

Martin Community College  
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Williamston, NC 27892  
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[www.martincc.edu](http://www.martincc.edu)

**PHYSICAL  
THERAPIST  
ASSISTANT  
PROGRAM**

**POLICIES AND PROCEDURES MANUAL**



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## **HISTORICAL BACKGROUND**

The field of physical therapy has become increasingly more complex over the past several years for several reasons. Among these reasons are: medical advances in the preservation of life in conditions once considered fatal; surgical innovations that allows the patient earlier return to activity; and technological breakthroughs that offer sophisticated patient care equipment for evaluation and treatment procedures by physical therapy practitioners. At the same time the profession of physical therapy faces increasing demands for their services.

Educational programs for the physical therapist have had to constantly adjust the preparation of their graduates for entry into the practice of their chosen profession. Likewise, the profession recognized the need for better preparation of supportive personnel in physical therapy. On the job training alone would no longer suffice for one to whom the therapist could confidently delegate patient care activities.

In North Carolina, primarily a rural state, the number and size of educational programs for preparation of the physical therapist had not changed for quite some time. To meet increasing demands for physical therapy services by preparation of a qualified Physical Therapist Assistant, the Martin Community College program was begun.

## **ACCREDITATION STATUS**

Martin Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools (SACS), (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the Associate in Arts Degree, the Associate in Applied Science Degree, the Associate in General Education Degree, diploma, and certificate. Martin Community College was most recently re-accredited by SACS during July 2009.

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

On November 17, 2010, the Commission on Accreditation in Physical Therapy Education (CAPTE) reaffirmed accreditation to the Physical Therapist Assistant Program at Martin Community College. The Physical Therapist Assistant Program has been accredited by CAPTE since 1988.

## **PROGRAM MISSION AND PHILOSOPHY STATEMENT**

The Mission of the Physical Therapist Assistant program is to graduate knowledgeable, competent, self-assured, adaptable, and service-oriented paraprofessionals. Physical therapist assistants perform interventions under the supervision of physical therapists in an ethical, safe and effective manner. These paraprofessionals enhance the delivery of physical therapy services by providing delegated interventions, assisting the physical therapist with data collection, communicating with other members of the health care delivery team, interacting with members of the patient's family and caregivers, and working with other health care providers. Physical therapist assistants participate with the physical therapist in teaching other health care providers, documenting patient intervention and providing psychosocial support for patients and their families and caregivers with recognition of individual, cultural, and economic differences.

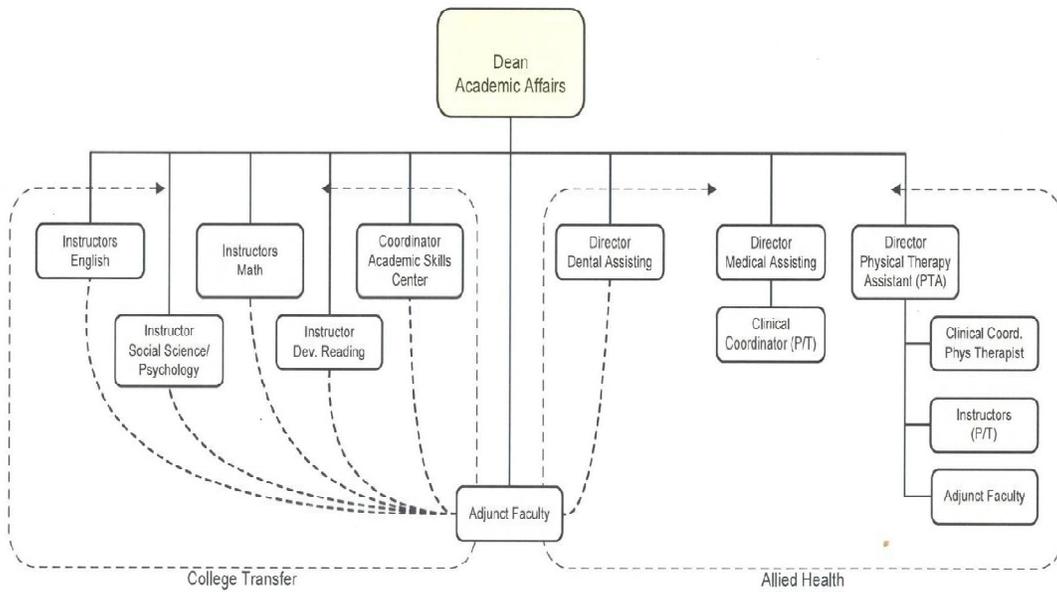
## **PROGRAM GOALS**

The goals of the Physical Therapist Assistant program are, that upon completion of this curriculum the graduate will be prepared to:

1. Perform duties and patient care activities appropriate for a skilled PTA.
2. Apply the knowledge, skills and techniques learned in the PTA didactic courses to safe and effective patient care.
3. Recognize the needs of the patient, family and caregivers as well as document changes in the patient's condition and communicate these changes to the PT.
4. Effectively and accurately communicate information relevant to patient status, progress, and safety in the patient's record, to the supervising physical therapist and with the patient's health care team.
5. Demonstrate ethical, legal, safe and professional conduct appropriate in a health care setting.

# MARTIN COMMUNITY COLLEGE

## ORGANIZATIONAL CHART



## **CLINICAL FACULTY RIGHTS AND PRIVILEGES**

The institution has in place policies regarding the rights and privileges of the clinical faculty. The program involves clinical faculty in two ways. These are as part time faculty in the education of students in clinical areas and as members of the program advisory committee. As a result of the clinical faculty's commitment to the program, they have certain rights and privileges afforded to them. The following is a list of the rights and privileges provided to clinical faculty by the institution and the program:

1. Access to all the holdings of the Library including books, audio and videotapes, CD-ROMs and computers.
2. Use of classroom and laboratory space for research, continuing education, and professional organization meetings.
3. Access to the institutional web site and e-mail resources.

