



**Division of Health Sciences
Physical Therapist Assistant Program**

<https://www.hccs.edu/programs/areas-of-study/health-sciences/physical-therapist-assistant/>

PTHA 1266: Practicum I | CRNS: 24511, 24512, 24513, 24514, 24515, 24516, 24517

Fall 2020 | 6 Weeks (8.17.2020 - 9.25.2020)

Online on a Schedule; Lab Based | Mon – Fri 8:00 am – 4:00 pm

2 Credit Hours | 224 hours per semester

Lecture: Virtual

Lab: Refer to assigned lab schedule

Instructor Contact Information

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Instructor's Preferred Method of Contact

HCC Email - Ashlesha.Parikh@hccs.edu, Anne.Miller@hccs.edu and Michele.Voight@hccs.edu. We will respond to emails within 24 hours Monday through Friday. We will reply to weekend messages on Monday mornings.

*Due to COVID-19, all office hours are by appointment only. Please email the Instructor to meet him/her in their Webex personal room. See the Canvas home page for each Instructor's specific link.

What's Exciting About This Course

The course offers supervised clinical practice in the classroom and simulation lab. Additional course work is a part of the course. Students will perform all interventions under the direction and supervision of a physical therapist in the practice of physical therapy procedures, including the application of modalities and physical agents learned in PTHA 1431 and PTHA 1305. Students will also be responsible for therapeutic exercise techniques, and related assessments skills learned in PTHA 2509 and PTHA 2301.

The student will demonstrate entry – level performance for a physical therapist assistant in the assigned skills. The assessment tools used by the students and faculty will be skill-specific grading rubrics. See pages 11 - 15 of the syllabus.

Our Personal Welcome

Welcome to PTHA 1266 — We are delighted that you have enrolled in this course! Our passion is physical therapy and how you can better understand our role in the profession to better serve the public. We can hardly wait to watch you apply your knowledge and passion as you apply all your skills during your first simulated patient treatment! This experience is the beginning of your lifelong career as a physical therapist assistant.

We are available to support you. The fastest and best way to reach us is by our HCC email. We are available during posted office hours to tackle the questions. Our goal is for you to walk out of the course with a better understanding of physical therapy and your role as a physical therapist assistant. So please visit us or contact us by email whenever you have a question. **Please note, upon returning to campus, all students MUST follow CDC guidelines including social distancing, wearing a mask and washing hands using antiseptic practice.**

Prerequisites and/or Co-Requisites

PTHA 1266 requires PTHA 2205 and PTHA 2509.

Canvas Learning Management System

This section of PTHA 1266 will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments and activities. This course will be delivered via on-site training format. Students will be assigned instructional material that must be completed prior to each class. The instructional material will be reviewed before and after class hours. Use of Canvas is mandatory for this course. All course information including instructional materials, assignments, rubrics, and grades will be provided in Canvas. HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information

No required textbook. Refer to program texts and online program resources.

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

The course offers supervised clinical practice in the classroom and simulation lab. Additional course work is a part of the course.

Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/health-sciences/physical-therapist-assistant/>

Course Student Learning Outcomes (CSLOs)

All outcomes, objectives, instruction, and activities assume that the student is working under the direction and supervision of a licensed physical therapist. Utilizing information taught and demonstrated in lecture, lab, assigned readings and assignments, the student will be able to demonstrate the following course objectives.

Upon completion of PTHA 1266, the student will be able to:

- 1.0** Demonstrate effective and culturally sensitive communication skills with patients, caregivers and other health care providers.
- 2.0** Adhere to federal and state legal and ethical practice standards, as well as facility practice guidelines regulating PT practice.
- 3.0** Demonstrate professional behaviors in interactions with patients, caregivers and other health care providers.
- 4.0** Demonstrate safe and competent patient treatments in the classroom and a simulated patient treatment room as defined in the grading rubric skills objectives applying skills including data collection, treatment implementation and treatment modification for various diagnoses. All treatments will be performed within the plan of care and under the direction and supervision of the licensed physical therapist.
- 5.0** Complete accurate and timely documentation that complies with federal and state regulations, professional guidelines and facility requirements using the International Classification of Functioning, Disability, and Health (ICF).

