at the beginning of the course. However, all students must demonstrate competency in all required skill checkouts and course requirements.

a. Pregnancy--A student wishing to continue her PTA education while pregnant must present a written statement by a licensed physician that the student is capable of handling the physical exertion required within the didactic and clinical course work. The letter will be submitted to the PTA Program Director by the end of the first trimester. Following childbirth, a licensed physician's written verification of fitness to return to class and the clinic is required. Any clinical absence due to pregnancy will be subject to the same rules and regulations as stated in clinical attendance policies.

b. Illness or Injury--A student who has an extended illness, surgery and/or injury will be required to submit a physician's written verification of fitness in order to return to classes or the clinic. This letter will be directed to the attention of the PTA Program Director and a conference with the Program Director will follow. The student may be required to withdraw from the program if unable to complete course or program requirements.
GENERIC ABILITIES

The Physical Therapist Assistant Program faculty has determined that professional abilities are as important to the overall student’s success as the mastery of knowledge and skills in the area of physical therapy. Professional abilities are attributes and behaviors that are not necessarily inherent to the profession’s core of knowledge but are required for success in the classroom, clinic and workplace. The professional abilities determined to be generic to the field of physical therapy are:

1. Commitment to Learning-applying new information and re-evaluating performance, reading articles critically and understanding limits of application to professional practice, researching and studying areas where knowledge base is lacking, accepting that there may be more than one answer to a problem.
2. Interpersonal Skills-approaching others to discuss differences in opinion, responding effectively to unexpected situations, talking about difficult issues with sensitivity and objectivity, and delegating to others as needed.
3. Communication Skills-modifying written and verbal communication to meet needs of various audiences, presenting verbal or written message with logical organization and sequencing, maintaining open and constructive communication and communicating professional needs and concerns
4. Effective Use of Time and Resources-using limited resources creatively, considering professional program and course goals in the context of the assignment, demonstrating the ability to say “no” if request made does not add to priorities, or if the activity is in conflict with the set of goals, actively seeking resources to solve problems or answer questions.
5. Use of Constructive Feedback-seeking feedback from others, modifying feedback given to others according to their learning style, reconciling differences with sensitivity and considering multiple approaches when responding to feedback.
6. Problem Solving-weighing advantages and disadvantages of solutions, participating in outcome studies, contributing to formal quality assessment of program and seeking solutions to community health related problems.
7. Professionalism-participating in research and evidence based practice, participating actively in professional organizations, attending post-professional workshops, actively promoting the profession through community service, acting in a leadership role when needed and supporting research.
8. Responsibility-promoting education, accepting leadership roles, and facilitating responsibility for program development and modification.
9. Critical Thinking-exhibiting an openness to contradictory ideas, assessing issues raised by contradictory ideas, justifying solutions selected and determining effectiveness of applied solutions.
10. Stress Management-recognizing when problems are unsolvable, assisting others in recognizing stressors, demonstrating a preventative approach to stress management, offering solutions to the reduction of stress and establishing a support network.

There will be an extensive orientation to the Generic Abilities and each student will develop a plan as warranted for these key areas during the academic phase of their professional education.
Failure to develop and demonstrate these abilities may prevent the student from enrolling in Clinical II and/or Clinical III. Failure to complete clinicals will delay and/or prevent graduation.

ATTENDANCE AND TARDINESS

Absences and tardiness by the student should be held to a minimum as they deprive the student of valuable class and clinical experiences. Frequent tardiness or absence indicates that the student does not value the faculty or does not demonstrate a commitment to the learning experience.

Absence
A. Class Periods
   1. Absence will affect grade as indicated in each course syllabus.
   2. Frequent absence will result in counseling by the instructor and/or program director concerning continued participation in the class.
   3. Missed quizzes, tests and other evaluations due to absence may or may not be made up depending upon the course syllabus.
B. Clinical Periods
   Refer to Clinical Education Handbook.

Tardiness
A. Class Periods
   1. Frequent tardiness, which interrupts the class will result in counseling by the instructor and/or program director concerning continued participation in the class.
   2. Time lost on quizzes, test and other evaluations due to tardiness may or may not be made up depending upon the course syllabus.
B. Clinical Periods
   Refer to Clinical Education Handbook.
**CONDUCT AND BEHAVIOR**

Student Conduct--Students are expected to conduct themselves in a courteous, considerate and professional manner during all aspects of their PTA education.

A. Classroom - Students will:
   1. Be on time for all classes.
   2. Read assignments before class.
   3. Participate and allow others to participate in learning activities.
   4. Avoid actions which could distract instructor or other students.