The facility's clinical faculties are provided with a packet of information regarding expectations of the academic institution at the inception of the clinical arrangement. The clinical sites are provided with a summary of these rights and privileges to help inform new clinical instructors. Without exception, these policies are applied to all clinical sites equally and fairly.

# PTA PROGRAM ADMISSIONS POLICY

## PHASE I

1. Complete an Application for Admission and submit it to the Admissions Counselor's Office at the College. Admissions screening will start March 15 and will continue until a full class is accepted or until the start of the Fall Semester. Applicants who have not completed the application by March 15 are encouraged to complete and submit the application as soon as possible.
2. Request that their high school transcripts and post-secondary transcripts, if applicable, be mailed to the Registrar's Office at the College at the time of application. (High school seniors and students enrolled at other colleges for the Spring Semester must submit their final transcripts no later than June 30.) Applicants must at least be a high school graduate or equivalent prior to the beginning of the class in which the applicant is applying for admission.
3. Take the Martin Community College placement tests to determine placement. Placement tests MUST be completed before an interview will be scheduled. Placement test scores are valid for three years. (Effective August 1, 2007) Applicants must make at least the minimum score to place out of all developmental courses (English, math, and reading), present evidence of successful completion of similar college-level courses, or subsequently complete the recommended developmental course(s) with a grade of "C" or better prior to being considered for admission into the program.
4. Submit two character reference letters.
5. The applicant must have a minimum grade point average of 2.0 to be considered for admission. The Registrar's Office will receive information from the applicants, compile a list of applicants with complete application packets, and forward this information to the PTA program faculty for evaluation for admission.

## PHASE II

Applicants who meet the above criteria will participate in an individual interview with a two member interview team as scheduled by the PTA program director and a faculty member with teaching responsibilities in the program. Interviews will be scheduled beginning in mid-March as applicants become eligible. Applicants who do not meet the above criteria WILL NOT be scheduled for an interview and will not be considered for acceptance into the upcoming PTA class.

**Eligibility for acceptance into the program will be determined by using the following scoring system:**

### **Academic Points**

Post-secondary applicants are given points for completion of general education courses required in the current PTA program using the following scale. Credit earned through advanced

placement exams, CLEP, or on a pass/fail grading system will be awarded one point for each course-hour equivalent.

0.4 points per credit hour for a grade of A

0.3 points per credit hour for a grade of B

0.2 points per credit hour for a grade of C

Although not a requirement, it is recommended that applicants complete BIO 168 and BIO 169 prior to application to the program. Students who have completed BIO 168 and/or BIO 169 will receive points for these courses using the following scale:

0.8 points per credit hour for a grade of A

0.6 points per credit hour for a grade of B

0.4 points per credit hour for a grade of C

High school seniors must have earned grades of 80 or better on the following courses: Algebra I, Geometry, English IV, Biology, and Chemistry. The numerical grade received will be converted to its decimal equivalent for points awarded for any grade of an 80 or better. Additional points will be given for a numerical grade of 80 or better for the following courses: Algebra II, Trigonometry, Advanced Algebra, Pre-Calculus, Advanced Biology, Advanced Chemistry, and Physics. The numerical grade will be converted to its decimal equivalent for points awarded for any grade of an 80 or better.

### **Interview Points**

The interview is worth a possible 15 points.

**In addition to academic scoring and interview scoring, points are awarded for the following areas:**

- Highest educational level completed
- Any patient-related healthcare work experience
- Character reference letters (maximum of two)

### **PHASE III**

Averages and total points will be computed and applicants will be ranked in descending order by their overall scores.

- Applicants with a total score of 25 points or greater will be accepted into the program (if slots are available). Applicants may be placed on the waiting list pending review of end-of-semester transcripts or other reasons to be determined by the program faculty and will be reevaluated for admission by fall registration with this process on-going as needed. If an applicant has completed BIO 168 and BIO 169, these grades will strongly influence the decision of acceptance or non-acceptance.

- Applicants with a total score between 20 and 24 points will be placed in an alternate applicant pool (waiting list) and will be reevaluated for admission into the program periodically with this process on-going until the class is filled or the beginning of the Fall Semester.
- If two or more applicants are tied and sufficient positions are not available to admit all of those applicants to the program, the Admissions/Retention Committee will make the final decision as to the ranking and acceptance. The Physical Therapist Assistant Program will admit up to a maximum of 16 applicants each Fall Semester. Applicants will be informed by letter as to their standing beginning April 1.
- An applicant with a total score less than 20 points WILL NOT be considered for admission.

#### **PHASE IV**

Students who are selected for admission into the program will contact the PTA program faculty (within 14 days of being notified of acceptance) to confirm their seat or to decline acceptance into the program. Specific instructions will be provided in the acceptance letter.

#### **PHASE V**

ALL accepted students must have a physical examination and submit the required medical form to the PTA Coordinator of Clinical Education before registering for any PTA classes. Students WILL NOT be allowed to register for any classes until ALL medical information required by the PTA program is submitted and verified. The specific medical information required for the PTA program and the time required to submit information will be included in the acceptance letter along with a copy of the form. An applicant not returning the medical form within the time frame will be removed from the list of admitted applicants, and the position will be awarded to the next ranked applicant.