Learning Objectives

1.0 Demonstrate effective and culturally sensitive communication skills with patients, caregivers and other health care providers.

- 1.1 Communicate verbally and in written form, with sensitivity to differences in race/ethnicity, religion, gender, age, sexual orientation and disability or health status.
- 1.2 Provide appropriate and effective feedback to clinical instructor and other members of the inter-professional healthcare team.
- 1.3 Use non-verbal communication consistent with the intended message.

2.0 Adhere to federal and state legal and ethical practice standards, as well as facility practice guidelines regulating PT practice.

- 2.1 Identify sections of the Practice Act and/or Rules governing physical therapists and physical therapist assistants for the jurisdiction in which the clinical experience occurs.
- 2.2 Exhibit appropriate levels of supervision of physical therapy aides/techs.
- 2.3 Demonstrate ethical PTA scope of work consistent with the Standards of Ethical Conduct for the PTA, Guide for Conduct of the PTA, and/or the Values Based Behaviors for the PTA.
- 2.4 Report suspected cases of financial fraud and abuse or abuse of vulnerable populations to appropriate authorities.

3.0 Demonstrate professional behaviors in interactions with patients, caregivers and other health care providers.

- 3.1 Demonstrate all professional behavior skills listed in the grading rubrics as well as behaviors consistent with APTA Value - Based Behaviors for the PTA in all interactions with patients/clients, family members, caregivers and other health care providers.
- 3.2 Collaborate with other members of the healthcare team to deliver comprehensive patient care.

4.0 Demonstrate safe and competent patient treatments in the classroom and a simulated patient treatment room as defined in the grading rubric skills objectives applying skills including data collection, treatment implementation and treatment modification for various diagnoses. All treatments will be performed within the plan of care and under the direction and supervision of the licensed physical therapist.

- 4.1 Apply the principles of critical thinking/problem solving in the delivery of patient/client care
- 4.2 Analyze and integrate patient/client feedback into treatment decisions.
- 4.3 Demonstrate safe and competent skill performance in a timely manner.
- 4.4 Assess self and peer performance.

5.0 Complete accurate and timely chart review and documentation that complies with federal and state regulations, professional guidelines, and facility requirements using the International Classification of Functioning, Disability, and Health (ICF).

- 5.1 Effectively utilize an electronic medical record and documentation system.
- 5.2 Demonstrate professional and technically correct written communication skills.
- 5.3 Document patient treatments effectively.

Student Success

Due to the intense on-site training course format, expect to spend at least twice as many hours per week outside of class as you do for other course formats studying the course content and reviewing material from previous courses to be able to competently and safely treat your patients. Additional time will be required for assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- The student is expected to attend all required HCC classes as required by this syllabus.
- The student is expected to meet all requirements for assignments as required by this syllabus.
- The student is required to come to all PTA skill labs and simulation sessions fully prepared by reviewing all required course material as well as any material from previous courses in the program.
- The student will be required to successfully complete two simulated patient treatments and all required PTA lab skills safely and competently with a passing score of 75% as stated in the grading rubrics.
- The student is expected to safely and competently complete all activities in the PTA and simulation labs as expected by the clinical instructor during Spring 2021 clinical affiliations. These expectations include professionalism, chart review, documentation, communication with the supervising PT and other disciplines, self-reflection. All treatments will be performed within the plan of care and under the direction and supervision of the licensed physical therapist.
- A grade of "Incomplete" will be submitted for the course until all course requirements are satisfactorily completed.

There is no short cut for success in this course; it requires reviewing and studying ALL course material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructors, it is our responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as necessary

As a student, it is your responsibility to:

- Attend all required sessions in person
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with us.
- Read and comprehend the instructional material
- Complete the required assignments
- Ask for help and clarification when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 75%
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Assignments, Exams, and Activities

Written/Oral Assignments

Students will be assigned Canvas assignments on the weekly topic as per the Instructor's discretion. See grading rubrics and formula for value of all assignments.

Quizzes

Quizzes will be given in Canvas and or may be given during class time. Quizzes may be given at any point during the class session and may or may not be announced. Students late to a quiz will forfeit the time missed. No make-up quizzes will be allowed for quiz absences. Any collaboration on quizzes is a violation of the Academic Integrity Policy located in the student handbook.