B. Laboratory - Students will:
   1. Be on time.
   2. Be prepared to participate in learning activities and allow others ample opportunity or participation.
   3. Maintain a professional, considerate manner toward peers and instructor during lab activities.
   4. Adhere to all lab procedures as outlined by instructor.
   5. Wear prescribed lab clothes.

C. Clinical Setting - Students will refer to the Clinical Education Handbook

D. Student Practice/Demonstration
   Students are all expected to act as "patients" for demonstration and practice as a part of their lab experience. Consenting to participate in practice and demonstration-activities is assumed upon enrollment in the course.

   Students may be asked to appear in photographs or other Media presentations for marketing purposes; a photo release statement will be signed by the student before participation.

E. Consideration of other's rights and privacy
   Students are responsible for assuring the rights and privacy of those people with whom they come in contact during their PTA education (other students, instructors, patients and their families, clinical staff, etc.)

A. During Lab and Clinical Experiences - Students will:
   1. Conduct themselves in a professional, considerate manner.
   2. Maintain a professional appearance.
   3. Act competently and responsibly at all times. Obtain assistance as needed to deliver high, quality care.
   4. Refrain from discussing information obtained during lab or clinical with any person not directly associated with the student's assignment.
   5. Drape patient/peer appropriately for all activities.
STUDENT APPEARANCE

Students may wear street clothes to class. They will wear prescribed lab clothes to lab and the specified PTA program uniform to all clinical rotations.

Lab Appearance - Good personal hygiene must be maintained; hair should be restrained away from the face; nails short & clean; no excessive jewelry; sparing use of makeup and cologne; loose shorts which permit freedom of movement, loose fitting tank tops and or T-shirts, socks and clean tennis shoes.

Clinical Appearance - Personal appearance makes a strong impression on the patients' attitude towards the school and the clinical setting. It is beneficial both to the student and the school that certain regulations be followed. See Clinical Education Handbook.

SAFETY

Safety is of prime importance during both lab and clinical activities. The student is expected to take responsibility for his own and other's safety.

The student will:
1. Not use any faulty equipment or supplies and report any such defects to his instructor or clinical instructor; immediately placing the defective item where others will not use it.
2. Maintain a calm quiet atmosphere, attending to the patient, task at hand and the immediate environment.
3. Never leave a patient or fellow student unattended without a call system.
4. Obtain complete instructions/information regarding the assigned task and the patient or student's condition.
5. Follow prescribed procedures exactly.
6. Notify instructor or clinical instructor of any problems or unexpected effects immediately.
7. Know his limitations and seek assistance when needed.
8. Perform within the bounds of his training and role.
9. Keep walkways clear of obstruction, cord, etc.
10. Wipe up any moisture on floors immediately.
11. Unplug machines immediately after use.
12. Clean all equipment, utensils, etc., immediately.
13. Dispose of waste items, linen, etc., properly and promptly.
14. Inform instructor or Clinical Instructor of any safety infractions observed.
15. Document any injury, no matter how minor, which occurs, in accordance with facility policy.
16. Be aware of evacuation procedures in the event of any weather, fire or other emergency which requires the students to leave the lab or building.
CONFIDENTIALITY

Student information and records will be treated confidentially. Only those persons involved in the student's educational process will have access to his or her records. Access by any person other than the student will require a release of information statement signed by the student.

ACCESS TO CLINIC / LABORATORY

Students are encouraged to practice in the laboratory in addition to formal course sessions, but are not permitted to be in the lab without supervision from college personnel. Access to the clinic, laboratory and study areas will be between the hours of 7:45am – 5:00pm Monday through Friday with a mutually agreed upon time between the student and the instructor. If another class is using the clinic or lab, you must ask the permission of the instructor to share the space.

Students are held responsible for their own safety and the safety/welfare of their student-partners and all laboratory contents and equipment when working in the lab. Students will inform instructor of activities to be practices and the instructor will use his/her discretion upon the frequency and proximity of instructor presence and supervision. Students will request instructor assistance to perform tasks with which his/her performance is unsafe.

The clinic / laboratory will not be left unattended while unlocked.

ACCESS TO LOCKERS

Lockers are furnished to students/staff for use during the time the students are enrolled in the Allied Health PTA programs. The lockers are provided to secure personal effects while the student or staff member is in class.

Tulsa Community College reserves the right to inventory each locker on a regular basis. Students may purchase their own padlocks. No food is permitted in the lockers.

A locker will be assigned to a student for the duration the student is enrolled in the PTA program. Upon exit from the PTA program, the lock will be removed and the locker will be reassigned.