## PTA PROGRAM RE-ADMISSION POLICY

A student may enter the Physical Therapist Assistant program a maximum of two times (initial admission is counted as the first entrance). Any student desiring to re-apply to the program must:

1. Meet the current admission criteria required by all applicants to the Physical Therapist Assistant program.
2. Students not actively enrolled in the Physical Therapist Assistant program in the 12 months prior to the first day of the semester (elapsed time out of the program >12 months) must apply for READMISSION to the program. This may be done by notifying the program director in writing of your intent to re-apply, including the reasons for withdrawal or dismissal, reasons for re-application, and detailing the change of circumstances that will lead to a better result this time, and updating your application in the Registrar's Office. Because information in any allied health field changes so quickly, students absent from the program for more than 12 months will be required to re-take all program specific courses (PTA prefixes). Readmission into the program is competitive, not guaranteed, and is limited by the number of slots available. Students should be aware that no financial aid will be available to pay for re-taking courses in which the student has previously earned a grade of "A", "B", or "C". In addition, students must submit transcripts of work completed in the interim, and submit an updated medical history form. Students should be aware that they may need to update their CPR certification and/or TB test. This should be done before re-application as this information is required for placement in clinical rotations.
3. Students dismissed or withdrawn from the program within the previous 12 months (elapsed time out of program <12 months) must apply for RE-ENTRY to the program. This may be done by notifying the program director in writing of your intent to re-apply, including the reasons for withdrawal or dismissal, reasons for re-application, and detailing the change of circumstances that will lead to a better result this time, and updating your application in the Registrar's Office. Re-entry into the program is competitive, not guaranteed, and is limited by the number of slots available. If selected for re-entry to the program the student will start with the classes in which the withdrawal or academic deficiency occurred and any required remediation of courses taken previously. Remediation of any deficiency, including deficiencies noted by clinical instructors in clinical rotations, must be completed for graduation from the program. In order to clearly define these requirements a written plan of remediation will be drawn up for the student which may include any of the following: self-directed study, practical examination, and/or re-taking specific courses. This plan will be signed by the student

and the program director and will be kept in the student's program file, with a copy sent to the Registrar's office to be kept in the student's permanent file. Re-entry students who left the program as a result of unsatisfactory academic/clinical performance will re-enter the program if admitted on probation and will remain on probation for the following semester. In addition, students must submit transcripts of work completed in the interim and submit an updated medical history form. Students should be aware that they may need to update their CPR certification and/or TB test. This should be done before re-application as this information is required for placement in clinical rotations.

4. Having met all the pertinent requirements as stated above, the readmission or re-entry student will be scheduled for an interview with the program director. Because of restricted space in the incoming class for each year, the number of readmissions or re-entry students will be limited to no more than 10 percent of the students starting each fall.

**MARTIN COMMUNITY COLLEGE**  
**ITEMIZED TUITION RATES PER SEMESTER**  
**For In-State and Out-of-State Students**  
**2010-2011**

<b>CREDIT HOURS</b>	<b>IN-STATE</b>	<b>OUT-OF-STATE</b>
<b>1</b>	<b>\$66.50</b>	<b>\$258.50</b>
<b>2</b>	<b>133.00</b>	<b>517.00</b>
<b>3</b>	<b>199.50</b>	<b>775.50</b>
<b>4</b>	<b>266.00</b>	<b>1,034.00</b>
<b>5</b>	<b>332.50</b>	<b>1,292.50</b>
<b>6</b>	<b>399.00</b>	<b>1,551.00</b>
<b>7</b>	<b>465.50</b>	<b>1,809.50</b>
<b>8</b>	<b>532.00</b>	<b>2,068.00</b>
<b>9</b>	<b>598.50</b>	<b>2,326.50</b>
<b>10</b>	<b>665.00</b>	<b>2,585.00</b>
<b>11</b>	<b>731.50</b>	<b>2,843.50</b>
<b>12</b>	<b>798.00</b>	<b>3,102.00</b>
<b>13</b>	<b>864.50</b>	<b>3,360.50</b>
<b>14</b>	<b>931.00</b>	<b>3,619.00</b>
<b>15</b>	<b>997.50</b>	<b>3,877.50</b>
<b>16</b>	<b>1,064.00</b>	<b>4,136.00</b>

## **STUDENT ACTIVITY FEES**

Full-Time Students – 12 or More Credit Hours

Full-Time for Summer Semester – 9 Credit Hours

Students Pay for no More Than 16 Hours / \$19.00 Maximum

for Fall and Spring Semesters

No Student Activity Fee for the Summer Semester

Part-Time Students – 1 to 11 Credit Hours

1-3 Credit Hours \$5.50

Each Additional Credit Hour \$1.50

**\*\*Students should refer to MCC website for any changes in current tuition rates.\*\***

## **INSTRUCTOR-STUDENT RELATIONSHIPS**

It is with sincere concern that, as instructors and advisors, we state that we are here to teach, help, and serve the students. The faculty is concerned with student success and satisfaction in this program of study and later, as a licensed Physical Therapist Assistant.

In order to establish a better acquaintance with each of the students, faculty offices are open and available for students to visit with faculty. The faculty should be kept informed about student concerns and/or other related problems. Though the faculty does not like to see any of the students lose interest or enthusiasm for this program of study, it is requested that should this situation arise, it would be discussed with one of the faculty.

Data is constantly being compiled as to factors influencing student attrition. Only as these factors are brought forward can the faculty try to minimize them for future students. In the event that a student simply quit attending, the faculty should follow up with the student and initiate discussion regarding the situation. This recommended so that the incident does not prove to be a detriment to the student returning to the program at a later date.

## **DUE PROCESS OF THE STUDENT**

There are two mechanisms by which a student has recourse to appeal. One is the Student Grievance Procedure as appearing in the College catalog and the peer review process for clinical failure.