In-Class Activities

Classes will be on-site in the PTA lab and simulation lab. Review the course calendar for weekly expectations and class timing. Each student is required to be prepared ahead of time for the class topic. Participation in class activities and discussions are important to each student's learning. Students will be called on by the instructor if participation is noted to be limited. Class activities will include, but not limited to, PowerPoint lectures and hands-on skill demonstrations by the lead instructors. The course will also include activities that engage communication skills during clinical integration scenarios and discussion.

Exams

Lab exams and skill check-offs will be assigned as a means of assessing student comprehension, safety, and clinical readiness. All exams will focus on the unit of study at hand and will pull information taught in previous courses. There will be one final comprehensive lab exam for all material covered in the program to date. A 75% average in all exams from each category is required to meet passing criteria for the course. Grading criteria must be met individually for each category of grading: Lab Exams, Assignments/quizzes. A student tardy to an exam will forfeit the missed time with no other point related penalty. A student absent to an exam will forfeit points according to the attendance policy. It is the responsibility of the student to contact the instructor to notify the instructor of the absence and schedule a make-up.

Lab Exams

Students will have up to three opportunities to pass each lab exam. Lab exams may be short skill-specific performance testing or scenario based practical exams and may be recorded. Each student is responsible for bringing their own SmartCard/SanDisk and case which will become property of the program. Only skills recorded on the individual student's SmartCard/SanDisk will be graded. A resulting grade of $\geq 75\%$ as determined by the grade sheet criteria is required to pass the lab exam and indicates competence with the test skill/scenario. This is the ORIGINAL lab exam.

If the resulting grade is $< 75\%$ as determined by the grade sheet criteria, the student has failed the ORIGINAL lab exam and has not proved competent with the test skill/scenario. The student must then remediate and complete a FIRST RETEST. The student will receive an email from the instructor outlining specific remediation requirements. All retests will be scheduled by the instructor during normal program hours. The student is expected to be available at the given test time.

On the FIRST RETEST, the student must retest the same failed skill/scenario from the ORIGINAL lab exam. If the student earns $< 85\%$ on the FIRST RETEST of the same failed skill/scenario, they will receive a grade of "0" for the ORIGINAL lab exam indicating failure to show competence with the skill/scenario and will fail the lab portion of the course. They must email the Program Director within 48 hours of receiving their final grade to discuss the possibility and/or requirements for remaining in the program.