STUDENT EMAIL

TCC students are provided a free college email account. This is one of the official means through which college information is shared. It is strongly recommended that students check their college email accounts on a regular basis.
STUDENT PERFORMANCE

Minimum levels of student performance must be maintained in order to assure achievement of competencies as a PTA. Performance encompasses grades, lab and clinical skills, behavior, etc.

A. Grade Point Average--Students must maintain a 2.8 grade point average for each semester once admitted into the program with all PTA courses. (Refer to section on probation and dismissal.)

B. Course Grades--All specialized course requirements including PTA classes, ALDH 1323 and BIOL 1314, must be completed with a grade of "C" or better in order to proceed to the next courses in the curriculum sequence. A specialized course resulting in a grade of "D" must be repeated the next time offered and continued enrollment in the program will be in accordance with course prerequisites and Instructor/Program Director permission. The student must make a “B” or better in the class being remediated.

C. Grading Scale--The following grading scale will be used to establish course grades in physical therapist assistant classes and is based upon the percentage of total points from examinations, quizzes, papers or other learning measurement methods used in the course.

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 – 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

D. Incomplete Grades--Incomplete (I) grades may be assigned by faculty as outlined in The Tulsa Community College catalog. A grade of "I" in a specialized course, including PTA classes must be changed to a grade of "C" or better before the next semester of scheduled PTA courses in order for the student to continue in the physical therapist assistant program. Failure to do so may result in dismissal from the program.

E. Lab skill performance--Competency to perform a task will be determined by using a skill checklist during either an informal skill check out or a formal lab practical. Each skill describes the necessary component tasks leading to successful completion of the skill, and the critical safety elements for each skill. The student will be observed by the instructor during both types of skill demonstrations and each skill will be signed by the instructor if performed adequately. The point value or grade given is as outlined in the course syllabus.
F. Clinical Performance--The student will take the skill sheet notebook to each clinical and is responsible for documenting treatment activities as outlined in the Clinical Education Handbook. Additionally the student will complete all required forms, assignments and provide proof of all required clinical hours. The Academic Coordinator of Clinical Education (ACCE) will assign final course grades according to the syllabus. Note: A clinical grade below 75% will result in either an "I" or "F" at the ACCE's discretion. No "D" is given for a clinical course.

PROGRESS/COUNSELING

Counseling is defined as an interaction resulting from a student's observed academic or clinical performance by an instructor. A counseling conference provides an opportunity for the student and instructor to mutually discuss areas of concern in private. Counseling of a student by an instructor may be initiated by either party at any point in the PTA Program. However, students will be required to schedule a meeting during the mid-term of each semester with their advisor to review overall performance in the Program. A counseling or progress record will be provided at the time of the conference. Both records are a documentation of the conference and will be a part of the students' file.

Guidelines for Counseling Record
1. Any evaluation of the student's academic, behavioral or clinical performance which requires elaboration will be documented.
2. The Counseling or Progress record will indicate positive and/or negative performance.
3. The observed student performance (incident) will be described objectively.
4. The time, place and factors influencing the student's performance will be included.
5. The instructor will specify recommendations to assist the student in improving performance.
6. The instructor and student will both sign and date the counseling record.
7. In the event that a student refuses to sign either record, the signature of the advisor or instructor will validate the conference.
8. Both records will be put in the students' file.

Guidelines for Student Progress Reports
1. Evaluation of academic performance
2. Clinical Performance
3. Generic Abilities Development Plan
4. Student Concerns
TULSA COMMUNITY COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM

PROGRESS/COUNSELING RECORD

Student's Name:

Student ID #:

Date:

Description of incident or circumstance:

Recommendations/Actions:

Student Comments:

Signatures:

Instructor               Date               Student               Date
WITHDRAWAL

Students may withdraw from the PTA program and upon request be given the opportunity to re-apply for admission the following year. Students must complete the program curriculum and graduate within 3 years. If re-admitted, they will not be required to repeat courses successfully completed, only those outstanding courses required for graduation must be completed. However, the faculty may strongly suggest auditing or re-enrollment of some classes for the sake of reviewing some difficult material.