### **Student Grievance Procedure**

The procedure is not intended to initiate disciplinary action against a member of the faculty, staff, or administration, or to alter college policy. Students dissatisfied with a financial aid decision must see the Financial Aid Director.

The following outlines the grievance procedure to be followed:

1. Students with concerns should first discuss their problem with the faculty or staff member(s) who are involved. Both parties should attempt to resolve the issue in discussion.
2. If the complaint is not resolved, the student must talk with the faculty/staff member's immediate supervisor who will attempt to resolve the complaint.
3. In the event that the grievance cannot be resolved within the department, students should submit a signed grievance form to the Dean of Academic Affairs and Student Services within five (5) school days after completion of Step 2. Copies of the complaint will be forwarded to the appropriate dean of the area involved. The complaint should fully specify time, place, and nature of the incident which resulted in the complaint.
4. Within five school days after receiving a signed grievance form, the Dean of Academic Affairs and Student Services will schedule a meeting of the Hearing Committee to establish facts and recommend action. The student or staff member may have persons appear on his/her behalf provided a list of names is given to the Dean of Academic Affairs and Student Services one calendar day prior to the hearing. If the grievance is related to a clinical issue, a representative with clinical knowledge must serve on the Hearing Committee.
5. Within ten school days, the Hearing Committee shall submit its findings of facts and recommendations to the Dean of Academic Affairs and Student

Services with copies going to each party of the grievance and the college President. This shall serve as a final decision unless changed through the appeal process.

6. The accused, or the grievant, may request in writing an appeal to the President within three school days of receipt of a decision. The President will render a decision within ten school days and transmit it in writing to both concerned parties and to the Hearing Committee. In all cases the President's decision shall serve as the final governing authority of the College.

### **Due Process for Clinical Failure**

In the event that a student should fail a clinical experience for any reason and feel that they have been judged unjustly, they may request a peer review. This request must be made within five days of the adverse finding. Peer review will consist of a committee composed of the Program Director, Dean of Academic Affairs and Student Services, one faculty member, two students and the clinical instructor. It will be the responsibility of this committee to review the evaluation and the circumstances and make recommendations. If the findings of the peer review are unacceptable to the student, the student may request a Due Process Hearing utilizing the college wide procedures as outlined in the College Catalog.

# **COMPLAINTS AGAINST THE PROGRAM**

## **OUTSIDE OF DUE PROCESS**

Complaints received outside of due process will be directed to the office of the MCC President (abritt@martincc.edu) where a written record will be kept of the complaint and the appropriate action taken. A complaint against the MCC PTA program may also be filed at the NC Board of PT Examiners at <http://www.ncptboard.org> and the North Carolina Physical Therapy Association at <http://www.ncpt.org>. This procedure will also be placed on the PTA program web page on the MCC web site at <http://www.MCC.edu> so that the employers of graduates and the general public may have access to it.

## CLINICAL SITE CONTRACT EVALUATION PROCEDURE

The following procedure is used to review contracts for Clinical Sites to ensure accuracy and adequacy in meeting the needs of the program. This procedure is included in the department policy and procedure manual.

Procedure:

1. Healthcare facility provides a contract for review. It is reviewed by the MCC clinical faculty, the Dean of Academic Affairs and Student Services, and then the president for final review and signature.
2. Review includes the following:
  - a. Dates of coverage
  - b. Healthcare facility's responsibilities/obligations
  - c. Martin Community College's responsibilities/obligations
  - d. Insurance Coverage by College – The College maintains student and staff professional liability insurance coverage in the amount of \$1,000,000 per occurrence/\$3,000,000 aggregate.
  - e. Healthcare facility cannot require College to do background checks nor pay for personal malpractice insurance for students.
  - f. Review student codes as required by Healthcare facility, e.g., dress, appearance, etc.
3. After Dean's review, the contract is sent to President with comments of acceptance or concerns noted.
4. Once contract is approved by instructor, Dean, and President, the President signs and the contract is returned to clinical faculty to submit to appropriate Healthcare facilities.

# PHYSICAL THERAPIST ASSISTANT PROGRAM

## CURRICULUM EVALUATION PLAN

### **Mission/Purpose of your instructional program**

The Physical Therapist Assistant Program is committed to the philosophy of the College as stated in official publications. In addition, the mission of the program is to graduate knowledgeable, competent, self-assured, adaptable, and service oriented paraprofessionals. Physical therapist assistants perform interventions under the supervision of physical therapists in an ethical, safe, and effective manner. These paraprofessionals enhance delivery of physical therapy services by providing delegated interventions, assisting the physical therapist with data collection, communicating with other members of the health care delivery team, interacting with members of the patient's family and caregivers and working with together with other health care providers. Physical therapist assistants participate with the physical therapist in teaching other health care providers, documenting patient intervention and providing psychological support for patients, their families and caregivers with recognition of individual, cultural, and economic differences.

To evaluate the degree to which the mission of the Program is met, the Program engages in ongoing self-assessment, through both internal and external processes, to ensure that all efforts satisfy the Program's mission, goals, and objectives as well as the College's mission, goals, and objectives.

### **Student Learning Outcome No. 1**

Perform duties and patient care activities appropriate for a skilled PTA.

**Method(s) of Assessment** (*the procedure, strategies, or means by which you will collect information to validate the outcome objectives*)

Patient care is simulated and evaluated during clinical internships by the clinical instructor, and evaluated utilizing Sections 4 & 5 of the clinical evaluation form.