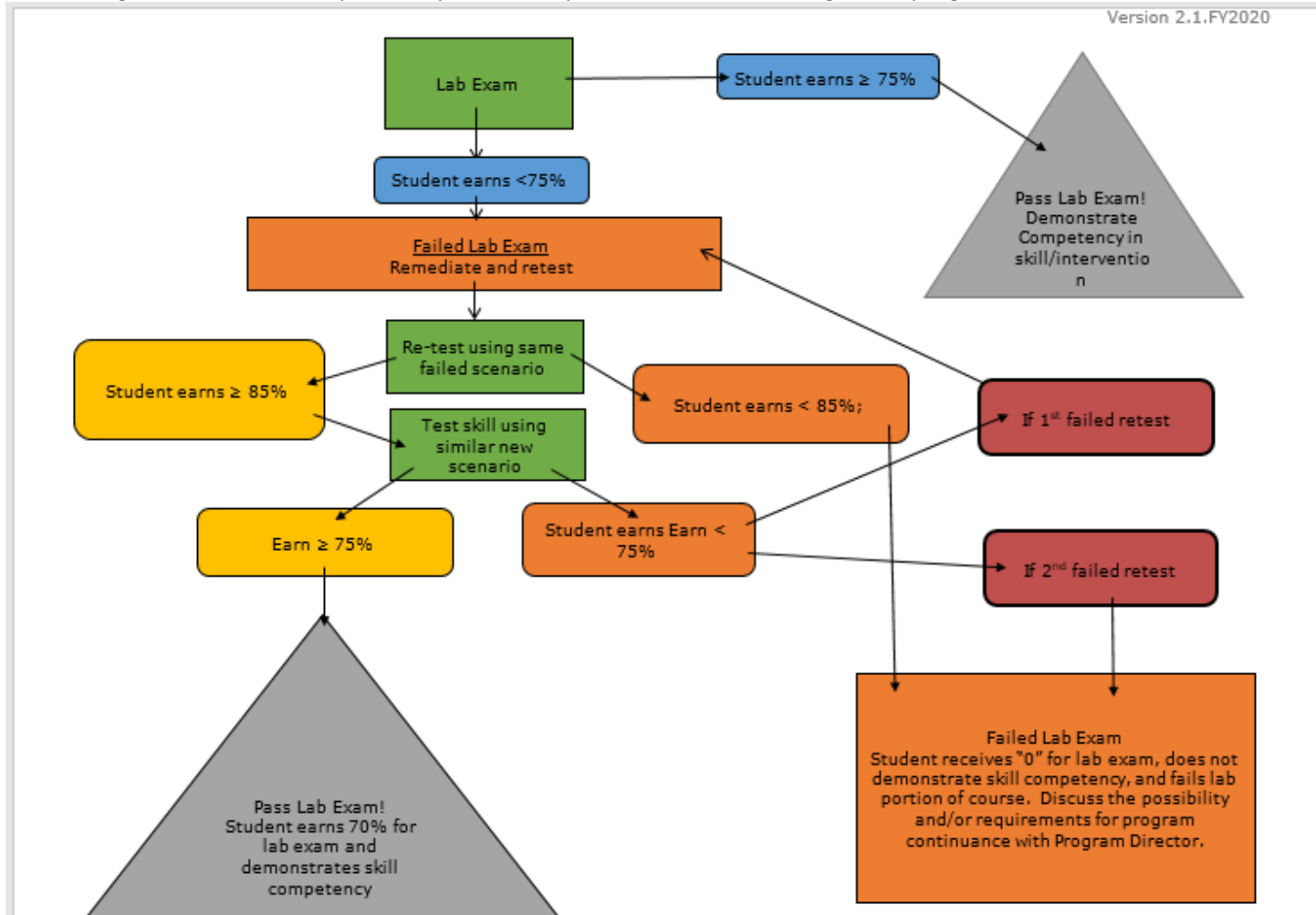
Lab Exams (cont'd)

If the student earns $\geq 85\%$ on the retest of the same failed skill/scenario from the ORIGINAL lab exam, they must then test the same material using a new similar skill/scenario. This will be a second lab exam on the same day. If they earn $\geq 75\%$ on the same AND new similar skill/scenario on the FIRST RETEST, they receive a grade of 70% for the ORIGINAL lab exam and competence with the material is demonstrated. If the student earns $< 75\%$ on the new skill/scenario, the "0" will remain in the gradebook for the ORIGINAL lab exam until they remediate and retest one more time. This will be the SECOND RETEST.

On the SECOND RETEST, the student must retest the same failed skill/scenario from the FIRST RETEST. If the student earns $< 85\%$ on the SECOND RETEST of the same failed skill/scenario from the FIRST RETEST, they will receive a grade of "0" for the ORIGINAL lab exam indicating failure to show competence with the skill/scenario and will fail the lab portion of the course. They must email the Program Director within 48 hours of receiving their final grade to discuss the possibility and/or requirements for remaining in the program.

If the student earns $\geq 85\%$ on the retest of the same failed skill/scenario from the FIRST RETEST, they must then test the same material using a new similar skill/scenario. This will be a second lab exam on the same day. If they earn $\geq 85\%$ on the same AND 75% on the new similar skill/scenario on the SECOND RETEST, they receive a grade of 70% for the ORIGINAL lab exam grade and competence with the material is demonstrated.

However, if on the SECOND RETEST the student earns $< 85\%$ on the same failed skill/scenario OR $< 75\%$ on the new similar skill/scenario, they will receive a final grade of "0" for the ORIGINAL lab exam indicating failure to show competence with the skill/scenario and will fail the lab portion of the course. They must email the Program Director within 48 hours of receiving their final grade to discuss the possibility and/or requirements for remaining in the program.