Academic Withdrawal

All specialized courses (PHTA, BIOL 1314 and ALDH 1323) must be completed with a "C" or better to continue the PTA curriculum as outlined by the curriculum pattern. Receipt of a "D" or indication of less than satisfactory performance, "W" for withdrawal, in 1 required specialized course will result in a withdrawal from the PTA program until the course in question is completed. This course must be repeated within 1 academic semester or the next semester the course is offered and the student must earn a “B” in the class. Students who leave their current cohort due to academic circumstances will join a new cohort of students and will be required to stay current with all activities related to clinical education. The student will also be required to successfully complete ENGL 1003, Strategies for Academic Success and a remediation plan in order to complete the program. This plan will include risk management packet updates, attending the current clinical seminar course, maintaining ongoing communication with the ACCE and participating in clinical placement procedures in a timely manner. The student will sign an agreement attesting to the fact that they understand all of the implications of the remediation plan and that they will be accountable for risk management packet updates.

Receipt of an "I" for incomplete in 1 or more courses may also result in withdrawal from the program if the necessary course work cannot be completed before the start of the next semester. All PTA courses have prerequisites that must be completed before continuing the curriculum pattern; no concurrent enrollment is allowed.

Students must complete the program curriculum and graduate within 3 years. If re-admitted, they will not be required to repeat courses successfully completed, only those outstanding courses required for graduation must be completed. However, the faculty may strongly suggest auditing or re-enrollment of some classes for the sake of reviewing some difficult material.

A. Exit interview--To be eligible for re-admission, students must schedule an exit interview with the Program Director to discuss circumstances of withdrawal, the remediation plan and later re-entrance into the program. A summary of the exit interview and remediation plan will be signed by the student and Program Director and kept in the student's file.
B. Students re-admitted to program must maintain a 2.8 grade point average of all PTA semesters at all times during remainder of the program or risk immediate dismissal from the PTA program.
C. Students re-admitted who withdraw a 2nd time will not be considered for future admission to PTA program.
PROBATION

The purpose of probation is to be a constructive means of identifying and correcting areas of deficient student performance.

A. Academic Probation--A semester grade point average of 2.8 on all physical therapist assistant courses attempted at TCC must be maintained. At the end of any academic semester in which a student's grade point average falls below 2.8, the student will be placed on "Academic Probation". PTA students must regain satisfactory academic status in the semester following academic probation in order to continue in the PTA program.

B. Conduct Probation--Any student found to be engaging in unprofessional/inappropriate behavior occurring in the class room, laboratory or clinical settings will result in conduct probation for one semester. These behaviors are outlined in the APTA’s Standards of Ethical Conduct for the Physical Therapist Assistant, the TCC Student Code of Conduct, the PTA Program Student Handbook and the Clinical Education Handbook. Any subsequent such behavior will result in immediate dismissal from the program.

DISMISSAL

Students will be dismissed from the Physical Therapist Assistant Program for the following reasons:

A. Failure to achieve a semester grade point average of 2.8 or greater in any/all academic semesters following academic probation.

B. All general education courses taken in which the student receives the grade of "F" must be repeated. Failure to repeat such courses within one academic semester shall result in the student being dismissed from the program.

C. Any PTA courses in which the student receives a grade of "F" will result in dismissal.

D. Any specialized course (PHTA, BIOL 1314 or ALDH1323) resulting in a "D" must be repeated within one academic semester or the next semester the course is offered. Failure to repeat such a course within this time limit will result in dismissal from the program and ineligibility for re-application.

E. Successful completion of all required course work and graduation from the program must occur within 3 years of initial enrollment in PTA courses. Failure to do so will create ineligibility for further participation and will require re-application to the program.

F. Receipt of a "D" or "F" (or indication of less than satisfactory performance, i.e. "W") in more than one required specialized course (PHTA courses, BIOL 1314 or ALDH 1323) in one semester.

G. Failure to submit all risk requirements for clinical by required date.

H. Cheating--As a member of the health care team, our ultimate goal must be the patient's welfare. Honesty and sincerity are expected of us in performing all of our duties, whether in class or in clinical practice; therefore, if a student is caught cheating on an exam, the student will be subject to conduct probation and/or dismissal from the Physical Therapist Assistant Program.

I. Unprofessional behavior--behavior or performance which is inappropriate to the classroom, laboratory or clinical setting that resulted in probation, if repeated, will result in dismissal from the program.
J. Conduct probation--any conduct probation exceeding one semester will result in dismissal from the program.