**Criteria for Success** (*criteria or benchmark established to measure attainment*)

Success is achieved if the individual student receives at least a 77%. The Commission on Accreditation for Physical Therapy Education requires 80% of students to be successful at the 77% success rate.

### **Assessment Results**

11 of 13 students (85%) met the criteria for success. The other two students received incompletes due to having to finish clinical rotations over the summer. These students are expected to meet the criteria as well.

## **Use of Results**

Current curriculum will continue to be used in the program.

### **Student Learning Outcome No. 2**

Apply the knowledge, skills, and techniques learned in the PTA didactic courses to safe and effective patient care.

**Method(s) of Assessment** (*the procedure, strategies, or means by which you will collect information to validate the outcome objectives*)

Performance with patients is assessed during clinical internships by the clinical instructor and evaluated utilizing Sections 2, 4, & 5 of the clinical evaluation form.

**Criteria for Success** (*criteria or benchmark established to measure attainment*)

Success is achieved if the individual student receives at least a 77%. The Commission on Accreditation for Physical Therapy Education requires 80% of students to be successful at the 77% success rate.

### **Assessment Results**

11 of 13 students (85%) met the criteria for success. The other two students received incompletes due to having to finish clinical rotations over the summer. These students are expected to meet the criteria as well.

## **Use of Results**

Current curriculum will continue to be used in the program.

### **Student Learning Outcome No. 3**

Recognize the needs of the patient, family, and caregivers as well as document changes in the patient's condition and communicate these changes to the physical therapist.

**Method(s) of Assessment** (*the procedure, strategies, or means by which you will collect information to validate the outcome objectives*)

Knowledge regarding interaction with the patient and caregiver are learned and assessed in PTA 222 Professional Interactions by written exams. Performance with patients is assessed during clinical internships by the clinical instructor, and evaluated utilizing Sections 1, 3, 6, & 8 of the clinical evaluation form.

**Criteria for Success** (*criteria or benchmark established to measure attainment*)

Success is achieved if the individual student receives at least a 77%. The Commission on Accreditation for Physical Therapy Education requires 80% of students to be successful at the 77% success rate.

**Assessment Results**

11 of 13 students (85%) met the criteria for success. The other two students received incompletes due to having to finish clinical rotations over the summer. These students are expected to meet the criteria as well.

**Use of Results**

Current curriculum will continue to be used in the program.

**Student Learning Outcome No. 4**

Effectively and accurately communicate information relevant to patient status, progress and safety in the patient's record to the supervising PT and with the patient's health care team.

**Method(s) of Assessment** (*the procedure, strategies, or means by which you will collect information to validate the outcome objectives*)

Written and verbal documentation is introduced in PTA 110 and reinforced throughout the remaining didactic coursework. Performance with patients is assessed during clinical internships by the clinical instructor, and evaluated utilizing Sections 3 & 8 of the clinical evaluation form.

**Criteria for Success** (*criteria or benchmark established to measure attainment*)

Success is achieved if the individual student receives at least a 77%. The Commission on Accreditation for Physical Therapy Education requires 80% of students to be successful at the 77% success rate.

**Assessment Results**

11 of 13 students (85%) met the criteria for success. The other two students received incompletes due to having to finish clinical rotations over the summer. These students are expected to meet the criteria as well.

**Use of Results**

Current curriculum will continue to be used in the program.

**Student Learning Outcome No. 5**

Demonstrate ethical, legal, safe and professional conduct appropriate in a health care setting.

**Method(s) of Assessment** (*the procedure, strategies, or means by which you will collect information to validate the outcome objectives*)

Knowledge of ethical, legal, safe and professional conduct and simulation of skills is learned and practiced in PTA 222 and PTA 210. Performance of a clinical setting is assessed during clinical internships by the clinical instructor and evaluated utilizing Sections 1, 2, 6, 7, & 8 of the clinical evaluation form.

**Criteria for Success** (*criteria or benchmark established to measure attainment*)

Success is achieved if the individual student receives at least a 77%. The Commission on Accreditation for Physical Therapy Education requires 80% of students to be successful at the 77% success rate.

**Assessment Results**

11 of 13 students (85%) met the criteria for success. The other two students received incompletes due to having to finish clinical rotations over the summer. These students are expected to meet the criteria as well.

**Use of Results**

Current curriculum will continue to be used in the program.

# **FACULTY DEVELOPMENT PLAN**

## **Academic faculty**

Academic faculty is assessed and plans developed with the use of the following assessment tools:

Form C-1 Instructor Job Performance Assessment

Form C-2 Instructor Self Evaluation

Form G-1 Student Evaluation of Instructors

Academic faculty development activities are directed toward improving program faculty effectiveness. Development activities are based on program faculty and program needs identified in the evaluative process. Development plans for academic faculty should include measurable and attainable development goals, methods for achieving the goals, and a timetable for accomplishing the goals.

## **Clinical Educational Faculty**

Clinical Educational Faculty is assessed and plans developed from APTA Clinical Site Information Form and the following assessment tools:

Clinical Site Visit Summary Form

Clinical Site Telephone Survey

APTA Clinical Site Information Form

Student Evaluation of Clinical Instructor and Clinical Site

Clinical Education Faculty, including CCCE and CI, are oriented to Clinical policies and procedures using the Clinical Instructor Handbook by the ACCE. The ACCE provides additional training to the CI to clarify expected student performance, with a particular emphasis on performance and the standardization of student grading. Areas where additional training may be needed are shared with follow up at the clinical site by the CCCE and CI.