Grading Formula

GRADE CATEGORY	CRITERIA	% of 100
Gait	The student will complete lab activities virtually that will assist in the learning and development of gait analysis skills for normal phases and abnormal deviation. There will be 1 graded assignment and 1 quiz over this material.	15%
Skill Check-Offs	The student will be required to show competency in the application of hands-on skills from past courses to demonstrate readiness for the clinical environment. Students are required to pass all skills outlined in the Lab Skills Check-Off assignment and rubric (p. 15).	10%
Comprehensive Final Skills Lab Exam	The student MUST have a 75% on the Comprehensive Final Lab Exam. Reference the grading rubric (p. 13-14) for performance criteria.	55%
Simulation Lab Activities	The student MUST successfully complete TWO simulated treatments (and any remediation) following all required criteria as stated in the grading rubrics (see p. 11-12) to pass this course. *A detailed SIM activities schedule will be in Canvas by 10/5/2020.*	10%
Professionalism	This course is designed to help students prepare for clinical affiliations. Professionalism is of the utmost importance. Respect for others, attention to rules, timeliness , attendance , communication and general proper behavior are just examples of how these points will be awarded. A verbal warning will be given for the 1 st offense and then all points will be deducted for the 2 nd offense.	5%
Class Participation	This course will be given on-site. Students are expected to attend all required sessions to enhance their learning. See Course Calendar on p. 21. Students are to review all required course material beforehand to effectively engage in all online discussions with classmates and faculty. See Canvas for all assignments. This active learning will help each student to prepare for both clinic and the comprehensive final exam. A verbal warning will be given for the 1 st offense and then all points will be deducted for the 2 nd offense.	5%

Grading Scale:

Grade	Total Points
A	90 - 100
B	89 - 80
C	79 - 75
D	74 - 70
F	<70

PTHA 1266 - Simulation PT Treatment Grading Rubric

Clinical Skill	Skill Objective and Criteria (19 items at 5 points each = 95 total possible points)	Grading Scale & CI Comments
	<ul style="list-style-type: none"> Each SPTA must successfully complete <u>TWO</u> SIM treatments with a passing grade of 75% in order to pass the course. (see Syllabus). * Any skill rating of a U requires remediation with the instructor to pass the course. (see Syllabus). * 	Check = 5 points NI = 3 points U = 0 points
1. Conduct an accurate chart review. (obj. 5.1, 5.2, 5.3)	a. Perform an accurate chart review using mock patient charts in the EMR system, <i>75Health.com</i> . b. Organize the chart information using a cheat sheet.	a. √ NI U b. √ U
2. Communicate appropriately with other health care disciplines. (obj. 1.1,1.2,1.3)	a. Discuss the treatment plan with the supervising PT and clinical instructor prior to treatment. b. Communicate with the RN about the patient's current condition, medication needs and the treatment plan before tx. c. Communicate appropriately with the patient and the PT Technician during treatment. d. Communicate with the RN about the patient's current condition, medication needs and the treatment plan after tx. e. Discuss the patient's progress, any suggestions for modification of the POC and self-performance with the supervising PT and clinical instructor after treatment. <u>(Must discuss ALL three items – no partial credit!)</u>	a. √ NI U b. √ NI U c. √ NI U d. √ NI U e. √ NI U
3. Conduct a safe patient treatment. (obj. 2.1, 2.2, 2.3, 2.4,3.1,3.2,4.1,4.2,4.3)	a. Demonstrate proper hand hygiene and donning of required PPE (gloves & mask) before treatment. b. Conduct a treatment safely and competently addressing all items in the POC and short-term goals. (*This skill is required to pass this treatment!*) c. Use proper guarding techniques with the patient throughout the session. d. Delegate tasks appropriately to the PT technician during treatment. e. Manage all lines, tubes and equipment safely during all mobility. f. Monitor all vitals and patient complaints closely throughout the session. g. Make appropriate clinical decisions within the POC during treatment. h. Demonstrate proper hand hygiene and doffing of required PPE (gloves & mask) after treatment.	a. √ U b. √ U c. √ NI U d. √ NI U e. √ NI U f. √ NI U g. √ NI U h. √ NI U
4. Manage treatment time effectively. (obj. 4.3)	Complete a 45-minute patient treatment addressing all items in the POC & short-term goals.	√ U
5. Perform a self & peer reflection after a treatment. (obj. 1.2, 1.3,4.4)	a. Review your treatment video and complete a self-critique. (see critique form in Canvas) b. Review a peer's treatment video and complete a peer critique. (see critique form in Canvas)	a. √ U b. √ U
6. Document a daily note. (obj. 1.1,1.3,5.1, 5.2, 5.3)	Submit an accurate daily treatment note within a 15-minute maximum in the electronic documentation system, <i>WebPT</i> , after treatment using the guidelines in the Daily Note Grading Rubric in Canvas .	√ U
7. Use constructive feedback effectively. (obj. 3.2, 4.1)	<ul style="list-style-type: none"> SPTA will demonstrate improvement on the <u>NEXT</u> treatment session toward skills needing attention based on the constructive feedback given by the supervising PT and clinical instructor. SPTA has shown improvement on the <u>NEXT</u> session toward skills needing attention from the <u>previous</u> treatment using the constructive feedback given by the supervising PT and clinical instructor. 	<ul style="list-style-type: none"> These skill points will be added to the NEXT session's grading rubric. √ NI U plus 5 points for the NEXT session only