STUDENT APPEAL

HEALTH SCIENCES STUDENTS
ACADEMIC GRIEVANCE PROCEDURES AND
DUE PROCESS GUIDELINES

I. INTRODUCTION
Any health sciences student at Tulsa Community College who wishes to file a grievance may do so according to a prescribed procedure. Health Science students who disagree with an academic decision made by a faculty member, including the assignment of a course grade or decision about progression in the program of study, or decisions about program or degree requirements or eligibility, may file a grievance under these procedures. Generally, academic concerns that are eligible for a grievance process include two categories of student concerns: 1) student concerns regarding those academic decisions pertaining to the assignment of a final course grade; and 2) “other” student concerns regarding academic decisions of a more limited scope, (for example, student concerns pertaining to a single grade on a paper or other similar course assignment, or sub-set of course assignments) that do not involve a final course grade determination.

II. PROCESS FOR REVIEW OF ACADEMIC DECISIONS
The following procedures are intended to expand upon and further explain the procedural steps, associated timelines and due process rights of health science students who wish to bring an academic grievance pertaining to a final course grade assignment versus “other” academic grievances pertaining to a single assignment or other academic concern that does not involve a final course grade appeal, (in addition to the guidelines published in the TCC Student Handbook Policies and Resources).

A. Academic Grievances: Policies for Final Course Grade Assignments. It should be noted by the student that grades are the prerogative of the faculty, and that appeals or questions concerning assigned grades should be directed to the faculty member who assigned the grade. An appeal to an assigned final course grade may be initiated by a student only on the contention that the grade is clearly erroneous or was assigned in an arbitrary or capricious manner. The procedure must be initiated no later than the end of the 4th week of instruction during the semester immediately following the semester in which the final course grade was officially transcripted. Students are encouraged to initiate the process as soon as possible. (TCC Student Handbook Policies and Resources)
The standard at TCC for a grade appeal is based on whether the grade given is “erroneous or was assigned in an arbitrary and/or capricious manner”. These procedures are available only to review allegedly erroneous, arbitrary or capricious academic decisions and not mere differences of opinion regarding the professional judgment of the faculty member in evaluating a student’s work or making an academic decision.

The academic decision, including the assignment of a grade, will be considered erroneous if it may be shown, for example, that the grade assigned was inaccurate based upon a mathematical or calculation error.

The academic decision, including the assignment of a grade, will be considered arbitrary and/or capricious if the decision is made:

1) On some basis other than performance in the course and/or compliance with the course assignments and requirements;
2) By more exacting or demanding standards than were applied to other students in the same section or course; or
3) By a substantial departure from the faculty member’s, divisions’ or college’s announced standards as articulated in the course syllabus, catalog descriptions, Blackboard announcements or other written materials.

B. Student Academic Grievances-Procedures for Final Course Grade Appeals

Procedure. A student who wishes to grieve an academic decision pertaining to a final course grade must proceed as follows:

1. Informal Meeting with the Individual Faculty Member
   The student should attempt to resolve the matter directly with the individual Faculty member who assigned the final course grade, as soon as possible after the academic decision is known, through submission of a written request for a meeting that includes in writing the course grade and rationale for the grievance with an explanation supporting the perception that the grade received was assigned in either an erroneous, capricious or arbitrary manner. This written request may be in the form of an email communication. Upon receipt of the written grievance and request for a meeting, the Faculty member will establish an appointment and will timely hold a personal conference with the student to discuss the grievance.

2. Formal Meeting with the Course/Level/Program Faculty Team
   If the student and the individual Faculty member cannot reach a mutually satisfactory resolution to the final academic decision/grade, the student should submit a written request for review of their grievance by the Faculty Team (Nursing Course/Level Faculty or AHS Program Faculty) with a description of the grievance and explanation supporting their perception that the grade received was assigned in either an erroneous,
capricious or arbitrary manner. The student must describe the academic grievance, the specific course grade, why the student believes the final course grade decision was erroneous, capricious and/or arbitrary, the student’s attempts to resolve the grievance informally, and the precise relief sought by the student. The student may attach copies of any relevant documents with their written grievance.

3. **Formal Written Grievance Submitted to Associate Dean.**
   If the student and the Faculty Team cannot reach a mutually satisfactory resolution to the final course grade, the student may file a formal grievance. The grievance must be presented in writing to the Associate Dean for the division in which the course is offered and copied to the individual Faculty member as soon as possible and no later than the 4th week of college instruction in the following semester. *(In the case of an MLT student, the written grievance will be directed to the Dean of Health Sciences).*

   The student must describe in a formal written petition the academic grievance, the specific course grade, why the student believes the final course grade decision was erroneous, capricious and/or arbitrary, the student’s attempts to resolve the grievance informally with the individual Faculty member, formally with the Faculty Team, and the precise relief sought by the student. The student may attach copies of any relevant documents with their written grievance. The student should ensure that the division has the student’s most current contact information on file, including mailing address and telephone number and email address, if indicated. **It is the student’s responsibility to ensure that their current contact information is maintained in all college offices.**

   The Associate Dean will review all evidence, interview the Faculty member and student, and will hold joint conferences with the student and Faculty member(s) to attempt to resolve the grievance. The Associate Dean will submit a written decision to the student, Faculty member, and Faculty Team leader, with recommendations as to the resolution of the appeal within seven (7) working days or less of receipt of the written grievance unless extenuating circumstances apply, (for example, the Associate Dean is out of the office due to illness or other extended leave).