**PHYSICAL THERAPIST ASSISTANT  
ADVISORY COMMITTEE 2010-2011**

<b>Name</b>	<b>Title/Email</b>	<b>Name of Business and Address</b>	<b>Phone Number</b>
Allison Bedsole	Physical Therapist <a href="mailto:abedsole@pcmh.com">abedsole@pcmh.com</a>		
Elaine Brestel	Physical Therapist <a href="mailto:ebrestel@cox.net">ebrestel@cox.net</a>	106 Christenbury Drive Greenville, NC 27858	252-752-2255
Crystal Copeland	Physical Therapist Assistant	Chowan Hospital 211 Virginia Road Edenton, NC 27932	252-482-6767
Mark Van Doninck	Physical Therapist Rehab Manager	Chowan Hospital 211 Virginia Road Edenton, NC 27932	252-482-6767
David Edwards	Physical Therapist Clinic Owner	Kinetic PT & Wellness 1350 East Arlington Blvd. Greenville, NC 27858	252-364-2806
Karen Haas	Physical Therapist <a href="mailto:Karen.haas@ncmail.net">Karen.haas@ncmail.net</a>	NC Division of Public Health 404 St. Andrews Drive Greenville, NC 27834	252-355-1025 Ext. 13
Lisa Harrell	Physical Therapist <a href="mailto:Lisaharrell430@earthlink.net">Lisaharrell430@earthlink.net</a>	203 West Gray Street Windsor, NC 27983	252-794-9133

Sue Jarrett	Physical Therapist Assistant <a href="mailto:sjarrett@pcmh.com">sjarrett@pcmh.com</a>	Roanoke-Chowan Hospital 604 S. Academy Street Ahoskie, NC 27910	252-209-3186
Glen Newman	Physical Therapist Center Coordinator for Clinical Education <a href="mailto:gnewman@pcmh.com">gnewman@pcmh.com</a>	Pitt County Memorial Hospital 2100 Stantonsburg Road Greenville, NC 27834	252-847-8443
Susan Vick	Physical Therapist Assistant Manager of Clinical Operations	Select Physical Therapy 2340 Hemby Lane, Suite200 Greenville, NC 27858	252-758-5000
Kellie Wynn	Physical Therapist Assistant	Martin General Hospital 310 S. McCaskey Road Williamston, NC 27892	252-809-6319

## PHYSICAL THERAPIST ASSISTANT PROGRAM BUDGET

CATEGORY ACTUAL Identify Year: 2008-2009	PREVIOUS YEAR BUDGETED Identify Year: 2009 - 2010	CURRENT YEAR	PROPOSED NEXT YEAR BUDGETED Identify Year: 2010-2011
<b>INCOME</b>			
Source: State of North Carolina	\$165,165	\$168,863	\$168,863
Source:	\$	\$	\$
Source:	\$	\$	\$
Source:	\$	\$	\$
<b>TOTAL INCOME \$:</b>	<b>\$165,165</b>	<b>\$168,863</b>	<b>\$168,863</b>
<b>OPERATING EXPENSES</b>			
<b>SALARY EXPENSES, excluding benefits</b>	\$58,800	\$59,500	\$59,500
Core Faculty	\$100,000	\$100,000	\$100,000
(FTEs: __1__) Dawn Associated Faculty Other	\$	\$	\$
(FTEs: _1____) Staff	\$	\$	\$
<b>TOTAL \$ FACULTY DEVELOPMENT</b>	<b>\$158,800</b>	<b>\$159,500</b>	<b>\$159,500</b>
Faculty Development	\$1350	\$715	\$715
<b>TOTAL \$ CLINICAL EDUCATION</b>	<b>\$1350</b>	<b>\$715</b>	<b>\$715</b>
Clinical Faculty Development	\$	\$	\$
Travel to Clinical sites	\$213.83	\$500.00	\$500.00
Other	\$	\$	\$
<b>TOTAL \$ OPERATIONAL</b>	<b>\$213.83</b>	<b>\$500.00</b>	<b>\$500.00</b>
Supplies	\$554.25	\$2300.00	\$2300.00
Communication (Phone, mail, etc.)	\$	\$	\$
Reproduction (Xeroxing, slides, photo, etc.)	\$492.39	\$200.00	\$200.00
<b>TOTAL \$ EQUIPMENT</b>	<b>\$1046.64</b>	<b>\$2500.00</b>	<b>\$2500.00</b>
Repairs	\$554.73	\$ 600.00	\$600.00
Acquisition	\$	\$1598.00	\$1598.00
Rental	\$	\$	\$
<b>TOTAL \$ OTHER (Specify)</b>	<b>\$554.73</b>	<b>\$2198.00</b>	<b>\$2198.00</b>
1. Consortium Membership Dues	\$250.00	\$250.00	\$250.00
2. Accreditation Expenses	\$2950.00	\$3200.00	\$3200.00
<b>TOTAL \$ TOTAL OPERATING EXPENSES \$</b>	<b>\$3200.00</b>	<b>\$3450.00</b>	<b>\$3450.00</b>
	<b>\$165,165.20</b>	<b>\$168,863.00</b>	<b>\$168,863.00</b>

# PHYSICAL THERAPIST ASSISTANT PROGRAM

## PATIENT RIGHTS AND SAFETY POLICY

It is the policy of the PTA Program that all students follow patient care safety guidelines and respect the rights and dignity of all individuals. The following sample behaviors are provided to guide and direct the students in the provision of ethical and safe treatment of patients within their care.

### Patient Rights

1. The patient has a right to informed consent and the right to continuity of care and/or treatments.
2. The patient has the right to dignity and respectful care.
3. The patient has the right to individuality and expression of cultural diversity. The student, will in turn, have the utmost concern for the welfare of the patient and respect the patients cultural differences.
4. The patient has the right to privacy. Students will consider all patients information as confidential, only discussing information with those personnel who have a right to know and have been involved with the current care of the patient.
5. The patient has the right to refuse treatment. Likewise, the student has the right to refuse carrying out treatment procedures if he or she believes them not to be in the best interest of the patient or harmful to the patient.