PTHA 1266 - Daily Note Grading Rubric

Section:	Criteria for Electronic Daily Note:
General	<ul style="list-style-type: none"> • Correct Spelling & Grammar • Content is within the POC and PTA scope - * automatic zero if item is not present
Subjective (S)	<ul style="list-style-type: none"> • Relevant patient and family reports – (Do not include outcome measures here)
Objective (O)	<p><u>Observations</u></p> <ul style="list-style-type: none"> • Movement observations • Observations about tolerance and performance • Documented in impairment terms <p><u>Measurements</u></p> <ul style="list-style-type: none"> • ROM/MMT/SENSORY etc. • Functional Assessments/Outcome Measures <p><u>Interventions</u></p> <ul style="list-style-type: none"> • Reason for <u>EACH</u> intervention using physiological indications from lecture and/or textbook. Reason(s) MUST be consistent with the short-term goal(s). • Positioning of the pt./limb during treatment • Skin/response/ • Exercises/Stretches/AROM/PROM: <ul style="list-style-type: none"> ○ Sets x reps ○ Rest (duration and times) ○ resistance (type, lbs., color) • Modalities: <ul style="list-style-type: none"> ○ type of modality ○ Patient set-up (position, electrode placement & size) ○ Settings (temp., freq., amps, time, etc.) ○ Duration tolerated by pt. ○ target muscle (s) • Manual Therapy <ul style="list-style-type: none"> ○ Technique, location, response • Patient/family Education <ul style="list-style-type: none"> ○ Response/learner receptiveness
Assessment (A)	<p>Professional and clinical conclusions based on treatment and responses</p> <ul style="list-style-type: none"> • Global associations/assessments about response to treatment • “Pt. is progressing well today toward the goal for ____.” • “The limiting factor for progression is ____.” • “Pt will benefit from continued skilled PT ____.”
Plan (P)	<ul style="list-style-type: none"> • “Will continue with the POC next session. • Plans for next session: progression/regression of treatment • “Supervising PT is aware of today’s progress.”

<p>Interventions (A or B):</p> <p>A1: Application of a Therapeutic Agent:</p> <ul style="list-style-type: none"> • Assess Skin: Color, Continuity, Texture, Edema, Circulation, Temperature • Administers standardized pain scale pre AND post intervention • Positions/drapes for modesty and clinical access • Applies agent according to established guidelines • Monitors for patient response and modifies parameters appropriately <p>A2: Provision of Therapeutic Exercise:</p> <ul style="list-style-type: none"> • Determines appropriate exercise • Determines appropriate exercise parameters • Provides proper patient instruction • Monitors and modifies based on patient performance • Provides proper progression <p>OR</p> <p>B1: Gait Training with and Assistive Device:</p> <ul style="list-style-type: none"> • Determines appropriate device and strategy • Fits device appropriately • Provides proper patient instruction • Monitors and modifies based on patient performance • Provides safe patient handling and transfer <p>B2: Provision of Therapeutic Exercise:</p> <ul style="list-style-type: none"> • Determines appropriate exercise • Determines appropriate exercise parameters • Provides proper patient instruction • Monitors and modifies based on patient performance • Provides proper progression 	<p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>OR</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p>	
<p>Problem Solving:</p> <ul style="list-style-type: none"> • Adjusts body mechanics, positions, environment, time, application, parameters, etc. 	<p>2 1 0</p>	
<p>Written Communication:</p> <ul style="list-style-type: none"> • Documentation is professional and reimbursable 	<p>2 1 0</p>	
<p>*Effective Use of Time and Resources: Completes treatment within allotted time</p>	<p>Y N</p>	
<p>*Plan of Care: Implementation of POC</p> <ul style="list-style-type: none"> • Remains within the plan of care 	<p>Y N</p>	
<p>*Safety: MUST have rating of "Y" to pass</p> <ul style="list-style-type: none"> • Infection control: hand hygiene, environmental cleanliness, PPE • Safe equipment handling • Safe patient handling 	<p>Y N</p>	
<p>Failed Lab Exam: Any rating of "N"; "0" on * skills, or < 75% will require remediation and may require re-testing</p>	<p>TOTAL POINTS: _____ / 60</p>	