   “Working days” is defined as periods when college classes are in session. The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause. Any extensions must be communicated in writing to all parties. For the purposes of this procedure, each step shall be afforded 7 working days as a standard time limit. If the grievance is not resolved within the timeframe, the student or faculty member may carry it forward to the Dean of Health Sciences for resolution.

4. **Formal Written Grievance Submitted to the Dean of Health Sciences**
   The student may appeal the Associate Dean’s decision in writing to the Dean of Health Sciences with copies, as indicated, to the faculty member and Associate Dean. The appeal
must be filed within seven (7) working days of receipt of the Associate Dean’s determination.

The Dean of Health Sciences will review all evidence, interview the Associate Dean, faculty member and student, if indicated, and may hold joint conferences with the Associate Dean, student and faculty member to attempt to resolve the grievance. The Dean may convene a “peer review” process involving at least three health sciences faculty members, conducted through a formal polling process and/or a hearing, in order to attempt to resolve the grievance. Faculty members involved in the peer review process/ hearing will not include those faculty members directly involved with assignment of the course grade. The Dean will submit a written decision to the student, faculty member and Associate Dean, with recommendations as to the resolution of the appeal within seven (7) working days or less of receipt of the written grievance unless extenuating circumstances apply, (for example, the Dean is out of the office due to illness or other extended leave).

5. **Final Course Grade Appeal: Academic Appeals Committee.** If the academic grievance concerning a final course grade appeal has not been resolved by meeting with the Faculty member(s), Associate Dean, or Dean, the student may file an appeal to the Academic Appeals Committee by completing the Academic Appeals Form (located in the [TCC Student Handbook Policies and Resources](#)) and submitting it to the Dean of Health Sciences, and copied to the Academic and Campus Services Office no later than the end of the sixth week of classes during the subsequent semester after the grade has been officially transcripted. The Dean of Health Sciences will contact the student, the faculty member, and Chair of the Academic Appeals Committee within seven (7) business days regarding the appeal after receiving a signed Academic Appeals Form. ([TCC Student Handbook Policies and Resources 2009-2010](#))

a. **Academic Appeals Committee Membership**

The Academic Appeals Committee will be composed of three members of the college community from each campus and one student from each campus for a total of sixteen (16) members.

The composition of each campus’s representatives will be as follows:

1) Director of Student Development or his/her counselor designate;
2) A faculty representative chosen by the faculty;
3) A member appointed by the Provost;
4) The Student Government Association will recommend one student member from each campus for approval and appointment by the Dean of Student Services from each campus.

With the approval of the President, additional members may be appointed to the Academic Appeals Committee if circumstances warrant an increase in the number of committee members, such as a large case load or the unavailability of committee members.
members. The Committee will convene and select a Chairperson annually by the fourth week of classes during the fall semester.

b. Academic Appeals Committee Procedures for Final Course Grade Appeal
Upon receipt of a completed Academic Appeal Form, the Committee Chair shall promptly appoint a panel to preside over the hearing, usually within fifteen (15) business days. The panel will consist of five (5) members, at least one (1) of which will be a faculty member, and one (1) student.

The Chair of the committee will be responsible for all correspondence with a student that has submitted a request for a final course grade appeal. Hearings shall be conducted in a timely manner, consistent with established procedures. The student may expect that a final resolution of the final course grade appeal may be reached no later than the end of the semester following the date that the course grade was transcripted. The Academic Appeals Committee’s decision shall be final.

C. Other Academic Grievances—Grievances other than final course grade appeals

Procedure. A student who wishes to grieve an academic decision pertaining to a single assignment or sub-set of course assignments other than a final course grade must proceed as follows:

1. Informal Meeting with Faculty Member.
The student should attempt to resolve the matter directly with the individual Faculty member who assigned the grade, as soon as possible after the academic decision is known, and prior to the end of the course semester, through submission of a written request for a meeting that includes in writing the grade and rationale for the grievance. The written request may be in the form of an email message. Upon receipt of the written grievance and request for a meeting, the individual Faculty member will establish an appointment and will timely hold a personal conference with the student to discuss the grievance.