### Patient Safety Guidelines

- a. Verify patient's identification before transporting the patient from the room down to the department.
- b. All patients being ambulated as part of their therapy will have a safety belt placed around their waist.
- c. No patient will be allowed to get up from a wheelchair unless both brakes are locked and the foot pedals and leg rests are out of the way.
- d. Wheelchairs will be locked when the patients are waiting for treatments or they have completed therapy and prior to transporting.
- e. Patient being transported on stretchers will have side rails up or straps applied across the chest and legs.
- f. All modalities patients will be given a call bell and/or instructed to call if

problems arise when left in a treatment booth or the whirlpool area.

g. A trained member of the staff will be in immediate attendance when any patient on a treatment table first comes to sitting position post treatment.

h. A trained member of the staff will be in immediate attendance when a patient gets into, out of, or leaves the whirlpool area.

i. A trained member of the staff will be in immediate attendance when any patient transfers to or from a chair, wheelchair, plinth, or mat.

j. A trained member of the staff will stay with any confused patient while receiving a whirlpool and remain in the immediate area for all other whirlpool patients.

k. Any confused or helpless patient will be restrained while in a wheelchair.

l. No child, helpless, or confused patient is to be left alone in a cart, tilt table, mat, or treatment plinth unless restrained with straps.

m. No patient will be left alone in the department at any time for any reason.

n. Patient's skin condition will be checked before and after all heat treatments.

o. Water temperature of the whirlpool will not exceed 104 degrees. Paraffin temperature will not exceed 126 degrees.

p. Patients will be oriented to all procedures before treatments are begun. If the patient does not refuse the treatment offered, it will be taken as a consent to treat and the therapist will proceed with the prescribed procedures for treatment.

## **SAFETY POLICY FOR LABORATORY EQUIPMENT, MATERIALS AND ELECTRICITY**

Martin Community College recognizes that exposure to electricity and certain materials may pose a hazard to students or faculty and staff in the accomplishment of their daily tasks. Students and faculty may be required to work with or in the immediate vicinity of electrical power equipment and/or electrical power sources. This program has been developed for protection from exposure to electrical or material hazards through:

- Proper installation and maintenance of electrical equipment and systems
- Safe work practices
- Materials Safety and Data Sheets (MSDS) center in the laboratory and
- Hazardous condition reporting and training

It is Martin Community College's policy that this program be followed in all applications, on and off campus, for the protection of Martin Community College faculty/staff and students (herein referred to as personnel). The PTA Program Director is designated as the party responsible for implementation and enforcement of this safety policy.

### **OTHER RESPONSIBILITIES**

Program faculty will assure that personnel under their supervision who use, install, repair, or modify electrical equipment and or appliances have received the proper training and that the personnel follow all electrical safety practices including the following:

- Will encourage the reporting of electrical hazards by personnel and ensure that hazards are eliminated in a timely manner;
- Will keep areas around electrical equipment, such as circuit breaker panels, disconnects, and fixed power tools free from stored items, debris, and any liquids or materials which could create slip/trip/fall hazards;
- Will follow electrical and material safety work practices; and
- Will report any unsafe equipment, conditions, or procedures which may present an electrical shock or health hazard.

### **TRAINING**

All Martin Community College personnel who, in the course of performing their duties, may reasonably be expected to encounter risk of injury due to electrical shock or other hazards will receive training appropriate for the tasks they are to perform.

## **CONTENT OF TRAINING**

Unqualified persons will be trained in the safe work practices contained in this program that pertain to their respective jobs and in their personnel responsibilities. Qualified persons will be trained in the safe work practices contained in this program and in their responsibilities. In addition, training in skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment will also be received.

### **ELECTRICAL EQUIPMENT AND SYSTEM INSTALLATION**

All electrical equipment and electrical systems will be installed in accordance with recognized National, State, and Local Electrical Codes and in accordance with the requirements of OSHA Design Safety Standards for Electrical Systems, 29 CFR 1910.302 through 1910.330. All electrical equipment and electrical systems will be suitable for the use intended.

### **MAINTENANCE OF ELECTRICAL EQUIPMENT AND SYSTEMS**

All electrical equipment and electrical systems will be maintained in such a manner as not to pose an electrical shock hazard. No electrical equipment or system, which poses an electrical shock hazard, will be used. All equipment or system that are determined to be a potential hazard must be placed out of service and so labeled using the appropriate tag.

### **SAFE WORK PRACTICES**

The following work practices will be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contact when work is performed near or on equipment or circuits, which are or may be energized.

#### ***Material Safety Data Sheets (MSDS)***

Some materials within the physical therapy laboratory may be harmful if ingested or exposed to the eyes. For the safety of the students and faculty, an MSDS center is located in Building 3, Room 24 and contains any pertinent information regarding the materials contained within that laboratory. Emergency action that should be taken is listed on these sheets. Personnel will familiarize themselves with this information.

#### ***Qualified persons***

A qualified person (technician) shall be capable of working safely on energized circuits and shall be familiar with the proper use of special precautionary techniques, personal protective equipment (PPE), insulating and shielding materials, and insulated tools. The PTA Program Director keeps records of annual

calibrations and safety testing on all electrical equipment contained within the laboratory.

### **OTHER SAFE WORK PRACTICES**

*Illumination* - Students or faculty may not enter spaces containing exposed energized parts, unless adequate illumination is provided for safe work practices. Where lack of illumination or an obstruction precludes observation of the work to be performed, personnel may not perform tasks near exposed energized parts.