PTHA 1266 – Lab Skill Checkoff's

Instructor signature indicates that the student demonstrated competency during lab with the listed skills. **All skills** must be signed off by an instructor to pass the course. It is the responsibility of the student to make sure all skills are completed and submitted prior to the comprehensive lab Exam.

Students will have a maximum of three (3) attempts to demonstrate competency. If competency is not met for any skill, a zero (0) will be the grade of record for this assignment and the student may not move forward.

SKILL	INSTR INITIALS	DATE	COMMENTS
Thermal Agents: <ul style="list-style-type: none"> • Hot Pack • Ultrasound- gel • Ultrasound- water 			
Electrotherapy: <ul style="list-style-type: none"> • TENS • IFC • NMES • Combo • Biofeedback 			
Compression Therapy: <ul style="list-style-type: none"> • Elastic Bandages • Mechanical Compression 			
Mechanical Traction: <ul style="list-style-type: none"> • Cervical • Pelvic 			
Tilt Table: <ul style="list-style-type: none"> • Tilt Table 			
GONI: <ul style="list-style-type: none"> • UE • LE 			
MMT: <ul style="list-style-type: none"> • UE • LE • Trunk 			
Gait with AD: <ul style="list-style-type: none"> • Patterns • Ramps • Curbs • Stairs 			

Incomplete Policy:

In order to receive a grade of Incomplete (“I”), a student must have completed at least 90% of the work in the course. In all cases, the instructor reserves the right to decline a student’s request to receive a grade of Incomplete.

HCC PTA Program Grading Scale can be found on the PTA Program website in the student handbook:

<https://www.hccs.edu/programs/areas-of-study/health-sciences/physical-therapist-assistant/>

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor’s Practices and Procedures

Missed Assignments

All assignments are due at or before the stated due date in the course calendar or Canvas. Makeup assignments will not be accepted after the due date/time. It is the responsibility of the student to be informed of course expectations and manage course requirements in an efficient and effective manner.

Academic Integrity

Students can be dismissed from the program for cheating on exams, quizzes or assignments. Students dismissed for cheating will not be allowed readmission to the PTA program. See the HCC policy on under the Student policies and procedure under the tab for Basic Standard of Conduct [Scholastic Dishonesty](#).

Cheating includes the following, but not limited to:

- Videotaping or taking pictures of any exam or during class times without express consent of the instructor
- In possession of a cell phone during an exam or during class times without express consent of the instructor
- Copying answers from another student
- Using any technology to look up answers during an exam
- Any homework or class assignment specified to be completed individually is subject to the Academic Honesty Policy

The link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

Students are expected to be on time and remain present for the entire class. Being on time, staying throughout the entire class, and exemplary attendance go hand in hand with professionalism. Students who do not abide by course attendance requirements show a lack of strong personal commitment. Each student is allowed one (1) absence per course per semester without penalty. For each additional absence per class, the final overall course grade will be lowered by five (5) points. Three (3) tardy arrivals (up to 20 minutes late) or early departures (less than 20 minutes) will equal one absence. Students who arrive more than 20 minutes after the start of class or leave more than 20 minutes before the end of class will be considered absent. Lab and lecture classes of the same course are considered separate for the purpose of attendance. Only one (1) absence can be accrued per course per day. All absences will be treated equally, regardless of the reason, and if any absence occurs, the student is responsible for the missed class content and assignments. Professional courtesy means the student should call the program department (713-718-7391) and leave a voicemail or email the lead instructor if they will be late or absent for class.