2. Formal Meeting with the Course/Level/Program Faculty Team
If the student and the Faculty member cannot reach a mutually satisfactory resolution to the academic decision/grade, the student may request a formal review of their grievance with the Faculty Team (Course/Level/Program). The student must describe the grievance related to the course assignment grade(s), the date(s) of occurrence, why the student believes the course assignment grade(s) decision was/were erroneous, capricious and/or arbitrary, the student’s attempts to resolve the grievance informally with the individual Faculty member, and the precise relief sought by the student. The student may attach copies of any relevant documents with their written grievance. The grievance must be presented in writing to the Lead Faculty for the course before the end of the course semester in which the grade is received. The grievance may be written and
submitted in an email communication. The Faculty Team will schedule a meeting with the student within 7 working days of receipt of the student’s request for formal review, and will render a decision in writing within 7 working days of the meeting with the student, with written recommendations for resolution of the grievance sent to the student and individual Faculty member.

3. **Formal Written Grievance Submitted to Associate Dean.**
   If the student and the Faculty Team cannot reach a mutually satisfactory resolution to the academic decision/grade, the student may file a formal grievance with the Associate Dean, within 7 working days of receipt of the written decision of the Faculty Team. The grievance must be presented in writing to the Associate Dean for the division in which the course is offered and before the end of the course semester in which the grade is received. (In the case of an MLT student, the written grievance will be directed to the Dean of Health Sciences).

   The student must describe the grievance related to the course assignment grade(s), the date(s) of occurrence, why the student believes the course assignment grade(s) decision was/were erroneous, capricious and/or arbitrary, the student’s attempts to resolve the grievance informally and formally, and the precise relief sought by the student. The student may attach copies of any relevant documents with their written grievance. The student should ensure that the division has the student’s most current contact information on file, including mailing address and telephone number and email address, if indicated. **It is the student’s responsibility to ensure that their current contact information is maintained in all college offices.**

   The Associate Dean will review all evidence, interview the Faculty member, Faculty Team, and student, and will hold joint conferences with the Course Facilitator/Program Director, student and Faculty member(s) to attempt to resolve the grievance. The Associate Dean will submit a written decision, to the student, Faculty member and Course Facilitator/Program Director, as indicated, with recommendations as to the resolution of the appeal within seven (7) working days of receipt of the written grievance. **The decision of the Associate Dean in the case of an academic grievance that DOES NOT pertain to a final course grade appeal is final.**
RE-ADMISSION

A. Any academic or conduct probation exceeding one semester or occurring a second time resulting in dismissal makes the student ineligible for re-admission.

B. Withdrawal in good standing with a 2.8 grade point average in all PTA coursework will be re-admitted in the following admission period. Failure to be re-admitted at that time will result in re-application and re-consideration along with all applicants.

GRADUATE FOLLOW UP

Graduates of this program may expect to be contacted regarding their employment situation and related topics in periodic surveys from the Program Director. It is a professional responsibility of the graduate to respond to these inquiries in order to assist with further evaluation and development of this program.

LICENSURE

Upon graduation from an accredited program, a physical therapist assistant student is considered to be a candidate for the certification examination offered by the Federation of State Boards of Physical Therapy. The certification examination is now offered on a regular basis by computer. The Program Director will give each student an application form for the examination. It is the candidate's responsibility to complete the application form and return it with payment of fees to the testing agency. Individuals who have been convicted of a felony or of a crime involving moral turpitude, or who have had a drug problem may not be permitted to take the licensure examination.

All persons must contact their state board to apply for licensure for that state in which they want to work. Most states have some form of licensure or certification required.

Oklahoma State Board of Medical Licensure & Supervision
P.O. Box 18256
Oklahoma City, OK 73154
(405) 848-6841
http://www.okmedicalboard.org/
AMERICAN PHYSICAL THERAPY ASSOCIATION MEMBERSHIP

Any physical therapy student enrolled in an accredited program is eligible for student membership in the American Physical Therapy Association (APTA) and we encourage your participation in this professional organization. Your membership and active involvement with the APTA does not only strengthen this organization, but will also strengthen and advance your career as well. Upon payment of dues the student is entitled to receive publications and regular mailings about conferences and workshops.