Personnel may not reach blindly into areas, which may contain energized parts.

*Conductive apparel* - Conductive articles of jewelry and clothing (i.e. watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts.

### **USE OF PORTABLE ELECTRIC EQUIPMENT**

Portable electric equipment includes the use of cord and plug connected equipment, including flexible cord sets (extension cords).

### **HANDLING**

Portable equipment shall be handled in a manner which will not cause damage. Flexible electric cords connected to equipment may not be used for raising or lowering the equipment. Flexible cords may not be fastened with staples or otherwise hung in such a way that could damage the outer jacket or insulation.

### **VISUAL INSPECTION**

Portable cord and plug connected equipment and flexible cord sets (extension cords) shall be visually inspected before use in any lab for external defects (i.e. loose parts, deformed and missing pins, or damage to outer jacket or insulation) and for evidence of possible internal damage (i.e. pinched or crushed outer jacket). If there is a defect or evidence of damage that might expose student and faculty to injury, the defective or damaged item shall be removed from service, and no personnel may use it until repairs and tests necessary to render the equipment safe have been made. When an attachment plug is to be connected to a receptacle (including any on a cord set), the relationship of the plug and the receptacle contacts shall first be checked to ensure that they are of proper mating configurations.

### **GROUNDING TYPE EQUIPMENT**

A flexible cord used with grounding type equipment shall contain an equipment-grounding conductor. Attachment plugs and receptacles may not be connected or

altered in a manner, which would prevent proper continuity of the equipment-grounding conductor at the point where plugs are attached to receptacles. Additionally, these devices may not be altered to allow the ground pole of a plug to be inserted into slots intended for connection to the current-carrying conductors. Adapters, which interrupt the continuity of the equipment grounding connection, may not be used.

### **CONNECTING ATTACHMENT PLUGS**

Students and faculty hands may not be wet when plugging and unplugging flexible cords and cord and plug connected equipment if energized equipment is involved. Energized plug and receptacle connections may be handled only with insulating protective equipment if the condition of the connection could provide a conducting path to the personnel's hand (i.e. a cord connector is wet from immersion in water). Locking type connectors shall be properly secured after connection.

### **TEST INSTRUMENTS AND EQUIPMENT USE**

Only qualified persons may perform testing work on electric circuits or equipment.

### **VISUAL INSPECTION**

Test instruments and equipment and all associated test leads, cables, power cords, probes, and connectors shall be visually inspected for external defects and damage before the equipment is used. If there is a defect or evidence of damage that might expose students or faculty to injury, the defective or damaged item shall be removed from service, and no one may use it until repairs and tests necessary to render the equipment safe have been made.

### **RATING OF EQUIPMENT**

Test instruments and equipment and their accessories shall be rated for the circuits and equipment to which they will be connected and shall be designed for the environment in which they will be used.

### **MECHANICAL EQUIPMENT**

All mechanical equipment (traction and exercise equipment) i.e., shall be inspected annually and before each use by students, faculty, or qualified technician prior to operation. If abnormal condition or operation is noted then the maintenance department will be notified or the necessary technical support will be contacted. In the event that the correction will require extended time, then the equipment will be tagged as unserviceable and removed from service.

### **HEATING OR IMMERSION DEVICES**

All devices used for heating or heat applications shall be inspected annually and will have a functioning instrument to determine appropriate temperature. Prior to the application of hot moist packs, paraffin bath, whirlpool, and fluidotherapy modalities the student or faculty will determine that the unit is functioning within normal parameters before application to a patient or surrogate patient. If the device is operating outside normal ranges then the device will be labeled as out of service and be removed from operation until the corrections can be made.

### **RADIATION DEVICES**

Faculty and students will be provided with appropriate eye protection devices prior to the operation of radiation devices including infrared, ultraviolet, and heat lamps. All operations will be done in an area where incidental contact with other individuals will be at an absolute minimum. These devices will also be inspected annually however if abnormal operation is observed then the equipment will be tagged as unserviceable and removed from service.



## Carolina Biomedical Services, Inc.

#	Device	Manufacture	Model	Serial No.	Amp	Pass/Fail	Comments
13	Pulsa Vac	Zimmer	none	none	120V	Pass	
14	Paraffin Bath	Dickson	K	3255	120V	Pass	
15	Paraffin Bath	Chattanooga	Paracare	25256	1.5	Pass	
16	Table	Chattanooga	500	none	5	Pass	
17	Table	Chattanooga	Tre-24	3105	2	Pass	
18	W. P. Turbine	Whitehall	145	9412	8	Pass	
19	Traction	Chattanooga	TX-7	5483	5	Pass	
20	Hydrocollator	Chattanooga	M-2	15617	9	Pass	
21	Dyathermy	Mettler	300	112H9375	3	Pass	
22	Col Pac	Chattanooga	C-2	7315	4	Pass	
23	Pulsa Vac	Zimmer	III	1109	120V	Pass	
24							
25							
26							
27							
28							
29							
30							

### Electrical Safety and Calibration Data:

#	P/C	G-PIN	Leakage	Temp	Item #	Size cm	Freq	Watts and Lbs.							
								1.0	2.5	4.0	5.0	15.0	20.0		
13	OK	OK	21												
14															
15	OK	OK	23												
16	OK	OK	13												
17	OK	OK	20												
18	OK	OK	24												
19	OK	OK	51		19	-						19	29	39	49
20	OK	OK	21												
21	OK	OK	90												
22	OK	OK	54												
23	OK	OK	23												
24															
25															
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