Student Conduct

There is an abundance of material to learn in a limited amount of time. Mutual respect during lecture and lab time will promote a better learning environment. The following considerations need to be remembered:

- Students need to take responsibility and use the rest room as frequently as necessary during breaks to limit the disturbance created by leaving class during class time.
- Students need to refrain from conversation with their neighbors during class time.
- Students need to respect the decision of an instructor to table a conversation during class time to enable the instructor to complete class lecture/lab material.
- All electronic devices must be turned off and stored during all class lectures, labs, and tests unless otherwise notified by the instructor. Students may use laptops for course material delivered electronically with instructor permission
- No visual, auditory, or any other kind of electronic reproductions of class presentations, homework, and activities may be made without the permission of the class instructor and those appearing or heard in the reproductions. This does not include the reproduction of classroom or lab activities for teaching or grading purposes.
- No food or drink (excluding water) is allowed in the classroom or laboratory area.
- All laboratory equipment is to be cleaned following use and returned to the proper storage area. Electronic equipment is checked and calibrated annually. Equipment should not be used if the calibration/check sticker is out of date. Students are responsible to notify the Program Director immediately if a past due date is found on a piece of equipment or if a piece of equipment is not working properly.
- All students will be used to simulate patients in case scenarios. If a student is injured during the course of class or lab, they must inform the instructor immediately and report the incident on the Student Accident Report within 24 hours of the incident.
- Students must follow the PTA Lab Guidelines & Safety Policy at all times.

Instructor's Course-Specific Information

Students will be notified of grades in Canvas. The student's cumulative grade may not display correctly due to the Canvas system and correct grade percentage distribution. If a grade is in question, the student should contact the instructor for clarification. Feedback on assignments will be provided within one week of the due date unless otherwise notified by the instructor.

Electronic Devices

Recording devices and cell phones are only allowed with instructor permission. Computers are allowed in class to use for course instructional materials only. Any violation of the electronic device policy will result in dismissal from class and an absence.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

In addition, the PTA Program Handbook which contain specific program policies can be found: <https://www.hccs.edu/programs/areas-of-study/health-sciences/physical-therapist-assistant/>

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS³ surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Health Sciences to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints. The Dean is located in the Coleman main building suite 232. Phone 713-718-7487

Department Chair Contact Information

Michele Voight, PTA, MPA
Program Director
Physical Therapist Assistant
713-718-7368
Michele.voight@hccs.edu

PTHA 1266- Fall 2020 Course Calendar

(0) Week of 8/17- Virtual			
Self-Paced:			
<ul style="list-style-type: none"> Lectures: Normal Gait, Abnormal Gait Lab Activities/Assignments: Measuring Gait, Functional Measures 			
(Week 1) Week of 8/24- Virtual			
	TUE 2-4pm Lab: Normal Gait, measuring gait Q&A DUE in class: Measuring Gait		THUR 10am-12pm Lab: Abnormal Gait & Functional Measures Q&A DUE in class: Rehab Measures
(Week 2) Week of 8/31			
DUE: Identification of normal phases of gait			
DUE: Gait Quiz			
(Weeks 3-6) Weeks 9/7, 9/14, 9/21, 9/28			
Self-Paced Skill practice- No scheduled class activities			
(Week 7) Week of 10/5- Live on Campus. * Refer to on-campus lab assignments for days/times			
Skill Practice & Check- Offs: Physical Agents Simulations			
(Week 8) Week of 10/12- Live on Campus			
Skill Practice & Check- Offs: Data & Therapeutic Exercise Simulations			
(Week 9) Week of 10/19- Live on Campus			
Monday: Open Lab	Tuesday & Wednesday: Comprehensive Lab Exams	Friday: As needed for lab Exams	
(Weeks 10-15) 10/26 - 12/4			
<ul style="list-style-type: none"> Reserved for remediation; scheduled on an as needed basis 			