The student is also encouraged to participate in the Oklahoma Physical Therapy Association (OPTA). The OPTA has monthly meetings and educational programs for its members. Non-members and all students are welcome at these meetings.
PHYSICAL THERAPIST ASSISTANT PROGRAM

Informed Consent

The following document outlines elements of the TCC PTA Program to which we feel candidates should be particularly aware, as they apply to expectations on student performance and participation in this educational program. Please read this statement carefully, feel free to ask questions for clarification, and consider the scope of the educational program into which you are enrolling. Please sign and date on page 3.

I ________________________________wish to be a participant in the Physical Therapist Assistant Program (PTA) at Tulsa Community College.

I understand that the program is academically rigorous and understand that knowledge and skills gained in General Education courses are foundational and will be applied throughout the educational process. I understand that the program will include academic, laboratory and clinical work performed in the classroom, laboratory, hospital or other clinical facilities and will include direct care or exposure to clients with a variety of illnesses and diseases. I understand that I may be exposed to disease carrying bacteria, and substances used to kill these organisms.

I understand that as a student in the program, I consent to participate in human subject demonstration and studies in the classroom, laboratory and clinical facilities as part of the educational process. I understand that I may also be videotaped, audio taped, or photographed in the course of this program. Participation in said activities necessitates the wearing of appropriate and specific clothing. Laboratory clothing for males include shorts and T-shirts and the males will be asked to expose their upper torso; females need shorts, T-shirts, and a sports bra.

I understand that I am responsible for my own transportation to and from academic and clinical experiences and that out of town travel or residence will be necessary to complete clinical education. I also understand that clinical attendance is mandatory and all absences are considered unexcused and that participation in clinical education may also require drug testing and criminal background information.

I understand that I must maintain good health and notify the school of any physical or mental limitations/problems that may affect my performance. As a student I must demonstrate the emotional stability to function effectively under stress and the ability to adapt to a changing, unpredictable environment.

I must submit proof of immunizations, a yearly negative examination for TB, CPR certification, and a background check. In addition, some clinical facilities may require a drug screening, and if
so the cost may be incurred by me. I also understand that if requested by the school, I must provide a medical release from my physician to resume the program.

A student must be able to analyze and communicate information in English regarding a patient’s status or performance to a physical therapist or other colleague using a variety of communication modes to include written, verbal, or electronic as would be appropriate to the situation. A student will be expected to seek the supervision and consultation of academic or clinical faculty in a timely manner. I understand that I must be able to interact effectively and build relationships with all individuals.

A student must be able to acquire the information presented through demonstrations and experiences in the program. A student must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing assessments, interventions, and treatments. A student must be capable of perceiving signs of disease and infection as manifested through physical assessment. Such information is derived from images of the body surfaces, palpable changes in tissue, smells, and auditory information (patient voice, heart and lung sounds). I understand sensory and observation requirements of this program.

Physical therapy is a dynamic profession dealing primarily with the assessment and management of movement disorders. To this end, students must be capable, within reason, of participating in physical activities typical in day-to-day self-care, must be able to perform motor function tests and treatments on others, and must be able to ensure the physical safety of a patient at all times.

I understand the physical requirements of this program to be strenuous. I must be able to:

1. achieve Course "C" CPR certification
2. stand for 8 hours
3. sit for 8 hours
4. perform skills requiring manual dexterity, fingering and feeling
5. maintain good standing balance on all surfaces
6. administer manual exercises
7. perform skills requiring walking
8. safely transfer patients from all surfaces
9. measure vital signs
10. make simple mechanical adjustments and repairs of therapy equipment
11. lift up to 20# frequently
12. lift up to 50# occasionally
13. squat, stoop, kneel and/ or crawl
14. transport patients with wheelchairs and carts by pushing and pulling

I understand that I will be directed to the electronic versions of the Physical Therapist Assistant Program Student Handbook, the Clinical Education Student Handbook and the Student Code of Responsibility and Conduct for Tulsa Community College at the beginning of the fall term. I must adhere to all rules and regulations of the school and clinical sites. Ethical and professional conduct will be expected of all students. These characteristics encompass intelligence, compassion, empathy, altruism, integrity, responsibility and tolerance.
In consideration of being permitted to participate in the Physical Therapist Assistant Program, I understand that it is my responsibility to seek academic accommodation services. The faculty may be able to accommodate me if a formal request is made and official certification of the disability is completed.

I understand that the TCC PTA Program and its faculty have a responsibility to the public to assure that its graduates can be fully competent and caring in the role of a physical therapist assistant.

I hereby certify that I have read the entire document, that I am fully familiar with the contents of this document and that I fully understand its terms. Any questions that I have about this program and the contents of this document have been fully explained to my satisfaction. I am over 18 years of age.

Signature

Parent’s Signature (If student is a minor.)

Date